



Council Meeting Agenda

25 February 2025 at 1pm

COPACC Meeting Rooms 1 & 2

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 25 February 2025

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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 Tuesday 25 February 2025 at 1:00 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

RECOMMENDATION

That Council confirm the minutes of the Council Meeting held on 11 December 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 Friday 21 February 2025. 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 Friday 21 February 2025.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

5.1 Receipt of Petition titled 'Save Meredith Park'

Item: 5.1

Receipt of Petition titled 'Save Meredith Park'

OFFICER	Matilda Hardy-Smith
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	5.2.1 - Petition Front Page: Save Meredith Park

1. PURPOSE

The purpose of this report is to receive and note the petition titled "Save Meredith Park".

2. EXECUTIVE SUMMARY

A petition has been received regarding the campground at Meredith Park. The petition has 2409 signatures in total. It is noted that the total amount of signatures presented in the petition is 2410, however 1 has not been counted due to duplication.

Whilst not submitted to Council, there is an online petition that states its goal is to "*keep Meredith Park Lake Colac open for free or low-cost camping*". The statement of purpose of the petition is not specific on the paperwork provided to Council, but the assumption is that those supporting the petition were aware of this intention.

As per section 13.1 of Council's Governance Rules, a petition or joint letter must be presented to the next available scheduled meeting of Council where the petition or joint letter is received at least 10 days before the Council meeting. The head petitioner has been invited to attend this meeting in person to briefly address Council during public question time.

3. RECOMMENDATION

That Council:

- 1. Receives the petition titled “Save Meredith Park” (with wording as per attachment 1), noting that the petition format is non-conforming to Council's Governance Rules.***
- 2. Notes the petition (in its online form) asks Council to consider retaining Meredith Park as a free or low-cost campground.***
- 3. Agrees to consider this petition, and other future submissions from the public before a final decision is made on the future use of Meredith Park, as per the resolution at Council's 28 August 2024 meeting.***
- 4. Requests a further report to be considered by Council at a future meeting, date to be determined.***
- 5. Advises the Head Petitioner of this resolution.***

4. KEY INFORMATION

At its meeting on 28 August 2024, Council resolved:

That Council:

- 1. Notes the investigations undertaken into the options for future management of Meredith Park in response to Council decision on 16 September 2020.***
- 2. Notes that the investigations into the future management and use of Meredith Park identifies two viable options:***
 - a) Council continues as manager of the land and allows camping at the site.***
 - b) Council continues as manager of the land and allows it to be used as public open space only, with no authorised camping.***
- 3. Determines to undertake community consultation in early 2025 on the two management options and use options as listed in point 1, in accordance with its Community Engagement Policy.***
- 4. Receives a report after the conclusion of the consultation process that provides the outcomes of the consultation and recommendations on the future management and use of Meredith Park.***

Acknowledging the resolution, community consultation is set to take place in the coming months. At the conclusion of the consultation process, a report will be put before Council providing recommendations on the future use of the area.

This petition will be considered along with future submissions from the community.

It is noted that this petition is being put before Council in a non-compliant format. With reference to Council's Governance Rules, this petition is not compliant with the following sections:

13.2 (b) "must be addressed to the Council, Mayor, a Councillor or Councillors, containing a request for action to be taken by Council"

The petition is not addressed to Council, Councillors, or the Mayor and does not provide a specific request for action to be taken.

13.3 "Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated."

Throughout the petition, there are several names listed without signatures accompanying them, additionally all signatories must provide their address. In most cases this was not provided by signatories.

13.4 "Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by Council."

All signatories listed on this petition do not appear on a page which contains the full text of the petition.

5. CONSIDERATIONS

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

Council's review of this issue aligns with current regulations and aims to achieve the best outcomes for the municipal community by considering financial, economic, social, and environmental risks and benefits. Transparency in Council decisions, actions, and information will be maintained through an open and transparent consultation process in 2025.

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

This petition is non-compliant with Council's Governance Rules.

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

Not applicable.

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

As per the resolution from the 28 August 2024 Council Meeting, a consultation and engagement process is proposed for early 2025, in accordance with Council's Community Engagement Policy. The details of this will be designed and confirmed with guidance of Council.

Public Transparency (s58 LGA 2020)

Officers will ensure the public is well-informed about the consultation process and how stakeholders and the general community can participate. All decisions regarding the future of the site will be made in open Council sessions.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 3 – Healthy and Inclusive Community

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

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

The community will have the opportunity to provide feedback on available options when consultation opens.

Financial Management (s101 *Local Government Act 2020*)

Not applicable.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not Applicable.

Communication/Implementation

This petition will be considered along with other submissions from the public at a future Council Meeting. The Head Petitioner will be advised of the outcome of the resolution from this meeting.

Human Rights Charter

Not Applicable.

Officer General or Material Interest

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

Options

Option 1 – Agree to note the Petition and consider as a submission to future exhibition.

This option is recommended by officers as the petition reflects the concerns of the public and as per the resolution from the 28 August 2024 Council Meeting, community consultation is to take place in early 2025, in accordance with Council's Community Engagement Policy. This Petition can be considered as part of potential future submissions.

Option 2 – Do not consider the Petition.

This option is not recommended by officers as submissions from the public will be essential when considering the future of Meredith Park.

D24/250377

JACK RUSSELL

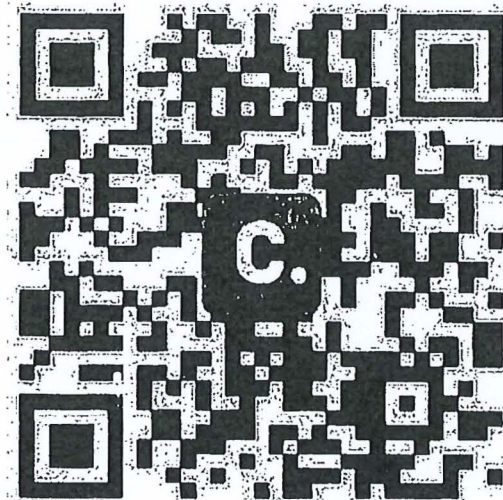
2410

WE NEED YOUR SIGNATURE TO SAVE MEREDITH PARK

**COLAC OTWAY SHIRE HAVE LEFT IT TO PUBLIC
REVIEW TO DETERMINE THE OUTCOME OF
SHUTTING DOWN MEREDITH PARK CAMP SITE.**

Merideth Park Campground, located in the Colac Otway Shire, is a popular spot for camping enthusiasts. Recently, the local council has put the future of the campground up for public review, seeking community input on whether it should continue to offer free or low-cost camping options. The decision will hinge on feedback from the public, who are encouraged to voice their opinions to influence the campground's future.

**SCAN THE QR CODE TO SIGN THE PETITION TO
SAVE MEREDETH PARK**



6 PLANNING AUTHORITY AND RESPONSIBLE AUTHORITY DECISIONS

Nil reports.

Item: 7.1

Project Budget Adjustments and Cash Reserves Transfers - January 2025

OFFICER	Paula Gardiner
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
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 funding in Table 2 for initiation of a new project relating to urgent works required at the Wydinia Kindergarten.***
- 2. Approves the project budget adjustments in Table 3a.***
- 3. Approves the project budget adjustments in Table 3b.***

4. KEY INFORMATION

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

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

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

- Unallocated Renewal Funds: \$1,464,588
- Unallocated Discretionary Funds: \$127,832

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 (Ex GST)	
			Exp	Income
Nil to report				

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

Table 2 – Newly initiated projects for Council approval

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
			Exp	Income
Wydinia Kindergarten fencing and playground safety upgrades	WO 00031845 Unallocated Renewal Funds	Kindergarten audit has identified a number of safety concerns including boundary fencing and elements in the outdoor/play space areas	\$17,000	\$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 (ex GST)	
				Exp	Income
COPACC Auditorium Equipment Upgrade	WO 00037928 - 2023-2024 Capital Works - COPACC Auditorium Equipment Upgrade	WO 00031845 Unallocated Renewal Funds	Project completed at a total cost of \$193,975 over 2023-24 and 2024-25	(\$5,025)	\$0
Ruby Court Footpath Reconstruction	WO 00031845 Unallocated Renewal Funds	WO 00038461 - 2023 - 2024 - Capital Works - Footpaths - Ruby Court Footpath Reconstruction	Additional project budget required to support the change of scope in response to community feedback.	\$12,000	\$0
2024-25 Road Crack Sealing Program	2024-25 Road Crack Sealing Program	WO 00031845 Unallocated Renewal Funds	The programmed works have instead occurred under the Major Patch Program given the condition of the road segments in the program warranted more substantial repair.	(\$80,000)	\$0

Table 3b Project budgets requiring adjustment (Operational Projects)

Project name	Transfers from project account	Transfers to project account	Basis for Variation	Project budget adjustment (ex GST)	
				Exp	Income
Botanical Gardens Masterplan Review	WO 00037511 - 2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens	WO 00037918 Unallocated Discretionary Funds	Project completed at a total cost of \$40,847. The project was a multi year project.	(\$1,185)	

Project name	Transfers from project account	Transfers to project account	Basis for Variation	Project budget adjustment (ex GST)	
				Exp	Income
	Masterplan Review				
ICT - Intranet Drupal Upgrade	WO 00037918 Unallocated Discretionary Funds	WO 00037518 - 2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	Project completed, with total cost this financial year of \$2,875.	\$1,250	
Eastern Reserve Indoor Training Facility	WO 00031845 Unallocated Renewal Funds	WO 00036935 - 2020-21 Operating Project - Eastern Reserve - Baseball Batting Cage	To cover contingency for a community led project following unexpected cost escalation through detail designed. Figure requested is a maximum figure and will only be released with CEO approval.	\$50,000	

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Closer 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 the 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

Colac Civic Health and Rail Precinct Plan Exhibition of Draft Plan

OFFICER	Erin Sonogo
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Draft Colac Civic Rail and Health Precinct Plan [7.2.1 - 62 pages]

1. PURPOSE

To present the draft Civic, Health and Rail Precinct Plan and request authorisation to exhibit the draft document and invite public submissions.

2. EXECUTIVE SUMMARY

The draft Colac Civic, Health and Rail Precinct Plan (Precinct Plan) project sets out a long-term vision for the precinct focussing on streets, public spaces, building form, parking and connectivity.

The Civic, Health and Rail Precinct has an important role in the Colac CBD as a focus for health, cultural, community and transport services. In addition, there are emerging opportunities for the precinct to accommodate regionally significant development. Combined with the existing train station, civic and health functions, the precinct has the potential in the long-term to establish as a regional activity hub. Therefore, it is important to plan for the long-term development of the precinct.

The draft Precinct Plan has been informed by extensive community engagement and has been tested with key stakeholders. It is now proposed to seek feedback from the community about the draft Plan.

3. RECOMMENDATION

That Council:

- 1. Notes the draft Colac Civic, Health and Rail Precinct Plan (Attachment 1) has been developed following engagement with a range of stakeholders.***
- 2. Authorises officers to place the Draft Colac Civic, Health and Rail Precinct (Attachment 1) on public exhibition for a minimum of six weeks for the purpose of inviting submissions.***
- 3. Provides the opportunity for any person wishing to speak to their written submission to be heard, or for a nominated representative of that person to speak to the submission on their behalf, at a Submissions Committee meeting prior to Council considering a report on the final version of the Precinct Plan.***
- 4. Notes that it is intended that the final version of the Precinct Plan will be presented for adoption at a future Council Meeting.***

4. KEY INFORMATION

Council, in partnership with Colac Area Health (CAH) and the former Department of Environment, Land, Water and Planning (DELWP) – now the Department of Energy, Environment and Climate Action (DEECA) – commenced the Colac Civic Health and Precinct Plan in 2020. The project originally comprised two parts:

- Portion 1 – Precinct Plan for the Civic, Health and Rail Precinct, focussing on streets, public spaces, building form, parking and connectivity.
- Portion 2 – Concept designs for a shared office facility for COS/DELWP/CAH.

Need for the project

The Civic Health and Rail Precinct has an important role in the CBD as a focus for health, cultural, community and transport services. In addition, there are emerging opportunities for the precinct to accommodate regionally significant development supporting the tourism industry, including short-term accommodation, private conferencing facilities, expanded cultural facilities and complementary businesses, as well as higher-density key worker accommodation. Combined with the existing train station, civic and health functions, the precinct has the potential in the long-term to establish as a regional activity hub.

The *Colac 2050 Growth Plan* identified the need for Masterplans to be prepared for several sites in the precinct, including COPACC, the Colac Hospital, and the train station. *The Colac CBD and Entrances Project* provides conceptual-level opportunities for key sites and streets within the precinct, on which the draft Precinct Plan is intended to build. The *Colac Community Infrastructure Plan 2016* identified that expansion of COPACC and more community meeting and working spaces are required to cater for existing and future demand.

Drivers for the redevelopment aspects of the project emerged from previous planning work, as well as investigations undertaken with key government stakeholders, including:

- The potential for Council's land to accommodate consolidated state and local government services within a contemporary shared facility.

- Opportunity for Colac Area Health to co-locate some of its administrative and allied health services with Council services, including Maternal Child Health and OPASS, within a 'Health Hub' located within the shared government facility.
- Completion of a comprehensive audit of Council's facilities (the 'Needs Assessment') identifying a need to improve and/or increase Council's office accommodation, community meeting spaces and COPACC to respond to expected population growth and support a regional role for Colac as a cultural destination.
- Engagement with the former Department of Transport (now the Department of Transport and Planning) and VicTrack which, at that time, identified extensive areas of potential surplus rail land around the station.

Preliminary design work was completed as part of Portion 2, which determined that the Rae Street site was too constrained and therefore the State Government's needs could not be accommodated. Following this, DELWP invited Council to partner in making a funding bid to investigate alternative sites for a shared facility; however, this was not deemed financially viable by the State Government.

Due to the State Government not having the capacity to commit to a shared office facility, the short-term redevelopment would be unlikely to be realised and Council made the decision to postpone further planning for the civic centre and COPACC redevelopment, until such time as additional funding is able to be secured. The project was put on hold for a period of time.

Following this decision, the project was re-scoped with a focus on solely progressing the Precinct Plan. Completing the Precinct Plan was considered necessary for a number of reasons:

- It consolidates existing strategies and objectives for sites within the precinct into a single document;
- It provides a coordinated plan for streetscape and public realm improvements, to address existing access and safety issues throughout the precinct. The creation of quality, engaging streets and public spaces acts as a catalyst for private investment, and will support the long-term success and competitiveness of Colac as a destination;
- It provides an implementation plan for specific capital works projects, enabling Council to seek further funding as opportunities arise.

The Precinct Plan

The purpose of the Precinct Plan is to provide:

- A vision for the precinct that defines its intended future role and provides Council, the community and investors with clear expectations and objectives around future development.
- A long-term plan to ensure coordinated street and public place improvements within the precinct.
- Guidance around future development of key sites within the precinct, including COPACC, Colac hospital and the train station, as well as key private redevelopment sites.
- Clarity and support for the Colac Hospital to grow and develop at its existing site.
- Built form strategies, including proposed guidelines and/or requirements around building heights, setbacks, active building frontages, access and connectivity.

This draft Precinct Plan has been prepared following the process outlined below:

- I. Visioning Phase – community and stakeholder engagement to develop the vision and key directions for the Precinct Plan.
- II. Emerging Options – the consultant developed an emerging options plan informed by the feedback received through the engagement.
- III. Options Testing – the emerging option was tested through consultation with the Project Control Group and key stakeholders, and extensive feedback was provided to the consultants to inform the draft Precinct Plan.
- IV. Preliminary Draft Precinct Plan – the preliminary draft was reviewed by the Project Control Group and further feedback provided.
- V. Draft Precinct Plan.

Key features of the Precinct Plan include:

Colac Train Station

Changes to the station forecourt to improve both its function as a transport interchange and overall visitor experience, including safety and amenity for patrons within the station.

Key improvements would be enabled by relocating the car park on to underutilised land to the east of its current location. It is proposed that the bus stop would remain in its existing location, but accessibility between the bus stop and platforms would be improved by the creation of a large pedestrian forecourt, providing for all-abilities access. Commuter use of the station in the short to medium term would be supported by the creation of additional car parking spaces within Gellibrand Street. Any redevelopment would be the responsibility of VicTrack; however, VicTrack is in principle supportive of the proposed concept, and adoption of this concept within the plan would support decision-making and advocacy. Importantly the plan would strengthen the transport role of the rail station precinct and support Council's request to Government for an increase in train service connections to Melbourne.

Colac Area Health

The retention and redevelopment of the hospital within the precinct is supported in the Precinct Plan, with the plan identifying the opportunity to accommodate a major redevelopment of up to 6-storeys in height, along with off-street, multi-level car parking. Built form guidelines in the plan address the need to consider the impact of overshadowing on properties to the south from a redevelopment of this scale and to ensure an appropriate response to visual bulk. The plan identifies the preferred future public access points to be adopted in a future redevelopment. These have been nominated to address issues with access and legibility of the current hospital entrance points.

The plan supports the existing operation of the hospital by proposed street and parking changes, a number of which are proposed to be implemented as immediate actions to improve safety for people accessing the hospital.

Connor Street is proposed to be a pedestrian focussed street, with increased street tree planting and two mid-block pedestrian-priority wombat crossings. Parking in Connor Street is proposed to be converted from angled parking to 90-degree parking, which would result in a net increase in parking. Miller Street would continue to have angled parking, with a protected bike lane and increased street tree planting. Safer crossings are proposed at all roundabout intersections, achieved through placement of pedestrian outstands. The design changes within these streets would serve to slow vehicle speeds, discourage non-local traffic and create a safer and more comfortable environment for people accessing the hospital. The plan

also allows for some further development to occur on the hospital site, with additional on-street parking provided within surrounding streets.

Council Office and COPACC

The Precinct Plan provides for public realm improvements that would complement any future redevelopment of the Civic Centre and COPACC. This includes retention of the existing COPACC green space, improvements to the access driveway to provide for all-abilities access and expanded drop-off areas, and an increase in on-street parking adjacent to COPACC (within the east-west section of Gellibrand Street). Any future redevelopment of COPACC and/or the Council offices would need to consider on-site parking in the form a multi-deck car park, with preferred locations indicated in the Precinct Plan. Construction of multi-deck parking would allow for the eventual conversion of Gellibrand Street to a shared zone. The plan also supports a building height of up to 6 storeys and options for some redevelopment to occur without a dependence on multi-deck parking.

Gellibrand Street

A number of treatments are proposed to Gellibrand Street to support its function as the green spine for Colac, and a key north-south pedestrian and cycle link between Colac Station, the Botanic Gardens and lake foreshore. The proposed closure of the section of Gellibrand Street between the Civic Centre and former Hardware building would be a staged approach:

- Stage 1 – closure of the intersection with Corangamite Street, with the street remaining open to traffic at the eastern end. Car parking would be provided in the form of 90-degree parking on both sides of the street.
- Stage 2 – creation of a slow-speed shared zone. This would be triggered by the redevelopment of the Council offices, which would accommodate off-street car parking.

A longer-term project is to construct a landscaped centre median in Gellibrand Street, to provide for continuous canopy cover along this section of the green spine. Creation of the green spine is consistent with aspirations for Colac to become a 'Botanic City' and an important part of this vision.

Car Parking

The Precinct Plan is focussed on maximising parking within existing streets. In the short term and based on current conditions, significant provision of off-street and multi-level parking would not be viable; however, major developments on key strategic redevelopment sites should investigate opportunities to provide multi-level parking. The Precinct Plan nominates potential locations for future multi-level parking, which in all cases would be a long-term development option.

Although some streets would see a reduction in parking, such as on the south side of Rae Street, overall there would be no net loss of on-street car parking – with increases in parking occurring in Connor Street and Gellibrand Street. Additionally, the investigations undertaken as part of the preparation of the plan identified that the presence of vehicle crossovers has a significant impact on the capacity of streets to provide car parking, and that this is an issue throughout the precinct. Over time, it is expected that the amount of on-street parking will increase, as crossovers are decommissioned or rationalised. For this reason, the Precinct Plan includes a plan to seek a long-term reduction in the number of crossovers and, where available, site access to be gained from the rear via laneways.

Active Transport

The Precinct Plan aims to provide safe and continuous active transport linkages through the precinct, linking key destinations, as well as considering connectivity with the broader network. Streets within the precinct are typically very wide (approximately 30m), which presents an opportunity to re-allocate road space from cars to pedestrians and other efficient forms of transport, whilst not impacting on the movement of vehicles.

A mix of on-road and off-road bike lanes are proposed throughout the precinct. Off-road lanes have been sought where possible. Where this is not achievable due to existing kerb widths, on-road bike lanes are proposed. Although on-road bike lanes are currently in place throughout the precinct, their design and function does not meet current best practice. The Precinct Plan proposes that on-road bike lanes be located adjacent to the kerb and protected by a physical separator, to ensure a safer environment and encourage uptake of active transport. This is all manageable without disrupting traffic flow or on-street parking numbers.

The existing alignment of the Old Beechy Rail Trail is proposed to be retained and enhanced, and its retention within the rail reserve is supported by the Department of Transport and Planning.

Safety and comfort for pedestrians of all abilities is also a key consideration, and upgrades to footpaths and crossings are proposed throughout the precinct. A mix of pedestrian priority and non-priority crossings are proposed in key locations, to ensure that pedestrian access between key locations is safe and maximises accessibility. Increased street tree planting is proposed within streets throughout the precinct to further improve and enhance the pedestrian experience.

Intersection treatments are proposed to reduce vehicle speeds, through narrowing of the traffic lane at roundabouts and providing for raised all-abilities crossing points. Currently the design of pedestrian ramps at roundabouts throughout Colac presents a risk to people who rely on mobility aids such as wheelchairs, scooters and walkers, and therefore improvements to crossings are nominated as a priority for Council to address in future capital works.

Strategic Redevelopment Sites

Key strategic redevelopment sites have been identified in the plan which, due to their size, location or existing function, have potential to accommodate major redevelopment. Identification of these sites provides direction for Council's advocacy and guidance around decision-making for redevelopment proposals and is consistent with the proposed precinct vision as being a civic, cultural and commercial hub that supports the CBD and local business and industry.

Built Form

The purpose of the built form strategies is to set out expectations in relation to the form of future development. The plan anticipates that, in the longer term, many of the existing trade and light industrial uses will relocate away from the CBD, creating opportunities for significant redevelopment of these sites. This would create opportunities to revitalise the precinct, and provide some control over built form would ensure that new buildings contribute positively to the character and amenity of the CBD. Key elements of built form that are addressed in the draft plan include:

- **Building Heights.** The plan nominates building heights that are significantly higher than current prevailing building heights in Colac, with up to 6 storeys for the hospital, civic centre and for the commercial block generally between Corangamite Street and Hesse

Street. Given that this is a long-term plan, and that the precinct contains a number of large, strategic redevelopment sites, a less conservative building height objective is considered appropriate, particularly given that the success of the precinct in the long term will rely on private investment. Having the generous building height objective will provide investors with some certainty in terms of project viability and support the long-term changes to the role and function of the precinct that the plan seeks to achieve.

- **Street setbacks.** A tailored approach to proposed street setbacks is provided for in the draft plan, which seeks to ensure that building setbacks are appropriate in the surrounding context and have regard to the impact on neighbouring buildings in terms of overshadowing and building bulk. Street setbacks assist in mitigating the visual impact of building heights, reducing the overall perception of building bulk.
- **Active frontages.** The plan seeks to achieve active frontages to key streets, avoiding blank walls, concealed building entries, and featureless and impersonal facades. Active frontages are key to generating activity within streets, contributing to the sense of vibrancy and success of a place. The requirement for active frontages also encourages creative building design responses, which directly contribute to local character.

Implementation Plan

An implementation plan is proposed that nominates individual projects and possible timelines around delivery. Works are prioritised according to the balance between cost and community benefit and remain budget and grant dependent.

5. CONSIDERATIONS

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

The preparation of a planning framework for the area in the form of the Precinct Plan is consistent with governance principles, as it will ensure coordination of future development and sets out the intentions for the future development of the precinct in a transparent way.

The community has been engaged through this process and has influenced the vision for the precinct. The plan considers the economic, social and environmental wellbeing of the community, and these considerations have informed the objectives and recommendations of the plan.

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

The preparation of the Precinct Plan responds to directions as set out in Council's existing policies, including the *Colac 2050 Growth Plan* and Council Plan, which include recommendations to prepare a Precinct Plan for the Civic, Health and Rail Precincts.

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

The sustainability impact of the Precinct Plan is expected to be positive. The Plan seeks to provide for future directions around sustainability, including development of improved access and connectivity for pedestrians and cyclists, and better facilities for public transport. It also contains objectives for urban greening and sustainable methods for treatment of stormwater runoff.

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

The draft Precinct Plan is informed by extensive community and stakeholder feedback received during the initial visioning phase in the early stages of the project. Although this engagement was undertaken in late 2021, it attracted a relatively high degree of participation, and the quality of feedback was high. At a high level, there is support for Council exercising leadership in planning for the future development of the precinct and supporting its economic development.

The engagement comprised the following:

- Stakeholder workshop (landowner/occupier and agency)
- Community workshop
- Targeted workshop with Colac Area Health, Council staff and Councillors
- Survey

Colac Area Health also undertook its own customer survey, with the responses indicating that many people find the hospital difficult to safely access. This feedback was shared with Council and has been used to inform the proposed streetscape changes and traffic speed reductions around the hospital.

In terms of providing opportunity for the community to review and provide feedback on the Precinct Plan, it is proposed to seek feedback primarily through a community-wide survey, with the option to attend a drop-in session with Council staff. Staff will also be available to respond to any queries directly by phone or meeting if required. Stakeholders, including owners and occupiers in the precinct, will be invited to meet individually with Council staff, through direct mail or email.

Promotion of the draft Precinct Plan is proposed to be undertaken via social media and the Colac Herald.

An engagement period of six weeks is proposed to enable adequate time to promote the plan, receive responses and arrange suitable meeting times with stakeholders.

Public Transparency (s58 LGA 2020)

Community engagement will have regard to the requirement for transparency, including ensuring that all members of the community are given reasonable opportunity to access the plan and provide feedback. Communications will be designed to ensure that it is clear to the community both what they are being asked to provide feedback about, and the use to which their feedback will be put.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 4: Colac Otway Shire is a destination to visit

The Precinct Plan is aligned to the following objectives of the Council Plan.

Theme 1 Strong and Resilient Economy

Key Infrastructure Investment Supports our Economy and Liveability.

The Colac Civic, Health and Rail Precinct Plan is listed as a priority project in support of this objective.

Deliver improvements to Colac and Apollo Bay CBDs to support their role as a hub for commerce, tourism and the community.

The adoption of the Precinct Plan will assist Council when seeking grants to undertake improvements that support the function of the CBD.

Colac Otway Shire is a destination to visit.

There are a number of potential tourism accommodation sites throughout the precinct and it is intended to undertake further investigations into the possibility of locating a hotel facility in the precinct. Having a clear vision for the precinct in the form of the Precinct Plan, as well as a program of streetscape improvements, will provide support for future change and investment.

Theme 2 – Valuing the Natural and Built Environment

We mitigate impacts to people and property arising from climate change.

The Precinct Plan seeks to provide increased tree canopy cover within streets, which is a key action to achieve urban cooling, and to provide a safer and healthier public domain and reduce the health risks of exposure to heat.

Theme 3 – Healthy and Inclusive Community

People are active and socially connected through engaging and quality spaces and places.

The Precinct Plan is consistent with a number of priorities under this objective, including:

- Provide safe, inclusive, accessible and integrated transport networks that support active transport.
- Plan for and supply quality public open space to meet community needs.
- Provide fit for purpose, accessible and well-utilised recreation, arts and community facilities and services.
- Plan, design and maintain attractive and safe public spaces in partnership with our community and key agencies.

Financial Management (s101 Local Government Act 2020)

The project has been funded by Council in partnership with a number of stakeholders. Placing the draft Precinct Plan on public exhibition enables Council to acquit the funding from the Department of Transport and Planning.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

No significant risks are anticipated as a result of commencing community engagement on the draft Precinct Plan. It is considered unlikely that there would be a widespread lack of support for the plan from the community; however, there is a small risk of opposition which would be managed by ensuring the purpose, recommendations and community benefits of the plan are clearly communicated.

Communication/Implementation

External communication will be managed as set out above under Community Engagement. Once the plan is adopted by Council, further consideration will be given to implementation of the short-term actions such as the priority pedestrian improvements and car parking changes in Gellibrand Street. Redevelopment opportunities within the precinct will also continue to be explored.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the recommendation to exhibit the draft Precinct Plan

This option is recommended as the draft Plan has undergone extensive review by key stakeholders and is considered suitable for engagement purposes. Exhibition of the plan is required to access the Department of Transport and Planning contribution towards the project. The Department is supportive of proceeding to exhibit the plan in its current form.

Option 2 – Adopt the recommendation to exhibit the draft Precinct Plan with amendments

This option is not recommended as there will be further opportunity to make changes to the draft Plan prior to adoption.

Option 3 – Do not adopt the recommendation to exhibit the draft Plan

This option is not recommended as it is a requirement of State Government funding that the exhibition version of the Plan, as endorsed by Council, must be submitted to Department of Transport and Planning by 31 March 2025 in order to access the project contribution. If the draft Plan is not received by this time, Council would need to cover an additional \$40,000 in project costs.

COLAC CIVIC HEALTH AND RAIL PRECINCT

DRAFT

Precinct Plan Report

January 2025

mesh





Colac Civic Health and Rail Precinct

PRECINCT PLAN REPORT

This document was prepared collaboratively by Mesh Planning with and for Colac Otway Shire Council

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TABLE OF REVISIONS				
DATE	REV NO.	REVISION	BY	CHECKED
18.10.24	1.0	Internal Draft Report	KC/WP	JP
30.01.25	2.0	Draft Report	DM/WP	JP

ACKNOWLEDGMENT OF COUNTRY

Lake Colac

The Colac Otway Shire proudly acknowledges the Gulidjan and Gadubanud peoples as the traditional custodians of the Colac Otway Region. We acknowledge that the Colac Otway Shire is located and conducts business upon lands of the Gulidjan and Gadubanud people.

We pay our respects to their Ancestors and Elders, past, present and emerging. We recognise and respect their unique cultural heritage, beliefs and relationship to their traditional lands, which continue to be important to them today and into the future.



photo source: Corangamite Catchment Management Authority

Colac Civic, Health and Rail Precinct Plan - Initial Draft Report 3



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PART 1: INTRODUCTION

Document Purpose

Colac Civic, Rail and Health Precinct

Project Timeline

Principles

Vision

DOCUMENT PURPOSE

Why a Precinct Plan?

Project background

Mesh was engaged by Colac Otway Shire Council to develop and deliver a Precinct Plan for the Colac Civic, Health and Rail Precinct (CHRP). The CHRP is a 32.0ha precinct within central Colac located to the south of Murray Street and centred around Colac Station, Council offices, Colac Health and Colac Otway Performing Arts & Cultural Centre (COPACC) and extending both sides of the railway reserve.

Project Scope

Colac Otway Shire Council has commissioned the development of a Precinct Plan for the CHRP that will guide its future development as a major precinct within the Colac town centre over the next 20 years. The scope of the Precinct Plan is to:

- Establish an exciting overarching vision that will redefine the precinct as a key destination within Colac Town Centre.
- Provide a framework for development identifying key precincts, preferred land uses, built form guidance, transport interventions, public realm upgrades and sustainability goals.
- Identify key projects and future capital works required to catalyse change and guide public and private investment.
- Outline a high level implementation plan and staging to ensure the successful delivery of the Precinct Plan.

Precinct Plan Structure

The Precinct Plan is divided into four key chapters that provide a succinct but comprehensive understanding of the vision for the entire precinct.

This first chapter, **Introduction** provides an understanding of the purpose and introduces the subject site, principles and vision. The second chapter, **Background analysis** showcases the key issues and opportunities that influenced the Precinct Plan.

The Precinct Plan is the primary guiding document for the future development of the Colac CHRP. It will influence key planning and development decisions within the area. It presents the core vision for the Colac CHRP and does so through five themes identified during the early phases of the project which concentrate on different aspects of the Precinct Plan. These themes are:

1 - Space to grow together and thrive - identifies the key land use and building requirements and guidelines anticipated in the Colac CHRP, provides guidance on the built form expectations for new development.

2 - Curated and active connections - outlines the strategy to deliver a high quality mobility network for all modes of transport as well as providing guiding principles on access and parking.

3 - Green Spine, boulevards and new destinations - outlines the public realm strategy, key objectives of public upgrades and key projects such as the transformation of Gellibrand Street into a high quality pedestrian boulevard.

4 - Culture and Character flowing into the streets - outlines opportunities to integrate and celebrate First Nations culture, develop the precinct as a key cultural and creative destination and support local designers and creatives.

5 - Sufficient and sustainable infrastructure - introduces goals around water sensitive urban design, sustainability goals and identifies key infrastructure and servicing upgrades necessary to support the vision.

The final chapter **Implementation** provides a broad strategy for implementing and staging key public realm and capital works projects to support investment in the precinct in an ordered fashion. It also includes a summary table of actions and indicative timing to support the Precinct Plan.

A guiding strategic document

Overtime, the precinct plan will guide development decisions and be integrated into the Colac Otway Shire Planning Scheme to further cement its role as the guiding document. This could occur through a range of potential instruments from local planning policy and overlays to including the Precinct Plan as a formal reference document in the Planning Scheme. The Implementation chapter outlines these actions in further detail.

COLAC CIVIC, RAIL AND HEALTH PRECINCT

The Colac Civic Health and Rail Precinct (CHRP) comprises 32 hectares of land in proximity to Colac Station and a number of key destinations including Council offices, Colac Otway Performing Arts and Cultural Centre (COPACC), and Colac Area Health.

Overview

The Colac CHRP is bounded by Wilson Street in the south, Queen Street in the east, Bromfield Street in the north and Hart Street in the west. Located a short distance to the south of Murray Street, main retail spine of Colac, the area is the home of a number of key destinations within town including Colac Area Health, Colac Station, Civic Centre and COPACC and a number of major supermarkets. Gellibrand Street and Corangamite Street are the major north-south streets that connect the Colac CHRP to town.

Colac Area Health is located east of Corangamite Street and occupies an entire urban block acting as a major regional health destination servicing Western Victoria. The Council offices and COPACC occupy an urban block diagonally opposite Colac Station.

Colac Station is located at the end of Gellibrand Street and is setback from the street within a sizable rail reserve. At-grade parking and drop off zones dominate the front forecourt of the Station.

Connectivity to the south of the rail line is via Corangamite Street overpass and via a pedestrian overpass at the end of Gellibrand Street. A mix of low scale residential, aged care and commercial uses predominate south of the railway line within the precinct before transitioning to suburban residential further south.

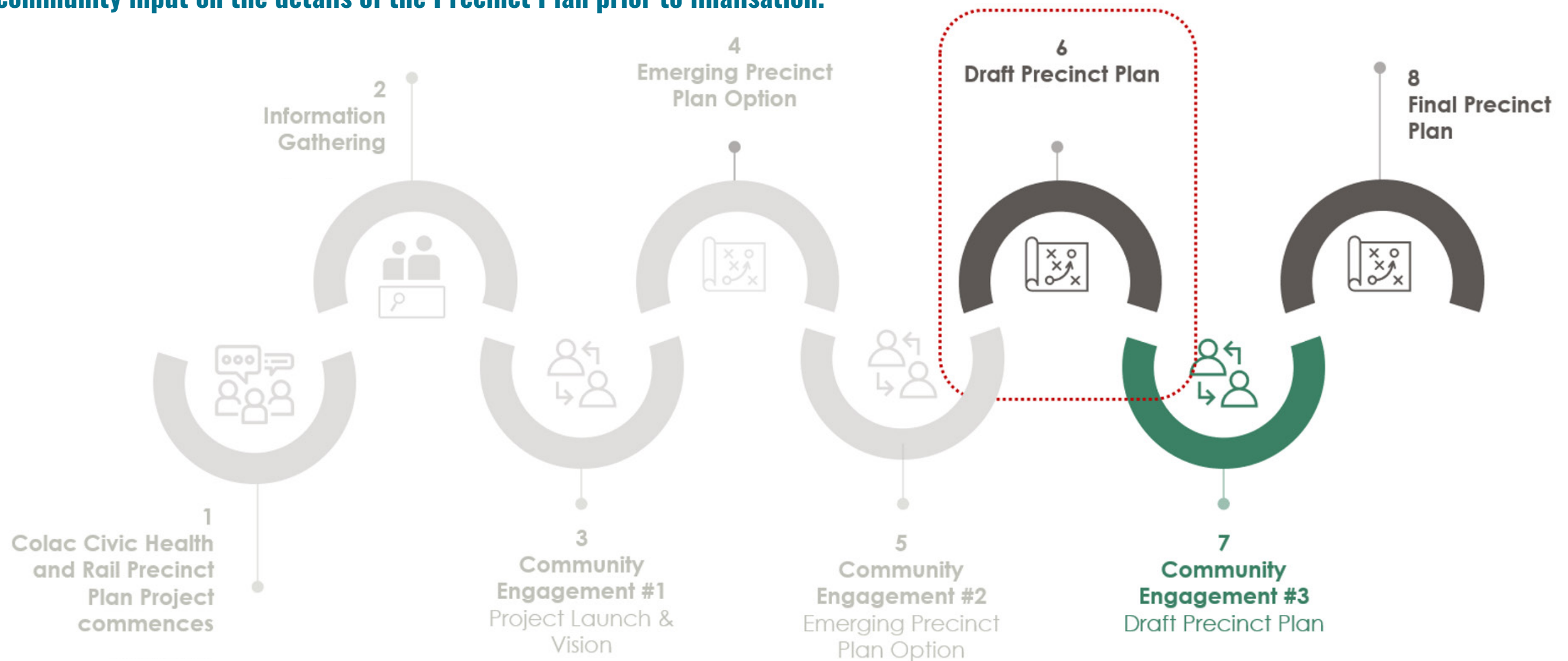
Figure 1. Colac Civic Health and Rail Precinct Plan



PROJECT TIMELINE

Figure 2. Project Timeline

The Draft Precinct Plan has been informed by previous analysis and rounds of community engagement over the last few years. We will gain community input on the details of the Precinct Plan prior to finalisation.



VISION

Colac Civic, Health and Rail Precinct will be an inclusive precinct that provides workers, visitors and residents a **space to grow together and thrive** through the revitalisation and expansion of housing and accommodation and key cultural, civic and health sites.

Redesigning and upgrading streets will play an important role in the overall character of the precinct by providing a **green spine, boulevards and new destinations**. The green spine along Gellibrand Street will be enhanced to be an essential link to Colac Lake and Botanic Gardens to Colac CBD, train station and Beechy precinct.

Colac Civic, Health and Rail Precinct will have **curated and active connections** that encourages accessible and safe pedestrian and bicycle connections. The Precinct Plan will enhance existing connections to, from and between key destinations and establish calming of traffic within the precinct.

Public realm improvements such as public art and adaptive reuse of existing heritage buildings will encourage **culture and character flowing into public spaces** and create safe, fun and inviting spaces for the community.

The Precinct will be **sufficient and include sustainable infrastructure** to increase the quantity and quality of green infrastructure within buildings and public spaces to address climate change impacts and help people connect to nature.

Malop Street, Geelong



PART 2: BACKGROUND ANALYSIS

Strategic Policy Review

Local Context

Existing Conditions and Opportunities

Key Opportunity Themes

Community Engagement

STRATEGIC POLICY REVIEW

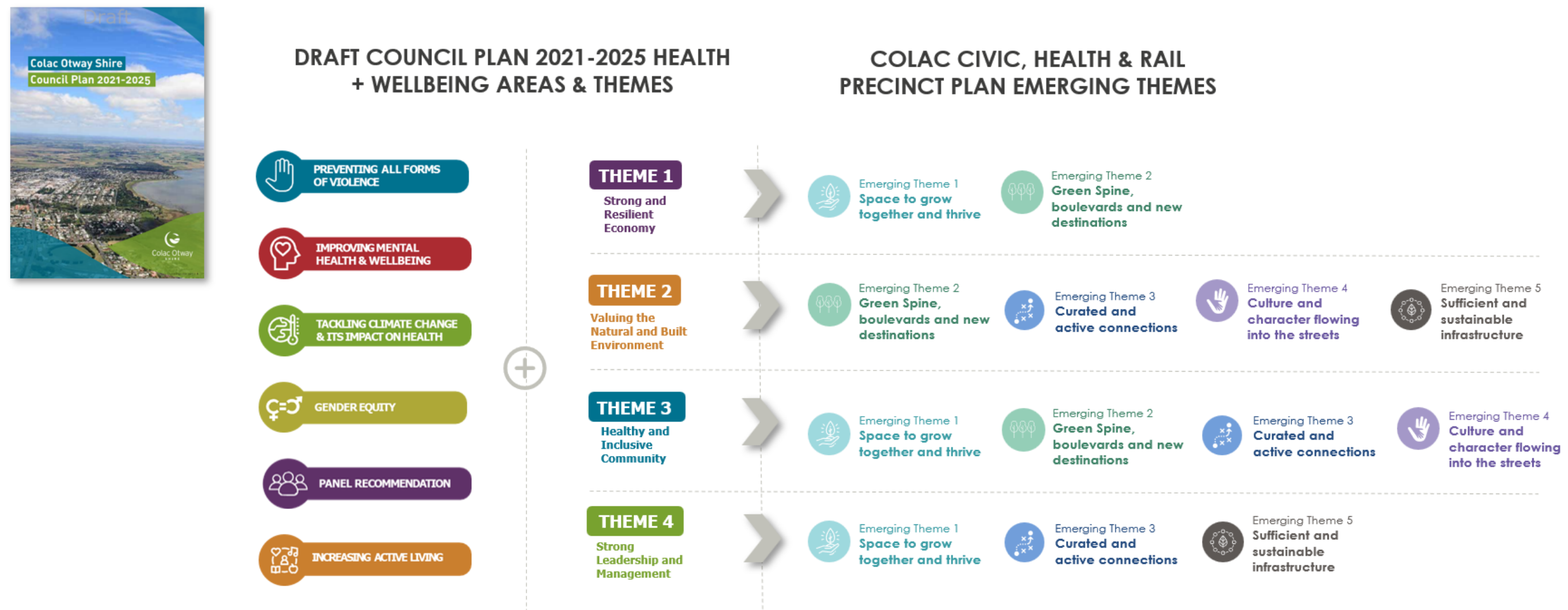
The following background reports and investigations has been reviewed to inform the Colac Civic Health and Rail Precinct Plan.

- Colac Office and Cultural Centre Needs Assessment
- Colac Township: Economic Development, Commercial and Industrial Land Use Strategy
- Colac Otway Economic Development Strategy
- Colac 2050 Growth Plan
- Colac Otway Active Transport Strategy
- Colac Otway Public Open Space Strategy
- Colac CBD & Entrances Project
- Colac Civic and Rail Precinct Scoping Report
- Colac Otway Arts and Culture Strategy 2018-2022
- Colac Community Infrastructure Plan, 2016
- Victorian Cycling Strategy 2018-28 and Colac Strategic Cycling network Map
- Colac Car Parking Survey 2011
- Movement and Place Framework, Department of Transport, Feb 2019
- Guidelines for land use development, Department of Transport
- Princes Highway Corridor Strategy, Commonwealth of Australia
- Barwon South-West Regional Dairy Supply Chain Study
- Draft Social Housing Plan (on exhibition on web)
- DELWP - Colac Offices Redevelopment Options Analysis, December 2018
- Colac Commercial Centre Parking Precinct Plan – AECOM, 12 December 2011
- Colac Civic Precinct Ownership Map
- Colac Integrated Water Cycle Management Plan Final August 2014
- Draft Strategy - Colac Urban Forest Strategy - Mike Smith & Associates
- Review of Colac demographic and community profile using existing data contained within the Colac 2050 Growth Plan
- Colac Destination Action Plan, 2020-2025 - Great Ocean Road Regional Tourism
- 2050 Community Vision
- G21 Regional Growth Plan, 2013
- Draft Council Plan, 2021-2025

STRATEGIC POLICY REVIEW

Below demonstrates how the emerging themes will support / integrate with the recent Colac Otway Shire's Draft Council Plan 2021-2025 key themes and health and wellbeing areas.

Figure 3. Colac Civic Health and Rail Precinct Strategic Policy Context



LOCAL CONTEXT

The Colac CHRP is uniquely placed to support the growth of the core of Colac and act as a key 'southern gateway' to regional growth areas.

A key part of the Colac's core Retail and Commercial Area

The Colac CHRP sits behind Murray Street, the main retail street of Colac. At present, the area has a wide range of residential, retail, commercial and scattered industrial uses that create a fragmented urban character. Many of Colac's key destinations reside in this precinct, including the Council offices (Civic Centre), COPACC, Colac Station and Colac Area Health. As Colac grows, consolidating the town core around these key destinations is desirable to provide convenient access to services.

Future residential growth will be south and west of the Colac's core Retail and Commercial Area

The Colac 2025 growth plan establishes an aspirational population of 20,000 residents by 2050. This represents a significant growth cementing Colac's role as a regionally significant centre for Western Victoria. Deans Creek and Barongarook Creek Growth Areas will shape Colac's expansion to the south. While Murray Street will remain as the key arrival gateway to Colac, Corangamite Street running through the heart of the precinct will be a key route for those living to the south to access the heart of Colac.

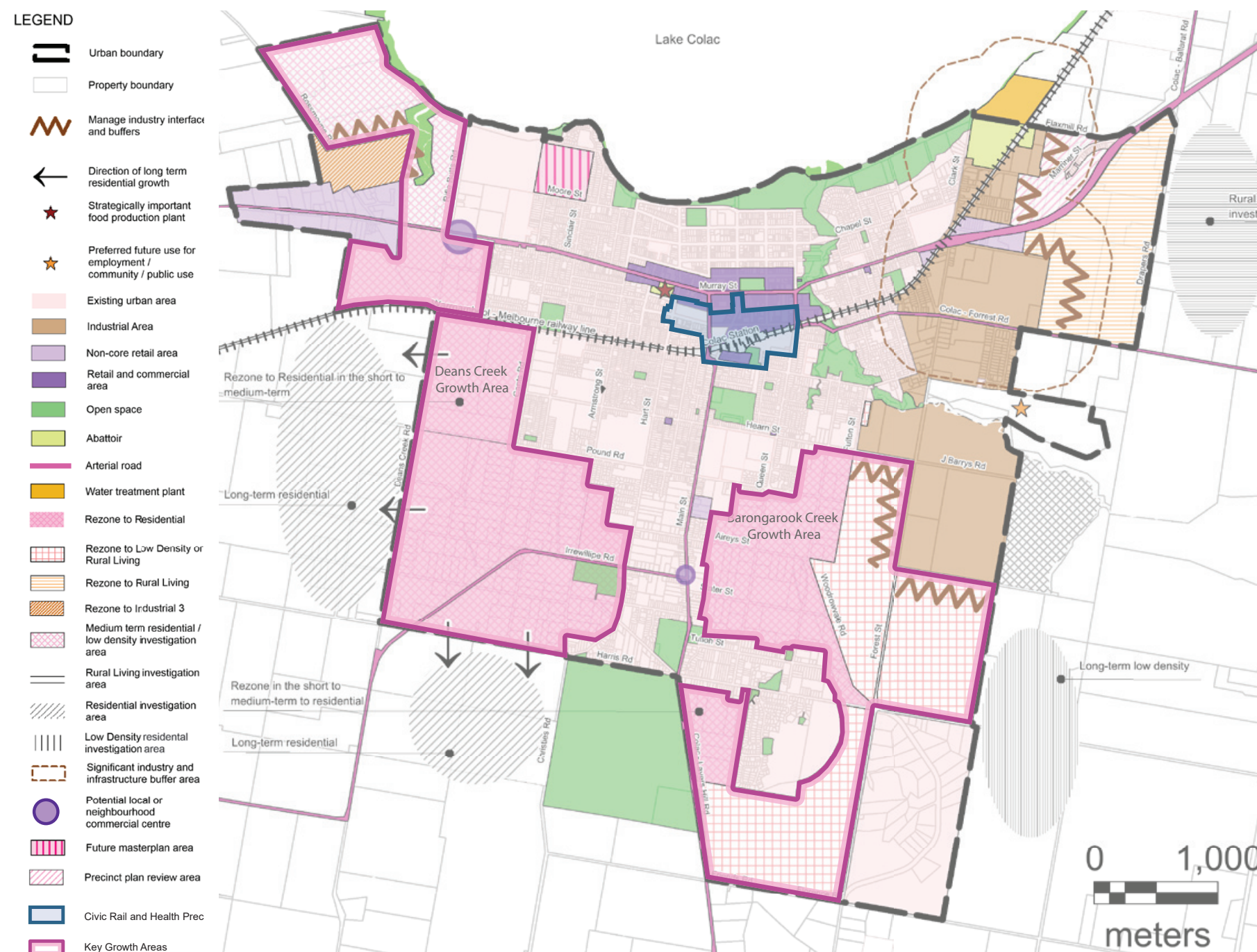


Figure 4. Colac 2050 Framework Plan overlaid with CHRP and Key Growth Areas

EXISTING CONDITIONS AND OPPORTUNITIES

The precinct is currently defined by a number of regionally significant destinations linked by a vehicle oriented street network.

Existing conditions

Key destinations

The precinct hosts a number of key health, civic and cultural destinations which attract visitors to the precinct. The plan provides an opportunity for the hospital to grow in line with community requirements on its existing site.

Interfaces

The diverse land uses through the precinct create varying levels of street activation. Some areas within the precinct have shops and active frontages creating a sense of activation and safety while other areas have no activation and passive surveillance at all raising issues of safety.

Existing streets

Most streets benefit from generous 30.0m wide road reserves. Most streets currently prioritise vehicles with the majority of the street comprising, road and parking. Wide streets encourage higher traffic speeds in the activity centre, negatively impacting on pedestrian and street amenity.

Vegetation

The precinct is dominated by large areas of pavement including roads and car parks with minimal tree canopies and green space. Many streets have wide nature strips that are sparsely planted.

Opportunities

Better integrating key destinations

Strengthening development and growth around anchor uses, which will better integrate the precinct into the surrounding area and in line with Colac community requirements.

Fostering activation and improved interfaces

Consolidating development in the precinct to improve the activation of streets and vitality of the pedestrian experience while building a better connection to the historic retail core of Colac.

Retrofitting existing streets

The generous road widths provide ample opportunity to provide better pedestrian and cycling infrastructure while delivering sufficient parking and access for vehicles.

Regreening Colac

Improving street tree planting throughout the precinct will dramatically improve streetscape amenity and contribute to urban cooling and urban biodiversity.

Sustainable lifestyle

Ensuring sustainable and healthy practices in existing and future developments as a key to achieve an environmentally sustainable future.

Precinct Character

Anchor uses such as the Station and Colac Health offer an opportunity to establish distinct sub-precincts that can enhance sense of place and local amenity.



COPACC and Civic Centre



Laneway access behind Murray Street



Vehicle oriented roundabouts



Expansive rail reserve around Colac Station



Colac Area Health entry



Heritage gateway buildings on Corangamite Street

COMMUNITY ENGAGEMENT - WHAT WE HEARD

Early community engagement took place in 2021 on the desired vision for the Precinct Plan. We heard a shared desire to improve connectivity and public space in the precinct and encourage activity. These inputs provided by community helped identify the priorities for the Precinct. Some of the key points are summarised below.

What we Heard

- **Accommodation should be part of the precinct's future** and support a wide variety of people, be safe, sustainable, affordable, close to services and multi-functional.
- **Advocate for Colac to become a vibrant cultural arts hub/ destination.** Support the ongoing presence of COPACC as a key hub in the precinct and need to expand offering in the future.
- **Consider outdoor gathering spaces and community-oriented space** for cultural activities, arts and recreation
- **Consider spaces for more creative industries** and social enterprises
- **Support appropriate building heights** between 2-3 storeys with setbacks at approx. 3-5 storey heights
- **Ensure built form integrates with the landscape** and ensure sufficient sunlight along footpaths
- **Promote and increase tree coverage** by removing power headlines along key streets
- **Gellibrand Street** to be a key green street
- **Larger footpaths and improved wayfinding** to support all users (eg. mobility scooters)
- **More open space** within the Precinct
- **Create sense of arrival and identity** into the precinct
- **Promote indigenous heritage and culture** via display of artwork and murals
- **Explore a café precinct/experience in proximity to Colac Railway Station** to enable people to spill out onto streets
- **Improve infrastructure for cyclists** (bike lanes, racks and end of trip facilities near Colac railway station)
- **Increase the safety for pedestrians** (prioritised pedestrian crossings, more seating, drinking taps and well-lit walking paths)
- **Improved bus infrastructure** i.e. sheltered bus stops
- **Improve car parking in high demand areas** (Council offices and Colac Area Health and additional disabled parking)
- **Incorporate well-lit areas** for safety at night
- **Consider EV charging stations** to support sustainability



KEY OPPORTUNITY THEMES

Five key themes emerged from the analysis that guided the development of the Colac CHRP. The following pages outline the key challenges and potential responses identified under each theme.



Emerging Theme 1

Space to grow together and thrive

Land use & Employment

Housing & Accommodation

Built Form



Emerging Theme 3

Curated and active connections

Walking & Cycling

Public Transport & Vehicles



Emerging Theme 5

Sufficient and sustainable infrastructure

Services & Drainage

Green Infrastructure & Biodiversity



Emerging Theme 2

Green Spine, boulevards and new destinations

Streetscapes

Place-making



Emerging Theme 4

Culture and character flowing into the streets

Heritage + Culture

Landscape Character



THEME 1. SPACE TO GROW TOGETHER AND THRIVE

Land Use & Employment | Built Form | Setbacks Overshadowing | Building Heights

Key Challenges

- Colac Area Health, Council, DELWP and COPACC all desire to expand their facilities
- Mix of competing uses along Rae Street
- Allied health utilising surround residential buildings
- Detached residential dwellings located throughout commercial areas creating conflicting and confusing land arrangements.
- Underutilised commercial land south of the train station.
- Insufficient and unsuitable short to short term accommodation for visitors and workers
- Limited housing choices to accommodate smaller households
- Detached residential dwellings located throughout commercial areas creating conflicting and confusing land arrangements
- Surrounding residential neighbourhoods are almost entirely single storey
- Colac's commercial areas are predominately 2 storeys, with some tall 2 storey Victorian heritage buildings equivalent to a contemporary 3 storey
- Existing large format sites presents blank walls and loading areas to streetscapes which will be difficult to change

Response

- The Colac Civic, Health & Rail Precinct will continue to evolve and create a more diversified land use mix within the precinct to support innovation and economic development opportunities. The area will establish and support a thriving local economy by facilitating the expansion of key cultural, civic, health sites.
- Land uses will support additional growth within the precinct through greater housing (medium to high density) and accommodation choice including affordable housing and higher density opportunities within proximity to the Colac Railway Station and Colac CBD.
- Shop-top living will be encouraged within the precinct to promote renewal and extend activity beyond the core business hours.
- The precinct plan will encourage the built form to accommodate appropriate setback to the street to create a pedestrian friendly environment particularly in key locations such as the Colac railway Station and the expansion of civic sites.
- The precinct will also encourage development that is a minimum of three storeys (or the equivalent of two storey Victorian buildings). Blank wall edges will be redeveloped/ avoided where possible and activated with public art.



THEME 2. GREEN SPINE, BOULEVARDS AND NEW DESTINATIONS

Streetscapes | Place-making

Key Challenges

- No arrival experience to the precinct.
- Homogenous streetscapes within precinct. Hard to identify roles
- Car dominant streetscapes with wide continuous asphalt and frequent crossovers.
- Minimal, small and constrained tree planting.
- Open space In front of COPACC has great potential but is fragmented by paths and driveways making it uninviting
- Carpet Court building is limiting views to the station.
- Colac Railway Station open space has little to no infrastructure for people.
- Woolworths is convenience only providing no destination for shoppers.
- No visual connection from Corangamite Street to destinations or places.

Response

- Gellibrand Street will be revitalised as a key north-south “Green Spine” through the precinct that connects to key destinations including Colac Railway Station and Colac Botanic Gardens.
- At key entrances into the Colac Civic, Health & Rail Precinct, the precinct will reinforce a defined arrival experiences through landscaping, signage and wayfinding elements.
- Streetscapes and public spaces particularly along Gellibrand Street and key civic sites will be enhanced as green, vibrant and diverse places for the growing community. This will provide a sense of place, further enhance the street network and improve connectivity across the precinct.
- Opportunity exists to redevelop Carpet Court to open views to the station and address new buildings to face south and activate the town park. In addition, high quality landscape connections will be created between Woolworths and the station.



THEME 3. CURATED AND ACTIVE CONNECTIONS

Walking & Cycling | Public Transport & Vehicles | Parking & Access

Key Challenges

- On street cycle paths are fragmented and degraded by cross-overs and roundabout designs.
- Safety issues for cyclists are exacerbated by angled parking arrangements on most streets, with limited visibility being available between drivers exiting car spaces.
- Parking around Colac Area Health hospital, Council offices and COPACC are highly utilized
- Increased rail services will reduce the requirement for residents of Colac to work via a private vehicle, it may result in an increase in long term parking requirements at the railway station.

Response

- Residents, workers and visitors will be able to walk and cycle around the precinct with ease by creating walkable streets that encourage healthy and active lifestyles.
- Streets and laneways surrounding the Colac Station, Colac Area Health and COPACC will prioritise pedestrians, sharing the road with slow moving cyclists and vehicles.
- The precinct will encourage improved access to public transport to and from Colac and to provide an efficient and effective road network that supports Colac’s growth and activity.

THEME 4. CULTURE AND CHARACTER FLOWING INTO THE STREETS

Cultural Sustainability | Creativity and Events

Key Challenges

- Retain the use as a passenger station and the external integrity of the Railway Station Building. Any additions should respect the character and appearance of the heritage buildings.
- Retain the turntable and the Colac Dairying Company Complex and consider adaptive reuse.
- Dwellings along Connor Street contains Archaeological Potential as this site was constructed for the Gulidjan Traditional Owners.
- Roundabouts vary with different quality materials and landscaping.
- Inconsistent use of materials along verges, especially on Gellibrand Street.
- Half of all street trees are cropped to prevent obstructing the electricity wires.

Response

- The precinct seeks to enhance, support and celebrate the character of key historical and cultural sites including COPACC and Colac Railway Station.
- Heritage and character buildings will be reused or sensitively redeveloped to retain the integrity of the building and a sense of history.
- The Colac Civic, Health & Rail Precinct seeks to improve the public realm in a meaningful that both enhances the experience of pedestrians and cyclists.
- Planning for landscaping improvements within the precinct will provide high quality and safe areas that encourage community engagement and enhance the character of the Colac precinct.



THEME 5. SUFFICIENT AND SUSTAINABLE INFRASTRUCTURE

Services & Drainage | Environmental Sustainability | Strategic Development Sites

Key Challenges

- Likely need for augmentation of sewer to improve capacity. Sufficient water, gas and electricity capacity.
- Minimal open space to establish continuous habitat.
- No biofiltration infrastructure. Channel and pipe approach to drainage.
- Only a small number of existing buildings have invested in solar panels

Response

- To ensure the provision of existing services and drainage infrastructure meets the needs and future requirements of the precinct.
- The Precinct Plan seeks to protect and enhance the natural environment of Colac through efficient water resources and maintaining natural assets. Streets, particularly Gellibrand Street will be designed to manage, treat and reuse stormwater before entering the lake or creek.
- Green roofs, vertical greening and on-site tree planting should be included on new buildings or retrofitted to existing buildings and designed to be more energy efficient to provide comfortable internal environments.

PART 3: THE PRECINCT PLAN

Overview

Key Precincts and Land Use

OVERVIEW

The Precinct Plan will create a seamless connection between Colac Station and the heart of Colac along an upgraded Gellibrand Street. Upgrades to other key streets will support improved pedestrian and cycling links while additional parking will be created close to Colac Area Health to support its operations. Redevelopment will respect the low-scale character of Colac while delivering increased activation and density.

DRAWING KEY

 Precinct Boundary

LAND USE AND BUILT FORM

- Properties (in precinct)
- Key Open Spaces
- Railway Reserve
- High Quality Pedestrian Area
- Carpark
- Heritage Overlay
- Archeological Important Site
- Victrack Land
- Civic Use
- Future Civic Use Extension
- Key Hospital Precinct
- Future Hospital Redevelopment
- Sporting Club
- Colac Dairying Site
- Colac Station Buildings
- Key Buildings
- Strategic Redevelopment Sites

STREETSCAPES

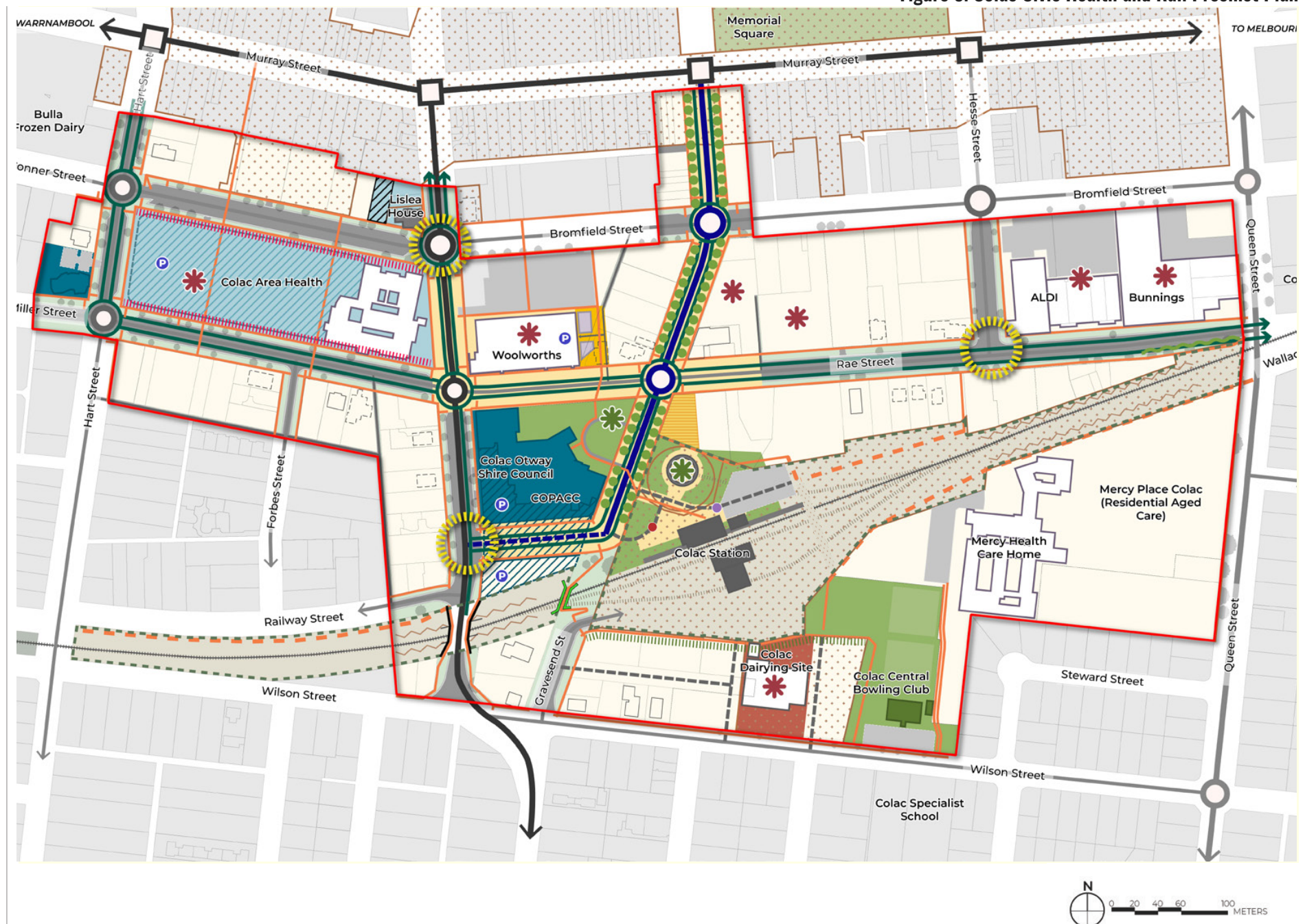
- Shared Zone Road with Treatment
- Gellibrand Street Boulevard
- Arterial Road
- Connector Road
- Local Roads
- Indicative Internal Links
- Laneways
- Signalised Intersection
- Roundabout

WALKING/CYCLING

- Pedestrian Network
- Separated Bike Lane
- Bridge Upgrade Project
- Potential Future Linkage (Subject to VicTrack)

LANDSCAPE CHARACTER

- Plaza
- New Landscape Node
- Tree Boulevard
- Railway Corridor Slope
- Undercover/Multideck Carpark
- Bus Stop Shelter
- Drop Off Point
- Precinct Gateway



KEY PRECINCTS AND LAND USE

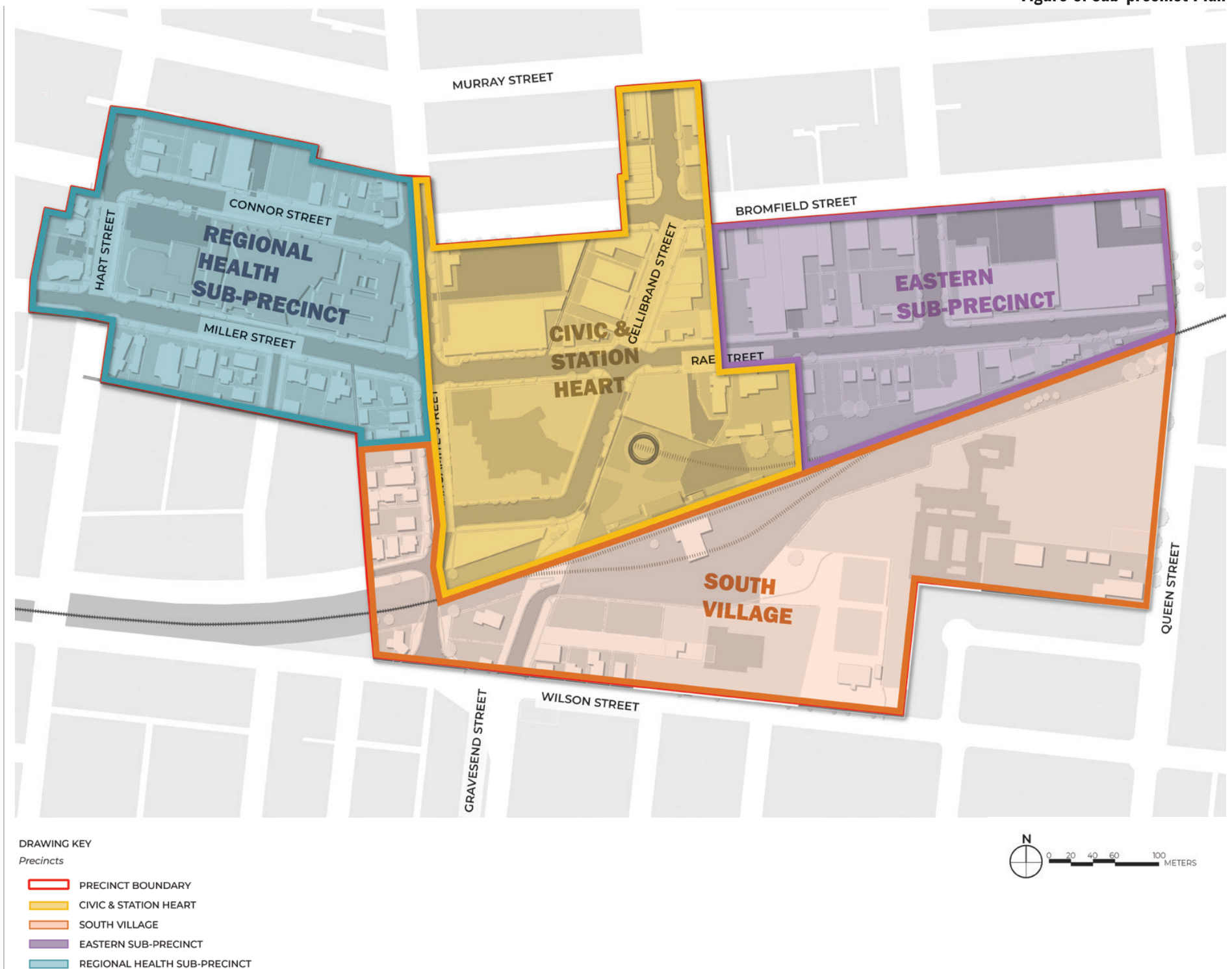
The Precinct Plan identifies four key sub-precincts within the Colac CHRP that provide unique opportunities to support particular land uses and development outcomes.

The four identified precinct are the:

- Civic & Station Heart
- Regional Health Sub-Precinct
- Eastern Sub-Precinct
- Southern Village

These precincts identify the preferred character, encouraged building typologies and uses that the Precinct Plan will seek to encourage within these areas and will help guide appropriate catalyst projects. The following pages provide further detail on the desired character and preferred uses in each of the precincts.

Figure 6. Sub-precinct Plan



CIVIC & STATION HEART

VISION

The Civic & Station Heart will be the key community destination within the precinct where transport connections, high quality open space, community services and active ground floor uses create a vibrant thriving sub precinct to meet, learn, discover and play.

Figure 7. Civic & Station Heart Sub-precinct Plan



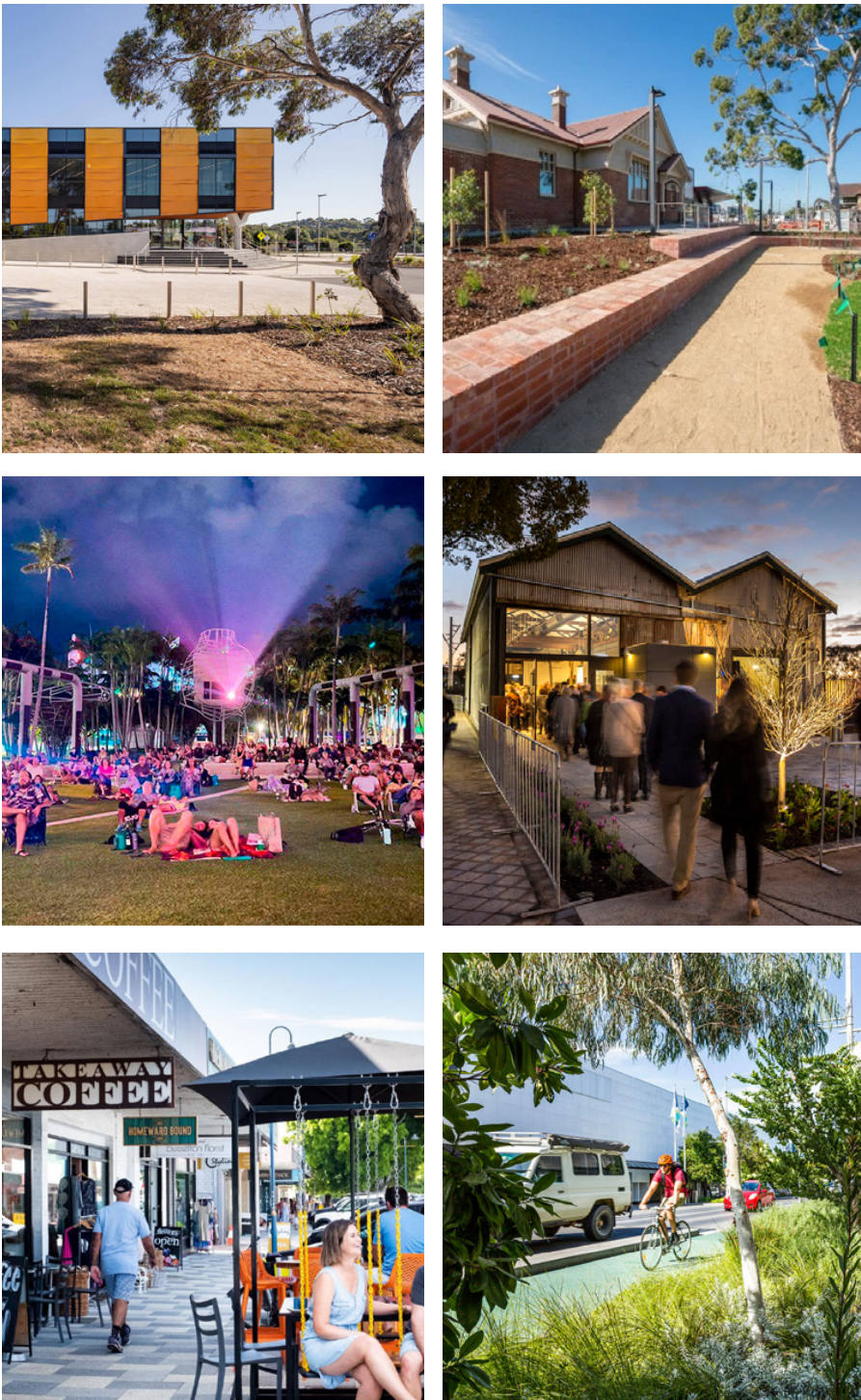
Objectives

- To establish a vibrant civic heart around the Civic Centre site that supports a vibrant higher density mixed use environment.
- To support the expansion of tourism in Colac.
- To work collaboratively with VicTrack and DTP to ensure an integrated precinct outcome in and around Colac Station.

Strategies

- Support high quality higher density mixed use development throughout the precinct.
- Support a vibrant mix of retail and ground floor commercial uses that activate and engage with the street.
- Support higher density residential development above the ground plane that respects the streetscape character
- Encourage active uses along Gellibrand Street to strengthen its role as a key pedestrian connection to the precinct.
- Support land uses that establish active frontages.
- Support outdoor dining and activation of the streetscape and neighbouring open spaces.
- Strengthen the role of the Civic Centre and COPACC as a major destination in the sub-precinct and expand its capacity to service the needs of the local community.
- Strengthen the role of the railway station as a key destination within the precinct and arrival point in Colac.
- Explore opportunities for key worker housing and short-term accommodation opportunities in close proximity to Colac Station including the site at 16 Railway Street.
- Prepare a master plan and feasibility analysis looking at redevelopment options and opportunities for the Civic Centre & COPACC site and former hardware building.

Civic and Station Heart character precedents



Colac Civic, Health and Rail Precinct Plan - Initial Draft Report 25

HEALTH SUB-PRECINCT

VISION

The Health sub-precinct, anchored by Colac Area Health will grow as an increasingly important regional health hub for Western Victoria. A growing hospital will be supported by improved green streetscapes and allied health facilities that respond sympathetically to surrounding residential areas.

Figure 8. Health Sub-precinct Plan



Objectives

- To support the growth of the sub-precinct as a regionally significant health and well-being destination.
- To ensure the long-term growth of Colac Area Health is supported in a coordinated and sustainable manner at this location.
- To ensure that the growth of allied health services in the sub-precinct integrates with the surrounding area.

Strategies

- Support the retention, development and expansion of core hospital services on the existing Colac Area Health site.
- Support the coordinated long-term planning of the Colac Area Health site to align public infrastructure upgrades with any future redevelopment.
- Support the co-location of allied health services along Connor and Miller Streets to strengthen the precinct as a distinct health hub.
- Ensure development interfaces sensitively to surrounding areas particularly lower scale residential.
- Support mixed use and residential development where it does not adversely impact the provision of health services.
- Encourage the provision of key worker and affordable housing in the precinct that supports workers and users of local health services.
- Encourage the rationalisation and reduction of driveway crossings in Connor Street.

Health sub precinct character precedents



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EASTERN SUB-PRECINCT

VISION

The Eastern sub-precinct, will be a diverse mixed use environment including employment, retail and residential above a dominant 2-3 storey streetscape that will be a natural extension of the Colac town core.

Figure 9. Eastern Sub-precinct Plan



- DRAWING KEY**
Precinct Plan Extracts
1. WOOLWORTHS
 2. CIVIC CENTRE & COPACC
 3. COLAC STATION
 4. COLAC AREA HEALTH
 5. ALDI
 6. BUNNINGS
 7. COLAC DAIRYING SITE
 8. COLAC CENTRAL BOWLING CLUB
 9. MERCY HEALTH CARE HOME
 10. MERCY PLACE COLAC (RESIDENTIAL AGED CARE)

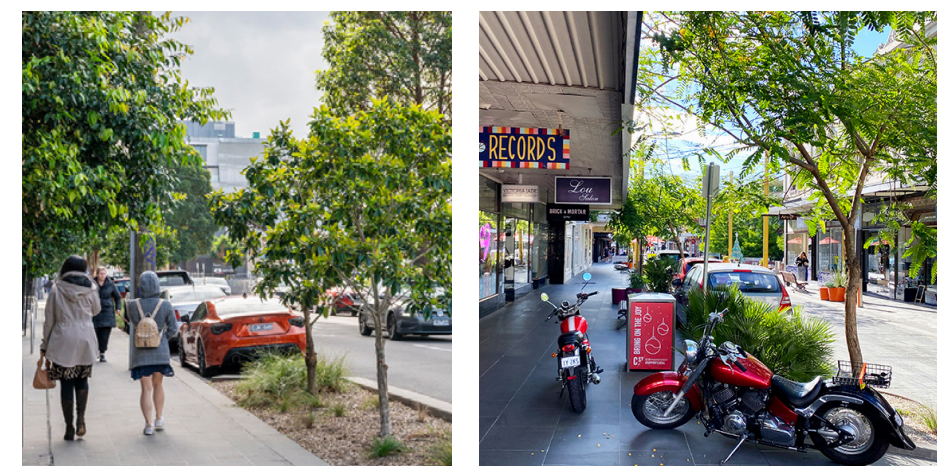
Objectives

- To establish a diverse mixed use precinct that operates as an extension of the Colac Town Core.

Strategies

- Support a wide range of commercial, employment and residential uses that support the growth and consolidation of the Colac town core.
- Support the strengthening of the urban streetscape and the 2-3 storey streetwall to key urban streets in the Colac town core.
- Ensure new land uses and development improve streetscape activation at ground and lower levels
- Locate and manage differing land uses appropriately to reduce amenity impacts between uses.
- Encourage retail and commercial uses on the ground floor.

Eastern precinct character precedents



SOUTHERN VILLAGE

VISION

The Southern Village sub precinct will be an attractive, charming and green residential neighbourhood that supports well design medium rise development that respects the local character.

Figure 10. Southern Village Sub-precinct Plan



Objectives

- To support the growth of medium density residential development in close proximity to the Station in a manner that respects local character.
- To improve connectivity from the southern side of the railway line to the north.

Strategies

- Support the development of townhouses and low-scale apartment typologies in the area to deliver more housing in close proximity to key services.
- Support the adaptive reuse of the Colac Dairying Site as part of a mixed use redevelopment of the site that may include a mix of residential and complementary commercial uses.
- Support a leafy, green character of the sub-precinct by seeking generous landscape setbacks and planting as part of new development.
- Support the delivery of affordable, aged care and key worker housing in the Southern Village.
- Provide a wide range of dwelling sizes and types to support housing diversity and affordability.
- Advocate for any future redevelopment of Victrack land to the north to integrate with the Southern Village sub-precinct.

Southern Village character precedents



THEME 1 - SPACE TO GROW TOGETHER AND THRIVE

Overview

Building Heights

Strategic Redevelopment Sites

Setbacks

Overshadowing

Interfaces

BUILT FORM OVERVIEW

The Colac CHRP will support future growth in the precinct while integrating into the character of the area and protecting street amenity.

Overview

The Colac Civic, Health and Rail Precinct occupies a key location within Colac which will be a site for transformation as the town grows into the future. New development in this precinct will be conveniently located within easy walking distance of key shopping, open space, health and public transport services. This makes the precinct an excellent candidate for supporting the growth of appropriately scaled higher density mixed use development in support of the historic retail core of Colac located immediately to the north.

The Precinct Plan provides clear guidance on the preferred scale and massing of future built form to ensure that future development protects valued existing qualities while improving upon poor existing conditions.

Overarching Objectives

- To create a more diversified land use mix within the precinct to support innovation and economic development opportunities.
- To establish and support a thriving local economy by facilitating the expansion of key cultural, civic, health sites.
- To support additional growth within the precinct through greater housing and accommodation choice including affordable housing and higher density opportunities.
- To establish a built form character that supports growth and densification while retaining the lower scale heritage character of Colac.
- To provide clear guidance on ground level and upper level setbacks to guide the massing of future built form.
- To establish clear overshadowing controls to protect key public streets and spaces.
- To establish preferred maximum building heights that support the long-term growth of Colac Area Health into the future.
- To provide additional guidance on the desired built form outcomes for key redevelopment sites which will have a significant impact on the amenity and character of the precinct in the future.
- To establish a range of built form controls that respond to the desired future character of the distinct sub-precincts.
- To ensure future built form responds to on-site and adjacent heritage assets.

Clear ground level to the street



Distinct setback upper forms



Built form integrated with landscaping



3.3.2

SPACE TO GROW TOGETHER AND THRIVE

BUILDING HEIGHTS

The Precinct plan will support preferred maximum building heights throughout the Precinct Plan that range between 3-6 storeys.

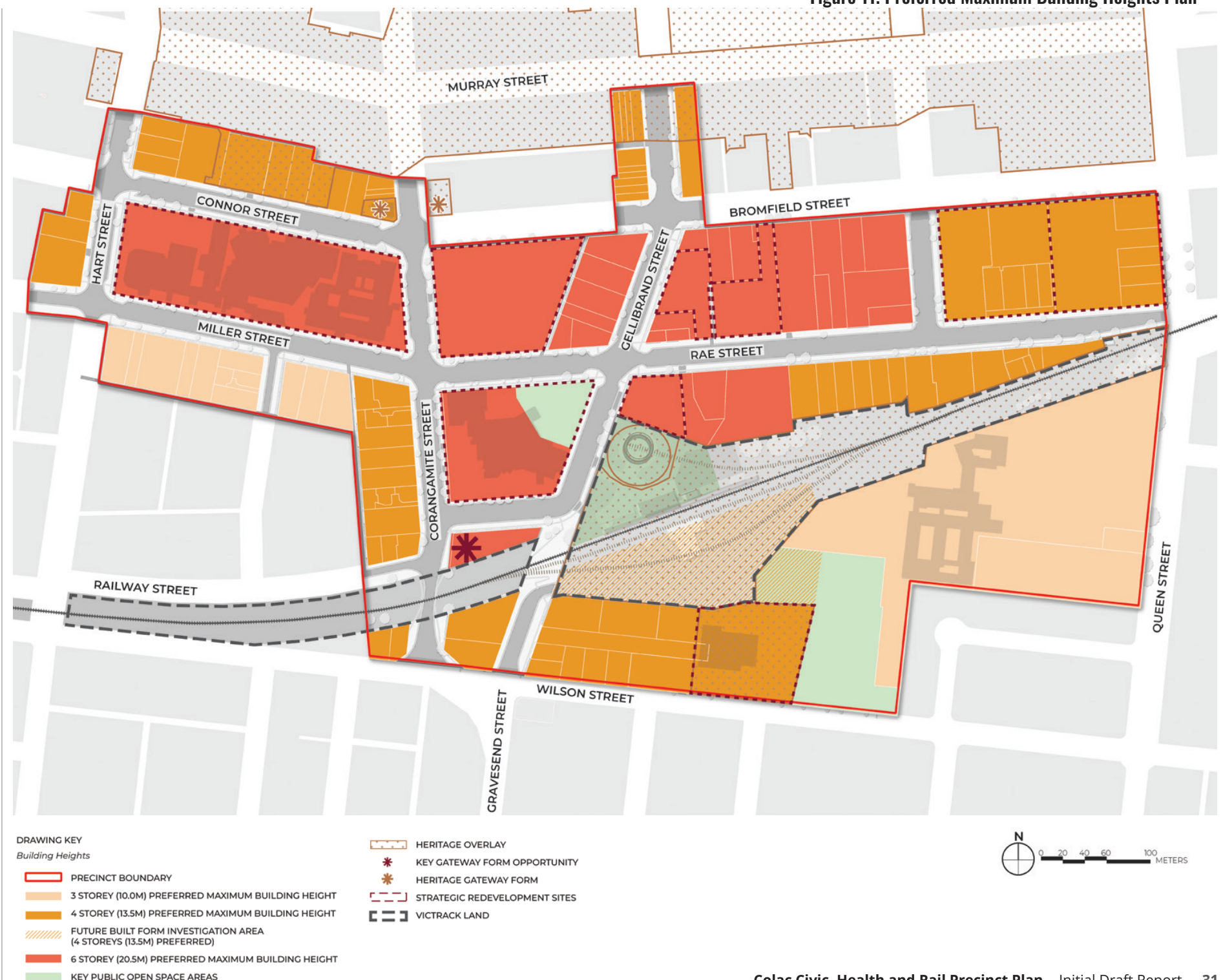
Objective

- To ensure future development maintains an appropriate urban scale while supporting growth.
- Support increased densities in key locations such as Colac Area Health and the Civic Centre.
- Supporting mid-rise development in adjacent to more sensitive residential interfaces in the west and south-east of the precinct.

Strategies

- Encourage development up to the preferred maximum building heights as per Figure 11 - Preferred Maximum Building Heights Plan.
- Seek a minimum ground-floor height of 4.0 metres. Additional floors should achieve a minimum floor to floor height of 3.5m.
- Development above the preferred maximum building height should be considered only when demonstrates clear community benefit. This includes provision or funding of affordable or social housing, public open space, public links and associated infrastructure.
- Maximum building heights do not include lift overruns, plant and architectural features (excluding roofing) up to a height of 1.5m above the preferred maximum building height.
- A variation of building heights should be achieved across large sites to create diversity in the streetscape.
- Development on identified strategic redevelopment sites should be guided by site based Precinct Plans that demonstrate the coordinated development of the site over time.
- Identified key gateway locations should seek to locate higher built form to street edges to strengthen the site's gateway role.
- New development on heritage overlay locations should retain the original heritage building as the dominant gateway form.

Figure 11. Preferred Maximum Building Heights Plan



STRATEGIC REDEVELOPMENT SITES

Key locations have been identified as offering the opportunity to deliver significant positive change within the Precinct.

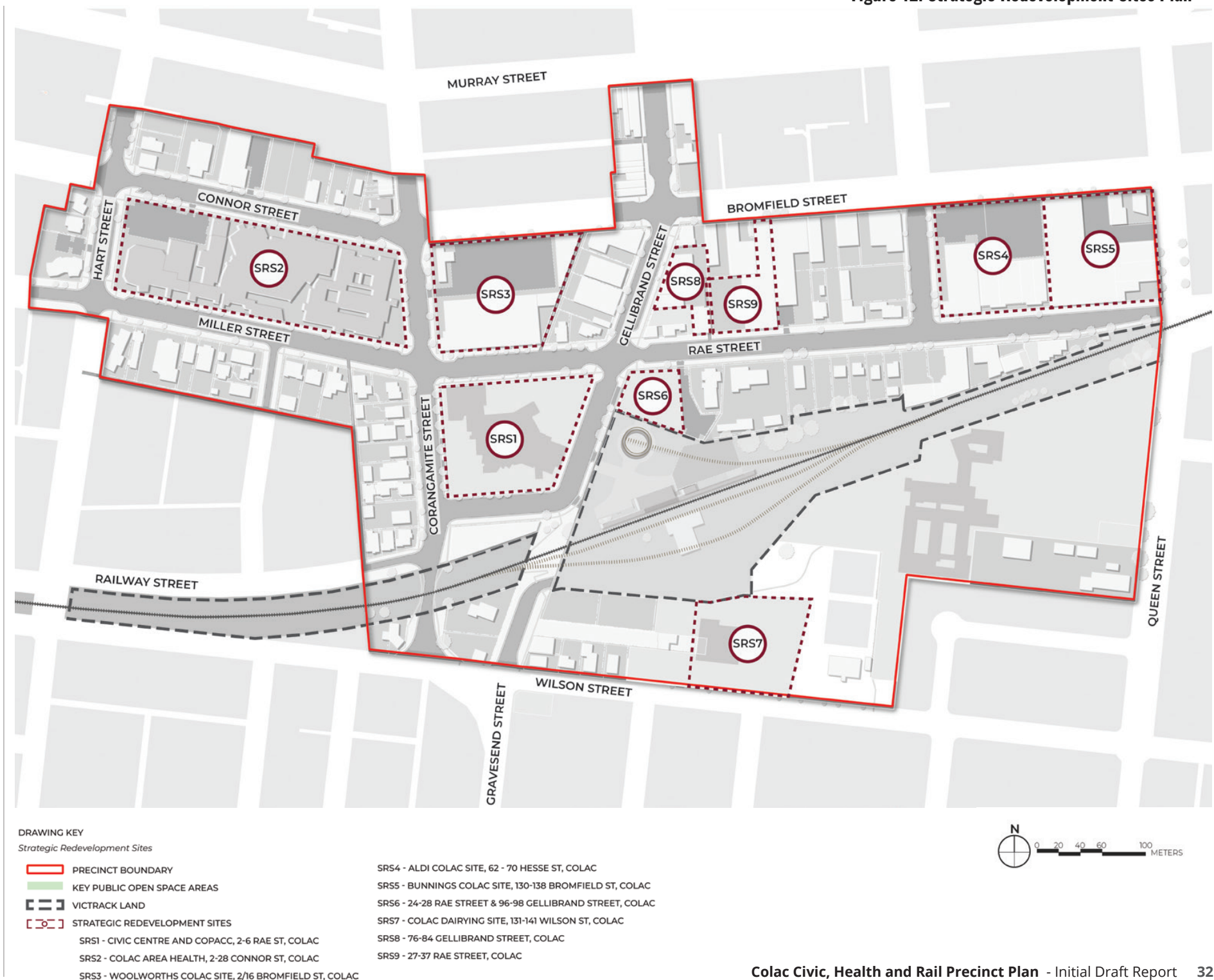
Objective

- To identify strategic redevelopment sites with the capacity to significant positive change to the precinct'
- To require enhanced development outcomes on strategic redevelopment sites that align with the precinct vision

Strategies

- Ensure that development applications for the site identified in Figure 12 - Strategic Redevelopment Sites Plan are accompanied by an appropriate site-based Master Plan detailing the long-term coordinated development of the site over time.
- Consider the establishment of a clear development contributions scheme to support capital works improvements to the streetscape within the precinct.
- Consider the appropriateness of development contributions being provided as land contribution at SRS 3, 4, 5 & 6 to deliver new public open spaces where appropriate.
- Seek the provision of off-street parking for SRS 1 & 2 to facilitate higher density development and minimise at-grade parking where possible.
- Ensure development on strategic redevelopment sites achieves a high quality design outcome that sets a positive benchmark for built form and design outcomes within the precinct.
- Encourage the delivery of at least 5% affordable/key worker housing component on the residential component of any development on a strategic redevelopment site.
- Council should advocate for and support the ordered redevelopment of these sites over time.

Figure 12. Strategic Redevelopment Sites Plan



3.3.4

SPACE TO GROW TOGETHER AND THRIVE

STREETWALL AND GROUND LEVEL SETBACKS

The Precinct Plan seeks to establish a streetscape that supports well designed streets that balance built form and landscape.

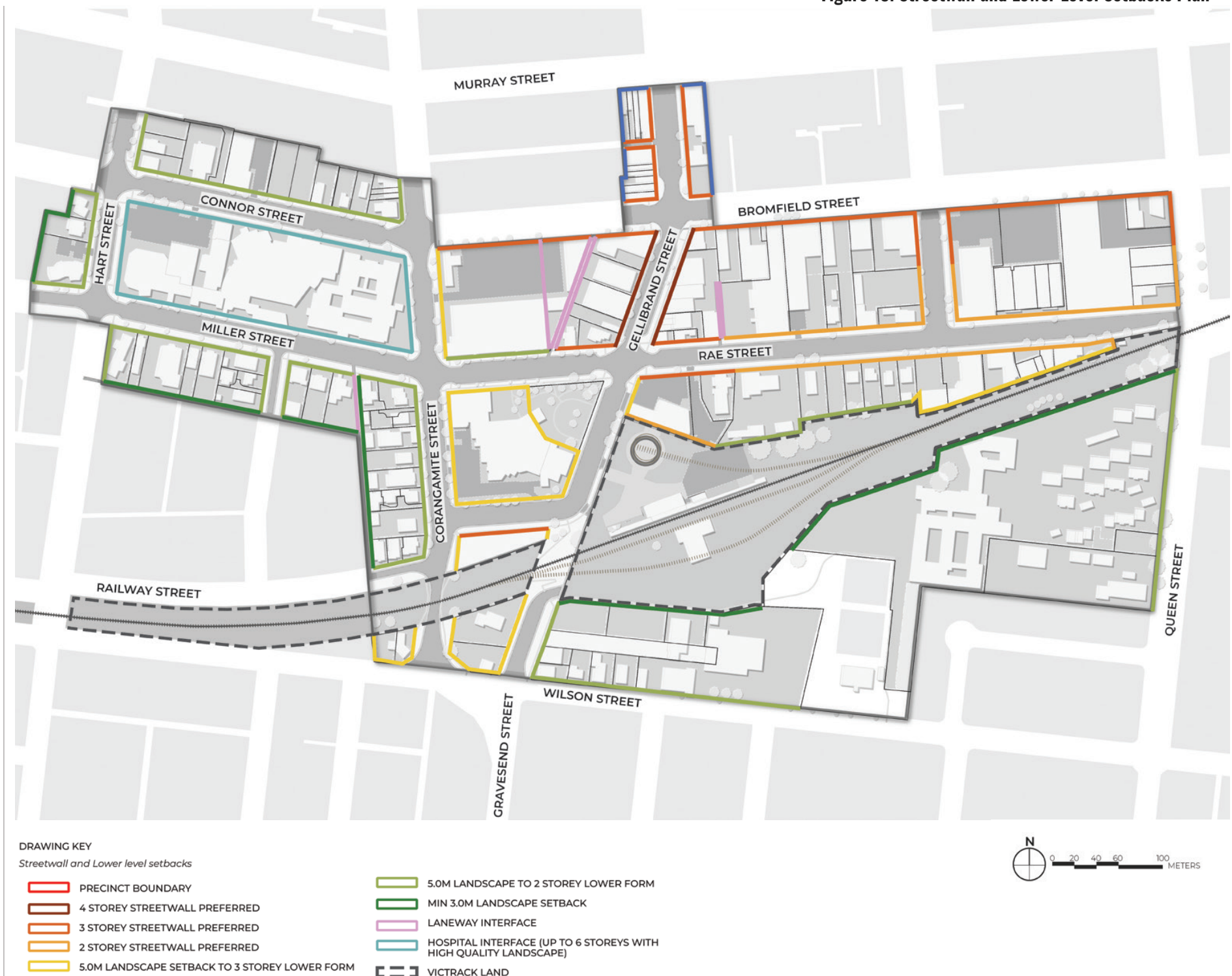
Objective

- To support an active and welcoming street environment in keeping with the desired urban character of each sub-precinct.

Strategies

- Establish an active and engaged streetscape within the Station Heart and Eastern sub-precinct.
- Establish landscape setbacks in the Southern Village and Colac Area Health precincts to support a balance of landscape and built form in the streetscape.
- Ground-level street setbacks should align with the Colac CHRP street setback requirements as illustrated in the Figure 13 - Streetwall and Lower Level Setbacks Plan.
- Landscape setbacks should facilitate deep landscaping and opportunities for canopy tree planting. Colac Area Health should incorporate high quality landscape interfaces into its design.
- Streetwalls should contribute to creating human-scale streets that correspond to the widths streets and laneways. Streetwall heights should vary to reflect and reinforce the existing urban grain and subdivision pattern of the area.
- Laneway interfaces should support logistics and vehicular access, be designed to be safe and provide adequate surveillance, and include fine grain activation where possible
- Sites under a Heritage Overlay should maintain the streetwall of the existing heritage building.
- Ground-level setbacks should be supported where they provide clear public benefits such as dining, seating, arcades, shade and shelter.

Figure 13. Streetwall and Lower Level Setbacks Plan



UPPER LEVEL SETBACKS

To ensure the taller built form does not negatively impact the public realm amenity through overshadowing and inappropriate visual bulk.

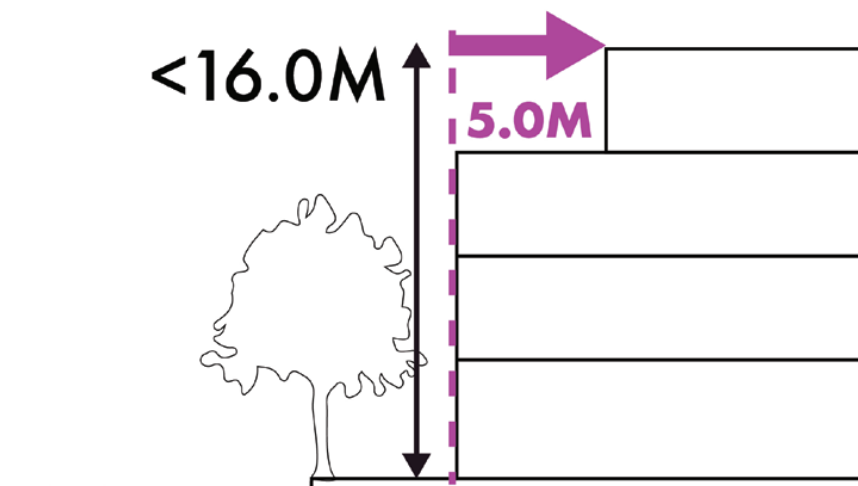
Objective

- To protect key streets and avoid the overshadowing of the southern side of the street in areas where higher built form is encouraged.
- To establish adequate building separation between higher density development that will ensure overlooking between adjacent properties is mitigated.

Strategies

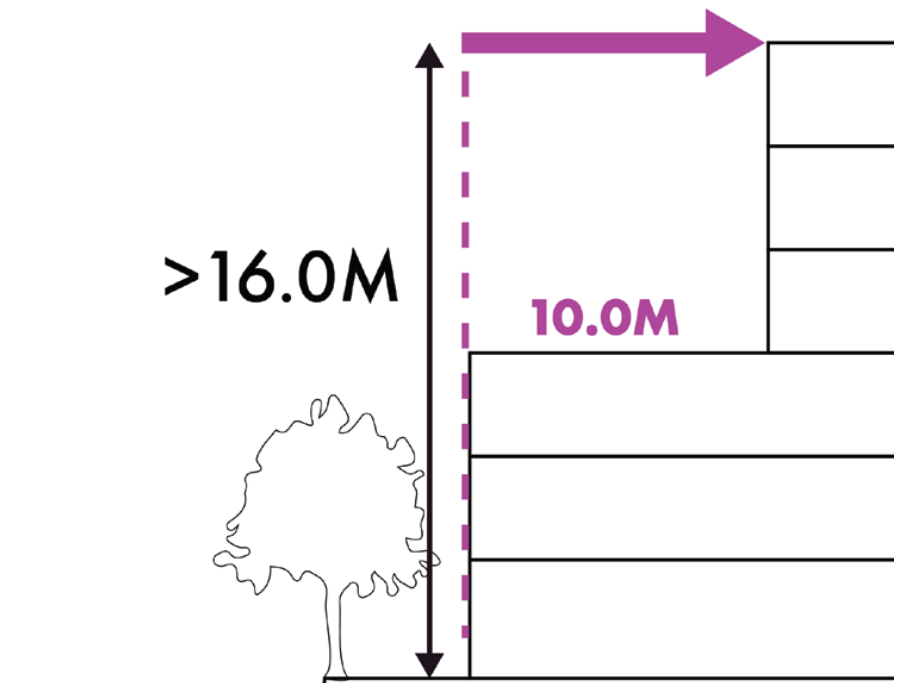
- Upper level setbacks are to be measured from the street boundary to support the provision of voluntary ground level setbacks where appropriate.
- All levels of a building should setback where they occur above the street wall or ground level setback nominated in Figure 14. The building should be setback a minimum of 5.0m from the street boundary where the overall building height is 16.0m or less.
- Upper levels above the street wall or ground level setback nominated in Figure 15 should be setback a minimum of 10.0m from the street boundary where the overall building height of the proposed development is greater than 16.0m.
- Upper level setbacks should be delivered as a single step within the built form rather than as a series of smaller steps creating a 'wedding-cake' effect.

Figure 14. 5m Setback Section



The building should be setback above the nominate streetwall height a minimum of 5.0m from the street boundary where the overall building height is 16.0m or less.

Figure 15. 10m Setback Section



The building should be setback above the nominated streetwall height a minimum of 10.0m from the street boundary where the overall building height is greater than 16.0m.

OVERSHADOWING

The Precinct Plan outlines overshadowing controls to ensure development protects parks and streets.

Objective

- To ensure built form does not obstruct solar access to key public streets and spaces at key times of the day.
- To support public amenity, use of the street for active uses such as outdoor dining and protect the health of street landscaping.

Strategies

- New development must ensure that the following overshadowing controls are achieved to identified Primary north-south and east-west streets in Figure 16 - Overshadowing Controls Plan.

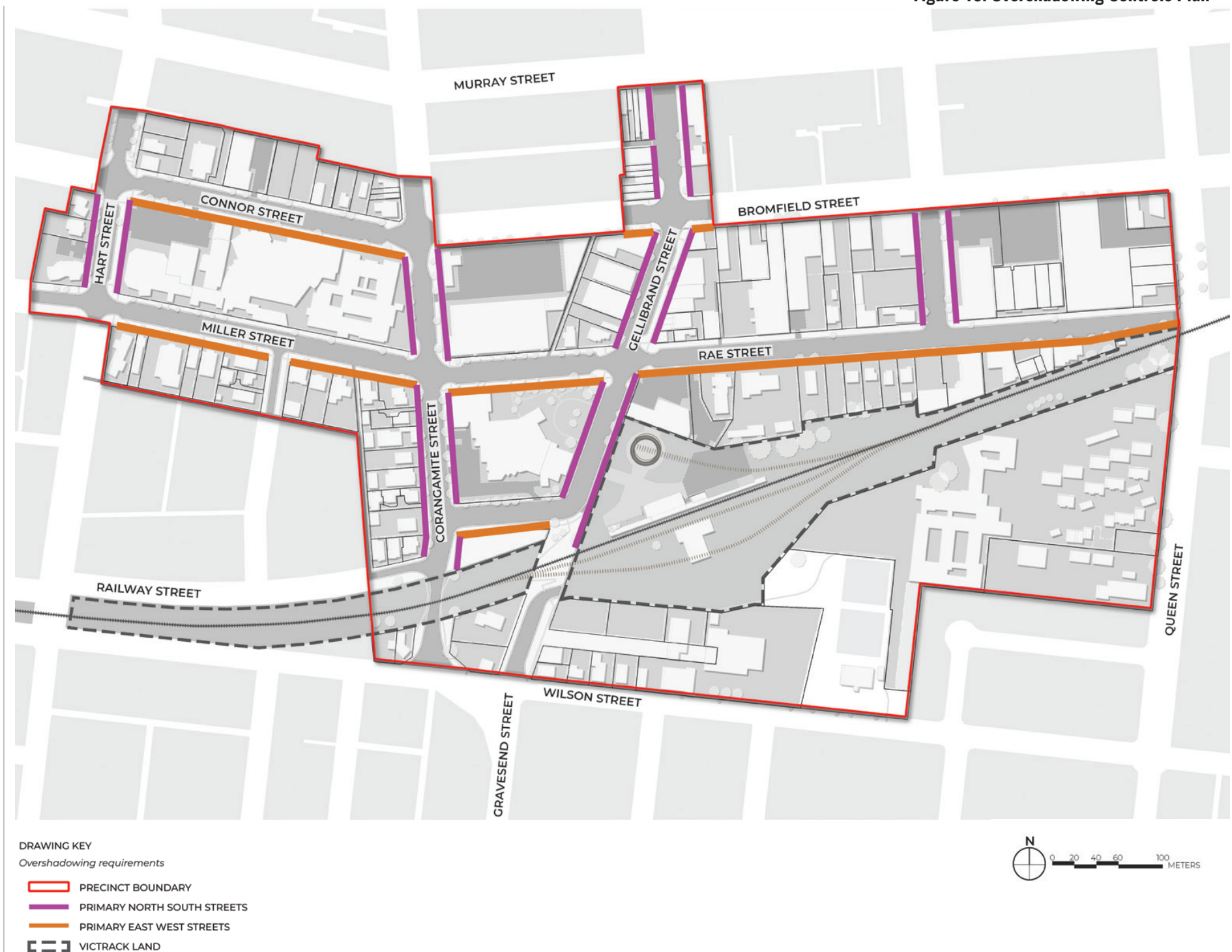
Primary North-South Streets

- No additional overshadowing to the footpath and nature strip located on the opposite side of the street between the hours of 11AM and 2PM on the Spring Equinox measured to 5 metres from the property boundary on the other side of the street.

Primary East-West Streets

- No additional overshadowing to the footpath and nature strip located on the southern side of the street between the hours of 11AM and 2PM on the Spring Equinox measured to 5 metres from the property boundary on the south side of the street.

Figure 16. Overshadowing Controls Plan



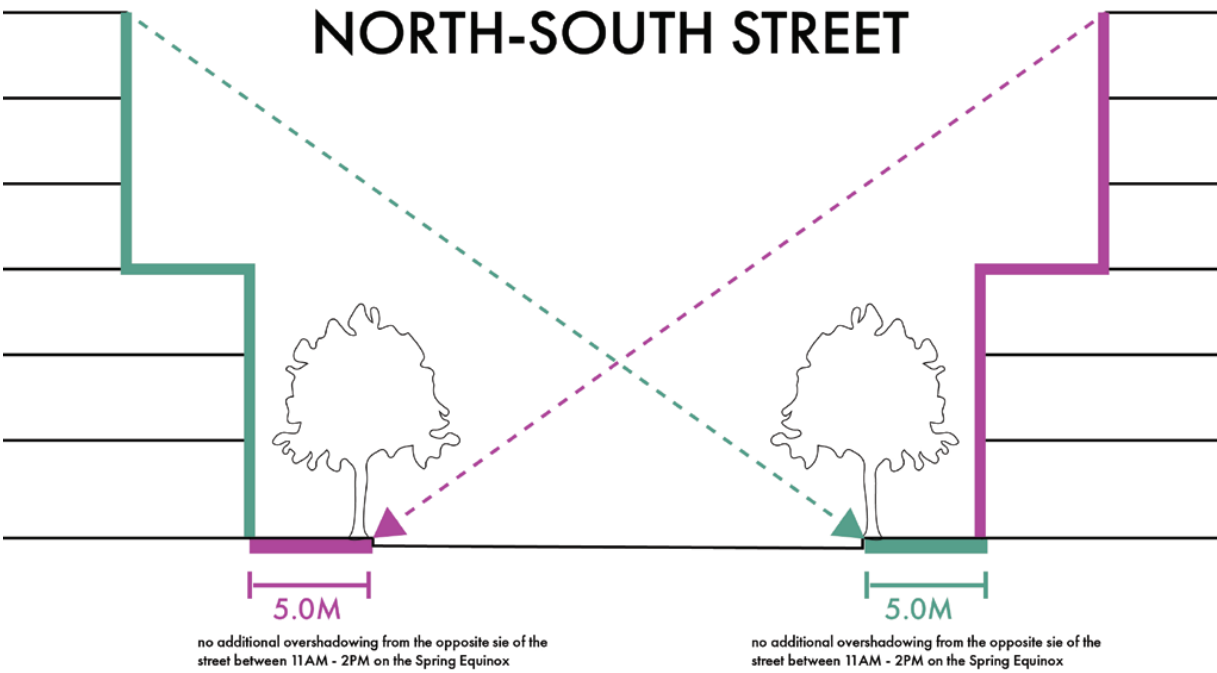
OVERSHADOWING

The following diagrams illustrate the application of the overshadowing controls within the Colac CHRP.

Figure 17. Overshadowing requirement diagrams



The extent of overshadowing is measured from the property boundary to a distance of 5 metres at the spring equinox between 11am and 2pm for land adjacent to a primary north-south or east-west street in Figure 24.



Along north-south streets, it is important to note that the control the extent of overshadowing to the opposite side of the street to the proposed development.

3.3.8

SPACE TO GROW TOGETHER AND THRIVE

ACTIVE INTERFACES

To ensure the ground levels of buildings activate and engage the street to create a vibrant, safe and inviting precinct.

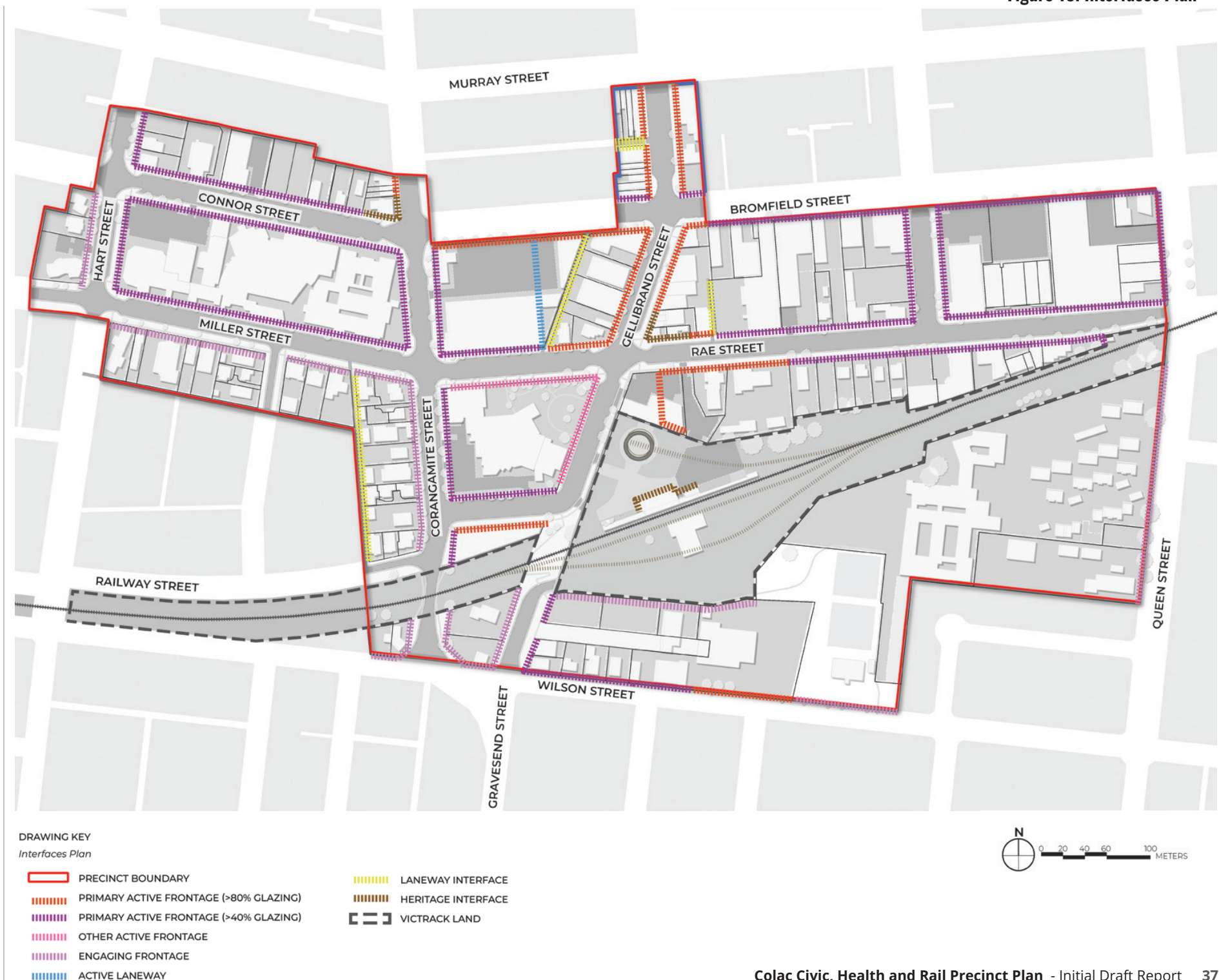
Objective

- Building frontages are to contribute to the use, activity, safety and interest of the public realm.
- Frontages are to present an active and attractive, pedestrian-oriented frontage.

Strategies

- Deliver active interfaces in keeping with the identified interfaces as outlined in Figure 18 - Interfaces Plan.
- Avoid long expanses of frontage with limited building entries at ground level.
- Primary Active Frontage >80% Glazing
Provide transparent glazing up to 2.5 metres in height, of not less than 80 per cent of the width of the frontage, excluding any column, solid plinth or stall risers up to 700mm.
- Primary Active Frontage >40% Glazing
Provide transparent glazing up to 2.5 metres in height, of not less than 40 per cent of the width of the frontage, excluding any column, solid plinth or stall risers up to 700mm.
- Engaging Interface / Active Laneway
Maximise the amount of transparent glazing to 2.5 metres in height, excluding any column, solid plinth or stall risers up to 700mm.
- Laneway Interface
Minimise and screen visual impact of loading areas. Support opportunities for laneway activation that prioritise pedestrian safety.
- Heritage Interface
Support the provision of access and engagement with the street while maximising the retention of the original heritage fabric

Figure 18. Interfaces Plan



THEME 2 - CURATED AND ACTIVE CONNECTIONS

Overview

Safe Intersections

Vehicles and Public Transport

Active Transport

Gellibrand Street Spine

Key Street Sections

Parking

Access

3.4.1

CURATED & ACTIVE CONNECTIONS

CONNECTIVITY OVERVIEW

Movement through the precinct will be clear and efficient for all modes of transport while prioritising pedestrians, cyclists and public transport.

Overview

To support the long-term growth of the Civic, Rail and Health Precinct, the needs of all transport modes need to be considered. Most streets in the precinct are 30.0m wide and have the capacity to support vehicular, pedestrian and cycling infrastructure alongside parking and street trees. The Precinct Plan outlines how these streets will be upgraded over time to improve amenity outcomes for pedestrians and cyclists while directing parking to where demand is greatest.

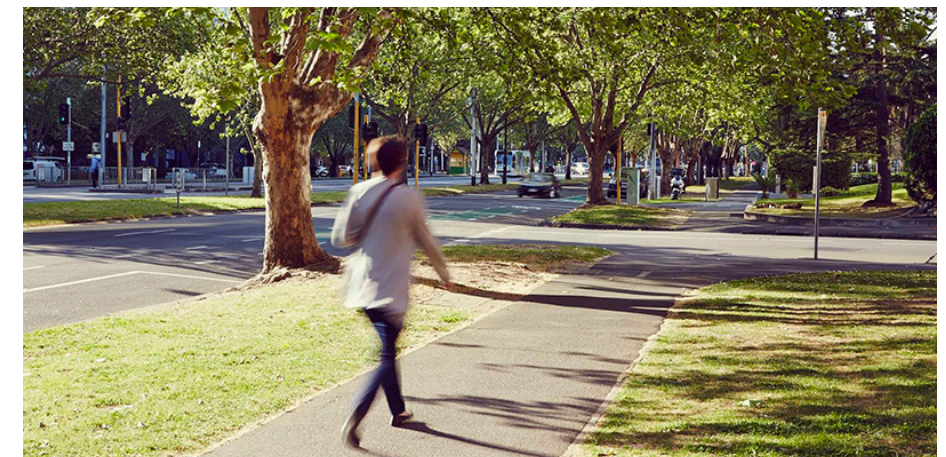
The Precinct Plan delivers a movement network that improves the pedestrian experience and creates a strong, seamless connection between the Station precinct and the heart of town. Parking will be refined to deliver additional parking closer to Colac Area Health while unlocking opportunities for improved pedestrian and cycling infrastructure elsewhere in the precinct.

Overarching Objectives

- Redevelop in the broader area to minimise the impact of parking and vehicle crossovers to improve public realm amenity and appropriately address the street.
- To provide an improved movement network, including pedestrian and cycling linkages throughout the precinct that encourage healthy and active lifestyles, and access to key destinations.
- To encourage improved access to public transport to and from Colac and to provide an efficient and effective road network that supports Colac's growth and activity.

- Improve connectivity and pedestrian amenity between the Station and Civic Precinct through to Murray Street and the heart of Colac, ensuring the arrival experience to and from the Colac Station precinct is conflict free and seamless for all transport modes.
- Support the long-term growth of Colac Area Health by using Corangamite Street as a key vehicular link from further south townships and southern Colac to the heart of town.
- Corangamite Street will be a key inland route to connect to the Otways and Great Ocean Road.
- Support high demand areas such as Colac Health and COPACC with additional parking opportunities.
- Ensure improved pedestrian outcomes while delivering no net loss in parking across the broader town centre.
- Reduce the amenity impact of parking, access and loading areas by identifying preferred locations for access and parking and reducing redundant crossovers.
- Improve improve pedestrian and cycling safety at roundabouts within the precinct at roundabouts.

Functional streets that provide pedestrian amenity and safety



SAFE INTERSECTIONS

Ensure safe and accessible roundabouts that encourage sustainable modes of transport.

Objective

- To improve the movement experience within the CHRP by integrating all modes of transport in safe and clear paths.

Strategies

- Provide clear line marking to signalise which area corresponds to each mode of transport.
- Incorporate high quality landscape that provide buffers to improve safety whilst advocating for a green boulevard character.
- Widening streets to allow adequate space for bike lanes.
- Raised pedestrian and bike paths around the roundabouts to reduce vehicles speed.
- Ensure active transport is prioritised over vehicle traffic.

Improve pedestrian experience



Integrate active transport

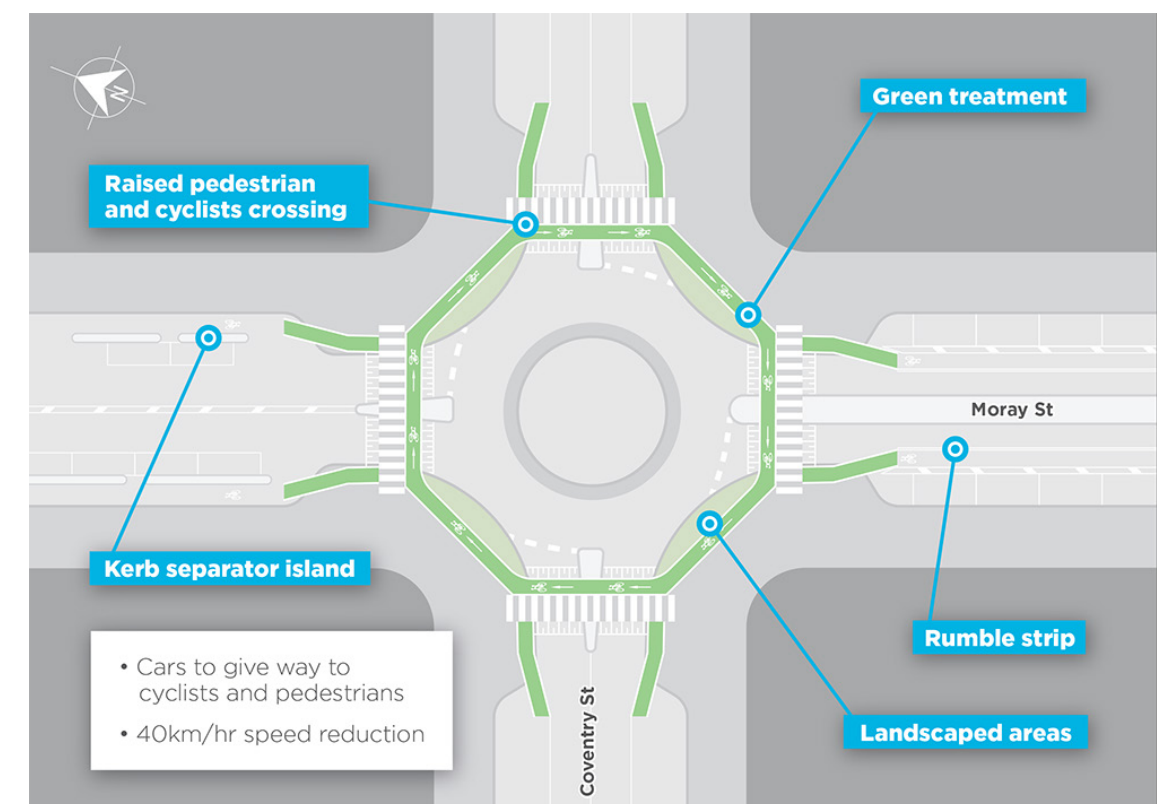
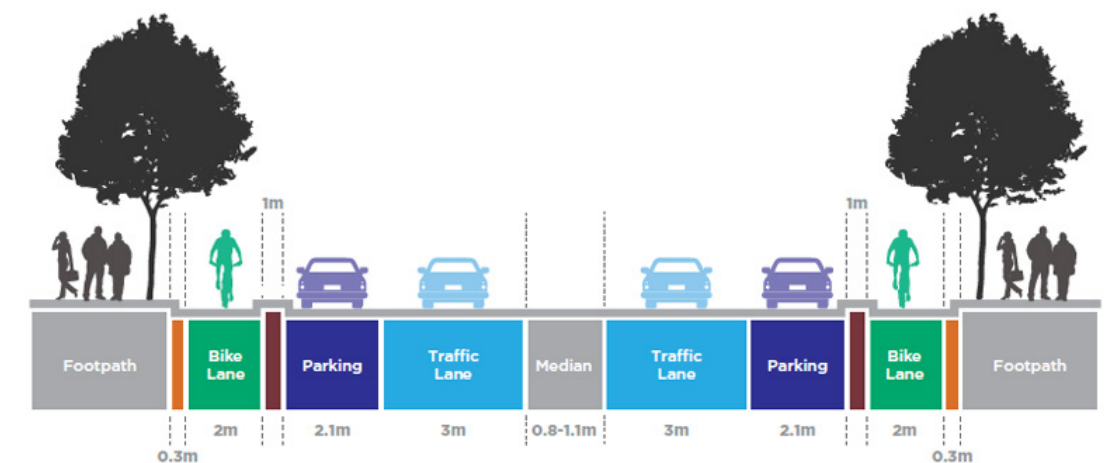


Reduce vehicles speed



CURATED & ACTIVE CONNECTIONS

Precedent example: Moray St, South Melbourne



3.4.3

CURATED & ACTIVE CONNECTIONS

VEHICULAR & PUBLIC TRANSPORT NETWORK

Corangamite Street will continue to be the primary north-south boulevard through the precinct with Rae and Bromfield Street providing key east-west connectivity.

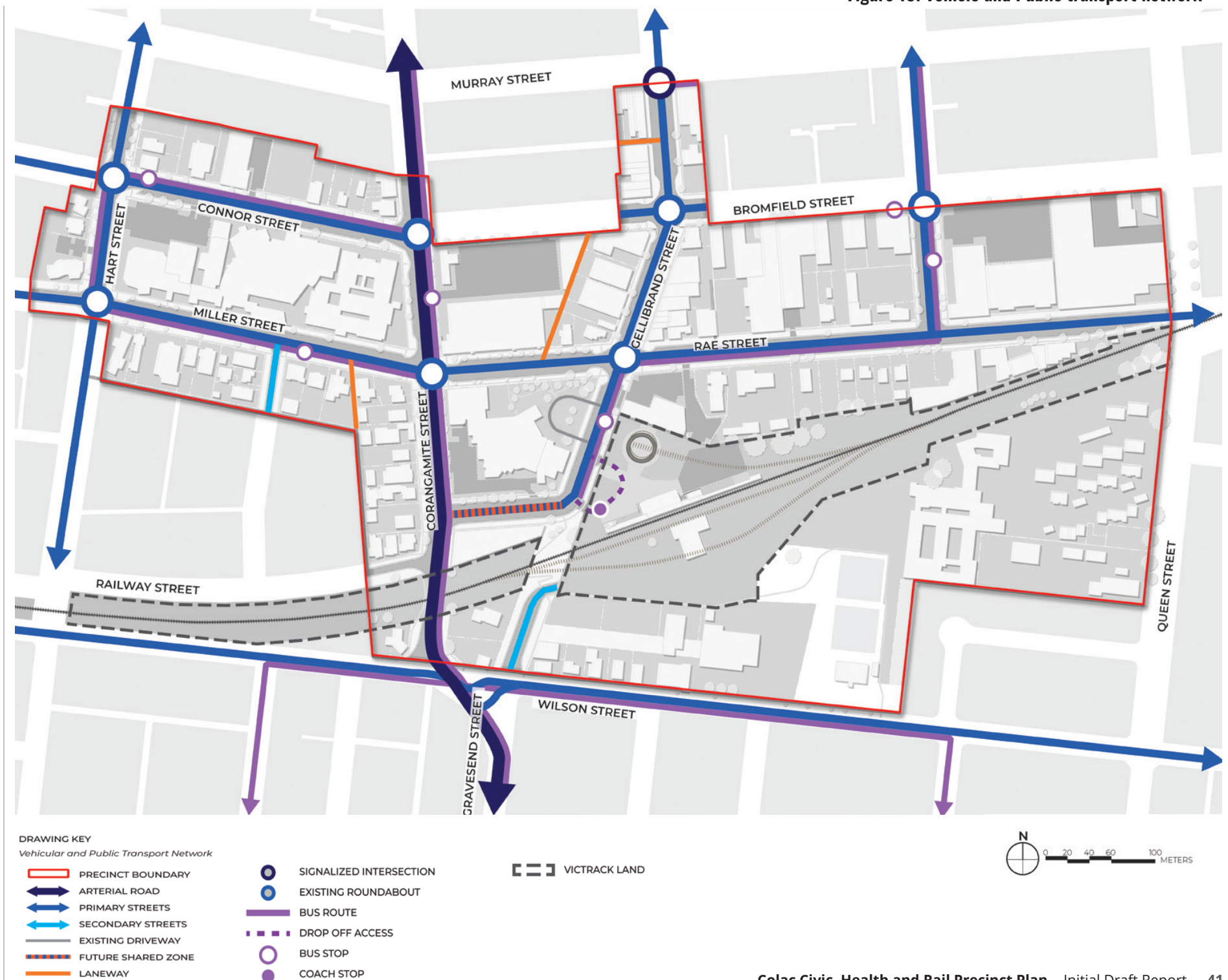
Objective

- Maintaining the role of Corangamite Street as the main vehicular spine through the precinct provides an opportunity to upgrade Gellibrand Street as a slow speed environment with high pedestrian amenity, improving connectivity to the Station.

Strategies

- Support the role of Corangamite Street as the main arterial connector road south while retaining capacity to support protected bike lanes within the existing road reserve.
- Maintain the role of Rae Street and Bromfield Street as key east-west local streets, considering the appropriateness of the current road design while improving the existing road reserves infrastructure to encourage low speed and optimising it for safety.
- Improve the arrival and drop-off experience for buses and taxis at Colac Station while supporting a pedestrian oriented station forecourt zone. Bus routes to Colac are anticipated to be relocated along Murray Street during Gellibrand Street temporary closure.
- Encourage a slow speed environment (40 km/h) along the full length of Gellibrand Street but particularly south of Rae Street to support its activation as a key pedestrian corridor.
- Investigate opportunities to close the southern end of Gellibrand Street where it links to Corangamite Street to vehicular traffic (excluding emergency vehicles) and transition this road segment to a pedestrian oriented shared zone.
- Advocate and investigate opportunities to upgrade and improve the intersection at Wilson Street and Gravesend Street to improve safety for all transport modes.
- Redevelop COPACC driveway from Gellibrand Street to Rae Street to improve the quality of the open space and vehicular access.

Figure 19. Vehicle and Public transport network



ACTIVE TRANSPORT NETWORK

Create safe and attractive cycling and pedestrian corridors that connect the Station precinct to key destinations

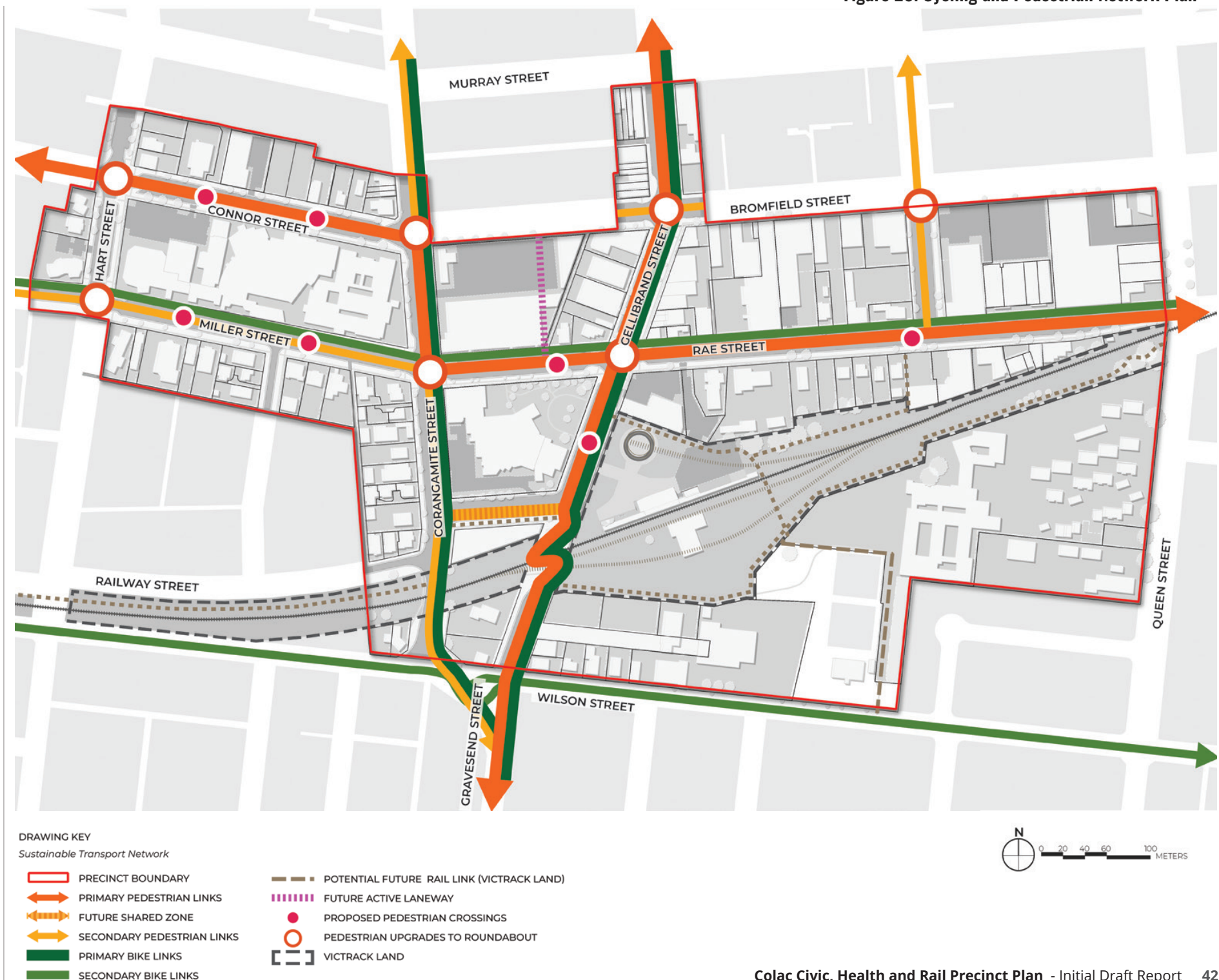
Objective

- Maintaining the role of Corangamite Street as the primary vehicular spine through the precinct provides an opportunity to upgrade Gellibrand Street as a slow speed environment with high pedestrian amenity, improving connectivity to the Station.

Strategies

- Reconfigure parking and cycle lanes within Rae Street, Miller Street and Corangamite Street to deliver new separated cycle lanes on the outside of parking within the existing kerb-to-kerb.
- Encourage pedestrian paths of 2.0m minimum width or greater along Gellibrand Street and 1.5m minimum width on other streets.
- Ensure all bike lanes are a minimum width of 1.2m with a preferred width of 1.5m.
- Upgrade all roundabouts in the precinct in consultation with DTP to provide clear signposted pedestrian crossings.
- Deliver additional mid-block crossings along Connor Street to support pedestrian connections to Colac Area Health.
- Upgrade the pedestrian overpass bridge to provide an improved pedestrian and cycling experience.
- Advocate and support for the development of a shared path within the northern side of the existing rail reserve west of Corangamite Street extending west towards Colac Western Oval.
- Identify safe crossing locations with DTP for the provision of a public shared path link as depicted in Figure 20 – Cycling and Pedestrian Network Plan. Work with DTP to establish a safe crossing point over Corangamite Street to link Railway Street and Gellibrand Street.
- Investigate opportunities in collaboration with Victrack for an additional above or below grade pedestrian link across the rail line east of Colac Station as part of any future redevelopment/upgrade of the Colac Station and surrounds.

Figure 20. Cycling and Pedestrian Network Plan



GELLIBRAND STREET SPINE

Gellibrand Street will be a high quality pedestrian oriented street between Colac Station and Murray Street.

Objective

- To create a vibrant, green north-south spine connecting the Colac CHRP to the town core and ensure there is no net loss of car parking throughout the broader precinct.

Strategies

- Work within the existing kerb-to-kerb to minimise alterations to the street.
- Replace existing angle parking with parallel parking to unlock additional space within the street for separated cycle lanes and a central median.
- Establish extensive canopy tree planting to develop a green boulevard character for Gellibrand Street.
- Ensure vehicular speed limits support pedestrian amenity. Provide frequent pedestrian crossing points to facilitate pedestrian connectivity to both sides of the street.
- Upgrade the existing pedestrian paths to provide spaces for outdoor dining, landscape planter beds, tree pits and frequent, consistent street lighting.
- Introduce WSUD principles within the street to manage urban stormwater runoff.
- Ensure pedestrian paths provide a minimum of 2.0m width to facilitate large pedestrian volumes and group.
- Consider the opportunity to integrate in place-specific and indigenous design narratives in consultation with Traditional Owners.

Establish a leafy green town character



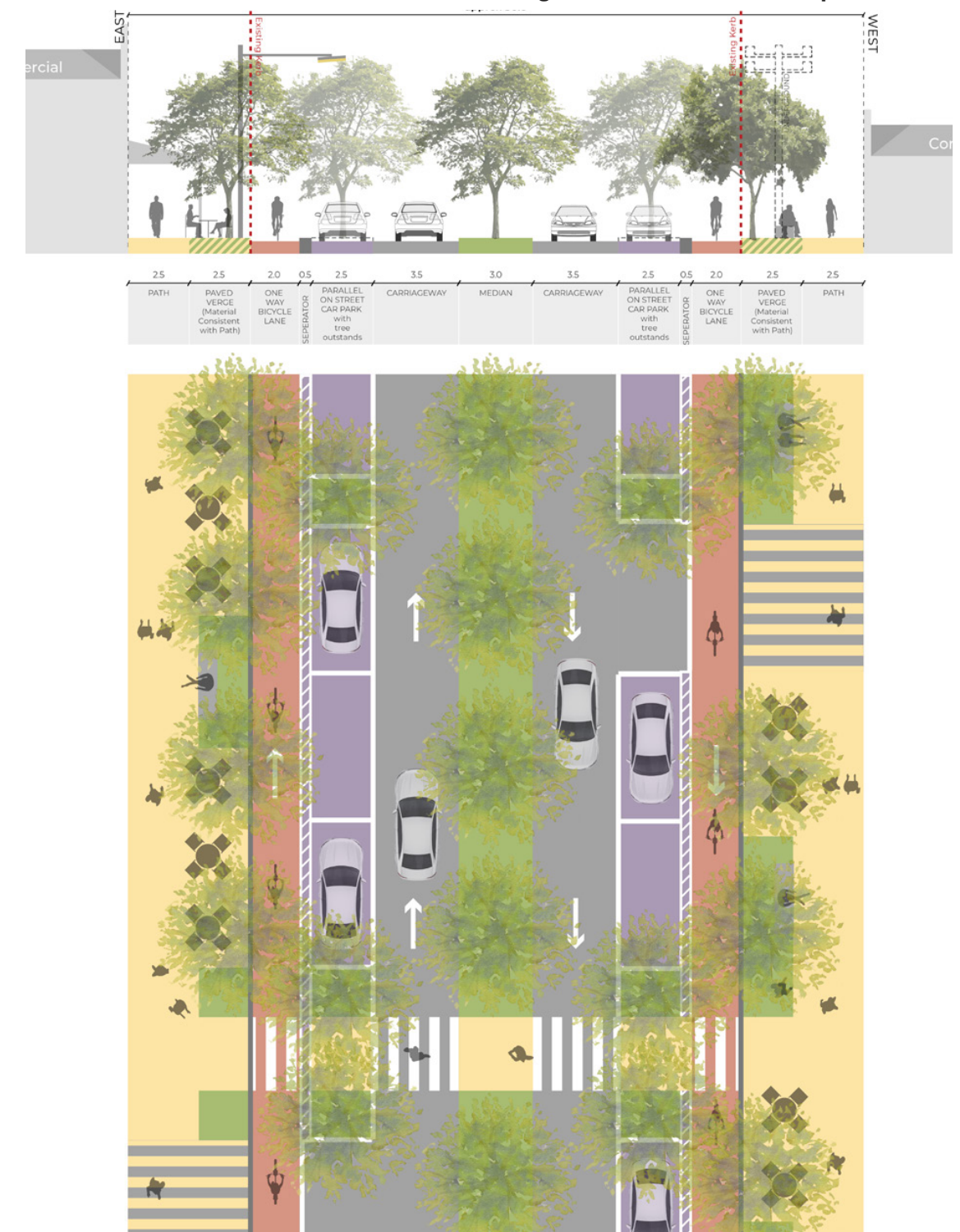
Improved pedestrian amenity and activation



Improved connection link to core town



Figure 21. Gellibrand Street Proposed Section

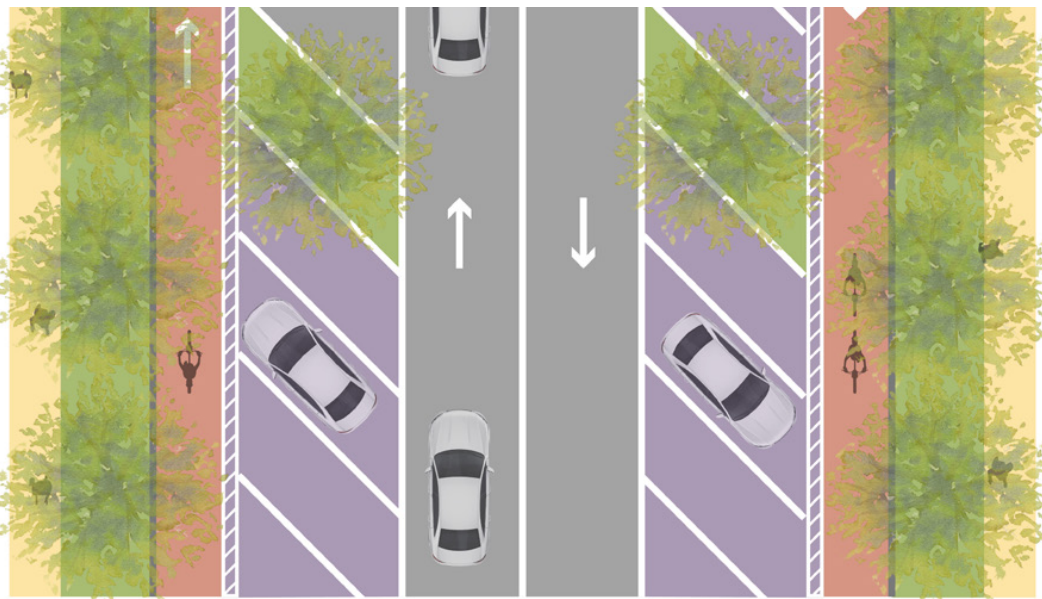
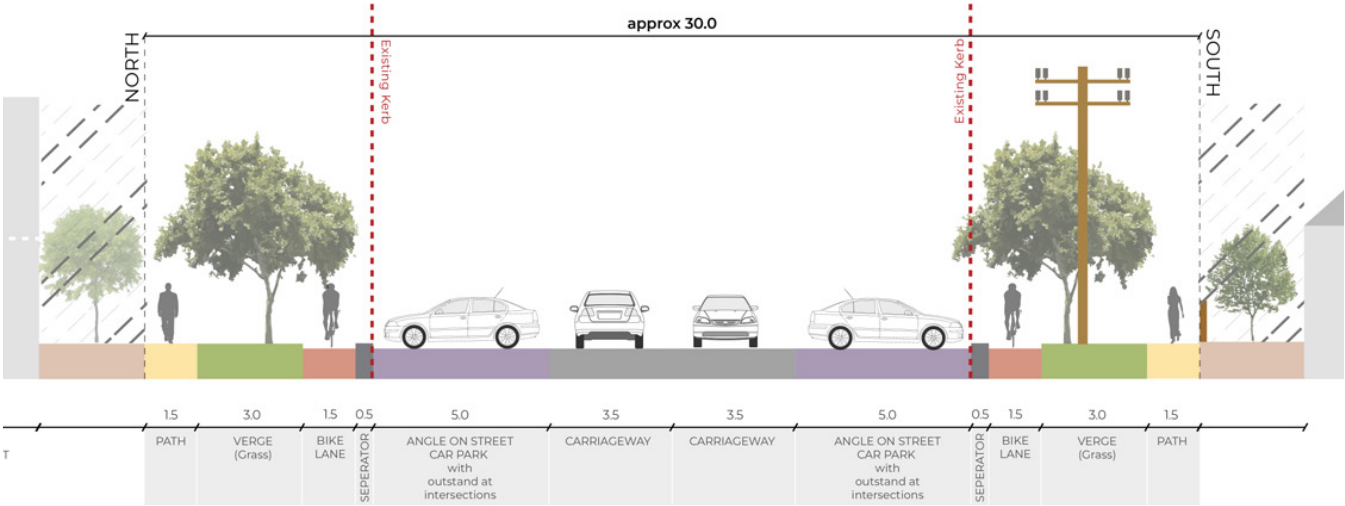


KEY STREET SECTIONS

Key streets will be upgraded over time to improve pedestrian experience and cycling lanes through the precinct and improving parking in Connor Street near Colac Area Health.

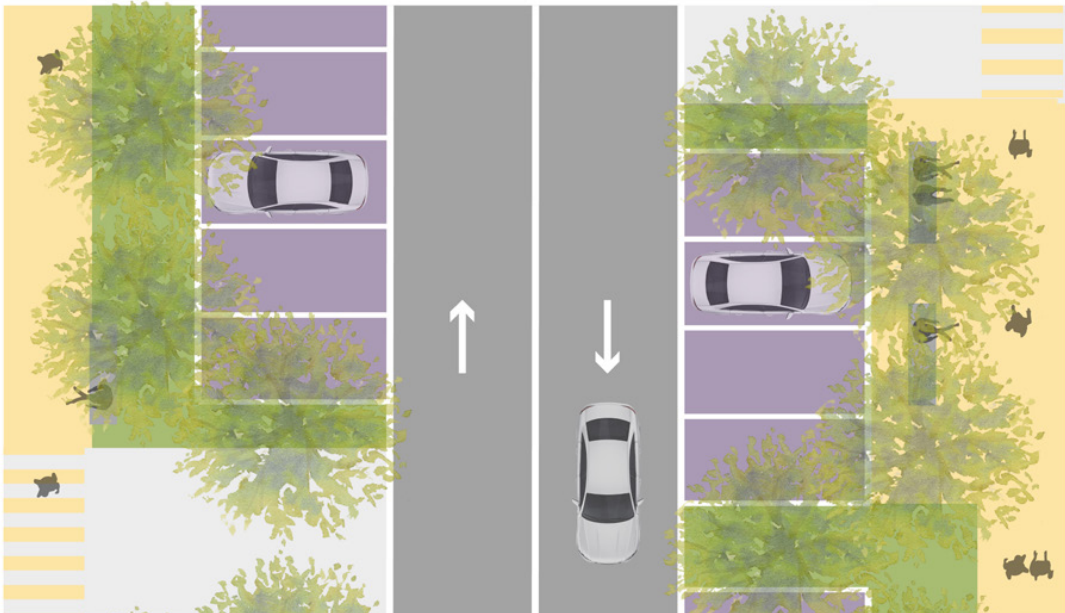
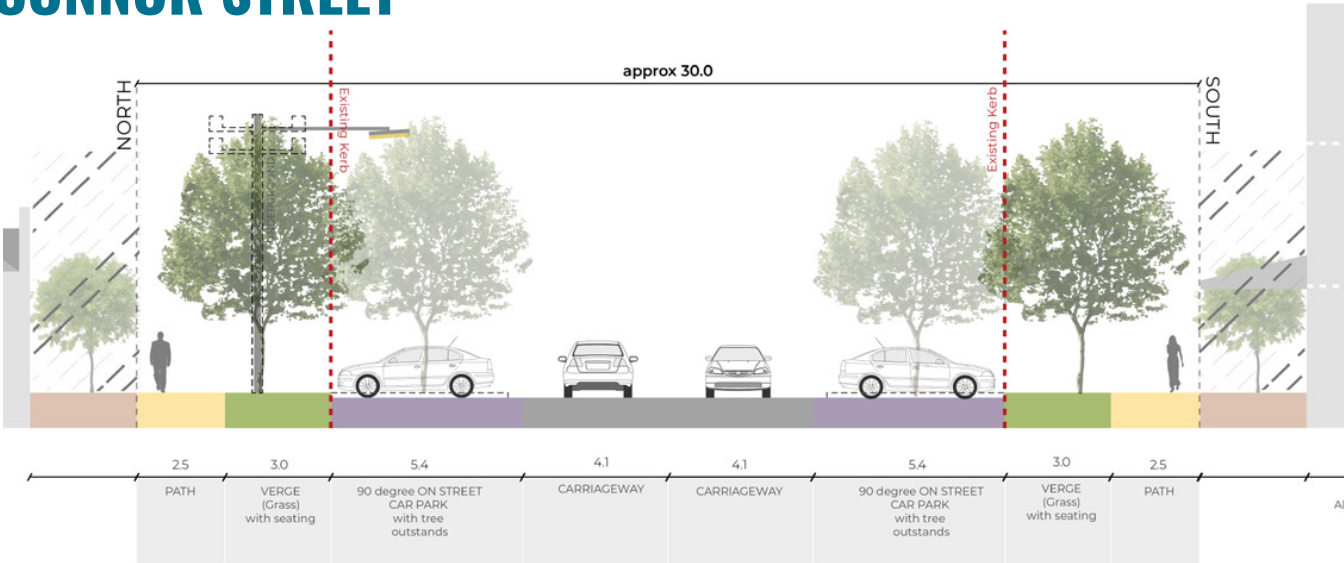
MILLER STREET

Figure 22. Miller Street Proposed Section



CONNOR STREET

Figure 23. Connor Street Proposed Section



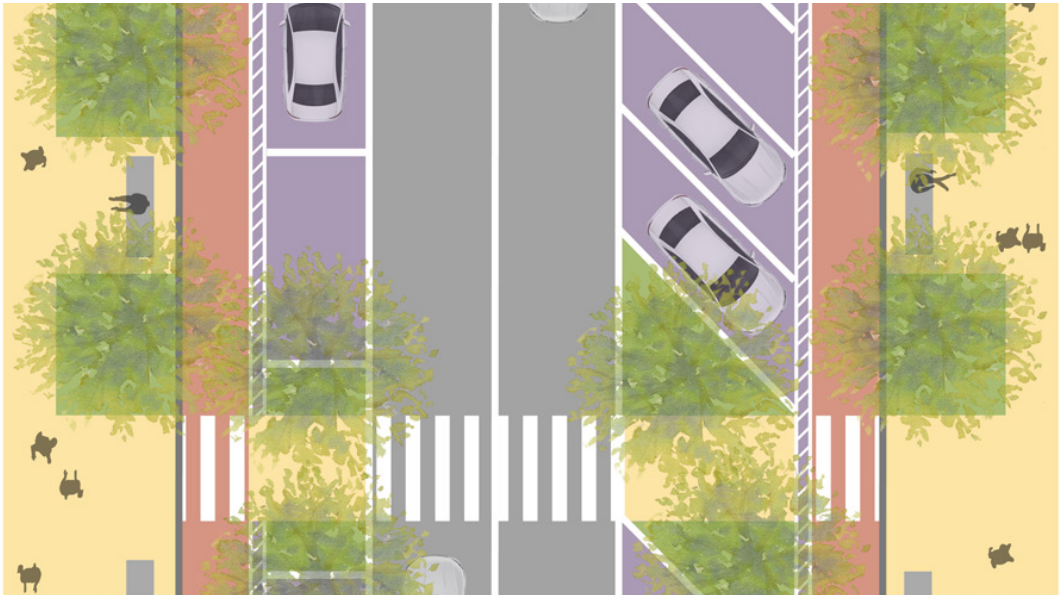
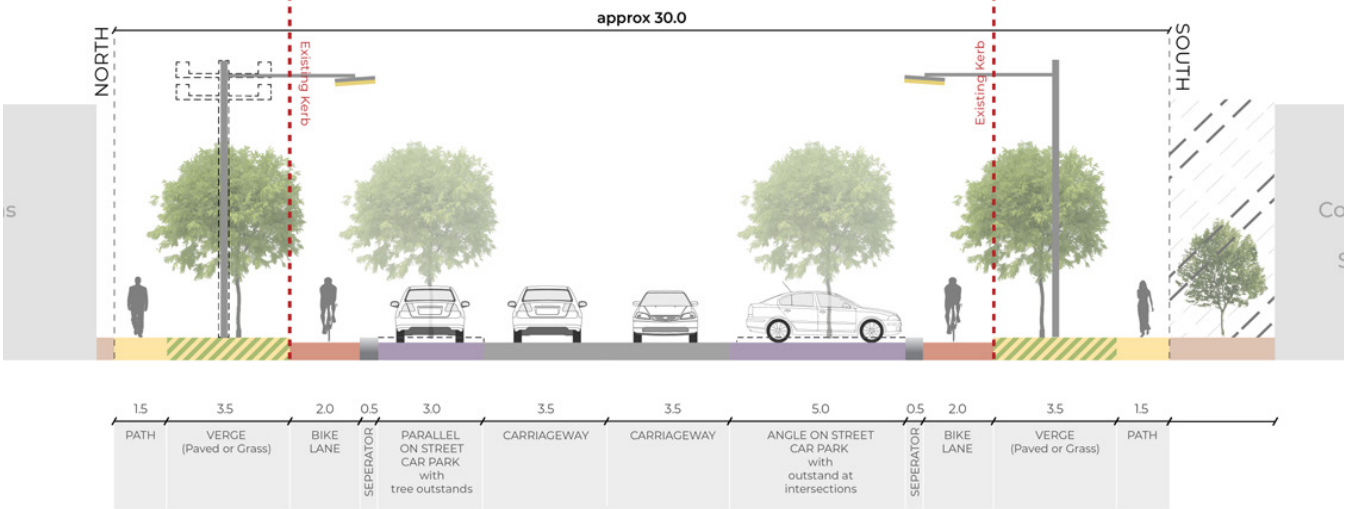
3.4.7

CURATED & ACTIVE CONNECTIONS

KEY STREET SECTIONS

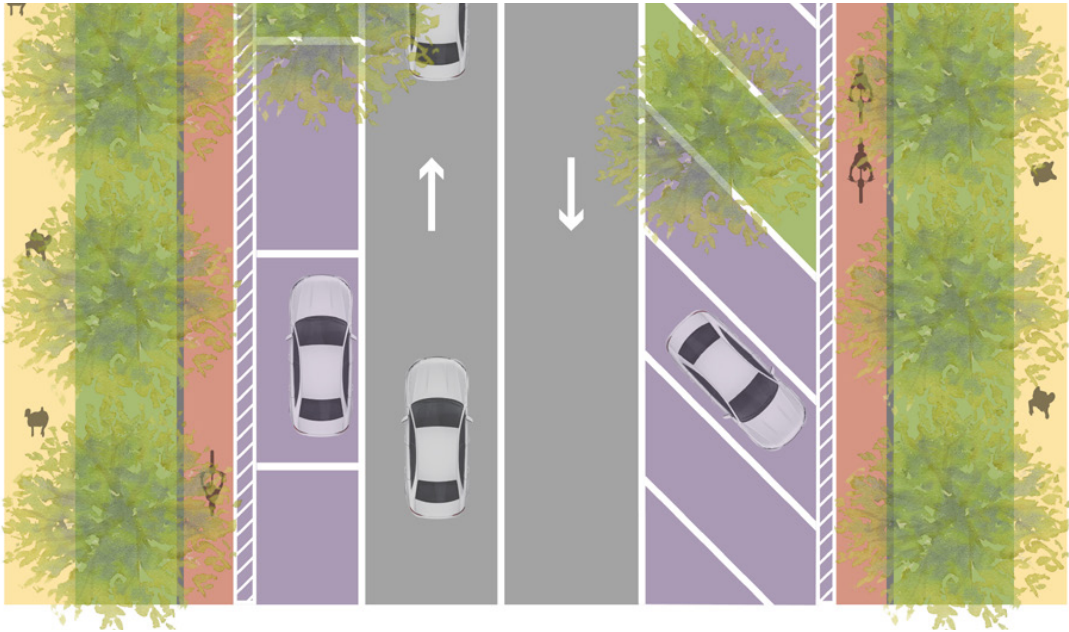
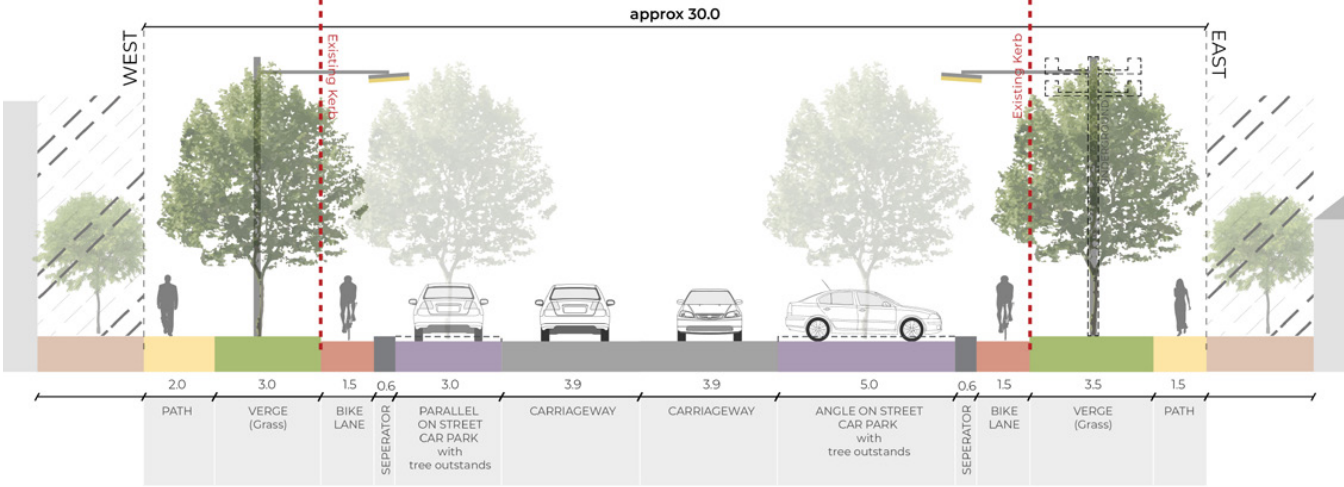
RAE STREET

Figure 24. Rae Street Proposed Section



CORANGAMITE STREET

Figure 25. Corangamite Street Proposed Section



PARKING STRATEGY

Ensure sufficient parking is provided throughout the precinct in the right locations.

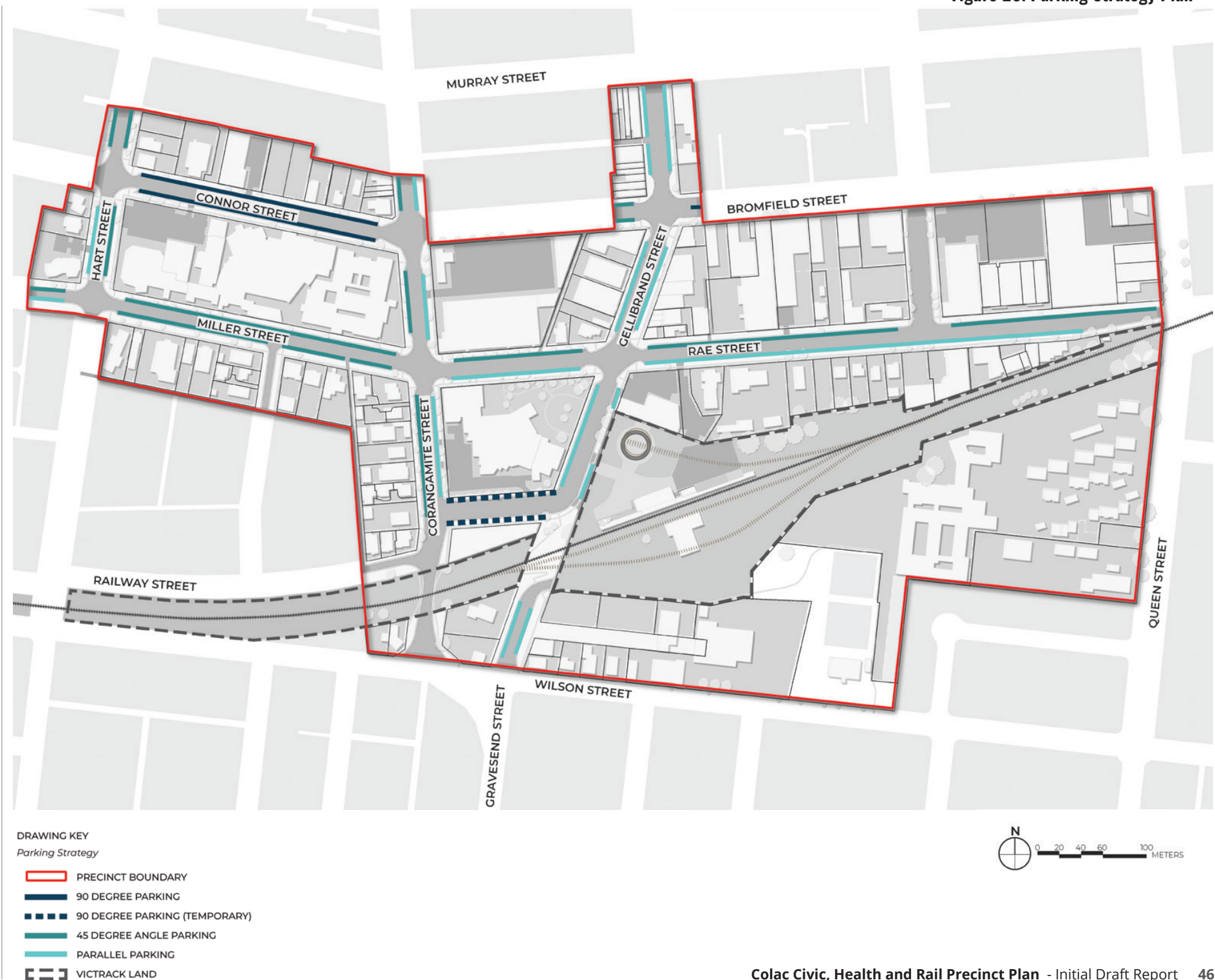
Objective

- Strategic changes will increase parking in key areas while reducing parking in other with lower demand. There will be no net decrease in parking spaces throughout the precinct. Precinct parking opportunities will be encouraged with redevelopment of major sites such as the Civic Centre and Colac Area Health, responding to any additional demand from the redevelopment of these key sites.

Strategies

- The location and configuration of on-street parking should be provided in line with Figure 17 - Parking strategy Plan.
- All sites will provide appropriate on-site parking to the satisfaction of the Responsible Authority.
- Precinct parking solutions such as consolidated multi-level parking are encouraged to be integrated into future redevelopment of key strategic redevelopment sites.
- Council should undertake regular parking demand surveys to inform any future works that may have an impact on car parking supply.
- Commuter parking for the Colac Railway Station should be located and designed to ensure seamless pedestrian access to the station.
- Above ground parking should be sleeved by residential, retail, office or other active uses at street level. Floor-to-floor height of at least 3.5 metres should be provided to allow for adaptive reuse.
- Investigate the opportunity to provide 90 degree parking south of COPACC as a temporary measure prior to any future redevelopment of COPACC.
- Opportunities to make precinct parking solutions available to wider public use should be encouraged to supplement public parking opportunities.

Figure 26. Parking Strategy Plan



ACCESS STRATEGY

Provide efficient site access for vehicles that supports a safe and inviting street environment for pedestrians.

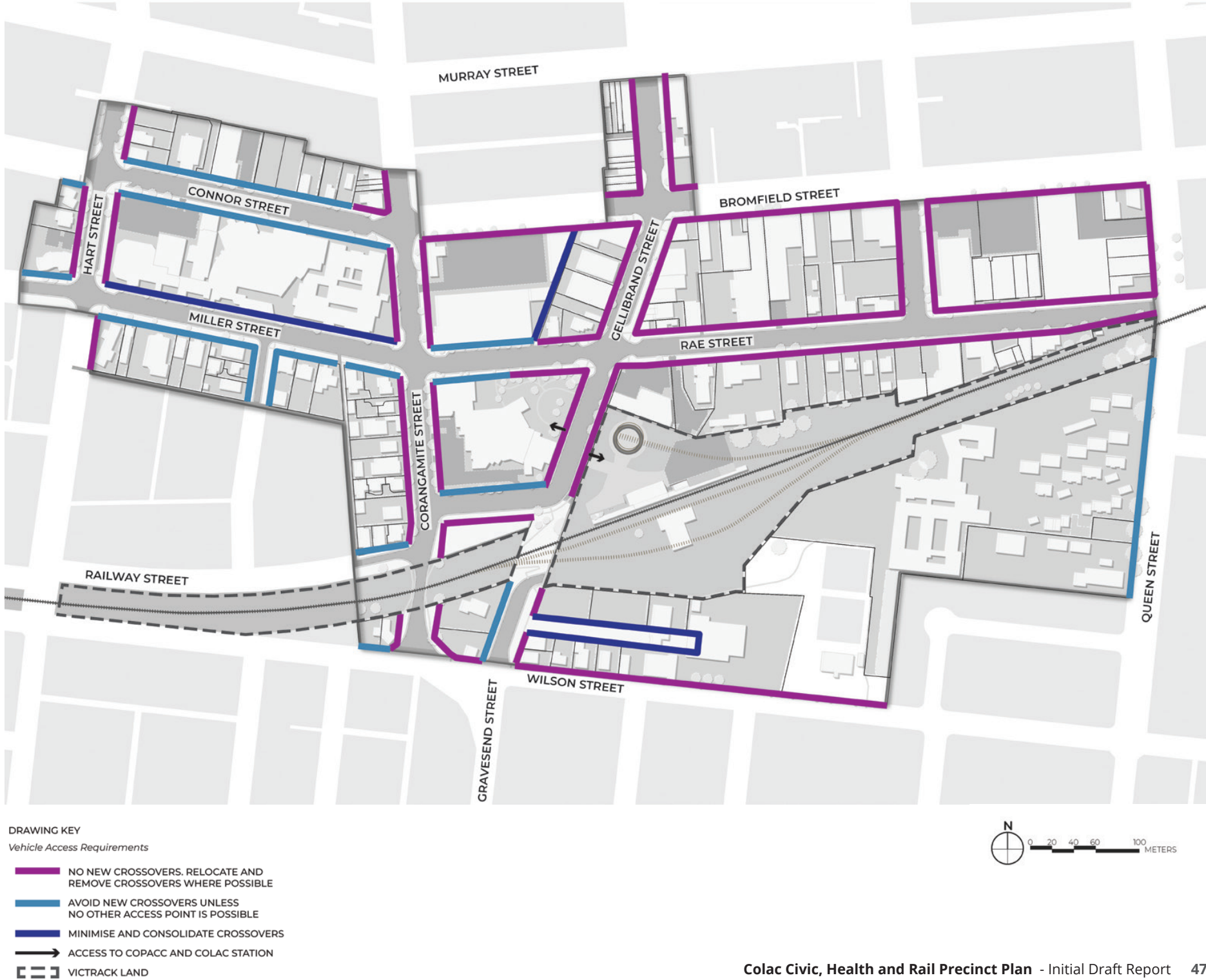
Objective

- To rationalise vehicle access to improve the pedestrian amenity throughout the Precinct.
- To ensure vehicular access is efficient and logical without negatively impacting streetscape amenity.

Strategies

- Vehicle access should be provided in line with Figure 27 - Access Strategy Plan.
- Vehicle crossover widths should be a preferred width of 3.0m up to a maximum of 4.0m unless specific need is demonstrated for wider crossovers in the facilitation of specialist uses (eg. ambulance access)
- A minimum property width of 25 metres is required for the provision of more than a single crossover
- Car parking structures should be consolidated on large development sites to minimise the number of vehicle access points and avoid through connections.
- Provide access to site servicing and parking at the rear of the building, from a laneway if there is one or from a shared driveway if possible.
- Avoid freestanding vehicle ramps, loading areas and garbage storage and collection areas or enclosures.
- The existing COPACC driveway should be refined to reduce the impact of vehicles as part of any future development.
- Recess, screen and minimise the size of garage doors and service openings that are visible from public streets and public or private open space. Use high-quality doors and finishes.

Figure 27. Access Strategy Plan



THEME 3 - GREEN SPINE, BOULEVARDS AND NEW DESTINATIONS

Public Realm Overview
Gellibrand Green Spine
Public Space for People



3.5.1

GREEN SPINE, BOULEVARDS & NEW DESTINATIONS

PUBLIC REALM OVERVIEW

The Colac CHRP Plan will improve streetscapes and access to public open space within the heart of Colac. A key feature will be the upgrading of Gellibrand Street as a north-south pedestrian spine.

Overview

- As the precinct develops and intensifies with activity there will be a need to improve and expand on the existing public realm. Streetscapes are car dominated and offer a clear opportunity for public realm upgrades. Further links to the heart of Colac can be strengthened while small scale public spaces can be planned for in the delivery of larger development sites.

Overarching Objectives

- To reinforce Gellibrand Street as a key north-south “Green Spine” through the precinct.
- To provide high quality and diverse streetscapes to enhance the sense of place within the precinct.
- Strengthen boulevard planting along Corangamite Street and Gellibrand Street.
- Improve street tree planting throughout other major streets
- Seek the delivery of a new active laneway linkage between Rae Street and Bromfield Street as part of any future redevelopment of the Woolworths site.
- Encourage COPACC to better engage with the adjacent Public Open Space.
- Encourage the inclusion of a publicly accessible forecourt/urban plaza in future redevelopment of Colac Area Health.
- Improve lighting, street furnishing and wayfinding throughout the precinct to improve safety and amenity.

Figure 28. Public Realm Strategy Plan



3.5.2

GREEN SPINE, BOULEVARDS & NEW DESTINATIONS

PUBLIC SPACE FOR PEOPLE

Public street and open spaces in the Colac CHRP will be easy to navigate for all users, inviting, pleasant and safe.

Objective

- To establish a clear, network of safe, accessible and connected public spaces and streetscape environments that support a variety of public space experiences for people of all abilities.
- To reinforce the precincts civic role as a place for future events and gathering.
- To support the connection of the precinct to the town core.

Strategies

- Engage with the Gulidjan and Gadubanud peoples through appropriate representatives to identify projects in the public realm for celebration of Country.
- Upgrade the public realm of the Station forecourt area to support an inviting arrival experience to Colac. This should seamlessly integrate drop off and bus facilities alongside pedestrian and cycling without conflict.
- Celebrate the heritage turntable railway as a focal point within the public realm of the Station forecourt area.
- Retain and upgrade public open space on the Civic Centre site as part of any future redevelopment. The public open space should cater for passive recreation and outdoor events.
- Ensure primary and secondary streets and open spaces are adequately lit and passively surveilled to support safety at night.
- Establish consistent, continuous canopy street tree planting particularly along Gellibrand Street for urban cooling and

retain existing healthy large trees wherever possible.

- Provide clear wayfinding and signage throughout the precinct providing clear directions to other key locations within Colac.
- Ensure signage, lighting design and contemporary public art is integrated into the overall character of the precinct.
- Improve surface materiality and ensure consistent use of furniture and material use across the precinct, seeking to minimise the extent of impermeable surfaces.
- Promote planting of local indigenous species with a diverse palette to increase biodiversity.
- Encourage the integration of greenery into facades and rooftops.
- Design open spaces to invite activation at its interfaces to surrounding land uses (e.g., cafes, retail, office spaces.)
- Ensure open space is designed as inclusive and provide opportunities for all abilities and ages, including youth, seniors and families.
- Embed ecological and sustainability principles in the landscape including WSUD, favouring indigenous landscapes and facilitating urban habitat corridors.
- Encourage developments to provide shelter and shade for footpaths to improve the pedestrian experience across the precinct.

An attractive and inviting station precinct



Vibrant active streets



Places to gather and celebrate



Places to relax



3.5.3

GREEN SPINE, BOULEVARDS & NEW DESTINATIONS

GELLIBRAND STREET STREETScape OPPORTUNITY

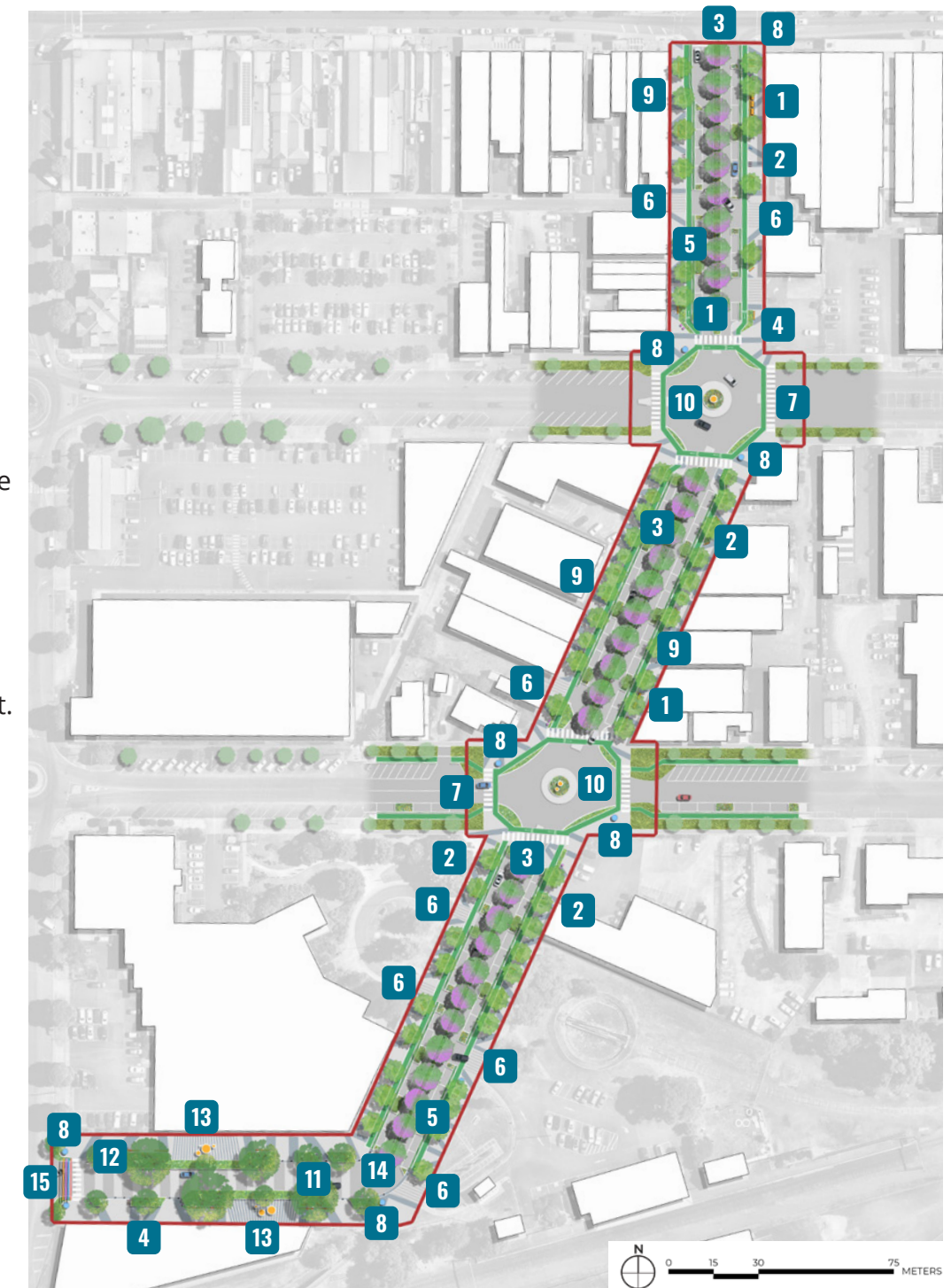
Gellibrand Street will be a high quality pedestrian spine linking the Civic and Station Heart sub-precinct to the heart of Colac.

Key Design Principles

- **A thriving and inviting street** - Promote new retail and hospitality opportunities that will provide both economic benefits and also social and community benefits.
- **A high-quality public realm** - Consistent and high quality treatments of surfaces and finishes along the length of the street that will provide a continuous and easy to maintain outcome.
- **A pedestrian focused street** - Relocate vehicle driveways where possible to side streets.
- **Increase streetscape canopy** - The introduction of more planting through the introduction of a central median, tree out stands and garden beds to promote a cooler environment.
- **A diverse and flexible street** - Create opportunities for a mix of uses and activities to take place along the street, both permanent and temporary. The shared zone will provide opportunities for larger scale activation.

- 1 Outdoor dining spaces, and generous footpaths to support higher pedestrian traffic.
- 2 Bike racks to encourage cycling along green spine.
- 3 Raised central median establishes green boulevard, continuous tree planting and mid-block crossing opportunities.
- 4 Feature pavement motif inspired by Victorian rail heritage strengthens unique identity of the precinct
- 5 Protected bicycle lanes between footpath and road.
- 6 Vehicle crossover consolidated and rationalised where possible
- 7 Wombat pedestrian crossing with bicycle lanes at all intersections.
- 8 Clear Wayfinding element to direct pedestrians between the Civic and Station Heart and Murray Street.
- 9 Garden beds along footpath.
- 10 Statement public art and landscape feature at precinct roundabout entry.
- 11 Slow speed shared zone / emergency vehicle access only with 20kph speed limit.
- 12 Raised garden beds and bollards to create protected pedestrian zone.
- 13 Public art opportunities to create entry feature to adjacent buildings.
- 14 Turning area to facilitate shared street / emergency vehicle access only to the west.
- 15 Over-road entry feature to create a clear entry threshold onto Gellibrand Street from Corangamite Street.

Figure 29. Gellibrand Street Green Spine Streetscape Plan

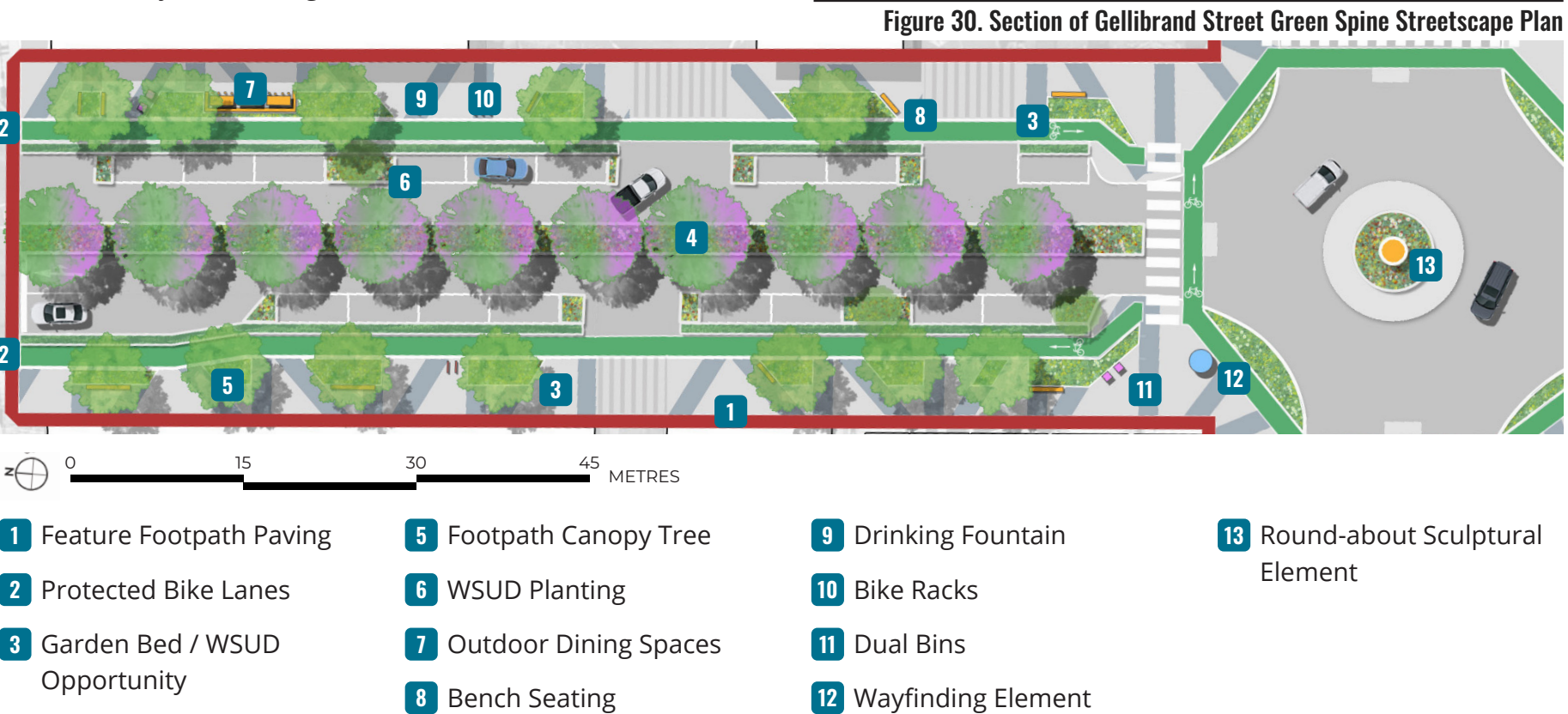


FINISHES & MATERIALS

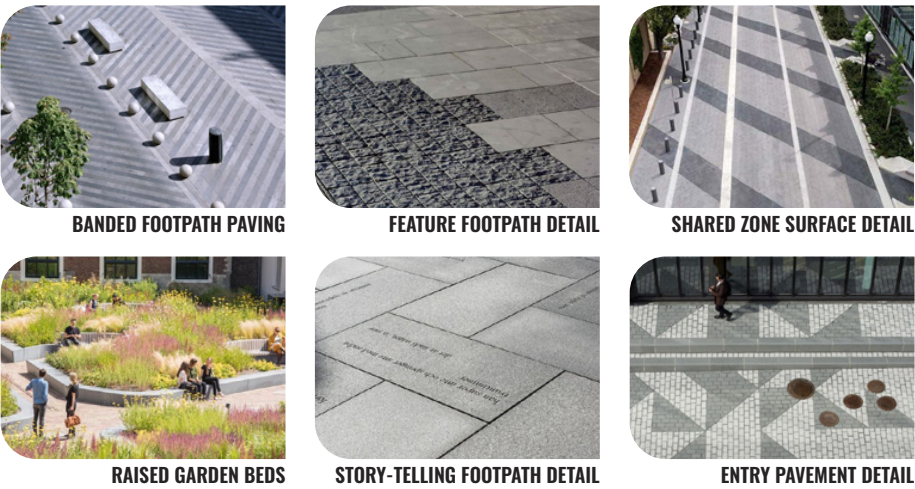
A cohesive and high-quality palette of materials and furniture will support Gellibrand Street becoming a high quality pedestrian boulevard.

Objectives

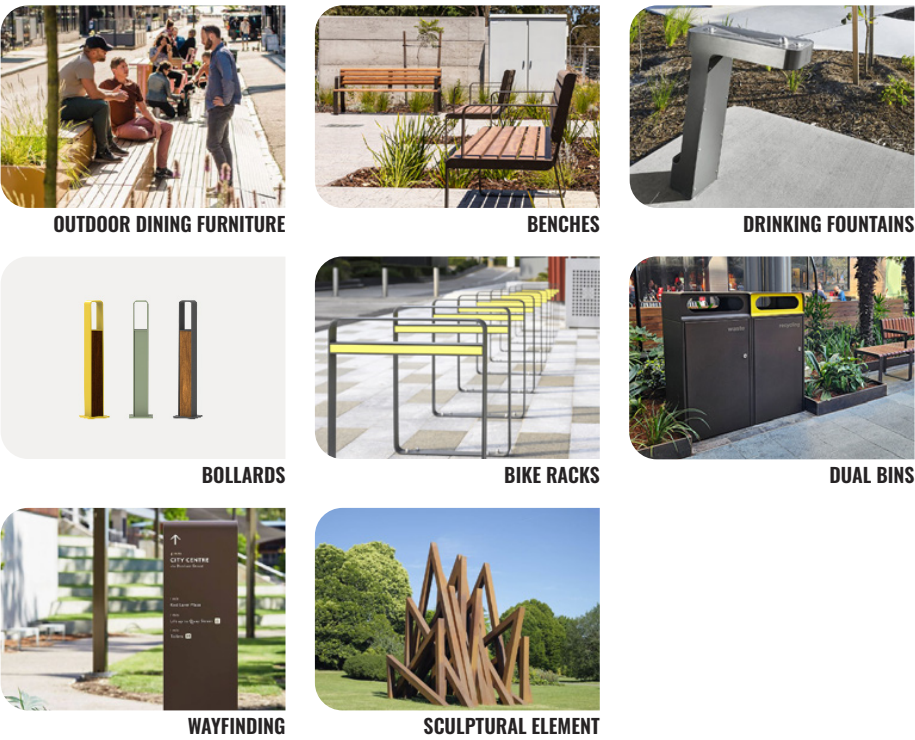
- **Create a Sense of Identity** - Incorporate materials and furniture that highlight Colac’s distinctive character and celebrate its local culture, fostering a strong sense of place.
- **Tell the Story of the Site** - Design elements should reflect and connect to the site’s historical, cultural, and environmental significance, creating a deeper sense of connection for the community and sharing the local narrative to visitors.
- **Ensure Durability** - Select robust, high-quality materials that are weather-resistant and capable of withstanding the demands of heavy use over time.
- **Simplify Maintenance** - Choose materials and furniture that are designed for easy maintenance, repair, and replacement to ensure long-term functionality and visual appeal.



MATERIALS & FINISHES



FURNITURE



3.5.5

GREEN SPINE, BOULEVARDS & NEW DESTINATIONS

PLANTING

The planting of Gellibrand Street will support a vibrant, climate-resilient streetscape with diverse groundcovers, shrubs and canopy trees, enhancing the public realm of Colac.

- Objectives**
- Mitigate Urban Heat Island Effects** - Establish adequate canopy cover through strategic planting to reduce heat absorption and provide cooling shade.
 - Create a Vibrant Streetscape** - Design a lush and visually appealing streetscape with a mix of groundcovers, shrubs, and canopy trees.
 - Ensure Seasonal Visual Interest** - Incorporate flowering plants that provide year-round visual appeal through seasonal variation in blooms and colours.
 - Promote Sustainability** - Select plant species that are drought-tolerant once established to ensure long-term resilience and minimize water use.
 - Enhance Ecological Value** - Use robust and diverse plantings to support local biodiversity while maintaining the streetscape's functionality and aesthetic appeal.



PLANTED CENTRAL MEDIAN



WSUD



COLOURFUL & SEASONAL FLOWERING



FLUSH GARDEN BED WITH FOOTPATH



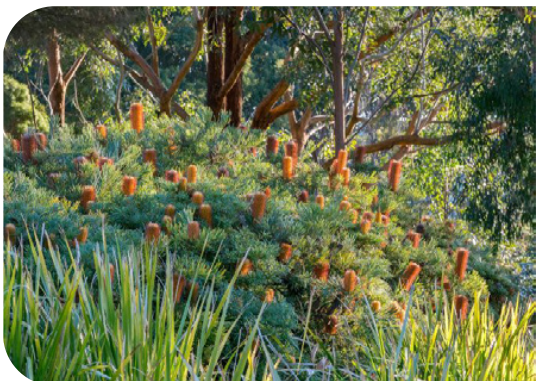
RAISED GARDEN BEDS



CLIMATE RESILIENT



SHADE TREES



INDIGENOUS SPECIES



TEXTURAL

THEME 4 - CULTURE AND CHARACTER FLOWING INTO THE STREETS

Cultural Sustainability
Supporting Creativity

CULTURAL SUSTAINABILITY

The Precinct Plan presents a number of opportunities to celebrate the ongoing relationship of the Gulidjan and Gadubanud people to Country.

Objective

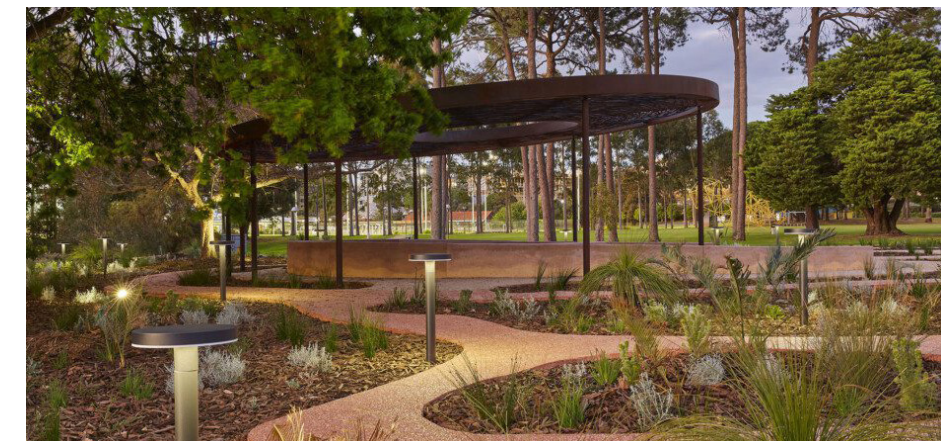
- To enhance, support and celebrate the character of key historical and cultural sites including COPACC and Colac Railway Station.
- To acknowledge, protect and celebrate Aboriginal culture and areas of cultural significance.
- To celebrate and respect the knowledge, culture and identity of the Gulidjan and Gadubanud people and their connection with the land and waters in the precinct and wider Colac region.
- To ensure the continued engagement and collaboration with the relevant Registered Aboriginal Parties and Aboriginal Corporations to ensure Indigenous culture, languages and stories is integrated in the future development of the precinct.
- To ensure the indigenous voices are heard in the ideation and development of key public projects in the Precinct.

Strategies

- Establish an ongoing relationship with Gulidjan and Gadubanud people to identify projects and opportunities within the precinct to celebrate local indigenous experience and culture.
- Ensure major Council projects within the precinct include engagement with Gulidjan and Gadubanud to provide opportunity to influence the design outcome.
- Explore the integration of indigenous language into place and street names in collaboration with appropriate representatives of the Gulidjan and Gadubanud peoples.
- Encourage employment of local First Nations people in the development of key public projects.
- Explore opportunities for the integration of key indigenous services in the redevelopment of Council-owned land. This may include working with Aboriginal Housing Victoria and the Victorian Aboriginal Health Service.
- Encourage engagement with local Indigenous artists and artisans in the creation of public art to be incorporated into the precinct.
- Encourage collaboration and knowledge sharing with First Nations for planting of indigenous species throughout the precinct landscaping and opportunities for learning landscapes.
- Investigate opportunities in collaboration with First Nations people to creating a space of gathering and celebration in the indigenous community within the precinct.

CULTURE AND CHARACTER

TOP - Curtin University Indigenous Learning Circle
MIDDLE LEFT - Wilma Avenue Aboriginal Housing Victoria
MIDDLE RIGHT - Narrm ngarrgu Library
BOTTOM - Ceremony at Gasworks Park, South Melbourne



SUPPORTING CREATIVITY

The Precinct Plan will support the surrounding area to be a place where creative and cultural expression is celebrated with COPACC as the centre of activity.

Objectives

Supporting cultural and creative expression throughout the precinct will reinforcing the area's as the cultural and creative heart of Colac, centred around COPACC as the primary hub.

While COPACC provides a range of indoor performance spaces there is an opportunity to expand the focus of cultural creativity across the whole precinct, providing opportunities in the public realm and in the streets to support performances, art, events and festivals that will establish the Colac CHRP as the primary cultural destination within Colac.

Strategies

- Support the growth and expansion of COPACC within the precinct as Colac's primary cultural hub.
- Design public open spaces to support informal and formal outdoor performance and events, particularly in close proximity to COPACC and along Gellibrand Street.
- Encourage and support the hosting of festivals and community events in the Civic and Station Heart sub-precinct to reinforce its cultural role.
- Encourage the activation of underutilised land for pop-up and interim uses that generate activity and support cultural enterprise.
- Engage local designers and creatives in the design process for key public realm projects to showcase local talent.

CULTURE AND CHARACTER

TOP - Pop up installations and pavilions
MIDDLE LEFT - Tactical Urbanism
MIDDLE RIGHT - interim uses for underutilised land
BOTTOM - Encourage spaces for outdoor performance



THEME 5 - SUFFICIENT AND SUSTAINABLE INFRASTRUCTURE

Environmental Sustainability

SUSTAINABLE INFRASTRUCTURE

3.7.1

ENVIRONMENTAL SUSTAINABILITY

New development in the CHRP will contribute to creating an environmentally sustainable future.

Objective

- To ensure the provision of existing services and drainage infrastructure meets the needs and future requirements of the precinct.
- To protect and enhance the natural environment of Colac through efficient water resources and maintaining natural assets
- To encourage a sustainable and healthy environment and lifestyle.
- To promote and integrate ecological and sustainable best practice in water, energy and waste management.

Strategies

- Encourage the development of energy efficient buildings that minimises environmental impacts, embodied energy and support the transition of Colac CHRP towards net zero emissions. Buildings should achieve the following:
- Non-residential: 5 Star Green Star Buildings certified rating.
- Offices: 5.5 Stars NABERS commitment agreement.
- Residential: Energy efficiency ratings (NatHERS) must achieve an average of at least 7.5 stars across multiple dwellings, and a minimum of 6.5 stars for each dwelling.
- Encourage vertical or rooftop greening of the built form environment to contribute to establishing the green urban vision within the precinct.
- Encourage uptake in renewable energy usage, particularly solar.
- Ensure key strategic redevelopment sites achieve a high level of environmental sustainability.
- Encourage uptake in electric vehicles (EV's) by facilitating the provision of electric vehicle, scooters and bike charging stations across the precinct. Location of EV charging stations should be done in consultation with transport authority
- Encourage a diverse vegetation palette that contributes to increase biodiversity.
- New surface treatments in the public realm should seek to maximise the use of recycled pavers and materials.
- Encourage the reduction of impermeable surfaces. All hard-scaped public realm areas should meet Green Star Solar Reflectance Index (SRI) requirements.
- New development should provide all-electric buildings (no gas connection) with a commitment to 100% renewable in operation

Sustainability Precedents



PART 4: IMPLEMENTATION

Identified Projects

Indicative Staging

IDENTIFIED PROJECTS

The Precinct Plan aims to improve streets, public realm and key destinations throughout the precinct. A full list of actions can be found on the following pages.

1. Precinct Roundabouts - Pedestrian priority upgrades
2. Gellibrand Street Upgrades - Stage 1
3. Gellibrand Street Upgrades - Stage 2
4. Gellibrand Street Upgrades - Stage 3
5. Rae Street Streetscape Upgrades - Stage 1
6. Rae Street Streetscape Upgrades - Stage 2
7. Miller Street Streetscape Upgrades
8. Connor Street Parking and Pedestrian Crossing Upgrades
9. Corangamite Street Streetscape Upgrades - Stage 1
10. Corangamite Street Streetscape Upgrades - Stage 2
11. Railway Reserve Shared Path - West
12. Gellibrand Rail Overpass Upgrades
13. Railway Reserve Shared Path - East
14. Wilson St & Gravesend Street Intersection Investigations
- 15a. Gellibrand Street Closure at Corangamite Street and end of temporary parking linemarking
- 15b. Gellibrand Shared Street Revitalisation
16. Colac Station Open Space Project
17. Colac Station Forecourt and Drop Off Zone
18. Civic Centre and COPACC Redevelopment

Figure 31. Key Projects Map



INDICATIVE STAGING

The following table summarises the indicative staging of key actions identified to implement the Precinct Plan.

The table below outlines the actions required to support the Precinct Plan, including the indicative staging, responsibility and potential key stakeholders where applicable.

Actions provide a brief description of the action/task or project required to be taken as part of the Precinct Plan.

Indicative Staging outlines the stage at which this project should be undertaken. It should be utilised as a guide only, noting that timing may be dependent on other factors such as funding availability, land assembly and political support. Timing should be responsive to key stakeholder needs.

Responsibility identifies the primary Council departments that should be involved in the undertaking of the action.

Stakeholders identifies any other notable parties who will be a decision maker, have a direct interest or influence in the outcomes of the project. It is recommended to ensure that the project plan identifies engaging with these stakeholders early, particularly where they are crucial decision makers in the realisation of the project.

Summary of Actions Table

	ACTIONS	INDICATIVE STAGING	BUDGET	RESPONSIBILITY	STAKEHOLDERS
1	STRATEGIC POLICY DEVELOPMENT				
1.1	Investigation and implementation of appropriate zoning and overlay controls to support the Precinct Plan (eg. DDO, DPO).	Initial	\$	Strategic Planning	Colac CHRP land owners and businesses, DTP
1.2	Development of a Parking Overlay to implement future parking rates, requirements for sustainable transport and eligibility for precinct parking options.	Early	\$	Strategic Planning, Transport	Colac CHRP land owners and businesses, DTP
1.3	Establish a clear development contributions scheme (exact implementation to be determined by Council) to support the delivery of capital works improvements within the precinct.	Early	\$	Strategic Planning, Assets	Colac CHRP land owners and businesses, DTP
1.4	Incorporation of the Precinct Plan into the Colac Otway Shire Council Planning Scheme either as a Reference document or Incorporated Document.	Early	\$	Strategic Planning	DTP
1.5	Establish appropriate mechanism to gain public pedestrian link through the Woolworths site as part of any future redevelopment.	Early	\$\$	Strategic Planning	Affected landowners
2	KEY PUBLIC WORKS PROJECTS				
2.1	Precinct Roundabouts - Pedestrian priority upgrades	Early	\$\$	Strategic Planning, Traffic	DTP, nearby landowners
2.2	Street closure of Gellibrand Street at Corangamite end and linemarking for temporary parking.	Early	\$	Strategic Planning, Open Space, Traffic	Adjacent landowners
2.3	Gellibrand Street Upgrades - Stage 2	Mid	\$\$\$	Strategic Planning, Open Space, Traffic	Adjacent landowners
2.4	Gellibrand Street Upgrades - Stage 3	Mid	\$\$\$	Strategic Planning, Open Space, Traffic	Adjacent landowners, DTP, Victrack
2.5	Rae Street Streetscape Upgrades - Stage 1	Mid	\$\$	Strategic Planning, Traffic,	Adjacent landowners

INDICATIVE STAGING

	ACTIONS	INDICATIVE STAGING	BUDGET	RESPONSIBILITY	STAKEHOLDERS
2.6	Rae Street Streetscape Upgrades - Stage 2	Mid	\$\$	Strategic Planning, Traffic,	Adjacent landowners
2.7	Miller Street Streetscape Upgrades	Late	\$\$	Strategic Planning, Traffic,	Adjacent landowners, Colac Area Health
2.8	Connor Street Parking and Pedestrian Crossing Upgrades	Early - Mid	\$\$	Strategic Planning, Traffic,	Adjacent landowners, Colac Area Health
2.9	Corangamite Street Streetscape Upgrades - Stage 1	Early - Mid	\$\$	Strategic Planning, Traffic,	DTP, Adjacent landowners, Colac Area Health
2.10	Corangamite Street Streetscape Upgrades - Stage 2	Early - Mid	\$\$	Strategic Planning, Traffic,	DTP, Adjacent landowners, Colac Area Health
2.11	Railway Reserve Shared Path - West	Early - Mid	\$	Strategic Planning, Sustainable Transport, Open Space	DTP, Victrack
2.12	Railway Reserve Shared Path - East	Late	\$	Strategic Planning, Sustainable Transport, Open Space	DTP, Victrack
2.13	Gellibrand Rail Overpass Upgrades	Early-Mid	\$	Strategic Planning, Sustainable Transport	DTP, Victrack
2.14	Wilson St & Gravesend Street Intersection Investigations	Early-Mid	\$	Strategic Planning, Traffic	DTP, adjacent landowners
2.15	Gellibrand Shared Street Project	Late	\$\$	Strategic Planning, Traffic Sustainable Transport, Open Space	Adjacent landowners, COPACC, DTP, Victrack
2.16	Colac Station Open Space Project	Mid	\$\$	Strategic Planning, Traffic, Open Space	DTP, Victrack
2.17	Colac Station Forecourt and Drop Off Zone	Mid	\$\$	Strategic Planning, Traffic, Open Space	DTP, Victrack
2.18	Civic Centre and COPACC Redevelopment	Late	\$\$\$	Strategic Planning, Traffic, Open Space, Assets	

Item: 7.3

Elliminyt Wetlands Project Update

OFFICER	Raam Gowriswaran
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	<ol style="list-style-type: none">1. Councillor briefing slides - Elliminyt Wetlands Project Update [7.3.1 - 18 pages]2. Elliminyt Wetland Project Design - Catchment Plans [7.3.2 - 3 pages]

1. PURPOSE

To provide an update on the Elliminyt Wetlands project and consider options to enable Council to deliver the project.

2. EXECUTIVE SUMMARY

The Elliminyt Wetlands project seeks to upgrade an old stormwater detention basin with increased capacity, wetland water treatment facilities, together with landscaping and open space improvements. The objectives of the project are to provide support for the development of residential land to the south and west of the basin and to better manage the quantity and quality of drainage through a future growth area of Colac.

The \$4.212 million project was initially funded by a combination of state and federal government grants in 2021 and has been actively progressed since that time. Consultants engaged to develop plans, documents, technical assessments and cost estimates for the project have now provided detailed information to enable the project to progress to tender and construction phases. Design and planning work has taken place over recent years during a period of remarkably high inflation. The construction market has reflected this with many civil projects costing much more than anticipated when the projects were initiated. Concept plans have progressed to detailed designs in late 2024 and with this work cost estimates have been refined and updated. It is now apparent that the full scope for the wetlands and landscaping/open space cannot be delivered within the available budget.

The Elliminyt Wetlands project is to deliver important enabling infrastructure for Colac and has a significant funding commitment from the State Government. Several options have been identified for consideration by Council which are presented in this report. Option 2 is recommended to Council on the grounds that it would deliver the core requirement of the

project to construct the wetlands and essential landscaping and meet the funding agreement commitments, as well as support housing development on nearby land. This option requires Council to allocate an additional \$1.3m to the project. Potential sources of funding have been identified for Council's consideration.

3. RECOMMENDATION

That Council:

- 1. Notes that planning and design work completed to date for the Elliminyt Wetlands project has identified that the total estimated project cost to complete the current scope exceeds the available budget.***
- 2. Determines to proceed with the Elliminyt Wetlands project as follows:***
 - a. Adopt Scope Option 2 and modify the project scope to include:***
 - i. The stormwater detention and treatment infrastructure including those landscaping elements required for this facility to perform its intended function and be able to be properly maintained;***
 - ii. Sufficient open space elements to meet the requirements of the funding agreement with the State Government; and***
 - iii. Further open space elements that are achievable within the available budget.***
 - b. Allocates a further \$1.3 million funding to support the delivery of the modified scope through the following project budget adjustments and cash commitments:***
 - i. Allocate \$842,955 from unallocated asset renewal funds to the Bluewater Electrification project; and***
 - ii. Release \$842,955 of cash from the Bluewater Electrification project to the Strategic Projects Reserve (Bruce St sale proceeds) ; and***
 - iii. Allocate \$1,100,000 of funds from the Strategic Projects Reserve (Bruce St sale proceeds) to the Elliminyt Wetlands project; and***
 - iv. Allocate \$200,000 of funds from the Strategic Projects Reserve (coastal path connection) to the Elliminyt Wetlands project.***
- 3. Supports officers to continue to work in partnership with State Government representatives to deliver this important project.***
- 4. Notes that landscaping and recreation improvements on the land not delivered through the Elliminyt Wetlands project will be able to be considered for funding in future budgets and through external grant programs.***

4. KEY INFORMATION

The Project

The Elliminyt Wetlands project represents a reconstruction of an existing stormwater detention basin on the corner of Armstrong Street and Irrewillipe Road, Elliminyt. The existing basin presents a number of issues including:

- The inadequate retardation of stormwater from upstream catchments, which contributes to flooding of downstream catchments.
- It fails to perform a stormwater treatment function which can impact downstream including Lake Colac.
- There are structural inadequacies.

In 2019 Council engaged consultants to develop a functional design for this site based on an integrated water management (IWM) approach. This plan aimed to:

- Address the above shortcomings.
- Enable infill and further residential development to occur upstream and in the vicinity of the basin through its redevelopment.
- Integrate the development of the land around the basin for community open space use by future residents of Elliminyt and the Colac West area.
- Create opportunities for harvesting and reuse of stormwater onsite, adjacent to and potentially remote from the basin site.

Anticipated works were planned and costed through the development of a functional design. Below is the functional layout plan developed at that time:



Funding

Council used the functional design to apply for funding for the project in 2021. Council was successful in attracting a grant of \$3 million for the project in 2022 from the State Government (Regional Development Victoria), with the basis of the funding application being that the wetland and detention system would support future residential housing growth to the south and south-west, reduce the flood potential of land further downstream in the Deans Creek catchment and thereby stimulate further housing opportunities. The proposal also supported a key initiative of Council's Integrated Water Management Plan 2014, providing for reuse of water elsewhere and establishing the potential to reduce the use of potable water for other uses by storing water within the basin for reuse (eg water supply to the golf course or nearby recreation facilities).

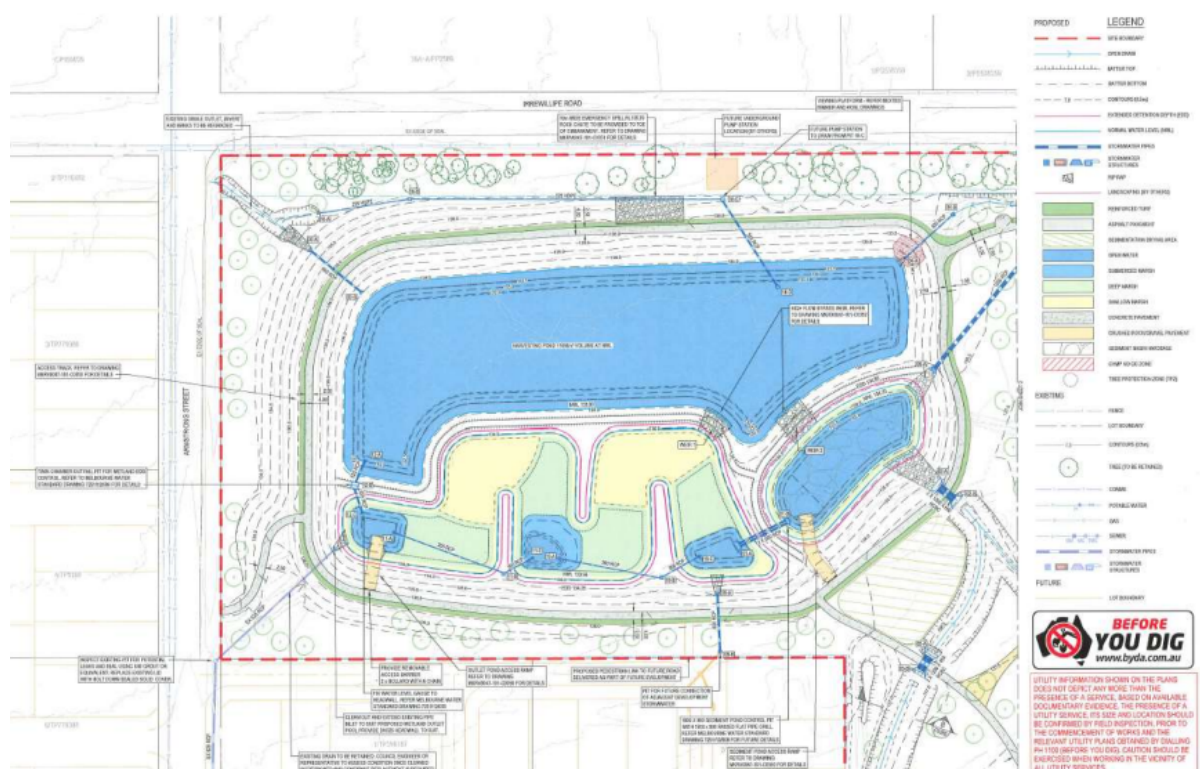
In 2021 Council committed \$1.212 million of its own funds to secure external funding for this project. In 2022 replaced its contribution with an allocation from the Federal Government's Local Roads and Community Infrastructure (LRCI) funding stream. At that time, it was

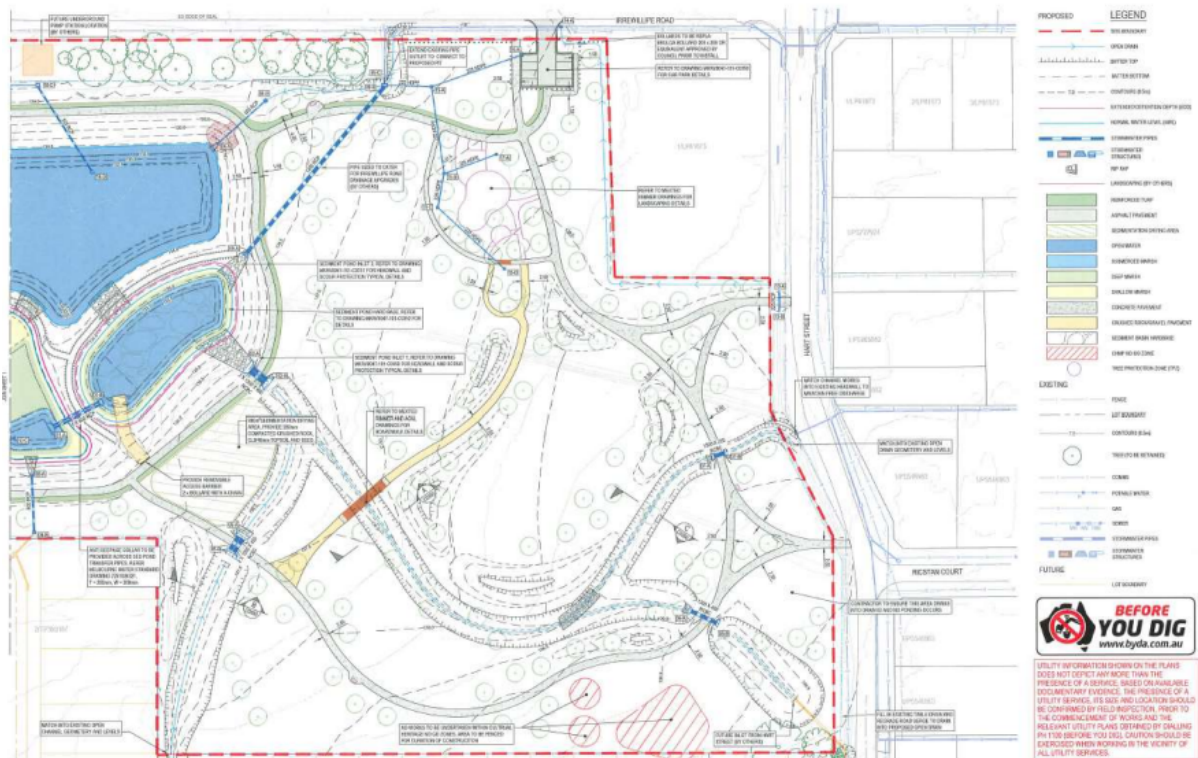
The State Government grant agreement required construction to have commenced by 1 April 2024 and this was later varied to 31 May 2024, however delays in delivery of the project have meant that this timeframe was not achievable. A request to amend the milestone time frames was lodged with Regional Development Victoria (RDV) and is currently under consideration.

Following announcement of the successful funding and confirmation of the LRCI funding allocation to the project, work commenced on the engagement of a number of consultants to undertake detailed technical investigations on a range of matters including:

- Biodiversity Assessment
- Arboricultural Impact Assessment
- Cultural Heritage Management Plan
- Tree Management Plan
- Geotechnical Investigation
- Soil Hazard Assessment

Below are images of the detailed design:





A Probity Auditor has been appointed as required under Council's Procurement Policy for a project of this scale and complexity, and as required under the RDV funding conditions. The Auditor will take an active role in overseeing the procurement process for the works (i.e. the tender process).

Project Costs

As noted above, a significant amount of work has been undertaken to date in the design and technical feasibility phase of the project, amounting to expenditure of approximately \$0.57 million. There is now a greater understanding of the site and project requirements. There have also been unforeseen costs and delays to timeframes of the project which have increased the expected cost to deliver it. Challenges have included:

- Time to undertake assessments and investigations taking longer than expected.
- Personnel changes with stakeholders, authorities, consultants and Council staff.
- Delays to site investigations (e.g. five month delay for geotechnical investigations and seven months for cultural heritage site sampling).
- Additional consultancies required and at higher cost than originally expected.
- Identification of scope issues (e.g. geotechnical report required changes to the civil work required).
- Changes to quantities and methodology for key components to the project.
- Extraordinary construction price increases since 2019.

It is now expected that delivery of the project to the current scope would require a project budget of \$6.712 million including all design costs, construction, project management and a contingency allowance. This would leave a shortfall in budget of \$2.5 million.

Council is now required to consider its options and determine whether it will proceed with the project. Attached is a presentation provided to Council at a briefing on the issue which outlines this information in more detail.

Options for Project Scope

A number of potential options have been investigated for consideration by Council, which are outlined in the following table:

Preliminary options discussion	Option 1 Maintain scope as per 2023	Option 2 Maintain wetlands scope and reduce open space	Option 3 Forego water reuse and reduce open space	Option 4 Cancel project
Impact on scope	negligible	Wetlands function however open space has minimal works (e.g. some paths/trees)	As per option 2 with less storage in basin	Not achieved
Additional budget	\$2.5 m	\$1.2-\$1.3 m	\$1.1-\$1.2 m	\$0.6 m
Impact on grant	complies	complies	To check	Forego grant
Project outcomes	Meets goals	Addresses existing stormwater issues, supports development. Open space can be Stage 2	Similar to Option 2 however no reuse	Outcome is design and approvals in hand. Ready for future grant if possible – expect matching contribution.

Scope Option 1 would be to retain the current scope but would require additional funding of \$2.5 million to be allocated by Council. Whilst realising the full vision of the project and achieving valuable amenity and recreational benefits, it is a significant funding gap that would require funds to be diverted from other existing or future projects.

Scope Options 2 and 3 would support the construction of works associated with the stormwater wetland/detention basin, ensuring that most of the significant social, economic and environmental benefits of the project would be achieved. Both options would detain stormwater that currently floods residential zoned land downstream and improve water quality to Lake Colac and Deans Creek. The infrastructure would support future residential housing both to the north-west and south of the site. Under both options, all landscaping and recreational features not functional to the drainage system would be excluded. Whilst this would not deliver all of the social benefits initially sought by the project, these works can be undertaken at a later time as funding opportunities arise. For example, there is potential that the developer of adjoining undeveloped residential zoned land may contribute to landscaping on the southern edge of the site.

The difference between Options 2 and 3 is that under Option 3 the stormwater system would be reduced in size to remove that element which would store additional water for re-use elsewhere. Given the small difference in cost between these options, there would be benefit in proceeding with the water re-use option if the project proceeds. This would leave open the option of re-using water from the site at a later time.

Scope Option 4 would be to cease the project without further expenditure, which is a legitimate option. This would require Council to forego the \$3 million grant from the State Government. Council would have spent approximately \$0.6 million on the design process

without being able to recover this money from the grant. Council would have detailed designs to seek external funding into the future, however this may not be achieved.

Not proceeding with the project also has potential to adversely impact Council's reputation with the State Government as a funding body, potentially reducing the capacity of Council to attract significant project funding in the future.

Funding Sources

There are a number of options for Council to consider financing of the unfunded works. These include:

Potential sources of funding	Amount	Detail	Implications
Unallocated Sale Proceeds – 36-52 Bruce Street, Colac	\$500,000	Balance of funds realised from the sale of Council land at Bruce Street in 2022 that have not previously been allocated. Funds kept in Strategic Projects Reserve.	Utilisation of these funds is appropriate. The Elliminyt Wetlands project supports housing development in Colac and no other project has yet been nominated for this money. It would result in the funds being unavailable for other future projects.
Fund the shortfall through borrowings	All or part of funding shortfall	Council has significant capacity to borrow funds for important intergenerational or strategic projects because is currently has no debt. However, Council cannot take borrowings unless it is included in its Annual Budget and there is no allowance for borrowings for Elliminyt Wetlands in the 2024-25 budget.	This option is not available in the required timeframes as new borrowings in 2024-25 would need to be endorsed by Council, exhibited for community feedback, and then a Revised Budget 2024-25 would need to be adopted. This will not happen in time for Council to determine a way forward and advise the State Government funding partner.

Potential sources of funding	Amount	Detail	Implications
Review historic allocations that are not progressing to delivery	\$200,000	<p>A review of cash reserves occurs annually during development of the budget. In recent years this has led to reallocation of open space land purchase funds and street lighting funds, neither of which were to be used as planned.</p> <p>One historic allocation remains, being the 2018 Coastal Path allocation of \$200,000 held in the Strategic Projects Reserve.</p>	<p>These funds were previously set aside in reserve prior to the City Deal funding announcement in 2019 to support a coastal path between Skenes Creek and Wild Dog Creek. The City Deal project progressed under Council's project delivery to a point where it was realised that the alignment would cost in the order of \$10 to \$12 million and regardless of funding would not be likely to be approved and was determined to be not feasible. Council has committed to advocate for an alternative connection, however any such alignment is expected to cost significantly more and the \$200,000 held by Council is considered insignificant in this context. To continue to leave this allocation in the reserve without way to meaningfully deliver an outcomes is not beneficial at this time.</p>
Withdraw BWLC Electrification Project Funding and redirect councils fundings	\$842,000	<p>Council resolved in 2024 to apply for a \$1.345 million Federal Government grant to electrify the Bluewater Leisure Centre. It allocated \$842,000 (supplemented by a loan of up to \$500,000) as a matching contribution, and has held these funds in reserve, being funds realised from the sale of land at Bruce Street, Colac. (refer to officer report to 10 April 2024 Unscheduled Council Meeting).</p>	<p>The application was submitted in April 2024 and Council has not yet received advice on whether the funding application will be successful. It should be noted that cancelling the electrification project has implications including (i) that annual energy savings would not be realised (ii) Council's carbon emissions would not be reduced related to BWLC activities, and (iii) Council will still need to commit significant expenditure to renewal of BWLC energy infrastructure in future years, probably without any external funding support.</p>

Potential sources of funding	Amount	Detail	Implications
Unallocated renewal funding	\$1,464,588	As at 31 December 2024, Council had \$1,464,588 held in to support asset renewal project via resolution of Council. These funds have been accumulated as previous projects have been closed out with unexpended funds. It should be noted that project budget adjustments in this meeting agenda proposes a total allocation of \$50,703 to come from this balance but there is still capacity to allocate up to \$850,000.	These funds are held for the purpose of supporting asset renewal projects and are able to allocated by Council through resolution. There are different ways to use these funds to support the Elliminyt Wetlands project, as outlined below.

Use of Unallocated Renewal Funds

There are two options to use these funds:

- i. Commit unallocated asset renewal funds directly to the Elliminyt Wetlands project. While this will contribute to addressing the budget shortfall for this project, it is using funds in a manner that is different to the intended purpose, ie. renewal funding would be directed to new and upgraded assets; or
- ii. Allocate \$842,955 unallocated asset renewal funds to the Bluewater Electrification Project releasing the 'Bruce Street Proceeds' funding previously committed to the Bluewater project and redirect these to the Elliminyt Wetlands.

The second approach is considered to be a better way forward for the following reasons:

1. The Bluewater Electrification Project is primarily an asset renewal project that has been brought forward by 3-5 years (i.e. before the plant fails) to secure financial and environmental outcomes. It is therefore appropriate for Council's contribution to come from asset renewal funding and if the grant application is not successful then Council funds will be returned to unallocated asset renewal funds for future consideration.
2. Redirecting Bruce St sale proceeds of \$1.1 million total (i.e. the \$0.843 million released from the Bluewater project plus a further \$0.257 million of currently unallocated Bruce St proceeds) means that these funds are directly supporting infrastructure that enables residential development which is appropriate.
3. Both strategic projects are able to be supported by Council, still leaving an amount of unallocated Bruce Street proceeds available for Councillors to consider.

Recommended Funding scenario

Council cash commitments relevant to this report	Current	Proposed
Elliminyt Wetlands (live project)		

Council cash commitments relevant to this report	Current	Proposed
Funds previously released through LRCI funding	\$1,212,000	\$1,212,000
Funds from Bruce Street sale proceeds		\$1,100,000
Funds released from strategic projects reserve		\$200,000
Bluewater Electrification Project (application)		
Funds unallocated asset renewal funding	\$842,955	
Funds from Bruce Street sale proceeds		\$842,955
Strategic Project Reserve allocations		
Historic allocation to coastal path connection	\$200,000	\$0
Unallocated Bruce St proceeds	\$513,974	\$256,929
Unallocated Asset Renewal Funds		
Unallocated renewal funds	\$1,464,588	\$621,633
Total council cash	\$4,233,517	\$4,233,517

In summary the above adjustments have the following outcomes:

- \$1.3 million additional funding to Elliminyt Wetlands to enable the modified scope to be delivered.
- No impact to the Bluewater Electrification project grant application at this time.
- Historic funding allocation redirected for immediate benefit.
- Healthy balance of unallocated renewal funds remain.

5. CONSIDERATIONS

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

This report seeks to inform Council of options with respect to the Elliminyt Wetlands project so that an informed decision can be made that takes account of the financial implications and the social and economic benefits of the project to the Colac community. The decision is being made transparently in a public meeting.

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

This report complies with the *Local Government Act 2020* and Local Government (Planning and Reporting) Regulations 2020, as well as Council's Procurement Policy. A number of technical assessments undertaken during the design phase have been commissioned to ensure that the project meets legal and policy requirements concerning a range of issues such as cultural heritage and flora and fauna.

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

As noted above, a number of environmental assessments and technical investigations were carried out to inform the design and to enable the planning and approvals for the project delivery.

The project has significant potential to improve the environmental condition of Lake Colac and Deans Creek by treating stormwater run-off and removing nutrients and sediments from the waterways. The potential to re-use water from the storage basin is also consistent with regional and state policies that encourage stormwater harvesting and water reuse as mechanisms to reduce demand for potable water. These outcomes are increasingly important with changed rainfall patterns and drier conditions that are reducing water supplies in catchments.

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

Community engagement was undertaken as part of the development of the concept plan for the project in 2023 which included notification in local papers and letter contact to properties in the vicinity of the project site. Feedback from this process informed preparation of the final Concept Plan endorsed by Council in June 2023. Updates on the status of the project have been posted on Council's website as significant activities have occurred in the project.

Public Transparency (s58 LGA 2020)

The project has been overseen by a Project Working Group of relevant Council staff and in turn, the Project Control Group has considered the progress of the planning phase and endorsed/ approved key activities and milestones.

The report aims to transparently report the expected budget shortfall and seek a Council decision on how to proceed with the project after considering the various options.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

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

Objective 3: Key infrastructure investment supports our economy and liveability

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

Theme 2 - Valuing the Natural and Built Environment

Objective 1: We mitigate impacts to people and property arising from climate change

Theme 3 – Healthy and Inclusive Community

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

Theme 4 – Strong Leadership and Management

Objective 2: We are a financially robust organisation

The Elliminyt Wetlands project supports all of the above objectives by improving the capture and treatment of stormwater within the Deans Creek catchment, reducing flooding downstream and improving water quality in the waterways and Lake Colac. The detention of stormwater would also support the further development of residential housing within existing urban areas to the south and future urban areas in land zoned residential in 2023 to the south-east, known as the Bakerland estate. Together, these outcomes advance the key strategic objectives of the Council Plan to stimulate population growth in Colac and increase housing opportunities, and to advance implementation of the Colac 2050 growth Plan.

The reduction of flooding downstream of the basin is a key to successful finalisation of the Deans Creek Precinct Structure Plan which is currently in development and has potential to support rezoning for up to 5,500 dwellings.

The potential for reuse of captured stormwater at the site is a key priority of the 2014 Integrated Water Management Plan prepared by Council in partnership with Barwon Water and has potential to reduce the use of potable water in surrounding land use in the future, consistent with the Regional Water Supply Strategy prepared by Barwon Water for the State Government.

There are therefore very strong local and regional economic, social and environmental drivers to deliver the project. Improvements to the open space surrounding the basin also have

potential to enhance the local recreation infrastructure for the existing and future communities close to the site.

Financial Management (s101 *Local Government Act 2020*)

As noted above, the project has a budget of \$4.212 million, but it is estimated that to proceed with the current scope there would be a shortfall in funding of \$2.5 million. This report seeks a Council resolution on whether the project should proceed, and if it does, under what conditions (i.e. scope) and how the unfunded works will be financed.

A funding solution has been identified and presented in the body of this report. Alternative funding sources have also been included for Council's consideration.

Service Performance (s106 *Local Government Act 2020*)

The Elliminyt Wetlands project will significantly enhance the existing stormwater asset on the site and establish landscaped open space areas. Together, these improvements would increase the recurrent cost to Council of maintenance, as well as depreciation for the new assets. These costs have not been accurately estimated to date but will need to be reflected in future budget development if the project proceeds.

Risk Assessment

There are a number of risks associated with the project as follows:

- Should Council reduce the scope of the project to meet budget constraints there is likely to be community disappointment with loss of landscaping and open space components although the design would still include landscaping around the basin and wetland asset itself, with paths designed to allow community access. Should Option 2 be pursued as recommended, the recommendation includes wording that would allow the project to include these elements to the extent they can be accommodated within the revised project budget.
- Sufficient funding is needed to ensure that unexpected contingencies can be managed during construction. A sufficient contingency allowance has been allowed in the updated project estimates referred to in the report. Whilst project costs could still have potential to exceed the revised project estimates, this would not be likely given the conservative nature of these estimates which have been informed by quantity surveyor assessment. It is also expected that price pressures in the market will have moderated further by the time the project is put to tender. The award of any tender for the project will be a decision of Council due to the contract value, and Council reserves the right to reconsider the future of the project at that point should tender prices be unexpectedly high and exceed the approved project budget.
- Discovery of significant cultural heritage artifacts during construction could add significant cost and delay to the project. These risks have been mitigated by the preparation of a Cultural Heritage Management Plan, with areas of identified significance avoided in the proposed design and consultation with Eastern Maar in development of the plan.
- Providing additional funds to deliver the full or amended scope may preclude other projects of value to Council. It is particularly important that Council retain an amount of unallocated renewal funds to address unexpected projects that may arise.
- A reduced size wetland under Option 3 would limit/preclude the amount of treated reuse water to be made available for the irrigation of other sites. The estimated cost reduction under this option is small compared to the benefits of designing the basin to accommodate a significant quantity of treated reuse water. It is for this reason that Option 3 is not recommended.

- Cancellation of the project would mean the external funding will be returned to the provider in full, leaving the Council budget to meet the costs incurred to date. It may also negatively affect the reputation of the Shire for the allocation of future Grant funding for projects.
- Not proceeding with the project could also delay or significantly increase the cost of future residential development south-west of the site which would rely on the upgraded stormwater asset for treatment of stormwater run-off.

Communication/Implementation

The recommendation adopted by Council from this report will be used to update the existing information on the website relating to this project and RDV will be notified of the decision.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

The options for consideration by Council are as follows:

Option 1 – Maintain Full Scope of the Wetlands and Landscaping

This option is not recommended.

The advantage of this option is that it will meet the expectations of the community and meet the goals stated in the current Funding Agreement with RDV. The disadvantages of this option are that it will require an additional estimated \$2.5 million of unbudgeted Council funds, reducing the capacity of Council to fund other Council projects, including those which are important to renew and maintain the standard of existing Council assets.

Option 2 – Maintain Construction of a Functional Wetlands and Reduce the Scope of Landscaping

This option is the recommended option on the basis that it enables Council to retain the significant government funding committed to the project and deliver a significant housing, stormwater and environmental outcome. The financial impact is much less than Option 1 and can be funded by a combination of sources as outlined in the report. The recommendation provides that landscaping and open space improvements be pursued to the extent possible within the amended project budget.

Under this option the stormwater treatment and detention asset would be constructed, with associated landscaping and works to achieve that aspect of the proposal. Landscaping not critical to the stormwater asset would be deferred to a separate project, to be considered for funding in future budgets.

The advantages of this option are that the infrastructure to treat and store stormwater from the local catchment would support the development of adjoining residential zoned land (including the Bakerland development) and achieve stormwater detention to reduce flooding and progress housing potential within the Deans Creek Precinct Structure Plan area. The project would still meet the conditions of the RDV Funding Agreement. The disadvantages of this option are that community expectations for the landscaping will be only partially met, and it

may take a number of years for the community to realise the vision initially expressed in the concept plan for a playground and other informal recreation features.

Option 3 – Amend the design as per Option 2 but not proceed with stormwater re-use

As noted in the report, this option would only save in the vicinity of \$100,000 compared to Option 2, and is not recommended on the grounds that if the scope is modified to remove the landscaping component, it would be beneficial to include the stormwater reuse component to cater for future water supply needs of the surrounding area. It would be significantly more expensive to undertake further works at a later time to add such capacity, and thus unlikely to occur given other Council project priorities.

Option 4 – Cancel the Project.

This option is not recommended.

The advantage of this option is that it has the least impact on the Council Budget in that only the costs to date, about \$0.6 million, would need to be met. An amount of \$3 million will need to be returned to RDV. The design documentation for the wetlands facility would be available for future delivery when funding is available.

The disadvantages of this option are that the developers of residential subdivisions in the local catchment will need to include local stormwater treatment facilities in their projects at their own cost, increasing the overall cost of those developments. It will also compromise the development of the Deans Creek Catchment which is current the subject of the Deans Creek Precinct Structure Plan. It is also likely to reduce the confidence in external funding providers of the ability of the Shire to deliver projects of a community nature.

Elliminyt Wetlands Project Update

Councillor Briefing Session

28 January 2025

Presentation Overview

The objectives of today's presentation are to:

1. To provide Councillors with an understanding of:
 - i. Background to the Elliminyt Wetlands project
 - ii. Factors contributing to situation of inadequate budget to complete the intended scope at this time.
 - iii. Current financial status of the project
2. To discuss options for ways to resolve the current situation
3. To agree next steps

2019 project background

A stormwater basin is located at Irrewillipe and Armstrong Streets.

The existing basin presents a number of issues:

- Inadequate retardation of stormwater from upstream catchments means there is a risk of flooding of downstream catchments
- Fails to perform a stormwater treatment function which can impact downstream including Lake Colac
- Investigation has identified some structural inadequacies.

In 2019 Council engaged consultants to develop a functional design for this site based on an integrated water management (IWM) approach:

- Address the above shortcomings
- Enable infill and further development to occur upstream and in the vicinity of the basin
- Integrate the development of the land around the basin for community open space use by future residents of Colac West area
- Create opportunities for harvesting and reuse of stormwater onsite, adjacent to and potentially remote from the basin site
- Anticipated works were planned and costed (functional design)

2019 functional design layout



2021 Funding application

At the Council Meeting on 24 February 2021

- Council considered the opportunity for a grant application to Federal Government Building Better Regions Fund (BBRF)
- Wetlands project budget required was estimated to be \$2.4 million
- BBRF required 1:1 contribution
- Council committed \$1.212 million towards the project
- Noted that there may also be an opportunity for a grant from the State Government
- Noted that there may also future contributions from developers
- A funding application lodged to BBRF with estimate largely on the basis of the Engeny/Urbis estimate of 2019.
- This grant application was unsuccessful

An application was also lodged in August 2021 with the State Govt.

- Council also committed \$1.212 million towards the project
- Sought \$3.0 million funding to deliver both wetlands and open space outcomes

2022 State Government Funding

In May 2022, State Govt announced that it would provide \$3 million

- At this time, Council was aware that it didn't have sufficient cash to cover its balance of cash reserves (intended to be the source of its \$1.212 million contribution)
- Council resolved to direct LRCI funding to match the \$3 million grant instead (while Council re-established its cash reserves funds)
- Council later resolved to 'swap' this LRCI funding to other Council-funded projects when it was apparent that the project delays meant the LRCI funding wouldn't be spent and able to be acquitted within the required timeframes.

Through these processes Council:

- Committed \$1.212 million own-funding to the project in 2021
- Replaced its own funding with LRCI funds (i.e. the project external only)
- Then redirected the LRCI funds to Council-funded projects
- Allocated its own redirected funds to the Elliminyt Wetlands project at no extra cost overall

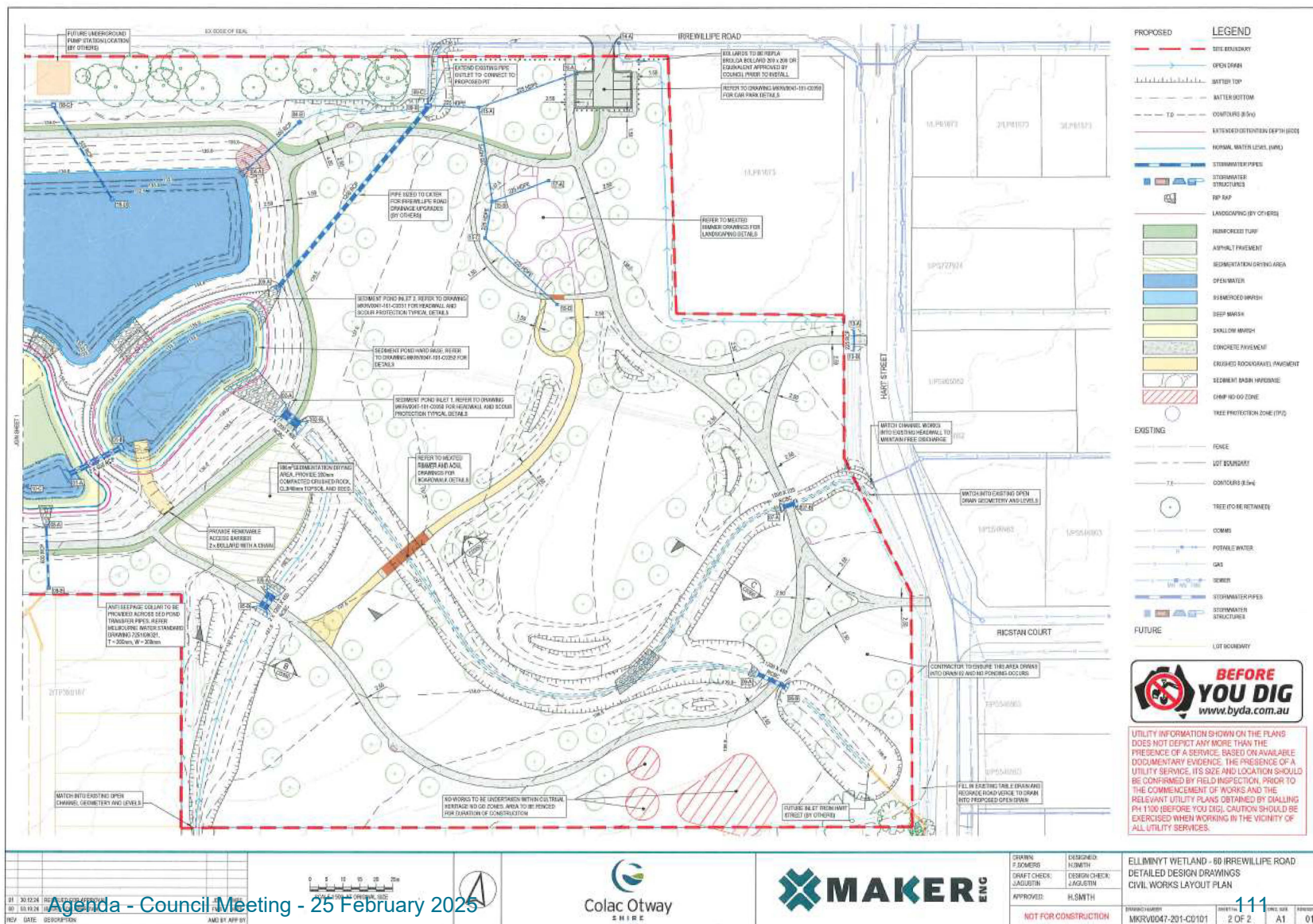
Overview of key activities

May 2022	Funding announced
Nov 2022	Adoption of Preliminary Layout for
Apr 2023	Community Consultation and Comments
Jun 2023	Briefing to Council
Jul 2023	Appoint Cultural & Environmental Consultant
Aug 2023	Appoint Civil & Landscape Design consultant
Nov 2023	Design Assessment / Geotechnical Assessment
Feb 2024	Preliminary Civil & Landscape Design Report
Jul 2024	Appoint QS, Probity Auditors, Peer Reviewer
Aug 2024	Concept Design Report and first QS report *
Oct 2024	Commenced unpack of cost drivers and options
Dec 2025	Detailed Design and updated QS
Jan 2025	Discussion with Councillors

Detailed Design – wetlands area



Detailed Design – open space area



Issues impacting progress

Progress

- A significant amount of work has progressed
- There is now a greater understanding of site and project requirements
- There have also been unforeseen costs and delays to timeframes

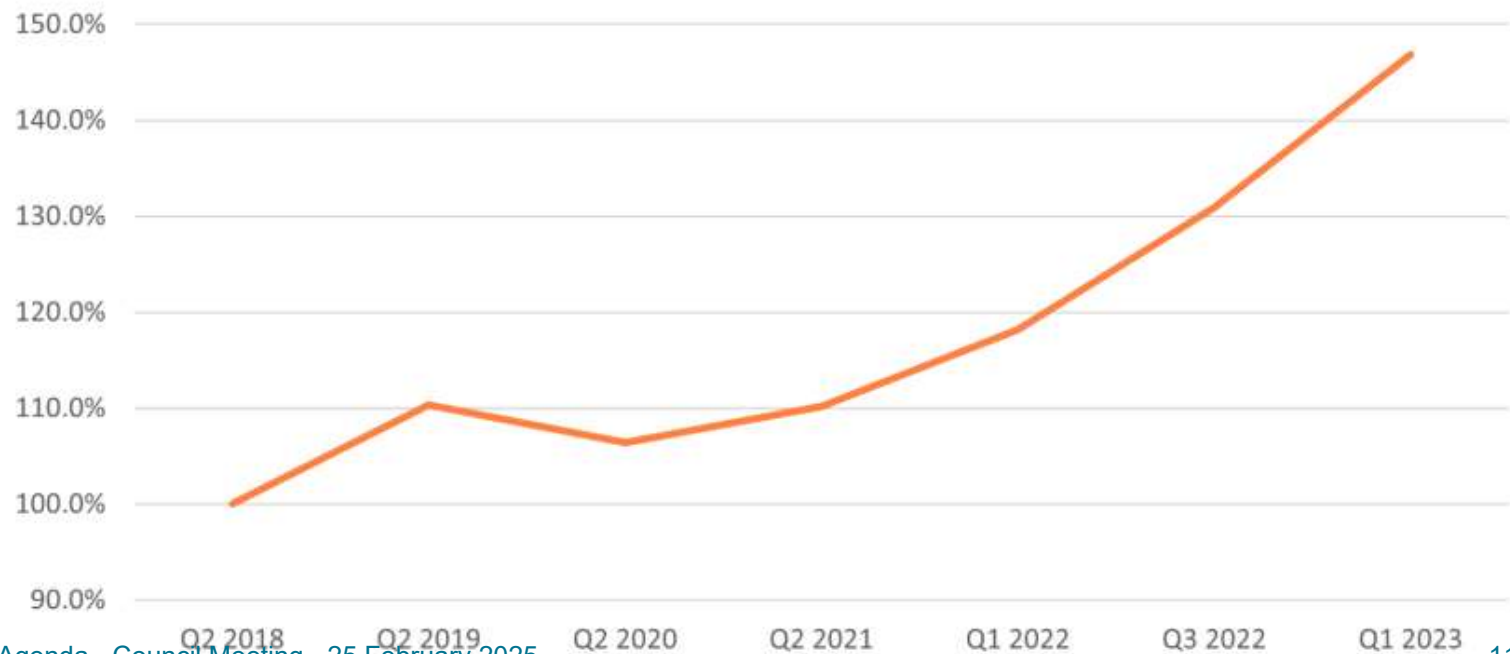
Challenges

- Time to undertake assessments & investigations is longer than expected
 - Personnel changes with stakeholders, referral authorities, consultants and council staff contributing to lower than expected responses
 - Delays to site investigations (e.g. 5 months delay for geotechnical and took 7 months for cultural heritage site sampling)
- Multiple consultancies required and at higher cost than expected
- Identification of scope issues (e.g. geotechnical report changes civil work)
- Changes to quantities and methodology for key components to project
- Extraordinary construction price increases since 2019

Victorian civil construction costs over time (source: SMEC)

- Overall civil construction costs increased by 46.8% between Q2-2018 and Q1-2023.
- Between mid-2021 and the start of 2023 construction costs rose about 37% in around 18 months (see graph below)
- Over the five years since the cost estimate was done for this project, overall civil construction costs (not housing) have increased approx. 45% - 50%

Victorian Construction Cost Trends



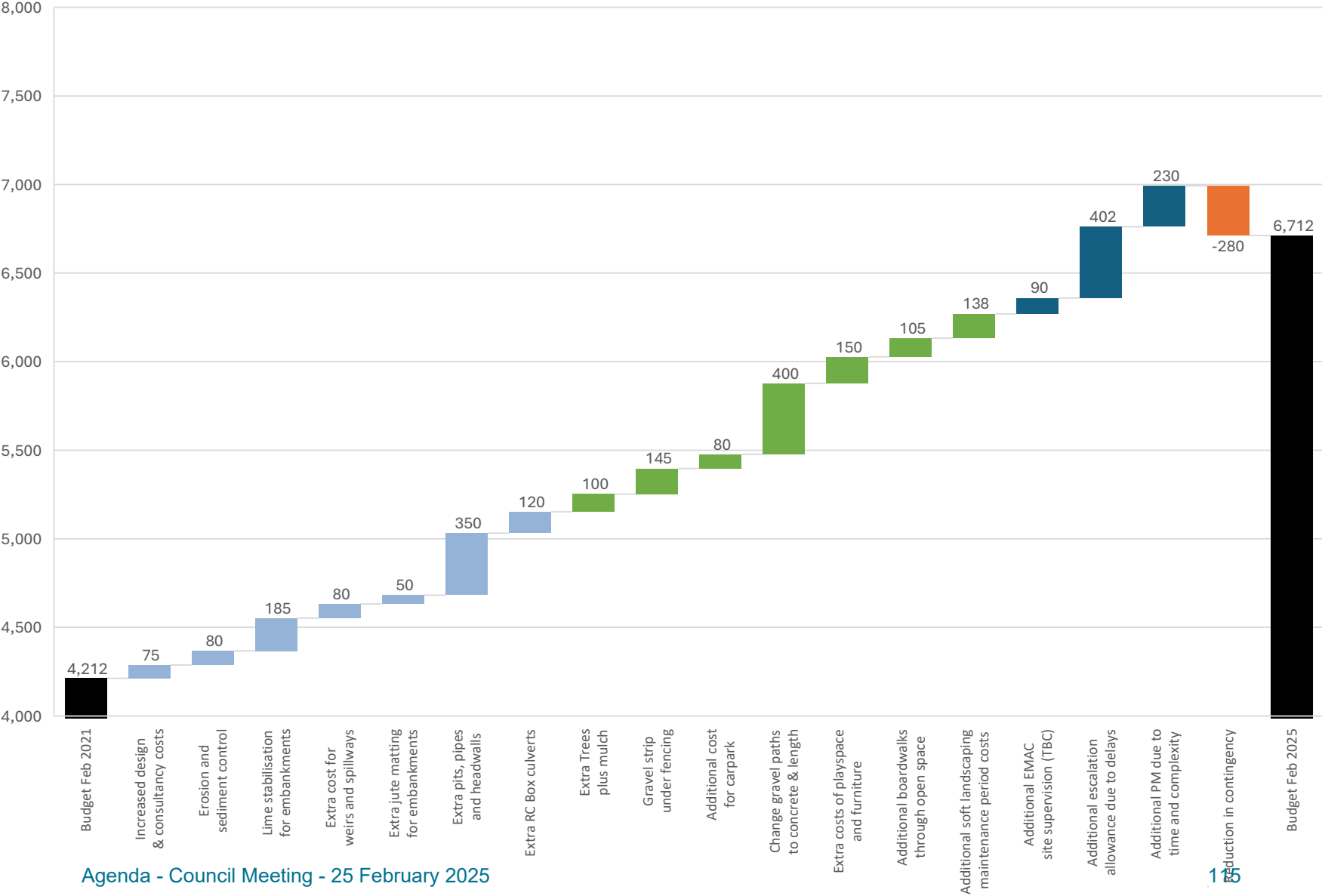
Cost escalation matters – as at 29 January 2025

- A simplistic view is +45% indexation on expected costs based on market trends
 - \$3.65 million x 1.45 = \$5.29 million
- Indexation alone doesn't address the increase in cost estimate
 - *\$5.84 million estimate (excluding contingency)*
- There are also a range of scope and methodology matters that are influencing the net increase in the estimated costs
 - *- see next slide for summary / waterfall*

Elliminyt Wetlands - Major cost estimate changes 2021 to 2025

Attachment 7.3.1 - Council Briefing Notes - Elliminyt Wetlands Project Update

■ Increase ■ Decrease ■ Total



Elliminyt Wetlands – Financial Status Report

Financial Status Report							
Project Title:	Elliminyt Wetlands - Full scope as exhibited in 2023						
PROJECT ELEMENTS	WOL Budgets	Life to Date Actual Expenses	Commitments	Estimate to Complete	Total Estimated Project Cost at completion	Projected Variance to current Budget	Comment
	A	B	C	D	E=B+C+D	F=A-E	
Design, planning and approvals	\$292,000	\$299,206	\$40,000	\$60,795	\$400,000	-\$108,000	Allowance for further professional services to address issues arising through construction
Construction Phase							
Wetlands Area	\$1,844,839	\$11,150	\$0	\$2,723,818	\$2,734,968	-\$890,129	Based on QS and Engineers estimate Dec 24
Open Space Area	\$1,275,161	\$0	\$0	\$2,493,022	\$2,302,222	-\$1,027,060	Based on QS and Engineers estimate Dec 24
Escalation/Inflation	\$0	\$0	\$0	\$402,000	\$402,000	-\$402,000	As recommended by QS
Sub-total of project expenses	\$ 3,412,000.33	\$ 310,355.50	\$ 40,000.00	\$ 5,679,634.62	\$ 5,839,190.12	-\$ 2,427,189.79	
Project Management	\$ 250,000.00	253,588		96,412	\$350,000	-\$100,000	Based on QS and Engineers estimate Dec 24
Contingency allowance	\$ 550,000.00				\$522,810	\$ 27,190	Considered to be minimum acceptable contingency with scope to budget elements in open space
Total Project Expenses	\$ 4,212,000	\$ 563,943	\$ 40,000	\$ 5,776,047	\$ 6,712,000	-\$ 2,500,000	
State Govt funding	\$ 3,000,000.00				3,000,000		
Reallocated LRCI	\$ 1,212,000.00				1,212,000		
Total Project Income	4,212,000				4,212,000		
Shortfall for Council to address	0				2,500,000		

Expenditure to date – as at 29 January 2025

Expenditure to date (as at 29 January 2025)	\$ 000's
Civil & Landscape Design	185
Cultural assessments and Flora & Fauna assessments	65
EMAC	39
Excavations	11
QS	10
Project Management	254
Total	564

If the project does not proceed in some form, and/or the grant is not satisfied, then the exposure to Council is likely to be in the order of \$600k

Options

Preliminary options discussion	<u>Option 1</u> Maintain scope as per 2023	<u>Option 2</u> Maintain wetlands scope and reduce open space	<u>Option 3</u> Forego water reuse and reduce open space	<u>Option 4</u> Cancel project
Impact on scope	negligible	Wetlands function however open space has minimal works (e.g. some paths/trees)	As per option 2 with less storage in basin	Not achieved
Additional budget	\$2.5 m	\$1.2-\$1.3 m	\$1.1-\$1.2 m	\$0.6 m
Impact on grant	complies	complies	To check	Forego grant
Project outcomes	Meets goals	Addresses existing stormwater issues, supports development. Open space can be Stage 2	Similar to Option 2 however no reuse	Outcome is design and approvals in hand. Ready for future grant if possible – expect matching contribution.

Option 2 – funding scenarios

Option 2 has not been explored in detail but expect that an additional \$1.2 - \$1.3 million would aim to achieve:

- Mandatory works to satisfy stormwater needs including supporting residential development
- Minimal amount of gravel paths and landscaping (e.g. trees) in open space

Potential source of funding #1

Unallocated Bruce St funding	\$500k
2018 coastal path allocation	\$200k
Unallocated renewal funds	\$600k
Total additional funding	\$1,300k

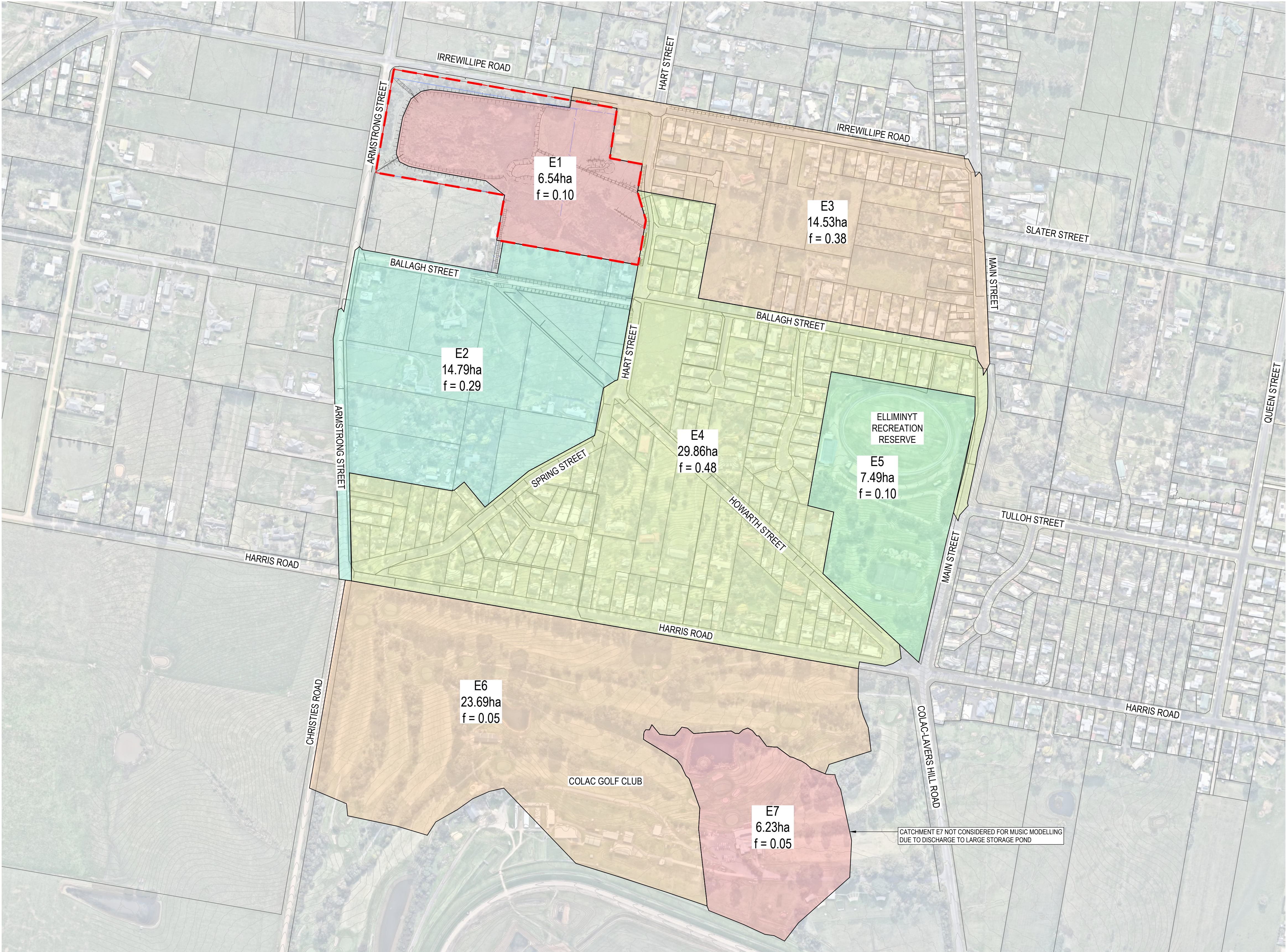
Potential source of funding #2

Withdraw BWLC grant	\$842k
Unallocated Bruce St funding	\$258k
2018 coastal path allocation	\$200k
Total additional funding	\$1,300k

Note – 80a Hart St is expected to sell in 2025 and could replenish funds

Discussion

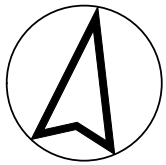
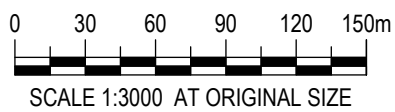
- Questions
- Discussion



PROPOSED
 SITE BOUNDARY

EXISTING
 STORMWATER CATCHMENT
 LOT BOUNDARY
 EASEMENT
 7.0
 CONTOURS (0.5m)


P2	06.05.24	FOR INFORMATION		HRS	
P1	22.10.24	FOR INFORMATION		HRS	
REV	DATE	DESCRIPTION		AMD BY	APP BY




DRAWN: H.SMITH	DESIGNED:	ELLIMINYT WETLAND, 60 IRREWILLIPE ROAD CATCHMENT PLAN EXISTING			
DRAFT CHECK:	DESIGN CHECK:				
APPROVED:					
FOR INFORMATION		DRAWING NUMBER MRKV0047-SK008	SHEET No.	ORIG. SIZE A1	REVISION P2





PROPOSED





EXISTING

















7.0

LEGEND

FUTURE DEVELOPMENT

LOT BOUNDARY

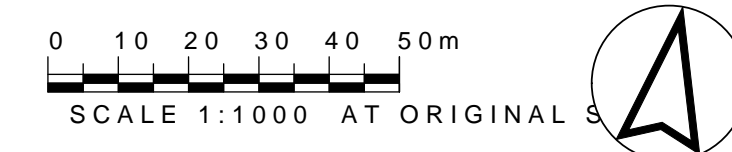
EASEMENT

CONTOURS (0.5m)

NOTES:

1. ONLY THE PORTION OF THE BAKERL EXPECTED TO DRAIN TO THE ELLIM SHOWN
2. IT IS ASSUMED THAT IN LATE 2000M FURTHER DEVELOPMENT/SUBDIVISI

P	06.05	FOR INFORMATION	HRS			
P	22.10	FOR INFORMATION	HRS			
REV	DATED	DESCRIPTION	AMD	BPP	BY	



DRAWN: H. SMITH		DESIGNED:		ELLIMINYT WETLAND, 60 IRREVERSIBLE			
DRAFT CHECKED:		DESIGN CHECKED:		CATCHMENT PLAN			
APPROVED:				POTENTIAL FUTURE DEVELOPMENT			
FOR INFORMATION		DRAWING NUMBER		SHEET No.		ORIG. SIZE	
		MRKV0047-SK009		A1		P2	



DRAWN: H. SMITH	DESIGNED: ELLIMINYT WETLAND, 60 IRREWIL			
DRAFT CHECKED:	CATCHMENT PLAN			
APPROVED:	ULTIMATE			
FOR INFORMATION	DRAWING NUMBER	SHEET No.	ORIG. SIZE	REVISION
	MRKV0047-SK010		A1	P2

Item: 7.4 Coach Parking in Kennett River

OFFICER	Doug McNeill
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	Nil

1. PURPOSE

To allow consideration of a request from the Great Ocean Road Coast and Parks Authority (GORCAPA) that Council makes a request to the Department of Transport and Planning to exclude large tour coaches from Kennett River.

2. EXECUTIVE SUMMARY

The Great Ocean Road Coast and Parks Authority (GORCAPA) has requested that Council make a request to the Department of Transport and Planning to exclude large coaches from Kennett River. This request has been made during the Authority's Board consideration of a draft plan for the Kennett River City Deal project.

The parking of coaches in Kennett River has been a strong concern to the community for a number of years, and GORCAPA's request reflects the ongoing concern being expressed by community members on this issue. This report recommends that Council support this request on the grounds that it would address long standing concerns by the community and address the impacts of tourism on Kennett River.

3. RECOMMENDATION

That Council:

- 1. Notes the request from Great Ocean Road Coast and Parks Authority that Council make an application to the Department of Transport and Planning (DTP) to implement measures that exclude large tourist coaches from Kennett River.***

2. ***Notes the significant community concerns expressed over many years in relation to the contribution of large coaches to traffic, parking and safety issues at Kennett River.***
3. ***Supports GORCAPA's request and makes a formal request to the Department of Transport and Planning for the implementation of traffic control measures that exclude large tourist coaches from Kennett River.***
4. ***Writes to the Department of Transport and Planning requesting that the Department funds the implementation of infrastructure within the Great Ocean Road road reserve that supports safe pedestrian movements across the Great Ocean Road and supplements Council's decision to request the exclusion of coaches from parking within Kennett River.***

4. KEY INFORMATION

The Kennett River community has raised concerns over many years about the impacts of intense tourism in relation to safety, amenity and the natural environment. A major issue of concern has been the volume of visitors that have arrived on large coaches.

Council has received a request from GORCAPA that Council (acting as the local road authority) seeks to obtain approval by the Department of Transport and Planning (DTP) to remove access by tourist coaches to Kennett River.

GORCAPA is overseeing the City Deals project to improve traffic management, parking and public toilet facilities in Kennett River. This project was first funded by the State and Federal Governments in response to significant community concern about the impacts of tourist related traffic and parking and the lack of public toilet facilities.

Whilst the draft plan is not yet available to the public, consideration had been given in the City deal project to allowing the parking of a large coach, delivery vehicles and long vehicles such as trucks and vehicles with trailers or caravans in the area between the Great Ocean Road and the shop. The project also seeks to formalise parking along the river access road and construct a public toilet to service visitors in the precinct. GORCAPA has engaged with the community at various stages during 2024 including a Community Reference Group. Cr Potter has been an observer on this group.

Issues

Legal Process

Under the *Road Safety Act 1986* and associated *Road Safety (Traffic Management) Regulations 2019* proposals to introduce major traffic control measures require the approval of DTP. Minor traffic control measures are the responsibility of Council. Whilst Council is the local road authority for Hawdon Avenue and the local roads which sit beyond the Great Ocean Road (including the areas in front of the shop and access road to the river) any proposal to prohibit the parking of large coaches in these areas will likely need to be approved by DTP.

Alignment to Community Concern

The GORCAPA decision to seek an exclusion of large tourist coaches from accessing Kennett River strongly aligns with the consistently high level of community concern expressed over many years by the community. Whilst community concerns have centred around the management of traffic and parking more broadly in Kennett River, the parking of larger

coaches in the central precinct and associated concentration of high numbers of tourists has been a particular concern.

Implications for Tourism Economy

Removing coaches from accessing Kennett River should not have a significant impact on the local or regional tourist economy. There is no strategy to encourage tourism visitation in Kennett River. It has instead been recognised by many stakeholders that the impacts of tourism in Kennett River on wildlife and road safety has been significant. Coaches have stopped at Kennett River on their route along the Great Ocean Road given its value as a break for the driver and passengers, but there are other options for buses to stop in Lorne or Apollo Bay where the impacts would not be as high. The proposed traffic control would not prohibit smaller buses or regular vehicles from visiting Kennett River. It is commonly understood that tour companies provide drinks and food for their passengers on the bus, and that the value of stopping in Kennett River is more to use the toilet facilities as opposed to spending money at the shop.

Practical Implications of Removing Coach Access

The removal of larger coach parking in Kennett River would increase the availability of parking for other vehicles in the central precinct and reduce the number of visitors in the public areas around the shop and caravan park area. It is these areas where the community has expressed the most concern about visitors walking across the road and viewing local wildlife, conflicting with traffic using these roads.

DTP has expressed concern about the potential for coaches to respond by parking on the Great Ocean Road as an alternative, and there is a potential that its decision would be to decline support for the parking restrictions. DTP's concern is that were coaches to park on the Great Ocean Road itself, large numbers of visitors would be crossing the road and creating higher conflict with traffic. DTP has indicated that supporting works on the Great Ocean Road would be required, including widening of the road to increase sight distance, installation of bollards, a pedestrian path connection and pedestrian refuge. The intention of the City Deal project at an earlier stage had been to remove coaches from the precinct and not accommodate a parking space for them, with preliminary plans expressing this intent. The Great Ocean Road works are not currently funded by DTP and are not shown on latest plans for the project given the lack of financial capacity within the City Deal budget.

There is not common consensus about the likely change in coach behaviours if they are unable to access the township, however it is the officer's view that parking restrictions along the Great Ocean Road could effectively avoid buses parking in that location. Should Council support GORCAPA's request, officers will further engage with DTP in support of the resolution.

The recommendation includes that Council write to DTP requesting that it funds any works in the Great Ocean Road that it considers is required to support excluding coaches from Kennett River.

5. CONSIDERATIONS

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

A decision on this issue by Council in a public meeting is proposed to give transparency to the consideration of the issue, consistent with the Governance principles. Consideration has been given in the report above to the different implications of making a decision to limit coach parking.

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

Council has obligations to comply with the *Road Safety Act 1986* and associated *Road Safety (Traffic Management) Regulations 2019*. DTP has indicated it is the responsible agency for making a decision on coaches in Kennett River. Should it be determined this responsibility rests with Council, officers will engage with DTP to seek their support for this action.

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

A limit to coach parking would have the effect of constraining the social and environmental impact of tourism on Kennett River as noted in the report above. It is considered this would be a positive outcome.

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

There is no community engagement proposed in relation to this request. The community has made clear its concerns about coach parking in Kennett River over many years, including through the recent engagement undertaken by GORCAPA for the City Deals project.

Public Transparency (s58 LGA 2020)

A decision on this issue by Council in a public meeting is proposed to give transparency to the consideration of the issue.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

Objective 4: Colac Otway Shire is a destination to visit

Theme 2 - Valuing the Natural and Built Environment

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

Limiting coach parking in Kennett River would be consistent with Council policies and the Council plan by seeking to ensure the long term sustainability of tourism on the Kennett River community, allowing smaller buses and other visitors, but limiting access to the larger coaches which are perceived to have the highest impact.

Financial Management (s101 *Local Government Act 2020*)

There are no costs to Council associated with this matter. It is anticipated that should the coach limits be approved by DTP, signage giving effect to the change would have limited cost and be implemented as part of the pending City deal project.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

The most significant risk of the proposal is that large coaches park on the Great Ocean Road and large numbers of tourists cross the Great Ocean Road as a result of any exclusion in Kennett River itself. This is discussed in more detail above.

Communication/Implementation

The Council's decision will be communicated to DTP, GORCAPA, the community and other stakeholders to the City Deal project.

Human Rights Charter

The proposed change would not impact on human rights. As noted above, smaller buses and other vehicles would still be permitted to park in the precinct. Larger coaches have other options for stopping for breaks along other sections of the Great Ocean Road.

Officer General or Material Interest

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

Options

Option 1 – Support the GORCAPA Request

This option is recommended by officers given the significant on-going concern expressed by the community concerning coaches parking in the central part of the town. It is considered that this would reduce the impacts of tourism on the community yet still provide for smaller buses and self drive visitors. The final outcome would be subject to a decision by DTP.

Option 2 – Not support the GORCAPA Request

This option is not recommended by officers given the community support for removing large coaches from the precinct. Coaches have the most significant impact on numbers of people visiting the precinct and this measure would improve the availability of parking for other vehicles.

Item: 7.5

Tirrengower Drainage Scheme Advisory Committee - Appointment of Community Representatives

OFFICER	Doug McNeill
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	1. Tirrengower Drainage Scheme Advisory Committee - Terms of Reference [7.5.1 - 6 pages]

1. PURPOSE

To appoint community representatives to the Tirrengower Advisory Committee Advisory Committee to assist in the administration of the drainage scheme.

2. EXECUTIVE SUMMARY

Council established a new Advisory Committee for the Tirrengower Drainage Scheme at its meeting on 11 September 2024. The purpose of the Committee is to advise Council on required drainage maintenance works to be undertaken using funds collected via a Special Rate from landowners within the declared scheme.

Following an Expression of Interest (EOI) process to seek community nominations for membership on the Advisory Committee, eleven nominations were received. Council needs to formalise appointments. The Terms of Reference indicates a preference for 6-8 positions. Council will need to determine whether to fill this number of roles or accept a larger number of members.

3. RECOMMENDATION

That Council:

- 1. Acknowledges the receipt of eleven nominations from the community to be members of the Tirrengower Drainage Scheme Advisory Committee as detailed in the Confidential Attachment.***
- 2. Appoints persons to the Tirrengower Drainage Scheme Advisory Committee for a four year term.***

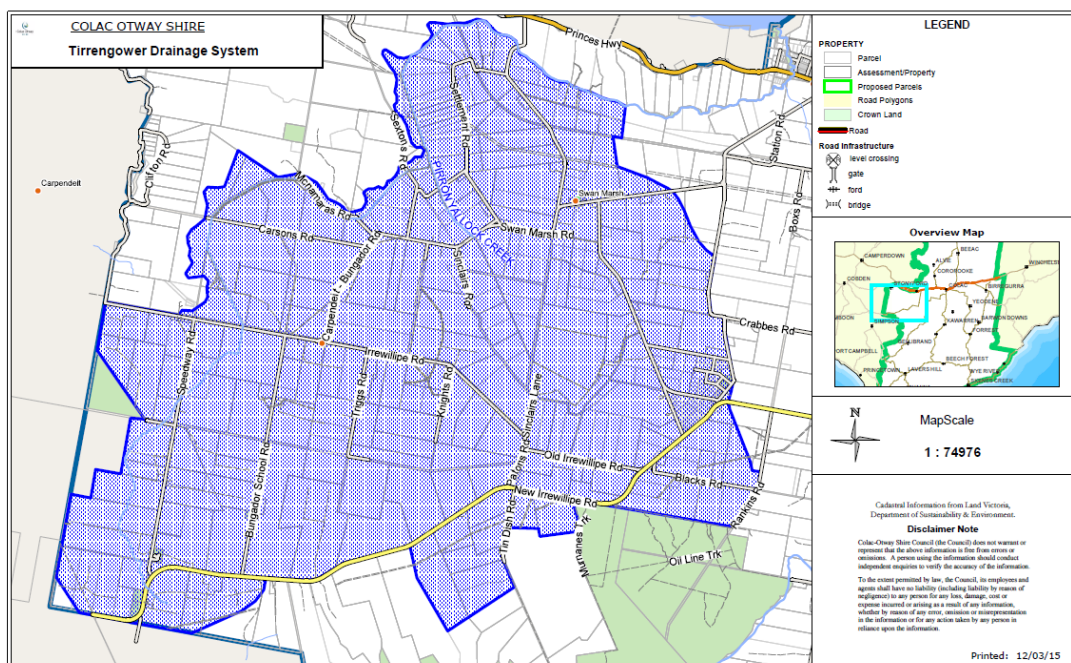
3. ***Thanks the submitters for their nominations and advises all landowners within the drainage scheme of the outcome.***

4. KEY INFORMATION

History of Drainage Scheme

The Tirrengower Drainage Area includes approximately 10,000ha of land in Bungador, Swan Marsh and Irrewillipe areas as shown on the maps below. The land is flat and drainage of farmland relies on the effective functioning of drainage lines that run through private land. Minor changes in effectiveness of the drain can have significant impacts on the performance of the system overall and contribute to widespread flooding of farmland and other assets.

There has historically been in place a designated drainage scheme to ensure that the drains are kept well maintained and function as intended. The original drain (approximately 4km of drains) was established in 1887 by the owners of Tirrengower Station and neighbouring properties to join to the upper reaches of the Pirron Yallock Creek. In the 1970s following a number of very wet seasons a group of the most affected landowners elected a Drainage Committee which lobbied the State Government for drainage improvements. The major system that is in place now was constructed with a government contribution. Individual landowners then privately built interconnecting systems within their own property boundaries. The Committee oversaw the maintenance however the drainage system gradually fell into disrepair. With a change in municipal boundaries in 1994 local landowners lobbied the Council for improvement and re-establishment of the drainage system. In 1995 a Special Rate was introduced by the Colac Otway Shire, where the monies raised were spent on the re-establishment and maintenance of the Tirrengower Drainage System.



A Committee of Council had been established under Section 86 of the *Local Government Act 1989* to empower the management of this maintenance function by members of the community, using the contributions collected from landowners. Council resolved in 2006 to declare a Special Charge Scheme for defraying the costs associated with the ongoing care

and management of the drainage system. The funds raised by the Special Charge Scheme are used for works including:

- Drain clearing by excavation when required.
- Yearly drain spraying of trouble areas.
- Cyclic drain spraying of other sections.
- Capital improvements including the installation of gates in boundary fences along the drain.

At its meeting on 27 September 2017 (at the conclusion of the previous 10-year period), Council resolved to declare a new Special Charge Scheme. The rate applied was \$2.50 per hectare per year for each of the properties referred to in the resolution. The resolution states the charge will apply up until 30 June 2028. The charge is to be paid annually as a lump sum within one month of 1 July.

Establishment of New Advisory Committee

Council transitioned most Committees appointed under Section 86 of the *Local Government Act 1989* to Community Asset Committees in September 2020 due to changes with the new *Local Government Act 2020*. The Tirrengower Drainage Scheme Committee was one of two Section 86 Committees where it was unclear how they might transition, and it was identified that further investigation would be necessary to confirm the appropriate governance structure. This review was completed and Council resolved at its 11 September 2024 meeting to replace the former Committee with an Advisory Committee under its Council Committees Policy.

Under the new Advisory Committee structure Council staff will be directly responsible for overseeing maintenance works within the drainage area, ensuring that Council's procurement policies are adhered to and that occupational health and safety risks are addressed appropriately. A Terms of Reference is attached.

The Advisory Committee will enable interested landowners affected by the Scheme to meet with Council periodically to provide advice on the performance of the drainage scheme and discuss required maintenance works. Council will facilitate these meetings and utilise the advice received to inform a program of works to be undertaken by the Council (or its contractors). Landowners (as members of the Drainage Committee) would previously have commissioned these works themselves.

Expression of Interest Process for Committee Members

Owners of land within the drainage scheme area were sent a written invitation to nominate to be a member of the new Advisory Committee on 29 October 2024. The nomination period closed on 22 November 2024 and eleven nominations were received, as listed in the Confidential attachment to this report.

The Terms of Reference specifies that between 6-8 community representatives should be appointed to the Committee. Councillors will need to determine which persons should be appointed.

5. CONSIDERATIONS

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

The public nomination process is a transparent way of ensuring that all landowners in the Drainage Scheme are able to express an interest in being part of the Advisory Committee. The Committee will provide direction to Council on priorities for drainage maintenance.

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

Council's Committees Policy provides a framework for assessing, establishing, managing and reviewing Committees formed by Council, and representation on external Committees and appointment. The Tirrengower Drainage Scheme Advisory Committee has been established in accordance with the Policy.

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

The effective maintenance of the drainage under this scheme ensures that environmental impacts of stormwater drainage are minimised.

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

Council has communicated with all land owners in the area affected by the Scheme to confirm the new Committee arrangements and seek nominations for the Committee.

Public Transparency (s58 LGA 2020)

Council has communicated with all landowners in the drainage scheme to ensure there is strong understanding of the process and encourage nominations for the Advisory Committee.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

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

Objective 3: Key infrastructure investment supports our economy and liveability

Theme 4 – Strong Leadership and Management

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

The Advisory Committee will ensure that Council is facilitating the continued effective maintenance of the Tirrengower Drainage Area in support of rural landowners that rely on this Scheme.

Financial Management (s101 Local Government Act 2020)

Council has an annual budget for expenditure on drainage maintenance for the Scheme of \$22,500 and collects a charge annually from landowners equal to this cost. There is no net cost to Council.

Unspent funds are held in a reserve to ensure that the funds collected are spent on works to maintain the drainage scheme. There was \$75,000 held in reserve at 30 June 2024.

Service Performance (s106 Local Government Act 2020)

There are no impacts to Council's service performance resulting from this report.

Risk Assessment

There are no risks to arise as a result of this report. The Advisory Committee does not have any decision making powers.

Communication/Implementation

All nominees will be advised of the result of the appointment process, and the broader land holders advised of the outcome. Meetings of the Committee will be scheduled to commence early in 2025.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Appoint all nominees to the Advisory Committee as outlined in the Confidential Attachment

There are two applicants from one household. It is appropriate that only one of these persons be appointed. Should Council appoint the balance of ten applicants it would exceed the 6-8 members specified in the Terms of Reference. This approach has merit however given it is challenging to differentiate between applicants as they all have a similar interest in the drainage Scheme and value to the Committee. Whilst a larger group than anticipated, it is considered that a group with ten members would be workable and ensure that there is broad representation of property owners. If Council chooses this option it should adopt a revised terms of reference that provides for a higher number of community members.

Option 2 – Appoint particular persons to the Committee

Under this option, at least three persons would miss out on being appointed. It is challenging to differentiate between applicants in this case as they all have a similar interest in the drainage Scheme and value to the Committee. The Terms of Reference calls for 6-8 landowner members.

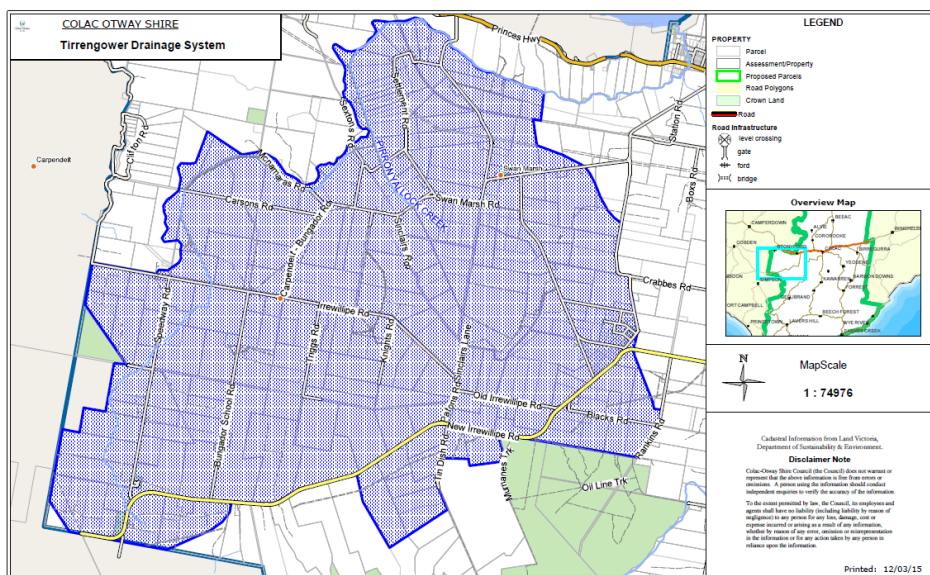


Tirrengower Drainage Scheme Advisory Committee

TERMS OF REFERENCE

1. Introduction

The Tirrengower Drainage Area includes approximately 10,000 ha of land in Bungador, Swan Marsh and Irrewillipe areas as shown on the map below. The land is flat and drainage of farmland relies on the effective functioning of drainage lines that run through private land. Minor changes in effectiveness of the drain can have significant impacts on the performance of the system overall and contribute to widespread flooding of farmland and other assets. There has historically been in place a designated drainage scheme to ensure that the drains are kept well maintained and function as intended. In 1995 a Special Rate was introduced by the Colac Otway Shire (Council), where the monies raised were spent on the re-establishment and maintenance of the Tirrengower Drainage System. This Scheme remains in place.



Council resolved in 2006 to declare a Special Charge Scheme for defraying the costs associated with the ongoing care and management of the drainage system. The funds raised by the Special Charge Scheme are used for works including:

- Drain clearing by excavation when required.
- Yearly drain spraying of trouble areas.
- Cyclic drain spraying of other sections.
- Capital improvements including the installation of gates in boundary fences along the drain.

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At its meeting on 27 September 2017 (at the conclusion of the previous 10-year period), Council resolved to declare a new Special Charge Scheme. The rate applied was \$2.50 per hectare per year for each of the properties referred to in the resolution. The resolution states the charge will apply up until 30 June 2028. The charge is to be paid annually as a lump sum within one month of 1 July.

Council is responsible for commissioning drainage maintenance that is undertaken under the Scheme, and for administration of the Special Rate funds.

2. Purpose & Scope

The Tirrengower Drainage Scheme Advisory Committee operates to inform the Colac Otway Shire of maintenance requirements for the effective operation of drainage within the scheme.

Whilst Council is responsible for initiating drainage maintenance activities, it requires the advice of landowners within the scheme to determine priorities for maintenance and allocation of funding collected from a Special Rate charged to affected properties for this purpose.

Whilst land owners will undertake maintenance on their own properties, Committee members do not have authorisation to commission works or engage contractors.

3. Governance

The Committee will operate as an Advisory Committee according to the Council Policy for Committees.

4. Membership

The Committee shall comprise of the following:

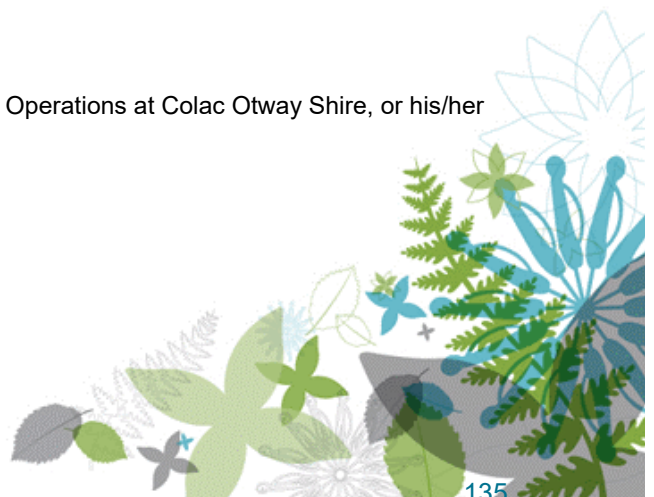
- Colac Otway Shire - General Manager Infrastructure & Operations (or delegate)
- 6-8 community representatives – these must be landowners within the Tirrengower Drainage Scheme

Community representatives will be appointed by Council resolution for a period of four years following an Expression of Interest process.

5. Roles and responsibilities

5.1 Chair

The Chair will be the General Manager Infrastructure & Operations at Colac Otway Shire, or his/her delegate.





5.2 Chair responsibilities

The chair has the following functions:

- chairing meetings
- facilitating the Committee to perform its functions

Additionally, the chair will:

- Ensure the Committee operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting
- Ensure that the Committee meets according to its schedule
- Ensure that meetings are efficient and effective
- Provide leadership to the Committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Ensure that Council takes direction from the Committee to inform programmed and ad-hoc maintenance of the Scheme as appropriate
- Coordinate out of session matters that require resolution due to time constraints

5.3 Member responsibilities

Members are asked to participate in the Advisory Committee as a partnership and provide advice in the best interest of the landowners within the drainage scheme.

All members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the Committee
- Respect confidential and privileged information
- Represent the views of other landowners in the Scheme, with a focus on emerging maintenance issues/tasks that require action.

6. Administrative Arrangements

This section outlines the frequency of meetings and committee management arrangements.

6.1 Meeting frequency

The Committee will meet quarterly. The Chair may schedule additional meetings as required.

6.2 Meeting venue

Colac Otway Shire offices unless otherwise advised.





6.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with key matters discussed recorded and action items documented.

6.4 Secretariat

Council will perform secretarial duties for meetings, including:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Taking minutes and distributing them after meetings
- Induction of new committee members
- Develop/send correspondence for the Committee
- Maintain the contact list of Committee members.

6.5 Quorum

A minimum of four members is required for the meeting to be recognised as an authorised meeting for the recommendations to be valid.

6.6 Decision making

In accordance with the Council Committees Policy, the Committee will act in an advisory capacity only and have no delegated authority to make decisions. The Committee will provide advice to Council to assist in their decision making in matters relating to the Tirrengower Drainage Scheme, with an emphasis on required maintenance priorities.

6.7 Conflict of interest

Where a member of the Advisory Committee has an interest or conflict of interest in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

6.8 Observers/Guests

An observer/guest may attend a meeting for any number of reasons, including to provide technical insight from time to time. Committee members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the Committee, and must not:

- propose or vote on motions
- intrude on the procedures of the Committee
- take part in the meeting proceedings without the invitation of the chair.





7. Financial Management

Funds are collected annually by the Council under a Special Rate established for the Tirrengower Drainage Scheme and is responsible for making decisions on the expenditure of these funds. The Committee itself does not have any financial delegation or responsibility to make decisions.

The role of the Committee is to provide advice and guidance to Council on the maintenance that is required to be conducted for the drainage scheme.

8. Reporting

The Tirrengower Drainage Scheme Advisory Committee is required to prepare an annual report to a Councillor Briefing session reflecting the objectives of the Committee.

9. Communications Protocol

All communications to the media regarding the Tirrengower Drainage Scheme Advisory Committee will be through Council. Committee members may not express views on behalf of the Committee. Committee members may communicate with the media with regards to issues specific to the Scheme as individuals.

10. Document information

Document details

Criteria	Details
Document ID	D24/98901
Document title:	Tirrengower Drainage Scheme Advisory Committee – Terms of Reference
Document owner:	Infrastructure & Operations Division

Version control

Version	Date	Description	Author
0.1	22 August 2024	Draft Terms of Reference	GM Infrastructure & Operations



Item: 7.6

Colac Regional Saleyards Advisory Committee - Appointment of Representatives

OFFICER	Brendan Walsh
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	1. Colac Regional Saleyards Advisory Committee - Terms of Reference - Amended February 2025 for Council [7.6.1 - 3 pages]

1. PURPOSE

To consider the appointment of community representatives to the Colac Regional Saleyards Advisory Committee following an Expression of Interest process.

2. EXECUTIVE SUMMARY

At its meeting on 11 September 2024 Council resolved to seek Expressions of Interest for one buyer's representative position and two farmer representative positions available on the Colac Regional Saleyards Advisory Committee. The Expression of Interest process resulted in the receipt of six nominations as outlined in the Confidential Attachment. Council will need to resolve which persons will be appointed.

Given the current vacancy on the Committee of the United Dairy Farmers group it is recommended that the Terms of Reference for the Committee be adjusted to give greater flexibility in terms of this position, so that it can be filled by a person representing any dairy farming representative group. This may influence the selection of persons to fill the current available roles.

3. RECOMMENDATION

That Council:

- 1. Notes the Expressions of Interest received for the two farmer's positions and one buyer's representative on the Colac Regional Saleyards Advisory Committee as documented in the Confidential Attachment to this report.***

2. ***Adopts the amended Terms of Reference to the Colac Regional Saleyards Advisory Committee as attached to this report.***
3. ***Appoints persons to the Colac Regional Saleyards Advisory Committee to fill the vacant roles as identified in the Attachment to this report.***
4. ***Writes to each person that submitted an Expression of Interest to inform them of this decision and thank them for their interest.***

4. KEY INFORMATION

The Colac Regional Saleyards Advisory Committee is a committee established by Council in accordance with its Council Committees Policy.

The Colac Regional Saleyards Advisory Committee provides strategic input, advice, and advocacy on capital investment, fees and charges, and market growth opportunities associated with the Colac Regional Saleyards. The Committee's Terms of reference were updated and adopted by Council in September 2024.

The purpose of the Committee is to:

- Provide strategic input, advice and advocacy on capital improvement, fees and charges and market growth opportunities associated with Colac Regional Saleyards.
- Provide advice on operational and business improvement matters relating to Colac Regional Saleyards.
- Provide expert advice on occupational health and safety matters in relation to Colac Regional Saleyards.
- Participate with other stakeholders to promote Colac Regional Saleyards to primary produces, key stakeholders and the broader community with the objective of increasing livestock selling market share.

At its September 2024 meeting, Council endorsed a revised Terms of Reference for the Colac Regional Saleyards Advisory Committee and resolved to seek Expressions of Interest for the three community positions available on the committee – a buyer's representative and two farmers representatives.

Council received a good response to the Expression of Interest process and six nominations were received (see attached Confidential Attachment). The nominees to the committee provide a range of different skills and experiences.

Given the current vacancy on the Committee of the United Dairy Farmers group, it is recommended that the Terms of Reference for the Committee be further adjusted to give greater flexibility in terms of this position, so that it can be filled by a person representing any dairy farming representative group. This may influence the selection of persons to fill the current available roles.

5. CONSIDERATIONS

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

Appointing community members to the Colac Regional Saleyards Advisory Committee assists in engaging the community in strategic planning and decision making for this important asset.

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

The Colac Regional Saleyards Advisory Committee is established as an Advisory Committee of Council as per its Council Committees Policy.

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

Not applicable to this report.

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

The purpose of an Advisory Committee is to provide valuable information and advice to facilitate decisions of significance made by Council. The Colac Regional Saleyards Advisory Committee provides an opportunity for the community, through appointed community members and representatives of key user groups, to provide advice to Council and other agencies on issues relating to the Saleyards.

Public Transparency (s58 LGA 2020)

The Colac Regional Saleyards Advisory Committee assists Council in decision making by providing advice on key issues.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

Theme 3 – Healthy and Inclusive Community

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

The Colac Regional Saleyards is identified in Council's Economic Development Strategy as a key contributor to a strong agricultural sector in the region.

Financial Management (s101 Local Government Act 2020)

The Advisory Committee will provide strategic input, advice and advocacy on capital improvement, fees and charges and market growth opportunities associated with Colac Regional Saleyards. It does not have any decision making powers.

Service Performance (s106 Local Government Act 2020)

The Advisory Committee can provide advice on operational and business improvement matters relating to the Saleyards. They can also participate with other stakeholders to promote the Saleyards to primary producers, key stakeholders and the broader community with the objective of increasing livestock selling market share.

Risk Assessment

Not applicable.

Communication/Implementation

The opportunity to submit an Expression of Interest for the Colac Regional Saleyards Advisory Committee was advertised in the local media including the Colac Herald and MIXXFM and promoted on Council's social media platforms and website.

Those that submitted an Expression of Interest will be notified in writing of the decision of Council.

Human Rights Charter

Advisory Committees to Council are in accordance with the Human Rights Charter, particularly in enabling community members the right to participate in public life.

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 – Appoints three members to the Colac Regional Saleyards Advisory Committee

This option is recommended if the Terms of Reference for the Advisory Committee remain unchanged (and which includes three vacant community based roles as part of its membership). Council received several nominations for the committee following an Expression of Interest process, which provides it with an opportunity to appoint the agreed number of community representatives.

Option 2 – Appoints more than three members to the Colac Regional Saleyards Advisory Committee (under the current Terms of Reference)

This option is not recommended. Through the review of the Colac Regional Saleyards Advisory Committee and its Terms of Reference, it was considered important that the committee wasn't oversubscribed with members. The current committee provided advice that three community representatives (two farmers representative, one buyers representative) on the committee was sufficient because many of the other industry members on the committee are also members of the local community.

Option 3 – Appoints four members to the Colac Regional Saleyards Advisory Committee (under a revised Terms of Reference)

This option is made possible should Council agree to change the Terms of Reference as attached to the report. If flexibility is given to the nature of the representative for the dairy sector, Council has potential to appoint a fourth member of the Committee from the current nominees given one is a member of a representative body for dairy farmers.

Option 4 – Does not appoint members to the Colac Regional Saleyards Advisory Committee

This option is not recommended. Council has undertaken an Expression of Interest process and received several nominations for the committee. Community representation outside of key user groups is considered important and therefore included in the committee's Terms of Reference. This enables Council to appoint the agreed number of community representatives to the committee.

TERMS OF REFERENCE

COLAC REGIONAL SALEYARDS ADVISORY COMMITTEE

1. PURPOSE

The Colac Regional Saleyards Advisory Committee (Committee) is a committee established by Council in accordance with its Council Committees Policy.

The purpose of the Committee is to:

- Provide strategic input, advice and advocacy on capital improvement, fees and charges and market growth opportunities associated with Colac Regional Saleyards.
- Provide advice on operational and business improvement matters relating to Colac Regional Saleyards.
- Provide expert advice on OH&S matters in relation to Colac Regional Saleyards.
- Participate with other stakeholders to promote Colac Regional Saleyards to primary producers, key stakeholders and the broader community with the objective of increasing livestock selling market share.

2. BACKGROUND

Colac Regional Saleyards (CRS) opened at its current location on Colac-Ballarat Road in 1979. CRS can manage 2,500 cattle/day for fat sales, up to 5,000 cattle/day for a store sale and 3,000 sheep per day. CRS does not operate near capacity and until the 2023-24 financial year experienced a decline in market share since the opening of Western Victoria Livestock Exchange

CRS's infrastructure is considered high quality amongst the industry and more recent additions include a roof over selling pens in 2014 and hydraulic crush in 2022.

3. OBJECTIVES

The objectives of the Colac Regional Saleyards Advisory Committee are:

- To advise Council on the growth and development of Colac Regional Saleyards as a major livestock selling center in South-West Victoria.

4. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership will reflect key stakeholder interest in Colac Regional Saleyards and include the following representation:

- 1 Colac Otway Shire Councillor
- 1 Charles Stewart & Co representative
- 1 Charles Stewart Dove representative
- 1 H.F. Richardson Livestock Pty Ltd representative
- 1 Nutrien Livestock representative
- 1 Victorian Farmers Federation representative
- 1 ~~United~~ Dairy Farmers representative
- 1 Livestock Transport Association of Victoria representative
- 1 Buyers representative

- 2 Farmer representatives
- Colac Otway Shire ~~Manager Business Enterprise and Improvement~~ Manager Service and Operations
- Colac Otway Shire Coordinator Service and Operations
- Colac Otway Shire Saleyards Operations Coordinator

Appointment of Councillors must be by resolution of Council.

It is at the discretion of individual agencies whether to accept their position on the Committee. Agencies will nominate their own representatives and be required to inform Council of their representative by 1 February of each year.

Farmer and buyer representatives will be appointed by Council resolution for a period of four years following an Expression of Interest process.

Proxies or substitute members of the nominated agencies will be permitted to attend meetings on an as needed basis.

Council's ~~Community and Economy~~Infrastructure and Environment Division will provide administrative support to the Committee.

5. DELEGATED AUTHORITY AND DECISION MAKING

In accordance with the Council Committees Policy, the Colac Regional Saleyards Advisory Committee will act in an advisory capacity only and have no delegated authority to make decisions. The Colac Regional Saleyards Committee will provide advice to Council to assist in their decision making in matters relating to Colac Regional Saleyards.

Whilst the Colac Regional Saleyards Advisory Committee has no formal authority in relation to other agencies, the nature of the arrangement will enable an opportunity to provide advice to other agencies on matters that relate to Colac Regional Saleyards.

6. MEETING PROCEDURES

The Colac Regional Saleyards Advisory Committee is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

Meetings are to be held at a time and place determined by the Colac Regional Saleyards Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

7. CHAIRPERSON

The position of Chairperson and Deputy Chairperson shall be elected by members of the Advisory Committee annually for a 12 month period. Should the Chairperson and the Deputy Chairperson not be present at a meeting, a Councillor shall be appointed as Chairperson for the purpose of conducting that meeting.

8. AGENDAS AND MINUTES

Agendas and Minutes will be prepared for each meeting of the Colac Regional Saleyards Advisory Committee. The agenda will be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The minutes of each meeting will be prepared by Council officers. Copies of the minutes will be provided to all members no later than 20 business days following each meeting. Minutes including attendance, apologies, issues discussed, recommendations made and action items will all be recorded for each meeting.

Recommendations and/or advice to Council will be provided to Council through its normal meeting cycle at the next available opportunity.

9. VOTING

All members have voting rights. Staff provide support and advice to the Committee and have no voting rights.

In the event of an equality of votes the Chairperson has the casting vote.

10. CONDUCT AND INTEREST PROVISIONS

All Colac Regional Saleyards Advisory Committee members must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

11. GUESTS

The group may invite guests to appear at the meeting via the approval of the Chair. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

12. QUORUM REQUIREMENTS

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations to be valid.

13. COMMUNICATIONS PROTOCOL

All communications to the media regarding the Colac Regional Saleyards Advisory Committee will be through Council. Committee members may not express views on behalf of Committee. Committee members may communicate with the media with regards to issues specific to Colac Regional Saleyards as individuals and/or representing their respective organisations.

14. TERMS OF REFERENCE

The Terms of Reference and objectives of the Colac Regional Saleyards Advisory Committee are to be reviewed by the committee from time to time and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval.

Item: 7.7

Colac Visitor Information Centre - Expression of Interest

OFFICER	Ian Seuren
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Attachment 1 - Council Resolution - Colac Visitor Servicing Review - 14 August 2024 [7.7.1 - 2 pages]

1. PURPOSE

The purpose of this report is to consider the Expressions of Interest received for the Colac Visitor Information Centre and to consider granting a lease for the Colac Visitor Information Centre.

2. EXECUTIVE SUMMARY

At its 14 August 2024 meeting, Council considered the Colac Visitor Servicing Review and resolved to undertake an Expression of Interest (EOI) process to invite submissions for a lease for an operator of the Colac Visitor Information Centre. The resolution set out a number of mandatory and desirable conditions which were included in the EOI document.

At the conclusion of the EOI, submissions were evaluated, and it is recommended that Council enter into a lease with the recommended proponent.

3. RECOMMENDATION

That Council:

- 1. Notes the Expression of Interest process inviting submissions for the lease to operate the Colac Visitor Information Centre.***
- 2. Notes the submissions received in response to the Expression of Interest invitation:***

- a. *Are provided for Councillors information as confidential attachments to this agenda; and*
 - b. *Have been assessed against the criteria included in the 'Invitation for Expression of Interest' document.*
- 3. *Grants a lease to Submitter 1 (as per the confidential attachment to this report) to use the facility located at 58 Queen Street Colac as a visitor information centre, with the following key terms:*
 - a. *Commencement no later than 30 June 2025.*
 - b. *Lease in accordance with the Department Energy, Environment and Climate Action's leasing template and special conditions.*
 - c. *Term of lease is 2 years with 2 options for a further 2 years each.*
 - d. *Rent to be \$1 (exclusive of GST) per year.*
 - e. *Tenant to pay all outgoings.*
 - f. *Tenant to hold \$20 million Public Liability Insurance.*
 - g. *Tenant responsible for all building maintenance.*
 - h. *The Centre opens as a visitor service:*
 - i. *At least 5 days per week, including weekends (other than Christmas Day).*
 - ii. *Opening hours minimum 10am to 4pm.*
 - i. *The Tenant provides equitable advertising access for all businesses in municipality.*
 - j. *The Tenant incorporates a volunteer program to enable community members to support visitor servicing through the Centre.*
 - k. *The employees or volunteers of the Tenant that are responsible for delivery of visitor servicing will participate in training/product awareness at least one (1) day per quarter.*
 - l. *The visitor information centre service provision aligns to local and regional visitor servicing strategies and campaigns.*
- 4. *Authorises the Chief Executive Officer to execute the lease and any ancillary documents on behalf of Council.*
- 5. *Releases the name of the successful lessee and publishes key terms on Council's lease register promptly following execution of the lease.*

4. KEY INFORMATION

The Colac Visitor Information Centre was built in 1987 to support and guide the increasing number of visitors to the region. The Centre offers information on local attractions, accommodation, dining options, and activities, supporting visitors to experience the beauty and charm of the Colac Otway region.

At its 14 August 2024 meeting, Council considered the Colac Visitor Servicing Review and resolved to undertake an Expression of Interest process, seeking submissions from interested parties to for the operation of the Colac Visitor Information Centre. The full resolution is included as Attachment 1.

The Expression of Interest process commenced on the 15 November 2024 and closed on 11 December 2024. A copy of the submissions received are attached as confidential attachments to this report.

An internal assessment panel evaluated the submissions against the evaluation criteria set out in the Expression of Interest document:

- Maximise the financial, economic and/or social return to Council and the community through an operator that is committed to work with the community and local businesses.
- A quality Visitor Information Service inclusive of excellent customer service.
- A credentialed Proponent to operate the Colac Visitor Information Service that can demonstrate:
 - An appropriate level of experience and capability.
 - Capacity to operate the centre including a suitable business plan.
 - Provision of services and products that value add to the visitor servicing model.
- Achieve a relevant and mutually beneficial lease that value adds to Colac and surrounds as a tourism destination.
- Commitment to adhering to the Mandatory requirements.

Council received two submissions from the same proponent, which were essentially the same submission however proposing different governance models.

The submission(s) proposes to revitalise the Colac Visitor Information Centre, with their vision to establish strategic partnerships to transform the Centre into a regional hub promoting Colac and its businesses. The submission seeks to increase the Centre's visibility and connect with the community and visitors.

The submission(s) included the following key aspects:

- **Services:** Retail space with local products, creative workshops, farmers-style markets, industry events, tours, and hire facilities.
- **Branding:** Establishment of a brand to promote the facility and a potential business partnership program.
- **Revenue Streams:** Driven by grants, sponsorships, and partnership programs.

The submission proposes a lease of two years, with options for two additional two-year terms, with a rental amount of \$1 per year.

The submitter proposes to maintain a visitor servicing model in relation to brochure displays and distribution of information in the physical centre. Businesses will be able to display and stock brochures in the centre without incurring a fee, in the allocated brochure displays. Other services, marketing or advertising outside the centre, including online (eg: Social Media, YouTube or TikTok), digital marketing (campaigns, either provided by the centre or in conjunction with other peak bodies), or in print (including banners and flags, publications and newsletters) may incur a cost associated with the production of the material, including any design and production costs. Costs may also be incurred by businesses (via commission, mark ups or as an agent) for products and services sold in a "retail" setting eg: artwork, produce, gifts, and workshops.

The submission(s) includes an operational model that establishes a volunteer program that allows community members to assist with visitor services, including cultivating a team of storytellers and local advocates for the Colac region. This will be achieved by integrating a Volunteer Visitor Ambassador Program into the daily operations of the Centre inclusive of formal and 'on the job' training.

The submission also requests a number of items to be either fully or partially funded by Council, which would assist with the success of the model. These requests total \$80,000 and have been provided as part of the confidential attachment to this report.

The previous resolution of Council at its 14 August 2024 meeting was clear in its direction that a mandatory condition of any proposed lease be that there is no cost to Council beyond its landlord responsibilities. Therefore, it is not recommended that Council contribute to any of the requested items.

5. CONSIDERATIONS

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

Council has undertaken an EOI process in accordance with relevant policies. A quality submission has been received which enables the continuation of visitor servicing through the Colac Visitor Information Centre, with an ambition to provide economic benefits for the local community.

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

Section 115 of the *Local Government Act 2020* provides direction on the process for Council to lease property. The process undertaken to consider a lease of the facility is in accordance with this section of the Act.

The Colac Visitor Information Centre Expression of Interest process has been conducted in accordance with Council's Procurement Policy and Property Leasing Policy.

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

Not applicable to this report.

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

The Colac Visitor Servicing Review included a community consultation phase, with the community expressing support for the continuation of the Colac Visitor Information Centre service, including the use of volunteers. The recommended proposal aligns with feedback from members of the community through the visitor servicing review engagement.

Public Transparency (s58 LGA 2020)

The submission mentioned in this report are contained in a confidential attachment due to the commercial information contained in each document. It is proposed that the successful proponent and the key terms of the lease will be made public on Council's website upon execution of the lease.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

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

Objective 4: Colac Otway Shire is a destination to visit

Theme 3 – Healthy and Inclusive Community

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

Financial Management (s101 Local Government Act 2020)

The recommended submission proposes a rental amount of \$1 (excluding GST) per year. The submission acknowledges and accepts the mandatory condition in the EOI document that there is no cost to Council beyond its landlord responsibilities.

Service Performance (s106 Local Government Act 2020)

Entering into a lease with the preferred proponent will enable visitor information services to continue through a standalone facility, without the requirement of Council to provide these services. The lease would include requirements to provide relevant data for Council to understand how services are being provided and to who.

The preferred proponent has confirmed through the EOI process that it will provide equitable advertising access for all local businesses to the display and distribution of information through the Centre.

Risk Assessment

Risks have been considered and built into the EOI documentation. A key risk is ensuring that the proponent aligns service delivery with local, regional and statewide visitor servicing strategies. The preferred proponent has confirmed that they will align with such strategies.

Communication/Implementation

Following Council's consideration of this matter, the submitter(s) to this process will be informed of the decision. Following the execution of the lease, the community and key stakeholders will be informed of the successful lessee and key terms of the lease. This information will also be published on Council's website.

Human Rights Charter

The Human Rights Charter has been considered, and no person's Human Rights have been diminished in the report.

Officer General or Material Interest

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

Options

Option 1 – Support entering into a lease for the Colac Visitor Information Centre with the preferred proponent.

This option is recommended as the recommended proponent has submitted a strong proposal that will continue to provide a visitor information service in Colac. The proposal meets the mandatory and desirable requirements as stated in the EOI and has been assessed favourably against the assessment criteria.

Option 2 – Do not enter into a lease with for the Colac Visitor Information Centre and conclude the Expression of Interest process.

This option is not recommended as a quality submission has been received through the EOI process, which is in accordance with the previous resolution of Council. This allows the Colac Otway municipality to continue to provide visitor servicing through the Colac Visitor Information Centre, however, reduces the financial contribution from Council.

Attachment 1:

Council Resolution – Colac Visitor Servicing Review – 14 August 2024

That Council:

- 1. Notes the findings presented in the Discussion Paper – Colac Visitor Servicing Review (Attachment 1) and thanks local businesses and community for their feedback following the public exhibition process.***
- 2. Notes the strategic objective of Council's visitor servicing function is to stimulate the local economy through increasing visitor spend, length of stay and seasonal/geographic dispersal.***
- 3. Notes that there are a range of visitor servicing options available to Council as outlined in the Colac Visitor Servicing Review – Options Analysis (Attachment 2).***
- 4. Notes that Great Ocean Road Regional Tourism is undertaking work to increase focus on Colac including the development of an enhanced website presence and greater focus on Colac based promotional campaigns in collaboration with local businesses, and this addresses one matter raised through several submissions.***
- 5. Determines to undertake an Expression of Interest process to invite submissions for a lease for a VIC operator with the following minimum requirements:***
 - a. Mandatory conditions:***
 - i. Open at least 5 days per week, including weekends (other than Christmas Day).***
 - ii. Opening hours minimum 10am to 4pm.***
 - iii. Equitable advertising access for all businesses in municipality.***
 - iv. Participate in training/product awareness – at least 1 day per quarter.***
 - v. No cost to Council beyond its landlord responsibilities.***
 - b. Desirable conditions:***
 - i. Incorporation of a volunteer program to enable community members to support visitor servicing***
- 6. Agrees that the Expression of Interest process will commence as soon as practicable after the 28 October 2024 to enable the newly-elected Council to consider submissions as early as possible in its term.***
- 7. Continues to operate in the interim, Colac Visitor Information Centre with paid staff until 30 June 2025 under the current operating arrangements.***

- 8. Introduce the following alternate visitor servicing initiatives as soon as Council ceases to directly operate the Colac Visitor Information Centre:**
 - a. Business Partnering – \$15,000**
 - b. Colac tourism product development initiatives eg: business case/concept design to support future funding applications – \$25,000**

Item: 7.8

Regional Community Sports Infrastructure Fund Round 2 - Proposed Funding Applications

OFFICER	Nicole Frampton
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Regional Community Sports Infrastructure Fund Round 2 - Program Details - Projects [7.8.1 - 7 pages]

1. PURPOSE

To consider potential applications to the Victorian Government's Regional Community Sports Infrastructure Fund Round 2.

2. EXECUTIVE SUMMARY

The Regional Community Sports Infrastructure Fund (RCSIF) Round 2 opened on 28 October 2024 and is open to rural and regional Local Government Authorities and Alpine Resorts to deliver new and upgraded community sports and active recreation infrastructure.

Applications to Sport and Recreation Victoria (SRV) grant programs require a high level of pre-planning, project scoping and community engagement to be undertaken, as well as confirmations of a commitment to providing matching funding and underwriting the projects to ensure successful completion. Any projects that receive funding under the RCSIF program must be capable of being completed within 24 months of receipt of the grant.

This report recommends that Council applies for funding for several projects across the shire.

3. RECOMMENDATION

That Council:

- 1. Endorses the following projects to be submitted to the Victorian Government's Regional Community Sports Infrastructure Fund Round 2:***

- a. *Eastern Reserve Netball Courts Lighting Upgrade project, to be submitted under the Women and Girls Facilities Stream, seeking a Victorian Government Grant of \$128,000 (excluding GST), with a Council contribution of up to \$32,000 (excluding GST).*
 - b. *Gellibrand Recreation Reserve Netball Courts Lighting Upgrade project, to be submitted under the Women and Girls Facilities Stream, seeking a Victorian Government Grant of \$138,666 (excluding GST), with a local contribution from the Otway Districts Football Netball Club of up to \$34,667 (excluding GST).*
 - c. *Irrewillipe Recreation Reserve Netball Courts Lighting Upgrade and Shelter Installation project, to be submitted under the Women and Girls Facilities Stream, seeking a Victorian Government Grant of \$158,914 (excluding GST), with a Council contribution of up to \$24,728 (excluding GST) and local contribution from the Western Eagles Football Netball Club of \$15,000 (excluding GST).*
 - d. *Apollo Bay Recreation Reserve Cricket Nets Upgrade project, to be submitted under the Community Facilities Stream, seeking a Victorian Government Grant of \$327,647 (excluding GST), with a Council contribution of up to \$34,297 (excluding GST) and a local contribution of \$47,615, inclusive of Cricket Australia grant (excluding GST).*
 - e. *Lake Colac Foreshore Regional Playspace Design project, to be submitted under the Planning Stream, seeking a Victorian Government Grant of \$40,000 (excluding GST), with a Council contribution of up to \$60,000 (excluding GST).*
2. *Notes that it has previously agreed to allocate up to \$40,000 (excluding GST) as a matching contribution to deliver the Eastern Reserve Netball Courts Lighting Upgrade project, with its matching financial contribution to be sourced from Council's Unallocated Renewal Funds.*
3. *Notes that the application for the Gellibrand Recreation Reserve Netball Lighting Upgrade project under the Regional Community Sports Infrastructure Fund Round 2 program will be subject to confirmation in writing from the Otway Districts Football Netball Club of their financial contribution.*
4. *Notes that the application for the Irrewillipe Recreation Reserve Netball Courts Lighting Upgrade and Shelter Installation project under the Regional Community Sports Infrastructure Fund Round 2 program will require a Council contribution of up to \$24,728 (excluding GST) to be provided from Council's Unallocated Renewal Funds.*

5. *Notes that the application for the Irrewillipe Recreation Reserve Netball Courts Lighting Upgrade and Shelter Installation project under the Regional Community Sports Infrastructure Fund Round 2 program will be subject to confirmation in writing from the Western Eagles Football Netball Club of their financial contribution.*
6. *Notes that it has previously allocated \$34,297 (excluding GST) to the Apollo Bay Recreation Reserve Cricket Nets Upgrade project in the 2024-25 Council Budget.*
7. *Notes that the application for the Apollo Bay Recreation Reserve Cricket Nets Upgrade project under the Regional Community Sports Infrastructure Fund Round 2 program will be subject to confirmation in writing from the Apollo Bay Cricket Club of their financial contribution, including confirmation of the Cricket Australia grant.*
8. *Notes that the application for the Lake Colac Foreshore Regional Playspace Design project under the Regional Community Sports Infrastructure Fund Round 2 program will require a Council contribution of up to \$60,000 (excluding GST) to be provided from the Unallocated Discretionary Funds.*
9. *Notes that it will be required to underwrite the endorsed projects as per standard funding agreement obligations.*
10. *Notes that the Great Ocean Road Coast and Parks Authority, which is responsible for the management of the Apollo Bay Recreation Reserve, has agreed to project manage and underwrite costs for the Apollo Bay Recreation Reserve Cricket Nets Upgrade project.*
11. *Authorises the Chief Executive Officer to submit applications for the endorsed projects to the Regional Community Sports Infrastructure Fund Round 2.*
12. *Authorises the Chief Executive Officer to enter into a funding agreement should the applications for the endorsed projects be successful.*
13. *Transfers the allocated funds for the endorsed projects to the Strategic Project Reserve, with funds held until the outcomes of the applications are known, and released back to its source for any unsuccessful project applications.*

4. KEY INFORMATION

The Regional Community Sports Infrastructure Fund (RCSIF) Round 2 is a competitive funding program which aims to:

- Provide additional participation opportunities through the development of multi-use community sport and active recreation infrastructure.

- Increase participation opportunities for people with disability and other individuals and groups who participate less, including socio-economically disadvantaged communities.
- Provide equitable and inclusive participation opportunities for women and girls in community sport and active recreation.
- Increase local economic activity.
- Ensure Victoria has modern, accessible and welcoming places and spaces for sport and active recreation.
- Provide new active recreation opportunities through the appropriate design and usage of community sport and active recreation infrastructure.

The program's guidelines can be found at the following weblink – [Regional Community Sports Infrastructure Fund | Sport and Recreation Victoria](#). Round 2 of the RCSIF has six categories offering between \$40,000 up to \$5 million. Attachment 1 to this report (Table 1) outlines the categories, maximum grants, funding ratios for regional and rural Victoria, and contributions required.

A review of recreation reserve and open space specific master plans, the Public Open Space Strategy, relevant G21 sports-specific strategies relating to facility improvements, and club requests received by Council was undertaken to determine if there were any suitable projects that could be eligible to be submitted to Round 2 of the RCSIF program.

Club requests for improved infrastructure have been received from:

- The Colac Summer Netball Association and Colac and District Netball Association (winter) to upgrade the lighting for the netball courts at Eastern Reserve.
- Otway Districts Football Netball Club to upgrade the lighting for the Gellibrand Recreation Reserve netball courts.
- Western Eagles Football Netball Club to upgrade the lighting and install player/official shelters for the Irrewillipe Recreation Reserve netball courts.
- Apollo Bay Cricket Club to upgrade the cricket nets at the Apollo Bay Recreation Reserve.

In reviewing these requests against the program guidelines and discussing the potential projects with SRV Barwon Southwest staff, these projects would be eligible to apply for funding under the program.

Attachment 1 of this report (Table 2) includes a full list of projects that can be 'grant ready' by the program closing date, which is 17 March 2025.

Table 3 of the attachment identifies projects from master plans and club requests that would need further work to be 'funding ready' for future rounds of sporting infrastructure funding programs. Whilst there are a number of worthwhile projects listed, they are not considered to be ready to submit to this funding program due to a lack of design and investigative work. The table also includes other projects that are considered important projects, however, do not align to the objectives and criteria of this particular funding program.

Summary of recommended projects for each category of the RCSIF

Funding Stream Category	Grant Details	Grant Ready Project	Total Project Cost	Grant Request	Club Contribution	Council Contribution
Indoor Stadiums and Aquatic Facilities	One application per LGA/ARV Up to \$5 million for Indoor Stadium or Indoor Aquatic Facilities Or Up to \$3 million for Outdoor Aquatic Facilities SRV \$3 to Local \$1	None identified	N/A	N/A	N/A	N/A
Women and Girls Facilities	Unlimited no. of applications but cannot exceed \$1 million in total across all applications per LGA Up to \$1 million per project Ratio: SRV \$4 to Local \$1	Eastern Reserve Netball Courts Lighting Upgrade	\$160,000	\$128,000	N/A	\$32,000 It is a requirement of the funding program that Council underwrite the project.
Women and Girls Facilities	As above	Gellibrand Recreation Reserve Netball Courts Lighting Upgrade	\$173,333	\$138,666	\$34,667	Nil It is a requirement of the funding program that Council underwrite the project.
Women and Girls Facilities	As above	Irwillipe Recreation Reserve Netball Courts Lighting Upgrade and Shelter Installation	\$198,642	\$158,914	\$15,000	\$24,728 It is a requirement of the funding program that Council underwrite the project.

Funding Stream Category	Grant Details	Grant Ready Project	Total Project Cost	Grant Request	Club Contribution	Council Contribution
Community Facilities	<p>Unlimited no. Of applications but cannot exceed \$1 million in total across all applications per LGA/ARV</p> <p>Up to \$1 million per project</p> <p>Ratio: SRV \$4 to Local \$1</p>	Apollo Bay Recreation Reserve Cricket Nets Upgrade	\$409,559	\$327,647	\$7,615 + \$40,000 (Cricket Australia grant)	<p>\$34,297</p> <p>It is a requirement of the funding program that the project be underwritten by the local Authority.</p>
Planning	<p>One application per LGA</p> <p>Up to \$40,000</p> <p>Ratio: SRV \$4 to Local \$1</p>	Lake Colac Foreshore Regional Playspace Design	\$100,000	\$40,000	N/A	<p>\$60,000</p> <p>It is a requirement of the funding program that Council underwrite the project.</p>
All Abilities Infrastructure	<p>Unlimited but cannot exceed \$1 million in total across all applications per LGA</p> <p>Up to \$1 million per project</p> <p>Ratio: SRV \$4 to Local \$1</p>	None identified	N/A	N/A	N/A	N/A
All Abilities Participation	<p>One All Abilities Participation Initiative Request per infrastructure application (excluding application to the Planning stream)</p> <p>Up to \$50,000 per Participation Initiative Request</p>	None identified	N/A	N/A	N/A	N/A
TOTAL			\$1,041,534	\$793,227	\$97,282	\$151,025

5. CONSIDERATIONS

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

This report aligns with all overarching governance principles as it explores opportunities for potential grant applications and upgrades to community sporting and recreation infrastructure in an open, transparent and strategic manner.

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

Not applicable.

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

Not applicable.

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

The recommended projects for the RCSIF Round 2 program have all been subject to club involvement and where required, broader community engagement has occurred.

The identified projects that need more work to be 'funding ready', would need additional project-specific community consultation to be eligible for future grant applications to Sport and Recreation Victoria.

Public Transparency (s58 LGA 2020)

A list of proposed projects for the RCSIF Round 2 program, along with a potential future pipeline list of projects, are presented within this report to ensure decisions on priority setting are discussed and undertaken in an open forum.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

Theme 2 - Valuing the Natural and Built Environment

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

Theme 3 – Healthy and Inclusive Community

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

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

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

There are a range of documents supporting Council's approach to the management, provision of and future planning for sports and physical activity infrastructure. They include but are not limited to the Colac City Reserves Planning Project (reserve specific masterplans), other reserve and open space master plans, the Public Open Space Strategy and relevant G21 sports-specific strategies.

Financial Management (s101 Local Government Act 2020)

A number of community sports facilities across the shire are ageing and don't meet modern day community expectations and sport requirements. Grant programs such as the RCSIF program are a way that Council can seek funding to upgrade or replace ageing infrastructure with fit-for-purpose sport, recreation and community facilities.

Project cost estimates which are supported by quotes have informed the project budgets for each of the projects proposed for applying under the RCSIF Round 2 program. The project budgets include costs for construction along with project management costs (up to 7.5%) and provide healthy project contingencies.

Matching funding proposed to be provided by Council has been outlined in the recommendations. To provide further confidence that the endorsed projects can proceed, it is a requirement that Council confirm the funding commitment to deliver the project, as well as underwrite any cost escalations to deliver the scope outlined in the project application.

Council has sufficient funds available in its Unallocated Renewal Funds and Unallocated Discretionary Funds to cover the contributions as recommended in this report. Council's agreed contributions to the endorsed projects will be transferred to the Strategic Project Reserve and available for the projects if applications are successful. If applications aren't successful for any of the projects, the funds will be returned to their source.

Service Performance (s106 Local Government Act 2020)

This report seeks to assist Council with its future planning for sporting, recreation and community infrastructure to ensure that residents of all ages have access to fit-for-purpose facilities, aligning with the service performance standards.

Risk Assessment

Not applicable.

Communication/Implementation

Communication with a range of community and sporting groups has occurred in assessing potential grant applications to the RCSIF Round 2 program.

Council officers will work closely with the tenant clubs for the endorsed projects to submit a competitive application.

Human Rights Charter

This report notes that there is a range of active sporting and recreation infrastructure that are no longer compliant with modern expectations for users. This includes matters relating to player safety, and disability and gender-equitable access. Future planning for upgrades of sporting, recreation and community infrastructure will assist Council to provide compliant and fit-for-purpose facilities.

Officer General or Material Interest

General Manager Community and Economy Ian Seuren declared a General Conflict of Interest under the *Local Government Act 2020* as his family are members of the Colac Cricket Club which is a tenant club at the Lake Oval. There are two projects at the Lake Oval that were considered by officers but are not recommended for application to the RCSIF Round 2.

Options

Option 1 – Authorise the Chief Executive Officer to submit applications for the nominated projects to the Regional Community Sports Infrastructure Fund Round 2 as presented.

This option is recommended as the nominated projects align with strategic direction, meet the program's guidelines and criteria, and are achievable in the timeframes of the program. The nominated projects are supported by planning to a sufficient level of detail to be submitted for funding and will deliver a range of benefits to the community and user groups. If successful, it will see external funding provided to assist in the delivery of these projects.

Option 2 – Authorise the Chief Executive Officer to submit a lesser amount of nominated project applications to the Regional Community Sports Infrastructure Fund Round 2.

This option is not recommended as it would mean that an opportunity to obtain external grant funding to assist in the delivery of a much-needed project may be missed. The proposed nominated projects meet the program's criteria, and the total amount requested is within the stream funding threshold, with a small contribution from Council and the community.

Option 3 – Authorise the Chief Executive Officer to submit applications for alternative projects to the Regional Community Sports Infrastructure Fund Round 2.

This option is not recommended as there are no other identified projects that align with the RCSIF program's investment priorities and meet the funding criteria that have been sufficiently planned and scoped.

Option 4 – Do not authorise the Chief Executive Officer to submit any applications to the Regional Community Sports Infrastructure Fund Round 2.

This option is not recommended as it would mean that an opportunity to obtain external grant funding to assist in the delivery of the projects may be missed.

Table 1: RCSIF Round 2 categories, grant amounts and funding ratios		
Funding Stream Category	Number of Applications allowed	Maximum total grant amount per applicant Funding Ratios for Regional and Rural Victoria
1. Indoor Stadiums and Aquatic Facilities	One application per LGA/ARV	Up to \$5 million for Indoor Stadium or Indoor Aquatic Facilities Or Up to \$3 million for Outdoor Aquatic Facilities SRV \$3 to Local \$1
2. Community Facilities	Unlimited but cannot exceed \$1 million in total across all applications per LGA/ARV	Up to \$1 million SRV \$4 to Local \$1
3. Women and Girls Facilities	Unlimited but cannot exceed \$1 million in total across all applications per LGA/ARV	Up to \$1 million SRV \$4 to Local \$1
4. Planning	One application per LGA/ARV	Up to \$40,000 SRV \$4 to Local \$1
5. All Abilities Infrastructure	Unlimited but cannot exceed \$1 million in total across all applications per LGA/ARV	Up to \$1 million SRV \$4 to Local \$1
6. All Abilities Participation	One All Abilities Participation Initiative Request per infrastructure application (excluding application to the Planning stream)	Up to \$50,000 per Participation Initiative Request Local contribution not required although encouraged

Table 2: Projects that can be 'grant ready' by 17 March 2025

Project and Details	Opportunities	Challenges	Estimated Project Cost
1. Eastern Reserve Netball Courts Lighting Upgrade			
<p>Replace the existing halogen lighting to a LED lighting system to provide compliant match standard netball lighting.</p> <p>An application for this project has been submitted to Country Football and Netball Program (CFNP). Announcements under this program are expected from February 2025 onwards.</p> <p>The existing lighting is failing, and lux levels no longer meet Australian Standards for competition.</p> <p>Replacement of the existing halogen globes/fixtures is no longer possible. To provide compliant match standard lighting, the existing globes and fixtures must be upgraded to a LED system.</p>	<p>If unsuccessful under the Country Football Netball Program (CFNP), the project would be suitable under the <i>Women and Girls Facilities Stream</i>.</p> <p>This is a Council asset. Assistance from this program will permit the lighting system to be upgraded to a more efficient system with minimal cost to Council and the user groups.</p> <p>The project ensures netball activities can continue at the courts and the longevity of the successful winter and summer netball competitions at the venue.</p> <p>The project supports existing participation and will support potential growth in the sport of netball.</p>	<p>The user groups cannot afford to upgrade the netball lighting without financial support.</p> <p>The current lighting is not compliant to competition standard and the use of this venue for the 2025 winter netball competition may not be able to occur under the current lighting levels.</p> <p>If unsuccessful through the CFNP or RCSIF, Council would need to consider allocating funding to replace the lighting so that this venue can continue to host night competitions.</p>	<p>An application under RCSIF would be subject to being able to address feedback received for the application being unsuccessful through the CFNP.</p> <p>Quotes and supporting documentation previously obtained for CFNP application.</p> <p>Estimated total project cost: \$160,000</p> <p>Grant request: \$128,000</p> <p>Council contribution: \$32,000</p> <p>It is a requirement of the funding program that Council underwrite the project.</p>

Table 2: Projects that can be 'grant ready' by 17 March 2025			
Project and Details	Opportunities	Challenges	Estimated Project Cost
2. Gellibrand Recreation Reserve Netball Courts Lighting Upgrade			
<p>Replace the existing halogen lighting to a LED lighting system to provide compliant match standard netball lighting.</p> <p>The existing lighting is failing, and replacement halogen globes can no longer be sourced. Netball court lux levels no longer meet Australian Standards.</p> <p>An application for this project has been submitted to the Country Football and Netball Program (CFNP). Announcements under this program are expected from February 2025 onwards.</p>	<p>If unsuccessful under the CFNP, the project would be suitable under the <i>Women and Girls Facilities Stream</i>.</p> <p>This is not a Council asset and as such the tenant club/reserve committee are responsible for upgrading the reserve's infrastructure. The current lighting system can be upgraded to a more efficient system with minimal cost to the user groups/reserve committee.</p> <p>Provides netball participants with safe training facilities and ensures club night netball activities can continue at the site.</p>	<p>The club cannot afford to upgrade the netball lighting without applying for funding.</p> <p>Full use of the netball courts and netball training activities are becoming limited at night due to the non-compliant existing lighting, which is impacting club activities.</p> <p>If successful in receiving funding, Council will be required to lead the project delivery.</p>	<p>An application under RCSIF would be subject to being able to address feedback received for the application being unsuccessful through the CFNP.</p> <p>Quotes and supporting documentation previously obtained for CFNP application.</p> <p>Estimated total project cost: \$173,333</p> <p>Grant request: \$138,666</p> <p>Local user group contribution: \$34,667</p> <p>Council contribution: It is a requirement of the funding program that Council underwrite the project.</p>

Table 2: Projects that can be 'grant ready' by 17 March 2025			
Project and Details	Opportunities	Challenges	Estimated Project Cost
3. Irrewillipe Recreation Reserve Netball Courts Lighting Upgrade and Shelter Installation			
<p>Replace the existing halogen lighting to a LED lighting system to provide compliant match standard netball lighting and install player and official shelters for the second netball court.</p> <p>The existing lighting is failing, and replacement halogen globes can no longer be sourced. Netball court lux levels no longer meet Australian Standards.</p> <p>Player and official shelters need to be installed to the second netball court so it can be used for match activities.</p>	<p>The project would be suitable under the <i>Women and Girls Facilities Stream</i>.</p> <p>This is a Council asset. With assistance from this program, the lighting system can be upgraded to a more efficient system with minimal cost to Council and the user groups.</p> <p>As part of the project player and official shelters would be installed to comply with match requirements.</p> <p>Provides netball participants with safe training facilities and ensures club night netball activities can continue at the site.</p>	<p>The club cannot afford to upgrade the netball lighting and install the player/official shelters without applying for funding.</p> <p>Full use of the netball courts for netball training activities are becoming limited at night due to the non-compliant existing lighting which is impacting club activities.</p> <p>Player and official shelters need to be installed for the second court to be able to be used for match activities.</p>	<p>Quotes and supporting documentation in the process of being obtained.</p> <p>Estimated total project cost: \$198,642</p> <p>Grant request: \$158,914</p> <p>Local contribution required: \$39,728</p> <ul style="list-style-type: none"> • Council \$24,728 • Club \$15,000 <p>Council contribution: It is a requirement of the funding program that Council underwrite the project.</p>

Table 2: Projects that can be 'grant ready' by 17 March 2025			
Project and Details	Opportunities	Challenges	Estimated Project Cost
4. Apollo Bay Recreation Reserve Cricket Nets Upgrade			
<p>To construct a 3-lane cricket training nets at the Apollo Bay Recreation Reserve.</p> <p>The existing 2-lane structure is of a poor condition and unsafe to users. The current 2-lane configuration does not support club participant numbers/teams.</p>	<p>Project would be suitable under the Community Facilities Stream.</p> <p>Th project is identified as a high priority in the Apollo Bay Recreation Reserve Master Plan.</p> <p>The local club has been scoping the project and seeking quotes to complete the works.</p> <p>Great Ocean Road Coast and Parks Authority (GORCAPA) is the land manager and has previously provided landowner consent for the project. GORCAPA previously agreed in-principle to underwrite the project and cost escalations as well as to manage and deliver the project in partnership with the club.</p> <p>Only Local Government Authorities can apply for funds through this program. Colac Otway Shire would be applying for the funds on behalf of GORCAPA.</p>	<p>The club cannot afford to replace the cricket infrastructure without applying for funding.</p> <p>The current cricket lane run-ups do not comply with relevant sports facility guidelines. Cricket Australia is supportive of the project with the club successful in receiving a grant for the project.</p>	<p>Quotes and supporting documentation in the process of being obtained.</p> <p>Estimated total project cost: \$409,559</p> <p>Grant request: \$327,647</p> <p>Local contribution required: \$81,912</p> <ul style="list-style-type: none"> Cricket Aust Grant: \$40,000 Club: \$7,615 Council: \$34,297 <p>Local Authority Contribution (GORCAPA): It is a requirement of the funding program that the project be underwritten by the local Authority</p>

Table 2: Projects that can be 'grant ready' by 17 March 2025			
Project and Details	Opportunities	Challenges	Estimated Project Cost
5. Lake Colac Foreshore Regional Playspace Design			
Undertake design process including community engagement to develop schematic designs for regional playspace as identified in the 2024 Colac Botanic Gardens Master Plan.	<p>The project would be suitable for the RCSIF under the Planning Stream.</p> <p>The project would support the progression of implementation of the Colac Botanic Gardens Master Plan.</p> <p>Enables Council to adequately scope the project by completing necessary site investigations, schematic designs, elevations and provide QS cost estimates for the future construction of a regional playspace.</p>	The cost to complete the design process to enable a project to be "funding" ready would be in the vicinity of \$100,000. This stream will only provide a contribution of up to \$40,000, with Council needing to provide the additional funding required to undertake the design process for a new regional playspace.	<p>If there is an indication of support for this project, quotes to undertake the design process would be obtained.</p> <p>Estimated total project cost: \$100,000</p> <p>Grant request: \$40,000</p> <p>Council Contribution: \$60,000</p> <p>It is a requirement of the funding program that Council underwrite the project.</p>

Table 3: Identified projects (i.e. masterplans) that need work to be 'funding ready'	
Projects	Work required to be 'funding ready'
Irrewillipe Recreation Reserve pavilion upgrade – construction	Design project almost complete, RCSIF maximum grant available would be insufficient to construct the new facilities.
Elliminyt Recreation Reserve pavilion upgrade – construction	Design project almost complete, RCSIF maximum grant available would be insufficient to construct the new facilities.
Birregurra Recreation Reserve pavilion upgrade – construction	Design process underway, RCSIF maximum grant available would be insufficient to construct the new facilities.
Forrest Common Playspace redevelopment	Requires funding for further design and required supporting documentation. Potentially could consider through the Planning Stream, however Lake Colac Foreshore / Botanic Gardens playspace considered a stronger project.
Colac Bike Park construction	Design project about to commence, design process and development of required supporting documentation needs to be completed prior to applying for funding for the construction of a bike park. Could be considered for a future round of the funding program.
Birregurra Bike Park construction	Design project underway by the Birregurra community and supported by Council, design process and development of required supporting documentation needs to be completed prior to applying for funding for the construction of a bike park. Could be considered for a future round of the funding program.
Lake Oval drainage upgrade	Requires funding for design and cost estimates for construction. The project would enable additional use of oval during winter period.
Trinity College modular/prefabricated change rooms to accommodate competition soccer use of facilities	Initial discussions had with Trinity College, however, requires Trinity College shared use/joint use facilities agreement, detailed area schedule and site investigations before funding ready.
Lake Oval pavilion design project	Requires funding for architectural design and required supporting documentation. Potentially could consider through the Planning Stream however Botanic Gardens playspace considered a stronger project.
Western Reserve pavilion (oval change rooms) design project	Requires funding for architectural design and required supporting documentation. Potentially could consider through the Planning Stream however Botanic Gardens playspace considered a stronger project.
Western Reserve netball courts and lights	Requires funding for site investigations, design and cost estimates for construction.
Bluewater Stadium air-conditioning / cooling system	Project discussed with SRV representatives. Feedback was that a stand-alone air-conditioning / cooling system upgrade is highly unlikely to be competitive under the Indoor Stadiums and Aquatic Facilities Stream. The project does not strongly align with the stream's investment priorities when compared to projects that deliver new or expanded indoor court capacity. A facility power upgrade may be required subject to the type of system required to accommodate the cooling system (i.e. 3-phase power may be required), depending on the type of system.

Item: 7.9

Letter from Minister of Local Government

OFFICER	Anne Howard
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. SIGNED - Letter from the Hon Melissa Horne M P, Minister for Local Government - CMI N-2-24-25250 [7.9.1 - 3 pages]

1. PURPOSE

The purpose of this report is to enable Council to formally respond to the Minister of Local Government's letter dated 26 November 2024.

2. EXECUTIVE SUMMARY

The Minister for Local Government wrote to all Colac Otway Shire Councillors on 26 November 2024 (attachment 1). The Minister's letter sets out a range of governance matters and expectations of Councillors for their Council term. The Minister's letter indicates that a response is expected from Council within four months of the receipt of the letter.

3. RECOMMENDATION

That Council:

- 1. Notes the letter to all Colac Otway Shire Councillors, dated 26 November 2024 (attachment 1) from the Minister for Local Government outlining the Minister's expectations of councillors during this Council term.***
- 2. Notes that the Minister expects Council to respond to the letter within four months of their letter.***
- 3. Authorises the Mayor to respond to the Minister on behalf of Council through a letter confirming that Colac Otway Shire Councillors are committed to:***
 - a. Achieving the expectation set out in the letter that all councillors treat other councillors, members of council staff, the municipal community,***

and members of the public “with dignity, fairness, objectivity, courtesy and respect” which is consistent with the oath of office already taken by all councillors following their election.

- b. Considering advice provided by the Municipal Monitor to Council and/or Councillors, including any recommendations noted in any interim or final report, in a timely manner following receipt of the Municipal Monitor’s report.***

4. KEY INFORMATION

The Minister for Local Government wrote to all Colac Otway Shire Councillors on 26 November 2024 (attachment 1). It is understood that all newly elected Councillors across Victoria received similar letters.

The Minister’s letter sets out a range of governance matters and expectations of Councillors. The letter also makes reference to the appointment of a municipal monitor at Colac Otway Shire. At the time of preparing this report the Council has not received the monitor’s report but understands that it will provide a roadmap for Council to strengthen its governance and ability to deliver important outcomes for its community.

The Minister’s letter indicates that a response is expected from Council within four months of the receipt of the letter and this report enables Council to prepare an appropriate response.

5. CONSIDERATIONS

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

Council’s decisions should aim to achieve the best outcomes for the municipal community, including future generations.

The Minister’s letter reminds Councillors of several governance and conduct matters that will help Councillors work with this important principle. The letter also points out that appointment of the municipal monitor was aimed at supporting Councillors *“to build strong governance and a positive working environment to ensure that Council will deliver the best outcomes for your municipality and maintain public confidence”*.

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

The Minister’s letter reminds Councillors of *“the importance of performing their duties in accordance with the Local Government Act 2020”* and that they are required to comply with the Model Councillor Code of Conduct. The monitor’s report and recommendations, when received, are expected to provide Councillors with valuable advice about how they can effectively perform their role.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

Council's consideration of the Minister's letter and its response is transparent to the community via this report and its consideration at a meeting open to the public.

Financial Management (s101 Local Government Act 2020)

The recommendation of this report does not have any financial implications. Any financial implications arising from the monitor's report will be addressed when it is considered.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

The Minister's letter highlights that *"Councils have the same obligations and duty of care as any employer under the occupational health and safety legislation" and that Councils "must provide and maintain a work environment for their employees that is safe and without risks to health"*.

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.



The Hon Melissa Horne MP

Minister for Casino, Gaming and Liquor Regulation
Minister for Local Government
Minister for Ports and Freight
Minister for Roads and Road Safety

121 Exhibition Street
Melbourne, Victoria 3000 Australia

Ref: CMIN-2-24-25250

Dear Councillor

Congratulations on your recent election to council.

As you prepare to take up the responsibilities and challenges of your role, I wish to take this opportunity to convey my expectations regarding your performance and leadership in the community.

The Allan Labor Government recognises the important work that councils do in making decisions and setting priorities for the benefit of their local communities. This requires balancing local priorities and community interests.

My priorities for local government in the coming year are to improve governance and accountability; transparency and efficiency; and representation and inclusion. Good governance is critical to ensure that councils make sound decisions and deliver the services that communities need.

All councillors must perform their duties in accordance with the *Local Government Act 2020* (the Act) and exhibit the high personal standards of conduct that are warranted as elected representatives. As a councillor, you play an important role in ensuring your fellow councillors understand and properly carry out their statutory responsibilities. I strongly encourage you to work closely with your Chief Executive Officer to achieve this end.

The Victorian Government recently implemented a range of reforms to strengthen governance, integrity, and councillor conduct. These reforms include the introduction of a Model Councillor Code of Conduct, mandatory training for councillors and mayors, and greater powers to suspend and disqualify councillors who are creating a serious risk to the health and safety of others or are preventing the council from performing its functions.

Councillors are required to comply with the Model Councillor Code of Conduct which includes the mandatory standards of conduct prescribed by the Act. The Model Code of Conduct is available here:

https://www.localgovernment.vic.gov.au/data/assets/pdf_file/0009/211230/Model-Councillor-Code-of-Conduct.pdf.

I encourage you to fully immerse yourself in the councillor training program to familiarise yourself with the new responsibilities that come with your role and start your four-year term with a strong foundation of knowledge.

A focus on good governance is crucial to achieving the best outcomes for your community; promoting economic, social, and environmental sustainability; and ensuring Council's financial viability. As such, councillors should avoid involving themselves in operational matters and focus on strategic governance for the whole municipality.

The municipal monitor appointed to your council will support you to build strong governance and a positive working environment. A strong culture of respect is fundamental to good working relationships within council. This will ensure that council will deliver the best outcomes for your municipality and maintain public confidence.

It is my expectation that all councillors treat other councillors, members of council staff, the municipal community, and members of the public with dignity, fairness, objectivity, courtesy and respect.

The Act establishes a framework for managing councillor conduct issues. I encourage all councillors to use internal dispute resolution processes when appropriate and to familiarise themselves with the councillor conduct framework that can be found here:

<https://www.localgovernment.vic.gov.au/council-governance/councillor-conduct-framework-and-councillor-conduct-panels>.

Where councillors fail to conduct themselves in a manner appropriate to their role, they will be held accountable.

I also take this opportunity to remind you that councils have the same obligations and duty of care as any employer under the occupational health and safety legislation. Councils must provide and maintain a work environment for their employees that is safe and without risks to health. It must also ensure that other people are not exposed to risks to their health or safety arising from the undertaking of council activities. It is important that local governments reflect the communities they serve, and an inclusive, safe, and sustainable culture is in everyone's best interests.

I expect Council, within four months of receipt of this letter, to provide a response on the Council's commitment to achieve the expectations set out in this letter. The response should also include your council's commitment from that it will consider and adopt any advice provided to the previous council by the municipal monitor, including any recommendations noted in the final report / interim report.

I wish you all the best in your role as councillor.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Melissa Horne'.

The Hon. Melissa Horne MP

Minister for Casino, Gaming and Liquor Regulation

Minister for Local Government

Minister for Ports and Freight

Minister for Roads and Road Safety

Date: 26/11/2024

Item: 7.10

Adoption of Revised Audit and Risk Committee Charter

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Draft Audit and Risk Committee Charter - Watermarked [7.10.1 - 15 pages]

1. PURPOSE

To consider the adoption of Council's revised Audit and Risk Committee Charter.

2. EXECUTIVE SUMMARY

In accordance with Section 54(2) of the *Local Government Act 2020* Council must prepare and approve an Audit and Risk Committee Charter.

The current Charter was reviewed and adopted by Council on 28 September 2022.

Officers reviewed the Charter by comparing it with best practices from the Local Government Inspectorate website and other regional Councils. They made changes based on these examples and aligned them with Colac Otway Shire Council's current Charter and the Local Government Act 2020. The result is a revised Audit and Risk Committee Charter (Attachment 1) with a workplan for required reports at Audit and Risk Committee meetings.

3. RECOMMENDATION

That Council:

- 1. Notes that the revised Audit and Risk Committee Charter has been reviewed by the Executive Management Team and the Audit and Risk Committee members.***
- 2. Notes that the Audit and Risk Committee recommended the adoption of the revised Charter at its 5 December 2024 meeting.***

3. ***Adopts the revised Audit and Risk Committee Charter.***
4. ***Authorises the Chief Executive Officer to make minor administrative changes to the policy if required and inform the Chair of the committee of any such changes.***

4. KEY INFORMATION

Council adopted a revised Audit and Risk Committee Charter on 28 September 2022. The Charter was reviewed after 12 months, and no changes were made. The Charter was due for review again in 2024.

Key review dates of the Audit and Risk Committee Charter:

- Executive Management Team meeting on 29 October 2024.
- Audit and Risk Committee at its meeting on 5 December 2024.

Feedback from members has been incorporated into the revised Charter. The Audit and Risk Committee recommended that Council adopt the revised Charter.

When reviewing the Charter, officers compared it with best practise examples provided on the Local Government Inspectorate website and made changes in line with those samples.

The table below highlights some of the key differences between the current charter and the revised Charter.

Category	Current Audit-and-Risk-Committee-Charter	Revised Charter
Purpose	Establishes the Audit and Risk Committee under Section 53 of the Local Government Act 2020 to facilitate the operation of the Committee	Establishes the Audit and Risk Committee under Section 53(1) of the Local Government Act 2020 to provide structured oversight of governance, assurance, risk management, and internal control practices
Authority	Acts in an advisory capacity to the Council, with no delegated financial responsibility	Directly responsible to Council, with no delegated authority or financial responsibilities
Support	Specifies the authority to request management support through the CEO	Includes access to appropriate management support, information, and independent experts
Committee Responsibilities	Outlines responsibilities such as monitoring compliance, financial and performance reporting, risk management, and oversight of internal and external audit functions	Similar responsibilities but includes additional details on definitions and objectives
Membership and Appointment	Consists of six members, including four independent members and two Councillors	Comprised of up to six voting members, including three to four independent members and two Councillors

Category	Current Audit-and-Risk-Committee-Charter	Revised Charter
Chairperson	Chair appointed by Council resolution and must be an independent member	Chair elected by the Committee annually and must be an independent member
Meetings and Administration	Specifies frequency of meetings, development of meeting schedule, and preparation and distribution of meeting agendas and minutes	Similar details but includes additional information on administration, such as quorum requirements and process for holding meetings by correspondence
Conflict of Interest and Confidentiality	Addresses management of conflicts of interest and confidentiality of committee information	Provides more detailed procedures for declaring and managing conflicts of interest
Performance Evaluation and Reporting	Includes requirement for annual self-assessment of committee performance and preparation of a biannual audit and risk report	Similar requirements but adds more details on reporting process and preparation of an annual performance assessment
Additional Details	Includes specific provisions for removal of a member, recruitment, and insurance coverage	Includes comments and suggestions for changes, such as the need for an operational guideline and adjustment of meeting agenda timelines

Overall, the revised version provides more detailed information and includes additional procedures and guidelines compared to the previous version adopted by Council on 28 September 2022.

Audit and Risk Committee Work Plan:

A work plan has been developed to support the reviewed Charter and a summary of reporting requirements for presentation to the Audit and Risk Committee are listed in the table below:

Category	Revised Charter
Financial and Performance Reporting	Review of financial and performance reporting framework and content
Risk Management	Monitoring and providing advice on risk management practices, fraud prevention systems, and the Council's insurance program
Internal Control Environment	Review of policies, systems, and procedures to ensure compliance with statutory and regulatory requirements
Internal and External Audit	Reviewing the internal and external audit plans, scopes, and reports
Compliance Management	Reviewing systems and processes for monitoring compliance with legislation and regulations
Performance Evaluation and Reporting	Assessment of the Audit and Risk Committee's performance and providing minutes and reports to the Council

5. CONSIDERATIONS

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

The Charter has been reviewed and is consistent with Section 53 and 54 of the LGA 2020.

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

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 revised Audit and Risk Committee Charter will be placed on Council's website if endorsed.

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)

There are no budget or resource implications associated with this report.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The revised Audit and Risk Committee Charter will be placed on Council's website if endorsed.

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 revised Audit and Risk Committee Charter

This option is recommended by officers as the attached policy has been developed through a review of best practices, benchmarking with other councils, and taking into account feedback received from the Executive Management Team and Audit and Risk Committee members.

Option 2 – Adopt the revised Audit and Risk Committee Charter with amendments

This option is not recommended by officers as feedback from the Executive Management Team and Audit and Risk Committee members has been incorporated into the revised Charter.

Option 3 – Do not adopt the revised Audit and Risk Committee Charter

This option is not recommended by officers as the current policy is due for review.



Council Policy

PURPOSE

The Colac Otway Shire Council (Council) has established an Audit and Risk Committee (the Committee) pursuant to Section 53(1) of the *Local Government Act 2020* (the Act).

The purpose of the Committee is to provide a structured, systematic oversight of Council's governance, assurance, risk management and internal control practices to assist Council to discharge its obligations in relation to these matters. This oversight mechanism also serves to provide confidence in the integrity of these practices and the Council.

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

COMMITTEE'S RESPONSIBILITIES

The Committee is responsible for¹:

- Monitoring compliance of Council policies and procedures with:
 - The overarching governance principles set out in section 9 of the Act; and
 - The Act and the regulations and any Ministerial directions;
- Monitoring Council financial and performance reporting;
- Monitoring and providing advice on risk management and fraud prevention systems and controls; and
- Oversight of the internal and external auditor functions.

¹Section 54(2) LGA 2020



DEFINITIONS

This section defines the key terms used in this Charter.

Colac Otway Shire: The Colac Otway Shire organisation, led by the Chief Executive Officer.

Committee: The Audit and Risk Committee established pursuant to section 53(1) of the Act.

Council: The Colac Otway Shire Council comprised of elected Councillors and led by the Mayor

Delegated Committee: Means a committee established by Council pursuant to section 63 of the Act.

LGA: *The Local Government Act (Vic) 2020*

REFERENCES

Local Government Act (Vic) 2020

Internal Audit Charter

THE CHARTER

1. AUTHORITY

The Committee is directly responsible to Council for its performance in discharging its responsibilities as set out in this Charter.

The Committee has no delegated authority from Council²

The Committee has no executive authority to implement actions in areas over which management has responsibility and has no delegated financial responsibilities.

The Committee has no management functions and is independent of management.

² Section 53(2) LGA 2020



2. SUPPORT

The Committee will have access to appropriate management support to enable it to discharge its responsibilities effectively, including³:

- 2.1. Appropriate support for development of meeting agendas and papers, minute taking during meetings and follow up actions arising from meetings;
- 2.2. The provision of any information that it deems necessary including records, data and reports;
- 2.3. Attendance of management and other relevant Council officers at meetings as appropriate; and
- 2.4. Access to independent experts where it considers it necessary to execute its duties, subject to prior agreement with the Chief Executive Officer.

3. OBJECTIVE

The Committee's objective is to oversee the matters detailed in section 4 of this charter as well as:

- 3.1. The integrity of external reporting, including both periodic management financial reports and external financial reports;
- 3.2. The scopes of work, objectivity, performance and independence of the external and internal auditors;
- 3.3. The maintenance of effective systems and controls to safeguard Council's financial and physical resources;
- 3.4. The maintenance of policies, systems and procedures designed to ensure that Council complies with relevant statutory and regulatory requirements and best practice guidelines; and
- 3.5. The maintenance of frameworks, strategies and systems that enable effective recognition of material risks arising from Council's strategies and operations and actions taken to manage those risks.

In carrying out its work, the Committee must promote Colac Otway Shire's values and appropriate ethical and governance standards and practices.

³ Section 54(6) LGA 2020



4. ROLE OF THE COMMITTEE

The Committee will provide oversight of a number of governance and operational functions as detailed below:

4.1. Financial Reporting

The Committee will:

- 4.1.1. Review significant accounting and external reporting issues, including complex or unusual transactions and highly judgmental areas, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report;
- 4.1.2. Review the annual financial report and performance statement and consider whether they are complete, consistent with information known to Committee members and reflects appropriate accounting treatments;
- 4.1.3. Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors;
- 4.1.4. Recommend the adoption of the annual financial report and performance statement to Council; and
- 4.1.5. Review the appropriateness of the framework and content of periodic management financial reporting to Council.

4.2. Risk Management

The Committee will:

- 4.2.1. Monitor and provide advice on risk management practices and risk profile;
- 4.2.2. Monitor and provide advice on fraud prevention systems and controls;
- 4.2.3. Review the insurance program annually
- 4.2.4. Monitor management process and systems in relation to cyber security, including strategy, assets protection, testing and recovery.
- 4.2.5. Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested. Business Continuity refers to the uninterrupted availability of all key resources supporting essential business functions.



4.3. Internal Control Environment

The Committee will:

- 4.3.1. Review the adequacy and effectiveness of systems and controls for providing a sound internal control framework;
- 4.3.2. Keep informed of any actual or suspected instances of fraud or corruption within the Council
- 4.3.3. Review the expense reports for the Councillors and all members of delegated Committees in accordance with the Act⁴

4.4. External Audit

The Committee will:

- 4.4.1. Annually review the audit scope and approach proposed by the external auditor, including the extent of reliance on internal audit activity;
- 4.4.2. Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope or access to information;
- 4.4.3. Monitor progress of implementation and appropriateness of significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and acted upon in a timely manner;
- 4.4.4. Consider the findings and results of any relevant performance audits undertaken by the external auditor and monitor implementation of recommendations by Council; and
- 4.4.5. Meet with the external auditor at least annually in the absence of management.

⁴ Section 40(2) LGA 2020



4.5. Internal Audit

The Committee will:

- 4.5.1. Review with management the Internal Audit Charter, activities, resourcing and organisational structure supporting the internal audit function;
- 4.5.2. Review the provision of internal audit services and the performance of the Internal Auditor annually;
- 4.5.3. Review and recommend to the Council for approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers the Colac Otway Shire's strategic risks;
- 4.5.4. Review and approve proposed scopes for each review in the annual internal audit plan;
- 4.5.5. Review all reports and provide advice to Council on significant issues identified in audit reports and action being taken on issues raised, including identification and dissemination of good practice;
- 4.5.6. Monitor action by management on significant internal audit findings and recommendations;
- 4.5.7. Meet with the Internal Auditor at least once per year in the absence of management and confirm it has no unjustified limitation on its work;
- 4.5.8. Monitor processes and practices to ensure that the independence of the internal audit function is maintained; and
- 4.5.9. Be consulted during any procurement process for internal audit services.

4.6. Compliance Management

The Committee will:

- 4.6.1. Review the systems and processes implemented by management for monitoring compliance with legislation and regulations and the results of management's follow up of any instances of non-compliance; and
- 4.6.2. Keep informed of the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies) and monitor management's response to the findings.

4.7. Other Matters Referred by Council

The Committee will undertake any other activities as requested by Council from time to time.



4.8. Work Plan

A work plan will be established to ensure that the responsibilities of the Committee are carried out, including oversight of the functions in this section⁵.

The work plan will be reviewed and approved at least annually by the Committee.

5. COMMITTEE MEMBERSHIP

5.1. Committee Members and Tenure

5.1.1. The Committee will be comprised of up to six voting members, being:

5.1.1.1. A minimum of three, but up to four suitably qualified independent members and

5.1.1.2. Two Councillor members⁶.

5.1.2. Committee members will be appointed by Council and:

5.1.2.1. Councillor Committee members will be appointed annually by Council; and

5.1.2.2. Independent members will be appointed for a period of up to three years.

5.1.3. Independent members may serve a maximum of three consecutive terms of three years. Independent members seeking reappointment for a subsequent term must express their interest in doing so to the Chief Executive Officer no later than four months before the end of their current term.

5.1.4. Terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership.

5.1.5. An independent member that is absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

5.2. Chairperson

5.2.1. The Chairperson will be an independent member⁷ and will be elected by the Committee annually.

5.2.2. The Chair must not exceed any two-year continuous period.

5.2.3. The Committee is authorised to appoint an Acting Chair, from the independent members,

5.2.4. The role of the Committee Chair includes:

⁵ Section 54(3) LGA 2020

⁶ Section 54(3) LGA 2020

⁷ Section 53(4) LGA 2020



AUDIT AND RISK COMMITTEE CHARTER

- Assisting in determining the Agenda for Committee meetings.
 - Chairing meetings of the Committee in accordance with the meeting Agenda.
 - Preparation of a biannual audit and risk report that is to be provided to the Chief Executive Officer for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee, its findings and recommendations.
 - Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the Chief Executive Officer for tabling at the next practicable Council meeting.
- 5.2.5. The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.
- 5.3. **Skills, Experience and Knowledge of Committee Members**
- 5.3.1. Committee members should collectively possess sufficient knowledge of audit, risk, IT, law, governance, finance and performance reporting, control environments and assurance processes as well as specific industry knowledge.
- 5.3.2. Independent members must collectively have experience in
- public sector management⁸; and
 - financial management and risk.
- 5.4. **Recruitment of Independent Members**
- 5.4.1. Independent members will be appointed by a public expression of interest process run by Council. The interview panel for the recruitment of independent members shall include at least one current Committee member.
- 5.5. **Remuneration of Independent Members**
- 5.5.1. Remuneration will be paid to independent members⁹. Fees will be based on a fee per meeting, set by the Chief Executive Officer, and reviewed once every four years with like sized rural councils.
- 5.6. **Council Officers ineligible for Membership**
- 5.6.1. Council Officers are not eligible to be members of the Committee¹⁰.

⁸ Section 53(3)(i) LGA 2020

⁹ Section 53(6) LGA 2020

¹⁰ Section 53(3)(c) LGA 2020



5.7. Termination of Membership

- 5.7.1. A Committee member who does not comply with their obligations under the Act may have their membership terminated.

6. MEETINGS

6.1. Meeting Frequency

- 6.1.1. The Committee should meet as required but will hold at least four scheduled meetings per annum plus a meeting to consider the annual financial accounts.
- 6.1.2. A schedule of meetings will be determined on an annual basis.
- 6.1.3. With the approval of the Committee Chairperson, the Committee may meet at other times at the request of any Committee member, Council or the external or internal auditors.
- 6.1.4. The Committee may hold a meeting by correspondence to consider matters between scheduled meetings. The report outlining the matter will be distributed by secure means and approval/voting of members confirmed by email.
- 6.1.5. Any Councillor may attend as an observer.
- 6.1.6. The Committee may invite any person to attend meetings.
- 6.1.7. The Chief Executive Officer and the General Manager Corporate Services are required to attend meetings along with relevant members of the Executive Management Team.
- 6.1.8. Council officers who have prepared reports for the Committee, and their General Manager, may be required to attend the meeting to present their report at the allocated time.
- 6.1.9. Attendance at a meeting may be in person, via teleconference or video conference.
- 6.1.10. All Committee members are expected to prepare adequately to participate in meetings.

6.2. Meeting Administration

- 6.2.1. The meeting agenda will be set by Colac Otway Shire in consultation with the Committee Chairperson.
- 6.2.2. Meeting agendas and papers should be available to Committee members at least one week prior to meetings.



AUDIT AND RISK COMMITTEE CHARTER

- 6.2.3. The Chief Executive Officer will be responsible for preparation and maintenance of agendas, minutes and reports of the Committee¹¹.
- 6.2.4. A quorum of the Committee will be three members, two of whom will be independent members and one of whom will be a Councillor member.
- 6.2.5. If the Chairperson is unable to attend a meeting, the Committee shall appoint an Acting Chairperson for the meeting at which the Chairperson is absent. The Acting Chairperson will be an independent Committee member.

6.3. Minutes and Reporting

- 6.3.1. Draft minutes of each meeting will be provided to the Committee members within 10 days of each meeting.
 - 6.3.1.1. Draft minutes, without attachments will be presented as “*Unconfirmed Committee Minutes*” to the next practicable Council meeting.
 - 6.3.1.2. The Committee will confirm its minutes at the next Committee meeting and will become the Final Minutes.
 - 6.3.1.3. Final Minutes will only be presented to a Council Meeting if there are changes made from the draft minutes, other than minor administrative changes.
- 6.3.2. The Committee must prepare a biannual audit and risk report that describes the activities of the Committee and includes its findings and recommendations¹². A copy of the biannual report is to be provided to the Chief Executive Officer, who must table it at the next council meeting¹³.
- 6.3.3. The Chief Executive Officer must table a copy of the Committee’s annual performance assessment at the next Council meeting¹⁴.
- 6.3.4. Before the Annual Report is approved each year, the Committee shall report in writing to the Council on its activities for the year.
- 6.3.5. The Chairperson will meet with Council regularly, and not less than two times per year to brief Councillors on the Committee’s activities.

¹¹ Section 54(6)(a) LGA 2020

¹² Section 54(5)(a) LGA 2020

¹³ Section 54(5)(b) LGA 2020

¹⁴ Section 54(4)(b) LGA 2020



7. INDUCTION AND TRAINING

7.1. Council will provide newly appointed members with appropriate induction information to assist them in gaining an understanding of the business.

8. PERFORMANCE EVALUATION

8.1. The Committee shall undertake an annual assessment of its performance against the Charter and report the results to the Chief Executive Officer¹⁵.

9. CONDUCT

Members of the Committee are required to comply with sections 123 (misuse of position), 125 (confidential information) and Division 2 of Part 6 (conflict of interest) of the Act¹⁶, which includes, among other things, the following requirements:

9.1. Conflict of Interest

Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflict of interest as and when they may arise.

Members of the Committee must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in Division 1A of the Act.

Members of the Committee are required to comply with sections 123 (misuse of position), 125 (confidential information) and Division 2 of Part 6 (conflict of interest) of the Act¹⁶, which includes, among other things, the following requirements:

Committee members must disclose any conflict of interest to the Chairperson. Where the conflict is related to the Chairperson, it must be disclosed to the Chief Executive Officer.

Once a conflict of interest is identified the member of the Committee must:

- 9.1.1. Disclose the conflict of interest immediately before the matter is considered in meeting including:
 - 9.1.1.1. The type of interest, either general or material; and
 - 9.1.1.2. The nature of the interest.

¹⁵ Section 54(4)(a) LGA 2020

¹⁶ Section 53(5) LGA 2020



AUDIT AND RISK COMMITTEE CHARTER

- 9.1.2. Notify the Chairperson that they are leaving the meeting;
- 9.1.3. Leave the room and vicinity while the matter is being considered and await the Chairperson's direction to return; and
- 9.1.4. Notify the Chairperson prior to the meeting if they are not going to be present at the meeting.

If details are private in nature, then the nature of the interest can be declared to the Chairperson in writing prior to the meeting and the disclosure will simply be the type of interest.

Disclosure of conflicts of interest must be recorded in the minutes.

9.2. Misuse of Position

Committee members must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or cause, or attempt to cause, determinant to Council or another person.

9.3. Confidential Information

Committee members must not intentionally or recklessly disclose information that they know, or should reasonably know, is confidential information.

Failure to comply with the provisions of the Act regarding conflict of interest may result in prosecution for breach of the Act and the member's appointment being terminated by Council.

10. IMPLEMENTATION OF THIS CHARTER

Monitoring and Reporting

The Manager Governance Customer and Communications is responsible for monitoring and reporting against this Charter.

Advice and Assistance

The Manager Governance Customer and Communications manages the provision of advice to the organisation regarding this Charter.

A person who is uncertain how to comply with this Charter should seek advice from this person.



Review

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

RELATED DOCUMENTS

Local Government Act (Vic) 2020

Internal Audit Charter

DOCUMENT CONTROL

Policy owner	Steven O'Dowd	Manager Governance, Customer and Communications	Division	Executive
Adopted by council			Policy Number	
File Number			Review date	2 yearly



Appendix A

Committee Member Regulatory Obligations

Guidance to Members

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



AUDIT AND RISK COMMITTEE CHARTER

APPENDIX B - Local Government Act 2020 Principles	
Section 9 Overarching Governance Principles	<p>a) Council decisions are to be made and actions taken in accordance with the relevant law.</p> <p>b) priority is to be given to achieving the best outcomes for the municipal community, including future generations.</p> <p>c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.</p> <p>d) the municipal community is to be engaged in strategic planning and strategic decision making.</p> <p>e) innovation and continuous improvement is to be pursued.</p> <p>f) collaboration with other Councils and Governments and statutory bodies is to be sought.</p> <p>g) the ongoing financial viability of the Council is to be ensured.</p> <p>h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making.</p> <p>i) the transparency of Council decisions, actions and information is to be ensured.</p>
Section 101 Financial Management Principles	<p>a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans.</p> <p>b) financial risks must be monitored and managed prudently having regard to economic circumstances.</p> <p>c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community.</p> <p>d) accounts and records that explain the financial operations and financial position of the Council must be kept.</p> <p>For the purposes of the financial management principles, financial risk includes any risk relating to the following—</p> <p>(a) the financial viability of the Council.</p> <p>(b) the management of current and future liabilities of the Council.</p> <p>(c) the beneficial enterprises of the Council.</p>

Item: 7.11

S6 Instrument of Delegation - Council to Members of Council Staff

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. S 6 Instrument of Delegation - Members of Staff Updates - Maddocks Reliansys Updates January 2025 [7.11.1 - 4 pages]2. To be approved - S 6 Instrument of Delegation - Members of Staff [7.11.2 - 121 pages]

1. PURPOSE

To present an updated S6 Instrument of Delegation from Council to Members of Staff (S6 Instrument) for each of the relevant Acts and Regulations because of the biannual update to legislation as advised by Maddocks legal services. This updated S6 Instrument also incorporates updates made as part of the recent organisational restructure.

2. EXECUTIVE SUMMARY

There are several Acts and Regulations where Council has express powers of delegation, and delegation of those powers, duties, and functions, subject to the limitations and conditions contained in the Instrument of Delegation, must be directly to staff and cannot be sub-delegated through the Chief Executive Officer.

Maddocks Lawyers (Maddocks) provides a bi-annual update to any legislation changes that may affect items that are delegated from Council to members of staff. These regular updates are provided in January and July of each year.

3. RECOMMENDATION

That Council:

- 1. Notes that the proposed changes in the S6 Instrument of Delegation (Attachment 2) do not increase powers delegated to staff but predominantly reflect changes in roles or titles arising from changes to the organisation's structure.***
- 2. Notes that the only change (other than titles and structure) is to include delegation for responding to notice received from the Minister for Planning under s52(1)(b) of the Planning and Environment Act 1987 of applications submitted to the Minister through the Development Facilitation Program – notably clauses 52.22 (Significant Economic Development) and 52.23 (Significant Residential Development with Affordable Housing) of the Colac Otway Planning Scheme.***
- 3. In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation (Attachment 2), delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation, the powers, duties, and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.***
- 4. Authorises the Chief Executive Officer to execute the S6 Instrument of Delegation.***
- 5. Authorises the use of the common seal in accordance with Colac Otway Shire's Governance Local Law No 4 – 2020.***
- 6. Approves the S6 Instrument of Delegation to come into force immediately upon execution.***
- 7. Approves that coming into force of the S6 Instrument of Delegation, the previous S6 Instrument of Delegation from Council to Members of Council staff (dated 11 September 2024) is revoked.***
- 8. Notes the duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that may from time to time be adopted.***

4. KEY INFORMATION

Councils have been given many powers, duties, and functions under multiple pieces of legislation which are essential in fulfilling the wide-ranging responsibilities of Local Government. Council must regularly update its Instruments of Delegation to enable enforcement of the statutory powers and responsibilities required within legislation and confer these duties to the relevant staff.

The organisation generally undertakes a review of delegations on a half-yearly basis or where there have been advised changes to legislation. In addition, Council must specifically review delegations within 12 months of a general election.

Council subscribes to the regular update service offered by Maddocks, which provides updates on legislative amendments required to Council's Instruments of Delegation to

ensure legislative compliance. Council also uses a software package, RelianSys, to automate the reporting and management of delegations.

An issue that has arisen in recent times is the process of responding to notice received from the Minister for Planning on applications that have been submitted directly to the Minister through the Development Facilitation Program, notably clauses 52.22 (Significant Economic Development) and 52.23 (Significant Residential Development with Affordable Housing) of the Colac Otway Planning Scheme. Council is typically asked to respond to the Minister in a short timeframe on technical components of an application. Delegation is sought to enable officers to respond to ensure Council can provide feedback in a timely manner.

Attachment 1 contains a summary of changes made by Maddocks and the updated S6 Instrument of Delegation – Council to Members of Staff is at attachment 2.

5. CONSIDERATIONS

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

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Financial Management (s101 Local Government Act 2020)

The cost for annual subscription to both Maddocks and RelianSys services has been included in Council's annual budget considerations.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Maintaining the currency of delegations in our complex legal and legislative environment is challenging to ensure legislative compliance with over 90 different pieces of legislation. The subscribed services provided by Maddocks and RelianSys reduce the resource requirement and the risk of non-compliance for Council. This service provides updates on legislative changes and therefore Council updates the delegations on a half yearly basis or more often, where required.

Communication/Implementation

On completion of all updates, Council officers will be sent updated copies of the delegations assigned to their role.

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 updated S6 Instrument of Delegation

This option is recommended by officers in order to align the Instrument with the requirements of the Act and confer these duties to the relevant officers enabling enforcement of the statutory powers and responsibilities required within legislation.

Option 2 – Not adopt the updated S6 Instrument of Delegation

This option is not recommended by officers as it will render officers unable to carry out enforcement of the statutory powers and responsibilities required within legislation and impact the delivery of important ongoing services.

COLAC OTWAY SHIRE

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

03 FEBRUARY 2025

Colac Otway Shire
NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756008	Road Management Act 2004	s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	GMIE, MAES	

Commented [DM1]: Not sure what this role is - should be deleted

Commented [BR2R2]: Role was CLLCS - Coord L.Laws. Deleted as per GM request

Colac Otway Shire

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738575	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)	Functionofreceiving notice of transfer ofownership.	CEH, HPSO, EHTO2, OWWO, HPO	_____
738562	Food Act 1984	s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CEH, HPSO, EHTO2, OWWO, HPO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified _____

Colac Otway Shire

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738563	Food Act 1984	s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEH, HPSO, EHTO2, OWWO, HPO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) _____
738564	Food Act 1984	s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEH, HPSO, EHTO2, OWWO, HPO	Where Council is the registration authority _____
738565	Food Act 1984	s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEH, HPSO, EHTO2, OWWO, HPO	Where Council is the registration authority _____



COLAC OTWAY SHIRE

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF
STAFF

06 FEBRUARY 2025

Colac Otway Shire

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Abbreviation	Position
CEO	Chief Executive Officer
CEM	Coordinator Emergency Management
CEH	Coordinator Environmental Health
CLLCS	Coordinator Local Laws
CPBA	Coordinator Planning and Building Administration
CPM	Coordinator Project Management
CRS	Coordinator Revenue Services
CSP	Coordinator Statutory Planning
CSPP	Coordinator Strategic Planning
GMCE	General Manager Community and Economy
GMCS	General Manager Corporate Services
GMIE	General Manager Infrastructure and Environment
HPSO	Health Protection Support Officer
MAES	Manager Assets and Engineering

Colac Otway Shire

Abbreviation	Position
MFS	Manager Financial Services
MHC	Manager Healthy Communities
MPC	Manager People and Culture
MPB	Manager Planning and Building
MSO	Manager Services and Operations
N/A	Not Applicable
OWWO	Onsite Waste Water Officer
PBA1	Planning and Building Administrator 1
PBA2	Planning and Building Administrator 2
PBA3	Planning and Building Administrator 3
PCoFC	Planning Committee of Council
SSP1	Senior Statutory Planner 1
SSP2	Senior Statutory Planner 2
SP6	Statutory Planner 6
SP3	Statutory Planners 3
SP4	Statutory Planners 4
SP5	Statutory Planners 5

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Abbreviation	Position
SP	Strategic Planner
SP7	Strategic Planner 2

Positions Groups

Positions Group	Position	Positions
All GMs	All GMs	GMCS, GMCE, GMIE
CAO	Compliance Administration Officers	ALL1, ALL2, CAO4
CO	Compliance Officers	LLR4, LLR2, LLR3, LLR4, LLR1
CSO	Customer Services Officers	CSS, TLCS, CSO5, CSO1, CSO2, CSO3, CSO4, CSO7, CSO9, CSO10, CSO11, CSO12, CSO13, CSO14, CSO15, CSO16, CSO17
HPO	Health Protection Officers	EHO2, EHO1, EHO3, EHO4
PA	Planning Administrators	PBA2, PBA1, PBA3
PLO	Planning Officers	SP3, SP, SP4, SP5, SSP2, SSP1, SP6, SP7

declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 25 February 2025 and

3.2 the delegation:

3.2.1 comes into force immediately when the common seal of Council is affixed to this

Instrument of Delegation or where the Chief Executive Officer of Council is

authorised under resolution, the Chief Executive Officer executes the Instrument of

Delegation;

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3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council

in the presence of:

)

)

.....

Witness

Date:

Colac Otway Shire

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

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S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	OWWO, HPO, CEH	
r 10	Function of receiving application for registration	OWWO, HPO, CEH, HPSO	
r 11	Function of receiving application for renewal of registration	OWWO, HPO, CEH	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH, HPSO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH, HPSO	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	OWWO, HPO, CEH	
r 12(4) & (5)	Duty to issue certificate of registration	OWWO, HPO, CEH, HPSO	
r 14(1)	Function of receiving notice of transfer of ownership.	OWWO, HPO, CEH, HPSO	
r 14(3)	Power to determine where notice of transfer is displayed	OWWO, HPO, CEH, HPSO	
r 15(1)	Duty to transfer registration to new caravan park owner	OWWO, HPO, CEH, HPSO	
r 15(2)	Duty to issue a certificate of transfer of registration	OWWO, HPO,	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEH, HPSO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MHC, CEO, CEH	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	OWWO, HPO, CEH	
r 17	Duty to keep register of caravan parks	OWWO, HPO, CEH, HPSO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	OWWO, HPO, CEH, HPSO	
r 21(2)	Duty to consult with relevant emergency services agencies	OWWO, HPO, CEH	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	OWWO, HPO, CEH, HPSO	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	OWWO, HPO, CEH, HPSO	
r 24(2)	Power to consult with relevant floodplain management authority	OWWO, HPO, CEH	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	OWWO, HPO, CEH, HPSO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	OWWO, HPO, CEH, HPSO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	OWWO, HPO, CEH, HPSO	
r 39(3)	Function of receiving installation certificate	OWWO, HPO, CEH, HPSO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone	OWWO, HPO,	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	number of an emergency contact person	CEH, HPSO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	OWWO, HPO, CEH, HPSO	

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CO, CLLCS	Council may delegate this power to a Council authorised officer

Food Act 1984			
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Colac Otway Shire

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	OWWO, HPO, CEH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	OWWO, HPO, CEH, HPSO	If s 19(1) applies

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s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	OWWO, HPO, CEH, HPSO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 19CB(4)(b)	Power to request copy of records	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	OWWO, HPO, CEH	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	OWWO, HPO, CEH	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 19NA(1)	Power to request food safety audit reports	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	OWWO, HPO, CEH	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	OWWO, HPO, CEH, HPSO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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	Power to register or renew the registration of a food premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	HPO, CEH	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	MHC, CEH	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 38A(4)	Power to request a copy of a completed food safety program template	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 38D(3)	Power to request copies of any audit reports	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	OWWO, HPO, CEH, HPSO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	HPO, CEH	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	HPO, CEH	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	OWWO, HPO, CEH, HPSO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	OWWO, HPO, CEH, HPSO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	OWWO, HPO, CEH	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	OWWO, HPO, CEH, HPSO	

Colac Otway Shire

s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	OWWO, HPO, CEH, HPSO	
s 40F	Power to cancel registration of food premises	MHC, CEH	Where Council is the registration authority
s 43	Duty to maintain records of registration	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	OWWO, HPO, CEH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	HPO, CEH	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	OWWO, HPO, CEH	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	GMCE	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CSP, CSPP, GMCE, MPB	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CSP, CSPP, GMCE, MPB	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	CSP, PLO, CPBA, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	CSP, PLO, CPBA, CSPP, GMCE, MPB	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MPB	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CSP, CPBA, CSPP, GMCE, MPB	
s 8A(5)	Function of receiving notice of the Minister's decision	CSP, CPBA, CSPP, GMCE, MPB	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMCE, MPB	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CSP, CSPP, GMCE, MPB	
s 12B(1)	Duty to review planning scheme	CSP, CSPP, GMCE, MPB	
s 12B(2)	Duty to review planning scheme at direction of Minister	CSP, CSPP, GMCE, MPB	
s.12B(5)	duty to report findings of review of planning scheme to Minister	CSP, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	without delay	GMCE, MPB	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CSP, PLO, CPBA, CSPP, GMCE, MPB	
s 17(1)	Duty of giving copy amendment to the planning scheme	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 17(2)	Duty of giving copy s 173 agreement	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CSP, CSPP, GMCE, MPB	Where Council is a planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CSP, CSO, PA, CPBA, CSPP, GMCE, MPB	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CSP, CSPP, GMCE, MPB	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CSP, SP7, SP, CSPP, MPB	
s 23(1)(b)	Duty to refer submissions which request a change to the	CSP, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	amendment to a panel	GMCE, MPB	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CSP, CSPP, GMCE, MPB	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CSP, PLO, CSPP, GMCE, MPB	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	During the inspection period

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	CSP, CSPP, GMCE, MPB	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CSP, CSPP, GMCE, MPB	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CSP, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 30(4)(a)	Duty to say if amendment has lapsed	CSP, CPBA, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	CSP, CPBA, CSPP, GMCE, MPB	
s 32(2)	Duty to give more notice if required	CSP, CPBA, CSPP, GMCE, MPB	
s 33(1)	Duty to give more notice of changes to an amendment	CSP, CPBA, CSPP, GMCE, MPB	
s 36(2)	Duty to give notice of approval of amendment	CSP, CPBA, CSPP, GMCE, MPB	
s 38(5)	Duty to give notice of revocation of an amendment	CSP, CPBA, CSPP, GMCE, MPB	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Function of lodging copy of approved amendment	CSP, CPBA, CSPP, GMCE, MPB	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CSP, CAO, PA, PLO, CPBA, CSPP, GMCE, MPB	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	CEO, GMCE, MPB	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CSP, CSPP, CEO, GMCE, MPB	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CSP, CSPP, CEO, GMCE, MPB	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CSP, CSPP, CEO, GMCE, MPB	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MFS, CEO, GMCS, GMCE, MPB	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	MFS, CEO, GMCS, GMCE, MPB	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	MFS, CEO, GMCS, GMCE, MPB	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose	MFS, CEO, GMCS	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	land		
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GP	Function of receiving a notice under s 46GO	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the	MFS, CSP, CSPP, CEO, GMCS,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Minister	GMCE, MPB	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	MFS, CEO, GMCS, GMCE, MPB	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	MFS, CEO, GMCS, GMCE, MPB	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MFS, CEO, GMCS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	MFS, CEO, GMCS	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a	MFS, CEO, GMCS	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	determination under s 46GT(5)		
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance	CSP, CSPP, CEO,	Where Council is the development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	with s 46GV(5) and (6)	GMCE, MPB	
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CSP, CSPP, CEO, GMCE, MPB	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CSP, CSPP, CEO, GMCE, MPB	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MFS, CSP, CSPP, CEO, GMCS, GMCE, GMIE, MPB	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in	MFS, CSP, CSPP, CEO, GMCS,	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the approved infrastructure contributions plan	GMCE, MPB	
s 46GY(1)	Duty to keep proper and separate accounts and records	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	MFS, CSP, CSPP, CEO, GMCS,	Where the Council is the planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(9)	Function of receiving the fee simple in the land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MFS, CEO, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, GMCS, GMCE, MPB	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial	MFS, CSP, CSPP, CEO, GMCS,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	year for which the amount is adjusted under s 46LB (2)	GMCE, MPB	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CSP, CSPP, GMCE, MPB	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CSP, CSPP, GMCE, MPB	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMCE, MPB	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMCE, MPB	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CSP, CSPP, GMCE, MPB	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CSP, CSPP, CEO, GMCE, MPB	
s 46Q(1)	Duty to keep proper accounts of levies paid	MFS, CSP, CSPP, GMCS, GMCE, MPB	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MFS, CSP, CSPP, GMCS, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CSP, CSPP, CEO, GMCE, MPB	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CSP, CSPP, GMCE, MPB	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CSP, CSPP, CEO, GMCE, MPB	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CSP, CSPP, CEO, GMCE, MPB	Must be done in accordance with Part 3

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	CSP, CSPP, CEO, GMCE, MPB	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	MFS, CSP, CSPP, GMCE, MPB	
s 46QD	Duty to prepare report and give a report to the Minister	MFS, CSP, CSPP, GMCE, MPB	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	N/A	
s 47	Power to decide that an application for a planning permit does not	CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	comply with that Act	GMCE, MPB	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 50(4)	Duty to amend application	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 50(5)	Power to refuse to amend application	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(6)	Duty to make note of amendment to application in register	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 50A(1)	Power to make amendment to application	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 50A(4)	Duty to note amendment to application in register	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of	CSP, PLO, CPBA,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CSPP, CEO, GMCE, MPB	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate. Power to respond to notice received from the Minister of Planning of a planning application.	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is	CSP, PLO, CPBA, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	to remove or vary the covenant	GMCE, MPB	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CSP, CPBA, CSPP, CEO, GMCE, MPB	
s 52(3)	Power to give any further notice of an application where appropriate	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 54(1)	Power to require the applicant to provide more information	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 54(1B)	Duty to specify the lapse date for an application	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSP, CSPP, CEO, GMCE, MPB	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEO, GMCE, MPB	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 57A(5)	Power to refuse to amend application	CSP, CSPP, CEO, GMCE, MPB	
s 57A(6)	Duty to note amendments to application in register	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 57B(1)	Duty to determine whether and to whom notice should be given	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 58	Duty to consider every application for a permit	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 58A	Power to request advice from the Planning Application Committee	CSP, CSPP, CEO, GMCE, MPB	
s 60	Duty to consider certain matters	CSP, PA, PLO, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>had commenced under a lawful planning permit, where:</p> <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).
s 60(1A)	Duty to consider certain matters	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CSP, PLO, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CSP, PLO, CSPP, CEO, GMCE, MPB	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).</p> <p>Save where the application may have an affect on the broader community.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSP, CSPP, CEO, GMCE, MPB	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CSP, CSPP, CEO, GMCE, MPB	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CSP, CSPP, CEO, GMCE, MPB	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSP, CSPP, CEO, GMCE, MPB	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CSP, PLO, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where:

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).
s 62(2)	Power to include other conditions	CSP, PLO, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where:

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and	CSP, PA, PLO,	This provision applies also to a decision to grant an

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	objectors	CPBA, CSPP, CEO, GMCE, MPB	amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CSP, PA, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			the permit
s 69(1)	Function of receiving application for extension of time of permit	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 69(1A)	Function of receiving application for extension of time to complete development	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 69(2)	Power to extend time	CSP, PLO, CSPP, CEO, GMCE, MPB	<p>Delegation to officers applies save where the development has commenced lawfully under the planning permit and:</p> <ul style="list-style-type: none"> o the application seeks approval for an extension of time to complete the works; and o the officer recommendation is for refusal, unless that recommendation is made due to the recommendation of a referral authority under Section 55 of the Act.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 71(1)	Power to correct certain mistakes	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 71(2)	Duty to note corrections in register	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 73	Power to decide to grant amendment subject to conditions	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 74	Duty to issue amended permit to applicant if no objectors	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 83	Function of being respondent to an appeal	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 83B	Duty to give or publish notice of application for review	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>lodged against the grant of a permit.</p> <ul style="list-style-type: none"> • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CSP, CSPP, CEO, GMCE, MPB	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 84AB	Power to agree to confining a review by the Tribunal	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSP, CSPP, CEO, GMCE, MPB	
s 90(1)	Function of being heard at hearing of request for cancellation or	CSP, PLO, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	amendment of a permit	CEO, GMCE, MPB	
s 91(2)	Duty to comply with the directions of VCAT	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 93(2)	Duty to give notice of VCAT order to stop development	CSP, CO, PLO, CSPP, CEO, CLLCS, GMCE, MPB	
s 95(3)	Function of referring certain applications to the Minister	CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 95(4)	Duty to comply with an order or direction	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSP, CSPP, CEO, GMCE, MPB	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CSP, CSPP, CEO, GMCE, MPB	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96F	Duty to consider the panel's report under s 96E	CSP, CSPP, CEO, GMCE, MPB	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the officer recommendation is to refuse an application to use or develop land for a

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).
s 96H(3)	Power to give notice in compliance with Minister's direction	CSP, CSPP, CEO, GMCE, MPB	
s 96J	Duty to issue permit as directed by the Minister	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97C	Power to request Minister to decide the application	CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CSP, CSPP, GMCE, MPB	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97Q(4)	Duty to comply with directions of VCAT	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSP, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, GMCE, MPB	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, GMCE, MPB	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, GMCE, MPB	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, GMCE, MPB	
s.107(1)	function of receiving claim for compensation	CEO, GMCE, MPB	
s 107(3)	Power to agree to extend time for making claim	CEO, GMCE, MPB	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	GMCE, MPB	
s 114(1)	Power to apply to the VCAT for an enforcement order	MHC, CO, CSPP, CEO, CLLCS,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CSP, MHC, CO, PLO, CSPP, CEO, CLLCS, GMCE, MPB	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, CLLCS, GMCE, MPB	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening	CEO, MPB	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	an enforcement order or an interim enforcement order.		Tribunal.
s 129	Function of recovering penalties	MFS, CO, CEO, CLLCS, GMCE, MPB	
s 130(5)	Power to allow person served with an infringement notice further time	CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 149A(1)	Power to refer a matter to the VCAT for determination	CSP, CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CSP, CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 149B	Power to apply to the Tribunal for a declaration.	CEO, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CSP, CSPP, CEO, GMCE, MPB	
s 171(2)(g)	Power to grant and reserve easements	CSP, CSPP, CEO, GMCE, MPB	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, GMCS, GMCE	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, GMCS, GMCE	Where Council is a collecting agency specified in an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, GMCS, GMCE	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CSP, CSPP, CEO, GMCE, GMIE, MPB	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, GMCS, GMCE, GMIE, MPB	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CSP, PLO, CSPP, CEO, GMCE, MPB	
	Power to give consent on behalf of Council, where an agreement	CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	GMCE, MPB	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSP, CSPP, CEO, GMCE, MPB	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSP, CSPP, CEO, GMCE, MPB	
s 178A(1)	Function of receiving application to amend or end an agreement	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CSP, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 178A(5)	Power to propose to amend or end an agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CSP, PLO, CSPP, CEO, GMCE, MPB	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CSP, PLO, CSPP, CEO, GMCE, MPB	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSP, PLO, CSPP, CEO, GMCE, MPB	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CSP, PLO, CSPP,	If no objections are made under s 178D

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEO, GMCE, MPB	Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CSP, PLO, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSP, PLO, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CSP, PLO, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s 178B

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CSP, CSPP, CEO, GMCE, MPB	
s 181	Duty to apply to the Registrar of Titles to record the agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 182	Power to enforce an agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 184F(3)	Duty to inform the principal registrar if the responsible authority	CSP, PLO, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, GMCE, MPB	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 184G(2)	Duty to comply with a direction of the Tribunal	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 184G(3)	Duty to give notice as directed by the Tribunal	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	PBA2, PBA3, SP4, SP5, PBA1, CSP, SP7, PBA2, SP3, SP, CPBA, SSP2,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CSPP, SSP1, SP6, MPB , PBA3	
s 198(1)	Function to receive application for planning certificate	N/A	Certificates not issued by Council
s 199(1)	Duty to give planning certificate to applicant	N/A	Certificates not issued by Council
s 201(1)	Function of receiving application for declaration of underlying zoning	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	
s 201(3)	Duty to make declaration	CSP, PLO, CSPP, CEO, GMCE, MPB	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction	CSP, CO, PLO, CSPP, CEO, CLLCS, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	of Council	MPB	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CSP, PLO, CSPP, CEO, GMCE, MPB	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CSP, PLO, CSPP, CEO, GMCE, MPB	
	Power to give written authorisation in accordance with a provision of a planning scheme	CSP, PLO, CSPP, CEO, GMCE, MPB	
s 201UAB(1)	Function of providing the Victoria Planning Authority with	CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	information relating to any land within municipal district	GMCE, MPB	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CSP, CSPP, CEO, GMCE, MPB	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MHC, CEH	
s 522(1)	Power to give a compliance notice to a person	MFS, MHC, CO, CLLCS, CRS	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	MHC, All GMs	
s 525(4)	Duty to issue identity card to authorised officers	MHC, All GMs	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MFS, MHC, CLLCS, CRS	
s 526A(3)	Function of receiving report of inspection	MFS, MHC, CLLCS, CRS	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	MHC, CO, CLLCS	

Road Management Act 2004

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	GMIE, MAES	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	GMCS, CRS, GMIE, MAES	
s 11(9)(b)	Duty to advise Registrar	GMCS, CRS, GMIE, MAES	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CRS, GMIE, MAES	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MSO, GMIE, MAES	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	GMIE, MAES	

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s 12(10)	Duty to notify of decision made	GMIE, MAES	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	GMIE, MAES	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	GMIE, MAES	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	GMIE, MAES	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMIE, MAES	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management	GMIE, MAES	

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	function of the utility to the road authority		
s 15(2)	Duty to include details of arrangement in public roads register	GMIE, MAES	
s 16(7)	Power to enter into an arrangement under s 15	GMIE, MAES	
s 16(8)	Duty to enter details of determination in public roads register	GMIE, MAES	
s 17(2)	Duty to register public road in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	GMIE, MAES	Where Council is the coordinating road authority

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s 17(4)	Power to decide that a road is no longer reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	GMIE, MAES	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	GMIE, MAES	
s 19(4)	Duty to specify details of discontinuance in public roads register	GMIE, MAES	

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s 19(5)	Duty to ensure public roads register is available for public inspection	GMIE, MAES	
s 21	Function of replying to request for information or advice	GMIE, MAES	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	GMIE, MAES	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMIE, MAES	
s 22(5)	Duty to give effect to a direction under s 22	GMIE, MAES	
s 40(1)	Duty to inspect, maintain and repair a public road.	MSO, GMIE, MAES	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	MSO, GMIE, MAES	

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s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	MSO, GMIE, MAES	
s 42(1)	Power to declare a public road as a controlled access road	GMIE, MAES	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	GMIE, MAES	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	GMIE, MAES	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	GMIE, MAES	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant	GMIE, MAES	Where Council is the responsible road authority, infrastructure manager or works manager

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	provider of public transport)		
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	GMIE, MAES	
s 49	Power to develop and publish a road management plan	GMIE, MAES	
s 51	Power to determine standards by incorporating the standards in a road management plan	GMIE, MAES	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMIE, MAES	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMIE, MAES	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMIE, MAES	

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s 54(6)	Power to amend road management plan	GMIE, MAES	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMIE, MAES	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMIE, MAES	
s 63(1)	Power to consent to conduct of works on road	MSO, GMIE, MAES	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	MSO, MHC, CEM, CLLCS, GMIE, MAES	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	MSO, MHC, CLLCS, GMIE,	Where Council is the infrastructure manager or works manager

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		MAES	
s 66(1)	Power to consent to structure etc	MSO, MHC, CO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	MHC, CO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
s 67(3)	Power to request information	MSO, MHC, CO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
s 68(2)	Power to request information	MSO, MHC, CO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	MSO, MHC, CLLCS, GMCS, GMCE, GMIE, MAES	
s 72	Duty to issue an identity card to each authorised officer	MSO, MHC, MPC, CLLCS,	

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		GMCS, GMIE, MAES	
s 85	Function of receiving report from authorised officer	MSO, MHC, CLLCS, GMIE, MAES	
s 86	Duty to keep register re s 85 matters	MSO, MHC, CLLCS, GMIE, MAES	
s 87(1)	Function of receiving complaints	MSO, MHC, CLLCS, GMIE, MAES	
s 87(2)	Duty to investigate complaint and provide report	MSO, MHC, CLLCS, GMIE, MAES	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	MHC, CEO, CLLCS, GMIE, MAES	
s 112(2)	Power to recover damages in court	MSO, MHC, CLLCS, GMIE,	

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		MAES	
s 116	Power to cause or carry out inspection	MSO, MHC, CLLCS, GMIE, MAES	
s 119(2)	Function of consulting with the Head, Transport for Victoria	MSO, MHC, CLLCS, GMIE, MAES	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	MSO, MHC, CLLCS, GMIE, MAES	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	MSO, MHC, CLLCS, GMIE, MAES	
s 121(1)	Power to enter into an agreement in respect of works	MHC, CLLCS, GMIE, MAES	
s 122(1)	Power to charge and recover fees	MHC, CLLCS,	

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		GMIE, MAES	
s 123(1)	Power to charge for any service	MHC, CLLCS, GMIE, MAES	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	MHC, CLLCS, GMIE, MAES	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	GMIE, MAES	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	GMIE, MAES	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	GMIE, MAES	
sch 2 cl 5	Duty to publish notice of declaration	GMIE, MAES	

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sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MSO, MHC, CLLCS, GMIE,	Where Council is the infrastructure manager or works manager

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		MAES	
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	MFS, MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the works manager
sch 7 cl	Power to vary notice period	MSO, MHC, CLLCS, GMIE,	Where Council is the coordinating road authority

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13(2)		MAES	
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	MSO, MHC, CLLCS, GMIE,	Where Council is the coordinating road authority

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		MAES	
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	MSO, MHC, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	MSO, CO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	MSO, GMIE,	Power of responsible road authority where it is the

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		MAES	coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	MSO, GMIE, MAES	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	MSO, GMIE, MAES	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	MSO, GMIE, MAES	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CSP, CSPP, GMCE, MPB	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CSP, PLO, CSPP, CEO, GMCE, MPB	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO, GMCE, MPB	Where Council is the responsible authority
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CSP, CSO, PA, PLO, CPBA, CSPP, CEO,	Where Council is not the responsible authority but the relevant land is within Council's municipal district

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CSP, CSPP, CEO, GMCE, MPB	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CSP, CSPP, CEO, GMCE, MPB	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CSP, CSPP, CEO, GMCE, MPB	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	GMIE, MAES	
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMIE, MAES	

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMIE, MAES	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	GMIE, MAES	
r 13(1)	Duty to publish notice of amendments to road management plan	GMIE, MAES	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	GMIE, MAES	
r 16(3)	Power to issue permit	GMIE, MAES	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	GMIE, MAES	Where Council is the coordinating road authority

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(2)	Power to make submission to Tribunal	GMIE, MAES	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	GMIE, MAES	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	MSO, GMIE, MAES	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMIE	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	GMIE	

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Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	GMIE	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	GMIE	Where Council is the coordinating road authority

Item: 7.12

Adoption of Councillor Expenses and Support Policy

OFFICER	Anne Howard
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. DRAFT Councillor Expenses and Support Policy [7.12.1 - 19 pages]2. 18.5 Council Expenses Policy - Adopted 22 July 2020 [7.12.2 - 12 pages]

1. PURPOSE

To present the Councillor Expenses and Support Policy (as at Attachment 1) for adoption.

2. EXECUTIVE SUMMARY

Council currently has several governance policies, including a Councillor Expenses Policy that is overdue for review.

Officers have benchmarked Council's current policy against a number of other councils.

A draft Councillor Expenses and Support Policy was developed and endorsed by the Audit and Risk Committee at its meeting held on 6 December 2023. Several briefing sessions were held with Councillors and feedback from the Committee and Councillors, coupled with recent changes to the *Local Government Act 2020*, has informed the Policy presented to Council for adoption.

3. RECOMMENDATION

That Council:

- 1. Adopts the Councillor Expenses and Support Policy (Attachment 1).***
- 2. Revokes the Councillor Expenses Policy, adopted on 22 July 2020 (Attachment 2).***
- 3. Notes that the adopted policy will be translated to a new policy template in coming months as part of its implementation of a new Policy Review Framework.***

4. KEY INFORMATION

Background

The current Councillor Expenses Policy (Attachment 2) was adopted by Council at its meeting on 22 July 2020, to ensure compliance with the *Local Government Act 2020* (Act).

A comprehensive review of the policy commenced in 2023. This included a benchmarking exercise with several other local government Councils. Those that were most relevant to the development of the draft policy included:

- Warrnambool City Council
- City of Port Phillip
- Hobsons Bay Council
- Frankston City Council
- Golden Plains Shire Council
- Surf Coast Shire Council
- City of Greater Bendigo.

The draft policy was presented to the Audit and Risk Committee (ARC) on 6 December 2023. The discussion and feedback received from the ARC members was positive and their feedback was incorporated into a revised draft policy that was presented to Councillors at a Briefing Session on 15 May 2024.

Feedback from Councillors at the time included:

- Strong desire to see support for an ongoing professional development program.
- Agreement that greater clarity about eligibility/ineligibility was important.

A more recent review resulted in further work on the sections specifically relating to support for carers and childcare. This, coupled with the strengthened mandatory training requirements for the Mayor, Deputy Mayor and Councillors (including a four-year ongoing development program) recently introduced into the *Local Government Act 2020*, are the most notable changes since the 15 May 2024 briefing session discussion.

Councillor Expenses and Support Policy for adoption

Attachment 1 represents the final iteration of the draft Councillor Expenses and Support Policy. The key inclusions and improvements in this draft policy are outlined below:

- **Audit and Reporting:** Councillor and delegated committee member expenses are reported to the Chief Executive Officer and Council's Audit and Risk Committee.
- **Legal Expenses:** Greater clarity included.
- **Meals and Accommodation connected with travel:** Criteria for meals and accommodation connected with travel.
- **Non-allowable expenditure:** clarity regarding items that Council will not reimburse.
- **Professional Development Program:** Inclusion of an ongoing professional development program developed through the Council Term will be developed and implemented in line with the LG Act and regulations.
- **Carer and Childcare inclusion:** Much greater detail has been included in these sections.

- **Professional Memberships:** Greater clarity included.
- **Employee Assistance Program:** New inclusion.
- **Policy Renamed:** previously named *Councillor Expenses Policy*. Renamed to *Councillor Expenses and Support Policy* as this is a more accurate description of the contents of the policy and reflects the non-financial resources and support provided to Councillors.

5. CONSIDERATIONS

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

This report contributes to ensuring innovation and continuous improvement is pursued and Council decisions are made and actions taken in accordance with the relevant laws.

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

The proposed policy is consistent with the *Local Government Act 2020* and *Local Government (Governance and Integrity) Reforms 2024* and the *Model Councillors Code of Conduct*.

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. This policy directly impacts Councillors, not the community.

Public Transparency (s58 LGA 2020)

Once adopted, the Policy will be made available on Council's website.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Updating this policy is consistent with Council Plan Theme 4 : Strong Leadership and Management.

Financial Management (s101 Local Government Act 2020)

The Policy is designed to mitigate both financial and non-financial risks by providing appropriate guidance and removing ambiguity.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The adopted Policy will be made available on Council's website.

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 Councillor Expenses and Support Policy

This option is recommended by officers. The current policy, adopted by Council in 2020 was due for review in July 2024. Officers were progressing through 2023-24 to meet this deadline, however the work was put on hold due to a change in staffing and the pending amendments to the *Local Government Act 2020*. The review is now overdue and the new Council is operating under an older policy. It is desirable to have this policy adopted as soon as possible

Option 2 – Do not adopt the Councillor Expenses and Support Policy

This option is not recommended by officers for the reasons as outlined in the paragraph above.



COUNCILLOR EXPENSES AND SUPPORT POLICY

For Adoption

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Council Policy

COUNCILLOR EXPENSES AND SUPPORT POLICY

1. PURPOSE

Councillors and delegated committee members provide local community representation and civic leadership. Their role, as defined in the *Local Government Act 2020* (the Act) includes complying with Council procedures required for good governance and acting in accordance with the standards of conduct.

The purpose of this Policy is to provide the Colac Otway Shire Council, individual Councillors and delegated committee members with clarity and guidance as to:

- The financial entitlements of a Councillor and delegated committee member.
- The appropriate process for the reimbursement of expenses incurred by a Councillor or delegated committee member.
- The resources and facilities available to Councillors and delegated committee members, to support them in performing their duties.

2. SCOPE

This Policy applies to all Councillors and members of Delegated Committees of the Colac Otway Shire Council.

3. DEFINITIONS

Carer	A carer is defined under section 4 of the Carers recognition Act 2012
CEO	Chief Executive Officer
Delegated Committee	A committee established by a Council under section 63 of the <i>Local Government Act 2020</i> or, a joint delegated committee established by two or more Councils under section 64, or a committee, other than a Community Asset Committee, exercising any power of a Council under this Act or any other Act delegated to the committee under this Act or any other Act.
Direct Benefit	For the purpose of determining if there is a direct benefit for the involvement of Council in assessing if a matter is Eligible Council Business, the following criteria should be satisfied: <ol style="list-style-type: none"> The Councillor is attending in their capacity as a Councillor; and The Councillor will be engaging with other attendees at the event, in their capacity as a Councillor, to promote Council interests.
Eligible Council Business	The following will be deemed to be Eligible Council Business: <ol style="list-style-type: none"> Council meetings and other meetings conducted under the auspices of

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	<p>Council</p> <ul style="list-style-type: none"> b) Standing Committee or Advisory Committee meetings of Council when the Councillor is the nominated representative/substitute or otherwise by approval of the Mayor c) Regional meetings where the Councillor claiming reimbursement is Council's endorsed representative and travel is not paid/reimbursed by the regional organisation or meeting convenor d) Functions to which Councillors are invited by an organisation and where there is a direct benefit for the involvement of Council (attendance by partners will not be paid for by Council). e) Events where a Councillor is delivering a speech or presentation on behalf of Council. f) Travel within the Shire by Councillors who are attending sites for the reasonable purpose of assessing issues raised by identified members of the community, as recorded in Councillor's diaries, which are considered reasonable and necessary for Councillors to be informed about matters about which they may need to make decisions. g) Meetings by Councillors at the request of identified members of the community, as recorded in Councillor's diaries, which are considered reasonable and necessary for the performance of the Councillor's duties and where travel is within the Shire. h) Conferences and seminars approved in accordance with this Policy. i) Attendance at Delegated Committee meetings and travel or other out-of-pocket expenses (as outlined in this policy) incurred whilst fulfilling the role of Delegated Committee member. <p>Note - Any claims for expense reimbursements related to matters falling outside of these definitions must be approved by the CEO.</p>
Refreshments	Tea, coffee, non-alcoholic beverages, and a light meal such as may be considered suitable for morning tea or afternoon tea.

4. REFERENCES

Local Government Act 2020

This policy is consistent with the:

- Requirements of section 40 of the Act in relation to the reimbursement of expenses for Councillors and members of delegated committees.
- Model Councillor Code of Conduct.
- Requirements in the *Local Government (Planning and Reporting) Regulations 2020* regarding categories for annual reporting.
- Public Transparency Policy regarding documents to be made available for public inspection.

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5. STATEMENT OF POLICY

Councillors are entitled to the Allowance set by State Government but may also incur reasonable expenses and require appropriate resources and facilities to support the effective performance of their duties.

This Policy ensures that Council's reimbursement of expenses and provision of resources and facilities are consistent with, and in accordance with the Act and its Regulations. The use of resources, facilities, reimbursement and claiming of expenses must:

- Be necessary and appropriate for the purpose of achieving the objectives of Council.
- Be reasonable bona fide expenses incurred while performing duties as a Councillor or delegated committee member.
- Have regard to any relevant Acts, Regulations, Ministerial Guidelines or Council policies.
- Be in accordance with the Model Councillor Code of Conduct.

6. MAYORAL AND COUNCILLOR ALLOWANCES

In accordance with section 39 of the Act, the Mayor, Deputy Mayor and Councillors are entitled to receive an Allowance while performing their duties as elected officials.

6.1 CALCULATION OF ALLOWANCE

Allowances are set by the Victorian Independent Remuneration Tribunal (VIRT). As per section 39(4) of the Act, a Council cannot pay an allowance that exceeds the amount specified in the relevant Determination of the VIRT.

A Mayor, Deputy Mayor or Councillor may elect—

- to receive the entire allowance to which they are entitled; or*
- to receive a specified part of the allowance to which they are entitled; or*
- to receive no allowance.*

Councillor allowances include the addition of the equivalent of the superannuation guarantee. The values of allowances set in this Determination will be annually adjusted by the Determinations made by the VIRT under section 23B of the *Victorian Independent Remuneration Tribunal And Improving Parliamentary Standards Act 2019*.

In relation to payment of the Allowance:

- Allowances are taxable income and are paid in four weekly arrears.
- Payment is made by electronic funds transfer, into an account authorised in writing by the Councillor.

Payment to a Councillor ceasing to hold office or pending an election, will be calculated based on the date on which the Councillor will cease to hold office.

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7. TRAVEL EXPENSES AND CAR MILEAGE EXPENSES

Councillors and members of a Delegated Committee are entitled to reimbursement of travel expenses incurred in performing their duties and functions (refer to Eligible Council Business definitions).

7.1 TRAVEL RECORDS FOR INTERNATIONAL AND INTERSTATE TRAVEL

Councillors and Delegated Committee members who travel overseas or interstate in an official capacity must record:

- the dates on which the travel began and ended; and
- the destination of the travel; and
- the purpose of the travel; and
- the total cost to the Council of the travel, including accommodation costs.

Councillors and Delegated Committee members undertaking this travel must complete a Councillor Travel Claim Form and submit this to Councillor Support for CEO approval within 30 days of returning from the travel, or where that quarter is at the end of the Financial Year, within 14 days.

Councillors and delegated committee members must not collect rewards/loyalty points for personal use via rewards/loyalty programs for any Council related transactions (for example, Flybuys, frequent flyers or the like).

The Governance team will maintain a register of overseas and interstate travel on behalf of Council. This register will be made available on Council's website.

7.2 USE OF PRIVATE VEHICLE FOR ELIGIBLE COUNCIL BUSINESS

Councillors and Delegated Committee members are encouraged to use Council vehicles for Eligible Council Business, except where this is not practical. The request is to be sent to the Executive Assistant to CEO Mayor, and Councillors.

Council does not accept responsibility for loss or damage to a Councillor's or Delegated Committee member's private vehicle when used for performing duties as a Councillor or Committee member.

Private vehicles are not covered by Council's insurance policy.

Where private vehicles are used by Councillors and Delegated Committee members on Eligible Council Business:

- The vehicle must be comprehensively insured by the owner of the vehicle.
- The vehicle must be roadworthy.
- The owner of the vehicle must be able to prove the vehicle is registered, comprehensively insured and roadworthy.
- The owner of the vehicle must notify their insurance company that the vehicle is being used for work purposes.

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- The reimbursement rate paid by Council for the use of privately owned vehicles used on Council business includes a component for the cost of the owner insuring the vehicle being used.
- Councillors and Delegated Committee members may be eligible for reimbursement of their personal excess in the event of an accident in a personal car when being used for Eligible Council Business purposes. Councillors and delegated committee members should contact Council's Risk and Insurance Officer to confirm eligibility following an incident.

7.3 CAR MILEAGE CLAIMS

Councillors and Delegated Committee members are eligible to claim car mileage expenses when using their private vehicles to attend Eligible Council Business. Travel is measured to and from their main Colac Otway Shire residence (or Colac Otway Shire rateable property).

- Councillors and delegated committee members will be entitled to a rebate for kms travelled while using their own vehicles in accordance with the Australian Taxation Office (ATO) rate upon receipt of a duly completed Travel Expense Claim Form authorised by the Chief Executive Officer (CEO) or their delegate.
- A remote travel allowance is paid as compensation for time spent on long-distance travel to eligible Council Members. To be eligible, a Council member must normally reside more than 50km by the shortest practicable road distance from the location specified for Council meetings, or for municipal or community functions which the Council member has been authorised by Council to attend.
- Mileage claimed in relation to Eligible Council Business must be documented in Councillors' and Delegated Committee members' calendars in sufficient detail to be able to be independently substantiated for audit purposes.

7.4 PRIVATE USE OF COUNCIL VEHICLES

Other than the Mayor, no Councillor or Delegated Committee member is to use a Council vehicle for private use.

The Mayor may authorise another Councillor to use the Council vehicle, allocated for use by the Mayor, in relation to the conduct of duties concerning Eligible Council Business.

The Mayor may not authorise another Councillor to use the Council vehicle allocated for use by the Mayor, for private use.

7.5 CLASSES OF TRANSPORT

In the event that Councillors or Delegated Committee members access other means of transport in the performance of their duties concerning Eligible Council Business, the following classes of transport apply:

- Aircraft travel in economy class including, where available, the use of a flexible fare class for any inbound flight. Under this provision, the most economical fare should be chosen, provided that the departure and/or arrival times are reasonable.
- Hire car up to standard 6-cylinder vehicle.

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- Train or bus travel in (first class or economy class).
- Standard taxi or rideshare service.

7.6 TRANSPORT CHOICES AND TRANSPORT EXPENSE REIMBURSEMENT

Transport expense reimbursement applies when a Councillor or a Delegated Committee member is attending Eligible Council Business.

For tram, train and bus travel in and around Melbourne, the Councillor or Delegated Committee member will be provided with a Myki card.

Where public transport is not appropriate, if possible, Council's vehicle fleet should be used. This should be booked by Councillor Support.

If a taxi, Uber or another rideshare option is unavoidable then the Councillor or Delegated Committee member will pay the applicable fare and seek reimbursement using the relevant form, providing the applicable receipt.

7.7 OTHER INCIDENTAL TRAVEL EXPENSES

Councillors and Delegated Committee members may be eligible to claim other incidental expenses when using their private vehicles on Eligible Council Business including:

- Parking expenses (to be pre-booked for discounted rates (early bird rate), where possible).
- Toll fees.

Councillors and Delegated Committee members are not entitled to claim the cost of any traffic infringements, penalties, parking tickets or similar expenses.

Where travel has been overseas or interstate, associated incidental travel costs must be completed in accordance with clause 7.1 of this policy.

7.8 MEALS AND ACCOMMODATION CONNECTED WITH TRAVEL

Councillors and Delegated Committee members may claim the reasonable costs of:

- Reasonable meal expenses (excluding alcohol) for the duration of any travel in the course of performing Eligible Council Business. This does not include the cost of meals for partners, guests or families of Councillors or Delegated Committee members.
- Appropriate accommodation when interstate or overseas, that has been selected by the CEO or their delegate and booked by Councillor Support or an officer authorised by the CEO, will be available from the day prior to commencement day and each day on which events involving Eligible Council Business are held. This does not include any additional costs of accommodation for partners, guests or families of Councillors or Delegated Committee members.
- Councillors and Delegated Committee members may request accommodation where Eligible Council Business is being conducted:

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- in Melbourne, or at a location more than 150 kms from the Councillor's or Delegated Committee member's main residential address by road and:
 - is commencing at or before 9am; or
 - is concluding after 5pm; or
 - exceeds more than 5 hours in length.

Accommodation at the conference, training or meeting venue is preferable for safety-related reasons.

- Incidentals do not include personal expenses including mini bar, newspapers, personal phone calls, pay-per-view entertainment, etc. Personal expenses will not be reimbursed to the Councillor or Delegated Committee member. In any case where a personal expense has been charged to Council, these costs will be recovered from the Councillor through the debtor invoice process.

8. CHILDCARE AND CARER EXPENSES

Council will reimburse the cost of necessary childcare and carer expenses incurred by Councillors and Delegated Committee members in the course of performing duties associated with Eligible Council Business.

8.1 CHILD OR DEPENDANT CARE EXPENSES

In accordance with sections 41(2)(c) and (d) of the Act, Council will reimburse costs to a Councillor or delegated committee member where:

- a. the provision of childcare is reasonably required
- b. the provision of care for a dependent is reasonably required.

Care expenses that may be claimed include, but are not limited to:

- a. Childcare centre fees
- b. Home care fees
- c. Hourly fees
- d. Agency booking fees
- e. Reasonable travel expenses for transporting the carer to the dependent or the dependent to the carer.

Except by prior written agreement of the CEO, payments for carer and childcare services will not be made.

- a. to a person who resides with the Councillor
- b. has any financial or pecuniary interest with the Councillor
- c. has a relationship with the Councillor or their partner (i.e. immediate family member)
- d. has recognised care responsibility (i.e. parent or other regular care giver).

Evidence of out of pocket costs incurred by the Councillor must be provided with any claim.

The level of financial support shall be determined by the CEO in consultation with the claimant.

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9. CLAIMS FOR REIMBURSEMENT

- All claims for reimbursement of bona fide out-of-pocket expenses incurred by a Councillor or member of a Delegated Committee must be submitted to Council monthly.
- To enable Council to process a reimbursement, a Councillor or Delegated Committee member must:
 - Complete the Councillor Reimbursement Form; and
 - Attach a tax invoice or tax receipt to support their claim, along with any other relevant supporting documentation; and
 - Submit the completed claim for reimbursement directly to Councillor Support.
- All relevant forms will be available to Councillors via their devices.
- It is the responsibility of Councillors and Delegated Committee members to ensure that claims for reimbursement occur within the stated timelines. Where the timelines are not met, information will be provided to the Mayor and/or CEO for consideration as to the payment of the claim. Claims for expenses incurred more than 12 months ago will not be eligible for consideration, nor will Councillors or Delegated Committee members be able to dispute this refusal.
- In any case, where a Councillor or Delegated Committee member is unable to provide a receipt of costs incurred whilst travelling on Eligible Council Business, a statutory declaration may be accepted by the CEO.
- Appropriate and sufficient reasoning for being unable to produce a receipt must be provided by the Councillor or Delegated Committee member.

10. INFORMATION AND COMMUNICATION TECHNOLOGY EXPENSES

Councillors are entitled to the following information and communication resources to support their performance of duties of Eligible Council Business.

10.1 EQUIPMENT PROVIDED

- A portable computer;
- Relevant computer software;
- A mobile phone;
- Business cards; and
- A name badge.

Council will issue and maintain relevant equipment and provide any associated products required for their operation.

Equipment is provided as part of the Councillor induction process and all queries regarding provision or maintenance of equipment should be addressed to Councillor Support.

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Accessories or services beyond the standard equipment referred to in this clause may be provided upon appropriate assessment of the business need and a written request to the CEO. The additional cost of any accessories provided may be charged to the Councillor.

10.2 RETURNING EQUIPMENT

At the end of a Councillor's term or when they otherwise permanently cease to perform their duties as a Councillor all devices and equipment are to be returned to Council.

10.3 USAGE REQUIREMENTS AND RESTRICTIONS

Mobile phone usage is restricted to domestic calls; international calls are not to be made unless first authorised by the CEO, and must directly relate to the performance of duties associated with achieving the objectives of Council and comply with the mobile phone management procedure.

Where the mobile phone plan allows for unlimited local calls and texts at no extra cost, Councillors will be advised of this and may choose to use the phone for private local telephone call and text usage.

All mobile phone and internet usage connected with Council property must be in accordance with Council policies and the Model Councillor Code of Conduct. All internet usage and telephone and text log data may be monitored by Council to ensure compliance.

The Manager Information Services will maintain a register of all equipment provided to Councillors for Council business. Such equipment is returnable to Council on completion of tenure of the particular Councillor and must be in good condition, subject to fair wear and tear.

11. CONFERENCE AND TRAINING EXPENSES

Councillors may attend professional development and training programs, conferences or meetings. The approval of any training, conference or meeting attendance will be based on its relevance to the role and professional development of the Councillor.

Approval of attendance at professional development programs will be based on the following criteria and considerations:

- Participation in the professional development program is in the interests of the Colac Otway Shire Community;
- Participation in the professional development program provides a demonstrable public benefit, as distinguished from private benefit;
- The content of the professional development program is directly relevant to the Delegated Committee member or Councillor's role; and
- The knowledge or benefit from the professional development that will be utilised during the Delegated Committee member or Councillor's term of office.

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11.1 PROFESSIONAL DEVELOPMENT PROGRAM

From 26 October 2024, the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020* will require all Mayors, Deputy Mayors and Councillors to complete mandatory training within certain timeframes.

The mandatory training includes:

- Mayoral training – Mayors, Deputy Mayors and Acting Mayors (if appointed for one month or more) must complete the Mayoral training within one month of being elected to the role.
- Induction training – New councillors must complete mandatory Councillor induction training within four months of taking the oath or affirmation of office.
- Professional development training – All councillors must complete ongoing professional development training each year of their term, starting in the year following their election.

The CEO shall ensure that Council develops and implements an appropriate Training and Development Program to support Councillors to meet the requirements and objectives of the above mandatory training.

In addition to mandatory training the CEO shall work with each Councillor, within their first 12 months of the election, to identify any specific training or development needs. Council will fund these personal training and development opportunities within the limits of the budget approved by Council.

During their term, all Councillors will be entitled to complete the Company Director course provided by the AICD provided that:

- they have completed all mandatory training and development identified by the *Local Government Act 2020* and relevant regulations, including specific training identified by the CEO as mandatory;
- the course is completed in the first two years of their term in office; and
- there is at a minimum, twelve months remaining of their term of office as at the completion date of the course.

Enrolment in the AICD course will be approved by the CEO prior to commencement and is dependent on it being accommodated within the Budget allocation approved by Council for Councillor training and development.

Attendance by a Councillor at local, interstate or overseas meetings, conferences or training where the total expenditure incurred by that Councillor in the financial year will exceed \$1,500, must be subject to approval by Council resolution. This includes participation in the AICD Course, Annual MAV Conference and the National General Assembly.

11.2 PROFESSIONAL MEMBERSHIPS

Council holds a range of corporate professional memberships that are reviewed on an annual basis. Councillors are able to access information, training and development opportunities through these corporate memberships.

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Council does not fund individual professional memberships of Councillors with the exception of memberships to the Australian Local Government Women's Association (ALWGA) to enable female Councillors to participate in their professional development programs.

Council will pay Councillors' AICD annual standard membership fees during their term of office for Councillors that have successfully completed the course. It is the Councillor's responsibility to pay the initial joining fee (unless it is part of the AICD course funded by Council) and any additional fees.

11.3 ACCOMMODATION

Accommodation of a reasonable standard necessarily required for attendance at any approved training, conference or meeting will be booked by Councillor Support at the site of the training, conference or meeting or at a suitable, safe, nearby accommodation centre.

11.4 APPLICATION PROCESS

All training and development bookings and membership registrations will be administered by Councillor Support. Councillor Support will prioritise identifying the most affordable option available, including through the use of Municipal Association of Victoria (MAV) Council Credit Points (CCPs), discounts and other cost-savings mechanisms.

Application to attend any local, interstate or overseas meetings or conferences involving Council expenditure must be made by completing the relevant form.

Council will pay registration fees for attendance at approved meetings, training or conference sessions. Other related travel, meal, accommodation and related expenses may be claimed as outlined in this policy.

Applications within budgetary requirements to attend relevant training, conferences and meetings will not be unreasonably refused.

11.5 NON-ALLOWABLE EXPENDITURE

The following out-of-pocket expenses are the responsibility of Councillors or Delegated Committee members and cannot be the subject of a claim for funding or reimbursement:

1. The cost of any road, traffic, parking or public transport infringements or penalties incurred by Councillors or Delegated Committee members, whether or not in the course of performing their role.
2. Any private travel, regardless of whether it is conjoined with approved interstate or overseas travel in the course of performing their role.
3. Any private-use costs associated with use of ICT that are deemed unreasonable.
4. Any intentional, wilful, or negligent damage to ICT.
5. Other general expenses including:
 - a. Alcohol;
 - b. Passport application expenses;
 - c. Fees or charges incurred from a traveller's failure to cancel a guaranteed reservation;

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- d. Snacks;
 - e. Electronic organisers;
 - f. Toiletries;
 - g. Briefcases or bags;
 - h. Personal travel insurance;
 - i. Any in-room entertainment, including movie hire;
 - j. Kennel fees or animal expenses;
 - k. Hairdressing, barber and beautician services;
 - l. Loss of property (claims for loss of property may be available under travel insurance);
 - m. Any costs associated with accommodation that are outside room and breakfast (e.g. mini bar, laundry, tips and gratuities);
 - n. Airline club fees;
 - o. Excess baggage claims;
 - p. Toiletries;
 - q. Tourism related costs (e.g. day trips, excursions, activities, hire of bikes or boats etc.);
 - r. Reading materials (including newspapers, magazines, books etc.);
 - s. Travel costs not associated with the conference or event;
 - t. In-flight or in-house movies or entertainment costs;
 - u. Personal gifts, goods, services or souvenirs purchased;
 - v. Additional expenses associated with the attendance of a Councillor's partner, child(ren), etc, except care-related costs outlined in this policy.
6. Other than by Council resolution, expenses or other support for attendance at political party events.

12. RESOURCES AND FACILITIES

The following additional resources and facilities are provided to support Councillors performing their duties while undertaking Eligible Council Business and discharging duties of civic office.

12.1 OFFICE OF THE MAYOR

Council will provide the Mayor with a fully registered, insured, maintained and fuelled vehicle for their use on official duties and for reasonable private use. The private use of the Mayor's vehicle does not extend to family members.

Use of a Council motor vehicle will be in accordance with Council's Motor Vehicle Policy, as amended from time to time.

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At least 48 hours prior to the conclusion of the Mayoral term, the Mayoral vehicle must be returned to the EA CEO, Mayor and Councillors so that it may be serviced, cleaned and detailed prior to the commencement of the incoming Mayor.

12.2 BUILDING ACCESS AND PARKING

Councillors will be provided with a dedicated space within the Rae Street Precinct for their general use. Each Councillor will receive an access card for the Councillors' Office between 7am and 7pm weekdays.

Councillors must not allow third parties access to Council Facilities, including the Councillors' Office, unless it is part of a meeting auspiced or scheduled by Council. Details of attendees should be provided to the EA CEO, Mayor and Councillors.

Car parking is available to Councillors at the Civic Officer in Rae Street at no cost.

12.3 INSURANCE

Councillors are covered by the following Council insurance policies on a 24-hour, 7-day a week basis, while performing Eligible Council Business and discharging the duties of civic office:

- Council's workers compensation insurance.
- Councillors' and Officers' Liability Insurance.
- Travel insurance for interstate and international travel.

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from actions taken in good faith in relation to Eligible Council Business where a claim is accepted by Council's insurers, whether defended or not.

In accordance with section 43A of the *Local Government Act 2020*, a Council must not indemnify a Councillor for legal costs incurred as a result of any application made, process or proceeding, or decision or determination made, relating to an internal arbitration or Councillor Conduct Panel proceeding, that alleges misconduct or serious misconduct, unless it is determined by the arbiter or the Councillor Conduct Panel that representation is necessary under sections 141(2)(c) or 163(2)(b) of the Act.

Council equipment provided to Councillors to assist in performing their role, is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

Councillors must notify the CEO as soon as possible after they become aware of a potential claim.

12.4 EMPLOYEE ASSISTANCE PROGRAM

Councillors may make use of Council's appointed confidential employee assistance program/ professional counselling service in order to help resolve both personal and Council-related problems that may impact on their capacity to undertake their role as a Councillor.

12.5 PROVISION OF HOSPITALITY

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The Mayor, on behalf of the Council, can provide Hospitality (as defined) to groups or individuals who are regarded as key stakeholders with whom the Council seeks to develop closer or more effective working relationships or to further Council's interests and objectives.

There may be occasions when it is necessary and appropriate for Council Hospitality to a particular group or individual to be provided by a Councillor other than the Mayor. Such proposals are to be discussed and approved by the Mayor and CEO prior to the occasion.

The CEO may approve the provision of alcohol at the cost of Council, for any Civic Function, where the benefits to the community are documented by the CEO prior to approval of the Event. All Councillors are expected at such functions to display a high standard of civic leadership regarding the responsible provision and usage of alcohol.

12.6 MEALS AND REFRESHMENTS – COUNCILLOR BRIEFINGS AND COUNCIL MEETINGS

Councillors will be requested to inform Councillor Support of any dietary requirements or preferences at the commencement of their term of office, and to advise of any alterations to those requirements or preferences during the course of their term.

Meals and Refreshments

Councillors will have access to tea, coffee and water at all times while on Council premises.

Where Council meetings or briefings are held at times which extend through lunchtime, Councillors will be provided with a suitable meal served on the premises.

Councillors should inform the office if they will not be attending meetings or briefings, so meals are not ordered.

12.7 MEETING ROOMS

The Civic Council Office includes a Councillors' office reserved for exclusive use by Councillors. This room is equipped with computer access and is suitable for office work, reading, and research and small meetings.

Other meeting rooms at the Council office can be booked for use by Councillors to conduct meetings during office hours through Councillor Support.

Meeting equipment can be made available for meetings upon request.

12.8 ADMINISTRATIVE ASSISTANCE

The Mayor will be provided with reasonable administrative assistance, as required.

13. OTHER EXPENSES NOT ELSEWHERE COVERED

13.1 LEGAL EXPENSES

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Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor or Delegated Committee member will be the responsibility of that individual.

Councillors and Delegated Committee members may discuss potential claims on a case by case basis with the CEO who will work with the Executive Officer Governance to determine if an insurance claim is applicable.

13.2 OTHER EXPENSES

Any claims for expenses not specifically covered by this policy must first be referred to the CEO for authorisation/approval before being submitted.

Councillors and Delegated Committee members are encouraged to discuss in advance with the CEO any event, meeting or other gathering where there is the potential for incurring expenses so that:

- The appropriateness of potential claims can be considered; and
- Any available cost saving measures can be put in place.

13.3 AUDIT AND REPORTING

In the interest of transparency and accountability, quarterly expenses paid by Council or reimbursed to Councillors or Delegated Committee members under this policy will be reported to the CEO, Council's Audit and Risk Committee.

Councillor expenses will be reported quarterly in the Quarterly Performance Statement of the Council in a manner consistent with applicable accounting and reporting standards.

Any items considered to be in breach of the *Local Government Act 2020* or this policy will be reported to the Colac Otway Shire Council's Audit and Risk Committee.

All payments made to Councillors during their elected term and falling within the terms of this policy will be publicly disclosed on Council's website on a quarterly basis.

13.4 CONSEQUENCES OF BREACH

Any action by a Councillor or Delegated Committee member in relation to matters contained in this policy which breaches obligations under the *Local Government Act 2020* or Model Councillor Code of Conduct, may result in action taken by Council pursuant to the *Local Government Act 2020* and Code.

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14. RELATED DOCUMENTS

Council Policies

- Model Councillor Code of Conduct
- Fleet Policy
- Gifts, Benefits and Hospitality Policy
- Governance Rules
- Information Privacy Policy
- Public Transparency Policy

Legislation

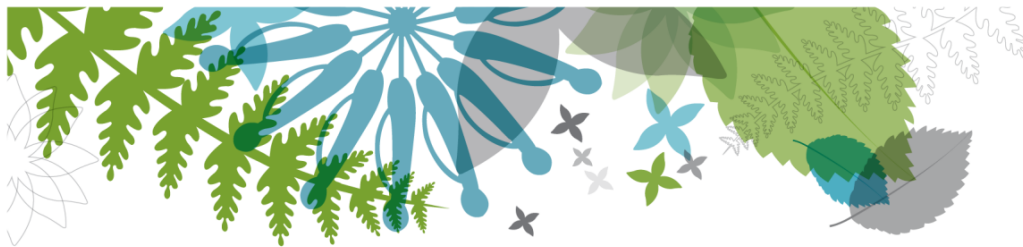
- *Carers Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Local Government Act 2020*

15. DOCUMENT CONTROL

Policy owner		Manager Governance and Business Improvement	Division	
Adopted by council			Policy Number	
File Number			Review date	

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Council Policy

18.5 - COUNCIL EXPENSES POLICY

PURPOSE

This policy supports Councillors and members of delegated committees to perform their role, as defined under the *Local Government Act 2020* (the Act), by ensuring that expenses reasonably incurred in the performance of their role are reimbursed. It references the overarching governance principles and supporting principles of the Act. The policy also provides guidance on:

- entitlements
- processes for reimbursement
- reporting requirements.

The policy is intended to ensure that Councillors and members of delegated committees are supported to perform their duties without disadvantage.

Members of delegated committees exercise powers of councillors, under delegation. This policy also applies to those members in the course of undertaking their role as delegated committee members.

The Council Expenses Policy outlines the resources, facilities, support and reimbursement available to Councillors to enable them to fulfil their responsibilities as elected members of the community. These include:

- Allowances paid to the Mayor and Councillors;
- Mayoral vehicle;
- The facilities, resources and support Council considers necessary or appropriate to provide support to Councillors in the performance of their duties as a Councillor; and
- The circumstances under which Council will make payment for –
 - professional development;
 - reimbursement of travel expenses; and
 - reimbursement of other expenses.

This policy also describes the procedure to be followed in applying for reimbursement and in reimbursing expenses.

POLICY INTENT

Councillors will be provided with resources, support and access to facilities to assist them to fulfil their responsibilities as elected members of the community. In addition, Council will reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied are bona fide expenses; and have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and are reasonably necessary for the Councillor or member of the delegated committee to perform that role.

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BACKGROUND

Under the *Local Government Act 2020* (the Act), Councillors are entitled to the resources and facilities reasonably necessary to enable them to effectively perform their role, and support and reimbursement of expenses related to their duties as a Councillor.

The Act requires Council to adopt and maintain a policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

This policy has been developed with reference to the Act.

SCOPE

This policy applies to all Councillors and members of delegated committees of Colac Otway Shire Council.

DEFINITIONS

Councillor – Councillor of Colac Otway Shire Council

CEO – Chief Executive Officer

Carer – as defined as carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*

Delegated committee – Delegated committees are defined under section 63 of the *Local Government Act 2020*

REFERENCES AND RELATED DOCUMENTS

- *Local Government Act 2020*
- *Carers Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equity Bill 2020*
- Business Technology Terms of Use (IS-01)
- Bring your own device (BYOD) (IS-02)
- Information Management Policy (IS-03)
- Light Fleet Policy (AS-01)
- 18.2 - Information Privacy Policy
- Public Transparency Policy*

*Once policy is adopted

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STATEMENT OF POLICY

The provision of facilities, resources and support to Councillors and members of delegated committees, and the expenses paid or reimbursed for Councillors and members of delegated committees will be made on an equitable basis.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the Council.

Councillors are, in the performance of their duties under section 40 of the Act, entitled to access facilities, support and resources as described in this policy and the Act. These duties include:

- Attending Council meetings, meetings of Committees of Council, formal briefing sessions and civic or ceremonial functions convened by Council, the Mayor or the CEO.
- Attending meetings or workshops scheduled by Council, the Mayor or the CEO.
- Participating in site inspections or meetings, or participating in delegations or deputations to which the Councillor has been duly appointed as a representative of Council.
- Attending a meeting or function as the nominated representative of Council or the Mayor.
- Attending meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate or the nominated representative of Council.
- Attending site inspections or meetings arranged by Council relevant to a matter which is, or is anticipated to be, the subject of a decision of Council.
- Attending seminars, training or professional development courses as an attendee and/or speaker and which:
 - contribute to the development of personal and professional skills or knowledge of the Councillor which are necessary for the performance of the duties of a Councillor;
 - are consistent with Council's objectives;
 - will cover or present material with application/importance/relevant to current or future issues faced by the Council; and
 - are within the Councillors' annual budget allocations for the provision for seminars and training.
- Attending conferences as an attendee and/or speaker as Council's nominated representative or delegate and which:
 - are consistent with Council's objectives; and
 - will cover or present material with application/importance/relevance to current or future issues faced by the Council; and
 - are within the Councillors' annual budget allocations for the provision for conferences and seminars.

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GUIDELINE

This policy is not intended to prescribe for every possible situation that may arise. Should a situation arise that is not adequately covered by this policy, the matter will be referred to the CEO for determination. The CEO may choose to refer the situation to a meeting of Council and request that Council resolve on the matter, after first having advised the Councillor; if the Councillor does not wish for the matter to be determined by Council, it will be on the understanding that the claim is refused.

Ultimately, under section 40(1) of the Act:

A Council must reimburse a Councillor or a member of a delegate committee for out-of-pocket expenses which the Council is satisfied –

- (a) are bona fide expenses; and
- (b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- (c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

It is not a matter of discretion. A Councillor or member of delegated committees has a right to reimbursement if the requirements of section 40(1) of the Act are satisfied.

The fundamental test to be applied in determining whether a Councillor or member of delegated committees expense is necessarily or reasonably incurred is whether the expenditure is necessary because it is supplemental or incidental to, or consequent on, the performance of Council duties and reasonable in its quantum.

It is to be noted that:

- Expenses incurred by Councillors when acting in a private capacity will not be reimbursed or paid.
- Any costs incurred by a Councillor which are not covered specifically within this policy will not be met, unless the Councillor has received prior written authorisation from the CEO or from Council (in the form of a Resolution).
- Supporting evidentiary documentation will be required for all Councillor and members of delegated committees expense reimbursement and payments.
- Reference to the CEO throughout this policy will extend to his or her delegate.

COUNCILLOR ALLOWANCES

MAYOR, DEPUTY MAYOR AND COUNCILLOR ALLOWANCE

Section 39 of the Act describes the application of allowances all Councillors (Mayors, Deputy Mayors and Councillors).

Entitlements to an allowance will be in accordance with the Determination of the Victorian Independent Remuneration Tribunal under the Victorian Independent Remuneration Tribunal and Improving *Parliamentary Standards Act 2019*.

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- Unless an election has been made under Section 39(5) of the Act, to receive a reduced entitlement, all Councillor allowances will be paid in accordance with the Determination of the Victorian Independent Remuneration Tribunal.
- Allowances will be paid 4 weekly in arrears.
- Mayor and Councillor allowances are taxable income and Councillors should put in place their own processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual Councillors.

REIMBURSEMENTS FOR COUNCILLORS AND MEMBERS OF DELEGATED COMMITTEES

TRAVELLING EXPENSES

Where practical, Councillors are to use a Council pool car for travel involved in performing their duties. This is to be requested through the office of the CEO or by emailing governance@colacotway.vic.gov.au

Upon the completion and forwarding of a travelling Claim Form, travel expenses will be paid to Councillors for out of pocket expenses related to:

- Council meetings and Council business related to Council meetings.
- Council functions.
- Attendance at a meeting of an external body to which a Councillor has been appointed by the Council.

Members of delegated committees will be reimbursed for reasonable travel expenses where it is necessary for them to attend delegated committee meetings and business related to delegated committee meetings.

TRAVEL WITHIN VICTORIA OR INTERSTATE

When Councillors are travelling within Victoria or interstate they should use the mode of transport that is the most cost effective.

- Travel must be undertaken by the shortest practical route.
- Any time other than authorised Council business shall not be included in the calculation of any expenses to be paid.
- Where travel is by air the standard form of travel will be economy class.
- Claims will only be paid on the actual form of transport.

The allowance payable to Councillors for use of their own private vehicle on Council business shall be in accordance with the rates prescribed in the Victorian Local Authorities Interim Award, as varied from time to time.

Any expenses from breach of road, traffic parking or other regulations or laws, will not be reimbursed by Council.

The costs of a partner accompanying a Councillor on a business trip (local, interstate or international) must be borne by the Councillor unless there is a bona fide business purpose or necessity for the presence of a partner.

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REMOTE AREA TRAVEL ALLOWANCE

Where a Councillor (including a Mayor) normally resides more than 100 kilometres (round trip) by the shortest possible practicable road distance from the location or locations specified for the conduct of Council meetings or committee meetings of the Council or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she shall be entitled to be paid an additional allowance of \$40.00 per day, up to a maximum of \$5,000 per annum.

The Remote Area Travel Allowance is classified as Travel Allowance in the Annual Report.

CHILD CARE EXPENSES

Councillors and members of delegated committees incurring child care expenses paid to:

- A recognised child care provider; or
- To a person who does not:
 - have a familial or like relationship with the Councillor / delegated committee member;
 - reside either permanently or temporarily with the Councillor / delegated committee member; or
 - have a relationship with the Councillor / delegated committee member, or his / her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider,

will be reimbursed when the child care is necessary to allow the Councillor to attend:

- Council meetings and Council business related to Council meetings;
- Council functions; or
- Meetings arising as a result of a Councillor being appointed by the Council to an external body.

Members of delegated committees will be reimbursed when the child care is necessary to them to attend delegated committee meetings and business related to delegated committee meetings.

Child care payment or reimbursement claims should be submitted to the Office of the CEO and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons child care was necessary.

CARER EXPENSES

A Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*, will be reimbursed when a carer is necessary to allow the Councillor to attend:

- Council meetings and Council business related to Council meetings;
- Council functions; or
- Meetings arising as a result of a Councillor being appointed by the Council to an external body.

Members of delegated committees will be reimbursed when carer costs are necessary to allow them to attend delegated committee meetings and business related to delegated committee meetings.

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Carer costs are not eligible for reimbursement for a person who regularly lives with the Councillor or member of a delegated committee, except where a live-in professional carer is required to work extra time at extra expense due to the Councillor's duties.

Carer payment or reimbursement claims should be submitted to the Office of the CEO and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons that respite care was necessary.

CONFERENCES AND SEMINARS

Councillors are encouraged to attend conferences and seminars relevant to their role, to enhance their personal skills and knowledge.

Partners may accompany Councillors to conferences where the presence of a partner is necessary to support the business or representational needs of Council. Where it is deemed appropriate for partner attendance Council will cover the cost of the partner's registration/entrance fee.

As part of the annual budget process an amount will be allocated for the attendance of Councillors at conferences and seminars and to participate in training.

All expenditure by Council on Councillor attendance at conferences, training sessions, seminars, trade delegations etc. will be assessed against the following criteria:

- Applicability of conference material to current or like future Shire issues.
- The importance of the event in terms of its provision of:
 - relevant and necessary training;
 - key information;
 - economic development opportunities; and
 - networking opportunities.

Councillors sponsored by Council to attend conferences and seminars shall have all reasonable expenses for travelling, transport, accommodation, registration fees, meals and out of pocket expenses relating to the conference/seminar reimbursed or paid on their behalf.

Councillors must obtain approval from the Mayor or CEO or alternatively full Council:

- to attend such conference/seminar where expenses are likely to be claimed; or
- to use a Council vehicle for transport to or from such function.

Note: the MAV Conference is to be automatically approved for attendance.

Any expenditure greater than \$600 (including registration, travel and accommodation) for a Councillor to attend a conference, seminar, training session, trade delegation, friendship visit etc. must be approved by Council. Approval is dependent upon the cost being within budget and being consistent with Council's goals and strategies.

Council may agree to a set contribution towards a Councillor's cost to attend a conference or seminar rather than the full costs in certain circumstances (eg. if the costs are high or the benefits not significant to Council).

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When attending approved conferences/seminars Councillors must:

- keep all related receipts;
- arrange with the Finance Unit for conference/seminar costs to be prepaid if required; and
- complete an Interstate and Overseas Travel approval form (Councillor and Staff) for any interstate or overseas travel.

Expenses for Councillors wishing to make their own arrangements for transport or accommodation will be reimbursed as determined by the CEO.

REIMBURSEMENT PROCEDURE

All claims are to be submitted to the Office of the CEO on the prescribed form. All claims should be accompanied by fully accredited receipts/tax invoices for any expenses claimed. If receipts cannot be produced, Councillors and members of delegated committees may be required to provide a statutory declaration.

All claims must include sufficient detail to demonstrate, in accordance with the Act, that the expense for which reimbursement is claimed is a reasonable bona fide out-of-pocket expense incurred while performing the duties of a Councillor or member of a delegated committee.

Once claim forms with their associated documents have been submitted, the CEO or his or her delegated representative will review them for approval. Once authorised the claims will be forwarded to the Finance Department for payment. Payments are made via electronic transfer.

TIMEFRAME FOR SUBMISSION OF CLAIMS

All claims for allowances or reimbursements including travelling shall be made monthly. This is to ensure transparency and accountability.

Claims for reimbursement of claims for the months of July to May shall be submitted by the close of business of the last business day of the following month.

Claims for reimbursement of expenses during the month of June shall be submitted within 7 working days of the end of the financial year.

It is the responsibility of Councillors and members of delegated committees to ensure that claims for reimbursement occur within the stated timelines. Where the timelines are not met, information will be provided to the Mayor and/or CEO for consideration as to the payment of the claim. Claims for expenses incurred more than 12 months ago will not be eligible for consideration, nor will Councillors or members of delegated committees be able to dispute this refusal.

EXCLUSIONS

Any expenses arising from a breach of road, traffic, parking or other regulations or laws, including Council Local Laws, will not be reimbursed or funded in any way by Council.

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If a Councillor or member of a delegated committee chooses not to claim a particular expense, this cannot be offset against a claim for any additional amount associated with another expense.

Claims for expenses other than those included in these guidelines will not be reimbursed, except in exceptional circumstances and after Council has resolved that the claim is reasonable and should be reimbursed.

COUNCILLOR RESOURCES AND FACILITIES

MAYOR'S VEHICLE

A fully maintained vehicle will be provided to assist the Mayor to carry out his/her duties and for private use during the Mayoral term. In order to achieve an improved environmental outcome, the Mayor's vehicle is to be no larger than a medium sized passenger vehicle with a fuel consumption for a petrol or diesel fuelled vehicle of not more than 8 litres/100 kilometres or an LPG vehicle (based on the official fuel rating).

The vehicle is to be operated and maintained in line with the Light Fleet Policy.

Where possible, vehicles should attain a minimum of 5 stars under ANCAP safety assessment criteria.

INCLUSIVITY REQUIREMENTS

Council encourages wide participation and interest in civic office. It will seek to ensure that Council premises and associated facilities and equipment are accessible to all.

In addition to the provisions above, the CEO may authorise the provision of reasonable additional facilities and expenses in order to enable an elected member with a disability to perform their civic duties.

COMMUNICATIONS EQUIPMENT PROVIDED

Councillors shall be provided with appropriate communications equipment to ensure that they can adequately and efficiently perform their role as a Councillor, which as a minimum will include:

- A mobile phone (with email and calendar)
- Tablet with inbuilt internet capability
- Additional IT resources where internet connection unavailable or unreliable
- Council email account
- Other equipment as agreed

The make, model and specifications of any communications equipment, the associated contracts or plans and the replacement of any communications equipment shall be at the discretion of the CEO or his or her delegate.

The above facilities remain the property of the Council and must be returned at the end of a Councillor's term of office.

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Council will meet the purchase, installation, maintenance and service, connection and disconnection, subscription, rental and usage costs for all Council provided communications equipment.

Council will only meet the incidental costs of two 4G internet connections for each Councillor, except where additional, short term connections are required to facilitate travel or where the connection is necessary or appropriate for the purposes of achieving the objectives of Council.

Council may reimburse the purchase, installation, maintenance and service, connection, subscription, rental and usage expenses for equivalent equipment not provided by Council.

Councillors will only be reimbursed for such expenses where the purchase, installation, maintenance, service, connection, subscription, rental or usage has been approved in advance by the CEO.

Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account the estimated costs of using equivalent communications equipment provided by Council.

Council provided communications equipment is to be used for Council related business activities however it is acknowledged that, on occasion, limited personal use may be made of communications equipment.

Councillors will be regularly provided with mobile phone usage accounts and are required to sign a statement on each account, confirming:

- The value or amount of business use; and
- The value or amount of reasonable personal use.

Councillors are required to reimburse Council for the cost of their personal use of the equipment.

Council will review Councillors communication equipment and will update equipment at:

- The commencement of each electoral term;
- Any stage during the electoral term where Council believes an update is appropriate.

USE OF COUNCIL EQUIPMENT

Use of Council provided equipment is for Councillors use only.

The information technology platform provided for Councillors is based on Council licensed software and to assist the efficiency of the information technology no additional software is to be loaded onto Council provided hardware without the consent of the Chief Executive Officer.

Councillors have the responsibility to protect the equipment directly under their control.

Anti-virus protection and detection software is installed on Council communications equipment. Any suspected virus activity should be reported to the Office of the CEO.

Councillors are required to contact the Office of the CEO to report any damage or malfunction of any equipment.

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OTHER

STATIONERY

Councillors may access and use standard stationery held or obtained generally for Council's requirements. Council stationery may only be used for carrying out duties as a Councillor.

PROTECTIVE CLOTHING

Where requested, Council will provide protective clothing to Councillors when required to carry out the duties of office.

LEGAL

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

MEALS/REFRESHMENTS

Where Council meetings are held at times that extend through normal meal times, Council will provide suitable meals. Councillors will be notified of meal arrangements for each meeting.

INSURANCE

Councillors are covered by the following Council Insurance Policies while discharging their duties as a Councillor:

- Public Liability
- Professional Indemnity
- Councillors and Officer Liability
- Personal Accident Insurance (accompanying partners also covered) (Workcover)

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

Councillors will not be covered for any deliberately fraudulent act or omission, or any wilful violation or breach of any law. Councillors must promptly advise the CEO of any matter which may give cause to a potential claim on Council.

MAIL

Council will post mail which has been generated by Councillors in performing their duties. (Any document written by a Councillor in performing their duties is a Council document and a record must be kept by the Council.) This will be co-ordinated through the Office of the CEO.

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COMPLIANCE WITH IT POLICIES

Councillors are to comply with the following Council policies:

- Business Technology Terms of Use (IS-01)
- Bring your own device (BYOD) (IS-02)
- Information Management Policy (IS-03)

REPORTING

The Annual Report shall include the amount paid or attributed to a Councillor and include (but are not limited to) allowances, travel allowances and use of motor vehicle.

The Annual Report shall include a table detailing what equipment is provided to each Councillor.

Details of reimbursements will be reported to Council and the Audit and Risk Committee on a quarterly basis.

Reporting will include:

- expenses incurred by councillors during the quarter
- reimbursement claims made by councillors during the quarter
- reimbursements made by councillors during the quarter.

Council commits to monitoring processes and decision making to understand the overall success of the policy's implementation.

A period review of the policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

IMPLEMENTATION AND REVIEW

This policy will be implemented by Council and will be reviewed for any necessary amendments no later than four years after its formulation or after the last review.

DOCUMENT CONTROL

Policy owner	Manager, Governance & Communications	Division	Executive
Adopted by Council	22 July 2020	Policy Number	18.5
File Number	D20/155065	Review date	July 2024

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CM reference	D20/155065	Date of adoption	22 July 2020
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Item: 7.13

Award of Contract 2513 - Supply and Delivery of a Grader

OFFICER	Raam Gowriswaran
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	Nil

1. PURPOSE

To consider the award of Contract 2513 for supply and delivery of a grader for use in the Council's Services and Operations activities to replace ageing heavy plant.

2. EXECUTIVE SUMMARY

Contract 2513 is for the supply and delivery of a grader. The procurement of this item is in accordance with Council's 10-year fleet replacement plan. A new grader is required to replace the current grader which is due for replacement as it is nearing the end of its useful life.

A Request for Tender (RFT) was advertised through VendorPanel, utilising the panel contract with the Municipal Association of Victoria (MAV). Three tender submissions were received by the closing date and have been evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria. The recommended supplier is well-known within the public and private sectors, and the selected vehicle is considered fit for purpose.

3. RECOMMENDATION

That Council:

- 1. Recognises that the preferred tenderer (as listed in the confidential attachment to this report) for Contract 2513 – Supply & Delivery of a Grader has been assessed as providing value-for-money as per the attached Evaluation Report.***
- 2. Awards Contract 2513 – Supply & Delivery of a Grader to Tenderer 3 (as per the confidential attachment to this report) for the tendered price of \$430,500 (ex GST).***

3. ***Authorises the Chief Executive Officer to sign the contract following award of Contract 2513 – Supply & Delivery of a Grader.***
4. ***Authorises the Chief Executive Officer to perform all roles of the Principal.***
5. ***Notes the unsuccessful tenderers will be advised of the outcome of the tender process and the successful tenderer and the contract price will be listed on Council's website.***

4. KEY INFORMATION

The Services and Operations Department own and operate a range of plant and machinery to enable the delivery of all services managed on behalf of Council. This includes grading of gravel roads to support road maintenance and renewal. The heavy plant fleet includes graders, with one due for replacement as per the plant replacement program.

The replacement of the grader was identified in this year's plant replacement program and there is provision within the 2024-25 Capital Works program for the procurement of the grader. It is considered more cost effective for Council to purchase this plant item rather than entering into a lease arrangement given the extensive use of the grader throughout the year.

A Request for Tender (RFT) was advertised through VendorPanel, utilising the panel contract with the Municipal Association of Victoria (MAV), seeking responses from suitable vendors to undertake the contract. Three tender submissions were received from suppliers by the closing date of 29 January 2025. The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria. The Evaluation report is attached in a Confidential attachment.

The recommended supplier is well known within the public and private sector and the selected vehicle is considered fit for purpose and suitable for the functional requirements of the Services and Operation team. The supply time for delivery is expected to be six months.

5. CONSIDERATIONS

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

This report's recommendations focus on delivering best value outcomes for the community and aligns with the Governance Principles. The tender process competitively tested the market to produce a suitable supplier which is within the project budget.

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

This report complies with the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*, as well as Council's Procurement Policy.

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

Modern graders compared to older machines are more ergonomic and more environmentally friendly. New diesel vehicles are proven to be more efficient and produce fewer emissions than older generation vehicles. Whilst options for electrification of Council's heavy plant are being taken into account, there was not considered to be a viable cost-effective electric alternative in this instance.

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

Not applicable.

Public Transparency (s58 LGA 2020)

The contract for the supply and delivery of a new grader is being considered in an open Council meeting and the relevant contract details will be published on Council's website.

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 purchase of the grader has been identified within the 2024-25 Major Plant Replacement Program and is included in the 2024-25 capital works budget.

Service Performance (s106 Local Government Act 2020)

The grader purchase is required to ensure that Council's Services and Operations team can continue to undertake its maintenance and capital works activities in accordance with scheduled and reactive work requirements.

Risk Assessment

The grader recommended to be supplied will comply with all relevant legislation and Australian and International Standards.

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 – Award Contract 2513 as recommended

This option is recommended by officers as the supplier has been assessed through Council's procurement process as providing the best value for money. This supplier has a proven track record within the industry for the supply and support for heavy vehicles and the plant meets the functional requirements of Council.

Option 2 – Do not award the contract and re-tender or select alternative tenderer.

This option is not recommended by officers as the proposal submitted by the preferred supplier is assessed as providing best value for money, and the grader is assessed to meet the functional needs of the Services and Operations Department. Returning to the market via a re-tender or selecting an alternative tenderer is not expected to return better value or quality of machinery.

Item: 7.14

Award of Contract 2501 - Pengilley Avenue, Apollo Bay Road Reconstruction

OFFICER	Damien Gray
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	Nil

1. PURPOSE

To consider the award of Contract 2501 for the reconstruction of Pengilley Avenue, Apollo Bay.

2. EXECUTIVE SUMMARY

Contract 2501 – Pengilley Avenue, Apollo Bay is for a reconstruction of the road surface between Gallipoli Avenue and McLachlan Street. A Request for Tender (RFT) for these works was advertised between 22 November and 18 December 2024. The recommended contractor provided a high-quality tender submission demonstrating good value for money and understanding of the project requirements.

3. RECOMMENDATION

That Council:

- 1. Recognises that the preferred tenderer (as listed in the confidential attachment to this report) for Contract 2501 – Pengilley Avenue, Apollo Bay has been assessed as providing value-for-money as per the attached Evaluation Report.***
- 2. Awards Contract 2501 – Pengilley Avenue, Apollo Bay to Tenderer 1 for the lump sum price referred to as the Tender Price in the confidential attachment to this report***
- 3. Authorises the Chief Executive Officer to sign the contract following award of Contract 2501 – Pengilley Avenue, Apollo Bay.***
- 4. Authorises the Chief Executive Officer to perform all roles of the principal.***

5. ***Nominates the General Manager Community and Economy to the role of Superintendent for the contract, including managing variations in accordance with the contract conditions.***
6. ***Notes that the successful tenderer and contract price will be listed on Council's website promptly after unsuccessful tenderers are advised of the outcome of the tender process.***

4. KEY INFORMATION

Council's annual road reconstruction program ensures that a continuous investment in Council's sealed road network is achieved in an affordable and practicable manner aligned with Council's Asset Plan. The existing Pengilley Avenue pavement has been subject to numerous patches to extend the pavement lifespan but is currently in a poor condition with ongoing structural failures and requires reconstruction. The road provides access to the Apollo Bay P12 Secondary School as well as the Apollo Bay Medical Centre, Great Ocean Road Health and the Apollo Bay Library. Pengilley Avenue has thus been identified for renewal to ensure that a safe and reliable level of service can be provided for the local community and businesses.

The works include drainage infrastructure upgrades, repairs to damaged kerb & channel, footpaths and laybacks as well as new line-marking, signage and side entry pit lids. The intersections of Pengilley Avenue/Gallipoli Parade/Ramsden Avenue, as well as Pengilley Avenue/McLachlan Street will be incorporated into the works.

A Request for Tender (RFT) for these works was advertised between 22 November and 18 December 2024. The Tender Evaluation is attached as a Confidential Attachment to this report. The recommended contractor provided a high-quality tender submission demonstrating good value for money and understanding of the project requirements. The contractor has extensive experience on similar projects with suitable plant, resources and sub-contractors to complete the works under contract within budget and available timeframes.

5. CONSIDERATIONS

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

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

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

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

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

Not applicable.

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

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

Public Transparency (s58 LGA 2020)

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

Theme 2 - Valuing the Natural and Built Environment

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

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

Financial Management (s101 Local Government Act 2020)

This project is included in the 2024-25 budget and is jointly funded by the Australian Government Roads to Recovery (RTR) Program and the Colac Otway Shire. The lump sum tender price falls within the approved budget allocation for this project.

Service Performance (s106 Local Government Act 2020)

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

Risk Assessment

Practicable and reasonable risk mitigation measures have been included in the Contract for safety in design and constructability. The Contractor shall be responsible and accountable for the provision of all the necessary plant, materials, sub-contractors and other resources required to carry out the works. The contractor will be responsible and accountable for site supervision, sub-contractor management, traffic management and site safety during construction. Road closures will be subject to the endorsement of the contractor's Traffic Management Plan. Access will be provided for local residents and businesses to minimise disruption during the works. The Contractor will be responsible for the identification and protection of existing services and assets. Any impacts to existing services will require prior approval from the relevant Authorities.

Communication/Implementation

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

Human Rights Charter

No Impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the recommendation to award Contract 2501 to the successful tenderer.

This option is recommended following a comprehensive tender evaluation process that considered a range of criteria. The successful tenderer has submitted a Lump Sum Tender price that is within the available budget and has the capability and experience to undertake the necessary works within the required timeframe.

Option 2 – Do not Adopt the recommendation to award Contract 2501 to the successful tenderer.

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

Item: 7.15

Revocation of Authorised Officer under the Planning and Environment Act 1987 - Rhassel Mhasho

OFFICER	Belinda Rocka
GENERAL MANAGER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. For revocation - Instrument of Authorisation - Authorised Officer Planning and Environment Act - Rha [7.15.1 - 1 page]

1. PURPOSE

To revoke the Instrument of Appointment and Authorisation to Rhassel Mhasho, as he has ceased employment with Council effective 31 December 2024.

2. EXECUTIVE SUMMARY

Instruments of Appointment and Authorisation to Council officers under the *Planning and Environment Act 1987* (the *Act*) are required to be signed under resolution of Council. When an employee resigns, Council is required to revoke the Instrument.

3. RECOMMENDATION

That Council revokes the Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 to Rhassel Mhasho, dated 27 July 2022 (refer Attachment 1).

4. KEY INFORMATION

The *Planning and Environment Act 1987* (the *Act*) establishes a framework for planning the use, development, and protection of land in Victoria in the present and long-term interests of all Victorians. Various staff members within Council are required to undertake assessments, give advice, or investigate various issues in relation to the *Act*. In order to undertake these assessments authorisation is required under section 147(4) of the *Act*.

5. CONSIDERATIONS

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

Council decisions are to be made and actions taken in accordance with the relevant law. Under section 224(1) of the *Local Government Act 1989*, a Council may appoint any person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council. Authorisations to Council officers under the Act are required to be signed and/or revoked by resolution of Council.

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

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

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

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

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Endorse the Revocation of the Instrument of Authorisation and Appointment

This option is recommended as the officer is no longer employed by Council in a role that requires being an Authorised Officer of Council.

Option 2 – Endorse the Revocation of the Instruments of Authorisation and Appointment with amendments

This option is not recommended as the Instrument needs to be revoked to cease its currency.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument "officer" means –

RHASSEL MHASHO

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

It is declared that this Instrument –

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

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

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

A handwritten signature in black ink, appearing to read 'Anne Howard'.

Chief Executive Officer
Anne Howard

Dated: 27/7/22 .



Item: 8.1

Audit and Risk Committee Meeting - Unconfirmed Minutes - 5 December 2024

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Unconfirmed Minutes - Audit and Risk Committee Meeting - 5 December 2024 [8.1.1 - 22 pages]

1. PURPOSE

To provide for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 5 December 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 5 December 2024 are presented at **Attachment 1**.

3. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 5 December 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 four 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 13 March 2025) 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 5 December 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 5 December 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

Thursday 5 December 2024

at 9:00 AM

COPACC

95 - 97 Gellibrand Street, Colac

COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Thursday 5 December 2024

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Unconfirmed

COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

MINUTES of the **AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE**
held at COPACC on Thursday 5 December 2024 at 9:00 AM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Melissa Field (Chair)
Richard Trigg (Online)
John Gavens
John Sutherland
Cr Jason Schram
Cr Phil Howard
Anne Howard, Chief Executive Officer
Andrew Tenni, General Manager Corporate Services
Ian Seuren, General Manager Community and Economy
Steven O'Dowd, Manager Governance, Customer and Communications
Xavier Flanagan, Manager Financial Services
Natasha Skurka, Risk and Insurance Officer
Andrew Zavitsanos, Internal Auditor, Crowe
Mark Cervantes, Internal Auditor, Crowe, (online)

3 APOLOGIES

Doug McNeill, Manager Infrastructure and Operations

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES

- Audit and Risk Committee Meeting held on 9 & 12 September 2024.

Recommendation

That the Audit and Risk Committee confirm the minutes from the Audit and Risk Committee Meeting held on 9 & 12 September 2024.

RESOLVED UNANIMOUSLY

6 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil



Item: 7.1
Chief Executive Officer Update

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

OUTCOME/ACTION

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

RESOLVED UNANIMOUSLY

Unconfirmed



Item: 7.2

**Review oversight of the approach to ensuring a safe,
inclusive and compliant workplace**

OFFICER	Danny Milincic
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. WHS ARC Report - Q 1 - July to Sept 2024 [7.2.1 - 2 pages]

OUTCOME/ACTION

That the Audit and Risk Committee note this report.

RESOLVED UNANIMOUSLY



Item: 7.3

**Financial and Performance Reporting - Quarterly
Performance Report for period 1 July 2024 to 30
September 2024**

OFFICER	Steven O'Dowd
CHIEF EXECUTIVE OFFICE	Anne Howard
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none">1. Quarterly Performance Report 2024-25 - Q 1 - July to September 2024 [7.3.1 - 37 pages]2. Financial Management Statements for ARC - September 2024 [7.3.2 - 5 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

1.Receives the results of the January to June 2024 Legislative Compliance Survey.

2. Notes the processes undertaken to ensure that feedback received is shared with senior management and is acted upon.

RESOLVED UNANIMOUSLY



Item: 7.4

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

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Risk Audit and Control Report - November 2024 [7.4.1 - 10 pages]2. Residual and Inherent Risk Heatmap - November 2024 [7.4.2 - 2 pages]

OUTCOME/ACTION

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

RESOLVED UNANIMOUSLY



Item: 7.5
Decision Making - Events on Lake Colac

OFFICER	Andrew Tenni
GENERAL MANAGER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Report Lake Colac Permit Synopsis ARC [7.5.1 - 12 pages]

OUTCOME/ACTION

That the Audit and Risk Committee note the contents of the report and synopsis paper attached.

RESOLVED UNANIMOUSLY



Item: 7.6

**Internal Audit - Detailed update on audit into
Procurement**

OFFICER	Andrew Tenni
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Internal Audit - Procurement - report to ARC as individual actions - December 2024 [7.6.1 - 3 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes the good progress of the organisation against recommendations for the Internal Audit into Procurement.

RESOLVED UNANIMOUSLY



Item: 7.7	
Internal Audit - Progress on completed audits.	
OFFICER	Andrew Tenni
GENERAL MANAGER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Internal Audit Implementation Roadmap Tracking Register - Dec 2024 [7.7.1 - 12 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes the progress of the recommendations from completed internal audits to date.

RESOLVED UNANIMOUSLY



Item: 7.8

Internal Audit - Accounts Payable Audit Report

OFFICER	Xavier Flanagan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Internal Audit - Accounts Payable Report - FINAL [7.8.1 - 40 pages]

OUTCOME/ACTION

That the Audit and Risk Committee receives the report for the internal audit into Accounts Payable noting the comments provided by management.

RESOLVED UNANIMOUSLY



Item: 7.9

Internal Audit - Three-year Strategic Internal Audit Plan

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Colac Otway Shire Three year Strategic Internal Audit Plan 2025-2027 [7.9.1 - 17 pages]

OUTCOME/ACTION

That the Audit and Risk Committee approves the Strategic Internal Audit Plan for the next three years (2025-27) noting that changes may occur.

RESOLVED UNANIMOUSLY



Item: 7.10

Internal Audit - Scope for Internal Audit: Privacy Management

OFFICER	Natasha Skurka
GENERAL MANAGER	Anne Howard
DIVISION	Corporate Services
ATTACHMENTS	1. Internal Audit Draft Scope Privacy Management Crowe [7.10.1 - 6 pages]

OUTCOME/ACTION

That the Audit and Risk Committee approve the scope for the Internal Audit for Privacy Management.

RESOLVED UNANIMOUSLY



Item: 7.11

Internal Audit - Scope for Internal Audit: Panel Contractors

OFFICER	Natasha Skurka
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Internal Audit Draft Scope Panel Contractors Crowe [7.11.1 - 6 pages]

OUTCOME/ACTION

That the Audit and Risk Committee approve the scope for the Internal Audit for Panel Contractors.

RESOLVED UNANIMOUSLY



Item: 7.12

Compliance Management - Curious Eyes Publication

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Crowe Publication of Interest (July - September 2024)_v(Final) [7.12.1 - 13 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes this report.

RESOLVED UNANIMOUSLY



Item: 7.13
External Audit - Progress on recommendations from VAGO

OFFICER	Xavier Flanagan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. External Audit - VAGO Management letter Recommendations - Progress Report - November 2024 [7.13.1 - 6 pages]

OUTCOME/ACTION

That the Audit and Risk Committee note the progress made against the recommendations from the VAGO Management letter.

RESOLVED UNANIMOUSLY



Item: 7.14

**Assessment of Audit and Risk Committee
Performance against the Charter**

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted [7.14.1 - 12 pages]2. 16.1 - Audit and Risk Committee Charter [adopted by Council on 28 September 2022] - Current [7.14.2 - 10 pages]3. Complete Commentary from Annual Assessment of ARC Performance against the Charter 2023-24 [7.14.3 - 3 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

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

RESOLVED UNANIMOUSLY



Item: 7.15

**Review of Audit and Risk Committee Charter - 2022
and 2024 & Internal Audit Charter**

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Draft Audit and Risk Committee Charter - Watermarked [7.15.1 - 15 pages]2. 2025 ARC Work Plan for 2025 - New Charter [7.15.2 - 3 pages]3. DRAFT - Internal Audit Charter - Operational Policy [7.15.3 - 9 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

- 1. Provides feedback on the proposed Draft Audit and Risk Committee Charter.***
- 2. Recommends to Council the adoption of the Audit and Risk Committee Charter incorporating feedback provided through the Chair from the Audit and Risk Committee.***
- 3. Notes and provides feedback on the proposed draft Internal Audit Charter.***
- 4. Recommends the Internal Audit Charter as an operational policy to support the internal audit function.***

RESOLVED UNANIMOUSLY



Item: 7.16

**Meeting Schedule: Review Audit and Risk
Committee 2025 Work Plan**

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. 2025 ARC Work Plan for 2025 - New Charter [7.16.1 - 3 pages]2. 2025 ARC Work Plan for 2025 - 15 March 2025 meeting - New Charter [7.16.2 - 2 pages]3. Completed ARC Meeting Resolutions and Actions - ARC report - December 2023- Nov 2024 [7.16.3 - 6 pages]4. ARC Meeting Incomplete Resolutions and Actions - December 2023- November 2024 [7.16.4 - 2 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

- 1. Notes the updated 2025 Audit and Risk Committee Work Plan at Attachment 1, incorporating the updated Audit and Risk Committee Charter and associated work plan to match.***
- 2. Notes the change of date of 5 June 2025 meeting to 15 May 2025 to enable attendance for more members.***
- 3. Notes the items listed in the 2025 Audit and Risk Committee Work Plan for 15 March 2025 meeting at Attachment 2.***
- 4. Notes the Audit and Risk Committee complete and incomplete resolutions and actions since 6 December 2023 at Attachments 3 and 4.***

RESOLVED UNANIMOUSLY



Item: 7.17

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

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Biannual Report to Council of Colac Otway December 2024 - Final [7.17.1 - 7 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

- 1. Receives for information the Colac Otway Shire Audit and Risk Committee final biannual report dated September 2024.***
- 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

Meeting closed at 11.52am.

CONFIRMED AND SIGNED at the meeting held on 13 March 2025.

.....**CHAIR**

Item: 8.2

Quarterly Performance Report - October to December

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Quarterly Performance Report 2024 25 Q2 October to December 2024 (2) [8.2.1 - 39 pages]2. 2024 25 Operational Projects Report [8.2.2 - 4 pages]3. 2024 25 Capital Works Report [8.2.3 - 11 pages]

1. PURPOSE

To provide the Quarterly Performance Report for the period 1 October to 31 December 2024.

2. EXECUTIVE SUMMARY

Pursuant to section 97 of the *Local Government Act 2020 (LGA 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.

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.

The year-to-date (YTD) financial performance for the six months ending 31 December 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 31 December 2024 is a surplus of \$20.75 million.

The year-to-date operating deficient is (\$2.27 million) unfavourable to the budgeted operating surplus for the same period, this is a reflection in large part of Capital Grant income expected but not yet earned, Operating Grants budgeted to be received in the previous financial year but received in this year, and underspend in Materials and services. It is anticipated, however, that this position will significantly improve by end of financial year, placing us in a position \$8.07 million favourable to budget.

This 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 second quarter 2024-25, for the period 1 October 2024 – 31 December 2024.

4. KEY INFORMATION

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

- Introduction by the Chief Executive Officer
- Annual Plan Progress Report
- Budget Report for the quarter ending 31 December 2024
- Capital Works and Operational Projects Reports

The Annual Plan Progress Report shows:

- 23 actions are in progress
- 2 actions have not started
- 4 actions are complete

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 \$20.75 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 deficit is \$2.27 million unfavourable to the budgeted operating surplus for the same period.

Further details of these results are provided in the attachments.

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:
 - 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:
 - 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:
 - 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:
 - 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:
 - 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

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 2025. (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 31 December 2024, including the Capital Works and Major Initiatives Performance Report, will be presented to the Audit and Risk Committee on 13 March 2025, 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 second quarter 2024-25, for the period October and December 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 second quarter 2024- 25, for the period October and December 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

**Second Quarter
1 October 2024 to 31 December 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 up hold their continuing relationship to this land.

Chief Executive Report

Introduction

I am pleased to present the Quarterly Performance Report for the period from 1 October to 31 December 2024. This report provides a comprehensive overview of our financial and operational performance, highlighting our progress against the Council Plan objectives and our commitment to delivering exceptional services to our community.



During this quarter, we have achieved significant milestones and made substantial progress in various areas. Our financial performance remains strong, with a total comprehensive result of a \$20.75 million surplus for the three months ended 31 December 2024. This positive outcome reflects our prudent financial management and our ability to adapt to changing economic conditions.

However, we also recognize the challenges we face, including an operating deficit of \$2.27 million year-to-date. This is primarily due to the timing of Capital Grant income and Operating Grants, as well as underspend in Materials and services. We are actively addressing these issues to ensure we remain on track to achieve our budgeted targets.

Our Annual Plan Progress Report shows that we are making steady progress, with 23 actions in progress, 2 actions yet to start, and 4 actions already completed. This demonstrates our ongoing commitment to innovation, continuous improvement, and achieving the best outcomes for our community.

As we move forward, we will continue to monitor and manage our financial sustainability and performance, taking into account current economic conditions such as inflation and a tight labor market. We remain dedicated to transparency, accountability, and delivering value to our community.

I would like to extend my gratitude to our staff, partners, and community members for their continued support and collaboration. Together, we will continue to build a resilient and thriving community.

Thank you for your attention to this 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

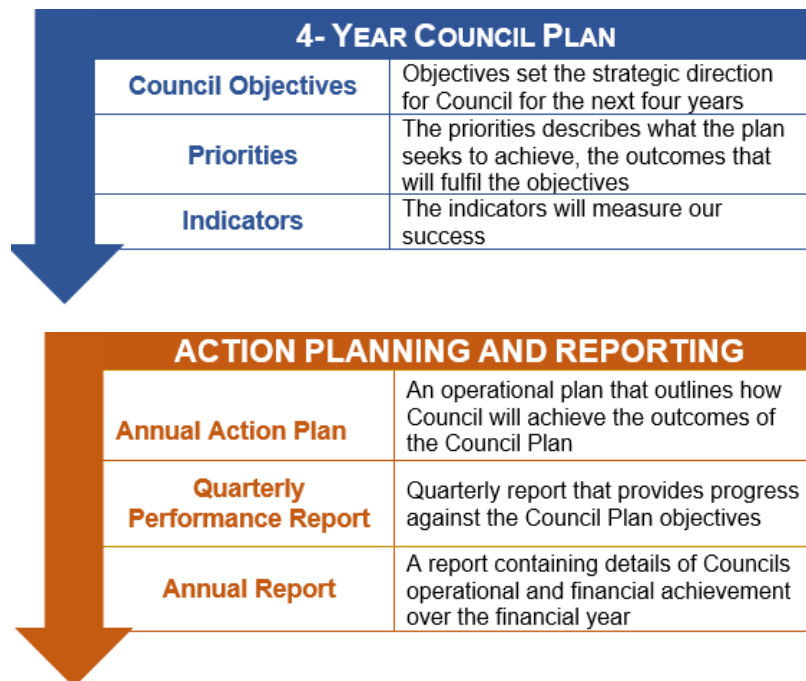
The Annual Plan 2024-25 is an operational plan that outlines how Council will work towards achieving the outcomes of the Council Plan 2021-25.

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 2 (October to December)	% 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 report has been completed and the project is on schedule with regular community reference group meetings occurring.</p> <p>Background and issues reports are completed for Northern Towns Growth Plans Review.</p>	50%	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	Tender for consultancy services will be undertaken in 3 rd quarter.	5%	In progress
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	<p>The Colac West Development Plan was approved by Council in September 2024. Two planning applications for the subdivision of the land within this area are under consideration – one (at 48 Stodart Street) is awaiting the approval of a Cultural Heritage Management Plan, whilst the other (at 1-59 Rifle Butts Road), is still at a relatively early stage in the assessment process.</p> <p>The Hillview Elliminyt Development Plan is progressing through the approval process. Council is currently awaiting revised documentation.</p> <p>The proponent for the Irrewillipe Road, Elliminyt (Bakerland) Development Plan has asked to revise the Plan submitted to Council.</p>	On-going	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
1.1.4	Increase residential land supply in Colac ●●	<ul style="list-style-type: none"> Number of hectares rezoned Number of residential lots approved by planning permits 	Continue to progress the Deans Creek Precinct Structure Plan ●●	Most of the background technical reports for the Deans Creek Precinct Structure Plan have been completed. Transport, infrastructure and Development Contributions reports to be completed by mid-2025. Further technical flood assessment modelling has been completed to better understand the likely impacts of climate change within the catchment. This work aligns with changes made to the Australian Rainfall Runoff Index. The completion of background reports will enable the completion of the co-design and draft precinct structure plan process, which will include public consultation.	35%	In progress
			Work with land owners to coordinate development in Colac West Development Plan area	(as per action 1.1.3)	50%	Almost complete
			Progress Planning Scheme Amendments for rezoning land to residential in Colac	Three significant planning scheme amendments have been completed rezoning land for over 900 residential lots and securing more than a 10-year residential land supply for Colac.	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

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
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 has been completed and will be presented to Council early in 2025 and made available for public review and comment.	80%	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.	-	-
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	Barwon Water has reached a key milestone in the development of a long-term wastewater solution, purchasing a site for a new water treatment facility in Gerangamete. Community engagement on this project will progress further in early 2025.	50%	In Progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
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 review by GORRT to develop a new plan.	75%	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	(see action 1.3.1)	-	-
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 2 (October to December)	% 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 (Autumn) of this financial year.	10%	In progress
			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.	50%	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 (MEMP) was finalised and adopted by the relevant agencies in September 2024. Council established, and is delivering on, practices and procedures for relief and recovery in preparation for emergencies consistent with the Shire's MEMP. Council hosted a collaboration exercise on Emergency Relief Centres in October with Surf Coast and Corangamite Shires, agencies and community groups. Council began fire prevention activities consistent with its role under the Plan in preparation for the 2024-25 fire season.	50%	In progress
2.2 We operate sustainably with a reduced carbon footprint						

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
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's Urban Tree Canopy Mapping project has been completed providing Council with base line data to measure the success of future urban greening projects.</p> <p>A review of Council's Street Tree Policy has commenced to ensure it aligns with, and facilitates, urban greening and cooling objectives and targets.</p>	75%	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 closed for registrations in November 2024. Council facilities are currently being assessed to improve energy efficiency and reduce operational emissions including Apollo Bay Transfer Station, Colac Maternal and Child Health Centre and Winifred Nance Kindergarten.</p> <p>Council's second Community Climate Change Action Forum was held on 19 November and focused on understanding and managing agricultural emissions.</p>	75%	In progress
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. Information sessions and promotional activities were conducted online during October and November 2024 to encourage local residents to engage with the program and reduce their household emissions and transition away from gas use.</p> <p>The Sustainability Victoria Grant Project – "Small Acts and Big Impacts" – is in progress.</p>	75%	In progress

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
2.4 We will satisfy our community's reasonable expectations to reduce waste going to landfill, increase resource recovery and minimise waste charges						
2.4.4	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, on Council's website and in the local newspapers on glass recycling and producing quality compost from green waste.	50%	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	<p>Work has commenced on review of the Asset Plan in preparation for commencement of the Council Plan process. Asset Management Plans for each asset class being reviewed also.</p> <p>Draft annual renewal program developed for consideration in the 2025-26 budget process.</p> <p>Condition assessments and revaluations commenced for bridges, open space and retaining walls in Wye River and Separation Creek.</p>	50%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% 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	Implementation of the Transition Plan continues to ensure effective and timely transition to the Commonwealth Government's Support at Home program in July 2025.	66%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% 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 and Q2, works scheduled to be completed in Q3.	50%	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	Grants Program reviewed and revised guidelines approved by Council.	100%	Completed
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	<p>Designs for Irrewillipe and Elliminyt Recreation Reserve changeroom facilities are nearing completion, which include gender neutral principles.</p> <p>Community facility fees and charges policy and procedures to be reviewed in Q3 or Q4 considering the Fair Access Policy.</p>	50%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% 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 (EMAC) ●●●	<ul style="list-style-type: none"> Reflect level Reconciliation Action Plan delivered by 2022 	Continue to support partnership event during Reconciliation Week	A Reconciliation Week event is programmed for COPACC in partnership with Traditional Owners, the Na Djinang Circus and Regional Arts Victoria.	25%	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.	100%	Completed
3.3.6	Support health, enforcement and other services to support initiatives to reduce all forms of violence ●●●	<ul style="list-style-type: none"> Decrease family violence incident rates 	Continue to partner with CAH in 16 Days of Activism initiative	Council has supported Colac Area Health and Respect 2040 with the 16 Days of Activism initiative 'What is 2040?' held in Q2.	100%	Completed
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	Council to be briefed on project in early 2025 to inform project scope and set objectives given the limitations of the planning system to regulate gambling and alcohol related social impacts.	0%	Not started

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% 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 backup of cloud based email.</p> <p>Continuing to progress actions from the Internal Audit to progress implementation of the Essential Eight framework.</p>	50%	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>Service review implementation is focussed on:</p> <p>(i) the implementation of the Best Value Review of Aged Care Service Review in September 2024.</p> <p>(ii) EOI process following the completion of the visitor servicing review in August 2024</p> <p>Officers are also progressing reviews of fleet management and Colac Saleyards.</p>	66%	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 commenced

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
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 timelinesRolling internal audit program implemented	Implement Internal Audit recommendations into Procurement	Updated procurement policy implemented. An extensive staff training program was conducted on the updated policy and requirements that now exist Updated procurement procedure to be finalised by the end of the next quarter	90%	In progress
4.2.5	Financial and risk management practices are responsible and sustainable	<ul style="list-style-type: none">Deliver ten-year financial planVAGO 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 commenced of the review process. Community contributions to the plan will be sought as part of the community engagement process for the Council Plan	25%	In progress
			Complete outstanding reviews of key financial policies	Investment policy completed, adopted and implemented. 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	Implement Customer Experience improvement program	A Draft Customer Experience Strategy was presented to the new Councillors during the induction period. Recommendations from complaints findings continue to be implemented,	50%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
		performance in Apollo Bay and surrounds		with a focus on responsiveness to customers.		
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>Face-to-face training in Workplace Respect and Responsibility training has been rolled out to the majority of staff.</p> <p>A majority of staff have also completed the compulsory Workplace Bullying and Harassment compliance e-learning module.</p> <p>The review and updating of Council's policies in relation to areas of workplace respect and responsibility has commenced.</p>	70%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% 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>A new Workplace Health and Safety system was endorsed.</p> <p>Dedicated expert OHS staff information and discussion sessions conducted. These sessions covered organisational and legal obligations as well as going through Council's new OHS management system. Staff from across the organisation attended.</p>	60%	In progress
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>Face-to-face training in Workplace Respect and Responsibility training has been rolled out to the majority of staff.</p> <p>Just over 40% of staff have completed the 6 mandatory compliance modules in the on line Learning Management System.</p> <p>IT inductions for those areas that have been 'non-PC' users have been completed. This provides better access to on line Learning Management System and other alternate training programs.</p>	85%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 2 (October to December)	% Complete	Status (Not started, In progress or Completed)
4.4.4	Council provides clear, accessible communication and opportunities for the community to participate in decisions that affect them in line with the Community Engagement Framework	<ul style="list-style-type: none"> Community satisfaction for Consultation and Engagement increases annually from current result of 54% Rolling program of Community Conversations implemented 	Continue “community conversations” with at least two across the Shire	<p>Council was in Caretaker under Election Period conventions during the quarter and did not conduct its rounds of “Community Conversations”.</p> <p>Community Conversations were held in Beeac in July 2024 and Birregurra in August 2024.</p>	100%	Complete

Budget Report for Quarter 2 ending 31 December 2024

Executive Summary

The year-to-date (YTD) financial performance for the six months ending 31 December 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 31 December 2024 is a surplus of \$20.75 million.

The year-to-date operating surplus is (\$2.27 million) unfavourable to the budgeted operating surplus for the same period, this is a reflection in large part of Capital Grant income expected but not yet earned, Operating Grants budgeted to be received in the previous financial year but received in this year, and underspend in Materials and services. It is anticipated, however, that this position will significantly improve by end of financial year, placing us in a position \$8.07 million favourable to budget.

Further breakdowns of these above results are provided below.

Budget Report for Quarter 2 ending 31 December 2024

OPERATING RESULT

Comprehensive Income Statement

For the period ended 31 December 2024

	Notes	Year-To-Date				Full Year				
		Actual \$'000	Current Budget \$'000	Variance \$'000	Variance %	Adopted Budget \$'000	Current Budget \$'000	Forecast \$'000	Variance \$'000	Variance %
Revenue										
Rates and charges		36,979	37,058	(79)	(0%)	37,158	37,158	37,225	67	0%
Statutory fees and fines		525	580	(55)	(9%)	915	930	930	-	0%
User fees	1	3,764	3,939	(175)	(4%)	7,970	7,970	8,243	273	3%
Other income		758	740	18	2%	864	1,199	1,799	600	50%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		(383)	-	(383)	0%	-	-	(383)	(383)	0%
Share of net profits/(loss) of associates and joint ventures		-	-	-	0%	(100)	(100)	(100)	-	0%
Total own-sourced revenue		41,643	42,317	(674)	(2%)	46,807	47,157	47,714	557	1%
Grants - operating	2	9,774	6,265	3,509	56%	10,747	11,715	11,922	207	2%
Grants - capital	3	1,268	9,538	(8,270)	(87%)	1,703	19,014	12,000	(7,014)	(37%)
Contributions - monetary	4	226	119	107	90%	25	132	132	-	0%
Total grants and contributions		11,268	15,922	(4,654)	(29%)	12,475	30,861	24,054	(6,807)	(22%)
Total revenue		52,911	58,239	(5,328)	-9%	59,282	78,018	71,768	(6,250)	(8%)
Expenses										
Employee costs	5	12,809	12,429	(380)	(3%)	25,333	25,442	25,442	-	0%
Materials and services	6	11,158	14,640	3,482	24%	23,253	25,653	26,214	(561)	(2%)
Depreciation and amortisation		7,275	7,251	(24)	(0%)	14,503	14,503	14,503	-	0%
Amortisation - right of use assets		51	51	-	0%	101	101	101	-	0%
Bad and doubtful debts		-	5	5	100%	10	10	10	-	0%
Borrowing costs		-	-	-	0%	-	-	-	-	0%
Finance costs - leases		-	5	5	100%	10	10	10	-	0%
Other expenses		866	841	(25)	(3%)	1,335	1,678	1,678	-	0%
Total expenses		32,159	35,222	3,063	9%	64,545	67,397	67,958	(561)	(1%)
Surplus for the year		20,752	23,017	(2,265)	-10%	(5,263)	10,621	3,810	(6,811)	(64%)
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		20,752	23,017	(2,265)	-10%	(5,263)	10,621	3,810	(6,811)	(64%)

Council's total comprehensive result (**actual**) for the six months ending 31 December 2024 is surplus of \$20.75 million.

The result year to date is a \$2.27m deficit against current budget.

The forecast end of year position is for a deficit of (\$6.81M). This is due to an anticipated capital spend of \$12m for the year, against the Current Budget figure of \$19.14m. If the capital component is removed, the forecast end of year position at this stage is around \$200k favourable to current budget.

The full year **Forecast** reflects Current Budget, plus or minus any permanent variances identified. The forecast is also adjusted to provide best estimate of full year position – as is the case with the Capital Grants forecast.

Further information on variances is provided below.

Budget Report for Quarter 2 ending 31 December 2024

Further information is provided below:

Income

1. **User Fees** are unfavourable (\$175k) to YTD Budget,
 - Unfavourable variance mostly driven by
 - Aged Care Services Fees (\$434k) – timing of December invoices not flowing through and fewer HCP Clients than budgeted YTD (Temporary variance)
 - COPACC Admission Fees (\$65k) (Permanent variance \$35k, Temporary variance \$30k)
 - Visitor Information Centre Fees (\$14k) (Temporary variance)
 - Council property fees and rental (\$12k) (Temporary variance)
 - Offset by favourable variance driven in the most part by:
 - Other Fees and Charges \$230k – higher than budgeted Asset Inspection and Checking Fees (Permanent variance)
 - Colac Livestock Selling Centre Fees \$78k – higher than expected through put (Permanent variance)
 - Local Law Permits \$26k and Animal Registration/Renewal \$10k (Temporary variance)
2. **Grants - Operating** is favourable \$3.51 million to YTD Budget – Federal Assistant Grant (FAGs) was budgeted to be received in advance (June 2024) however it was received in July 2024. This also reflects \$207k Fuel Tax Credit claimed for outstanding amounts dating back to July 2020. (Permanent variance \$207k, Temporary variance FAGs of \$3.3 million)
3. **Grants - Capital** are unfavourable by (\$8.271m) to YTD Budget – due to changes to our processes to align with AASB 15, recognising revenue only when performance obligations of Projects are satisfied. Under this standard revenue is subsequently recognised only when performance obligations are met (Temporary variance). We are currently forecasting that \$11.00 million of capital projects will be completed at end of Financial Year.
4. **Contributions – Monetary** is favourable \$107k to YTD Budget – open space contributions not budgeted for (Permanent variance)

Expenses

5. **Employee Costs** is unfavourable (\$380k) to YTD budget – mainly due to Workcover Annual Premium (\$404k) paid in September but phased monthly across the year (Temporary variance)
6. **Materials and Services** is favourable by \$3.48m to YTD Budget. This is driven by underspend in:
 - Consultants \$1,688k, as per below:
 - Operating Projects \$1,438k (Temporary variance)
 - Contractors \$866k, which includes below variances:
 - Underspend in various operating projects \$212k (Temporary variance)
 - Underspend in Waste Management \$635k due to timing of Waste contractor payments (Temporary variance)
 - Services and Operations \$223k due to phasing, as contractors are mainly utilised over the summer period (Temporary variance)
 - Offset by overspend in Governance and Communications (\$116k) due to specialist contractor usage for Governance and Councillor Support (Permanent variance)
 - Financial Services (\$96k) – contractor use to cover vacancies (Permanent variance)

Budget Report for Quarter 2 ending 31 December 2024

- Materials \$623k, which is mainly driven by below variances:
 - Underspend on various operating projects \$300k (Temporary variance)
 - Services and Operations \$244k due to timing of Invoice payments, this is on track to be in line with budget once payments are made (Temporary variance)
 - Corporate Services Management \$78k due to phasing for unallocated funds (Temporary variance)
 - OPASS \$57k due to lower than budgeted HCP Client numbers and no new packages being allocated (Permanent variance)
 - Offset by an overspend in People and Culture (\$96k) due to recruitment costs for the organisational restructure (Permanent variance)
- Insurances \$126k 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. (Temporary variance)

Budget Report for Quarter 2 ending 31 December 2024

BALANCE SHEET

Colac Otway Shire Council

Balance Sheet

As at 31 December 2024

	Dec 2024	Full Year		
	Actual	Adopted	Forecast	Variance
	\$'000	\$'000	\$'000	\$'000
Assets				
Current assets				
Cash and cash equivalents	27,417	28,015	35,584	7,569
Trade and other receivables	31,983	1,687	1,687	0
Inventories	178	191	191	-
Non-current assets held for sale	-	-	-	-
Other assets	261	254	254	0
Total current assets	59,839	30,147	37,716	7,569
Non-current assets				
Right of use assets	2,829	2,869	2,869	(0)
Property, infrastructure, plant and equipment	527,337	441,360	469,569	28,209
Investments in associates, joint arrangements and subsidiaries	218	147	147	-
Total non-current assets	530,384	444,376	472,585	28,209
Total assets	590,223	474,523	510,301	35,778
Liabilities				
Current liabilities				
Trade and other payables	11,048	5,308	5,308	0
Trust funds and deposits	806	1,600	1,600	-
Interest-bearing liabilities	-	-	-	-
Lease liabilities	9	9	9	0
Provisions	5,195	4,385	4,385	(0)
Total current liabilities	17,058	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	21,752	16,638	16,638	0
Net assets	568,471	457,885	493,664	35,779
Equity				
Accumulated Surplus	159,670	146,401	182,180	(35,779)
Reserves	408,801	311,484	311,484	(0)
Total Equity	568,471	457,885	493,664	35,779

Budget Report for Quarter 2 ending 31 December 2024

STATEMENT OF CASH FLOWS

Colac Otway Shire Council
Statement of Cash Flows
For the period ended 31 December 2024

	Dec 2024	Full Year		
	Actual \$'000	Adopted Budget \$'000	Forecast \$'000	Variance \$'000
Cash flows from operating activities				
Rates and charges	9,082	37,158	39,614	2,456
Statutory fees and fines	525	915	930	15
User fees	3,764	7,970	8,243	273
Grants - operating	10,060	10,747	7,687	(3,060)
Grants - capital	1,268	1,703	11,000	9,297
Contributions - monetary	226	25	132	107
Trust funds and deposits received/(paid)	(192)	-	602	602
Other receipts	1,044	864	2,088	1,224
Payments for Employees	(12,809)	(25,333)	(26,105)	(772)
Payments for materials and services (Incl GST)	(9,200)	(23,253)	(25,490)	(2,237)
Other payments	(865)	(1,335)	(1,645)	(310)
Net cash provided by/(used in) operating activities	2,902	9,461	17,056	7,595
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(4,524)	(34,475)	(11,000)	23,475
Proceeds from sale of property, infrastructure, plant and equipment	(383)	(100)	(383)	(283)
Net cash provided by/(used in) investing activities	(4,907)	(34,575)	(11,383)	23,192
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	(2,005)	(24,633)	6,162	30,795
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	27,417	28,015	35,584	7,570

Cash balance

The current actual cash balance is \$27.42 million as at 31 December 2024.

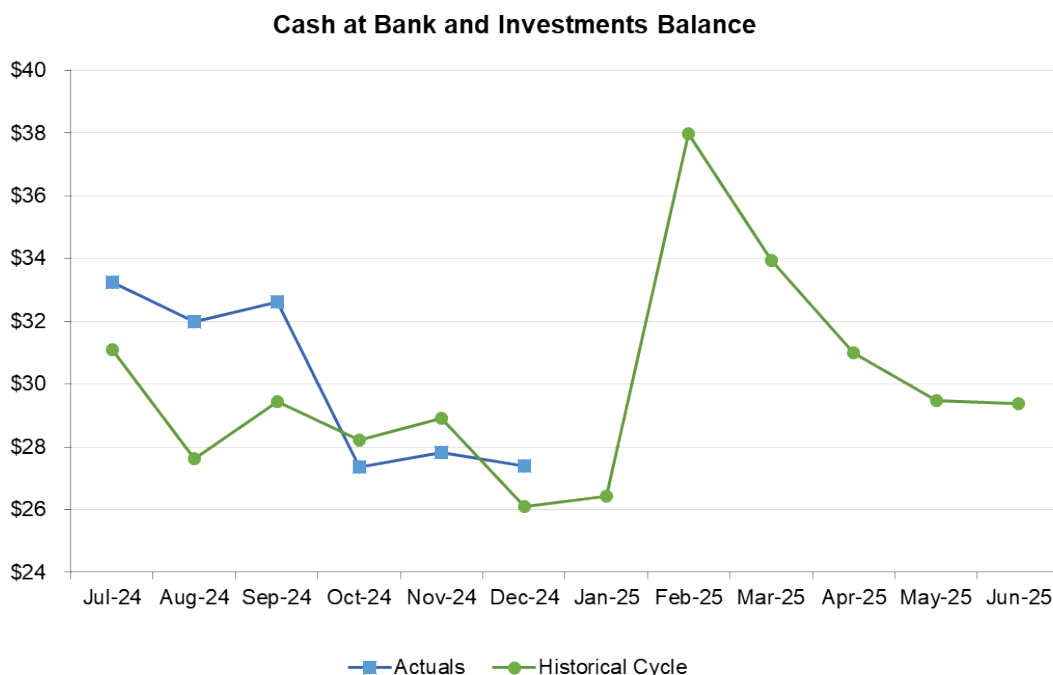
The net increase in the current budget cash flows from operating activities at end of year is expected to reach \$17.06 million. Net decrease in cash from the investing activities is forecasted to be (\$11.00) million at end of year, resulting in a cash position at the end of year of \$35.58 million, being \$7.57 million lower than budget.

Budget Report for Quarter 2 ending 31 December 2024

Graph 2 below shows how the Council's cash balance has trended to 31 December 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 December'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 six months to 31 December 2024 was \$710,280 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 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 2 ending 31 December 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
December 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 31 December 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 2 ending 31 December 2024

CAPITAL WORKS

Colac Otway Shire Council Statement of Capital Expenditure as at 31 December 2024				
	Dec YTD		Full Year	
	Actual YTD \$	Budget YTD \$	Adopted Budget \$'000	Programme Allocation \$'000
Property				
Land	-	-	-	-
Building	269	1,754	861	2,271
Total Property	269	1,754	861	2,271
Plant and Equipment				
Plant, machinery and equipment	771	2,354	1,500	3,254
Fixtures, fittings and furniture	0	5	-	5
Computers and telecommunications	67	434	458	658
Total Plant and Equipment	839	2,794	1,958	3,918
Infrastructure				
Roads	2,547	10,845	7,671	15,448
Bridges	26	85	60	121
Footpaths and cycleways	34	1,892	235	2,033
Drainage	90	1,471	320	1,663
Other infrastructure	1,242	7,426	418	7,676
Total Infrastructure	3,939	21,719	8,704	26,941
Total	5,047	26,267	11,523	33,130

Capital Performance

The 2024-25 Current Annual Budget is \$33.13 million, comprising of \$11.52 million of Capital Works projects, \$21.61 million carried forward from the 2023-24 financial year.

YTD Capital Works actual expenditure is \$5.05 million against a budget of \$26.27 million. This is a variance of \$21.22 million, which is split across all areas of the capital works program.

The Capital Works program has a variance of \$21.22 million against the year to date current budget for the six months to 31 December 2024.

Capital Works Projects 2024-25 for Quarter 2 ending 31 December 2024

2024-25 PROGRAM REPORT - CAPITAL PROJECTS
QUARTER 2 - 31 DECEMBER 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	25,768	14,230	21,487	61,485	0	0	0	0		Design Only
2024 - 2025 - Capital Works - Bridge Renewal Program - Flannagans Road Irrewillipe	60,000	60,000	0	0	60,000	60,000	0	0	0	0		Scope yet to be developed
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	-38,158		
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		Not required to date
2020-21 Capital Works - Building Renewal Programe - Bluewater Roof Replacement	0	200,000	1,287	0	198,713	200,000	0	0	0	0		Not progressing in 24-25, will need detailed scope and likely budget adjustment
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	132,580	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		Scope being amended. Unlikely to be delivered in 24-25
2022 - 2023 - Capital Works - Buildings Renewal Program - Reactive Building Renewal Works	0	4,000	0	0	4,000	4,000	0	0	0	0		Not required to date
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	46,361	44,569	57,064	147,994	0	0	0	0		
2023 - 2024 Capital Works Buildings Renewal Program - Winifred Nance Kindergarten	0	83,414	2,552	56,092	24,770	83,414	0	0	0	0		
2023 - 2024 Capital Works - Repair works to the Apollo Bay Recourse Recovery Centre building	0	75,000	33,722	41,988	0	75,710	710	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		Full program scope to be confirmed - risk for 24-25 delivery
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		Full program scope to be confirmed - risk for 24-25 delivery
2024 - 2025 - Capital Works - Buildings Renewal Program - Municipal Pound Refurbishment	52,000	52,000	4,721	0	47,279	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		Not required to date
2024 - 2025 - Capital Works - Buildings Renewal Program - Colac MCH Building - Minor Works	27,000	27,000	1,638	780	24,582	27,000	0	0	0	0		Design only
2024 - 2025 - Capital Works - Buildings Renewal Program - Roof Replacement Program	200,000	200,000	385	0	199,615	200,000	0	0	0	0		Full program scope to be confirmed - risk for 24-25 delivery
2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Painting Program	240,000	240,000	379	0	239,621	240,000	0	0	0	0		Full program scope to be confirmed - risk for 24-25 delivery
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		Design underway. Scope may be amended
2024 - 2025 - Capital Works - Emergency Building Works - Power Supply Upgrade Colac Lawn Tennis & Mallet Club	0	0	541	8,167	6,292	15,000	15,000	0	0	0		Funded from Emergency Building Renewal Program
2023 - 2024 - Capital Works - Footpaths - Ruby Court Footpath Reconstruction	0	83,000	0	0	83,000	83,000	0	0	0	0		Commencement delayed due to resident discussions on path surface
Footpath Programme Total	155,000	155,000	29,927	59,120	65,954	155,000	0	0	0	0		
Budget Work Order - Fixtures, Fittings & Furniture - Renewals	0	17,380	2,468	0	14,217	16,685	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		Full program scope to be confirmed

Capital Works Projects 2024-25 for Quarter 2 ending 31 December 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		
2024 - 2025 - Capital Works - Fixture Fittings and Furniture Renewal Program - Lake Colac Oval Pavilion	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		Scope to be confirmed - likely budget shortfall
2023 -2024 - Capital Works - BWLC Accessibility Changerooms Renewal Project	0	30,000	23,249	0	6,751	30,000	0	0	0	0		
2023 -2024 Capital Works - Marengo Beacon Reinstatement	0	20,000	1,380	3,793	14,827	20,000	-0	0	0	0		
2024 - 2025 - Capital Works - ICT Hardward Program - Annual PC Renewal Program	336,000	336,000	67,205	24,286	244,509	336,000	0	0	0	0		
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		Scheduled for March 2025
Kerb and Channel Programme Total	150,000	307,190	160,347	51,270	95,573	307,190	0	0	0	0		
Light Fleet Programme Total	400,000	578,402	326,660	0	251,742	578,402	0	0	0	0		
Major Plant Programme Total	1,100,000	2,675,883	443,390	1,043,091	1,189,402	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	4,293	4,293	0	0	4,293	-0	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		Full program scope to be confirmed
2024 - 2025 - Capital Works - Open Space Renewal Programme - Eastern Reserve Oval - Playing Surface Re-levelling	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	46,000	1,993	39,909	4,098	46,000	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	684	0	109,316	110,000	-0	0	0	0		
2023 - 2024 - Open Space Renewal Program - Botanic Gardens Fountain Restoration	0	28,500	460	1,859	26,181	28,500	-0	0	-28,500	0		Procurement underway. May require budget adjustment
Reseal Programme Total	1,100,000	1,100,000	994	912,736	186,270	1,100,000	0	0	0	0		
Road Major Patch Total	350,000	897,477	351,297	109,704	436,475	897,477	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	774,259	104,271	321,970	1,200,500	0	0	0	0		
2021-22 Capital Works - Strachan Street, Birregurra	0	755,113	184,083	474,863	85,520	744,465	0	0	0	0		
2023 - 2024 Capital Works - Road Reconstruction Program - Mooleric Road, Stage 1	0	1,000,000	0	0	523,408	523,408	-476,592	0	0	0		
2024 - 2025 - Capital Works Road Reconstruction Program - Mooleric Road Stage 2	850,000	850,000	12,007	1,314,584	0	1,326,592	476,592	-723,200	-723,200	0		
2024 - 2025 - Capital Works - Road Reconstruction Program - Pengilley Avenue (Gallipoli Parade to McLachlan Street)	690,000	690,000	2,916	0	687,084	690,000	0	-390,000	-390,000	0		
2024 - 2025 - Capital Works - Road Reconstruction Program - The Boulevarde Wye River	605,000	605,000	1,578	0	603,422	605,000	0	-390,000	-390,000	-15,000		Delay to avoid conflict with State Government replacement of Great Ocean Road bridge will mean delivery is in first half of 25-26
2024 - 2025 - Capital Works - Road Reconstruction Program - Koonya Avenue (Wallace Street to Dunoon Road)	530,000	530,000	2,232	0	527,768	530,000	0	0	0	0		Delay to avoid conflict with State Government replacement of Great Ocean Road bridge will mean delivery is in first half of 25-26
2024 - 2025 - Capital Works - Road Reconstruction Program - Pascoe Street Apollo Bay (Moore Street to Nelson Street)	510,000	560,000	2,388	24,800	532,812	560,000	0	0	0	0		Adjacent project impacting scope and timing. May not be delivered in 24-25.
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		Not required to date
2024 - 2025 - Capital Works - Asphalt Overlay Program	370,000	370,000	1,243	0	368,757	370,000	0	-200,000	-200,000	-1,305		

Capital Works Projects 2024-25 for Quarter 2 ending 31 December 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		
2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program	100,000	100,000	0	12,000	88,000	100,000	0	0	0	0		
2024 - 2025 - Capital Works -Shoulder Rehabilitation Program	250,000	250,000	0	0	250,000	250,000	0	0	0	0		Full program scope to be confirmed
Budget Work Order - Road Safety Devices Programme	0	2,325	2,325	0	0	2,325	0	0	0	0		Works complete
2023 - 2024 Capital Works - Public Street Litter Bin Replacement Program	0	51,707	38,560	0	13,147	51,707	0	0	0	0		
2024 - 2025 - Capital Works Guardrail Replacement Program - Deepdene Road	30,000	30,000	1,069	18,522	10,409	30,000	0	0	0	0		
2024 - 2025 - Capital Works Guardrail Replacement Program - Barham River Road	25,000	25,000	677	18,918	5,404	25,000	0	0	0	0		
2024 - 2025 Capital Works - Budget Work Order - Road Slip Reconstruction Program	330,000	411,470	10,319	0	401,151	411,470	0	0	0	0		
2024 - 2025 Capital Works - Kennett River Temporary Traffic Measures	0	10,000	8,276	3,585	0	11,862	1,862	0	0	0		Requires budget adjustment
2023 - 2024 Capital Works Drainage Renewal Program - 12 Murrell Street, Birregurra Strachan and Murrell corner	0	41,277	9,181	900	31,196	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		Scope not defined, requires design
2023 - 2024 Capital Works Drainage Renewal Program - Kennett River Wetlands Sediment Removal Project	0	45,231	23,003	0	29,815	52,818	0	0	0	0		
2023 - 2024 Capital Works Drainage Renewal Program - Weston Street Beeac - Stormwater Pipe Renewal	0	2,074	2,074	0	0	2,074	0	0	0	0		Works complete
2023 - 2024 Capital Works Drainage Renewal Program - Bromfield St Colac - Outfall Stormwater Pipe Renewal	45,000	0	0	0	0	0	0	0	0	0		Works complete
2024 - 2025 - Capital Works - Budget Work Order Drainage Renewal Program	195,000	195,000	1,622	0	193,378	195,000	0	0	0	0		
ASSET RENEWAL PROGRAM - TOTAL	11,205,700	17,073,364	2,742,092	4,384,038	9,980,639	17,106,769	17,573	-1,703,200	-1,769,858	-54,463		
LRCI												
2023 - 2024 Capital Works Buildings Renewal Program - Birregurra Hall Renewal - Painting	0	61,270	142	0	61,128	61,270	0	0	-61,270	-81,270		Confirming scope
2023 - 2024 Capital Works Buildings Renewal Program - Street Furniture and Landscaping	0	20,000	0	0	20,000	20,000	0	0	-20,000	0		Confirming scope
2023 - 2024 Capital Works Buildings Renewal Program - Lavers Hill Hall	0	87,264	1,942	5,386	79,937	87,264	0	0	-87,264	-87,264		Contractor availability impacting timing
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	142	0	21,599	21,741	0	0	-21,741	-21,741		
2023 - 2024 Capital Works Buildings Renewal Program - Beech Forest Hall Upgrades	0	20,000	803	0	19,197	20,000	0	0	-20,000	-20,000		
2023 - 2024 Capital Works Buildings Renewal Program -Lavers Hill Public Hall - Septic System Replacement	0	150,000	3,738	0	146,262	150,000	0	0	-66,200	0		
2021 - 2022 Capital Works - LRCI Funding Round 3 - Stormwater Program Elliminyt Wetlands Development	0	3,842,159	158,968	109,872	3,573,319	3,842,159	0	0	-2,630,159	-2,236,159		Desgins complete, currently undertaking scope review
Capital Works - Forrest Caravan Park Waste Water Upgrade	0	854,344	529,462	116,416	208,466	854,344	0	0	-450,000	0		
2023 - 2024 Capital Works Footpathl Program - GOR footpath stage 3	0	56,487	0	0	56,487	56,487	0	0	-60,000	0		Project Complete
2023 - 2024 Capital Works Footpath Program - Walking connection from Old Coach Road to Hickeys Cutting, Skenes Creek	0	18,400	0	0	18,400	18,400	0	0	-22,000	0		Project Complete
2023 - 2024 Capital Works Open Space Upgrade - Birregurra play space redevelopment	0	274,639	37,841	0	236,798	274,639	0	0	-274,639	-274,639		
2023 - 2024 Capital Works Open Space Renewals - Donaldson`s Reserve Play Space Redevelopment	0	148,400	12,501	109,990	25,909	148,400	0	0	-98,400	-98,400		

Capital Works Projects 2024-25 for Quarter 2 ending 31 December 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		
2023 - 2024 Capital Works Open Space Renewals - Elliminyt Tennis Court Resurfacing & Fence Repair	0	123,696	52,752	545	70,399	123,696	0	0	-123,696	-19,152		
2023 - 2024 Capital Works Open Space Renewals - Paradise Picnic Reserve Facility Improvements	0	46,355	43,835	0	2,520	46,355	0	0	-46,356	-120,157		
2024-2025 Capital Works Road Reconstruction - Morley Avenue, Wye River (McRae Road to end of seal)	0	1,279,250	41,257	933,690	304,303	1,279,250	0	0	-982,444	0		
LRCI - TOTAL	0	7,024,575	903,954	1,275,899	4,844,722	7,024,575	0	0	-4,984,739	-2,979,352		
EMERGENCY AND DISASTER RECOVERY PROJECTS												
2023 - 2024 Capital Works Drainage Renewal Program - Tiger Rail Drainage Upgrade	0	243,800	4,524	103,398	242,184	350,106	0	0	-243,800	-243,800		
2023 - 2024 Capital Works - Footpath Program - Embankment Protection & Footpath Restoration at Ross Point	0	250,000	3,915	101,269	144,816	250,000	0	0	-250,000	-250,000		
2021 - 2022 Emergency Response - Landslip (Storm Events)	0	4,780,966	875,123	1,208,538	2,697,305	4,780,966	0	0	-6,500,000	0		
2022 - 2023 Capital Works - Landslip Treatment - Emergency Response Upgrade Works	0	190,000	336	0	189,664	190,000	0	0	0	0		
2022 - 2023 Capital Works - October 2022 Storm / Flood Event Response	0	906,413	43,611	166,984	695,818	906,413	0	0	-1,200,000	0		
EMERGENCY AND DISASTER RECOVERY PROJECTS - TOTAL	0	6,371,179	927,510	1,580,189	3,969,786	6,477,485	0	0	-8,193,800	-493,800		
NEW AND UPGRADE PROJECTS												
2022 - 2023 - Capital Works - Buildings Renewal Program - Elliminyt Recreation Reserve Pavilion - Detailed Design	0	28,908	12,355	16,772	0	29,127	219	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		Waiting on notification on funding application
2023-2024 Capital Works - COPACC Auditorium Equipment Upgrade	0	5,488	463	5,025	0	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		Scope to be confirmed
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	-79,880		Will not be delivered in 24-25. Funding is available to be spent prior to 26-27.
2024 - 2025 - Capital Works - Open Space Renewal Programme - Wyuna Estate Open Space Improvements Program	50,000	74,000	7,343	49,080	17,577	74,000	0	0	0	0		
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Meredith Park Waste Area	25,000	25,000	99	0	24,901	25,000	0	0	0	0		Confirming scope
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		Confirming scope
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Carlisle River School Bollards	5,000	0	0	0	0	0	0	0	0	0		Project Complete
2022 - 2023 Capital Works - Irrewillipe Recreation Netball Courts Change Rooms & Amenities Upgrade - Detailed Design	0	54,247	4,900	43,860	5,487	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		Project will be completed at lower than expected cost in 2024/25.
2022 - 2023 Capital Works - Colac Aerodrome RAP Round 2 Taxiway and Lighting	0	320,105	306,164	1,184	12,758	320,105	0	0	-270,105	-96,105		Project Complete

Capital Works Projects 2024-25 for Quarter 2 ending 31 December 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		
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	61,578	0	0	61,578	0	0	-64,641	0		Project Complete
2023 - 2024 Capital Works - Road Construction - Turn Around Areas - Hall Street Cressy	0	10,000	13,992	457	0	14,450	4,450	0	0	0		Works complete
2023 - 2024 Capital Works Stormwater Asset Upgrade Program - 397 Murray Street, Unnamed Laneway 5	0	24,479	6,350	8,500	9,629	24,479	0	0	0	0		Design only
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	1,169,981	429,502	125,278	419,869	974,650	-195,331	0	-706,075	-175,985		
CAPITAL WORKS PROGRAM - TOTAL	11,522,700	31,639,099	5,003,058	7,365,404	19,215,017	31,583,479	-177,758	-1,703,200	-15,654,472	-3,703,600		

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) = \$1,464,588

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 2 ending 31 December 2024

2024-25 PROGRAM REPORT - OPERATIONAL PROJECTS
QUARTER 2 - 31 DECEMBER 2024

Project Name	Expenses							Income		From PM		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	61,986	19,081	2,627	40,278	61,986	0	0	-61,986	0		
18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	0	109,279	63,133	44,475	1,671	109,279	0	0	-90,000	0		
2018-19 Major Project - Colac West Development Plan	0	25,855	8,130	4,891	12,834	25,855	0	0	-5,000	0		
2019-20 Major Project - J Barrys Road Industry Development Plan	0	298	2,290	0	0	2,290	1,992	0	0	0		New majority land owner to provide input into final plan.
2021-22 Operating Project - Deans Creek Precinct Structure Plan (Multi-year Project)	0	362,523	66,606	290,093	5,824	362,523	0	0	-62,664	0		
2021-22 Operating Project - Planning Scheme Amendment - Irrewillipe Road / Harris Road	0	5,500	0	0	5,500	5,500	0	0	0	0		Planning Scheme Amendment complete. Proponent preparing draft Development Plan.
2022 - 2023 Operating Projects - VicSmart Provisions - Planning Scheme Amendment	0	20,000	0	0	20,000	20,000	0	0	0	0		Project On Hold pending State Government progress
2023-24 Operating Project - Birregurra Structure Plan Review	0	51,100	11,939	10,843	28,318	51,100	0	0	0	0		
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		
2023-24 Operating Project - Northern Towns Growth Plans	0	49,906	10,098	22,806	17,001	49,906	0	0	0	0		
2022 - 2023 Operating Projects - 82 Marriners Street Colac East - Planning Scheme Amendment	0	5,000	0	0	5,000	5,000	0	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	75,000	75,000	0	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	935	21,591	138,474	161,000	0	0	-136,000	0		
2024-2025 Operating Project - Council Election 2024	300,000	300,000	243	0	299,757	300,000	0	0	0	0		
2024-2025 Operating Project - Councillors Induction 2024-25	60,000	60,000	600	30,000	29,400	60,000	0	0	0	0		Comprehensive induction process for new Council undertaken in November and December.
2024-2025 Operating Project - Integrated Strategic Plans, including Council Plan 2025 - 29	250,000	250,000	1,153	97,950	150,897	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	248	0	84,753	85,000	0	0	0	0		Scope to be confirmed with Councillors.
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. Council auspiced the grant .
Chief Executive Office Total	895,000	2,197,997	186,256	527,627	1,486,107	2,199,990	1,993	0	-617,850	0		

Operational Projects 2024-25 for Quarter 2 ending 31 December 2024

Project Name	Expenses							Income		From PM		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		
Community and Economy												
2020-21 Operating Project - Local Planning & Change Management Grant	0	21,094	0	0	21,094	21,094	0	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	64,990	0	17,028	82,018	0	0	-82,018	0		
Operating Projects - Family Day Care Marketing Campaign	0	8,780	8,781	0	0	8,781	1	0	-9,673	0		Project Complete
2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens Masterplan Review	0	13,600	12,415	0	0	12,415	-1,185	0	0	0		Project Complete
2021 - 2022 Operating Project - Engage	0	90,724	17,012	64	73,648	90,724	0	0	-90,722	0		
2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	0	127,100	57,676	0	69,424	127,100	0	0	-108,371	0		
2021-22 Operating Project - Bus Service from Apollo Bay to COPACC	0	1,700	650	0	1,050	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	5,555	847	24,318	30,720	0	0	-30,720	0		
2022 - 2023 Grants Program - Consolidated Community Grants Carried Forward	0	5,996	8,854	0	0	8,854	2,858	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	477	0	194,012	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	70,000	12,500	0	57,500	70,000	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 consideration of a new grant application.
2024 - 2025 Operating Project - Christmas Events	30,000	30,000	0	10,000	20,000	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		Application for further funding via Enabling Tourism Fund unsuccessful.
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	172,903	118,054	0	54,850	172,903	0	0	-1,578	0		
2024 - 2025 - Operating Projects - Events Grants	0	109,025	47,778	0	61,247	109,025	0	0	0	0		
2024 - 2025 - Operating Projects - Business Grants	0	31,150	28,735	0	2,415	31,150	0	0	0	0		
Community and Economy Total	399,489	1,422,528	392,477	10,911	1,020,815	1,424,203	1,675	0	-495,083	0		

Operational Projects 2024-25 for Quarter 2 ending 31 December 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		
Corporate Services												
2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	0	1,625	2,875	0	0	2,875	1,250	0	0	0		Project Complete.
Operating Projects - Discretionary Funds (Organisational Holding Account - Overs & Unders of Operating Projects)	0	127,832	0	0	0	0	-127,832	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	289,457	2,875	0	160,000	162,875	-126,582	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		Draft report to be released for community consultation in early 2025.
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	6,200	110,743	213,057	330,000	0	0	0	0		
2024 - 2025 Operating Project - Tree Planting Program	60,000	60,000	11,661	245	48,093	60,000	0	0	0	0		
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	412,461	0	0	412,461	412,461	0	0	0		Works are completed and finalising hand over to GORCAPA.
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	6,678	33,480	9,842	50,000	0	0	0	0		
2023 - 2024 - Operating Projects - Footpath Strategies for Colac & Apollo Bay	0	20,000	3,252	0	16,748	20,000	0	0	0	0		
2023 - 2024 - Operating Projects - Road Safety Strategy	0	60,000	0	0	60,000	60,000	0	0	-50,000	0		
Infrastructure and Operations Total	405,000	613,077	440,288	170,649	414,600	1,025,538	412,461	0	-107,587	0		
Waste Management Services												
2021-22 Operating Project - Closed Landfill Aftercare Management Plan, Landfill Gas and Groundwater Investigation	0	41,913	43,964	7,356	0	51,320	9,407	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	26,771	27,513	0	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	56,408	45,110	28,483	130,000	0	0	0	0		
Waste Management Services Total	0	282,762	103,152	52,466	136,552	292,170	9,408	0	-55,371	0		
Total of Operational Projects	1,859,489	4,805,821	1,125,049	761,653	3,218,073	5,104,775	298,954	-	- 1,275,891	-		

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

Operational Projects 2024-25 for Quarter 2 ending 31 December 2024

Executive Management Team
December Operating Projects Report
Data extract : 2 January 2025

Operating Project report @ 31 January 2025 BIS Extract : 11 February 2025		Sourced from Authority			From PM	Formula	Formula	Sourced from Authority		From PM	Formula	Formula	From PM	From PM	From PM			
Project Title	2024-25 Budget Allocation (Expenditure)	Spend to date 2024-25	Committal (Expenditure)	Estimate to Complete the Project (Expenditure)	Total Estimate to Complete Project (Expenditure)	Variance from Project Budget (Expenditure)		2024-25 Budget Allocation (Income)	Income Received to date 2024-25	Estimate Income to Receive (Income)	Total Estimated Income to be Received (Income)	Variance from Project Budget (Income)	Project Charter Completed	Expected Project Start	Project Status	2024-25 Comment	Project Sponsor	Project Manager
00037084 - 2020-21 Operating Project - Forrest MTB Revitalisation DELWP	\$ 82,018.00	\$ 68,875.00	\$ -	\$ 13,143.00	\$ 82,018.00	\$ -	\$ (82,018.00)	\$ (82,018.65)	\$ -	\$ (82,018.65)	\$ 0.65	N	COMMENCED	ON TRACK	Contract Q23/24 40 (Forrest Mountain Bike Copper Shred Upgrade) has been executed and works have started. Distinctive Trail Developments is expecting to deliver the \$60k upgrade by 1st May 2025. A further \$10k was spent on Forrest Mountain Bike (MTB) signage upgrades and to produce a hard copy MTB trail map.	Heidi Taylor	Alex Lines (DECCA)	
00037924 - Operating Project - OPASS Service Review	\$ 4,946.00	\$ -	\$ -	\$ 4,946.00	\$ 4,946.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			ON TRACK	Oct, Nov, Dec, Jan - Request for project update : No update has been provided on this project. Please advise if the nominated Project Manager needs to be updated to enable updates to be provided.	Andrew Tenni	Andrew Tenni
00038187 - 2023-2024 Operating Projects - Public Health Partnership	\$ 10,350.00	\$ 1,800.00	\$ 2,350.00	\$ 8,000.00	\$ 12,150.00	\$ 1,800.00	\$ (12,000.00)	\$ -	\$ (12,000.00)	\$ (12,000.00)	\$ (12,000.00)	\$ -	Yes		ON TRACK	Nov, Dec, Jan - Request for project update : No update has been provided on this project. Please advise if the nominated Project Manager needs to be updated to enable updates to be provided.	Anne Howard	Anne Howard
00037517 - 2022 - 2023 Operating Projects - VicSmart Provisions - Planning Scheme Amendment	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No	JUNE	ON HOLD	Delays with project due to resourcing issues and lack of responses from referral authorities. Contact being made with DTP February 2025 to discuss progressing project. Oct, Nov, Dec, Jan - No update provided last month, please provide confirmation of Project Manager and provide update on why the project is on hold and what is expected to happen to release the project from on hold.	Blaithin Butler	Blaithin Butler
00037511 - 2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens Masterplan Review	\$ 13,600.00	\$ 12,415.32	\$ -	\$ -	\$ 12,415.32	\$ (1,184.68)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	COMMENCED	COMPLETE	Project complete	Dave Thornburg	Daniel Roberts
00038266 - 2024 - 2025 Operating Project - Tree Planting Program	\$ 60,000.00	\$ 13,618.59	\$ 5,700.01	\$ 40,681.00	\$ 59,999.60	\$ (0.40)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/244059	COMMENCED	ON TRACK	2024/25 Program commenced	Dave Thornburg	Daniel Roberts
00038278 - 2023 - 2024 Operating Projects - MCH - Universal Special One Off	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00	\$ 44,000.00	\$ -	\$ (44,000.00)	\$ (44,000.00)		\$ (44,000.00)	\$ -	\$ -	JANUARY		ON TRACK	Staffing for additional consults as required	Ian Seuren	Diane Earl
00038279 - 2023 - 2024 Operating Projects - MCH - Enhanced	\$ 55,000.00	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	\$ -	\$ (55,000.00)	\$ (55,000.00)		\$ (55,000.00)	\$ -	\$ -	JANUARY		ON TRACK	Plan to extend MCH Enhanced Family Support Contract	Ian Seuren	Diane Earl
00038280 - 2023 - 2024 Operating Projects - MCH - Workforce Support	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ (9,000.00)	\$ (9,000.00)		\$ (9,000.00)	\$ -	\$ -	DECEMBER		ON TRACK	Support for new graduates to consolidate learning	Ian Seuren	Diane Earl
00038281 - 2023 - 2024 Operating Projects - MCH - Sleep & Settling Outreach & Group Work	\$ 18,667.00	\$ -	\$ -	\$ 18,667.00	\$ 18,667.00	\$ -	\$ (18,667.00)	\$ (18,667.22)		\$ (18,667.22)	\$ -	\$ -			ON TRACK	Staffing for additional consults as required	Ian Seuren	Diane Earl
00038282 - 2023 - 2024 Operating Projects - MCH - Lactation Consultations	\$ 3,633.00	\$ -	\$ -	\$ 3,633.00	\$ 3,633.00	\$ -	\$ (3,633.00)	\$ (3,633.00)		\$ (3,633.00)	\$ -	\$ -			ON TRACK	Staffing for additional consults as required	Ian Seuren	Diane Earl
00038156 - 2023 - 2024 Operating Projects - Bluewater Electrification Project Leverage Fund	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ (75,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No	JUNE	ON HOLD	On hold - awaiting outcome of grant application.	Stephen Parker	Dora Novak
00038373 - 2023 - 2024 - Operating Project - Climate Change Resilient Community Assets Project	\$ 245,200.00	\$ -	\$ -	\$ 245,200.00	\$ 245,200.00	\$ -	\$ (245,200.00)	\$ (122,600.00)	\$ (122,600.00)	\$ (245,200.00)	\$ -	\$ -	N/A	JANUARY	ON TRACK	This project is managed and administered by the Barwon South West Climate Alliance, COS just auspiced the grant with CEO approval to hold and manage the grant funding on the BSWCA's behalf. No grant funds spent to date, currently the BSWCA is in the process of putting out an RFQ for a Project Manager for the project.	Dora Novak	Dora Novak
00036990 - 2021-22 Operating Project - Kitchen Caddy and Liners	\$ 27,965.00	\$ -	\$ -	\$ 27,965.00	\$ 27,965.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	In progress	COMMENCED	ON TRACK	The caddy's are in stock currently and will be placing more order in month of May 2025.	Dora Novak	Aswini Bandi
00037001 - 2021-22 Operating Projects - Waste Transfer Station Upgrades for Glass Separation	\$ 27,513.00	\$ 741.93	\$ -	\$ 26,771.07	\$ 27,513.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	No	COMMENCED	ON TRACK	on track .	Dora Novak	Aswini Bandi
00038188 - Operating Projects - Promoting COS recycling system	\$ 55,371.00	\$ 2,038.27	\$ -	\$ 53,332.73	\$ 55,371.00	\$ -	\$ (55,371.00)	\$ (25,220.64)	\$ (30,150.00)	\$ (55,370.64)	\$ (0.36)	In progress	FEBRUARY	ON TRACK	Milestone 2 has completed in Feb 2025 and till date \$ 23,863.30 is spent and remaining budget will be covered in milestone 3 and 4.	Dora Novak	Aswini Bandi	
00037870 - 2023-24 Operating Project - Key Worker Housing Feasibility, Nelson St, Apollo Bay	\$ 120,000.00	\$ -	\$ 2,250.00	\$ 117,750.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1150781	2023/24	ON TRACK	Richard Russell engaged to commence RFQ process for an environmental audit of the depot site and preliminary concepts for facility at Transfer station being developed. Meeting held with Barwon Water and GORCAPA to discuss future depot needs.	Doug McNeill	Doug McNeill
00037918 - Operating Projects - Discretionary Funds (Organisational Holding Account - Overs & Unders of Operating Projects)	\$ 127,832.00	\$ -	\$ -	\$ -	\$ -	\$ (127,832.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Doug McNeill	Doug McNeill
00035908 - 18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	\$ 109,279.00	\$ 63,133.00	\$ 44,475.47	\$ -	\$ 107,608.47	\$ (1,670.53)	\$ (90,000.00)	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (80,000.00)	N/A	COMMENCED	ON TRACK	Preliminary draft Precinct Plan received. Reporting to Council 25/02/2025 with the view to placing Plan on public exhibition. The stated \$90,000 income will not be received due to Colac Area Health not making their pledged \$80,000 commitment to the project. Colac Area Health are current reviewing their budget position with a view to advising Council within the next 3 weeks whether part of the \$80,000 commitment can be provided. The overall budget position is currently being reviewed. Nov, Dec, Jan - Request for project update : Please review and confirm the expected project expenditure - is the forecast 'overspent' likely to be realised? If not please update the "Estimate to Complete Project" cell	Blaithin Butler	Erin Sonego	
00036986 - 2021-22 Operating Project - Deans Creek Precinct Structure Plan (Multi-year Project)	\$ 362,523.00	\$ 66,605.57	\$ 290,093.47	\$ -	\$ 356,699.04	\$ (5,823.96)	\$ (62,664.00)	\$ (62,663.36)	\$ -	\$ (62,663.36)	\$ (0.64)	D23/147608	COMMENCED	ON HOLD	On-hold pending further advice on Flooding Constraints factoring in Climate Change scenarios. Discussion with Council regarding an interim Outline Development Plan to satisfy RDV funding. Note that the budget allocation does not appear to be correct as the project is not overspent. This will be reviewed. Jan - Request for project update : The project is currently forecast to be overspent, please confirm if this is correct. If not, please update the "Estimate to Complete Project" cell.	Blaithin Butler	Erin Sonego	
00037629 - 2021-22 Operating Project - Bus Service from Apollo Bay to COPACC	\$ 1,700.00	\$ 650.00	\$ -	\$ 1,050.00	\$ 1,700.00	\$ -	\$ (1,701.00)	\$ (1,700.49)		\$ (1,700.49)	\$ (0.51)				ON TRACK		Heidi Taylor	Heidi Taylor
00038098 - 2023-2024 Operating Projects - Community Grants	\$ 24,435.00	\$ 14,500.00	\$ -	\$ 1,887.00	\$ 16,387.00	\$ (8,048.00)	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	2023/24 Community Grant projects - Cororooke Hall and Skills Connection grants to be completed.	Heidi Taylor	Heidi Taylor
00038099 - 2023-2024 Operating Projects - Events Grants	\$ 15,702.00	\$ -	\$ -	\$ -	\$ -	\$ (15,702.00)	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	2023/24 No event grants outstanding (no funds carried forward)	Heidi Taylor	Heidi Taylor
00038100 - 2023-2024 Operating Projects - Business Grants	\$ 3,721.00	\$ -	\$ -	\$ 5,775.00	\$ 5,775.00	\$ 2,054.00	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	2023/24 Baronga and Colac Hotel business grants still to be completed.	Heidi Taylor	Heidi Taylor
00038141 - 2022 - 2023 Grants Program - Consolidated Community Grants Carried Forward	\$ 5,996.00	\$ 8,854.00	\$ -	\$ 3,880.00	\$ 12,734.00	\$ 6,738.00	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	Grants projects expected to be completed in 2024/25 financial year.Colac Murray Street Facade Improvement and Otway District Football/Netball Club grants outstanding.	Heidi Taylor	Heidi Taylor
00038271 - 2024 - 2025 Operating Project - Christmas Events	\$ 30,000.00	\$ 20,556.20	\$ -		\$ 20,556.20	\$ (9,443.80)	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	Funding agreement for Apollo Bay Chamber of Commerce and Colac Area Health to be finalised. Funding application to Enabling Tourism Fund unsuccessful. Project not proceeding.	Heidi Taylor	Heidi Taylor
00038277 - 2023 - 2024 Operating Project - Colac Cultural & Tourism Precinct Plan	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ (60,000.00)	\$ -	\$ -		\$ -	\$ -	\$ -			ON HOLD	Project Status changed to ON HOLD following request from Ian. Project to be discussed further with Council before confirming what to do with this project budget.	Heidi Taylor	Heidi Taylor
00038433 - 2024 - 2025 - Operating Projects - Community Grants	\$ 172,903.00	\$ 123,107.00	\$ -	\$ 49,796.00	\$ 172,903.00	\$ -	\$ (1,578.00)	\$ (1,578.00)		\$ (1,578.00)	\$ -	\$ -			ON TRACK	Community Grant projects in progress and expected to be completed in 2024/25 financial year	Heidi Taylor	Heidi Taylor
00038434 - 2024 - 2025 - Operating Projects - Events Grants	\$ 109,025.00	\$ 55,278.00	\$ -	\$ 53,747.00	\$ 109,025.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	On track for 2024/25 delivery	Heidi Taylor	Heidi Taylor
00038435 - 2024 - 2025 - Operating Projects - Business Grants	\$ 31,150.00	\$ 28,735.00	\$ -	\$ 2,415.00	\$ 31,150.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -			ON TRACK	On track for 2024/25 delivery	Heidi Taylor	Heidi Taylor
00038263 - 2024 - 2025 Operating Project - Aged Care Review Implementation Activities	\$ 194,489.00	\$ 11,163.07	\$ -	\$ -	\$ 11,163.07	\$ (183,325.93)	\$ -	\$ -		\$ -	\$ -	\$ -	Work guided by funding agreements.		ON TRACK	Work is continuing on this project inline with Department of Health and Aged Care guidelines and the transition to Support at Home which is to be implemented by 1 July 2025.	Ian Seuren	Lauren Hester
00037556 - 2021-22 Operating Project - Youth Film - VLGP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Work guided by funding agreements.		COMPLETE	Program complete.	Ashish Sitoula	Ashish Sitoula

Executive Management Team
December Operating Projects Report
Data extract : 2 January 2025

Project Title	2024-25 Budget Allocation (Expenditure)	Spend to date 2024-25	Committal (Expenditure)	Estimate to Complete the Project (Expenditure)	Total Estimate to Complete Project (Expenditure)	Variance from Project Budget (Expenditure)	2024-25 Budget Allocation (Income)	Income Received to date 2024-25	Estimate Income to Receive (Income)	Total Estimated Income to be Received (Income)	Variance from Project Budget (Income)	Project Charter Completed	Expected Project Start	Project Status	2024-25 Comment	Project Sponsor	Project Manager
00037614 - 2021 - 2022 Operating Project - Freeza	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Work guided by funding agreements.		NOT PROCEEDING	Program complete.	Ashish Sitoula	Ashish Sitoula
00037615 - 2021 - 2022 Operating Project - Engage	\$ 90,724.00	\$ 19,336.59	\$ 9,036.36	\$ 62,351.00	\$ 90,723.95	\$ (0.05)	\$ (90,722.00)	\$ (60,758.88)	\$ (29,963.00)	\$ (90,721.88)	\$ (0.12)	Work guided by funding agreements.	COMMENCED	ON TRACK	Engage funding operates calendar year. Projects being undertaken and funding being expended. Engage 2021-2024 acquitted December 2024. Engage funding 2025-2027 application successful and will continue to be delivered in 2025.	Ashish Sitoula	Ashish Sitoula
00037616 - 2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	\$ 127,100.00	\$ 70,422.55	\$ -	\$ 56,677.00	\$ 127,099.55	\$ (0.45)	\$ (108,371.00)	\$ (132,880.91)	\$ (55,936.00)	\$ (188,816.91)	\$ 80,445.91	Work guided by funding agreements.		ON TRACK	Vichealth report 2024 completed. Vichealth planning 2025 and program delivery continuing.	Ashish Sitoula	Ashish Sitoula
00037617 - 2022 - 2023 Operating Project - Positive Masculinities VLGP (Vic Health)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Work guided by funding agreements.		COMPLETE	Project Complete	Ashish Sitoula	Ashish Sitoula
00038139 - 2023 - 2024 Operating Project - Kindergarten Infrastructure Services Plan	\$ 30,720.00	\$ 5,555.00	\$ 847.00	\$ 23,823.00	\$ 30,225.00	\$ (495.00)	\$ (30,720.00)	\$ (30,720.00)		\$ (30,720.00)	\$ -	D23/1106066	COMMENCED	ON TRACK	Work has commenced and initial report been provided by consultant. Further review and comparison of data between consultant and KISP team to be completed by December 2024. Work completed. Final invoice to be paid.	Ashish Sitoula	Ashish Sitoula
00038265 - 2024 - 2025 Operating Project - Council Ongoing Contribution to Youth Engagement Program	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ -		\$ -	\$ -		COMMENCED	ON TRACK	Youth program is being delivered and will continue to be with this funding.	Ashish Sitoula	Ashish Sitoula
00037305 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Lake Colac Perimeter Pathway Feasibility Study	\$ 5,490.00	\$ -	\$ 5,393.64	\$ 96.22	\$ 5,489.86	\$ (0.14)	\$ -	\$ -		\$ -	\$ -	Yes on old PM template	COMMENCED	ON TRACK	Lake Colac Path Feasibility Study draft report presented to Council in August 2024, draft report to be released for community consultation in early 2025. Consultant has been advised of proposed timeframes for project completion.	Ashish Sitoula	Ashish Sitoula
00038261 - 2024-2025 Operating Project - Asset Condition Assessments	\$ 330,000.00	\$ 43,160.00	\$ 70,087.00	\$ 216,753.00	\$ 330,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Please provide Project Charter CM Reference		ON TRACK	Expenditure on Bridges, Open Spaces and Retaining Walls condition assesment and valuation is under budget, however saving to be used for roads condition assessment and valuation.	Kanishka Gunasekara	Kanishka Gunasekara
00038273 - 2024 - 2025 Operating Project - Road Management Plan	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Please provide Project Charter CM Reference		ON TRACK	Review is being done as the first step, and is to be considered by EMT January.	Kanishka Gunasekara	Kanishka Gunasekara
00038438 - 2023 - 2024 - Operating Projects - Assets - South West Victoria Regional Transport Strategy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Please provide Project Charter CM Reference	AUGUST	ON TRACK	Initial meetings held to start scoping the project. With other participating Councils.	Doug McNeill	Kanishka Gunasekara
00035012 - Roadside Weeds & Pests Management Project	\$ 61,986.00	\$ 19,081.36	\$ 3,384.27	\$ 40,278.00	\$ 62,743.63	\$ 757.63	\$ (61,986.00)	\$ (61,985.63)	\$ -	\$ (61,985.63)	\$ (0.37)	N/A	COMMENCED	ON TRACK	\$47,505 has been allocated to Colac Otway Shire Council by Local Government Victoria to assist council to continue planning and implementing control activities for the management of weeds and pests on municipal rural roadsides in 2024-2025 (D24/124517). This is in addition to the 2023-24 carry-over of funds. Spring weed control works have been completed. Summer program currently commencing. Further packages are current out for RFQ and will be awarded and committed shortly.	Dora Novak	Liza Kennedy
00038220 - Operating Projects - Community Recovery Hub Grant Funding	\$ 40,725.00	\$ -	\$ 20,258.18	\$ 20,466.82	\$ 40,725.00	\$ -	\$ (40,725.00)	\$ (40,725.00)	\$ -	\$ (40,725.00)	\$ -	no	COMMENCED	ON TRACK	Of financial and progress report submitted, project deliverables of Community training event and Recovery Hub portal development on track and in planning stage. Reporting documents including 2023-24 Annual financial aquittal, 2023 -24 project report, and 2024 - 25 Project Plan have been submitted to LGV by Surfcoast Shire and have been approved by LGV.	Rowan Mackenzie	Mandy Baker
00038221 - Operating Projects - Municipal Emergency Resourcing Program (MERP)	\$ 16,862.00	\$ 1,903.03	\$ 529.09	\$ 16,296.60	\$ 18,728.72	\$ 1,866.72	\$ (16,862.00)	\$ -	\$ (25,336.00)	\$ (25,336.00)	\$ 8,474.00	yes	2023/24	ON TRACK	Nov and Dec Project, Comment from Paula - Please review and confirm the expected project expenditure and income - is the forecast 'underspend' likely to occur and are we forecasting to receive less income? If not please update the 'Estimate to Complete Project' cell and 'Estimate Income to Receive' cell. Comment from Rowan - Income in Authority appears to be incorrect - should be \$25336. Updated column O from 2903 to 25336 as per Mandy's 19/6/24 email to Rhassel - shouldnt be a forecast underspend. Will clarify with Mandy when she retuens Monday 13 Jan. Further information noted - once budget adjustments are confirmed (for income) will forward for approval via the budget adjustment process.	Rowan Mackenzie	Mandy Baker
00037518 - 2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	\$ 1,625.00	\$ 2,875.00	\$ -	\$ -	\$ 2,875.00	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	COMMENCED	COMPLETE	Final invoice received and paid in December 2024. Overspend to be covered from WO 37918 - Operational Projects holding fund, subject to EMT approval. Project Update : Budget adjustment request to be presented to February Council Meeting for approval	Rikk Price	Micah Nuske
00038269 - 2024 - 2025 Operating Project - Storage Compliance - Implementation	\$ 44,000.00	\$ -	\$ -	\$ 42,000.00	\$ 42,000.00	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/14751	COMMENCED	ON TRACK	Person employed for project. Works underway, being monitored closely and on track to be completed by end of May and on budget. Finance assisting with ensuring employee costs land in this project.	Rikk Price	Micah Nuske
00038272 - 2024 - 2025 Operating Project - Security Application Control - Implementation	\$ 66,000.00	\$ -	\$ -	\$ 66,000.00	\$ 66,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Made up of parts of multiple small projects, no one full	COMMENCED	ON TRACK	WO consists of parts of three main projects. 1. Office 365 email back up - completed. 2. Security software updaters - in progress (on track to be finished by March 2025)	Rikk Price	Micah Nuske
00036935 - 2020-21 Operating Project - Eastern Reserve - Baseball Batting Cage	\$ 29,125.00	\$ -	\$ -	\$ 29,125.00	\$ 29,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1163186	COMMENCED	ON TRACK	Grant funding provided by State Government direct to club. Council contribution has been used for site investigation and used for various components of construction. Club are leading this project with Council support. Club finalising land owner consent requirements.	Stephen Parker	Nicole Frampton
00038244 - 2023 - 2024 Operating Projects - Colac Otway Soccer Facilities Feasibility Study	\$ 60,000.00	\$ -	\$ 49,850.00	\$ 10,150.00	\$ 60,000.00	\$ -	\$ (40,000.00)	\$ (36,000.00)	\$ (4,000.00)	\$ (40,000.00)	\$ -	D24/14915	COMMENCED	ON TRACK	\$36K received from SRV for this project, total income from SRV is \$40K (\$4K to receive) - TPC \$60K. RFQ out to market and closes 27/11. Completion date expected to be 30/05/2026	Stephen Parker	Nicole Frampton
00038268 - 2024 - 2025 Operating Project - Bike Parks Planning	\$ 70,000.00	\$ 12,500.00	\$ 48,825.50	\$ 8,675.00	\$ 70,000.50	\$ 0.50	\$ -	\$ -		\$ -	\$ -		COMMENCED	ON TRACK	\$10K transfer from WO37304 required. Birre bike park allocation is \$15K + \$5K contingency. \$50K for Colac Bike Park. Brief for Colac bike park prepared and released, closes December. Birre bike park design progressing.	Stephen Parker	Nicole Frampton
00038270 - 2024 - 2025 Operating Project - Apollo Bay Cricket Net upgrade - Council Contribution	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ (35,000.00)	\$ -	\$ -		\$ -	\$ -		COMMENCED	ON HOLD	Whilst the SRV funding application was unsuccessful, Apollo Bay Cricket Club have requested that this funding still be provided to assist with the delivery of this project - funding received from Cricket Australia and club will contribute additional funding and significant in-kind to complete the project. Council's funding allocation was to be provided based on receiving funding through SRV - draft project charter developed based on SRV funding application - D24/15137. Application was unsuccessful, club keen to resubmit under RCSIF which closes in March 2025. Council report to be prepared for January/February meeting.	Stephen Parker	Nicole Frampton
00038443 - Operating Projects - 2024 -2025 POAB Breakwall Remediation Project	\$ -	\$ 412,460.87	\$ -	\$ -	\$ 412,460.87	\$ 412,460.87	\$ -	\$ -	\$ -	\$ -	\$ -			ON TRACK	All the works are completed. Finalising financials and handover to GORCAPA. Oct Comment from Paula - Please advise carry over budget required for this project including income. NOTE: This project needs clarification - it is an Operating Project, not Capital? Update from Paula - this project has been moved to the Operating Project program as Council is no longer the manager of the Port and therefore are not able to capitalise the asset. The budget (which would be a carry over from when this project was shown in the Capital Program) needs to be confirmed to enable me to complete the project budget adjustment. Nov Comment from Paula - Please provide budget adjustment information. Dec Comment from Paula - Please provide budget adjustment information.	Doug McNeill	Raam Gowriswaran

Executive Management Team
December Operating Projects Report
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Project Title	2024-25 Budget Allocation (Expenditure)	Spend to date 2024-25	Committal (Expenditure)	Estimate to Complete the Project (Expenditure)	Total Estimate to Complete Project (Expenditure)	Variance from Project Budget (Expenditure)	2024-25 Budget Allocation (Income)	Income Received to date 2024-25	Estimate Income to Receive (Income)	Total Estimated Income to be Received (Income)	Variance from Project Budget (Income)	Project Charter Completed	Expected Project Start	Project Status	2024-25 Comment	Project Sponsor	Project Manager
00038456 - 2023 - 2024 Operating Projects - Sand Road Glenaire - Cultural Heritage Permit	\$ 50,000.00	\$ 27,154.49	\$ 15,087.05	\$ 7,758.00	\$ 49,999.54	\$ (0.46)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124604		ON TRACK	Cultural Heritage survey and permit application completed. Submitted to authority for endorsement. EMAAR site induction carried out on 23 Dec 2024 and maintenance works carried out. Roadside vegetation clearing completed 8 Jan 2025 by services and Ops team.	Brendan Walsh	Raam Gowriswaran
00038192 - 2023-2024 Operating Projects - Barham River Flood Study	\$ 161,000.00	\$ 2,082.50	\$ 20,454.55	\$ 138,462.95	\$ 161,000.00	\$ -	\$ (136,000.00)	\$ (68,000.00)	\$ (68,000.00)	\$ (136,000.00)	\$ -	D23/1187015	NOVEMBER	ON TRACK	We have invoiced CCMA for the initial payment of \$68,000, which was due on SLA's execution. First PCG meeting completed. Schedule second PCG meeting to finalise Consultant brief before going out to market.	Blaithin Butler	Rashil Pradhan
00038459 - 2023 - 2024 - Operating Projects - Footpath Strategies for Colac & Apollo Bay	\$ 20,000.00	\$ 10,699.07	\$ -	\$ 9,300.93	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/130241	NOVEMBER	ON TRACK	On track. We have engaged Sam Orttis through Comensura, who has started reviewing all of the strategic footpath documents to identify missing footpath links for Colac and Apollo Bay.	Kanishka Gunasekara	Rashil Pradhan
00036984 - 2021-22 Operating Project - Closed Landfill Aftercare Management Plan, Landfill Gas and Groundwater Investigation	\$ 41,913.00	\$ 43,964.31	\$ 7,356.00	\$ (7,356.00)	\$ 43,964.31	\$ 2,051.31	\$ -	\$ -	\$ -	\$ -	\$ -	No	COMMENCED	COMPLETE	Project complete - financial close to occur in March. Expect a small budget adjustment will be required	Dora Novak	Richard Russell
00038243 - Operating Projects - Alvie Landfill Rehabilitation Plan	\$ 130,000.00	\$ 62,657.50	\$ 38,860.00	\$ 28,482.50	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	COMMENCED	ON TRACK	Design progressing and was sent for Review for Approval by the Environmental auditor in early December. Consultant engaged to prepare concept for transfer station relocation and high level cpost estimates. Councillors were advised of the project at a briefing on 4 Dec.	Dora Novak	Richard Russell
00036356 - 2019-20 Major Project - J Barrys Road Industry Development Plan	\$ 298.00	\$ 2,290.17	\$ -	\$ 298.23	\$ 2,588.40	\$ 2,290.40	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	COMMENCED	ON HOLD	On-hold pending investigation on ways to reduce infrastructure costs (roundabout) and Shared Infrastructure Funding Plan. No one has been working actively on the plan for some time. The big cost appears to be the need for a roundabout. <i>Jan - Request for project update : The project is currently over budget, please advise if a budget adjustment is required.</i>	Blaithin Butler	Sean O'Keefe
00036596 - 2020-21 Operating Project - Local Planning & Change Management Grant	\$ 21,094.00	\$ -	\$ -	\$ 21,094.00	\$ 21,094.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No		ON TRACK	Funding to be carried forward to 2025/2026 to be used to deliver Municipal Early Years Plan project. Any remaining budget in 38139 to be included in this project code at end 2024/2025.	Ashish Sitoula	Sharyn Ryan
00037443 - Operating Projects - Family Day Care Marketing Campaign	\$ 8,780.00	\$ 8,780.90	\$ -	\$ -	\$ 8,780.90	\$ 0.90	\$ (9,673.00)	\$ (7,173.64)	\$ -	\$ (7,173.64)	\$ (2,499.36)		2023/24	COMPLETE	Project Complete	Ashish Sitoula	Sharyn Ryan
00035974 - 2018-19 Major Project - Colac West Development Plan	\$ 25,855.00	\$ 8,129.77	\$ 4,890.91	\$ 23,569.09	\$ 36,589.77	\$ 10,734.77	\$ (5,000.00)	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -	N/A	COMMENCED	ON TRACK	Colac West Development Plan was approved in October 2024, following consideration at a Council meeting in September 2024. A s173 agreement still being finalised.Two planning applications to subdivide the land are under consideration. <i>Nov, Dec, Jan - Request for project update : Please review and confirm the expected project expenditure - is the forecast 'overspent' likely to be realised? If not please update the 'Estimate to Complete Project' cell</i>	Blaithin Butler	Simon Clarke
00037171 - 2021-22 Operating Project - Planning Scheme Amendment - Irrewillipe Road / Harris Road	\$ 5,500.00	\$ -	\$ 0.01	\$ -	\$ 0.01	\$ (5,499.99)	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	COMMENCED	ON TRACK	Planning Scheme Amendment complete. <i>Project information from EMT - PO closed. EMT requested this project remain open to allow for any additional costs that may arise. Have reverted back to status of 'On Track'</i>	Blaithin Butler	Simon Clarke
00037869 - 2023-24 Operating Project - Birregurra Structure Plan Review	\$ 51,100.00	\$ 11,939.09	\$ 10,843.18	\$ 30,405.91	\$ 53,188.18	\$ 2,088.18	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1093264	COMMENCED	ON TRACK	Draft Structure Plan received February 2025.	Blaithin Butler	Simon Clarke
00037871 - 2023-24 Operating Project - Northern Towns Growth Plans	\$ 49,906.00	\$ 10,098.45	\$ 22,806.10	\$ 17,001.00	\$ 49,905.55	\$ (0.45)	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1093236	COMMENCED	ON TRACK	Stage 1 - Draft Background Report complete. Conflict between advice on Bushfire and Septic Waste disposal regarding lot sizes requires resolution. Further discussions to be conducted on progressing a final document.	Blaithin Butler	Simon Clarke
00038140 - 2022 - 2023 Operating Projects - 82 Marriners Street Colac East - Planning Scheme Amendment	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -	\$ (1,725.00)	\$ (1,725.00)	\$ (3,275.00)	D23/1107188	COMMENCED	ON HOLD	On-hold. Pending further information from proponents.	Blaithin Butler	Simon Clarke
00038262 - 2024 - 2025 Operating Project - Apollo Bay Structure Plan Review	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	<i>Please provide Project Charter CM Reference</i>		ON TRACK	Draft Procurement documents prepared with the view to going to the market in March.	Blaithin Butler	Simon Clarke
00038264 - 2024 - 2025 Operating Project - Gaming and Licensed Premises Policy - Stage 1	\$ 85,000.00	\$ 247.50	\$ -	\$ -	\$ 247.50	\$ (84,752.50)	\$ -	\$ -	\$ -	\$ -	\$ -	<i>Please provide Project Charter CM Reference</i>		ON HOLD	New Council to consider whether the project is a priority.	Blaithin Butler	Simon Clarke
00038258 - 2024-2025 Operating Project - Council Election 2024	\$ 300,000.00	\$ 4,564.67	\$ -	\$ -	\$ 4,564.67	\$ (295,435.33)	\$ -	\$ -	\$ -	\$ -	\$ -	<i>Please provide Project Charter CM Reference</i>			<i>Oct, Nov, Dec, Jan - Request for project update : No update has been provided on this project. Please advise if the nominated Project Manager needs to be updated to enable updates to be provided.</i>	Steve O'Dowd	Steve O'Dowd
00038259 - 2024-2025 Operating Project - Councillors Induction 2024-25	\$ 60,000.00	\$ 12,221.64	\$ 22,500.00	\$ -	\$ 34,721.64	\$ (25,278.36)	\$ -	\$ -	\$ -	\$ -	\$ -	<i>Please provide Project Charter CM Reference</i>			<i>Oct, Nov, Dec, Jan - Request for project update : No update has been provided on this project. Please advise if the nominated Project Manager needs to be updated to enable updates to be provided.</i>	Steve O'Dowd	Steve O'Dowd
00038260 - 2024-2025 Operating Project - Integrated Strategic Plans, including Council Plan 2025 - 29	\$ 250,000.00	\$ 46,054.02	\$ 79,640.00	\$ -	\$ 125,694.02	\$ (124,305.98)	\$ -	\$ -	\$ -	\$ -	\$ -	<i>Please provide Project Charter CM Reference</i>			<i>Oct, Nov, Dec, Jan - Request for project update : No update has been provided on this project. Please advise if the nominated Project Manager needs to be updated to enable updates to be provided.</i>	Steve O'Dowd	Steve O'Dowd
00038267 - 2024 - 2025 Operating Project - Revenue and Rating Plan	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			ON TRACK	Project charter developed to inform approach to be taken. At this stage, work to be undertaken internally.	Xavier Flanagan	Xavier Flanagan
Chief Executive Office																	
Chief Executive Office Total	\$ 950,000.00	\$ 63,087.83	\$ 102,140.00	\$ 50,000.00	\$ 215,227.83	\$ (734,772.17)	\$ (5,000.00)	\$ -	\$ (1,725.00)	\$ (1,725.00)	\$ (3,275.00)						
Community and Economy																	
Community and Economy Total	\$ 2,192,533.00	\$ 230,071.54	\$ 281,680.20	\$ 220,850.73	\$ 732,602.47	\$ (1,459,930.53)	\$ (24,673.00)	\$ (7,173.64)	\$ (8,450.00)	\$ (15,623.64)	\$ (9,049.36)						
Corporate Services																	
Corporate Services Total	\$ 3,502,533.00	\$ 351,435.03	\$ 485,960.20	\$ 320,850.73	\$ 1,158,245.96	\$ (2,344,287.04)	\$ (29,673.00)	\$ (7,173.64)	\$ (10,175.00)	\$ (17,348.64)	\$ (12,324.36)						
Infrastructure and Operations																	
00038465 - 2023 - 2024 - Operating Projects - Road Safety Strategy	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -	\$ (50,000.00)	\$ -	\$ (50,000.00)	\$ (50,000.00)	\$ -	D24/249730		ON TRACK	<i>Project Manager is yet to be assigned(KG).</i> <i>Dec, Jan - Request for project update : Please review and confirm Project Manager.</i>	Kanishka Gunasekara	
Infrastructure and Operations Total	\$ 6,755,066.00	\$ 644,594.40	\$ 869,780.40	\$ 701,701.46	\$ 2,216,076.26	\$ (4,538,989.74)	\$ (109,346.00)	\$ (14,347.28)	\$ (70,350.00)	\$ (84,697.28)	\$ (24,648.72)						
Waste Management Services																	
Waste Management Services Total	\$ 6,845,066.00	\$ 644,594.40	\$ 869,780.40	\$ 761,701.46	\$ 2,276,076.26	\$ (4,538,989.74)	\$ (159,346.00)	\$ (14,347.28)	\$ (120,350.00)	\$ (134,697.28)	\$ (24,648.72)						
Total	\$ 6,965,768.00	\$ 707,251.90	\$ 908,640.40	\$ 790,183.96	\$ 2,406,076.26	\$ (4,559,691.74)	\$ (164,346.00)	\$ (14,347.28)	\$ (122,075.00)	\$ (136,422.28)	\$ (27,923.72)						

January EMT Report - Operational Projects Project Sponsor Response Report

Project Sponsor	Date Sent	Review Completed	Comments
Andrew Tenni	2/13/2025	2/13/2025	Completed by RP as acting GM CS
Anne Howard	2/13/2025		
Ashish Sitoula	2/17/2025		
Brendan Walsh	2/13/2025		
Darren Rudd	2/13/2025		
Doug McNeill	2/13/2025		
Heidi Taylor	2/13/2025	2/17/2025	
Ian Seuren	2/13/2025		
Stephen Parker	2/13/2025		
Kanishka Gunasekara	2/13/2025	2/17/2025	Reviwed and updated
Rhassel Mhasho	2/13/2025		
Rikk Price	2/13/2025	2/13/2025	I'm doing a great job
Steve O'Dowd	2/13/2025		
Xavier Flanagan	2/13/2025		

Project Manager Response Report

Project Manager	Date Sent	Update Completed	Comments
Andrew Tenni	2/13/2025	2/13/2025	Completed by RP as acting GM CS
Anne Howard	2/13/2025		
Ashish Sitoula	2/17/2025		
Blaithin Butler	2/13/2025		
Brendan Walsh	2/13/2025		
Diane Earl	2/13/2025		
Dora Novak	2/13/2025		
Doug McNeill	2/13/2025		
Erin Sonego	2/13/2025	2/18/2025	
Heidi Taylor	2/13/2025	2/17/2025	
Ian Seuren	2/13/2025		
Stephen Parker	2/13/2025		
Kanishka Gunasekara	2/13/2025	2/17/2025	Reviwed and updated
Liza Kennedy	2/13/2025		
Mark Robinson	2/13/2025		
Micah Nuske	2/13/2025	2/13/2025	Completed by RP as proxy
Nicole Frampton	2/13/2025		
Raam Gowriswaran	2/13/2025		
Rashil Pradhan	2/13/2025	2/13/2025	Update provided.
Rhassel Mhasho	2/13/2025		
Sean O'Keeffe	2/13/2025		
Sharyn Ryan	2/13/2025		
Simon Clarke	2/13/2025		
Steven O'Dowd	2/13/2025		
Xavier Flanagan	2/13/2025		

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Capital Project report @ 31 January 2025
BIS Extract @ 14 February 2025

Capital Project report @ 31 January 2025 BIS Extract @ 14 February 2025		Sourced from Authority			From PM	Formula	Formula	Sourced from Authority		From PM	Formula	Formula	From PM	From PM	From PM	From PM	From PM	From PM
Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager	
RENEWAL																		
Active Reserves Programme																		
Active Reserves Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Bridges Programme																		
00037931 - 2023 - 2024 Capital Works Bridge Renewal Program - Boundary Road	\$ 61,485.00	\$ 40,060.31	\$ -	\$ 20,000.00	\$ 60,060.31	\$ (1,424.69)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100638	COMMENCED	ON TRACK	Design work being finalised	Kanishka Gunasekara	Matthew Skewes	
00038284 - 2024 - 2025 - Capital Works - Bridge Renewal Program - Flannagans Road Irrewillipe	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ (60,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED		Kanishka Gunasekara	Matthew Skewes	
Bridges Programme Total	\$ 121,485.00	\$ 40,060.31	\$ -	\$ 20,000.00	\$ 60,060.31	\$ (61,424.69)	\$ -	\$ -	\$ -	\$ -	\$ -							
Building Programme																		
00036718 - 2020-21 Capital Works - Building Renewal Programe - Bluewater Roof Replacement	\$ 200,000.00	\$ 1,287.20	\$ -	\$ -	\$ 1,287.20	\$ (198,712.80)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	ON HOLD	Budget returned to unallocated funds. Only preventative maintenance works to be carried out. Awaiting on revised project charter.	James Myatt	Raam Gowriswaran	
00037526 - 2022 - 2023 Capital Works - Colac Otway Building Roof Compliance - OHS Renewal	\$ 27,050.00	\$ -	\$ -	\$ -	\$ -	\$ (27,050.00)	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Kanishka Gunasekara	Raam Gowriswaran	
00037728 - 2022 - 2023 Capital Works - Building Renewal Program - Bluewater Toddler Pool Tile Replacement	\$ 132,580.00	\$ 132,579.77	\$ -	\$ -	\$ 132,579.77	\$ (0.23)	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	JULY	COMPLETE	Project Complete	James Myatt	Jubin Sharma	
00037876 - 2022 - 2023 - Capital Works - Buildings Renewal Program - Bluewater, Resurface Concourse	\$ 219,625.00	\$ -	\$ -	\$ -	\$ -	\$ (219,625.00)	\$ -	\$ -	\$ -	\$ -	\$ -		JULY	ON HOLD	TEP recommends to withdraw the tender and not award the contract at this stage. A new project, Bluewater Splash Pad resurfacing is recommended. Expexted budget is \$55,000. Project Charter completed and a new WO to be created with a budget allocation from this WO.	James Myatt	Jubin Sharma	
00037878 - 2022 - 2023 - Capital Works - Buildings Renewal Program - Elliminyt Recreation Reserve Pavilion - Detailed Design	\$ 28,908.00	\$ 16,855.00	\$ 12,271.81	\$ -	\$ 29,126.81	\$ 218.81	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	COMMENCED	ON TRACK	Design underway. No additional funding required for this project. Schematic nearing completion.	Stephen Parker	Nicole Frampton	
00037879 - 2022 - 2023 - Capital Works - Buildings Renewal Program - Reactive Building Renewal Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Doug McNeill	Raam Gowriswaran	
00037935 - 2023 - 2024 Capital Works Buildings Renewal Program - Birregurra Hall Renewal - Painting	\$ 61,270.00	\$ 142.13	\$ -	\$ 61,128.00	\$ 61,270.13	\$ 0.13	\$ (61,270.00)	\$ (81,269.71)	\$ -	\$ (81,269.71)	\$ (19,999.71)			ON TRACK	Painting works complete. S&Ops team to carry out the replacement of the rotten barge boards and bird access to roof to rear. Finalising floor work scope.	Ian Seuren	Raam Gowriswaran	
00037937 - 2023 - 2024 Capital Works Buildings Renewal Program - Street Furniture and Landscaping	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ 20,000.00			NOT STARTED	Awaiting project charter. Meeting up with a stakeholder on 21 Feb to understand the scope better.	Kanishka Gunasekara	Raam Gowriswaran	
00037939 - 2023 - 2024 Capital Works Buildings Renewal Program - Building Compliance Program	\$ 15,500.00	\$ -	\$ -	\$ -	\$ -	\$ (15,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Kanishka Gunasekara	Raam Gowriswaran	
00037942 - 2023 - 2024 Capital Works Buildings Renewal Program - COPACC, re-surfacing and painting of main stage	\$ 8,842.00	\$ 3,541.52	\$ -	\$ 500.00	\$ 4,041.52	\$ (4,800.48)	\$ (38,158.00)	\$ (38,158.00)	\$ -	\$ (38,158.00)	\$ -	D23/1111807		ON TRACK	Works complete, contractors completed the minor repair works and the clear coat from the floor to be removed and painted again. Works underway.	Heidi Taylor	Jagdish Kancharla	
00037944 - 2023 - 2024 Capital Works Buildings Renewal Program - Emergency Building renewal/compliance Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Doug McNeill	Raam Gowriswaran	
00037946 - 2023 - 2024 Capital Works Buildings Renewal Program - Lavers Hill Hall	\$ 87,264.00	\$ 2,083.79	\$ 5,385.80	\$ 79,937.00	\$ 87,406.59	\$ 142.59	\$ (87,264.00)	\$ (87,264.07)	\$ -	\$ (87,264.07)	\$ (0.07)			NOT STARTED	RFQ close 22/01/25, selected procurement - e-procure. No respondents. 12 builders contacted to quote, no interest	Ian Seuren	Damien Gray	
00037947 - 2023 - 2024 Capital Works Buildings Renewal Program - Rae Street Office - Top Level roof replacement	\$ 282,994.00	\$ 48,191.56	\$ 51,918.73	\$ 59,039.88	\$ 159,150.17	\$ (123,843.83)	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	ON TRACK	Works commenced 10 February 2025. EMT request for reception area painting & office carpet steam clean resourced and awarded	Kanishka Gunasekara	Damien Gray	
00037950 - 2023 - 2024 Capital Works Buildings Renewal Program - Winifred Nance Kindergarten	\$ 83,414.00	\$ 67,758.85	\$ -	\$ 27,321.86	\$ 95,080.71	\$ 11,666.71	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Contract awarded. Works commenced 6/1/2025. Completion 27/1/2025. Variations \$7464 approved	Ashish Stiloula	Damien Gray	
00037986 - 2023 - 2024 Capital Works - Repair works to the Apollo Bay Recourse Recovery Centre building	\$ 75,000.00	\$ 33,722.00	\$ 41,988.00	\$ -	\$ 75,710.00	\$ 710.00	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	FEBRUARY	ON TRACK	Original scope of works have been completed. Remainder of the works have been awarded and to be completed by end of March 25.	Dora Novak	Raam Gowriswaran	
00038245 - 2023 - 2024 Capital Works Buildings Renewal Program - Cororooke Hall Upgrades	\$ 20,570.00	\$ 20,570.00	\$ -	\$ -	\$ 20,570.00	\$ -	\$ (20,570.00)	\$ (20,570.00)	\$ -	\$ (20,570.00)	\$ -			COMPLETE	Works complete.	Ian Seuren	Paula Gardiner	
00038247 - 2023 - 2024 Capital Works Buildings Renewal Program - Chapple Vale Hall Upgrades	\$ 21,741.00	\$ 142.15	\$ -	\$ 21,669.92	\$ 21,812.07	\$ 71.07	\$ (21,741.00)	\$ (21,741.05)	\$ -	\$ (21,741.05)	\$ (0.05)			NOT STARTED	Roof replacement complete, additional works identified by the Committee. Awaiting on Sponsor to confirm additional scope.	Ian Seuren	Damien Gray	
00038248 - 2023 - 2024 Capital Works Buildings Renewal Program - Beech Forest Hall Upgrades	\$ 20,000.00	\$ 803.08	\$ -	\$ 19,928.92	\$ 20,732.00	\$ 732.00	\$ (20,000.00)	\$ (20,000.00)	\$ -	\$ (20,000.00)	\$ -			NOT STARTED	Site inspection completed. Builders approached for Quotations - no interest.	Ian Seuren	Damien Gray	
00038253 - 2023 - 2024 Capital Works Buildings Renewal Program -Lavers Hill Public Hall - Septic System Replacement	\$ 150,000.00	\$ 4,368.75	\$ 105,200.00	\$ 120,200.00	\$ 229,768.75	\$ 79,768.75	\$ (66,200.00)	\$ -	\$ (66,200.00)	\$ (66,200.00)	\$ -		COMMENCED	ON TRACK	Tender awarded to Wastewater Management - Site start meeting 21/2	Ian Seuren	Damien Gray	
00038285 - 2024 - 2025 - Capital Works - Building Renewal Program - Wastewater Management System Renewal Program	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ (150,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING	Awaiting Project Charter. Paula Comment : This is a Program Work Order. Please provide a breakdown of projects to be completed within this program for reporting to EMT for budget adjustments. Work Orders will need to be provided for each project. Please do not charge costs to this Work Order Stephen Parker Comment: unsure on this program - Raam can you please provide an update	Stephen Parker	Raam Gowriswaran	
00038286 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Amenities and Bathroom Renewal Program	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Program budget work order. All projects to be approved by EMT for use of these funds.	Kanishka Gunasekara	Jagdish Kancharla	
00038287 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Municipal Pound Refurbishment	\$ 52,000.00	\$ 5,146.29	\$ 43,427.56	\$ 3,426.15	\$ 52,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/146022	AUGUST	ON TRACK	Contractor appointment underway	Rowan McKenzie	Jagdish Kancharla	
00038288 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Defects Rectification Program	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Program budget work order. All projects to be approved by EMT for use of these funds.	Kanishka Gunasekara	Jagdish Kancharla	
00038289 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Colac MCH Building - Minor Works	\$ 27,000.00	\$ 2,865.90	\$ -	\$ -	\$ 2,865.90	\$ (24,134.10)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124757	SEPTEMBER	COMPLETE	Works for FY2024-25 completed	Ashish Stiloula	Jagdish Kancharla	
00038290 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Roof Replacement Program	\$ -	\$ 385.31	\$ -	\$ 199,614.69	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Program budget work order. All projects to be approved by EMT for use of these funds. Paula Comment : Please provide costing string to journal the expenditure charged to this WO. This WO is for a program, and new WO's will need to be created when the projects are approved by EMT. Update to Paula's comment above - Assets are creating new WO's for individual projects Paula Comment : Info noted thanks Jagdish. Please advise where the costs are to be journalled once the WO's are created.	Kanishka Gunasekara	Jagdish Kancharla	

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038291 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Painting Program	\$ -	\$ 379.09	\$ -	\$ 239,620.91	\$ 240,000.00	\$ 240,000.00	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Program budget work order. All projects to be approved by EMT for use of these funds. <i>Paula Comment : Please provide costing string to journal the expenditure charged to this WO. This WO is for a program, and new WO's will need to be created when the projects are approved by EMT.</i> Update to Paula's comment above - Assets are creating new WO's for individual projects Paula Comment : Info noted thanks Jagdish. Please advise where the costs are to be journalled once the WO's are created.	Kanishka Gunasekara	Jagdish Kancharla
00038345 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Bluewater Leisure Centre Electrification Project - Stage 1 Planning and Design	\$ 42,000.00	\$ -	\$ -	\$ 42,000.00	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Awaiting project charter.	James Myatt	Jubin Sharma
00038480 - 2023 - 2024 Capital Works - Building Renewal Program - Apollo Bay Library Emergency Door Replacement	\$ 25,000.00	\$ -	\$ 4,300.00	\$ -	\$ 4,300.00	\$ (20,700.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/123451		ON TRACK	Disability Architect consultant engaged - egress report due early March	Ian Seuren	Damien Gray
00038501 - 2024 - 2025 - Capital Works - Emergency Building Works - Power Supply Upgrade Colac Lawn Tennis & Mallet Club	\$ 15,000.00	\$ 8,707.91	\$ -	\$ -	\$ 8,707.91	\$ (6,292.09)	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Awaiting Project Charter. <i>Paula Comment : Will include budget adjustment request for \$15k from Building Renewal/Compliance programs for reporting in next EMT report. Please advise what the Journal Samount is and where it is to be journalled from (cost string). Kanishka to provide.</i> <i>Has a project charter been approved for this project? Who is the Project Manager for this project?</i> Stephen Parker Comment: unsure on this program - Raam can youplease provide an update	Stephen Parker	Raam Gowriswaran
00038529 - 2024 - 2025 - Capital Works - Facilities Painting Program - Colac Community Library and Learning Centre	\$ 30,000.00	\$ -	\$ -		\$ -	\$ (30,000.00)	\$ -	\$ -		\$ -	\$ -						
00038530 - 2024 - 2025 - Capital Works - Facilities Painting Program - Colac Visitor Information Centre building	\$ 37,500.00	\$ -	\$ -		\$ -	\$ (37,500.00)	\$ -	\$ -		\$ -	\$ -						
00038531 - 2024 - 2025 - Capital Works - Facilities Painting Program - Carlisle River Rec Reserve Pavillion and Toilet	\$ 20,000.00	\$ -	\$ -		\$ -	\$ (20,000.00)	\$ -	\$ -		\$ -	\$ -						
00038532 - 2024 - 2025 - Capital Works - Facilities Painting Program - Cororooke Maternal & Child Health Centre	\$ 20,000.00	\$ -	\$ -		\$ -	\$ (20,000.00)	\$ -	\$ -		\$ -	\$ -						
00038533 - 2024 - 2025 - Capital Works - Facilities Painting Program - Colac East Kindergarten	\$ 7,500.00	\$ -	\$ -		\$ -	\$ (7,500.00)	\$ -	\$ -		\$ -	\$ -						
00038534 - 2024 - 2025 - Capital Works - Facilities Painting Program - Great Ocean Road Visitor Information Centre (GORVIC)	\$ 15,000.00	\$ -	\$ -		\$ -	\$ (15,000.00)	\$ -	\$ -		\$ -	\$ -						
00038535 - 2024 - 2025 - Capital Works - Facilities Painting Program - Colac Livestock Selling Centre - Selling Ring and Stock Shed	\$ 8,000.00	\$ -	\$ -		\$ -	\$ (8,000.00)	\$ -	\$ -		\$ -	\$ -						
00038536 - 2024 - 2025 - Capital Works - Facilities Painting Program - Barwon Downs Public Hall & Toilets	\$ 20,000.00	\$ -	\$ -		\$ -	\$ (20,000.00)	\$ -	\$ -		\$ -	\$ -						
00038537 - 2024 - 2025 - Capital Works - Facilities Painting Program - Warrion Public Hall and toilets	\$ 25,000.00	\$ -	\$ -		\$ -	\$ (25,000.00)	\$ -	\$ -		\$ -	\$ -						
00038538 - 2024 - 2025 - Capital Works - Facilities Painting Program - Botanic Gardens Tearooms	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038539 - 2024 - 2025 - Capital Works - Facilities Painting Program - Apollo Bay Transfer Station Office	\$ 15,000.00	\$ -	\$ -		\$ -	\$ (15,000.00)	\$ -	\$ -		\$ -	\$ -						
00038540 - 2024 - 2025 - Capital Works - Facilities Painting Program - Beech Forest Public Hall	\$ 15,000.00	\$ -	\$ -		\$ -	\$ (15,000.00)	\$ -	\$ -		\$ -	\$ -						
00038541 - 2024 - 2025 - Capital Works - Facilities Painting Program - Rae Street Office Building	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038542 - 2024 - 2025 - Capital Works - Facilities Painting Program - Western Reserve Social Club Rooms	\$ 7,000.00	\$ -	\$ -		\$ -	\$ (7,000.00)	\$ -	\$ -		\$ -	\$ -						
00038549 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Apollo Bay Visitors Centre - Roof Replacement	\$ 65,000.00	\$ 1,300.80	\$ -		\$ 1,300.80	\$ (63,699.20)	\$ -	\$ -		\$ -	\$ -						
00038567 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Amenities and Bathroom Renewal - Central Reserve Youth Club	\$ 20,000.00	\$ -	\$ -		\$ -	\$ (20,000.00)	\$ -	\$ -		\$ -	\$ -						
00038568 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Amenities and Bathroom Renewal - Western Reserve Social Rooms	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038569 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Amenities and Bathroom Renewal - Colac East Kindergarten	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
Building Programme Total	\$ 2,220,758.00	\$ 350,831.10	\$ 264,491.90	\$ 1,004,387.33	\$ 1,619,710.33	\$ (601,047.67)	\$ (335,203.00)	\$ (269,002.83)	\$ (66,200.00)	\$ (335,202.83)	\$ 0.17						
Equipment Renewal																	
00037928 - 2023-2024 Capital Works - COPACC Auditorium Equipment Upgrade	\$ 5,488.00	\$ 462.73	\$ 5,385.45	\$ (5,385.45)	\$ 462.73	\$ (5,025.27)	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1129346		COMPLETE	Project completed and grant fully acquitted. <i>PO needs to be expedited</i>	Heidi Taylor	Heidi Taylor
Equipment Renewal	\$ 5,488.00	\$ 462.73	\$ 5,385.45	\$ (5,385.45)	\$ 462.73	\$ (5,025.27)	\$ -	\$ -	\$ -	\$ -	\$ -						
Footpath Programme																	
00031845 - 2022 - 2023 Unallocated Renewal Funds [WAS] Budget Work Order - Footpath Renewal Programme	\$ 1,464,588.00	\$ -	\$ -	\$ -	\$ -	\$ (1,464,588.00)	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING		Xavier Flanagan	Paula Gardiner
00038296 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Outlook Road Apollo Bay	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038297 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Cawood Street Apollo Bay	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038298 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Great Ocean Road Apollo Bay	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ (7,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038299 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Pengilley Ave Apollo Bay	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038300 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Whelan Street Apollo Bay	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038301 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Pascoe Street Apollo Bay	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038302 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Strachan Street Birregurra	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	NOVEMBER	COMPLETE	Included in Strachan St Reconstruction works	Kanishka Gunasekara	Matthew Skewes
00038303 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Miller Street Colac	\$ 5,000.00	\$ -	\$ 3,833.46	\$ -	\$ 3,833.46	\$ (1,166.54)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038304 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Connor Street Colac	\$ 19,000.00	\$ -	\$ 12,393.05	\$ -	\$ 12,393.05	\$ (6,606.95)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038305 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Sinclair Street Colac	\$ 2,000.00	\$ 1,874.14	\$ -	\$ -	\$ 1,874.14	\$ (125.86)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038306 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Ligar Street Colac	\$ 1,000.00	\$ 1,150.04	\$ -	\$ -	\$ 1,150.04	\$ 150.04	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038307 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Skene Street Colac	\$ 4,000.00	\$ 3,993.89	\$ -	\$ -	\$ 3,993.89	\$ (6.11)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038308 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Dennis Street Colac	\$ 3,000.00	\$ -	\$ 2,001.92	\$ -	\$ 2,001.92	\$ (998.08)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038309 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Corangamite Street Colac	\$ 2,000.00	\$ -	\$ 2,731.70	\$ -	\$ 2,731.70	\$ 731.70	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038310 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Inglis Court Colac	\$ 1,000.00	\$ -	\$ 726.94	\$ -	\$ 726.94	\$ (273.06)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038311 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Rae Street Colac	\$ 5,000.00	\$ 4,491.07	\$ -	\$ -	\$ 4,491.07	\$ (508.93)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038312 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Church Street Colac	\$ 11,000.00	\$ 7,827.96	\$ 896.88	\$ -	\$ 8,724.84	\$ (2,275.16)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038313 - 2024 - 2025 - Capital Works - Footpath Replacement Program - Wilson Street Colac	\$ 7,000.00	\$ 1,277.82	\$ -	\$ -	\$ 1,277.82	\$ (5,722.18)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038314 - 2024 - 2025 - Capital Works Footpath Renewal Program - Pitt Street Colac	\$ 5,000.00	\$ 4,174.22	\$ -	\$ -	\$ 4,174.22	\$ (825.78)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038330 - 2024 - 2025 - Capital Works Footpath Renewal Program - Troy Street Colac	\$ 2,000.00	\$ 1,235.23	\$ -	\$ -	\$ 1,235.23	\$ (764.77)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038331 - 2024 - 2025 - Capital Works Footpath Renewal Program - Chapel Street Colac	\$ 1,000.00	\$ 681.50	\$ -	\$ -	\$ 681.50	\$ (318.50)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038332 - 2024 - 2025 - Capital Works Footpath Renewal Program - Edgar Street Colac	\$ 7,000.00	\$ 6,397.59	\$ -	\$ -	\$ 6,397.59	\$ (602.41)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038333 - 2024 - 2025 - Capital Works Footpath Renewal Program - William Street Colac	\$ 2,000.00	\$ 3,194.55	\$ -	\$ -	\$ 3,194.55	\$ 1,194.55	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038334 - 2024 - 2025 - Capital Works Footpath Renewal Program - Rodger Drive Colac	\$ 8,000.00	\$ 1,490.79	\$ -	\$ -	\$ 1,490.79	\$ (6,509.21)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038335 - 2024 - 2025 - Capital Works Footpath Renewal Program - Polworth Street South Colac	\$ 7,000.00	\$ 6,346.51	\$ -	\$ -	\$ 6,346.51	\$ (653.49)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038336 - 2024 - 2025 - Capital Works Footpath Renewal Program - Jellie Street Colac	\$ 3,000.00	\$ 1,916.73	\$ -	\$ -	\$ 1,916.73	\$ (1,083.27)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038337 - 2024 - 2025 - Capital Works Footpath Renewal Program - Jock Street Colac	\$ 2,000.00	\$ -	\$ 1,277.82	\$ -	\$ 1,277.82	\$ (722.18)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038338 - 2024 - 2025 - Capital Works Footpath Renewal Program - Corangamite Street Colac	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038339 - 2024 - 2025 - Capital Works Footpath Renewal Program - Jennings Street Colac	\$ 1,000.00	\$ -	\$ 425.94	\$ -	\$ 425.94	\$ (574.06)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038340 - 2024 - 2025 - Capital Works Footpath Renewal Program - Talbot Street Colac	\$ 12,000.00	\$ -	\$ 9,418.89	\$ -	\$ 9,418.89	\$ (2,581.11)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038341 - 2024 - 2025 - Capital Works Footpath Renewal Program - Garrett Street Colac	\$ 2,000.00	\$ -	\$ 1,277.82	\$ -	\$ 1,277.82	\$ (722.18)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	DECEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038342 - 2024 - 2025 - Capital Works - Footpath Renewal Program - Sinclair Street South Colac	\$ 3,000.00	\$ 1,880.93	\$ -	\$ -	\$ 1,880.93	\$ (1,119.07)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	NOVEMBER	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038343 - 2024 - 2025 - Capital Works - Footpath Renewal Program - Queen Street Colac	\$ 6,000.00	\$ 1,840.04	\$ 2,711.20	\$ -	\$ 4,551.24	\$ (1,448.76)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	NOVEMBER	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038344 - 2024 - 2025 - Capital Works - Footpath Renewal Program - Hart Street Colac	\$ 12,000.00	\$ 4,101.72	\$ -	\$ -	\$ 4,101.72	\$ (7,898.28)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109869	MARCH	ON TRACK	Panel contract extension issued - awaiting tactiles to issue 2nd PO	Kanishka Gunasekara	Matthew Skewes
00038436 - 2023 - 2024 Capital Works - Footpath Program - Embankment Protection & Footpath Restoration at Ross Point	\$ 250,000.00	\$ 101,881.31	\$ 8,220.26	\$ -	\$ 110,101.57	\$ (139,898.43)	\$ (250,000.00)	\$ (250,000.00)	\$ -	\$ (250,000.00)	\$ -	D24/98579	NOVEMBER	COMPLETE	Contract reached Practical Completion	Kanishka Gunasekara	Matthew Skewes
00038461 - 2023 - 2024 - Capital Works - Footpaths - Ruby Court Footpath Reconstruction	\$ 83,000.00	\$ -	\$ -	\$ -	\$ -	\$ (83,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -		FEBRUARY	NOT STARTED	Residents advised works to start in 2024 but residents have supplied quotes for cheaper concrete path. Officers awaiting quotes to finalise a response. Works deferred to allow this process. <i>Awaiting Project Charter.Paula Comment - please assign the Project Manager - Assigned, however Sponsor advised not to start any works.</i>	Kanishka Gunasekara	Jubin Sharma
Footpath Programme Total	\$ 1,952,588.00	\$ 155,756.04	\$ 45,915.88	\$ -	\$ 201,671.92	\$ (1,750,916.08)	\$ (250,000.00)	\$ (250,000.00)	\$ -	\$ (250,000.00)	\$ -						
Furniture Programme																	
00037863 - Budget Work Order - Fixtures, Fittings & Furniture - Renewals	\$ 17,380.00	\$ 2,468.36	\$ -	\$ -	\$ 2,468.36	\$ (14,911.64)	\$ -	\$ -	\$ -	\$ -	\$ -	Yes		ON TRACK	Project Charter N/A. Work order being used for Murray Street Bike Racks. Work Order to be closed to posting once this project is finalised.	Jamie Spokes	Raam Gowriwaran
00038176 - 2023-24 Capital Works - Decommissioning and Installation of Landfill Gas Bores- Bruce Street	\$ 18,335.00	\$ -	\$ -	\$ 18,335.00	\$ 18,335.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1142665	JULY	ON TRACK	Gas Extraction Bollards have been installed in the nature strip in stages 1 and 2. Stage 1 of the Subdivision has received their Certificate of Practical Completion and seeking SOC. Three rounds of gas testing remaining as per required schedule and will commence after the issuing of the subdivision SOC	Dora Novak	Richard Russell
00038346 - 2024 - 2025 - Capital Works - Budget Work Order Fixtures Fittings and Furniture Renewal Program	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING	Program budget work order. All projects to be approved by EMT for use of these funds.	Kanishka Gunasekara	Jagdish Kancharla
00038347 - 2024 - 2025 - Capital Works - Fixture Fittings and Furniture Upgrade Program - Installation of Street Art	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			ON HOLD	Sponsor advised that this may not be in this FY. Investigation into options, grant opportunities etc being investigated. Council report likely to be required before project can commence.	Fiona Maw	Jagdish Kancharla
00038348 - 2024 - 2025 - Capital Works - Fixture Fittings and Furniture Renewal Program - Lake Colac Oval Pavilion	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124758	AUGUST	ON TRACK	Project Charter received from Sponsor	Stephen Parker	Jagdish Kancharla
00038418 - 2024 - 2025 - Capital Works - Buildings Renewal Program - Colac Visitor Information Centre	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			NOT PROCEEDING	Stephen Parker Comment: unsure on this program - Jagdish can you please provide an update	Fiona Maw	Jagdish Kancharla
00038460 - 2023 - 2024 - Capital Works - BWLC Accessibility Changerooms Renewal Project	\$ 30,000.00	\$ 23,249.00	\$ -	\$ 15,000.00	\$ 38,249.00	\$ 8,249.00	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Jamie advised that this work has already been completed in previous FY. Awaiting Project Charter. <i>Paula Comment - please assign the Project Manager</i>	James Myatt	Raam Gowriwaran
00038462 - 2023 - 2024 Capital Works - Marengo Beacon Reinstatement	\$ 20,000.00	\$ 5,241.26	\$ -	\$ 14,758.74	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/129451	COMMENCED	ON TRACK	Project commenced. Approvals being sought from GORCAPA . Keeping stakeholders up to date and commissioned drawings.	Doug McNeill	Jagdish Kancharla
Furniture Programme Total	\$ 172,715.00	\$ 30,958.62	\$ -	\$ 100,093.74	\$ 131,052.36	\$ (41,662.64)	\$ -	\$ -	\$ -	\$ -	\$ -						
ICT Hardware Programme																	
00038292 - 2024 - 2025 - Capital Works - ICT Hardward Program - Annual PC Renewal Program	\$ 336,000.00	\$ 97,497.40	\$ -	\$ 244,509.00	\$ 342,006.40	\$ 6,006.40	\$ -	\$ -	\$ -	\$ -	\$ -	D24/12374	SEPTEMBER	ON TRACK	Scheduled to start in September and be completed by December	Rikk Price	Micah Nuske
00038293 - 2024 - 2025 - Capital Works - ICT Hardware Program - Annual Network Switch Replacement	\$ 122,200.00	\$ -	\$ -	\$ 122,000.00	\$ 122,000.00	\$ (200.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/13990	JANUARY	ON TRACK	Scheduled to start in January and be completed by March	Rikk Price	Micah Nuske
ICT Hardware Programme Total	\$ 458,200.00	\$ 97,497.40	\$ -	\$ 366,509.00	\$ 464,006.40	\$ 5,806.40	\$ -	\$ -	\$ -	\$ -	\$ -						
ICT Software Programme																	
ICT Software Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Kerb and Channel Programme																	
00038000 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Hazel Court (Gerard Avenue to Court Bowl)	\$ 42,577.00	\$ 42,576.97	\$ -	\$ -	\$ 42,576.97	\$ (0.03)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma
00038001 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Carta Crescent (Gerard Avenue to Gibson Avenue)	\$ 63,436.00	\$ 63,435.66	\$ -	\$ -	\$ 63,435.66	\$ (0.34)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma
00038002 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Gerard Avenue (Hawdon Avenue to Cartra Crescent)	\$ 14,266.00	\$ 14,265.96	\$ -	\$ -	\$ 14,265.96	\$ (0.04)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma
00038003 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Gerard Avenue (Cartra Crescent to Dead End)	\$ 15,486.00	\$ 15,485.90	\$ -	\$ -	\$ 15,485.90	\$ (0.10)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma
00038005 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Rae Street (Gellibrand Street to Hesse Street)	\$ 6,772.00	\$ 6,771.61	\$ -	\$ -	\$ 6,771.61	\$ (0.39)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma
00038006 - 2023 - 2024 Capital Works Kerb & Channel Replacement Program - Scott Street (Murray Street to Connor Street)	\$ 14,653.00	\$ 14,653.32	\$ -	\$ -	\$ 14,653.32	\$ 0.32	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	<i>Paula Comment : Budget Adjustment to be completed. Will be updated for next months report.</i>	Kanishka Gunasekara	Jubin Sharma

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038317 - 2024 - 2025 Capital Works Kerb and Channel Program - Moore Street, Apollo Bay	\$ 5,000.00	\$ -	\$ 5,012.00	\$ -	\$ 5,012.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038318 - 2024 - 2025 Capital Works Kerb and Channel Program - Duverney Street, Cressy	\$ 3,000.00	\$ -	\$ 3,081.00	\$ -	\$ 3,081.00	\$ 81.00	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038319 - 2024 - 2025 Capital Works Kerb and Channel Program - Corangamite Street, Colac	\$ 12,000.00	\$ -	\$ 3,996.00	\$ -	\$ 3,996.00	\$ (8,004.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038320 - 2024 - 2025 Capital Works Kerb and Channel Program - Calvert Street, Colac	\$ 88,000.00	\$ 3,157.08	\$ 18,561.40	\$ -	\$ 21,718.48	\$ (66,281.52)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038321 - 2024 - 2025 Capital Works Kerb and Channel Program - Jennings Street, Colac	\$ 8,000.00	\$ -	\$ 3,576.00	\$ -	\$ 3,576.00	\$ (4,424.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038322 - 2024 - 2025 Capital Works Kerb and Channel Program - Atherton Court, Colac	\$ 10,000.00	\$ -	\$ 4,704.00	\$ -	\$ 4,704.00	\$ (5,296.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038323 - 2024 - 2025 Capital Works Kerb and Channel Program - Churchill Square, Colac	\$ 3,000.00	\$ -	\$ 1,911.00	\$ -	\$ 1,911.00	\$ (1,089.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038324 - 2024 - 2025 Capital Works Kerb and Channel Program - Forest Street, Colac	\$ 5,000.00	\$ -	\$ 4,489.00	\$ -	\$ 4,489.00	\$ (511.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038325 - 2024 - 2025 Capital Works Kerb and Channel Program - Wilson Street, Colac	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038326 - 2024 - 2025 Capital Works Kerb and Channel Program - Marks Street, Colac	\$ 14,000.00	\$ -	\$ 5,940.00	\$ -	\$ 5,940.00	\$ (8,060.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/109870	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
Kerb and Channel Programme Total	\$ 307,190.00	\$ 160,346.50	\$ 51,270.40	\$ -	\$ 211,616.90	\$ (95,573.10)	\$ -	\$ -	\$ -	\$ -	\$ -						
Land																	
Land Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Light Fleet Programme																	
00037995 - 2023 - 2024 Capital Works Light Fleet Acquisitions & Sales - Utility 3	\$ 37,000.00	\$ -	\$ -	\$ -	\$ -	\$ (37,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			ON TRACK		Brendan Walsh	Brendan Walsh
00037997 - 2023 - 2024 Capital Works Light Fleet Acquisitions & Sales - Manager 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038237 - 2023 - 2024 Capital Works - Light Fleet Replacement - Manager 3 Kluger GL Hybrid AWD	\$ 59,321.00	\$ 59,320.78	\$ -	\$ -	\$ 59,320.78	\$ (0.22)	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038372 - 2024 - 2025 - Capital Works - Budget Work Order - Light Fleet Replacement Program	\$ 4,742.00	\$ -	\$ -	\$ -	\$ -	\$ (4,742.00)	\$ -	\$ -	\$ -	\$ -	\$ -						
00038471 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Manager 4 Kluger GL AWD	\$ 56,791.00	\$ 56,790.91	\$ -	\$ -	\$ 56,790.91	\$ (0.09)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038472 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Manager 5 Kluger GL AWD	\$ 56,791.00	\$ 56,790.91	\$ -	\$ -	\$ 56,790.91	\$ (0.09)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038473 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Manager 6 Kluger GL AWD	\$ 56,791.00	\$ 56,790.91	\$ -	\$ -	\$ 56,790.91	\$ (0.09)	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038474 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Operational 5 Corolla Cross GL Hybrid	\$ 37,411.00	\$ 37,411.25	\$ -	\$ -	\$ 37,411.25	\$ 0.25	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Vehicle delivered	Brendan Walsh	Brendan Walsh
00038475 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Utility 6 - Ford Ranger Super Cab 4 84 XL	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ (45,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Brendan Walsh	Brendan Walsh
00038476 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Utility 7 - Ford Ranger Super Cab Chassis 4 * 4 XL	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ (45,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Brendan Walsh	Brendan Walsh
00038477 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Utility 8 - Ford Ranger Double Cab 4 * 4 XL Pick Up	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -	\$ (44,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Brendan Walsh	Brendan Walsh
00038478 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Utility 9 - Ford Ranger Super Cab - 4*2 XL	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ (38,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Brendan Walsh	Brendan Walsh
00038479 - 2024 - 2025 - Capital Works - Light Fleet Replacement Program - Utility 10 - Ford Ranger Super Cab - 4*2 XL	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ (38,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Brendan Walsh	Brendan Walsh
Light Fleet Programme Total	\$ 518,847.00	\$ 267,104.76	\$ -	\$ -	\$ 267,104.76	\$ (251,742.24)	\$ -	\$ -	\$ -	\$ -	\$ -						
LRCI Programme																	
LRCI Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Major Plant Programme																	
00037900 - 2022 - 2023 Capital Works - Street Sweeper (PL618)	\$ 438,167.00	\$ 438,166.59	\$ -	\$ -	\$ 438,166.59	\$ (0.41)	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	COMMENCED	COMPLETE	Complete	Brendan Walsh	Raam Gowriswaran
00037902 - 2022 - 2023 Capital Works - 9m Truck 1 (PL620)	\$ 371,895.00	\$ -	\$ 371,895.00	\$ -	\$ 371,895.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	ON TRACK	Delivery expected end of Feb 2025	Brendan Walsh	Raam Gowriswaran
00037903 - 2022 - 2023 Capital Works - 9m Truck 2 (PL621)	\$ 371,895.00	\$ -	\$ 371,895.00	\$ -	\$ 371,895.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	ON TRACK	Delivery expected end of Feb 2025	Brendan Walsh	Raam Gowriswaran
00037988 - 2023 - 2024 Capital Works Major Plant Acquisitions & Sales - Reach Arm Mower 1	\$ 110,000.00	\$ -	\$ 107,750.00	\$ 110,000.00	\$ 217,750.00	\$ 107,750.00	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Delivered. Invoices to be paid.	Brendan Walsh	Raam Gowriswaran
00037989 - 2023 - 2024 Capital Works Major Plant Acquisitions & Sales - Reach Arm Mower 2	\$ 108,977.00	\$ -	\$ 107,750.00	\$ 108,977.00	\$ 216,727.00	\$ 107,750.00	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Delivered. Invoices to be paid.	Brendan Walsh	Raam Gowriswaran
00037991 - 2023 - 2024 Capital Works Major Plant Acquisitions & Sales - Truck 1 - 3m	\$ 121,014.00	\$ -	\$ 120,794.50	\$ 219.50	\$ 121,014.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	ON TRACK	Deliver expected end of Feb 2025	Brendan Walsh	Raam Gowriswaran
00037992 - 2023 - 2024 Capital Works Major Plant Acquisitions & Sales - Truck 2 - 5m	\$ 179,014.00	\$ -	\$ 178,506.57	\$ 507.43	\$ 179,014.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	ON TRACK	Deliver expected end of Feb 2025	Brendan Walsh	Raam Gowriswaran
00038371 - 2024 - 2025 - Capital Works - Budget Work Order - Major Plant Replacement Program	\$ 44,921.00	\$ -	\$ -	\$ 44,921.00	\$ 44,921.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING	Project Charter completed and signed Work Orders pending for individual items <i>Paula Comment - Work orders have been created for all nominated heavy plant. This budget allocation within the Budget Work Order is contingency only.</i>	Brendan Walsh	Raam Gowriswaran
00038481 - 2024 - 2025 - Capital Works - Major Plant Replacement Program - Grader	\$ 550,000.00	\$ 6,365.92	\$ -	\$ 548,543.71	\$ 554,909.63	\$ 4,909.63	\$ -	\$ -	\$ -	\$ -	\$ -	D24/138532		ON TRACK	Council Report completed. Awaiting Council resolution in Feb.	Brendan Walsh	Raam Gowriswaran
00038482 - 2024 - 2025 - Capital Works - Major Plant Replacement Program - Fairway Reel Mower	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/138532		ON TRACK	Evaluation completed. Contractor Recommended. Awaiting TEP report approval and PO to be raised.	Brendan Walsh	Raam Gowriswaran
00038483 - 2024 - 2025 - Capital Works - Major Plant Replacement Program - Dog Trailer 1	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/138532		ON TRACK	Out to market. Tender closes on 26 Feb25.	Brendan Walsh	Raam Gowriswaran
00038484 - 2024 - 2025 - Capital Works - Major Plant Replacement Program - Dog Trailer 2	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/138532		ON TRACK	Out to market. Tender closes on 26 Feb25.	Brendan Walsh	Raam Gowriswaran
Major Plant Programme Total	\$ 2,675,883.00	\$ 444,532.51	\$ 1,258,591.07	\$ 1,193,168.64	\$ 2,896,292.22	\$ 220,409.22	\$ -	\$ -	\$ -	\$ -	\$ -						
Open Space Assets																	
Open Space Assets Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Open Space Programme																	
00037520 - 2022 - 2023 Capital Works - Asset Condition Assessment	\$ 45,331.00	\$ -	\$ -	\$ -	\$ -	\$ (45,331.00)	\$ -	\$ -	\$ -	\$ -	\$ -		January	ON TRACK	Work complete and to be closed <i>PG Comments : There is carry over budget for this program</i>	Kanishka Gunasekara	Kanishka Gunasekara
00038227 - 2023 - 2024 Capital Works - Larpent Tennis Court Fence Repair	\$ 4,293.00	\$ 4,292.62	\$ -	\$ -	\$ 4,292.62	\$ (0.38)	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Complete	Stephen Parker	Paula Gardiner
00038283 - 2023 - 2024 Capital Works - Open Space Programme - Digital Wayfinding & Tourism Signage Project	\$ 79,880.00	\$ -	\$ -	\$ 79,880.00	\$ 79,880.00	\$ -	\$ (79,880.00)	\$ (79,880.00)	\$ -	\$ (79,880.00)	\$ -			ON HOLD	Commencing investigation into location, signage options.	Fiona Maw	Jagdish Kancharla
00038329 - 2023 - 2024 Capital Works - Open Space Renewal - Rubber Softfall Renewal	\$ 11,800.00	\$ -	\$ -	\$ 11,800.00	\$ 11,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/72366	COMMENCED	ON TRACK	Rubber softfall replacement sites identified, due to limited budget RFQ process to be undertaken and additional funding sought for financial year 2025/2026. Project charter completed. Finalising the RFQ documentation, schedule to be end of financial year.	Stephen Parker	Nicole Frampton

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038364 - 2024 - 2025 - Capital Works - Open Space Renewal Programme - Eastern Reserve Oval - Playing Surface Re-levelling	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124762	COMMENCED	ON TRACK	Sponsor advised that this project will be delivered in partnership with Parks and Gardens team. Meeting with reserve tenant clubs undertaken, scope of works confirmed. Likely be a carry forward due to contractor availability. RFQ developed and will be released in March. Project charter completed.	Stephen Parker	Nicole Frampton
00038365 - 2024 - 2025 - Capital Works - Open Space Renewal Programme - Wyuna Estate Open Space Improvements Program	\$ 74,000.00	\$ 7,902.09	\$ 49,080.00	\$ 17,017.91	\$ 74,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124935	AUGUST	ON TRACK	Building Permit requirements being addressed, involves installing BBQ shelter and picnic table.	Stephen Parker	Jagdish Kancharia
00038366 - 2024 - 2025 - Capital Works - Open Space Renewal Programme - Colac Central Bowling Club Fence Renewal	\$ 46,000.00	\$ 42,368.36	\$ -	\$ -	\$ 42,368.36	\$ (3,631.64)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124763	AUGUST	COMPLETE	PC granted	Stephen Parker	Jagdish Kancharia
00038367 - 2024 - 2025 - Capital Works - Open Space Upgrade Programme - Meredith Park Waste Area	\$ 25,000.00	\$ 99.43	\$ -	\$ 24,900.57	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124766		ON TRACK	Project Charter received from Sponsor.	Stephen Parker	Jagdish Kancharia
00038368 - 2024 - 2025 - Capital Works - Open Space Upgrade Programme - Lake Colac Foreshore furniture	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/124779		ON TRACK	Project Charter has been received	Stephen Parker	Jagdish Kancharia
00038370 - 2024 - 2025 - Capital Works - Open Space Upgrade Programme - Budget Work Order Open Space Renewal Annual Program	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING	this is a program allocation. Project Charters have been developed for individual projects. List of projects have been identified. Projects will be completed by the end of financial year.	Stephen Parker	Nicole Frampton
00038417 - 2024 - 2025 - Capital Works - Open Space Renewal Program - Memorial Square Colac Fountain Renewal	\$ 110,000.00	\$ 683.63	\$ -	\$ 109,316.37	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/12460	SEPTEMBER	ON TRACK	Project Charter received from Sponsor.	Stephen Parker	Jagdish Kancharia
00038457 - 2023 - 2024 - Open Space Renewal Program - Botanic Gardens Fountain Restoration	\$ 28,500.00	\$ 522.06	\$ 1,859.00	\$ 26,118.94	\$ 28,500.00	\$ -	\$ (28,500.00)	\$ -	\$ -	\$ -	\$ 28,500.00	D24/129479	COMMENCED	ON TRACK	Flagged with Project Sponsor that Project budget is inadequate. Similar project Mem Sq Fountain renewal has allocated budget of \$110K	Brendan Walsh	Jagdish Kancharia
00038565 - 2024 - 2025 - Capital Works - Open Space Renewal - Court Surface Renewal	\$ 17,000.00	\$ -	\$ 14,745.00		\$ 14,745.00	\$ (2,255.00)	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ 1.00						
00038566 - 2024 - 2025 - Capital Works - Open Space Upgrade Programme -Meredith Park Fire Pits	\$ 10,000.00	\$ -	\$ 6,136.36		\$ 6,136.36	\$ (3,863.64)	\$ -	\$ -	\$ 2.00	\$ 2.00	\$ 2.00						
Open Space Programme Total	\$ 539,804.00	\$ 55,868.19	\$ 71,820.36	\$ 357,033.79	\$ 484,722.34	\$ (55,081.66)	\$ (108,380.00)	\$ (79,880.00)	\$ 3.00	\$ (79,877.00)	\$ 28,503.00						
Playground Programme																	
Playground Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Reseal Programme																	
00038008 - 2024 - 2025 Capital Works Local Roads Reseal Program - Armstrong Street, Colac	\$ 21,000.00	\$ -	\$ 22,206.50	\$ -	\$ 22,206.50	\$ 1,206.50	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038011 - 2024 - 2025 Capital Works Local Roads Reseal Program - Chapel Street, Colac	\$ 36,000.00	\$ -	\$ 56,093.63	\$ -	\$ 56,093.63	\$ 20,093.63	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038018 - 2024 - 2025 Capital Works Local Roads Reseal Program - Eurack Road, Eurack	\$ 12,000.00	\$ -	\$ 10,832.30	\$ -	\$ 10,832.30	\$ (1,167.70)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	PO issued - works completed	Kanishka Gunasekara	Matthew Skewes
00038026 - 2023 - 2024 Capital Works Local Roads Reseal Program - Mariners Lookout Road, Apollo Bay	\$ 30,000.00	\$ -	\$ 31,372.07	\$ -	\$ 31,372.07	\$ 1,372.07	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	PO issued - works pending	Kanishka Gunasekara	Matthew Skewes
00038028 - 2024 - 2025 Capital Works Local Roads Reseal Program - Old Yeo Road	\$ 16,000.00	\$ -	\$ 23,121.76	\$ -	\$ 23,121.76	\$ 7,121.76	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038029 - 2024 - 2025 Capital Works Local Roads Reseal Program - Ondit Warrion Road	\$ 250,000.00	\$ -	\$ 137,090.48	\$ -	\$ 137,090.48	\$ (112,909.52)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038030 - 2024 - 2025 Capital Works Local Roads Reseal Program - Philips Road, Larpent	\$ 10,000.00	\$ -	\$ 6,376.09	\$ -	\$ 6,376.09	\$ (3,623.91)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038031 - 2024 - 2025 Capital Works Local Roads Reseal Program - Polwarth Street, Colac	\$ 5,000.00	\$ -	\$ 4,388.82	\$ -	\$ 4,388.82	\$ (611.18)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038035 - 2024 - 2025 Capital Works Local Roads Reseal Program - Red Johanna Road, Johanna	\$ 52,000.00	\$ -	\$ 50,210.45	\$ -	\$ 50,210.45	\$ (1,789.55)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038036 - 2024 - 2025 Capital Works Local Roads Reseal Program - Seven Bridges Road, Gerangamete	\$ 24,000.00	\$ -	\$ 22,393.21	\$ -	\$ 22,393.21	\$ (1,606.79)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works completed	Kanishka Gunasekara	Matthew Skewes
00038037 - 2023 - 2024 Capital Works Local Roads Reseal Program - Shorts Road, Barongarook	\$ 5,000.00	\$ -	\$ 3,634.84	\$ -	\$ 3,634.84	\$ (1,365.16)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038040 - 2024 - 2025 Capital Works Local Roads Reseal Program - Sunnyside Road, Wongarra	\$ 7,000.00	\$ -	\$ 8,860.10	\$ -	\$ 8,860.10	\$ 1,860.10	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038041 - 2024 - 2025 Capital Works Local Roads Reseal Program - Swan Marsh Road, Swan Marsh	\$ 16,000.00	\$ -	\$ 20,479.68	\$ -	\$ 20,479.68	\$ 4,479.68	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038042 - 2023 - 2024 Capital Works Local Roads Reseal Program - Swan Marsh Stoneford Road, Swan Marsh	\$ 10,000.00	\$ -	\$ 8,197.99	\$ -	\$ 8,197.99	\$ (1,802.01)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038044 - 2024 - 2025 Capital Works Local Roads Reseal Program - Wilson Street, Colac	\$ 12,000.00	\$ -	\$ 13,204.67	\$ -	\$ 13,204.67	\$ 1,204.67	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038045 - 2024 - 2025 Capital Works Local Roads Reseal Program - Wool Wool Road, Wool Wool	\$ 10,000.00	\$ -	\$ 7,914.41	\$ -	\$ 7,914.41	\$ (2,085.59)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038349 - 2024 - 2025 Capital Works Local Roads Reseal Program - Barham River Road Apollo Bay	\$ 135,000.00	\$ 1,305.12	\$ 70,216.65	\$ -	\$ 71,521.77	\$ (63,478.23)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038350 - 2024 - 2025 Capital Works Local Roads Reseal Program - Cawood Street Apollo Bay	\$ 25,000.00	\$ -	\$ 31,008.49	\$ -	\$ 31,008.49	\$ 6,008.49	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038351 - 2024 - 2025 Capital Works Local Roads Reseal Program - Cressy Road Cressy	\$ 45,000.00	\$ -	\$ 25,507.14	\$ -	\$ 25,507.14	\$ (19,492.86)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038352 - 2024 - 2025 Capital Works Local Roads Reseal Program - Drapers Road Irrewarra	\$ 50,000.00	\$ -	\$ 45,816.16	\$ -	\$ 45,816.16	\$ (4,183.84)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038353 - 2024 - 2025 Capital Works Local Roads Reseal Program - G Barrys Road Barongarook	\$ 56,000.00	\$ -	\$ 62,728.17	\$ -	\$ 62,728.17	\$ 6,728.17	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038354 - 2024 - 2025 Capital Works Local Roads Reseal Program - Gambier Street Apollo Bay	\$ 20,000.00	\$ -	\$ 18,042.42	\$ -	\$ 18,042.42	\$ (1,957.58)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038355 - 2024 - 2025 Capital Works Local Roads Reseal Program - Langs James Road Ballintore	\$ 25,000.00	\$ -	\$ 19,537.92	\$ -	\$ 19,537.92	\$ (5,462.08)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038356 - 2024 - 2025 Capital Works Local Roads Reseal Program - South Larpent Road Larpent	\$ 50,000.00	\$ -	\$ 46,003.34	\$ -	\$ 46,003.34	\$ (3,996.66)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038357 - 2024 - 2025 Capital Works Local Roads Reseal Program - Melrose Road Warrion	\$ 10,000.00	\$ -	\$ 5,964.40	\$ -	\$ 5,964.40	\$ (4,035.60)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038358 - 2024 - 2025 Capital Works Local Roads Reseal Program - Oakleys Road Yeo	\$ 16,000.00	\$ -	\$ 15,163.38	\$ -	\$ 15,163.38	\$ (836.62)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038359 - 2024 - 2025 Capital Works Local Roads Reseal Program - Queen Street Colac	\$ 13,000.00	\$ -	\$ 14,394.77	\$ -	\$ 14,394.77	\$ 1,394.77	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038360 - 2024 - 2025 Capital Works Local Roads Reseal Program - Rossmyrne Road Colac West	\$ 66,000.00	\$ -	\$ 60,804.98	\$ -	\$ 60,804.98	\$ (5,195.02)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038361 - 2024 - 2025 Capital Works Local Roads Reseal Program - Clark Street Colac East	\$ 15,000.00	\$ -	\$ 13,891.07	\$ -	\$ 13,891.07	\$ (1,108.93)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	pending program scheduling	Kanishka Gunasekara	Matthew Skewes
00038362 - 2024 - 2025 Capital Works Local Roads Reseal Program - Flaxmill Road Colac East	\$ 11,000.00	\$ 62.15	\$ 17,591.68	\$ -	\$ 17,653.83	\$ 6,653.83	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	COMPLETE	works complete	Kanishka Gunasekara	Matthew Skewes
00038363 - 2024 - 2025 Capital Works Local Roads Reseal Program - Montrose Avenue Apollo Bay	\$ 47,000.00	\$ -	\$ 39,688.12	\$ -	\$ 39,688.12	\$ (7,311.88)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100770	JANUARY	ON TRACK	Pending program scheduling	Kanishka Gunasekara	Matthew Skewes
Reseal Programme Total	\$ 1,100,000.00	\$ 1,367.27	\$ 912,735.69	\$ -	\$ 914,102.96	\$ (185,897.04)	\$ -	\$ -	\$ -	\$ -	\$ -						
Resheet Programme																	
00031851 - Budget Work Order - Unsealed Road Resheet Programme	\$ 126,805.00	\$ -	\$ -	\$ -	\$ -	\$ (126,805.00)	\$ -	\$ -	\$ -	\$ -	\$ -						
00038383 - 2024 - 2025 - Capital Works - Resheet Program - Christies Road Elliminyt	\$ 40,500.00	\$ 4,974.95	\$ 9,453.92	\$ 26,071.00	\$ 40,499.87	\$ (0.13)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	SEPTEMBER	ON TRACK	S&Ops option to complete. Estimated within budget.	Kanishka Gunasekara	Raam Gowriswaran
00038384 - 2024 - 2025 - Capital Works - Resheet Program - Morlands Road Beac	\$ 26,752.00	\$ 26,751.56	\$ (0.01)	\$ -	\$ 26,751.55	\$ (0.45)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	SEPTEMBER	COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038385 - 2024 - 2025 - Capital Works - Resheet Program - Hays Road Beac	\$ 26,600.00	\$ 26,600.24	\$ -	\$ -	\$ 26,600.24	\$ 0.24	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038386 - 2024 - 2025 - Capital Works - Resheet Program - McNabbs Road Irrewillipi	\$ 28,513.00	\$ 28,512.61	\$ -	\$ -	\$ 28,512.61	\$ (0.39)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	OCTOBER	COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner

Executive Management Team
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Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038387 - 2024 - 2025 - Capital Works - Resheet Program - Corunnun Road Corunnun	\$ 28,291.00	\$ 28,291.33	\$ -	\$ -	\$ 28,291.33	\$ 0.33	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038388 - 2024 - 2025 - Capital Works - Resheet Program - Grimshaws Road Irrewillipi	\$ 15,042.00	\$ 15,041.87	\$ -	\$ -	\$ 15,041.87	\$ (0.13)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	SEPTEMBER	COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038389 - 2024 - 2025 - Capital Works - Resheet Program - Inglis Road Warrion	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	SEPTEMBER	ON TRACK	S&Ops option to complete. Estimated within budget.	Kanishka Gunasekara	Raam Gowriswaran
00038390 - 2024 - 2025 - Capital Works - Resheet Program - Reddies Road Weering	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	OCTOBER	ON TRACK	The work order is holding the budget surplus - Budget Work Order to be reopened and have surplus program funding moved to that.	Kanishka Gunasekara	Raam Gowriswaran
00038391 - 2024 - 2025 - Capital Works - Resheet Program - Iletts Road Alvie	\$ 42,450.00	\$ 42,450.21	\$ -	\$ -	\$ 42,450.21	\$ 0.21	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038392 - 2024 - 2025 - Capital Works - Resheet Program - McKenzies Road Warrion	\$ 26,050.00	\$ 26,049.70	\$ -	\$ -	\$ 26,049.70	\$ (0.30)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038393 - 2024 - 2025 - Capital Works - Resheet Program - Old Irrewillipi Road Irrewillipi	\$ 53,134.00	\$ 53,133.68	\$ -	\$ -	\$ 53,133.68	\$ (0.32)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038394 - 2024 - 2025 - Capital Works - Resheet Program - Lardners Track, Gellibrand	\$ 45,000.00	\$ -	\$ 18,363.64	\$ 26,636.00	\$ 44,999.64	\$ (0.36)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	ON TRACK	S&Ops option to complete. Estimated within budget.	Kanishka Gunasekara	Raam Gowriswaran
00038395 - 2024 - 2025 - Capital Works - Resheet Program - Killala Road Apollo Bay	\$ 61,517.00	\$ 61,517.00	\$ -	\$ -	\$ 61,517.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038396 - 2024 - 2025 - Capital Works - Resheet Program - Adam Road Yuulong	\$ 55,000.00	\$ -	\$ 20,527.27	\$ 34,473.00	\$ 55,000.27	\$ 0.27	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	ON TRACK	S&Ops option to complete. Estimated within budget.	Kanishka Gunasekara	Raam Gowriswaran
00038397 - 2024 - 2025 - Capital Works - Resheet Program - Wild Dog Road Apollo Bay	\$ 82,120.00	\$ 82,120.24	\$ -	\$ -	\$ 82,120.24	\$ 0.24	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	OCTOBER	COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038398 - 2024 - 2025 - Capital Works - Resheet Program - Mount Sabine - Benwerrin Road Benwerrin	\$ 55,000.00	\$ -	\$ 17,381.82	\$ 37,618.00	\$ 54,999.82	\$ (0.18)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	ON TRACK	S&Ops option to complete. Estimated within budget.	Kanishka Gunasekara	Raam Gowriswaran
00038399 - 2024 - 2025 - Capital Works - Resheet Program - Sunnyside Road Wongarra	\$ 55,000.00	\$ 47,998.07	\$ 18,398.18	\$ 24,313.00	\$ 90,709.25	\$ 35,709.25	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	COMPLETE	Works complete, financials to be finalised	Kanishka Gunasekara	Paula Gardiner
00038400 - 2024 - 2025 - Capital Works - Resheet Program - Carlisle Gellibrand Road Gellibrand	\$ 44,722.00	\$ 44,721.85	\$ -	\$ -	\$ 44,721.85	\$ (0.15)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038401 - 2024 - 2025 - Capital Works - Resheet Program - Hordern Vale Road Hordernvale	\$ 72,641.00	\$ 72,640.88	\$ -	\$ -	\$ 72,640.88	\$ (0.12)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038402 - 2024 - 2025 - Capital Works - Resheet Program - Blins Road Cape Otway	\$ 113,000.00	\$ 97,650.98	\$ 14,788.63	\$ -	\$ 112,439.61	\$ (560.39)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	SEPTEMBER	COMPLETE	Complete, financials to be finalised	Kanishka Gunasekara	Paula Gardiner
00038403 - 2024 - 2025 - Capital Works - Resheet Program - MacDonalds Road Barongarook	\$ 35,828.00	\$ 35,827.79	\$ -	\$ -	\$ 35,827.79	\$ (0.21)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038404 - 2024 - 2025 - Capital Works - Resheet Program - Broughtons Access Skenes Creek	\$ 25,000.00	\$ 27,879.19	\$ 4,263.27	\$ -	\$ 32,142.46	\$ 7,142.46	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773	MARCH	COMPLETE	Complete, financials to be finalised	Kanishka Gunasekara	Paula Gardiner
00038405 - 2024 - 2025 - Capital Works - Resheet Program - Kaanglang Road Forrest	\$ 76,535.00	\$ 76,535.29	\$ -	\$ -	\$ 76,535.29	\$ 0.29	\$ -	\$ -	\$ -	\$ -	\$ -	D24/100773		COMPLETE	Complete	Kanishka Gunasekara	Paula Gardiner
00038511 - 2024 - 2025 Capital Works - Resheet - Mt Gellibrand Road - Windfarm	\$ 12,161.00	\$ -	\$ -	\$ -	\$ -	\$ (12,161.00)	\$ (12,161.00)	\$ (12,160.91)	\$ -	\$ (12,160.91)	\$ 0.09						
Resheet Programme Total	\$ 1,212,661.00	\$ 798,697.44	\$ 108,176.72	\$ 214,111.00	\$ 1,115,985.16	\$ (96,675.84)	\$ (12,161.00)	\$ (12,160.91)	\$ -	\$ (12,160.91)	\$ 0.09						
Road Improvement Programme																	
Road Improvement Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Crack Sealing Programme																	
00038328 - 2024 - 2025 Capital Works - Budget Work Order - Road Crack Sealing Program	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ (80,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT PROCEEDING		Kanishka Gunasekara	Matthew Skewes
Road Crack Sealing Programme Total	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ (80,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Major Patch Programme																	
00038060 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Cawood Street, Apollo Bay	\$ 22,000.00	\$ 15,399.86	\$ 7,500.01	\$ -	\$ 22,899.87	\$ 899.87	\$ -	\$ -	\$ -	\$ -	\$ -	No	NOVEMBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038061 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Barham River Road, Apollo Bay	\$ 163,000.00	\$ 121,375.28	\$ 45,452.99	\$ -	\$ 166,828.27	\$ 3,828.27	\$ -	\$ -	\$ -	\$ -	\$ -	No	NOVEMBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038062 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Sunnyside Road, Wongarra	\$ 28,500.00	\$ 36,493.17	\$ 27,968.77	\$ -	\$ 64,461.94	\$ 35,961.94	\$ -	\$ -	\$ -	\$ -	\$ -	No	NOVEMBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038063 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Marriners Lookout Road, Apollo Bay	\$ 100,000.00	\$ 69,090.49	\$ 20,454.54	\$ -	\$ 89,545.03	\$ (10,454.97)	\$ -	\$ -	\$ -	\$ -	\$ -	No	NOVEMBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038064 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Chapel Street, Colac	\$ 12,200.00	\$ 13,182.64	\$ 32.70	\$ -	\$ 13,215.34	\$ 1,015.34	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038065 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Shorts Road, Barongarook	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT PROCEEDING	Major Patching is not needed.	Kanishka Gunasekara	Raam Gowriswaran
00038066 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - G Barry's Road, Barongarook	\$ 60,000.00	\$ 22,781.18	\$ 509.09	\$ -	\$ 23,290.27	\$ (36,709.73)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038067 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Larpent South Road, Larpent	\$ 41,000.00	\$ 16,761.09	\$ -	\$ -	\$ 16,761.09	\$ (24,238.91)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038068 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Phalps Road, Larpent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT PROCEEDING	Major Patching is not needed.	Kanishka Gunasekara	Raam Gowriswaran
00038069 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Old Yeo Road	\$ 4,100.00	\$ 4,745.62	\$ -	\$ -	\$ 4,745.62	\$ 645.62	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038070 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Gellibrand Street, Colac	\$ 1,700.00	\$ -	\$ -	\$ -	\$ -	\$ (1,700.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No	FEBRUARY	NOT STARTED	To be delivered later as it does not affect the resealing program.	Kanishka Gunasekara	Raam Gowriswaran
00038071 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Ondit Warrion Road	\$ 17,500.00	\$ -	\$ -	\$ -	\$ -	\$ (17,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	NOT PROCEEDING	Major Patching is not needed.	Kanishka Gunasekara	Raam Gowriswaran
00038072 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Eurack Road, Eurack	\$ 60,000.00	\$ 35,618.74	\$ -	\$ -	\$ 35,618.74	\$ (24,381.26)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038073 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Swan Marsh Stoneyford Road, Swan Marsh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT PROCEEDING	This will need a reconstruction. Confirmed with sponsor on site.	Kanishka Gunasekara	Raam Gowriswaran
00038074 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Seven Bridges Road, Gerangamete	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	NOT PROCEEDING	Major Patching is not needed.	Kanishka Gunasekara	Raam Gowriswaran
00038075 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Polwarth Street, Colac	\$ -	\$ 6,543.98	\$ 118.30	\$ -	\$ 6,662.28	\$ 6,662.28	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT PROCEEDING	This will need a reconstruction. Confirmed with sponsor on site.	Kanishka Gunasekara	Raam Gowriswaran
00038076 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Drapers Road, Colac	\$ 133,000.00	\$ 68,806.98	\$ 22,369.76	\$ -	\$ 91,176.74	\$ (41,823.26)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038077 - 2023 - 2024 Capital Works Sealed Roads Major Patch Program - Lang James Road	\$ 19,000.00	\$ 13,104.92	\$ 2,933.21	\$ -	\$ 16,038.13	\$ (2,961.87)	\$ -	\$ -	\$ -	\$ -	\$ -	No	OCTOBER	COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038380 - 2024 - 2025 - Capital Works - Budget Work Order - Road Major Patch Program	\$ 23,477.00	\$ -	\$ -	\$ -	\$ -	\$ (23,477.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	All the assigned Moior Patches works have been completed.	Kanishka Gunasekara	Raam Gowriswaran
00038523 - 2024 - 2025 Capital Works - Major Patch Program - Wool Wool Road Alvie	\$ 60,000.00	\$ 7,753.09	\$ -	\$ -	\$ 7,753.09	\$ (52,246.91)	\$ -	\$ -	\$ -	\$ -	\$ -	No		COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00038524 - 2024 - 2025 Capital Works - Major Patch Program - Montrose Avenue Apollo Bay	\$ 60,000.00	\$ 49,924.88	\$ 15,592.17	\$ -	\$ 65,517.05	\$ 5,517.05	\$ -	\$ -	\$ -	\$ -	\$ -	No		COMPLETE	Works completed. Finances to be finalised.	Kanishka Gunasekara	Raam Gowriswaran
00037732 - 2022 - 2023 Capital Works - Sealed Road Major Patch Program - Colac Lorne Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	Not started.	Kanishka Gunasekara	Raam Gowriswaran
Road Major Patch Total	\$ 825,477.00	\$ 481,581.92	\$ 142,931.54	\$ -	\$ 624,513.46	\$ (200,963.54)	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Reconstruction Programme																	
00037093 - 2021-22 Capital Works - Strachan Street, Birregurra	\$ 755,113.00	\$ 524,042.63	\$ 103,965.62	\$ -	\$ 628,008.25	\$ (127,104.75)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/76472	COMMENCED	COMPLETE	Contract reached Practical Completion, defect work ongoing	Kanishka Gunasekara	Matthew Skewes
00038108 - 2023 - 2024 Capital Works - Road Reconstruction Program - Mooleric Road, Stage 1	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ (1,000,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/77458	MARCH	ON TRACK	Awarded To RSS Works Commence 24/02/2025	Kanishka Gunasekara	Matthew Skewes
00038374 - 2024 - 2025 - Capital Works Road Reconstruction Program - Mooleric Road Stage 2	\$ 850,000.00	\$ 13,183.39	\$ 1,313,719.20	\$ -	\$ 1,326,902.59	\$ 476,902.59	\$ (723,200.00)	\$ -	\$ -	\$ -	\$ 723,200.00	D24/77458	MARCH	ON TRACK	Awarded To RSS Works Commence 24/02/2025	Kanishka Gunasekara	Matthew Skewes
00038375 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Pengilley Avenue (Gallipoli Parade to McLachlan Street)	\$ 690,000.00	\$ 4,674.60	\$ -	\$ 600,191.00	\$ 604,865.60	\$ (85,134.40)	\$ (390,000.00)	\$ -	\$ -	\$ -	\$ 390,000.00	D24/82652		ON TRACK	D&C Tender closed. Evaluation completed. Awaiting Council signoff to award successful contractor Feb meeting	Kanishka Gunasekara	Damien Gray

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Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038376 - 2024 - 2025 - Capital Works - Road Reconstruction Program - The Boulevardde Wye River	\$ 605,000.00	\$ 2,259.95	\$ 53,000.00	\$ 604,275.11	\$ 659,535.06	\$ 54,535.06	\$ (390,000.00)	\$ (15,000.00)	\$ -	\$ (15,000.00)	\$ 375,000.00	D24/82652	COMMENCED	ON TRACK	Project scope change (Boulevardde & Koonya combined) Consultant awarded and design works underway. Geotech & survey conducted 11/2	Kanishka Gunasekara	Damien Gray
00038377 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Koonya Avenue (Wallace Street to Dunoon Road)	\$ 530,000.00	\$ 2,231.51	\$ -	\$ 528,749.22	\$ 530,980.73	\$ 980.73	\$ -	\$ -	\$ -	\$ -	\$ -	D24/82657		ON TRACK	See above (The Boulevardde/Koonya combined)	Kanishka Gunasekara	Damien Gray
00038378 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Pascoe Street Apollo Bay (Moore Street to Nelson Street)	\$ 560,000.00	\$ 13,242.83	\$ 14,163.64	\$ 482,996.89	\$ 510,403.36	\$ (49,596.64)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/82660		ON HOLD	Project scope change - works combined with Moore St Fed funding. Consultant engaged - additional works drainage/ wombat crossing included. RFT hold until funding approved	Kanishka Gunasekara	Damien Gray
00038379 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Unplanned Emergency Asset Renewal Program	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ (500,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			WO CLOSE FOR POSTING	Any projects to be nominated must be approved by EMT. This is a budget work order only.	Kanishka Gunasekara	Raam Gowriswaran
00038381 - 2024 - 2025 - Capital Works -Asphalt Overlay Program - Connor and Scott Street Intersection Colac	\$ 250,000.00	\$ 1,305.10	\$ -	\$ -	\$ 1,305.10	\$ (248,694.90)	\$ (200,000.00)	\$ (1,305.00)	\$ -	\$ (1,305.00)	\$ 198,695.00	D24/98380	MARCH	ON TRACK	Tender Closes 19/02/2025	Kanishka Gunasekara	Matthew Skewes
00038382 - 2024 - 2025 - Capital Works -Asphalt Overlay Program - Pound Road and Queen Street Intersection Colac	\$ 120,000.00	\$ 435.03	\$ -	\$ -	\$ 435.03	\$ (119,564.97)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/98275	MARCH	NOT STARTED	Insufficient budget - pending balance from Scott & Connor St Asphalt Overlay works	Kanishka Gunasekara	Matthew Skewes
00038406 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program - Ramsden Avenue Apollo Bay	\$ 27,500.00	\$ -	\$ 15,268.75	\$ 12,231.25	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/111946	FEBRUARY	ON TRACK	Contract has been executed on 23rd of Jan. Estimation completion of the design is end of February. Nov Paula Comment : Budget Adjustment reported to EMT 18 November as requested and approved. Finance will adjust budget shortly.	Kanishka Gunasekara	Rashil Pradhan
00038407 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program - Montrose Avenue Apollo Bay	\$ 27,500.00	\$ -	\$ 15,268.75	\$ 12,231.25	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/111946	FEBRUARY	ON TRACK	Contract has been executed on 23rd of Jan. Estimation completion of the design is end of February. Nov Paula Comment : Budget Adjustment reported to EMT 18 November as requested and approved. Finance will adjust budget shortly.	Kanishka Gunasekara	Rashil Pradhan
00038408 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program - Costin St Apollo Bay	\$ 25,000.00	\$ -	\$ 16,268.75	\$ 8,731.25	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/111946	FEBRUARY	ON TRACK	Contract has been executed on 23rd of Jan. Estimation completion of the design is end of February.	Kanishka Gunasekara	Rashil Pradhan
00038409 - 2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program - McLaren Parade Apollo Bay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/111946		NOT PROCEEDING	We have assessed that McLaren Parade can be included into next year's Major Patching Program and, as a result, will need to be removed from the Forward Design Program. In place of this, we are proposing the reconstruction of Costin Street in Apollo Bay due to the substantial deterioration of the existing pavement and the insufficient drainage infrastructure in the area. Nov Paula Comment : Budget Adjustment reported to EMT 18 November as requested and approved. Finance will adjust budget shortly.	Kanishka Gunasekara	Rashil Pradhan
00038410 - 2024 - 2025 - Capital Works - Drainage - Forward Design Program - Irrewillipe Road and Hart Street Drainage Improvements	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	D24/111946	FEBRUARY	ON TRACK	Evaluation completed. Waiting for consultancy contract to be finalised from the Procurement team. Estimation completion of the design is end of March.	Kanishka Gunasekara	Rashil Pradhan
00038411 - 2024 - 2025 - Capital Works -Shoulder Rehabilitation Program - Skene Street Colac	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter Need to check with EMT for the revised scope of work as there will be some upgrade works.No additional budget required.Doug to follow this up.(KG)	Kanishka Gunasekara	Matthew Skewes
00038412 - 2024 - 2025 - Capital Works - Shoulder Rehabilitation Program - Calvert Street, Colac	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter Need to check with EMT for the revised scope of work as there will be some upgrade works.No additional budget required.Doug to follow this up.(KG)	Kanishka Gunasekara	Matthew Skewes
00038413 - 2024 - 2025 - Capital Works - Shoulder Rehabilitation Program - Grant Street Colac	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter Need to check with EMT for the revised scope of work as there will be some upgrade works.No additional budget required.Doug to follow this up.(KG)	Kanishka Gunasekara	Matthew Skewes
00038414 - 2024 - 2025 - Capital Works - Shoulder Rehabilitation Program - Moore Street Colac	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter Need to check with EMT for the revised scope of work as there will be some upgrade works.No additional budget required.Doug to follow this up.(KG)	Kanishka Gunasekara	Matthew Skewes
00038415 - 2024 - 2025 - Capital Works - Shoulder Rehabilitation Program - Manifold Street Colac	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter Need to check with EMT for the revised scope of work as there will be some upgrade works.No additional budget required.Doug to follow this up.(KG)	Kanishka Gunasekara	Matthew Skewes
Road Reconstruction Programme Total	\$ 6,210,113.00	\$ 961,375.04	\$ 1,531,654.71	\$ 2,269,405.97	\$ 4,362,435.72	\$ (1,847,677.28)	\$ (1,703,200.00)	\$ (16,305.00)	\$ -	\$ (16,305.00)	\$ 1,686,895.00						
Road Safety Programme																	
00031867 - Budget Work Order - Road Safety Devices Programme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Paula Comments : Infrastructure confirmed project complete. Purchase Order will be closed and project reported as complete at next Council Meeting.	Kanishka Gunasekara	Raam Gowriswaran
00037985 - 2023 - 2024 Capital Works - Public Street Litter Bin Replacement Program	\$ 51,707.00	\$ 38,560.00	\$ -	\$ -	\$ 38,560.00	\$ (13,147.00)	\$ -	\$ -	\$ -	\$ -	\$ -	Yes	FEBRUARY	ON TRACK		Dora Novak	Dora Novak
00038315 - 2024 - 2025 - Capital Works Guardrail Replacement Program - Deepdene Road	\$ 30,000.00	\$ 1,068.94	\$ 18,521.80	\$ 29,266.65	\$ 48,857.39	\$ 18,857.39	\$ -	\$ -	\$ -	\$ -	\$ -	D24/85431	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038316 - 2024 - 2025 - Capital Works Guardrail Replacement Program - Barham River Road	\$ 25,000.00	\$ 677.43	\$ 18,918.20	\$ 24,322.57	\$ 43,918.20	\$ 18,918.20	\$ -	\$ -	\$ -	\$ -	\$ -	D24/85431	FEBRUARY	ON TRACK	PO raised. Letter of acceptance sent and contract awarded.	Kanishka Gunasekara	Jubin Sharma
00038513 - 2024 - 2025 Capital Works - Kennett River Temporary Traffic Measures	\$ 10,000.00	\$ 11,971.34	\$ 1.64	\$ -	\$ 11,972.98	\$ 1,972.98	\$ -	\$ -	\$ -	\$ -	\$ -			ON TRACK	Works underway Jubin comment - I am not aware of this project	Kanishka Gunasekara	Jubin Sharma
Road Safety Programme Total	\$ 116,707.00	\$ 52,277.71	\$ 37,441.64	\$ 53,589.22	\$ 143,308.57	\$ 26,601.57	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Slip Programme																	
00037461 - 2021 - 2022 Emergency Response - Landslip (Storm Events)	\$ 4,780,966.00	\$ 882,426.07	\$ 1,206,176.06	\$ 250,000.00	\$ 2,338,602.13	\$ (2,442,363.87)	\$ (6,500,000.00)	\$ -	\$ (5,000,000.00)	\$ (5,000,000.00)	\$ 1,500,000.00		COMMENCED	ON TRACK	Contract 2415 - 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 some changes due to funding eligibility. Contract 2418 - has been awarded and work has commenced and is scheduled to be completed by end December 2024	Kanishka Gunasekara	Ian Stewart
00037524 - 2022 - 2023 Capital Works - Landslip Treatment - Emergency Response Upgrade Works	\$ 190,000.00	\$ 336.31	\$ -	\$ -	\$ 336.31	\$ (189,663.69)	\$ -	\$ -		\$ -	\$ -		COMMENCED	ON TRACK		Kanishka Gunasekara	Ian Stewart
00038230 - 2023 - 2024 Road Slip Renewal Program - Morris Access, Skenes Creek North	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Works have been finalised	Kanishka Gunasekara	Ian Stewart

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038233 - 2023 - 2024 Road Slip Renewal Program - Binns Road, Glenaire	\$ 11,581.00	\$ -	\$ -	\$ -	\$ -	\$ (11,581.00)	\$ -	\$ -	\$ -	\$ -	\$ -					Kanishka Gunasekara	Ian Stewart
00038234 - 2023 - 2024 Road Slip Renewal Program - Blue Johanna Road, Johanna	\$ 17,757.00	\$ -	\$ -	\$ -	\$ -	\$ (17,757.00)	\$ -	\$ -	\$ -	\$ -	\$ -		COMMENCED	COMPLETE	Works have been finalised	Kanishka Gunasekara	Ian Stewart
00038235 - 2023 - 2024 Road Slip Renewal Program - Lardners Track, Gellibrand (Chainage 6.1km)	\$ 21,500.00	\$ -	\$ 6,181.81	\$ 21,500.00	\$ 27,681.81	\$ 6,181.81	\$ -	\$ -	\$ -	\$ -	\$ -		SEPTEMBER	ON TRACK	Work to be finalised by February 2024.	Kanishka Gunasekara	Ian Stewart
00038236 - 2023 - 2024 Road Slip Renewal Program - Lardners Track, Beech Forest (Chainage 11.95km)	\$ 30,632.00	\$ -	\$ 13,181.82	\$ 23,500.00	\$ 36,681.82	\$ 6,049.82	\$ -	\$ -	\$ -	\$ -	\$ -		SEPTEMBER	ON TRACK	Work to be finalised by February 2024.	Kanishka Gunasekara	Ian Stewart
00038327 - 2024 - 2025 Capital Works - Budget Work Order - Road Slip Reconstruction Program	\$ -	\$ -	\$ 41,760.00	\$ -	\$ 41,760.00	\$ 41,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter <i>Paula Comment - this is a program budget WO, Project Charters and Works Orders will be created as projects are identified and approved.</i>	Kanishka Gunasekara	Matthew Skewes
00038512 - 2024 - 2025 - Capital Works - Road Slip Program - Barham River Landslip Rehabilitation	\$ -	\$ 9,982.32	\$ 5,669.81	\$ -	\$ 15,652.13	\$ 15,652.13	\$ -	\$ -	\$ -	\$ -	\$ -	No		NOT STARTED	No Charter <i>Paula Comment - Please confirm what the budget for this project is and if the budget is to be sourced from the Road Slip Reconstruction Program.</i>	Kanishka Gunasekara	Matthew Skewes
00038543 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Wild Dog Road, Apollo Bay	\$ 90,000.00	\$ -	\$ -		\$ -	\$ (90,000.00)	\$ -	\$ -		\$ -	\$ -						
00038544 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Sunnyside Road, Tanybryn	\$ 7,500.00	\$ -	\$ -		\$ -	\$ (7,500.00)	\$ -	\$ -		\$ -	\$ -						
00038545 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Old Ocean Road, Glenaire	\$ 15,000.00	\$ -	\$ -		\$ -	\$ (15,000.00)	\$ -	\$ -		\$ -	\$ -						
00038546 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Adams Road, Yuulong	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038547 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Binns Road, Aire Valley	\$ 7,500.00	\$ -	\$ -		\$ -	\$ (7,500.00)	\$ -	\$ -		\$ -	\$ -						
00038548 - 2024 - 2025 - Capital Works - Road Slip Reconstruction Program - Hordermvale Road, Hordermvale	\$ 200,000.00	\$ -	\$ -		\$ -	\$ (200,000.00)	\$ -	\$ -		\$ -	\$ -						
Road Slip Programme Total	\$ 5,382,436.00	\$ 892,744.70	\$ 1,272,969.50	\$ 295,000.00	\$ 2,460,714.20	\$ (2,921,721.80)	\$ (6,500,000.00)	\$ -	\$ (5,000,000.00)	\$ (5,000,000.00)	\$ 1,500,000.00						
Stormwater Programme																	
00037783 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event Response	\$ 906,413.00	\$ 48,695.50	\$ 161,899.55	\$ 695,818.00	\$ 906,413.05	\$ 0.05	\$ (1,200,000.00)	\$ -	\$ (1,200,000.00)	\$ (1,200,000.00)	\$ -		COMMENCED	ON TRACK	Contract 2418 - will be awarded this month and is scheduled to be completed by end January 2025. The geotech on tuxion will be finalised by the end of November 2024 with Contruction to be finalised in mid 2025.	Kanishka Gunasekara	Ian Stewart
00037953 - 2023 - 2024 Capital Works Drainage Renewal Program - 12 Murrell Street, Birregurra Strachan and Murrell corner	\$ 41,277.00	\$ 9,305.09	\$ 900.00	\$ -	\$ 10,205.09	\$ (31,071.91)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/95531		COMPLETE	Design received and reviewed. Contractor paid.	Kanishka Gunasekara	Jubin Sharma
00037956 - 2023 - 2024 Capital Works Drainage Renewal Program - Armstrong Street Outlet Renewal	\$ 124,386.00	\$ -	\$ -	\$ -	\$ -	\$ (124,386.00)	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED		Kanishka Gunasekara	Jubin Sharma
00037957 - 2023 - 2024 Capital Works Drainage Renewal Program - Kennett River Wetlands Sediment Removal Project	\$ 45,231.00	\$ 23,002.66	\$ -	\$ 29,007.37	\$ 52,010.03	\$ 6,779.03	\$ -	\$ -	\$ -	\$ -	\$ -	D24/33097	SEPTEMBER	COMPLETE	Project completed	Kanishka Gunasekara	Jubin Sharma
00038250 - 2023 - 2024 Capital Works Drainage Renewal Program - Weston Street Beeac - Stormwater Pipe Renewal	\$ 2,074.00	\$ 2,074.16	\$ -	\$ -	\$ 2,074.16	\$ 0.16	\$ -	\$ -	\$ -	\$ -	\$ -		FEBRUARY	COMPLETE	Works complete	Kanishka Gunasekara	Paula Gardiner
00038251 - 2023 - 2024 Capital Works Drainage Renewal Program - Bromfield St Colac - Outfall Stormwater Pipe Renewal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			COMPLETE	Works completed in 2023/24	Kanishka Gunasekara	Paula Gardiner
00038257 - 2023 - 2024 Capital Works Drainage Renewal Program - Tiger Rail Drainage Upgrade	\$ 243,800.00	\$ 5,326.02	\$ 132,237.00	\$ 240,114.66	\$ 377,677.68	\$ 133,877.68	\$ (243,800.00)	\$ (243,800.00)	\$ -	\$ (243,800.00)	\$ -	D24/88929		ON TRACK	PO raised. Letter of acceptance sent and contrarct awarded. Expected completion by 30 April 2025	Kanishka Gunasekara	Jubin Sharma
00038295 - 2024 - 2025 - Capital Works - Budget Work Order Drainage Renewal Program	\$ -	\$ 3,467.83	\$ -	\$ -	\$ 3,467.83	\$ 3,467.83	\$ -	\$ -	\$ -	\$ -	\$ -	D24/147266		WO CLOSE FOR POSTING	S&Ops will deliver most of the sites. PM to deliver 4 sites only. Submission recieved for Wilson Street and Moore Street works. PO pending approvals. <i>Paula Comment : This is a budget work order for the Drainage Renewal Program funded in the 2024/25. Please provide the approved Project Charter and identified project budgets that make up the Drainage Program to enable budget adjustments and work orders to be created. Please advise where the costs charged to this work order are to be journalled to (including the costing code).</i>	Kanishka Gunasekara	Jubin Sharma
00038550 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Clark Street, Colac	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038551 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Dennis Street, Colac	\$ 8,000.00	\$ -	\$ -		\$ -	\$ (8,000.00)	\$ -	\$ -		\$ -	\$ -						
00038552 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Yeo-Yeodene Road, Yeodene	\$ 20,000.00	\$ -	\$ -		\$ -	\$ (20,000.00)	\$ -	\$ -		\$ -	\$ -						
00038553 - 2024 - 2025 - Capital Works - Drainage Renewal Program - G Barry's Road, Barongarook	\$ 5,000.00	\$ -	\$ -		\$ -	\$ (5,000.00)	\$ -	\$ -		\$ -	\$ -						
00038554 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Irrewillipe Road, Barongarook West	\$ 8,000.00	\$ -	\$ 1,363.64		\$ 1,363.64	\$ (6,636.36)	\$ -	\$ -		\$ -	\$ -						
00038555 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Baileys Road, Irrewillipe East	\$ 7,000.00	\$ -	\$ -		\$ -	\$ (7,000.00)	\$ -	\$ -		\$ -	\$ -						
00038556 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Old Irrewillipe Road, Irrewillipe	\$ 8,000.00	\$ -	\$ -		\$ -	\$ (8,000.00)	\$ -	\$ -		\$ -	\$ -						
00038557 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Woodrowvale Road, Elliminyt	\$ 16,000.00	\$ -	\$ 1,636.36		\$ 1,636.36	\$ (14,363.64)	\$ -	\$ -		\$ -	\$ -						
00038558 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Cants Road, Colac	\$ 6,000.00	\$ -	\$ -		\$ -	\$ (6,000.00)	\$ -	\$ -		\$ -	\$ -						
00038559 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Wilson Street, Colac	\$ 30,000.00	\$ -	\$ -		\$ -	\$ (30,000.00)	\$ -	\$ -		\$ -	\$ -						
00038560 - 2024 - 2025 - Capital Works - Drainage Renewal Program - McLellan Court, Wye River	\$ 10,000.00	\$ -	\$ -		\$ -	\$ (10,000.00)	\$ -	\$ -		\$ -	\$ -						
00038561 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Moore Street, Apollo Bay	\$ 60,000.00	\$ -	\$ -		\$ -	\$ (60,000.00)	\$ -	\$ -		\$ -	\$ -						
00038562 - 2024 - 2025 - Capital Works - Drainage Renewal Program - Prime Street, Birregurra	\$ 7,000.00	\$ -	\$ 300.00		\$ 300.00	\$ (6,700.00)	\$ -	\$ -		\$ -	\$ -						
Stormwater Programme Total	\$ 1,556,181.00	\$ 91,871.26	\$ 298,336.55	\$ 964,940.03	\$ 1,355,147.84	\$ (203,033.16)	\$ (1,443,800.00)	\$ (243,800.00)	\$ (1,200,000.00)	\$ (1,443,800.00)	\$ -						
Renewal Total	\$ 25,458,533.00	\$ 4,483,333.50	\$ 5,996,721.41	\$ 6,832,853.27	\$ 17,312,908.18	\$ (8,145,624.82)	\$ (10,352,744.00)	\$ (871,148.74)	\$ (6,266,197.00)	\$ (7,137,345.74)	\$ 3,215,398.26						
UPGRADE / NEW																	
Active Reserves Programme																	
Active Reserves Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Bridges Programme																	
Bridges Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Building Programme																	
00037527 - 2022 - 2023 Capital Works - Irrewillipe Recreation Netball Courts Change Rooms & Amenities Upgrade - Detailed Design	\$ 54,247.00	\$ 10,100.00	\$ 38,660.01	\$ 5,487.00	\$ 54,247.01	\$ 0.01	\$ (3,000.00)	\$ -	\$ (3,000.00)	\$ (3,000.00)	\$ -	Yes	COMMENCED	ON TRACK	Project Charter completed. Design underway. Schematic Design phase. Project to be compilted by EOFY	Stephen Parker	Nicole Frampton
Building Programme Total	\$ 54,247.00	\$ 10,100.00	\$ 38,660.01	\$ 5,487.00	\$ 54,247.01	\$ 0.01	\$ (3,000.00)	\$ -	\$ (3,000.00)	\$ (3,000.00)	\$ -						
Footpath Programme																	

Executive Management Team
December Capital Projects Report
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Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
00038416 - 2024 - 2025 - Capital Works - Budget Work Order - Strategic Footpath Network Expansion	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ (80,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			NOT STARTED	Paula Comment - please assign the Project Manager	Kanishka Gunasekara	Raam Gowriswaran
Footpath Programme Total	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ (80,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -						
Furniture Programme																	
Furniture Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
ICT Hardware Programme																	
00037521 - Capital Works - ICT - Critical Infrastructure Improvement	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			ON HOLD		Rikk Price	Micah Nuske
ICT Hardware Programme Total	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -						
ICT Software Programme																	
ICT Software Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Kerb and Channel Programme																	
Kerb and Channel Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Land																	
Land Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Light Fleet Programme																	
Light Fleet Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
LRCI Programme																	
00036729 - 2020-21 Capital Works - LRCI Fund - Bridges - Barongarook Creek Pedestrian Bridge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (69,452.00)	\$ (69,452.00)	\$ -	\$ (69,452.00)	\$ -					Xavier Flanagan	Xavier Flanagan
00037051 - 2020-21 Capital Works - LRCI Round 2 - Bass Crescent, GOR, Skenes Creek Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (102,382.00)	\$ -	\$ -	\$ -	\$ 102,382.00					Xavier Flanagan	Xavier Flanagan
00037054 - 2020-21 Capital Works - LRCI Round 2 - Whytcross Lane, Birregurra - Rail Interface Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (64,609.00)	\$ -	\$ -	\$ -	\$ 64,609.00					Xavier Flanagan	Xavier Flanagan
00037055 - 2020-21 Capital Works - LRCI Round 2 - Barongarook Creek Paths	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (120,056.00)	\$ -	\$ -	\$ -	\$ 120,056.00					Xavier Flanagan	Xavier Flanagan
00037058 - 2020-21 Capital Works - LRCI Round 2 - Clark Street, Colac Paths	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (152,640.00)	\$ -	\$ -	\$ (152,640.00)	\$ -					Xavier Flanagan	Xavier Flanagan
00037538 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Road Reconstruction Colanda Street to Forest Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (893,293.00)	\$ (85,951.00)	\$ (807,342.00)	\$ (893,293.00)	\$ -	D23/1181011		WO CLOSE FOR POSTING	Completed	Kanishka Gunasekara	Matthew Skewes
00037539 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Stormwater Program Elliminyt Wetlands Development	\$ 3,842,159.00	\$ 212,709.35	\$ 70,597.10	\$ 3,600,025.00	\$ 3,883,331.45	\$ 41,172.45	\$ (2,630,159.00)	\$ (2,236,159.07)	\$ (394,000.00)	\$ (2,630,159.07)	\$ (0.07)		COMMENCED	ON TRACK	Detailed design to 100% stage completed & COSC comments returned to design consultants. CHMP & Biodiversity Assessment Report being finalised. Delivery of project has been extended until April 2026. Scope of works to be constructed under review to meet budget and Funding Agreement conditions.	Ian Seuren	John Trevorah
00038101 - Capital Works - Forrest Caravan Park Waste Water Upgrade	\$ 854,344.00	\$ 563,929.53	\$ 105,094.91	\$ 50,000.00	\$ 719,024.44	\$ (135,319.56)	\$ (450,000.00)	\$ -	\$ -	\$ -	\$ 450,000.00		COMMENCED	ON TRACK	Awaiting Project Charter. <i>Paula Comments</i> - Will include budget adjustment request for \$15k from+++++	Ian Seuren	Jubin Sharma
00038102 - 2023 - 2024 Capital Works Footpathl Program - GOR footpath stage 3	\$ 56,487.00	\$ -	\$ -	\$ -	\$ -	\$ (56,487.00)	\$ (60,000.00)	\$ -	\$ -	\$ -	\$ 60,000.00	Yes		COMPLETE	Works complete <i>PG Comments - Project budget will be carried forward until the Phase 4 program is confirmed for surplus funding. Noted this project is complete.</i>	Kanishka Gunasekara	Matthew Skewes
00038103 - 2023 - 2024 Capital Works Footpath Program - Walking connection from Old Coach Road to Hickeys Cutting, Skenes Creek	\$ 18,400.00	\$ -	\$ -	\$ 2,800.00	\$ 2,800.00	\$ (15,600.00)	\$ (22,000.00)	\$ -	\$ -	\$ -	\$ 22,000.00	Yes		COMPLETE	Works complete, confirmed with Ian. Amount to be journalled for PM cost. <i>PG Comments - Please confirm the project scope has been confirmed as complete. Suggest talking to Ian S to confirm this project can be reported as complete.</i>	Kanishka Gunasekara	Raam Gowriswaran
00038104 - 2023 - 2024 Capital Works Open Space Upgrade - Birregurra play space redevelopment	\$ 274,639.00	\$ 39,761.37	\$ 189,953.60	\$ 44,924.03	\$ 274,639.00	\$ -	\$ (274,639.00)	\$ (274,639.10)	\$ -	\$ (274,639.10)	\$ (0.10)	D23/1091251	COMMENCED	ON TRACK	Contractor appointed. Project is underway	Stephen Parker	Jagdish Kancharla
00038105 - 2023 - 2024 Capital Works Open Space Renewals - Donaldson's Reserve Play Space Redevelopment	\$ 148,400.00	\$ 13,917.77	\$ 109,990.00	\$ 24,492.23	\$ 148,400.00	\$ -	\$ (98,400.00)	\$ (98,399.98)	\$ -	\$ (98,399.98)	\$ 0.02	D23/1085249	COMMENCED	ON TRACK	Contractor appointed. Project is underway.	Stephen Parker	Jagdish Kancharla
00038106 - 2023 - 2024 Capital Works Open Space Renewals - Elliminyt Tennis Court Resurfacing & Fence Repair	\$ 123,696.00	\$ 52,752.00	\$ 545.45	\$ 30,000.00	\$ 83,297.45	\$ (40,398.55)	\$ (123,696.00)	\$ (19,152.00)	\$ (104,544.00)	\$ (123,696.00)	\$ -		COMMENCED	ON TRACK	Resurfacing works complete. Footpath ramp and Drainage complete. Fencing completed. Construction of steps to be confirmed. FURTHER WORKS REQUIRED - PLUNTH AT BOTTTOM OF THE FENCE AND DRAINAGE (internal) GRATES NEED TO BE REPLACED. Savings expected from this project to be returned to LRCI Phase 4 program. Stephen Parker Comment: Raam can you please appoint new PM to this project.	Stephen Parker	Raam Gowriswaran
00038107 - 2023 - 2024 Capital Works Open Space Renewals - Paradise Picnic Reserve Facility Improvements	\$ 46,355.00	\$ 43,990.59	\$ -	\$ -	\$ 43,990.59	\$ (2,364.41)	\$ (46,356.00)	\$ (120,157.25)	\$ -	\$ (120,157.25)	\$ (73,801.25)		COMMENCED	ON TRACK	Contractor to install new sharps containers. Rest of the works completed.	Stephen Parker	Jubin Sharma
00038152 - 2021 - 2022 - LRCI Funding Round 1 - Balance of Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (170,320.00)	\$ -	\$ -	\$ -	\$ 170,320.00					Xavier Flanagan	Xavier Flanagan
00038196 - 2024-2025 Capital Works Road Reconstruction - Morley Avenue, Wye River (McRae Road to end of seal)	\$ 1,279,250.00	\$ 64,333.47	\$ 936,899.73	\$ 278,016.80	\$ 1,279,250.00	\$ -	\$ (982,444.00)	\$ -	\$ -	\$ -	\$ 982,444.00	D24/46413		ON TRACK	Contract executed. Works to commence in February 25.	Kanishka Gunasekara	Sam Ortisi
LRCI Programme Total	\$ 6,643,730.00	\$ 991,394.08	\$ 1,413,080.79	\$ 4,030,258.06	\$ 6,434,732.93	\$ (208,997.07)	\$ (6,260,446.00)	\$ (3,056,550.40)	\$ (1,305,886.00)	\$ (4,362,436.40)	\$ 1,898,009.60						
Major Plant Programme																	
Major Plant Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Open Space Assets																	
Open Space Assets Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Open Space Programme																	
00037926 - 2022 - 2023 Capital Works - Colac Aerodrome RAP Round 2 Taxiway and Lighting	\$ 320,105.00	\$ 306,163.80	\$ 1,183.62	\$ -	\$ 307,347.42	\$ (12,757.58)	\$ (270,105.00)	\$ (96,104.95)	\$ -	\$ (96,104.95)	\$ 174,000.05	D23/39717		COMPLETE	PC issued 23/08/24 <i>Paula Comments : Can you please advise if the purchase order (committal) is to be cancelled. Also can you please advise if the funding acquittal as been completed. Refer to Raam</i>	Ian Seuren	Matthew Skewes
Open Space Programme Total	\$ 320,105.00	\$ 306,163.80	\$ 1,183.62	\$ -	\$ 307,347.42	\$ (12,757.58)	\$ (270,105.00)	\$ (96,104.95)	\$ -	\$ (96,104.95)	\$ 174,000.05						
Playground Programme																	
Playground Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Reseal Programme																	
Reseal Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						

Executive Management Team
December Capital Projects Report
Data extract : 14 January 2025

Project Title	2024-25 Budget Allocation (Expenditure) (E)	Spend to date 2024-25 (F)	Committal (Expenditure) (G)	Estimate to Complete the Project (Expenditure) (H)	Total Estimate to Complete Project (Expenditure) (I = F + G + H)	Variance from Project Budget (Expenditure) (J = E - I)	2024-25 Budget Allocation (Income) (M)	Income Received to date 2024-25 (N)	Estimate Income to Receive (Income) (O)	Total Estimated Income to be Received (Income) (P = N + O)	Variance from Project Budget (Income) (Q = M - P)	Project Charter Completed CM Reference	Expected Project Start	Project Status	2024 - 25 Comment	Project Sponsor	Project Manager
Resheet Programme																	
Resheet Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Improvement Programme																	
00037916 - 2022 - 2023 Capital Works - Road Improvement Program - Queen & Wilson Street Intersection Upgrade	\$ 49,296.00	\$ 16,351.58	\$ 399.96	\$ 32,637.68	\$ 49,389.22	\$ 93.22	\$ (288,449.00)	\$ -	\$ -	\$ -	\$ 288,449.00			ON TRACK	Civil works completed. Lighting plans approved by Powercor. Draft RFQ to go out to market.	Kanishka Gunasekara	Jubin Sharma
Road Improvement Programme Total	\$ 49,296.00	\$ 16,351.58	\$ 399.96	\$ 32,637.68	\$ 49,389.22	\$ 93.22	\$ (288,449.00)	\$ -	\$ -	\$ -	\$ 288,449.00						
Road Crack Sealing Programme																	
Road Crack Sealing Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Major Patch Programme																	
Road Major Patch Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Road Reconstruction Programme																	
00036454 - 2020-21 Capital Works - Colac Aerodrome - taxiway - earthworks - Grant Match	\$ 61,578.00	\$ 61,578.00	\$ -	\$ -	\$ 61,578.00	\$ -	\$ (64,641.00)	\$ -	\$ -	\$ -	\$ 64,641.00	D23/39717		COMPLETE	PC issued 23/08/24 Paula Comments : Can you please advise if the overspend is to be journalled to the other aerodrome work order, or if a budget adjustment request is required. Also can you please advise if the funding acquittal as been completed Refer to Raam.	James Myatt	Matthew Skewes
00038249 - 2023 - 2024 Capital Works - Road Construction - Turn Around Areas - Hall Street Cressy	\$ 10,000.00	\$ 13,992.47	\$ 457.35	\$ -	\$ 14,449.82	\$ 4,449.82	\$ -	\$ -	\$ -	\$ -	\$ -	D24/95465		ON TRACK	Oct Paula Comment : This project is overspent, please advise if journal is required (if yes please provide the amount and where the cost it to be journalled to) or if a budget adjustment is required. If a budget adjustment is required please advise where the funds are to be sought from. Nov Paula Comment : Please provide advice for this project to enable the project to be completed and closed.	Kanishka Gunasekara	Kanishka Gunasekara
Road Reconstruction Programme Total	\$ 71,578.00	\$ 75,570.47	\$ 457.35	\$ -	\$ 76,027.82	\$ 4,449.82	\$ (64,641.00)	\$ -	\$ -	\$ -	\$ 64,641.00						
Road Safety Programme																	
00037579 - 2022 - 2023 Capital Works - Road Safety Program - Murray Street Bus Shelter DOT Funded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (21,798.00)	\$ -	\$ -	\$ -	\$ 21,798.00			NOT PROCEEDING	The Council cannot reimburse the expenditure due to non-compliance issues.We are currently seeking advice from a access consultant about the non-compliances raised by DTP to understand whether ther are cheaper alternative solutions to be complied with the DDA guidelines(KG).	Kanishka Gunasekara	Kanishka Gunasekara
00037631 - 2021-22 Capital Works - Pascoe Street Pedestrain Crossing - Analysis and Design	\$ 20,273.00	\$ -	\$ -	\$ -	\$ -	\$ (20,273.00)	\$ (20,273.00)	\$ (7,772.73)	\$ -	\$ (7,772.73)	\$ 12,500.27			NOT PROCEEDING	Paula Comment - please advise/confirm if funding is to be returned to the funding agency, and when this project can be closed with necessary budget adjustments.	Kanishka Gunasekara	Raam Gowriswaran
Road Safety Programme Total	\$ 20,273.00	\$ -	\$ -	\$ -	\$ -	\$ (20,273.00)	\$ (42,071.00)	\$ (7,772.73)	\$ -	\$ (7,772.73)	\$ 34,298.27						
Road Slip Programme																	
Road Slip Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Stormwater Programme																	
00037954 - 2023 - 2024 Capital Works Stormwater Asset Upgrade Program - 397 Murray Street, Unnamed Laneway S	\$ 24,479.00	\$ 6,349.89	\$ 8,500.00	\$ -	\$ 14,849.89	\$ (9,629.11)	\$ -	\$ -	\$ -	\$ -	\$ -	D23/1080562		COMPLETE	Design received and in review. Contractor paid	Kanishka Gunasekara	Jubin Sharma
00038294 - 2024 - 2025 - Capital Works - Drainage Upgrade Program - Strategic drainage improvement Program	\$ 80,000.00	\$ 627.70	\$ 56,135.00	\$ -	\$ 56,762.70	\$ (23,237.30)	\$ -	\$ -	\$ -	\$ -	\$ -	D24/122564	FEBRUARY	ON TRACK	PO raised. Letter of acceptance and contract awarded. Works expected to start by 24 Februrary	Kanishka Gunasekara	Jubin Sharma
Stormwater Programme Total	\$ 104,479.00	\$ 6,977.59	\$ 64,635.00	\$ -	\$ 71,612.59	\$ (32,866.41)	\$ -	\$ -	\$ -	\$ -	\$ -						
Upgrade / New Total	\$ 7,543,708.00	\$ 1,406,557.52	\$ 1,518,416.73	\$ 4,068,382.74	\$ 6,993,356.99	\$ (550,351.01)	\$ (6,928,712.00)	\$ (3,160,428.08)	\$ (1,308,886.00)	\$ (4,469,314.08)	\$ 2,459,397.92						
Capital Works Total	\$ 33,002,241.00	\$ 5,889,891.02	\$ 7,515,138.14	\$ 10,901,236.01	\$ 24,306,265.17	\$ (8,695,975.83)	\$ (17,281,456.00)	\$ (4,031,576.82)	\$ (7,575,083.00)	\$ (11,606,659.82)	\$ 5,674,796.18						

February 2025 EMT Report - Capital Projects
Project Manager Response Report

Project Manager	Date Sent	Update Completed	Comments
Damien Gray	2/14/2025	2/17/2025	Completed
Heidi Taylor	2/14/2025		
Ian Stewart	2/14/2025		
Jagdish Kancharla	2/14/2025	2/17/2025	Updates completed
Jamie Spokes	2/14/2025		
Jarrold Woff	2/14/2025		
John Trevorah	2/14/2025		
Jubin Sharma	2/14/2025		Completed
Kanishka Gunasekara	2/14/2025		
Matthew Skewes	2/14/2025	2/18/2025	updated
Micah Nuske	2/14/2025		
Nicole Frampton	2/14/2025	2/17/2025	Completed
Paula Gardiner	2/14/2025		
Raam Gowriswaran	2/14/2025	2/17/2025	Updated.
Rashil Pradhan	2/14/2025	2/14/2025	Update Provided.
Dora Novak	2/14/2025		
Stephen Parker	2/14/2025	17/022025	Completed
Xavier Flanagan	2/14/2025		

Item: 8.3

Report of Informal Meetings of Councillors

OFFICER	Council Business
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informal Meeting of Councillors Record - Council Meeting Preparation Meeting - 11 December 2024 [8.3.1 - 2 pages] 2. Informal Meeting of Councillors Record - Councillor Briefing - 21 January 2025 [8.3.2 - 2 pages] 3. Informal Meeting of Councillors Record - Councillor Briefing - 28 January 2025 [8.3.3 - 2 pages] 4. Informal Meeting of Councillors Record - Councillor Briefing - 4 February 2025 [8.3.4 - 2 pages] 5. Informal Meeting of Councillors Record - Councillor Briefing - 11 February 2025 [8.3.5 - 3 pages] 6. Informal Meeting of Councillors Record - Pre Planning Committee Meeting - 11 February 2025 [8.3.6 - 2 pages] 7. Informal Meeting of Councillors Record - Councillor Briefing - 18 February 2025 [8.3.7 - 2 pages]

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 Meeting	11 December 2024
2. Councillor Briefing	21 January 2025
3. Councillor Briefing	28 January 2025
4. Councillor Briefing	4 February 2025
5. Councillor Briefing	11 February 2025
6. Planning Committee Meeting Preparation	11 February 2025
7. Councillor Briefing	18 February 2025

4. KEY INFORMATION

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

1. Council Meeting Preparation Meeting	11 December 2024
2. Councillor Briefing	21 January 2025
3. Councillor Briefing	28 January 2025
4. Councillor Briefing	4 February 2025
5. Councillor Briefing	11 February 2025
6. Planning Committee Meeting Preparation	11 February 2025
7. Councillor Briefing	18 February 2025

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: 11 December 2024

Time: 2.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Ian Seuren, Steve O'Dowd, Raam Gowriswaran, Kanishka Gunasekara, Kendrea Pope, Christine Ferguson.
External attendees:
Nil
Apologies:
Doug McNeill
Absent:

Meeting Commenced at: 2.09pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil.			



Pre Council Meeting Preparation – 11 December 2024 (continued)		
Time	Item	Attendees
2.09pm -	Item No 7.1 - Project Budget Adjustments and Cash Reserve Transfers - November 2024	
2.11pm-	Item No 7.2 - Review of Colac Otway Shire Grants Program 2024	
2.19pm-	Item No 7.3 - Colac Otway Shire Community Grant - Approval of Alternative Proposal	
2.21pm-	Item No 7.4 - Council and Committee Meeting Dates 2025	
2.30pm-	Item No 7.5 - Award of Contract 2428 - Morley Avenue Reconstruction, Wye River.	Raam Gowriswaran Kanishka Gunasekara
2.43pm-	Item No 7.6 - Award of Contract 2512 - Mooleric Road Reconstruction, Birregurra	Raam Gowriswaran Kanishka Gunasekara
2.49pm-	Item No 8.1 - Assessment of Audit and Risk Committee Performance against the Charter	
2.50pm-	Item No 8.2 - Audit and Risk Committee Biannual Report	
2.50pm-	Item No 8.3 - Community Asset Committees Annual Report 2023-2024	
2.54pm-	Item No 8.4 - Report of Informal Meetings of Councillors	
2.55pm-	Item No 10.1 – Notice of Motion No. 251 24-25 – Skenes Creek to Apollo Bay Trail	
2.57pm-	General Business – Cr Potter request – mention of Father Michael O’Toole retiring at Council Meeting	
2.58pm-	Meeting Closed.	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 21 January 2025

Time: 10.00 AM

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Christine Ferguson, Rowan Mackenzie, Mark McLennan, David Butterfield, Erin Sonogo, Darren Rudd, Raam Gowriswaran
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Christine Ferguson, Simon Hunman, Mandy Barker, Rowan Mackenzie, Kevin Young, Mark McLennan, David Butterfield.
External attendees:
Nil
Apologies:
Cr Phil Howard, Darren Rudd, Erin Sonogo.
Absent:
Nil

Meeting Commenced at: 10.05 AM

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Council Briefing Meeting – 21 January 2025 (continued)		
Time	Item	Attendees
10.05 am – 10.26 am	1.1 Cape Otway Fire Debrief	Rowan Mackenzie Simon Hunman Mandy Barker
10.26 am – 10.40 am	1.3 Dogs on Beaches Community Concerns	Kevin Young
10.40 am – 11.02 am	1.4 Future use of Meredith Park	Kevin Young, Rowan Mackenzie
11.02 am – 11.19 am	1.2 Property at 69 McLachlan Street, Apollo Bay	Mark McLennan, David Butterfield
11.19 am – 11.33 am	Break	
11.33 am – 11.40 am	1.5 Colac Civic, Health and Rail Precinct and Colac Cultural and Tourism Hub Project	
11.40 am – 12.04 pm	1.6 King Island Economic Opportunities Cr Schram left the room at 12.03pm	
12.04 pm – 12.08 pm	1.7 Potential Regional Sports Shooting Strategy Cr Schram returned at 12.05pm	
	<i>1.8 Elliminyt Wetlands Project Update This item was deferred to a future Councillor Briefing</i>	
12.08 pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 28 January 2025

Time: 10.00 AM

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Christine Ferguson, Nicole Frampton, Jarrod Woff, John Trevorah, Raam Gowriswaran.
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Christine Ferguson, Nicole Frampton, Jarrod Woff, John Trevorah, Xavier Flanagan, Paul Carmichael
External attendees:
Nil
Apologies:
Cr Chrissy De Deugd
Absent:
Nil.

Meeting Commenced at: 10.13 AM

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil.			



Councillor Briefing Meeting – 28 January 2025 (continued)		
Time	Item	Attendees
10.13am – 10.30am	1.1 Tirrengower Drainage Scheme Advisory Committee and Saleyards Advisory Committee – Expressions of Interest (EOI)	
10.30am – 10.38am	1.4 Letter from the Minister of Local Government	
10.38am – 11.00am	1.2 Regional Community Sports Infrastructure Fund – Funding Opportunity	Nicole Frampton Jarrod Woff
11.00am – 11.26am	1.3 2025 Review of Council's Rating and Revenue Plan	Xavier Flanagan Paul Carmichael
11.26am – 12.34pm	Councillor only time with Lunch	
12.34pm – 1.37pm	1.5 Elliminyt Wetlands Project Update Cr Hudgell attended the meeting at 1.01pm	John Trevorah
1.37pm – 2.01pm	1.6 Priority Projects Discussion	
2.01pm – 2.06pm	General Business Discussion on MAV State Motions	
2.06pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 4 February 2025

Time: 10.00am

Meeting Location: Colac Library, Meeting Room 4

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Richard Russell, Marlo Emmitt, Trent Bayon.
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter (videoconference), Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Richard Russell, Dora Novak, Xavier Flanagan, Marlo Emmitt, Trent Bayon.
External attendees:
Nil
Apologies:
Cr Charlie Buchanan
Absent:
Nil.

Meeting Commenced at: 10.11am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Chris Potter	Material	1.5 – Gym Equipment Replacement, Bluewater Leisure Centre	Member of the gym



Council Briefing Meeting – 4 February 2025 (continued)		
Time	Item	Attendees
10.18am	1.1 Colac Visitor Information Centre – Expression of Interest update.	
10.30am	1.2 Alvie Landfill Rehabilitation Cr Schram attended the meeting at 10.41am.	Richard Russell Dora Novak Xavier Flanagan
11.08am – 11.23am	Break	
11.23am	1.4 Integrated Strategic Plans – Communication and Engagement Activities	Marlo Emmitt
11.41am	1.3 Draft Councillor Expense and Support Policy	
11.54am	1.5 Gym Equipment Replacement – Bluewater Leisure Centre Cr Potter left the meeting at 11.56am and did not return due to his Conflict of Interest.	Trent Bayon
12.07pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 11 February 2025

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Paul Carmichael (videoconference), Xavier Flanagan (videoconference), Belinda Rocka, Blaithin Butler, Simon Clarke, Bernadette McGovan, Darren Rudd (videoconference), Rashil Pradhan.
External attendees:
G21: Jo McNeill Acting CEO, Giulia Baggio CEO, Cr Mike Bodsworth (Surf Coast Mayor)
Apologies:
Nil
Absent:
Nil

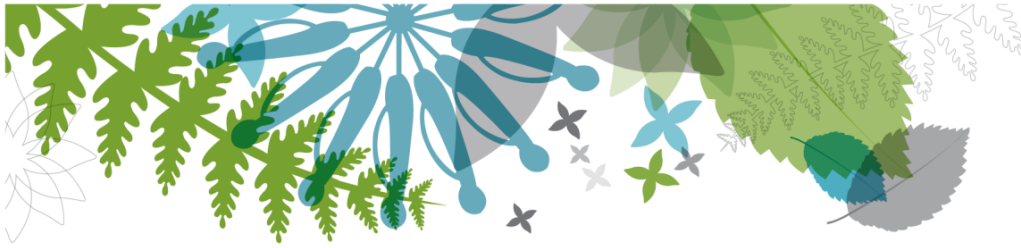
Meeting Commenced at: 10.03am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Council Briefing Meeting – 11 February 2025 (continued)		
Time	Item	Attendees
10.03am – 10.50am	G21 Presentation	Jo McNeill Acting CEO Giulia Baggio CEO Cr Mike Bodsworth (Surf Coast Mayor)
10.50am – 10.55am	Break for group photo.	
10.55am – 11.05am	1.1 - 2025 Review of Council's Rating and Revenue Plan – Workshop #2 Cr Howard took over chairing as Cr Schram was absent. Cr Schram returned to the meeting at 11.05am.	Paul Carmichael (videoconference) Xavier Flanagan (videoconference)
11.05am – 11.30am	1.2 – S6 Instrument of Delegation – council to Members of Council Staff	Belinda Rocka
11.30am – 11.35am	Break	
11.35am – 12.01pm	Preparation Meeting: Planning Committee and Submissions Committee	Blaithin Butler Rashil Pradhan Bernadette McGovan
12.01pm – 1.00pm	Councillor time with Lunch	
1.00pm – 1.08pm	Planning Committee Meeting	Blaithin Butler Rashil Pradhan Bernadette McGovan
1.08pm – 1.31pm	Break	
1.31pm – 2.03pm	1.3 Communications Strategy	
2.03pm – 2.13pm	Break	
2.13pm – 2.48pm	1.4 Hillview Elliminyt Development Plan (DPO9)	Blaithin Butler Darren Rudd (videoconference) Rashil Pradhan Simon Clarke



Council Briefing Meeting – 11 February 2025 (continued)		
		Bernadette McGovan
2.48pm – 3.00pm	Break	
3.00pm – 3.28pm	Submissions Committee Meeting	Blaithin Butler Rashil Pradhan Bernadette McGovan



Informal Meeting of Councillors Record

Planning Committee Meeting Preparation

Date: 11 February 2025

Time: 11.30am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Blaithin Butler, Darren Rudd, Bernadette McGovan.
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Blaithin Butler, Rashil Pradhan, Bernadette McGovan.
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 11.35am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Planning Committee Meeting Preparation – 11 February 2025 (continued)		
Time	Item	Attendees
11.35am – 12.01pm	PA2403395-2-4 and 6 Miller Street, Colac - Submission and Planning Application to Minister of Planning	Blaithin Butler, Rashil Pradhan, Bernadette McGovan.
12.01pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 18 February 2025

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Rikk Price, Doug McNeill, Ian Seuren, Steve O'Dowd
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Doug McNeill, Ian Seuren, Steve O'Dowd, Rikk Price, Darren Rudd (Videoconference), Erin Sonego, Blaithin Butler, Heidi Taylor, Bronwyn Barker, Belina Rocka, Nicole Frampton, Stephen Parker, John Trevorah, Raam Gowriswaran, Kanishka Gunasekara, Lauren Hester, Ashish Sitoula.
External attendees:
Geelong Regional Libraries Corporation (GRLC) – Vanessa Schernickau (CEO) and David Semmens
Apologies:
Andrew Tenni
Absent:

Meeting Commenced at: 10.02am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil.			



Councillor Briefing Meeting – 18 February 2025 (continued)		
Time	Item	Attendees
10.02am – 10.34am	Presentation from GRLC - Vanessa Schernickau (CEO) Cr De Deugd arrived at 10.06am Cr Potter arrived at 10.11am and stepped out at 10.24am	GRLC - Vanessa Schernickau (CEO) David Semmens
10.34am – 11.02am	1.1 – Coach Access to Kennet River	Kanishka Gunasekara
11.02am – 11.13am	1.2 – Colac Civic Health and Rail Precinct Plan Exhibition of Draft Plan	Erin Sonogo Darren Rudd (Videoconference) Blaithin Butler
11.13am – 11.27am	1.3 – COPACC Cinema Lease Cr Schram left the meeting at 11.26am Cr Howard took over chairing duties.	Heidi Taylor Bronwyn Barker
11.27am – 12.07pm	Lunch Cr Potter returned to the meeting at 12.04pm	
12.07pm – 12.28pm	1.4 – S6 Instruments of Delegations Cr Schram returned to the meeting at 12.10pm, resuming chairing duties.	Belinda Rocka Blaithin Butler
12.28pm – 12.39pm	1.5 – Eastern Reserve Indoor Training Facility – Project Update	Nicole Frampton Stephen Parker
12.39pm – 12.59pm	1.6 – Elliminyt Wetlands – Update Cr Hudgell left the meeting at 12.54pm, returned at 12.59pm.	John Trevorah Raam Gowriswaran
12.59pm – 1.19pm	1.7 – OPASS Transition Update	Lauren Hester Ashish Sitoula
1.19pm	Meeting Closed	

Item 10.1
**Notice of Motion No. 352 24-25: "Australia Day" -
Cr Schram**

COUNCILLOR Cr Jason Schram

ATTACHMENTS Nil

NOTICE OF MOTION

That Council:

- 1. Holds the citizenship ceremony and community awards on Australia Day 2026 and each year following on Australia Day.*
- 2. Reviews the community award categories by May 2025.*
- 3. Holds an Australia Day event to be determined, such as, but not limited to a festival, market, music event, community barbeque.*
- 4. Invites expressions of interest for community groups to host or co-host the event.*
- 5. Promotes and celebrates the Australia Day citizenship ceremony and community awards in the lead up to and on Australia Day each year.*
- 6. Calls for a report to be presented at the Council Meeting scheduled for March 2025 to enable Council to confirm what budget allocation will be made towards the implementation of point 3 of this motion.*