



Council Meeting Agenda

23 June 2026 at 1pm

COPACC Meeting Rooms 1 & 2

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 23 June 2026

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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 23 June 2026 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 and present.

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 26 May 2026.

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 19 June 2026. A maximum of two questions, per person, per meeting is permitted. 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 Sunday 21 June 2026.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

Nil reports.

Item: 6.1

**PP4/2026-1 - 260 Warrowie Road IRREWARRA -
Subdivision of Land into Two (2) Lots (Dwelling
Excision) in Farming Zone**

ADDRESS AND PROPERTY DETAILS	260 Warrowie Road IRREWARRA C/A: 42 V/F: 6874/790 Parish of Irrewarra	APPLICATION NUMBER	PP4/2026-1						
PROPOSAL	Subdivision of Land into Two (2) Lots (Dwelling Excision)								
PERMIT TRIGGERS	<table border="1"> <thead> <tr> <th>Planning scheme clause</th> <th>Matter for which the permit has been applied for</th> </tr> </thead> <tbody> <tr> <td>35.07-4 (FZ)</td> <td>Subdivision of Land into Two (2) Lots (Dwelling Excision)</td> </tr> <tr> <td>45.02-3 (AEO2)</td> <td>Subdivision of Land into Two Lots</td> </tr> </tbody> </table>			Planning scheme clause	Matter for which the permit has been applied for	35.07-4 (FZ)	Subdivision of Land into Two (2) Lots (Dwelling Excision)	45.02-3 (AEO2)	Subdivision of Land into Two Lots
Planning scheme clause	Matter for which the permit has been applied for								
35.07-4 (FZ)	Subdivision of Land into Two (2) Lots (Dwelling Excision)								
45.02-3 (AEO2)	Subdivision of Land into Two Lots								
TRIGGER FOR DETERMINATION BY COMMITTEE	Dwelling Excision in the Farming Zone								
ZONE	Farming Zone	OVERLAYS	Airport Environs Overlay (AEO2) – 2.01% (far east corner)						
COVENANTS	CAVEAT AY113272F 19/06/2024 Grounds of Claim - OPTION TO LEASE Mining Rights over the land								
CULTURAL HERITAGE	Yes								
OFFICER	Ian Williams	GENERAL MANAGER	Ian Seuren						
DIVISION	Community and Economy								
ATTACHMENTS	<ol style="list-style-type: none"> PP4/2026-1 - 260 Warrowie Road - Site Context Map [6.1.1 - 1 page] PP4/2026-1 - 260 Warrowie Road IRREWARRA - Historical Aerial Map [6.1.2 - 2 pages] 								

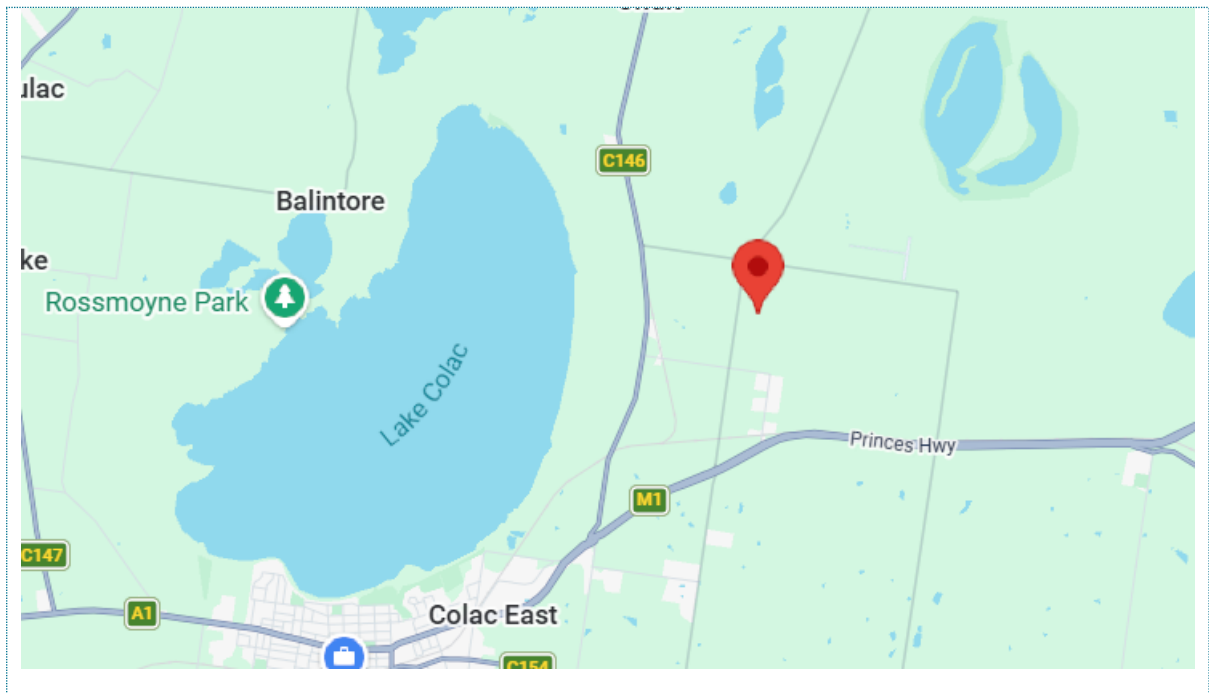
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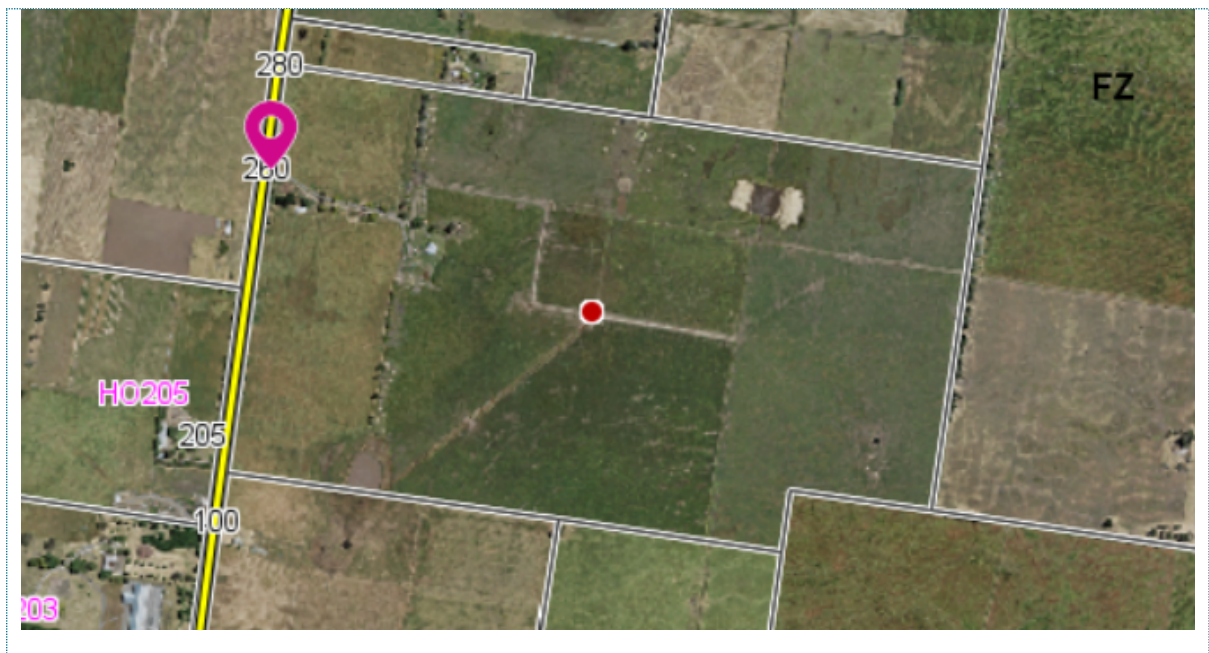
3. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Land in ownership/management [**6.1.3** - 3 pages]
4. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Site & Surround & Internal Photos [**6.1.4** - 7 pages]
5. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Wastewater Details [**6.1.5** - 2 pages]
6. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Septic Location [**6.1.6** - 2 pages]
7. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Planning Report (Partial Redaction) [**6.1.11** - 31 pages]
8. PP4/2026-1 - 260 Warrowie Road IRREWARRA - Proposed Plan of Subdivision (Partial Redaction) [**6.1.12** - 2 pages]

1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLAN



AERIAL PHOTO



2. RECOMMENDATION

That the Planning Committee resolves to issue a Notice of Decision to Refuse to Grant a Permit for Subdivision of Land into Two (2) Lots (Dwelling Excision) at 260 Warrowie Road IRREWARRA C/A: 42 V/F: 6874/790 Parish of Irrewarra, subject to the following grounds:

- 1. The proposed subdivision, which would create a 3.283 hectare rural residential lot, is contrary to clauses 02.03-4 (Natural Resource Management) and 14.01-1S and 14.01-1L (Protection of Agricultural Land) of the Colac Otway Planning Scheme, which discourage development of isolated small lots in the rural zones for use for dwellings, and seeks to protect strategically important agricultural and primary production land from incompatible uses.***
- 2. The proposal, which would result in the fragmentation of productive agricultural land, does not accord with the purpose and relevant decision guidelines of the Farming Zone set out in Clause 35.07 of the planning scheme which seek, inter alia, to ensure proposals are compatible with adjoining and nearby land uses, and require matters such as the potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses, and the potential for a proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture, to be taken into account.***

3. PROPOSAL

The proposed application (PP4/2016-1) is seeking approval for the subdivision of the land into two (2) lots (dwelling excision). An extract of the proposed plan of subdivision is shown in Figure 3 which shows that Lot 1 will be 3.283 hectares and Lot 2 will be 77.67 hectares. Lot 1 contains the existing dwelling, outbuilding and shed and Lot 2 would continue to be used for agricultural purposes (livestock farming).

The proposed subdivision proposal would not require any vegetation removal, destruction or lopping. All agricultural operations and farming infrastructure is proposed to remain on the larger lot, therefore eliminating any risk to the ongoing operations and productivity of the farm.

The applicant notes within the written submission the following key points for consideration:

- For many generations, agriculture and housing have successfully co-existed in the Irrewarra area. Each retained house represents an opportunity for new community members to integrate into the local workforce, schools, volunteer groups, and sporting clubs.
- The existing dwelling has been renovated and a new access onto Warrowie Road would be provided.
- Family members and a trade contractor have been residing in the dwelling to ensure continuous existing use rights.
- The subdivision layout would ensure the dwelling will be seen from the road, and driveway vegetation planting will be encouraged. The existing property access onto Warrowie Road will be allocated to the farm and will continue to provide access to the on-site stockyards and other sections of the farm.
- Proposed Lot 2 would be below 80 hectares in area and therefore a Section 173 Agreement is not needed, as any further subdivision of vacant Farming Zone land would require Council consent via separate planning application.

- The owners reside at an adjoining property, also within the Farming Zone and lease additional land.
- Agriculture involves more than simply meeting minimum lot size requirements; it also encompasses the need to adjust and adapt to social, economic, and environmental changes, and changing farming practices.
- Without the support of this existing dwelling excision, there is a risk of losing this local dwelling of local historical significance, like other old farmhouses in the area and across Victoria.
- The property also contains existing supporting infrastructure, ongoing connected utilities services and yard fencing that already physically and visually separates the dwelling from the rest of the farm lot, both have been operating without agricultural impacts or amenity risk for more than 115 years.
- There is no evidence to suggest that the small residential lots have negatively impacted or caused a decline in agricultural production. Instead, they have successfully coexisted with the two different land uses under the planning scheme.
- The subject dwelling meets all outlined preferred setbacks under the Farming Zone, including front (20m), side and rear boundary setbacks (5m), nearest dwelling under different ownership (100m), and nearest identified waterway (100m).
- The existing dwelling is situated approximately 735.51 meters away from the bakery at 167 Warrowie Road which exceeds the required setback of 500m and will ensure that the proposal will have no impact on the ongoing operations of the existing bakery.
- The subject dwelling is not within 1000m (1km) of a wind farm and is not within 500m of the nearest title boundary of land on which a work authority has been applied for or granted under the Mineral Resources (Sustainable Development) Act 1990.

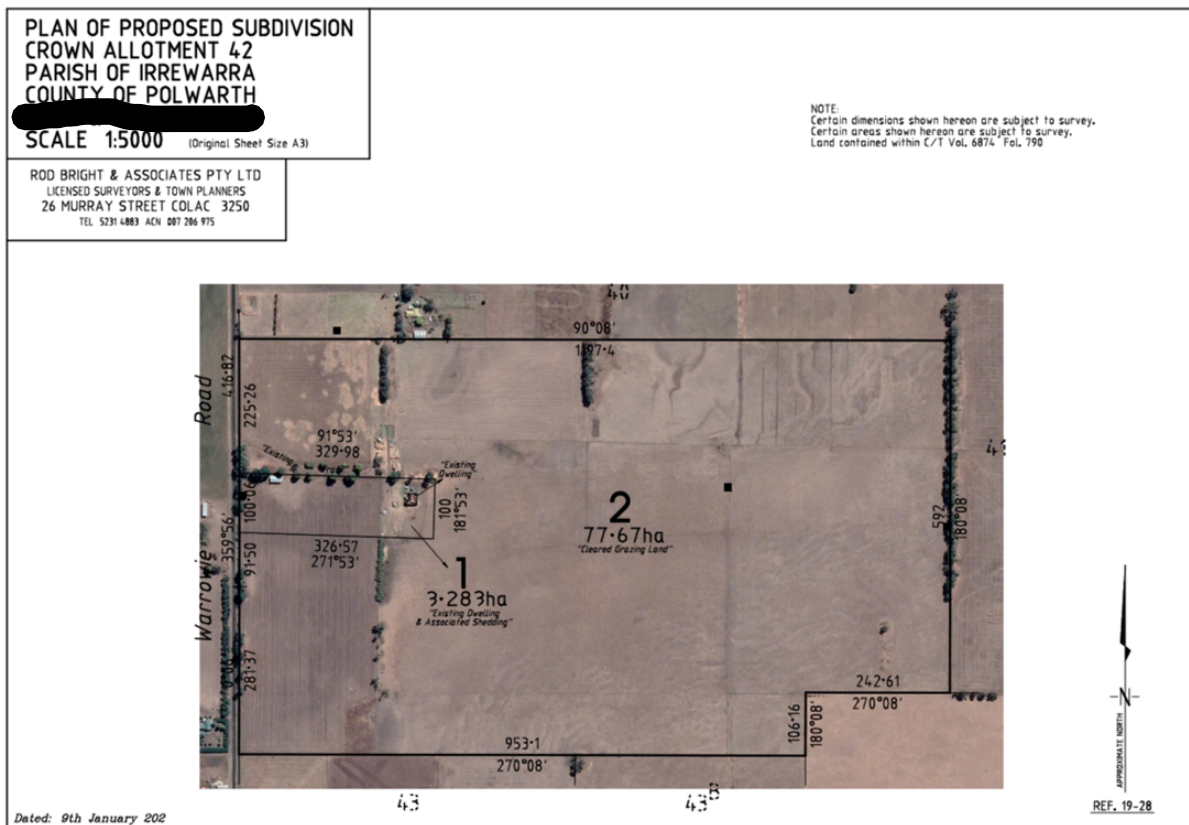


Figure 3 – Extract of proposed plan of subdivision

Existing dwelling

The applicant's planning submission includes photographs of the existing dwelling (Figure 4) and has confirmed that the dwelling has been renovated and is occupied to ensure continuous existing use rights. There are no concerns with the use of the dwelling and agree existing use rights as a dwelling continue to apply.



Figure 4 – Images of existing dwelling (Source: Permit Applicant)

4. SUBJECT LAND & SURROUNDINGS

The 80.9-hectare site is located on the east side of Warrowie Road, approximately 2km north of the Princes Highway. The land is generally flat grazing land, with several shelter belts and a small amount of vegetation along the property boundary. The site is developed with an existing dwelling and associated outbuildings. Surrounding land is used for agricultural and rural living purposes. The subject site contains existing property access from Warrowie Road.

The subject site is located within an area of the Shire where the minimum area for which no permit is required to use land for a dwelling (hectares) is 80 hectares and where the minimum subdivision area is 80 hectares. Figure 5 shows existing small lots which also contain dwellings in the immediate/surrounding area. These are also within the Farming Zone and are highlighted in blue.

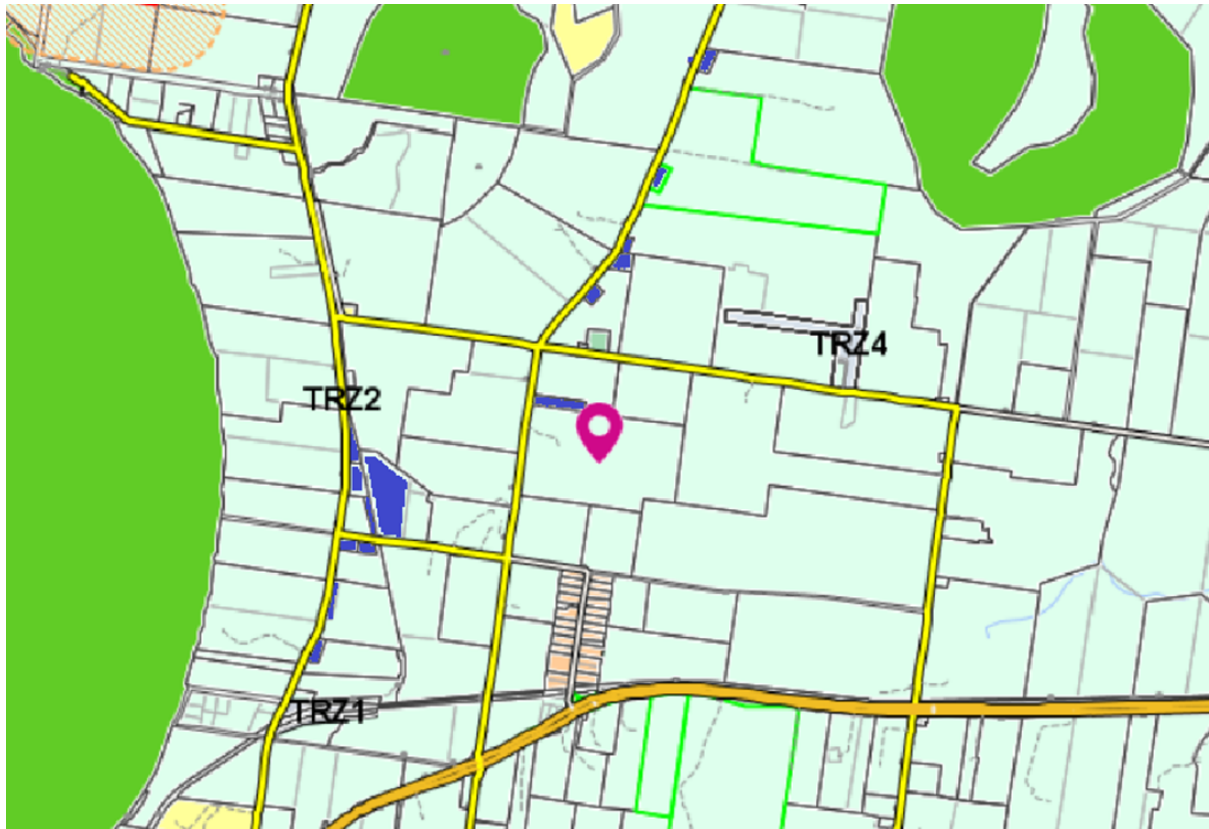


Figure 4 – Surrounding lots in the farming zone

The lot sizes range from 0.82 hectares to 3.2 hectares. Lots contain existing single dwellings which are serviced, occupied, and generally under different ownership from adjoining and surrounding farms.

5. PLANNING SCHEME PROVISIONS

Planning Policy Framework

The Planning Policy Framework (PPF) seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development policies. The clauses considered most relevant to the application are identified below:

- 02.03 - Strategic Directions
- 02.03-4 – Natural Resource Management
- 02.04 - Strategic Framework Plans
- 11.01-1S, 11.01-1R and 11.01-1L – Settlement
- 14.01-1S and 14.01-1L - Protection of Agricultural Land
- 14.01-2S and 14.01-2R - Sustainable Agricultural Land Use
- 16.01-3S - Rural Residential Development

It is considered that the proposal is incompatible with the following policies at the state and local level in the Colac Otway Planning Scheme.

Clause 02.03-4 (Natural Resource Management) acknowledges the importance of the protection of agricultural industries to the economic and social wellbeing of the Shire. This policy specifically:

- *States that the need to protect 'arable land' will intensify as the Shire's significant landscapes will attract people seeking a rural/coastal lifestyle; and*
- *Identifies that rural land traditionally used for farming is increasingly being used for lifestyle purposes, with resultant problems such as increasing property values inhibiting farm growth; servicing and provision of infrastructure; conflict with adjoining land uses; and the potential to undermine the protection of the agricultural base of the Shire.*

Under this policy, the stated objectives of the management of natural resources by the responsible authority are:

- *Protecting high quality agricultural land.*
- *Limiting rural residential development that impacts viable agricultural land.*
- *Supporting grazing and cropping farming practices as preferred land uses in areas designated as 'Farmland of Strategic Significance'.*
- *Supporting farm consolidation and expansion.*
- *Supporting agricultural diversity and sustainable forestry and timber industries.*

Clause 14.01-1S (Protection of Agricultural Land) seeks to:

- *Protect productive farmland that is of strategic importance in the local or regional context.*
- *Protect productive agricultural land from unplanned loss due to permanent changes in land use.*
- *Protect strategically important agricultural and primary production land from incompatible uses.*
- *Avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land.*

Clause 14.01-1L (Protection of Agricultural Land) seeks to:

- *Ensure that lots resulting from subdivision are of a sufficient size to benefit agricultural production or environmental protection.*
- *Ensure that small lot subdivisions or excisions facilitate sustainable rural production and do not prejudice surrounding rural activities.*

This policy guidelines also requires consideration to be given to:

- *Whether any small lot containing a dwelling and associated infrastructure should be at least 0.4 hectare and no more than 2 hectares in area.*
- *Providing setbacks around the existing dwelling from lot boundaries to limit likely impacts of adjacent agricultural activity.*
- *The use of an agreement under Section 173 of the Act to prevent the further subdivision of the land and the construction of a dwelling on any lot created other than in accordance with the minimum lot size in the zone.*

The policy guideline notes that a small lot should not be more than 2 hectares in area. It is acknowledged that this is not a mandatory standard and Council can consider a small lot larger than 2ha in area to facilitate a buffer to the agricultural land around the existing dwelling. As noted above, the proposed subdivision would not convey rights to the larger 77.67ha lot for a future dwelling once the existing dwelling is excised, given the lot would be below 80ha.

The creation of a separate 3.283 hectare lot for an existing dwelling is considered to be inconsistent with the strategic intent of Clause 02.03-4 and Clauses 14.01-1S and 14.01-1L, which collectively seek to protect high quality and strategically important agricultural land from fragmentation, land use conflict and incremental loss to lifestyle purposes. While nominally larger than a typical rural living lot, a 3.283 hectare allotment is insufficient to support viable agricultural production and represents a sub-optimal size that would sever productive land from a larger farming unit, undermining opportunities for farm consolidation and expansion. The proposal would formalise a lifestyle land use outcome, increase the potential for conflict with surrounding agricultural activities, and contribute to the cumulative erosion of the Shire's agricultural base, contrary to long-term policy objectives to prioritise grazing and cropping, limit rural residential development, and avoid subdivision that diminishes the productive capacity of farmland of strategic significance.

Clause 16.01-3S (Rural Residential Development) seeks, inter alia, to:

- Discourage development of small lots in rural zones for residential use or other incompatible uses.

The purpose of Clause 35.07 (Farming Zone) is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*

Adopted Strategies

Rural Living Strategy – Adopted December 2011

The Rural Living Strategy does not identify any opportunity for rezoning within this area, noting that further expansion of Irrewarra cannot be justified as it would not satisfy Ministerial Direction #6 which discourages rural residential development away from existing settlement and services.

Rural Land Strategy – September 2007

This reference document recognises within the executive summary that:

- Agriculture is one of the greatest economic contributors to the Shire with the dairy and beef industries the most significant in terms of land use and economic contribution to the Shire.
- There has been an increase in demand for rural lifestyle properties.

- The diversity of land uses resulting from change in rural land use may bring conflict between agriculture and land uses.
- Proliferation of dwellings for lifestyle / hobby farm purposes in the Farming Zone will compromise the long-term viability of farming in Colac Otway Shire.

The strategy also notes within the executive summary that “*agricultural capability of the Shire was mapped drawing on a number of existing data sets to identify areas of high medium and low agricultural capability. The agricultural mapping and analysis of lot sizes and agricultural industries was used to identify farmland of strategic significance*”.

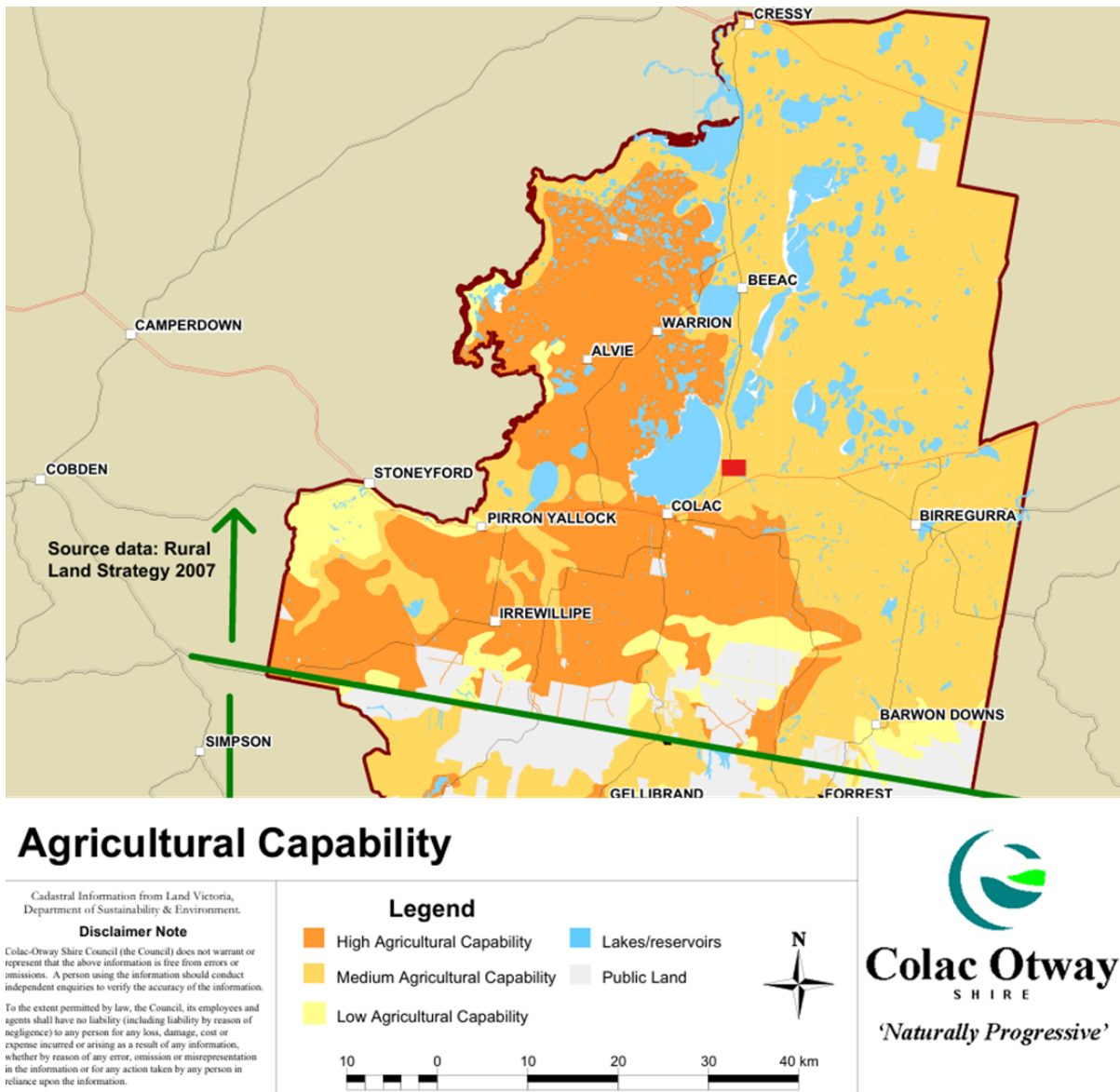


Figure 5 – Agricultural Capability (Rural Land Strategy)

The location of the subject site is identified by the red rectangle in Figure 5. This site is located within an area of ‘medium agricultural capability’. Page 26 of the Rural Land Strategy notes that “*Land of high agricultural capability is generally suited to a wider range of agricultural uses than land of medium and low agricultural capability. Land of high agricultural capability can generally support more intensive uses e.g. dairying, horticulture, whereas land of medium*

agricultural capability is more suited to less intensive industries such as grazing and cropping and low agricultural capability land has few options other than grazing”.

It is also noted that the subject site is not identified as farmland of Strategic importance (approximately identified by the location of the red dot in Figure 6).

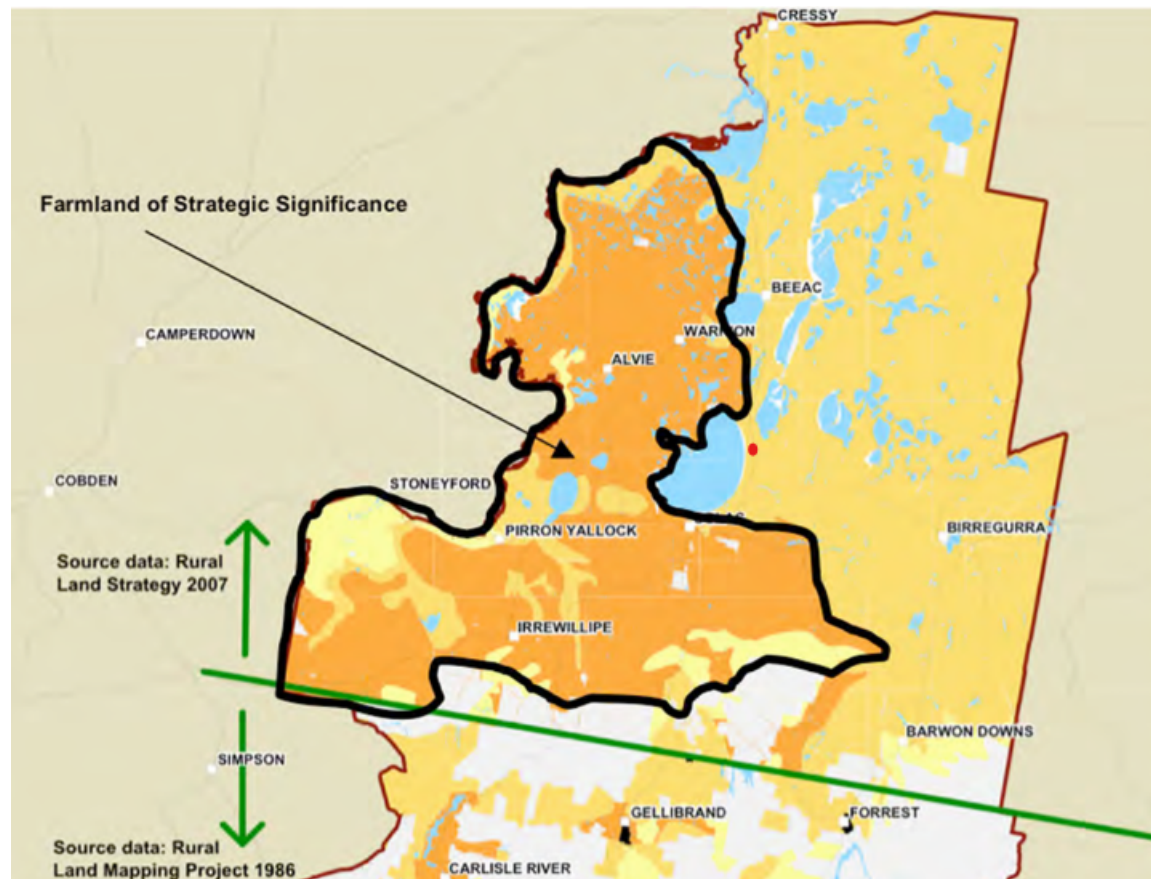


Figure 6 – Farmland of Strategic Importance (Source: Rural Land Strategy – Page 30)

In the matter of *VCAT Irrewarra Estate Pty Ltd v Colac-Otway Shire Council*, paragraph 97c-97g of the VCAT Order specifically addresses the findings of the Rural Land Strategy and notes the following:

“Read sensibly and harmoniously with all other relevant provisions of the planning scheme, the reference to ‘productive farmland’ and ‘productive agricultural land’ in clause 14.01-1S includes all land identified as having agricultural capability under clause 02.03-4 whether classified ‘low’, ‘medium’ or ‘high’.

Similarly, the reference to ‘arable land’ and ‘viable agricultural land’ in clause 02.02-4 includes all land identified as having agricultural capability under clause 02.03-4 whether classified ‘low’, ‘medium’ or ‘high’.

Further, the reference to ‘productive agricultural land’ in the purpose statement for the Farming Zone includes all land identified as having agricultural capability under clause 02.03-4 whether classified ‘low’, ‘medium’ or ‘high’. This conclusion is supported by the specific policy application of clause 14.01-1L to all land in the Farming Zone, Rural Conservation Zone and Rural Activity Zone.

There is no basis to interpret the terms 'productive farmland', 'productive agricultural land', 'arable land' or 'viable agricultural land', where they appear in clause 14.01-1S, clause 02.03-4 or clause 35.07 as limited only to land identified as 'Farmland of Strategic Significance' under the Strategic Framework Plans in clause 02.04".

It is considered that the proposal does not meet the relevant decision guidelines at Clause 65.02 (Decision Guidelines – Approval of an Application to Subdivide Land) of the Colac Otway Planning Scheme.

Other relevant provisions

N/A

Relevant Planning Scheme amendments

N/A

6. REFERRALS

Internal Referrals

The application was referred internally to the Airport Manager, Environment Department, Infrastructure Department and Council's Health Protection Unit. No objection has been raised, subject to conditions being included on any permit issued.

External Referrals

The application was not required to be externally referred.

7. PUBLIC NOTIFICATION & RESPONSE

COMMUNICATION

Public notice of the application was provided by means of a site notice, and letters to the owners and occupiers of adjoining land.

One objection was received on the following grounds:

- a) This subdivision is not in the interests of farming and proper planning due to its position in the lot:
 - i. The detachment from the original driveway.
 - ii. Small size of the lot being created.
 - iii. Vast opportunity for conflict between farming and residential (particularly someone moving from the city).
 - iv. There is no good planning reason for this subdivision.
 - v. If part of the owners next generation is living there that is great but does not warrant this subdivision.

- b) The application contains false information in para 6. The house that is sought to be subdivided off has always been part of the much greater lot hence why there has been no conflict in the past.

The applicant has provided a response to this objection, and a consultation meeting was offered but not held.

8. OFFICER'S ASSESSMENT

Background

A previous application (PP142/2019) sought approval to excise the existing dwelling, garden and associated shedding on approximately 1.618 hectares, leaving approximately 79.33 hectares of cleared grazing land. An extract of the plan proposed under PP142/2019 is shown in Figure 2.

The proposal was summarised as follows:

- Lot 1 contained the existing five-bedroom dwelling, associated shedding, garden and cleared grazing land – 1.168 hectares.
- Lot 2 was predominantly cleared grazing land – approximately 79.33 hectares.

At the time the applicant advised that the subdivision layout was informed by the historic farm configuration, which had remained broadly unchanged since it was farmed by a neighbouring family in the 1800s, and was intended to optimise farm functionality. The proposal sought to retain the existing farm access for agricultural operations, while providing a new, upgraded access to the dwelling and sufficient curtilage to allow landscaping reflective of the property's historical character.

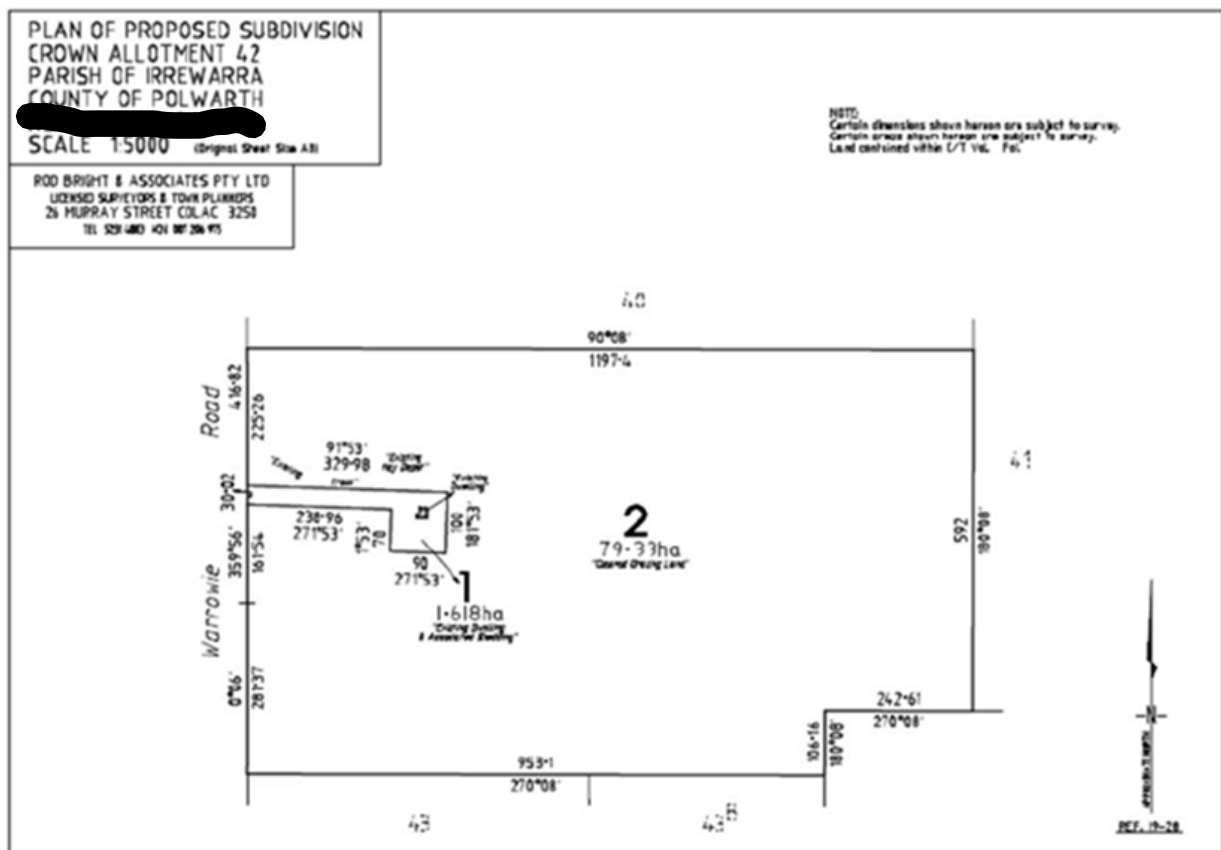


Figure 7 – Previous Subdivision (PP142/2019)

Council's Planning Committee determined to approve the proposed subdivision, noting that the Officer's recommendation was to refuse the application. Council proposed a condition to include a s.173 agreement for Lot 2 to prevent any construction of a future dwelling. An objector lodged an appeal to VCAT against the Council decision (*Irrewarra Estate Ltd v Colac-Otway SC [2021] VCAT 358*) on the following grounds:

- *There is a threshold jurisdictional issue that must first be addressed to determine whether the proposed subdivision is permitted or prohibited under the planning scheme; and*
- *Otherwise, the proposal is not consistent with the purposes of the Farming Zone and the Planning Policy Framework, and would not lead to a sustainable outcome in the community's benefit.*

The VCAT decision considered the following key matters:

- **The existing building on the land** – VCAT gave detailed consideration to whether the structure on the land constituted an “*existing dwelling*” under Clause 35.07-3. While acknowledging that the structure physically presented as a house, the Tribunal emphasised the critical distinction within the planning scheme between a building and its use, noting that a dwelling only exists where a building is used as a self-contained residence. Objectors argued that the structure did not qualify as an existing dwelling as it had not been used for residential purposes for several years and did not enjoy existing use rights, rendering the proposed subdivision prohibited. However, the Tribunal accepted evidence which includes statutory declarations and residential tenancy agreements which demonstrated that the dwelling was used between 1 December 2018 and 9 February 2021. On that basis, VCAT was satisfied that the dwelling has existing use rights and concluded that the intent of Clause 35.07-3 – which is to avoid the creation of sub-minimum lots except in limited and exceptional circumstances could be met, and it had the discretion to consider the subdivision.
- **Should the Subdivision be approved?** – VCAT observed that, while the land is located within the Farming Zone, it is not identified as *Farmland of Strategic Significance* under Clause 02.04 of the Strategic Framework Plan, and is instead characterised as having *medium* agricultural capability, primarily suited to broad-acre grazing and cropping. This assessment was consistent with the Colac Otway Shire Rural Land Strategy (2007), which identifies the land as appropriate for less intensive agricultural uses. The Tribunal accepted Council’s position that the proposed excision would not adversely affect the ongoing operation of the subject farm or surrounding agricultural activities. Further, Council submissions were accepted that generous setbacks between the dwelling and adjoining farmland, coupled with additional vegetation, would mitigate amenity impacts, and that any remaining impacts must be reasonably anticipated by occupants, given the dwelling’s location within the Farming Zone. The Tribunal also placed weight on the continuation of broad-acre grazing, which was considered less likely to generate amenity conflicts compared to more intensive agricultural practices.

However, at paragraph 99, the Tribunal made a series of findings about the strategic direction of planning policy, particularly the Farming Zone, and whether the subdivision should be supported. These findings did not relate to whether the structure on the land was a lawful dwelling, as that matter had already been accepted. Accordingly, the existing dwelling’s existing use rights are not a relevant consideration for the current application.

Paragraph 99 of the decision notes the following:

- *“I am not satisfied of the capability of the land to accommodate the disposal of effluent. That is an issue left wanting by the state of the evidence on behalf of the respondents. There are a number of inconsistent statements throughout the material before me that warranted that the matter be directly and properly addressed by the respondents”.*

- *“I am satisfied that given the topography of the land that appropriate access infrastructure to proposed Lot 1 could be constructed subject to reasonable permit conditions”.*
- *“The subject land is productive agricultural land to which 14.01-1S applies and seeks to avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land. I am not satisfied on the material before me that the excision of proposed Lot 1 containing the existing dwelling will not diminish the long-term productive capacity of the land. In my view, as the strategy is directed specifically to the effects of subdivision on productive agricultural land, its object is directed to the effect of the subdivision on something other than merely the agricultural capacity of the soil on the land. As proposed Lot 1 will effectively be an isolated island of land within a balance lot of less than 80 hectares I am of the view that the creation of Lot 1 could make Lot 2 less desirable for agricultural use by anyone other than the respondents”.*
- *“The proposed subdivision will not support or enhance agricultural production. The improved financial circumstances of the respondents upon the sale of proposed Lot 1 is not a relevant planning matter to be taken into consideration and in any event, I am not satisfied on the general assertion made to me that the sale of proposed Lot 1 will necessarily lead to enhanced agricultural production. The respondents will be free to do as they please, as is their right, with the proceeds of the sale of Lot 1”.*
- *“The proposed subdivision will not facilitate sustainable rural production. No cogent evidence or argument has been put before me that demonstrates how the creation and sale of proposed Lot 1 will facilitate sustainable rural production apart from the general assertion (which I have rejected) that the proceeds of the sale of proposed Lot 1 will be reinvested into farming of the area by the respondents”.*
- *“Approval of the proposed subdivision would create a rural lifestyle lot in the Farming Zone which is an outcome not preferred under the planning scheme. While the proposed subdivision will not adversely affect soil quality, it will remove an area of land (proposed Lot 1) permanently from agricultural production and while that area of land is relatively small, its removal constitutes the fragmentation of agricultural land sought to be avoided. Further, there is the potential for the use of proposed Lot 1 as a rural lifestyle block, or predominantly for the use of the dwelling, to limit the operation of nearby agricultural uses. I am not satisfied, given the particular and unavoidable shape and depth of proposed Lot 1, that there would not arise conflict regarding amenity issues between the owners/occupiers of proposed Lot 1 and the continued use of proposed Lot 2 and other nearby land used for agricultural purposes”.*
- *“On the respondents’ own case, they are long term committed farmers in the area that have purchased land that contains a dwelling that is surplus to their needs and for which they do not wish to carry the responsibility of owning and maintaining into the future. No evidence was put before that but for the proposed subdivision, the land would not continue to be put to agricultural use by the respondents”.*
- *“Finally, while the use of a s.173 agreement as a permit condition may go some way to ensuring that a dwelling would not be constructed on proposed Lot 2 (and indirectly restraining any increase in property values as a result of the subdivision) such a mechanism does not cure or alleviate the non compliance’s with the policy and strategic considerations above”.*

VCAT in its order dated 16 April 2021 concluded that the proposal was not an acceptable planning outcome and directed no permit to be issued. This decision and the content of the VCAT Order (Attachment 2) must be considered when assessing the proposed application. Further, the reasons for the refusal have a direct bearing on the consideration of the proposed application given the fundamentals/intent have not changed and only minor amendments were made to the lot areas.

As part of the applicant's submission, reference has been made to planning permit PP253/2024-1 for the excision of a dwelling in the Farming Zone at 480 Warrowie Road.

Council's Planning Committee considered the application on 24 June 2025 which resolved to issue a planning permit, subject to conditions. The approved subdivision created a 2-hectare lot containing the existing dwelling (directly adjacent to the road frontage) and a 99.6 hectare balance agricultural lot (refer to Figure 8).

For information purposes, the location of the site at 480 Warrowie Road is shown by the small red rectangle and the subject site shown by the larger red rectangle in Figure 9. The permit also included a condition preventing further subdivision, to avoid any increase in the number of lot which was accepted by the permit applicant.

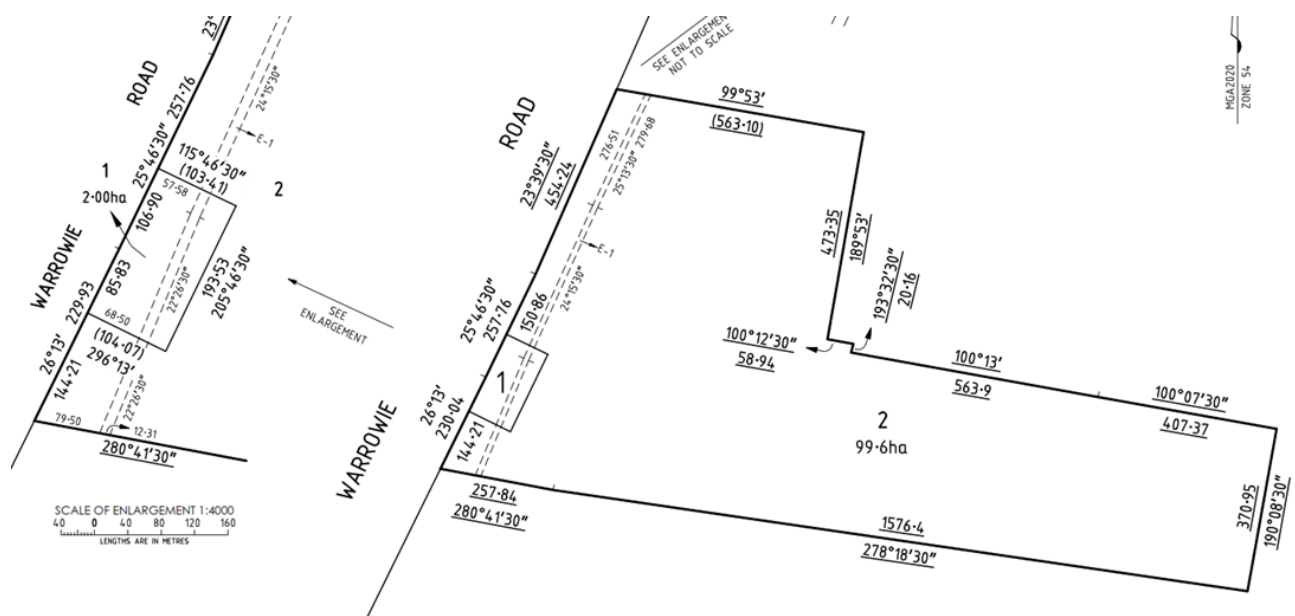


Figure 8 – Endorsed Subdivision PP253/2024 (480 Warrowie Road)

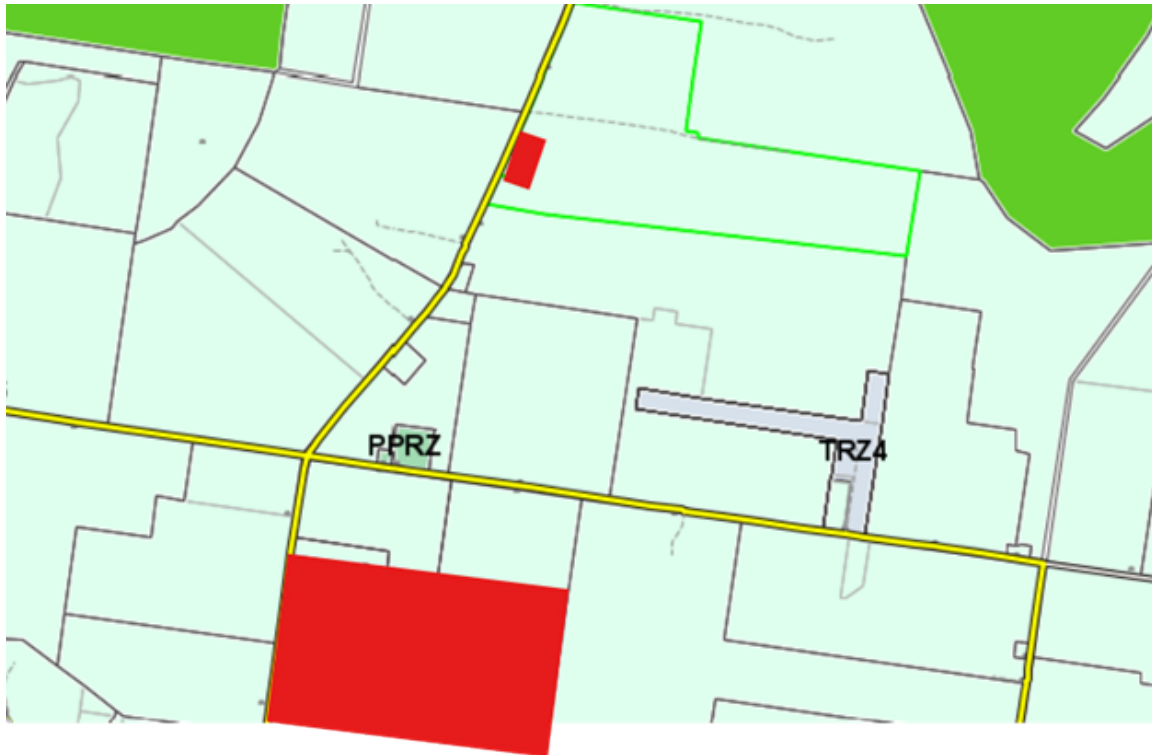


Figure 9 – Location of both sites

Farming Zone

A permit is required to subdivide the land under the Farming Zone. As stated, the application seeks a two lot subdivision to excise an existing dwelling. The applicant has advised that all existing services will be retained. The existing septic and effluent system remains in its current location and be contained within proposed Lot 1, servicing only the excised dwelling – refer to Figure 10. Council’s Health Protection Unit has considered this proposal and raises no objection subject to conditions should Council’s Planning Committee determine that a permit be granted.



Figure 10 – Site plan of existing dwelling and septic tank

As discussed, the site is identified as having medium agricultural capability under the *Rural Land Strategy 2007*, with a minimum lot size of 80 hectares specified in the schedule to the Farming Zone. The proposal seeks to create a 3.2 hectare lot for the existing dwelling and the balance lot of 77.67 hectares. The larger lot would not contain a dwelling, being below the

minimum lot size for the use and development of a dwelling to be as-of-right under the Farming Zone.

The Farming Zone, together with Clauses 14.01-1S and 14.01-1L, seeks to protect productive agricultural land and discourage subdivision that results in land fragmentation or lots that do not support agricultural use. In this instance, the proposal intends to excise and sell the existing dwelling, with the applicant asserting that the sale will facilitate reinvestment into the ongoing farming operation. However, VCAT has consistently found that the improved financial position of landowners resulting from the sale of an excised dwelling is not a relevant planning consideration in the assessment of dwelling excision proposals.

The applicant submits that the renovated dwelling could appeal to a range of occupants, including downsizing farmers, next generation farming families, or non-farming professionals seeking a rural lifestyle. However, the application does not demonstrate how the proposed subdivision would facilitate sustainable rural production, as required by the Farming Zone and Clause 14.01-1L. While it is suggested that occupation by a next generation farmer could support nearby agricultural activities, this outcome could reasonably be achieved through a lease or occupancy arrangement without necessitating the permanent excision and sale of the dwelling lot, which would further fragment agricultural land.

Within the supporting information, the applicant has advised on page 17 of the Planning report that *“the size of the proposed dwelling excision provides opportunities for new and/or innovative types of agriculture that do not need to be traditional or larger-scale operations or necessarily solely based on livestock operations. The dwelling land use and development has successfully co-existed and supported onsite and surrounding agriculture for some 115 years, just as the many existing small FZ lots (some through subdivision excision) along Warrowie Road and the Irrewarra area”*.

The applicant has provided an indication of the existing farm holdings for the broader farm (whether owned or leased). This includes the following:

- 35.6 hectares, the primary farmer's residence at 205 Warrowie Road – opposite the subject site.
- 104 hectares adjoining 160 McKays Road (agricultural leased, excluding the dwelling).
- 80.955 hectares 260 Warrowie Road (subject site).



Figure 11 – Farm landholdings

The applicant has advised that the total adjoining farm holding equates to 220.55 hectares. Additional land is also leased (460 Colac-Lavers Hill Road, 30 Cundare-Duverney Road and

80 Inglis Road) with the total area of other agricultural operations under the same farm ownership and/or leasing, including the subject site and those previously mentioned is 518 hectares. The current proposal before Council would excise 1.46% of the total farming operations. The applicant has also reaffirmed that while Clause 14.01-1S (Protection of Agricultural Land) “*encourages*” consolidation of existing (only) small, isolated lots on rural zones, where appropriate. The applicant adds that the proposal before Council is neither a small existing lot nor an isolated lot under the same title holdings, therefore consolidation is not applicable to this proposal.

Officers are of the view that the proposed excision is considered inappropriate, as it would result in the creation of a permanent rural lifestyle lot within the Farming Zone. The subdivision would increase the risk of land use conflict, as future owners of the excised lot may reasonably expect a level of residential amenity that cannot be achieved in an area surrounded by active agricultural uses. The dwelling would be subject to amenity impacts typical of farming operations, including noise, dust and the operation of agricultural machinery. To address these risks and to prevent further subdivision and the construction of an additional dwelling on proposed Lot 2, Council sought clarification from the applicant as to whether they would agree, if the proposal were supported, to the inclusion of a Section 173 Agreement.

The applicant does not support a Section 173 Agreement, noting that Lot 2 would be below 80 hectares, any further subdivision would require a permit, and a Section 173 Agreement is no longer mandatory under Clause 35.07-3. The applicant also notes that the Rural Land Strategy is a reference document only and cites VCAT examples where such agreements were not imposed.

It is noted the Rural Land Strategy 2007 indicates that subdivision approvals should be contingent on a legal agreement prohibiting the further subdivision and a further dwelling being erected on the vacant parcel. In this case, a dwelling would not be ‘*as of-right*’ on the 77.67ha lot. Clause 14.01-1L advises Responsible Authorities to consider as relevant “*the use of an agreement under Section 173 of the Act to prevent the further subdivision of the land and the construction of a dwelling on any lot created other than in accordance with the minimum lot size in the zone*”.

As referenced in Clause 14.01-1L (Protection of Agricultural Land), a Section 173 Agreement may be utilised to restrict further subdivision of Lot 2 and to prevent the establishment of an additional dwelling on the land. Given that the proposed subdivision would result in a lot size marginally below the preferred 80-hectare threshold (being 77.67 hectares), officers consider that approval without such a restriction could imply Council’s indirect support for a future dwelling on the larger lot.

Accordingly, should Councillors resolve to support the application, it is recommended that a condition be included requiring the execution of a Section 173 Agreement to prohibit further subdivision and the development of an additional dwelling on Lot 2.

Officers acknowledge the applicant’s submission that the application must be assessed on its merits, having regard to the site, its surrounds, the submitted material and the planning controls in force at the time of lodgement. However, that does not diminish the significance of the broader land use context. The proposal would create an isolated rural residential lot embedded within an active agricultural holding. Whether or not a Section 173 Agreement is imposed, this is an unacceptable planning outcome because it would permanently separate the dwelling from the farm, entrench a rural lifestyle use in the Farming Zone, and introduce a foreseeable and avoidable risk of land use conflict from dust, noise and farm machinery. The proposal therefore fails at a fundamental level; it would fragment a larger farming holding for a non-agricultural purpose in circumstances where the planning framework clearly seeks to protect agricultural land and avoid precisely this type of outcome.

Further, the previous VCAT decision provides guidance on the appropriateness of the subdivision for an almost identical subdivision. VCAT were of the view that the excision of proposed Lot 1 containing the existing dwelling would diminish the long-term productive capacity of the land and effectively Lot 1 will be an *'isolated island of land'*, making Lot 2 less desirable for agricultural use by anyone other than the respondents. VCAT added that the proposed subdivision will not facilitate sustainable rural production but would create a rural lifestyle lot in the Farming Zone which is an outcome not preferred under the planning scheme. The proposal would permanently remove land from agricultural production and while that area of land is relatively small, its removal constitutes the fragmentation of agricultural land sought to be avoided.

In addition, the proposal could also set a precedent for other landowners in the area to apply for similar excisions, potentially leading to further fragmentation of agricultural land and diminishing the rural character of the broader agricultural area upon which the Shire's economy relies heavily. The proposal would ultimately result in an incompatible land use within the zone further fragmenting productive agricultural land and resulting in a permanent change from agricultural to a rural lifestyle/residential use.

Consideration of the previous VCAT Decisions

In considering this application, it is important to have regard to the previous VCAT decisions which provided guidance and that these matters determined by the Tribunal are not materially different from those presented in the current application.

As discussed, the Tribunal found that the proposed dwelling excision would not support or enhance agricultural production and would fail to facilitate sustainable rural production, instead creating a rural lifestyle outcome within the Farming Zone which is inconsistent with the planning scheme. The Tribunal concluded that the creation of a separate dwelling lot could render the balance land less desirable for agricultural use by anyone other than the landowner, noted that no evidence was provided to demonstrate the ongoing agricultural use of the land, and confirmed that the improved financial position of the owner arising from the sale of an excised dwelling is not a relevant planning consideration.

The proposed subdivision at 260 Warrowie Road will continue to result in an isolated dwelling lot surrounded by agricultural land and the VCAT decision remain applicable to the current proposal. Within the supporting information, the applicant advised the following:

"This new planning application addresses those past issues of dwelling excision layout, and are now proposing a significantly improved subdivision design with an increased road frontage width for the dwelling excision and proposing a balance lot size, that will in accordance with the current planning scheme, restricts further subdivision or the development 'as of right dwelling' on vacant farm lot".

Figure 12 provides a comparison between the proposed plan and that considered by VCAT in 2021.

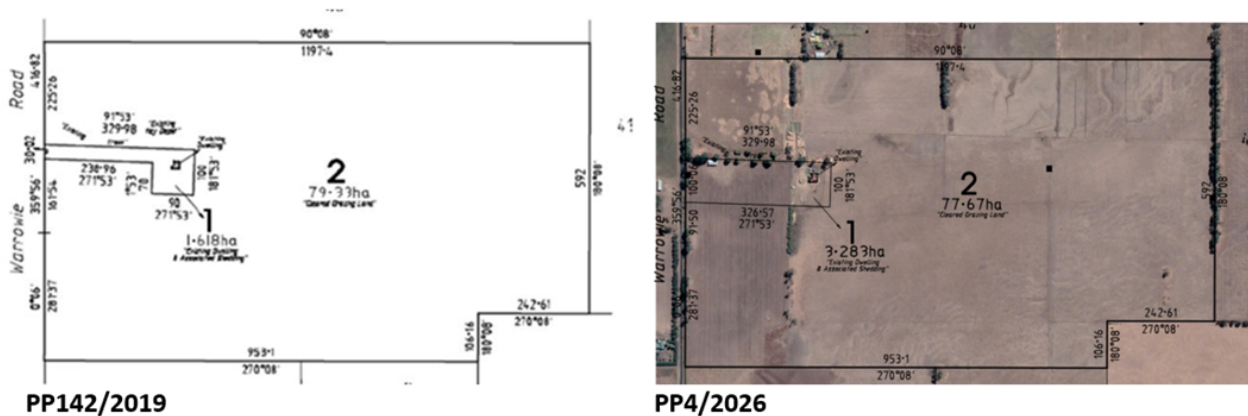


Figure 12 – Comparisons of proposal

The applicant argues that the following key differences since 2021 and the current application are:

1) *The housing shortage crisis/the introduction of small second dwellings in FZ*

Officer Response – The proposal is for a dwelling excision. The existing dwelling could be leased out to address the shortage and no additional dwelling is being created. Amendment VC253 (gazetted 14 December 2023) was introduced to facilitate the delivery of housing in Victoria by making a small second dwelling with a gross floor area of 60 square metres or less, exempt from requiring a planning permit. The proposal before Council does not create an additional dwelling or a second small dwelling. These change/s has little bearing to the consideration of the application.

2) *Amendments in the planning scheme highlight the need to address the housing crisis and the changing practices of agriculture.*

Officers Response – Since the VCAT Order refusing to grant a permit for subdivision (as detailed below), the following amendments have been gazetted in the Farming Zone.

- **Amendment VC219** (22/03/2022) - This Amendment changed the VPP and all planning schemes in Victoria to support the ongoing operation of extractive industry across Victoria and increase amenity protections for nearby accommodation. The purpose of the Farming Zone, the Decision Guidelines and the criteria for a dwelling excision or 'Subdivision' under Clause 35.07-3 were not amended under VC219.
- **Amendment VC253** (14/12/2023) - Amendment VC253 introduced a new land use term and siting, design and amenity requirements for a small second dwelling into the Victoria Planning Provisions (VPP) and all planning schemes to implement Victoria's Housing Statement. The purpose of the Farming Zone, the Decision Guidelines and the criteria for a dwelling excision or 'Subdivision' under Clause 35.07-3 were not amended under VC253. Clause 35.07-3 was amended to specifically note that "A permit cannot be granted which would allow a separate lot to be created for land containing a small second dwelling".
- **Amendment VC265** (04/02/2026) - Amendment VC265 made corrections and updates to the Victoria Planning Provisions and all planning schemes to ensure they are current and accurate. The purpose of the Farming Zone, the Decision Guidelines and the criteria for a dwelling excision or 'Subdivision' under Clause 35.07-3 were not amended under VC265.

- **Amendment VC271** (06/02/2026) - This amendment supported the provision of energy-related infrastructure by facilitating the creation of new smaller lots for utility installations that transmit, distribute or store electricity in the Farming Zone and Rural Activity Zone. The purpose of the Farming Zone, the Decision Guidelines and the criteria for a dwelling excision or 'Subdivision' under Clause 35.07-3 were not amended under VC271.

There have been no material policy changes since the earlier VCAT Order that would justify support for this proposal. The recent housing targets for Colac Otway Council set by the State Government seek to accommodate an additional 3,700 dwellings within established areas by ensuring that appropriate zones and overlays provide sufficient development capacity. Clause 16.01-1S (Housing Supply) does not support directing additional housing into the Farming Zone. Accordingly, housing supply does not provide a valid planning basis for supporting this subdivision.

- 3) *Changes in agriculture often no longer require large parcels of FZ land, nor need to be adjoining to operate successfully.*

Officer Response – Clause 14.01-1L – Protection of agricultural land, is to ensure that small lot subdivisions or excisions facilitate rural production and do not prejudice surrounding rural activities. The requirement of this strategy is two-fold, and both are required to be achieved. The proposal fails to meet this policy requirement and there is no evidence on the contrary that suggest otherwise.

- 4) *The dwelling lot excision will allow some level of agriculture will be undertaken on Lot 1.*

Officer Response – Relevant Policy and Guidelines contained under Clause 14.01-1L seeks in part to:

- *Ensure that lots resulting from subdivision are of a sufficient size to benefit agricultural production or environmental protection.*
- *Discourage the realignment of boundaries that will create small lots for existing dwellings unless the re-subdivision contributes to the restructure and/or consolidation of agricultural holdings into larger farming units.*
- *Ensure that small lot subdivisions or excisions facilitate sustainable rural production and do not prejudice surrounding rural activities.*

And to consider:

- *The use of an agreement under Section 173 of the Act to prevent the further subdivision of the land and the construction of a dwelling on any lot created other than in accordance with the minimum lot size in the zone.*

Clause 35.07 seeks to protect agricultural land from uses that would diminish its long-term productive capacity or lead to the fragmentation of viable farming land. In this instance, Lot 1 comprises approximately 3.2 hectares, which is of a size that would not reasonably support viable or commercial agricultural production consistent with contemporary farming practices. While limited or hobby-scale activities could occur on the land, the lot size and configuration mean that meaningful agricultural use is inherently constrained. As such, the land size is very unlikely to make a substantive contribution to agricultural productivity.

- 5) *This planning application has submitted an improved and more orderly layout for the dwelling excision and for the long-term operations and sustainability of the farm*

Officers Response – Council Officers would agree that the proposed layout is an improvement than the one previously considered. However, the fundamental issues in terms of Planning Policy and those raised within the VCAT Order have not been adequately addressed.

6) *Amendments in 2008 mean that any new dwelling (or existing) no longer needs to demonstrate that it's reasonably required to support agriculture.*

Officers Response – the previous VCAT decision was considered post 2008 and the relevant decision guidelines contained within the Farming Zone provide very clear guidelines to consider whether a use and development should be supported. In summary, these require the Responsible Authority to consider:

- *How the use or development relates to sustainable land management*
- *Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.*
- *Whether the use or development will support and enhance agricultural production.*
- *Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.*
- *The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*
- *Whether the dwelling will result in the loss or fragmentation of productive agricultural land.*
- *Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.*

The applicant's statement that a dwelling no longer needs to demonstrate that it's reasonably required to support agriculture is incorrect.

7) *This planning application has an improved subdivision layout that provides greater buffer distances from the dwelling and the ongoing agriculture.*

Officers Response – Figure 13 is an overlay of the previous plan considered by VCAT and the proposed subdivision. It is clear that the buffer distances to the north, east and south of the dwelling are not increased with only the buffer distances to the west along the proposed access improved. The amended layout is not considered to be a significant departure to previous refusal.

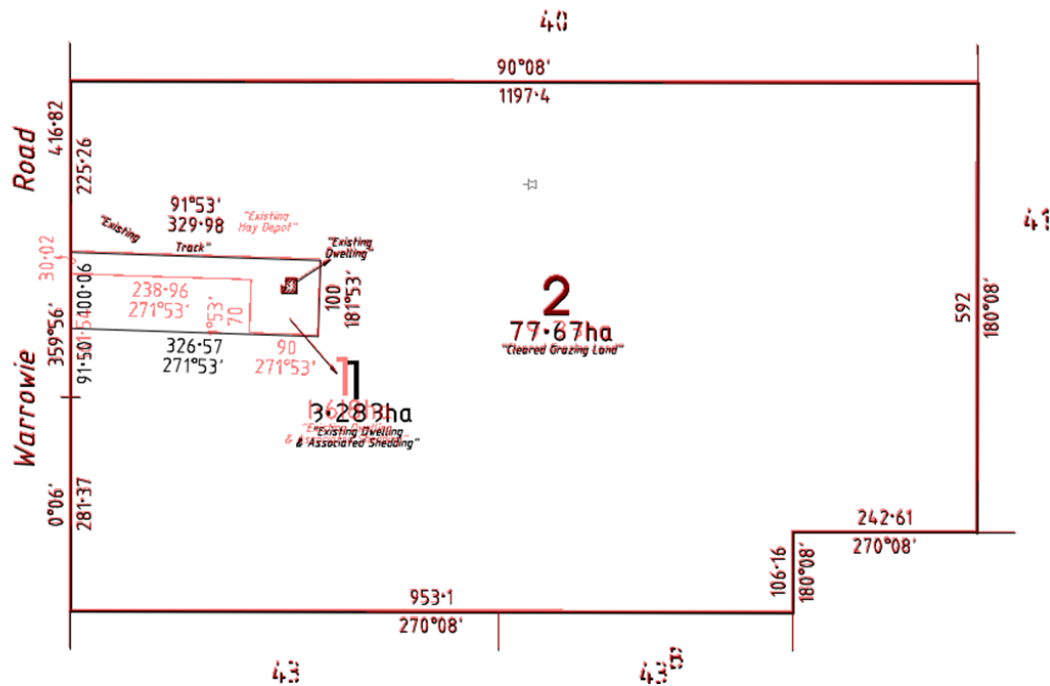


Figure 13

- 8) *The increase in the dwelling lot size eliminates the question of wastewater capability and connection.*

Officers Response – Council’s Health Protection Unit has not raised any objection to this proposal subject to conditions should Council determine to support this application.

- 9) *The application shows that this farmer’s total Farming Zone operations of 518 hectares (1280 acres) within this Shire alone is more than enough evidence to show that agriculture is the keystone of their farm operations and expansion and they are well and truly doing above their share on productivity.*

Officers Response – The fundamental farming operations across the broader 518-hectare holding are not in question, and the scale of the landholding clearly demonstrates that the land is actively farmed. However, the proposed subdivision would fragment productive agricultural land contrary to Clause 14.01-1S, create an isolated rural lifestyle lot within the Farming Zone, and diminish the long-term agricultural desirability and viability of the balance land. The application provides no persuasive evidence that the subdivision would support agricultural production or deliver sustainable rural outcomes.

In a similar case *Alford v Corangamite SC [2018] VCAT 853*, the Tribunal considered a proposed excision of a dwelling in the Farming Zone. The Tribunal refused the excision and made the following comments in this decision:

23. *The proposal will create a small lot within a Broadacre farming area. The larger Lot 2 will comprise the farming activity, while the dwelling is excised. While the land is north of the area identified in the Shire’s framework plan as the most significant agricultural land, the area forms part of the rural assets of the Shire as well as part of the lakes landscape.*

24. *I accept that the land uses that presently exist will not alter on the land because of this subdivision. I also find that the dwelling is habitable, wastewater can be managed and the lot is close to the preferred size set out in the local policy. I also*

accept that the excision will not necessarily lead to a proliferation of dwellings in the area and there is no existing clustering of dwellings, although I note that there is a small title associated with a former school site opposite the review site.

25. These positive aspects must be weighed against the overall objectives of policy and the zone to protect agricultural land and to prevent land use conflict. I find that the proposal is not supported by the State and local policy relating to agriculture or the objectives of the Farming Zone as set out below.

For the reasons discussed above, the proposed subdivision is considered to be contrary to the Farming Zone and clauses 14.01-1S and 14.01-1L (Protection of Agricultural Land) of the planning scheme.

Clause 45.02-3 (Airport Environs Overlay (AEO2))

The application was referred to the airport owner and no objection has been raised. Colac Otway Aerodrome is a non-CASA-regulated public aerodrome that provides a range of aviation services, including ultralight and light fixed-wing training, general aviation activities, emergency operations, and use by DEECA as a helicopter staging base during the fire season. The aerodrome operates north–south and east–west runways, with typical approach paths from the west and north. Neither runway approach nor departure surfaces extend over the subject land. Having regard to the separation distance and orientation, the aerodrome raises no objection to the proposed subdivision from a safety or obstacle-limitation perspective. Notwithstanding this, Council notes the ongoing importance of maintaining long-term land use compatibility between the aerodrome and surrounding development.

9. OFFICER DIRECT OR INDIRECT INTEREST

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

Appendix 7 – Historical Aerial Map (2 pages) circa 1946. Subject property access and subject dwelling – marked red arrows.

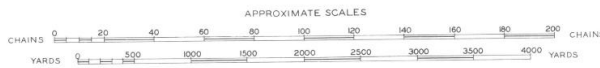


Attachment 6.1.2 PP4/2026-1 - 260 Warrowie Road IRREWARRA - Historical Aerial Map



PHOTO-MAP
COLAC A2
 or **865 A2**
 ZONE 7

Department of Lands and Survey
AERIAL SURVEY OF VICTORIA
 Air photography by Aerial Airways Pty Ltd
 1946
 Mosaic prepared in the Department by comparison
 with cadastral survey
 Copied photographically at the
CENTRAL PLAN OFFICE
 Date: 2011 946 CPD Neg No. 17782



NOTE
 This photo-map covers APPROXIMATELY the area of the title
 or subdivision of the Standard Grid/Ma Map Series whose
 name and number it bears. It does not necessarily fit with
 adjoining sheets.
 Photo-joins in this mosaic may appear as lines, and
 adjoining photographs have different light effects and
 photographic tones. These should not be interpreted as
 physical changes.

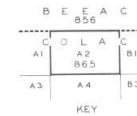
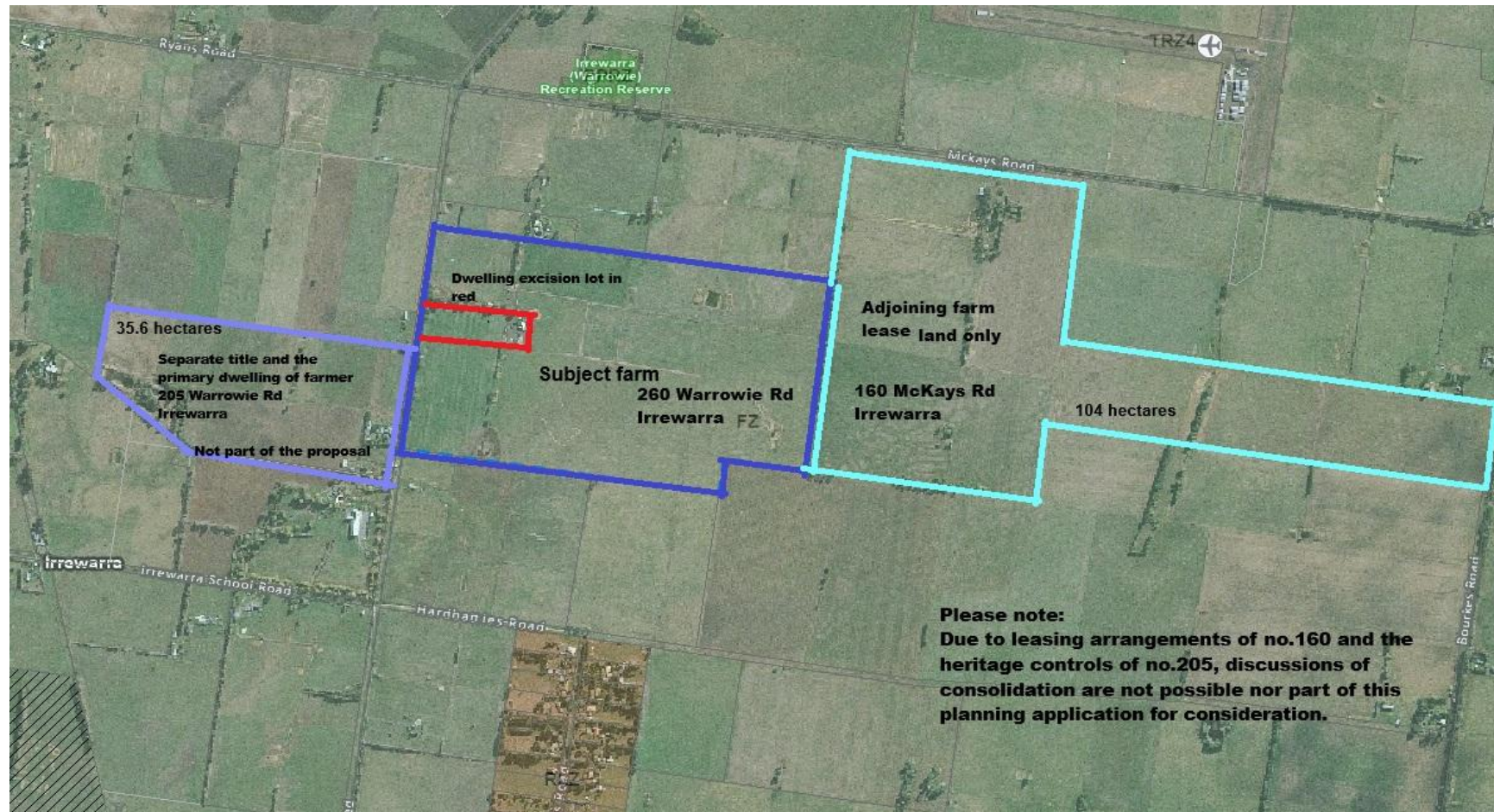


PHOTO-MAP
COLAC A2
 or **865 A2**
 ZONE 7
 C.P.O. NEG NO 17782

RFI – APPENDIX A – Total Farm Operations (3 pages)

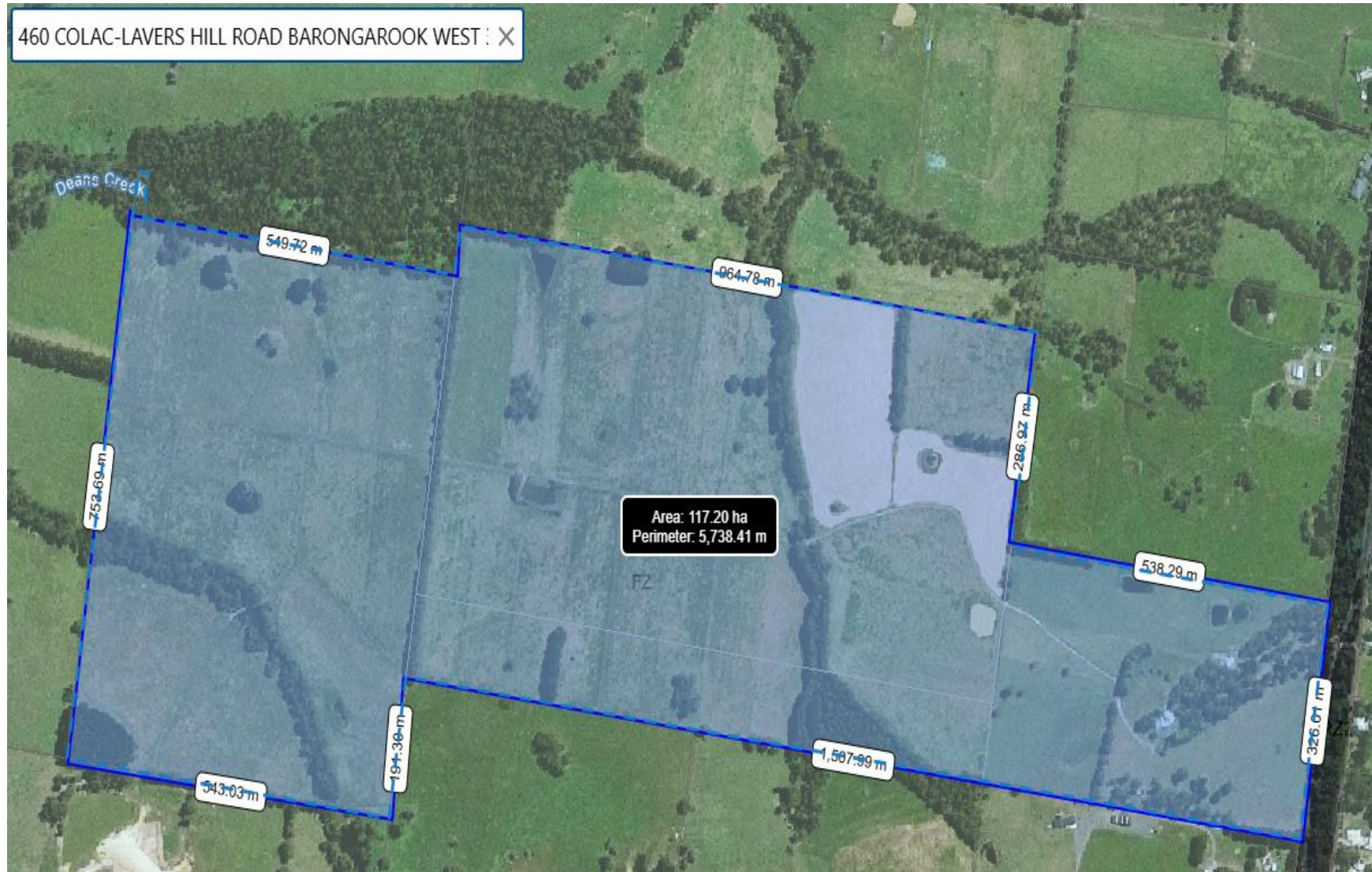
Subject farm (dark blue). Proposed dwelling excision (red). Adjoining farm lease (light blue). Separate title of primary dwelling of farmer - under heritage controls, (purple).



The total area of other agricultural operations under the same farm ownership and/or leasing, including the subject site and those previously mentioned on this appendix page 1 is **518 hectares (1280 acres)**, includes below:



The proposed excision of a small lot dwelling, which covers 3.2 hectares, will not negatively impact the existing or future productivity of local farming operations, nor will it affect the operations on a broader scale within the Shire or the State. Our client, the farmer, is truly dedicated to their work. This proposal aims to support them in this endeavour, enabling the ongoing expansion of their farming activities. For additional information, **also refer to the next page.**





Appendix 2 – Site & Surround & Internal Photos – 260 Warrowie Road, Irrewarra

Photo 1, below:

Subject dwelling under renovation – September 2025.



Photo 2 below:

Early renovations viewed by VCAT member (2021 Irrewarra Estate Ltd v Colac -Otway) – established existing rights – refer to section 6 – PAR Planning Report.



PAR Planning

Photo 3, below:

More renovations and showcasing the on-site caravan used for builders during early renovation works.



Photos 4 & 5 below:

Connections to septic (in part underground) and hot water systems to support the five bedrooms.



PAR Planning

Photo 6 below:

Location of the long-term septic system, see concrete pit.



Photo 7 below:

More renovation improvements.





Photo 8 below:

Installed water tank and outlook to sections of the ongoing farm lot; existing fencing forms part of the proposed excision boundary.



Photo 9 below:

Fencing in the rear, proposed excision boundary and ongoing farm lot beyond.





Photo 10, below:

Existing property access to remain on the farm lot. Proposed new property access for dwelling excision shown in PAR Planning Report.



Photo 11 below:

Old hay shed (no longer in use) to be included in dwelling excision.





Photo 12 below: Surrounding Surround

Indicative location of the proposed new property access (within existing open space, clear of vegetation) for dwelling excision.



PAR Planning

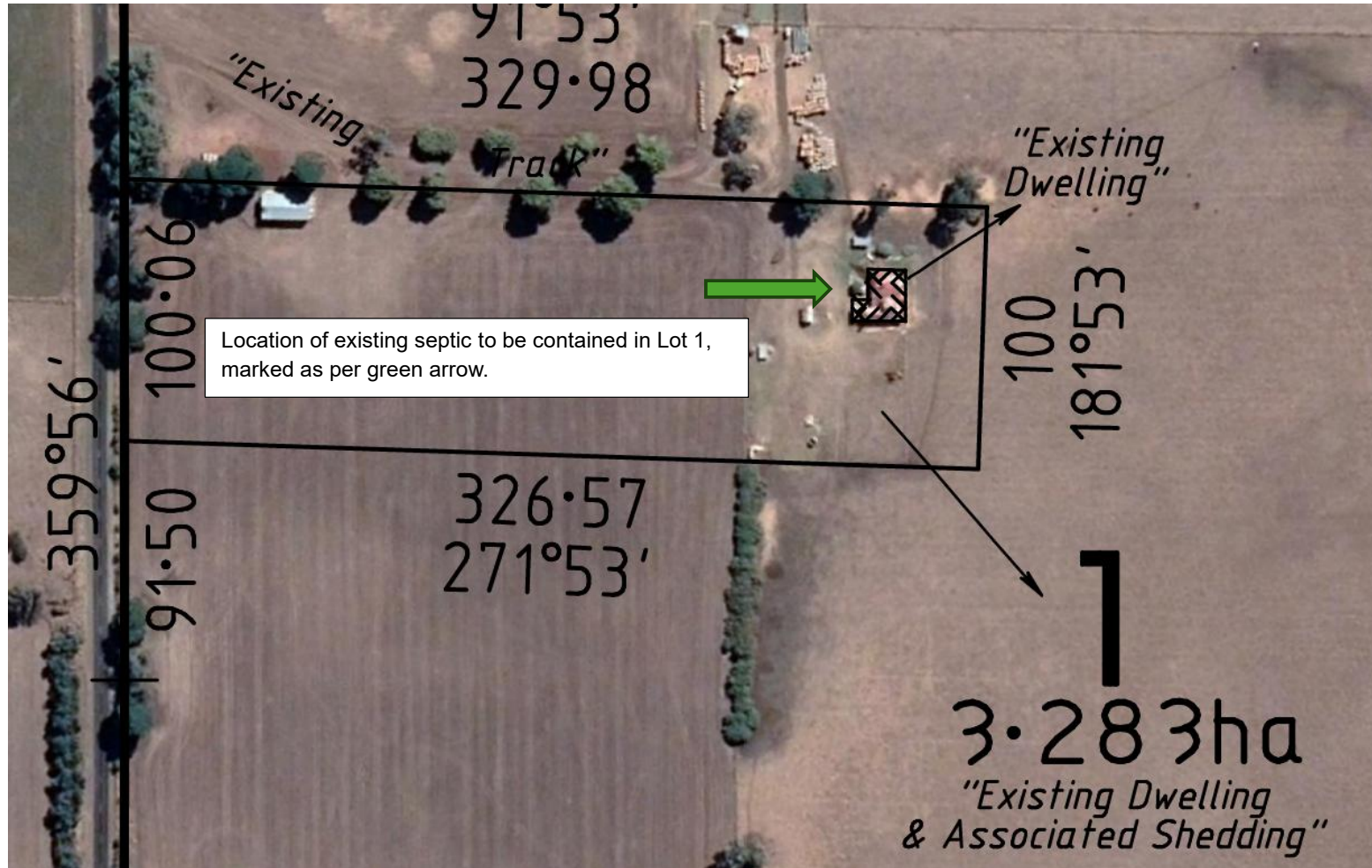
Photos 13 & 14 – Subject Kitchen and Hallway; furniture removed to prepare flooring.



Photos 15 & 16 - Subject Bathroom and Living



RFI – APPENDIX B – Existing Septic Plan (2 pages)



Below was included in the original submitted documents that form part of this planning application under **Appendix 2 – Site & Surround & Internal Photos – 260 Warrowie Road, Irrewarra.**



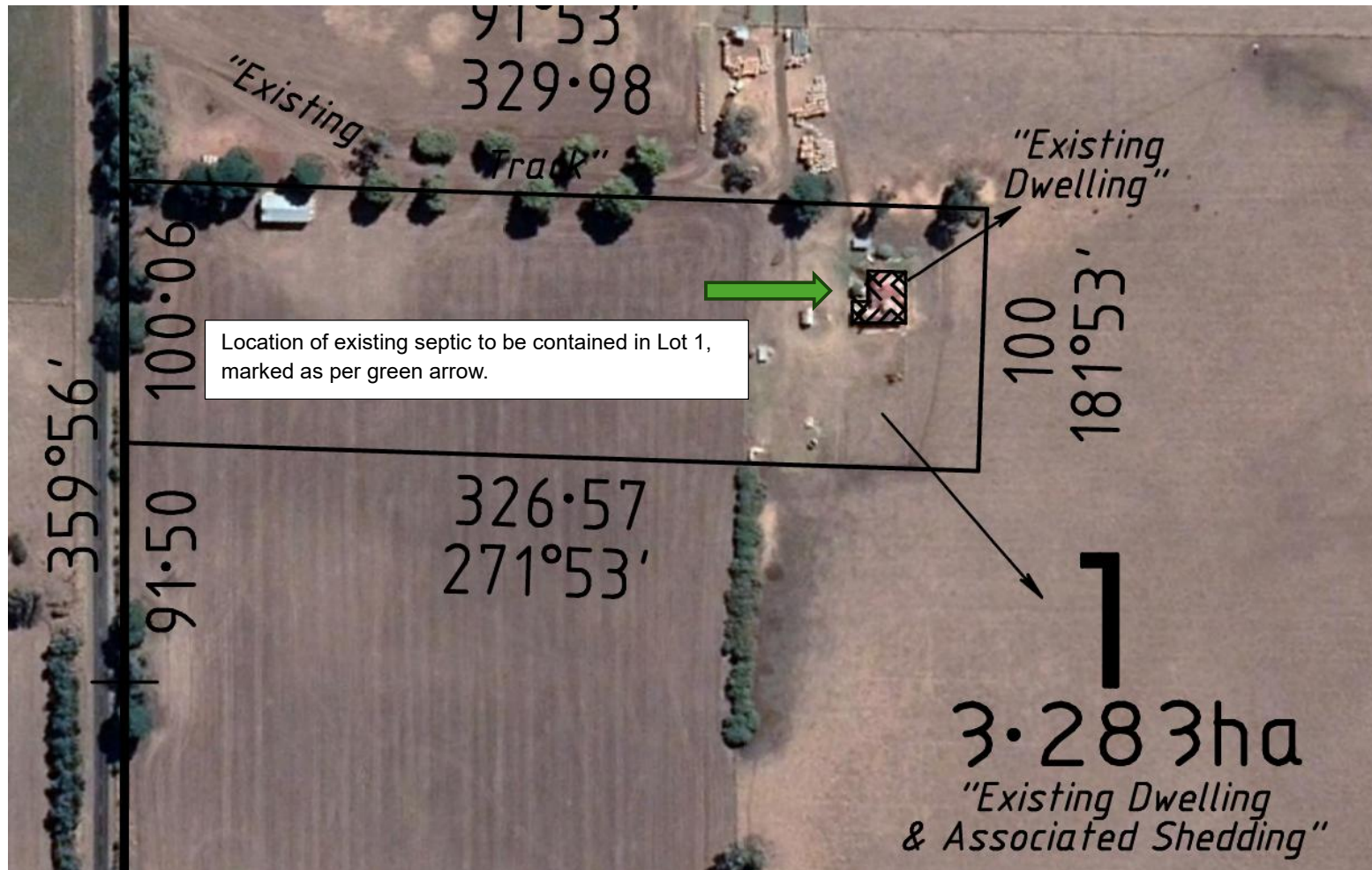
Photo 6 below:
Location of the long-term septic system, see concrete pit.



Photos 4 & 5 below:
Connections to septic (in part underground) and hot water systems to support the five bedrooms.



RFI – APPENDIX B – Existing Septic Plan (2 pages)



Below was included in the original submitted documents that form part of this planning application under **Appendix 2 – Site & Surround & Internal Photos – 260 Warrowie Road, Irrewarra.**



Photo 6 below:
Location of the long-term septic system, see concrete pit.



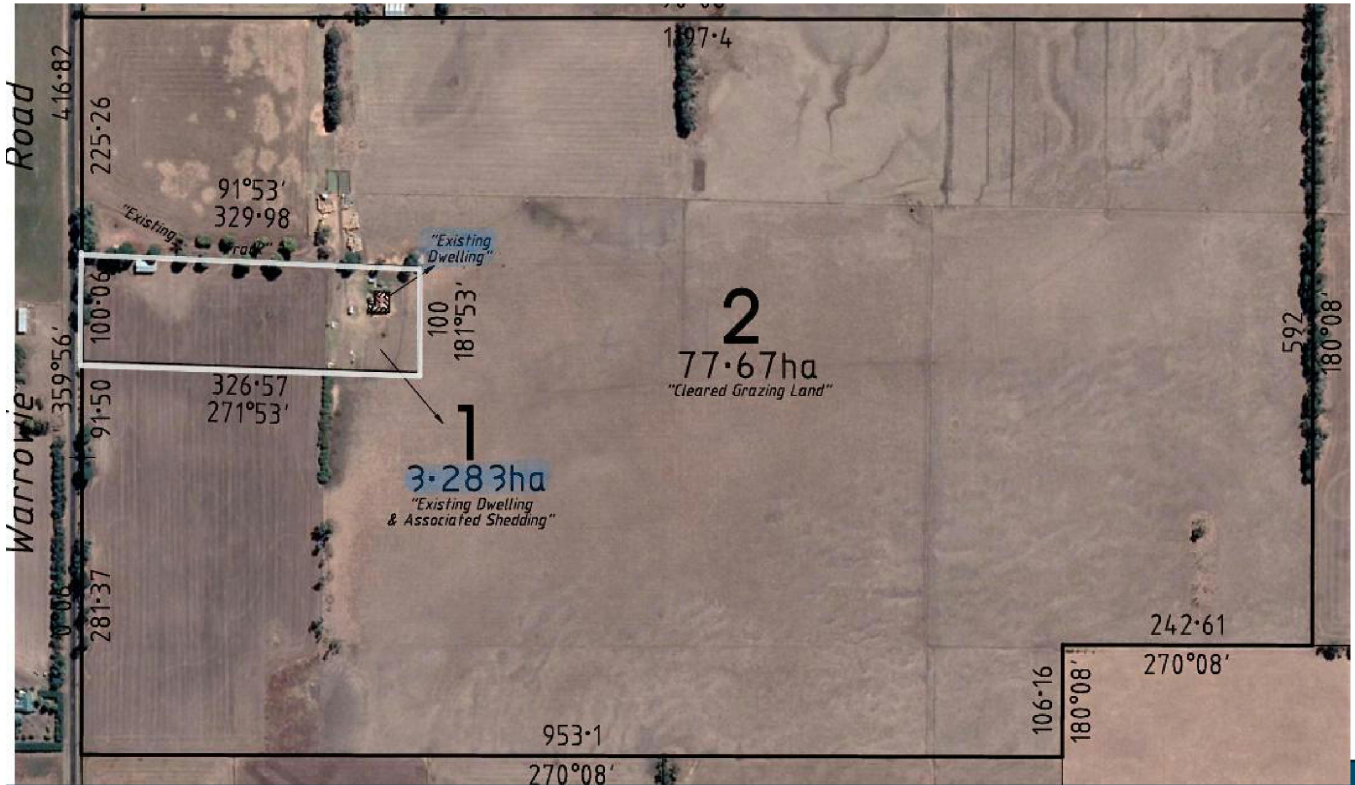
Photos 4 & 5 below:
Connections to septic (in part underground) and hot water systems to support the five bedrooms.



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Submission to Colac Otway Shire



Planning Permit Application for Subdivision of Land into Two Lots (Dwelling excision) in the Farming Zone

260 Warrowie Road, Irrewarra

December– 2025

Revisions			
No.	Date	Description	Prepared by
00	01/12/2025	PAR Planning Applicant Report	Founding Manager & Principal Planner Tracey Simmons

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It is important to note that the opinions, conclusions, and recommendations in this report are based on conditions observed, researched, and encountered, as well as information reviewed up to the final preparation date of the report.

PAR Planning is not obligated to update this report to reflect events or changes occurring after its publication date. Revision reports also bear no responsibility for events or changes that occur after any revision report date.

Appendix List and Application Summary

- Appendix 1 – Copy of Title
- Appendix 2 – Site & Surround & Internal Photos.
- Appendix 3 – Proposed Concept Subdivision Plan
- Appendix 4 – Subdivision Plan
- Appendix 5 – Site Context Map – Existing Dwelling small lots
- Appendix 6 - Copies of Power & Water Bills
- Appendix 7 – Historical Aerial Map (2 pages) circa 1946

Application Summary	
Title	TP839253D
Covenant	Nil covenants or Section 173 Agreements - only a non-applicable caveat
Zone	Farming Zone (FZ)
Overlays	Airport Environs Overlay (AEO2) – <u>not</u> a permit trigger, subject dwelling, and excision outside the overlay
Permit Triggers	Subdivision in the Farming Zone (FZ)
General Provisions	Dwelling existing use rights Clause 63.01 and 63.11
Planning Policy & Strategic Framework	Refer to sections 5.2 and 5.3, and 5.4 Tables.

1.0 Introduction

Supporting farmers and rural communities is essential for enhancing agricultural protection and productivity. This can essentially be achieved by providing opportunities for farmers to sell land that serves no direct purpose in their farming operations, such as the burden of additional dwellings.

To help them stay on the land, to reinvest in the farm, to expand their vacant farmland holdings and/or opportunities to lease underutilised larger lots with existing dwellings, depending on their farm operations.

We need to prioritise the retention of existing rural housing while also permitting the development of new housing where appropriate, all while maintaining low-density levels. Rural regional Councils have the opportunity to take proactive measures by recognising that outdated Farming Zone planning policies, which mandate large minimum lot sizes, no longer align with modern sustainable farming practices and the evolving housing needs, but failing to recognise that FZ lot sizes have been reducing for generations to meet market demand and changing living needs.

Also, the cost of FZ land is becoming less affordable due to, but not limited to, additional land and levy taxes. State planning policies and rural & regional Councils, enforcing minimum lot size restrictions that fail to support farmers and, in fact, undermine the long-term sustainability of agriculture and better farm and land management.

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For many generations, agriculture and housing have successfully co-existed in the Irrewarra area. Each retained house represents an opportunity for new community members to integrate into the local workforce, schools, volunteer groups, and sporting clubs. It is essential for agricultural and rural businesses to have opportunities for their workers to have access to housing near their places of work; they should not be forced to live only in towns and cities due to limited housing options in rural areas.

We again present you with the opportunity to retain an existing and former farmhouse, but also one of local historical value (although not Heritage registered) and a retained and fully restored.

We appreciate the existing local farming communities and rural businesses that have already expressed their support for this planning application.

2.0 Our Proposal

PAR Planning has been engaged by [REDACTED] (the farm landowners) of 260 Warrowie Road, Irrewarra (the subject site), to prepare this planning permit application for:

❖ Subdivision of the Land into Two Lots (Dwelling excision) in the Farming Zone

- The proposal seeks to excise 3.28 hectares and the dwelling (and detached small garage and an old domestic-size shed) and create a new property access from Warrowie Road, noted on plans as Lot 1, shown as figure 1 or refer to Appendix 3, Proposed – Concept Subdivision.
- [REDACTED] seek to retain the larger proposed parcel of 77.67 hectares and continue their livestock farming, noted on plans as proposed Lot 2. Their ongoing farm operations are beyond the properties mentioned in this report. Proposing Lot 2 to be under 80 hectares automatically restricts a 'as of right' dwelling or vacant land subdivision for the retaining subject farm lot. Therefore, we recommend that a Section 173 Agreement is **not** needed, as any further subdivision of vacant FZ requires Council's consent, under a planning application, and the same policy and procedure applies for any additional dwelling.
- The subject dwelling (circa 1910) has now been painstakingly renovated by [REDACTED] at great cost and time, continuing to be a local landmark and a preservation of an important local part of early European settlement history. Our revised proposed subdivision layout will ensure the dwelling will be seen from the road, and driveway vegetation planting will be encouraged. The existing property access will be allocated to the farm and will continue to provide access to the on-site stockyards and other sections of the farm.
- The new lot we propose to have its own independent property access, encouraging the dwelling to be seen from the road and planted driveway vegetation matching its importance and beauty in the local rural landscape.

[REDACTED] members and, at various times, a trade contractor, have been residing in the subject dwelling while restoring its original period character and upgrading its interiors. Existing dwelling use rights have remained continuous, further supporting the previous VCAT decision that confirmed existing use rights of the dwelling were maintained, refer to Section 6 of this report and Appendix 2 – Site & Surround Photos.

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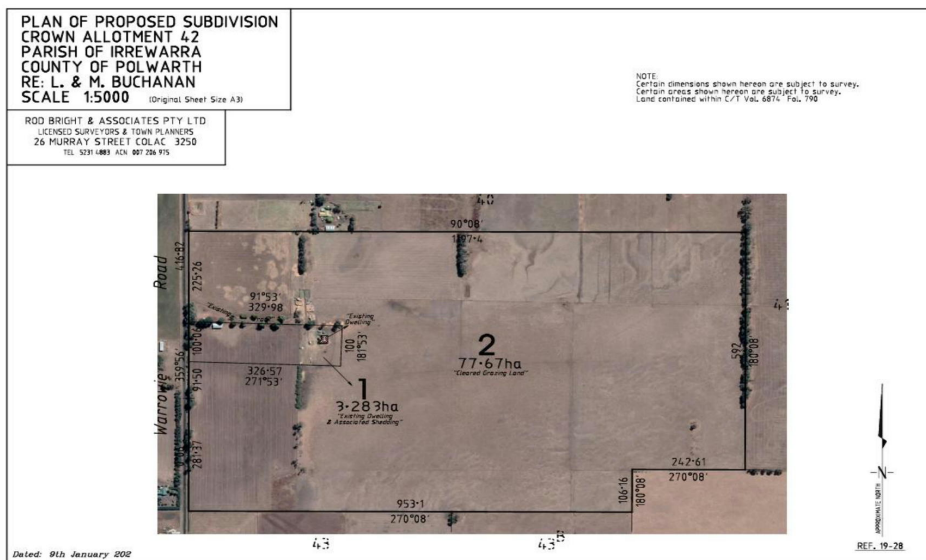


- o [REDACTED] owns and has resided, for more than 23 years, at an adjoining property, also zoned Farming. [REDACTED] have been farming in the area for generations.

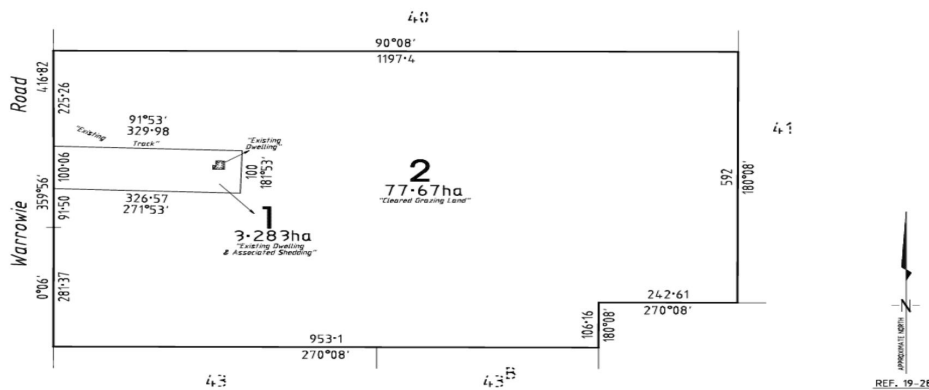
Important to note: On 24th June 2025, Council issued a planning permit PP253/2024-1, under Councillor delegation for a similar proposal (Dwelling excision in Farming Zone) for a two-lot subdivision – just up the road - at 480 Warrowie Road (under different farmer ownership).

Our valid justifications, including the Council's own local policies, which supported the granting of the above planning permit only 6 months ago and our representation with that farmer at a Council Meeting, continue with this new planning application, which we ask Council to also support this local farming family, under the same strong planning supported policies of the proposal in granting planning approval.

Refer to Appendix 3 – Subject site - Proposed Concept Subdivision Plan, extracts below:



Refer to Appendix 4 – Subdivision Plan, below:



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2.1 Opportunities, Protecting Existing Rural Farm Housing

Plan for Victoria is setting the planning policy framework needed to deliver 2.24 million more homes across Victoria by 2051. The State Government targets Colac Otway Shire to provide 3,700 additional homes before 2051 to support population growth (Plan for Victoria, pg. 30).

This proposal continues the pathway of opportunities for the community and rural, regional and town sectors in supporting Farming Zoned, existing dwelling small lot subdivision excisions, that are neither prohibited in the planning scheme nor lot sizes mandatory (rather triggers planning assessment on the merits of each application) as is the case for this planning proposal.

This circa 1910 dwelling (the subject dwelling) has successfully coexisted with onsite and surrounding agriculture for the last 115 years, our proposal will not change this; rather it will give opportunities for the rural community and ongoing preservation of an important former Calvert (and Higgins), farmhouse for Irrewarra, coinciding with [REDACTED] nearby primary house and the Irrewarra Sourdough Bakery, that unlike the subject dwelling (to date) have heritage controls applied.

In the Irrewarra area, as with many farms, farmland holdings, land ownership, and lot sizes have evolved over the years and across generations. Agriculture involves more than simply meeting minimum lot size requirements; it also encompasses the need to adjust and adapt to social, economic, and environmental changes, and changing farming practices.

Today, policies and practices require an urgent focus and action on creating more housing to not only meet demand but also address housing affordability. Council also has the responsibility to ensure the existing housing stock is not lost (or becomes dilapidated) through taking action to support farmers to excise existing former farmhouses from their larger land holdings, which ultimately supports them, and the ongoing agriculture and retains or brings new members into the rural community that has widespread benefits and sustainability for the community.

Local farming history has shown that rural communities flourish through innovation and intervention (to change), at times, proactive approaches to changing trends, some key local events to name a few:

1. The European settlement of Irrewarra, in the 1830s, soon after the construction of the Princess Hwy and rail. The 1880s second-generation Calvert family farm succession, which included the land subdivision of the subject site and construction of the subject dwelling.
2. Historical changes in Irrewarra have continued since the government's WWI return soldier settlement program in the 1920s, which created smaller lots and farms.
3. In more contemporary times, there has been innovation and the introduction of industry and commercial businesses into the Irrewarra farming/rural area, particularly close to the subject site and along Warrowie Road. These land uses and developments, which operate within the Farming Zone, differ from agriculture and have brought a range of benefits to the local community, but like our existing dwelling excision proposal, clearly demonstrate that they can co-exist without impacts or adverse amenity risks to the ongoing agriculture in the area.
4. Agriculture remains the primary land use in the area and will continue to be so on the subject site. To thrive, the agricultural sector has embraced more sustainable practices that reduce reliance on traditional large farm holdings, all within the same farm lot or needing to be adjoining, or even nearby. Instead, in growing trends, seek the flexibility of purchasing and/or leasing, preferring to diversify their farming land options based on factors such as soil quality,

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water catchment, and other agricultural opportunities and market considerations, rather than being locked into large, expensive, in many cases unsustainable Farming Zone lots and titles.

Like [REDACTED] additional FZ land is leased, giving adaptability and affordability and adjusted according to market trends, which also avoids the hassle of maintaining old farmhouses or being forced to watch them go derelict as the cost of mortgages (on average) outweighs any rent returns when forcing farmers to be dwelling maintenance and rent managers.

Without the support of this existing dwelling excision, there is a risk of losing this local dwelling of local historical significance, like other old farmhouses in the area and across Victoria.

While it would have been less expensive for the Buchannan's to bulldoze the house and utilise their 'as of right' land use for a new dwelling in meeting minimum lot size and build a dwelling closer to the road; then seek to excise, we should not punish them for taking the time, hard work and expensive to restore, preserve a dwelling that means such much to the local community but also contributes to the local farm history of the Calverts and those that followed.

Photo 1, 2 and 3, Subject Dwelling - External and Internal Photos 05/12/2025, below:



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3.0 Title & Aboriginal Heritage Act

3.1 Title

The subject site for this application sits on one parcel of land, Crown Allotment 42, Parish of Irrewarra of Title Plan TP839253D, more commonly known as 260 Warrowie Road, Irrewarra.

The existing Faming Zone lot is 80.95 hectares (approx. 200 acres)

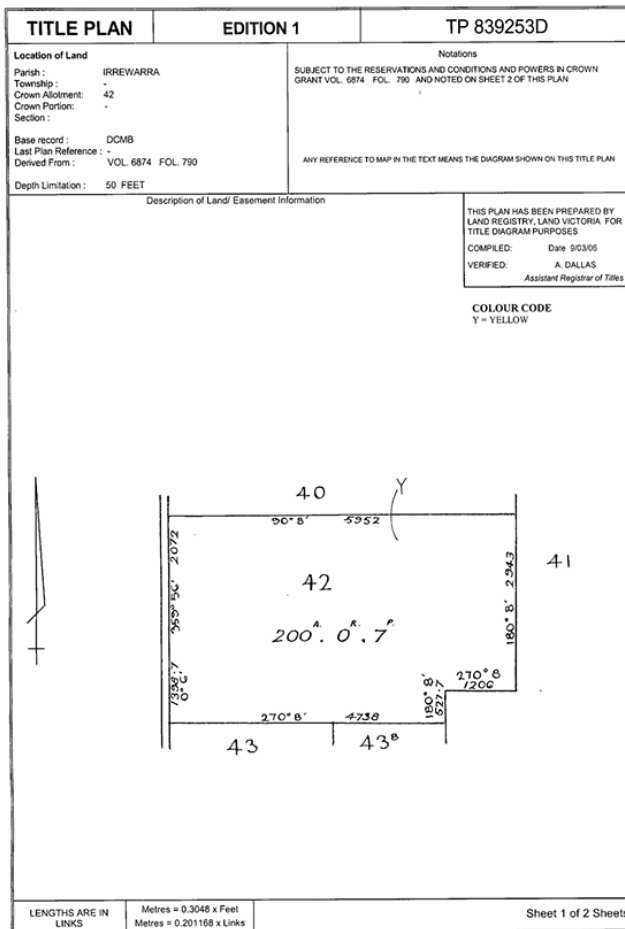
There are no existing onsite easements.

A caveat exists on the title, and crown land mineral conditions and power exceptions, but neither is applicable nor relates to or prevents the planning assessment and approval of this proposal.

- There are **no** applicable restrictions applied to the title that would limit the approval of this proposal.

Refer to Appendix 1 - Copy of Title – full copy.

Figure 1, Title Plan below:



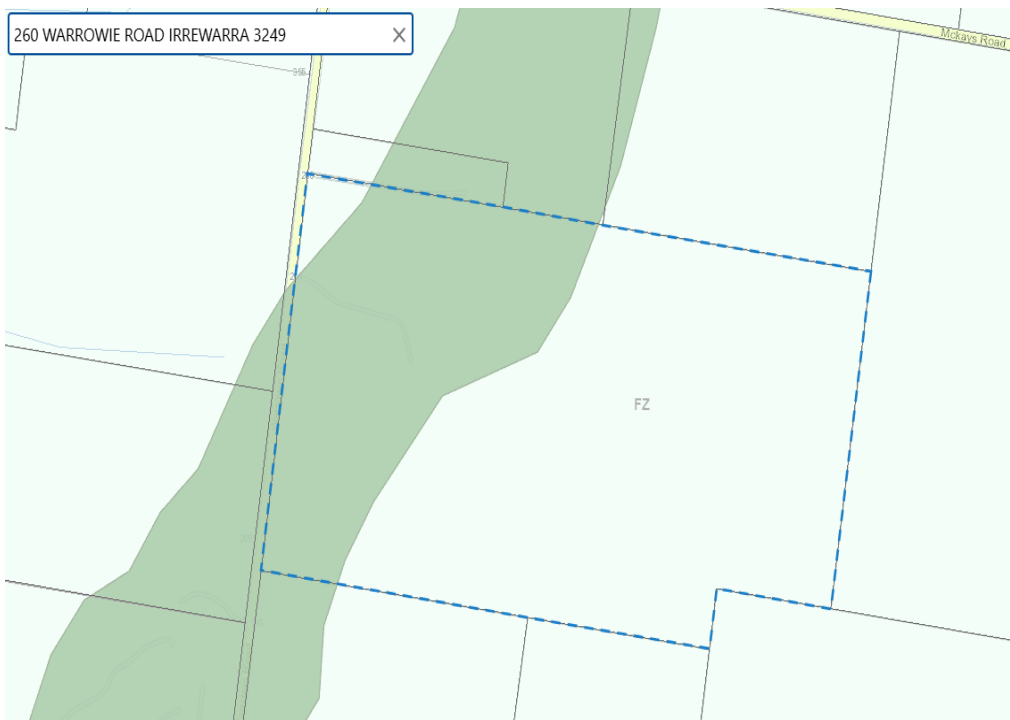
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3.2 Aboriginal Heritage Act

The subject site is partially located within an area of cultural heritage sensitivity. The proposed two-lot subdivision is **not** considered a high-impact activity under Reg 49; Subdivision of the land and meets the exemption of Reg 11 (Small subdivision) of the Aboriginal Heritage Regulations 2018. Therefore, a Cultural Heritage Management Plan is **not** required for this minor subdivision excision.

Figure 2, Aboriginal Cultural Heritage (dark green), VicPlan Nov,2025, below:



4.0 Site and Surrounds

4.1 Overview

Refer to Appendix 2 – Site & Surround Photos.

The subject site (marked in blue) of 260 Warrowie Road, Irrewarra is situated within the Colac Otway Shire; approximately 7 km north-east of Colac; 1.5km north of the Princes Highway; 590m south of the recreation reserve.

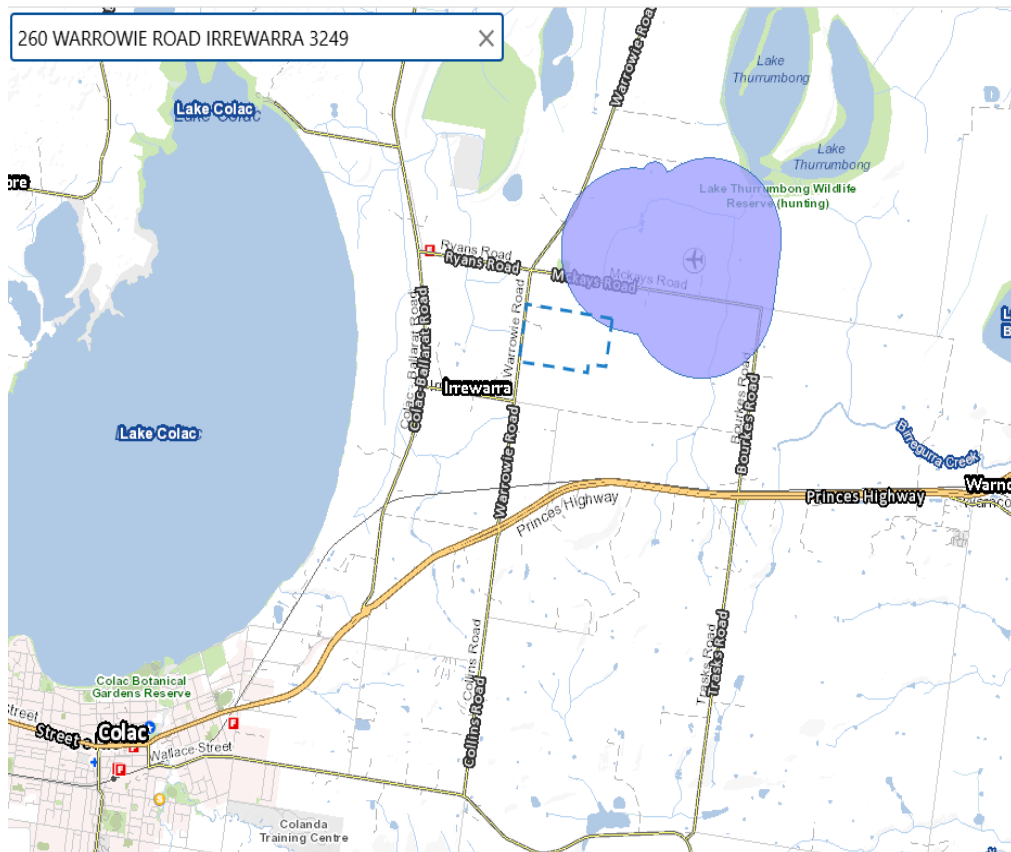
The subject site is also located approximately 2.4km from the Colac Airport (subject property access to airport gateway).

- The existing dwelling is **not** permit-triggered under the Airport Environs Overlay, Schedule 2 (AEO2), nor is the proposed dwelling excision, as it is outside the overlay (in purple), refer to Figure 3 next page:

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Figure 3, Context Map, below:



4.2 Site Description

The 80.95-hectare lot is mostly traditional cleared farming land, with onsite mixed vegetation located along the driveway, sections along the front boundary and rear boundary and sporadically as paddock vegetated buffers.

This subdivision proposal will **not** require any vegetation removal, destruction or lopping.

The subject site contains existing property access from Warrowie Road, refer to Appendix 2, photo 11.

Farm fencing is contained throughout the property in support of ongoing livestock and broadacre cropping. The farm is well serviced with dams and a stock loading yard. All agricultural operations and farming infrastructure are to remain on the larger farming parcel lot, therefore eliminating any risk to the ongoing operations and productivity of the farm.

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Figure 4, Aerial (Lassi Nov 2025), subject site, below:



The property also contains a dwelling (the subject dwelling) with existing supporting infrastructure, ongoing connected utilities services and yard fencing that already physically and visually separates the dwelling from the rest of the farm lot, both have been operating without agricultural impacts or amenity risk for more than 115 years.

According to [REDACTED] and local history, the original farmhouse was constructed on the farm around circa 1910s. The initial farmland extended more than 1,000 acres (approximately 404 hectares). Over time, like most farming land in the area and for various reasons, the farm size has decreased, parcels have become more fragmented, due to population growth, the number of dwellings, particularly along Warrowie and Colac-Ballarat Road, has increased, and existing older homes have been forced to be removed to allow for replaced modified or new ones, or in not supporting small lot dwelling excision left to become dilapidated.

[REDACTED] purchased the farm in 2018 with two key purposes extend their farm holdings near their primary farming residence on the other side of the road. The other, rescue the circa 1910 five-bedroom homestead, which had become tired-looking and in much need of an internal upgrade and new, more renewable service connections.

4.3 Surrounding Context

Fragmentation of dwellings in the Irrewarra area has been going on for generations due to the pattern of farm succession planning, starting with the Calvert family, followed by the WW1 return soldier land allocations, discussed in Section 2.1 of the report.

For further map details, refer to Appendix 5 – Site Context Map – Existing Dwelling small lot.

The Figure 4.1 Map, below (created by PAR Planning), shows other existing Farm Zoned dwelling small lots (marked in green and notated lot sizes), below:



To subject site and proposed dwelling excision size is adjoining to the north at 280 Warrowie Road, a similar lot size (GIS measured as approximate). Our proposed lot excision is shorter in length but slightly wider in proposed road frontage; however, similar in overall lot size, therefore consistent with neighbourhood lot size and layout.

The lot sizes range from 0.82 hectares to 3.2 hectares; all lots have existing single dwellings on each, serviced, occupied, and maintained due to independent land management and in most cases under different ownership from adjoining and surrounding farms.

Each, existing FZ dwelling property, has supported agriculture in its own way, often through community participation and keeping local schools and nearby town business in operation, the same facilities vital for farmers.

There is no evidence to suggest that the small residential lots have negatively impacted or caused a decline in agricultural production. Instead, they have successfully coexisted with the two different land uses under the planning scheme. These existing small dwelling lots are already deemed unsuitable for agriculture due to the presence of dwellings and infrastructure, specifically underground onsite septic systems, and effluent management.

In recent times, planning permits have been granted for dwelling excisions, such as for 480 Warrowie Road, Irrewarra, PP253/2024-1, located just north of the map above.

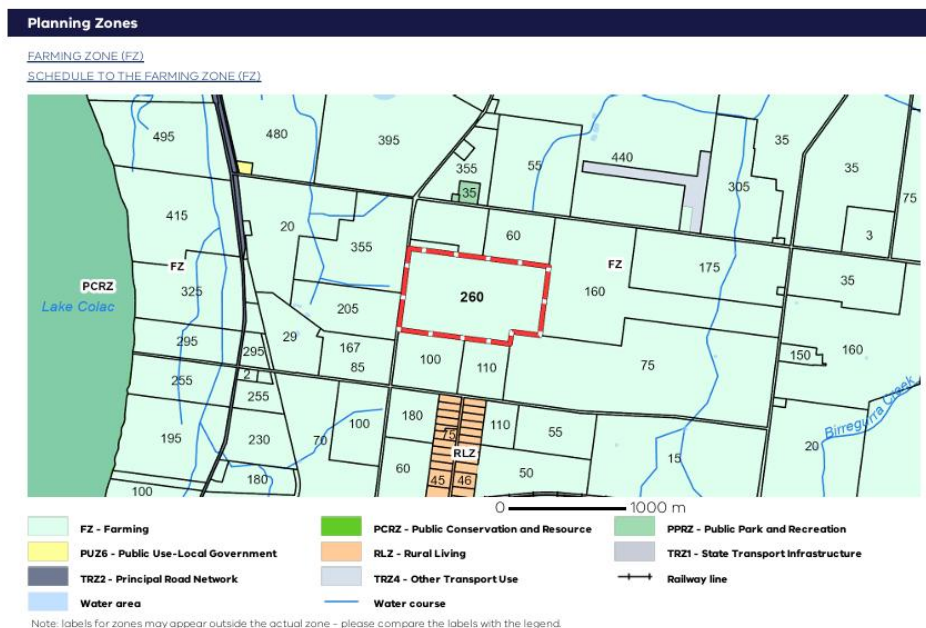
5.0 Planning Controls

5.1 - Clause 35.07- Farming Zone

The site is included within the Farming Zone (FZ) – Schedule 1, under the Colac Otway Planning Scheme. The FZ includes the following, listed as most relevant to the proposal, stated purposes:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage the use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Figure 5, below: Zone Map (Vicplan Dec 2025), subject site (red line) zoned Farming



5.1-2 - Farming Zone - Setbacks

The subject dwelling **meets all outlined preferred setbacks** under the Farming Zone, including front (20m), side and rear boundary setbacks (5m), nearest dwelling under different ownership (100m), and nearest identified waterway (100m).

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Important to note: Clause 53.10 (Uses and Activities with Potential Adverse Impacts) mandates a minimum separation of 500 meters from a bakery (excluding those that are ancillary to a shop) that operates at night, depending on the annual tonnage. The dwelling is situated approximately 735.51 meters away, which exceeds the required setback and ensures that our proposal will have **no impact on the ongoing operations of Irrewarra Sourdough Bakery** nor their operations place a higher potential amenity risk to the subject dwelling, in supporting the dwelling excision.

Figure 6, below: Key setbacks (GIS measured)



Note: the subject dwelling is not within 1000m (1km) of a wind farm the subject dwelling is not within 1000m (1km) of a wind farm.

Note: the subject dwelling is not within 500m of the nearest title boundary of land on which a work authority has been applied for or granted under the Mineral Resources (Sustainable Development) Act 1990.

Note: Clause 56 (Residential Subdivision) objectives and standards do not apply to this proposed rural Farming Zone subdivision.

5.1-3- Clause 35.07-3 – Farming Zone Subdivision

Pursuant to Clause 35.07-3, a planning permit is required to subdivide the land.

The clause **allows and gives further strong policy support for a smaller lot subdivision** less than the zones schedule specified 80 hectares for FZ land located north of Princes Highway and land east of Ballarat Road for the following reason, as quoted from the clause:

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“A permit may be granted to create smaller lots if any of the following apply:

- ***The subdivision is to create a lot for an existing dwelling. The subdivision must be a two-lot subdivision”.***

Important to note: Our proposal is strongly Farming Zoned, planning policy supported in aligning to the two key matters in which existing dwelling lot excisions are authorised to be approved under the zone, and that being the only planning permit triggered for this planning application.

Also, taking into consideration the following policy decision guidelines of the Farming Zone, refer to the table below:

Farming Zone Decision Guidelines	
Standard	Response
<p>Listed as relevant, to consider: General <i>The Municipal Planning Strategy and the Planning Policy Framework</i></p>	<p>Positively responds and shows to be policy-supported. In the detailed discussion throughout this report, and to sections 5.2 & 5.3 of this report.</p>
<p><i>The capability of the land to accommodate the proposed use or development, including the disposal of effluent.</i></p>	<p>Positively responds and shows to be policy-supported. All services continue to be connected, power and water, including existing onsite wastewater of septic and effluent, refer to Appendix 6, Copies of Power & Water Bills</p>
<p><i>Whether the site is suitable for the use or development, and whether the proposal is compatible with adjoining and nearby land uses.</i></p>	<p>Positively responds and shows to be policy-supported. The dwelling use and development (building & works) is existing. The dwelling and, in turn, the excision into a smaller lot are compatible, as previously discussed and shown in this report.</p>
<p><i>How the use and development makes use of existing infrastructure and services</i></p>	<p>Positively responds and shows to be policy-supported. As per the above response.</p>
<p>Agriculture issues and the impacts from non-agricultural uses <i>Whether the use or development will support and enhance agricultural production.</i></p>	<p>Positively responds and shows to be policy-supported. Supporting the farmer of the burden of this existing, which is not their primary residence, supports the sustainability of the farm and reinvestment into the existing larger farm holdings,</p>

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<p><i>Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.</i></p> <p><i>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</i></p> <p><i>The capacity of the site to sustain agricultural use.</i></p> <p><i>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</i></p>	<p>and gives opportunity to expand land holdings and leaseholds.</p> <p>The size of the proposed dwelling excision provides opportunities for new and/or innovative types of agriculture that do not need to be traditional or larger-scale operations or necessarily solely based on livestock operations.</p> <p>The dwelling land use and development has successfully co-existed and supported onsite and surrounding agriculture for some 115 years, just as the many existing small FZ lots (some through subdivision excision) along Warrowie Road and the Irrewarra area.</p> <p>The additional 2.17 hectares (excluding dwelling and supporting infrastructure) is to support a new property access, allow retention of existing property access to remain on the farm and direct route to onsite stockyards.</p> <p>The additional land is only 2.6% of the overall lot size; 97.4% of the current vacant land will remain on the larger farm lot.</p> <p>The subdivision provides excellent and suitable layout, cohesive with other dwelling excisions and a small FZ lot along Warrowie Road and the surrounding area.</p> <p>The dwelling use and development has successfully provided no impact, other than supporting agricultural operations in the area for more than 115 years; this proposal will not change that, other than to continue to support on a number of levels.</p> <p>In supporting this proposal, the ongoing farm will be able to remain active, and in supporting our proposed layout farm will be able to retain all existing agricultural infrastructure and ongoing operations.</p>
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<p>Accommodation</p> <p><i>Whether the dwelling (excision) will result in the loss or fragmentation of productive agricultural land.</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>There are several small allotments along Warrowie Road near the subject dwelling that were previously excised from larger farm holdings, not only before the planning scheme but also in recent years, including within the last couple of years.</p> <p>Refer to Appendix 5 – Site Context Map – Existing Dwelling small lots.</p>
<p><i>Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic, and hours of operation.</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>The dwelling has existed on the FZ site for many years; it is evident that active agricultural farms are within the area.</p> <p>The Farming Zone supports agriculture as a primary land use, and it is implied that any dwelling land use is secondary or understands the rural/farming context in which they own/ occupy.</p> <p>Any amenity considerations for any dwelling use are taken into consideration and managed under EPA standards within the context of farming rural environments, noting that agriculture is the primary land use.</p> <p>The planning controls of the Farming Zone will remain, restricting the subject site from being further subdivided.</p>
<p><i>Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses. nearby agricultural uses.</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>Previously discussed under the agriculture section.</p>
<p><i>The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>The dwelling exists and has been at the location for at least 115 years, with no impact on agriculture.</p>

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	<p>Nothing changes except the details on the title plan.</p> <p>Any future changes to the excised dwelling, if proposed under a change of ownership, including plan changes, require planning consent from Council, and any change of land use and most cases development relating to a dwelling (or additional dwelling) triggers a planning assessment in the first instance and then subject to approval.</p>
<p>Environmental issues</p> <p><i>The impact of the proposal on the natural physical features and resources of the area, on soil and water quality.</i></p> <p><i>The impact of the use or development on the flora and fauna on the site and its surrounds.</i></p> <p><i>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land and including riparian buffers along waterways, gullies, ridgelines, property boundaries, and saline discharge and recharge area.</i></p> <p><i>The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>The proposal is not seeking to remove, destroy, or lop any native vegetation, including in relation to the new property access for a dwelling excision lot.</p> <p>There are no planning controls relating to the environmental or landscape values applied to the subject site or farm.</p> <p>The nearest identified waterway is approximately 410m west and off-site from the subject dwelling, far exceeding the 100m setback to consider under the FZ.</p> <p>The existing septic and effluent will remain in the same location and within the new excision lot.</p>
<p>Design and siting issues</p> <p><i>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</i></p> <p><i>The impact of the siting, design, height, bulk, colours, and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</i></p> <p><i>The impact on the character and appearance of the area or features of architectural, historic, or</i></p>	<p>Positively responds and shows not to be at risk.</p> <p>In relation to the rural context, the subject dwelling is close to the road frontage with a similar front setback to the adjoining existing FZ small dwelling lot of 280 Warrowie Road, to the north.</p> <p>The dwelling location meets- all - the setback requirements of the Farming Zone.</p> <p>The character of the dwelling is cohesive with the surrounding properties of local historic family origins and early European settlement in the area, lovingly restored to its original charm and appeal.</p>

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<p><i>scientific significance or of natural scenic beauty or importance.</i></p> <p><i>The location and design of existing and proposed infrastructure, including roads, gas, water, drainage, telecommunications, and sewerage facilities.</i></p> <p><i>Whether the use and development will require traffic management measures.</i></p>	<p>All services are existing and connected.</p> <p>A new property access will be proposed, and the existing property access and driveway will remain on the ongoing farm lot.</p> <p>Not requiring any traffic management measures.</p>
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5.2 Strategic directions

The following relevant Municipal Planning Strategies under 02.03 Strategic Directions and the Strategic Framework Plan 02.04 of the Colac Otway Planning Scheme have been considered in the preparation of this application. Our positive outlined responses are provided in the table below:

Direction	Response
<p>02.03-1-Settlement Council seeks, in the context of shire local towns, such as the nearby township of Beeac, to facilitate the development of small towns by:</p> <ul style="list-style-type: none"> • <i>Supporting tourism and rural lifestyle opportunities.</i> • <i>Protecting the local character of each town, particularly those located within the Otway Ranges.</i> • <i>Encouraging development to proceed in a manner that contributes to the economic development of these towns responds to environmental constraints and protects the broader landscapes</i> 	<p>Positively responds.</p> <p>The proposal acknowledges and is aligned with Council's rural township strategic directions and the surrounding areas within proximity, such as the subject site</p>
<p>02.03-2 -Environmental and landscape values</p>	<p>Positively responds.</p> <p>The proposal is outside the identified areas noted, to provide environmental and landscape values of significance.</p>
<p>02.03-03- Environmental Risks and amenity</p>	<p>Positively responds.</p> <p>The proposal will not be affected by or cause, environmental and amenity risks. No additional housing or change of land use is proposed.</p>
<p>02.03-4- Natural Resource Management There are distinct areas that offer different agricultural land use opportunities in the Shire, relevant to the subject site are:</p> <ul style="list-style-type: none"> • <i>The north-eastern area is identified as having, 'medium' agricultural capability with primary land use for the production of beef.</i> 	<p>Positively responds.</p> <p>The location of the proposal is not within the areas designated as 'Farmland of Strategic Significance', recognised in the scheme to be in the north-west areas of the shire, see section 4.2 Plan of this report.</p>

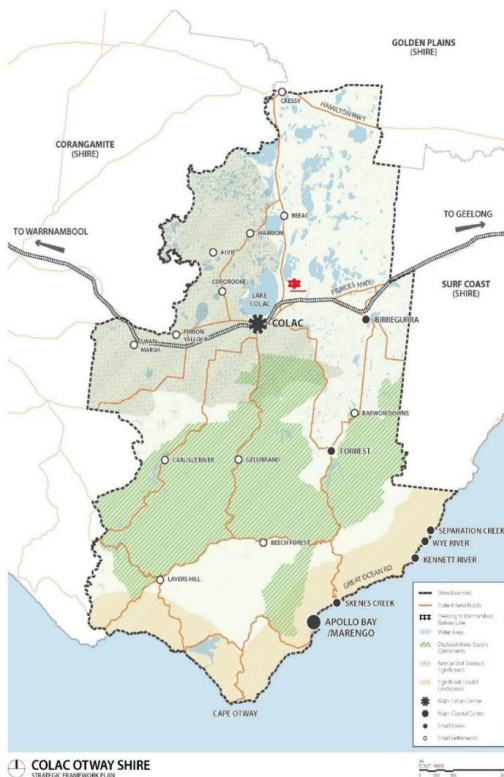
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<ul style="list-style-type: none"> • <i>Protecting high-quality agricultural land.</i> • <i>Limiting rural residential development that impacts viable agricultural land.</i> • <i>Supporting grazing and cropping farming practices as preferred land uses in areas designated as 'Farmland of Strategic Significance'.</i> 	<p>The subject site is in the north-east area, which has medium agricultural capability; however, even with the high level of housing fragmentation, the area has shown to still be highly productive due to the existing dwelling lots.</p> <p>The proposed excision will not impact or deter, from high-value agricultural land, the excision is within the existing dwelling front and side yards that have domestic fencing.</p> <p>The excision proposal will have no impact on the ongoing operations of the farm or its surroundings. However, the sale of the excised dwelling will support re-investment back into the farm and future opportunities to retain and expand the farm.</p>
<ul style="list-style-type: none"> • <i>Supporting farm consolidation and expansion.</i> 	

5.3 Strategic Framework Plan

Figure 8, location of subject site marked red, shows that the subject property, is outside the grey hatched strategic farmland significance area, as per Council mapped below:



5.4 Planning Policy Framework

Planning Policy Framework State (S), Regional (R) and Local (L) Planning Policies	
Policy	Response
<p>Clause 11 – Settlement VC283 (02/09/2025)</p> <p>Planning is to anticipate and respond to the needs of existing and future communities through the provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities, and infrastructure.</p> <p>Planning is to contribute towards:</p> <ul style="list-style-type: none"> • <u>Housing for all Victorians.</u> • Accessible jobs and services. • Great places, suburbs, and towns. • Sustainable environments. • Self-determination and caring for Country. <p>Planning is to recognise the need for, and as far as practicable contribute towards:</p> <ul style="list-style-type: none"> • Health, wellbeing, and safety. • Diversity of choice. • Adaptation in response to changing technology. • Economic viability. • A high standard of environmental sustainability, urban design, and amenity. • Climate change adaptation and mitigation. • Prevention of land, water, air, and noise pollution. • Protecting, conserving, and improving biodiversity, waterways, and other natural resources. • Accessibility. • Land use and transport integration. • Waste minimisation and resource recovery. <p>Planning is to prevent environmental, human health and amenity problems created by siting incompatible land uses close together.</p> <p>Planning is to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.</p>	<p>Supported by the objective and strategies.</p> <p>This policy has recently been amended to reflect the need to provide (and retain) housing stock for all Victorians, including rural regional areas, under the Plan for Victoria.</p> <p>In supporting our existing dwelling, small lot excision:</p> <ul style="list-style-type: none"> • Provides an opportunity to utilise an existing house stock that otherwise is at the risk of being demolished, becoming in disrepair or dilapidated. <p>The dwelling has been internally renovated to meet the needs of variety of demographics; such as a local farmer seeking to downsize or remain in the area and loves the character of the house and workable lot size; next generation farmer/family needing to be close to nearby farm, still occupied by parent/s; the larger scale family, professionals who wish remain or move in area (as not everyone wants to live in town and be forced to manage large scale farming).</p> <p>Business owners and/or managers, workers who can support the existing established local business, such as Irrewarra Sourdough Bakery, Oz Trees or need to be nearby to support the operations of the Colac Airport, to name a few.</p> <p>The dwelling is now suitable to retain or attract new people into the area, with the area bringing new people (with 5 bedrooms) into the area.</p> <p>Otherwise, there is a risk that the house could become another unused and dilapidated house within the rural landscape of the shire.</p> <p>This application is not seeking any housing development, but rather a small excision from an active farm under the same land ownership.</p>

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<p>Clause 11.01-1R Settlement – Regional Victoria</p> <p>Support sustainable development of the regional service centres, such as Colac.</p> <p>Listed as most relevant:</p> <ul style="list-style-type: none"> • Building on strengths and capabilities of each region across Victoria to respond sustainably to population growth and changing environments. • <u>Developing settlements that will support resilient communities and their ability to adapt and change.</u> • Preserving and protecting features of rural land and natural resources and features to enhance their contribution to settlements and landscapes. • Providing for appropriately located supplies of residential, commercial, and industrial land across a region, sufficient to meet community needs. 	<p>As discussed in this report, our proposal, even on a minor scale, contributes to providing housing through the retention of an existing dwelling and creating a smaller lot excision, providing a variety of rural lots that serve different purposes within the scope of the rural context and community, whilst still protecting and supporting agriculture – a healthy balance and co-existence.</p>
<p>Clause 12 – Environmental and Landscape Values</p> <p>Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species, and genetic diversity) and conserve areas with identified environmental and landscape values.</p> <p>Planning must implement environmental principles for ecologically sustainable development that have been established by international and national agreements. Foremost amongst the national agreements is the Intergovernmental Agreement on the Environment, which sets out key principles for environmental policy in Australia. Other agreements include the National Strategy for Ecologically Sustainable Development, National Greenhouse Strategy, the National Water Quality Management Strategy, Australia's Strategy for Nature 2019-2030, the National Forest Policy Statement and National Environment Protection Measures.</p> <p>Planning should protect, restore, and enhance sites and features of nature conservation, biodiversity, geological or landscape value.</p>	<p>Supported by the objective and strategies.</p> <p>There are no planning controls relating to the environmental or landscape value applied to the subject site of the dwelling or larger subject farming land.</p> <p>The proposal will not impact biodiversity or require any native vegetation removal, destruction or lopping.</p> <p>The nearest identified waterway from the subject dwelling (and excision) is approximately 418 metres to the east and will remain unaffected or at risk.</p> <p>The physical nature of the property will not change from the already established house lot, which sits comfortably within the rural context of the area and its vistas.</p>

<p>Listed as most relevant:</p> <ul style="list-style-type: none"> • Biodiversity • Protection of biodiversity • Native Vegetation management • Waterbodies and wetland lands <p>Clause 12.05-2L - Landscapes Strategies Listed as most relevant:</p> <ul style="list-style-type: none"> • Retain open and rural views, particularly from main road corridors and tourist routes. 	<p>The proposed excision is also consistent with the character of similar, smaller FZ blocks along Warrowie Road.</p> <p>The subject road is neither a main road corridor nor a tourist route.</p> <p>The physical nature of the property will not change from the already established house lot, which sits comfortably within the rural context of the area and its vistas.</p>
<p>Clause 14 – Natural Resource Management</p> <p>Planning is to assist in the conservation and wise use of natural resources including energy, water, land, stone, and minerals to support both environmental quality and sustainable development.</p> <p>Planning should ensure agricultural land is managed sustainably, while acknowledging the economic importance of agricultural production.</p> <p>Agriculture</p> <p>Listed as most relevant:</p> <p>Clause 14.01-1S-Protection of agricultural land</p> <p>In considering a proposal to use, 'subdivide' or develop agricultural land, consider the:</p> <ul style="list-style-type: none"> • Desirability and impacts of removing the land from primary production, given its agricultural productivity. • Impacts on the continuation of primary production on adjacent land, with particular regard to land values and the viability of infrastructure for such production. • Compatibility between the proposed or likely development and the existing use of the surrounding land. • The potential impacts of land use and development on the spread of plant and animal pests from areas of known infestation into agricultural areas • Land capability. <p>Avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land.</p>	<p>Positively responds at no risk.</p> <p>The proposal is minor in scope and scale, seeks to excise 3.28 hectares and the dwelling and create a new property access from Warrowie Road, noted on plans as Lot 1, shown as figure 1 or refer to Appendix 3, Proposed – Concept Subdivision.</p> <p>The additional land for the proposed dwelling excision, is only 2.6% of the overall lot size; 97.4% of the current vacant land will remain on the larger farm lot. Noting that the overall farm holdings within proximity are much larger.</p> <p>The proposed excision will not reduce, existing, agricultural productivity on the farm, on the contrary, it will provide support by no longer being, a burden on the time, costings, and management of the larger-scale farm and primary land use.</p> <p>The area of proposed excision has no agricultural use or potential to be productive, due to existing, development of a dwelling and detached garage and supporting infrastructure (connected services, driveway and house yard).</p> <p>The existing onsite septic and effluent lines and other underground services make the current dwelling land unsuitable for current and future farming activities.</p> <p>The land capability of the long-standing existing dwelling and the many other existing small dwelling lots along the Warrowie Road, also within FZ strongly demonstrates no impacts but rather a long term, cohesive and successful balance between the two land uses.</p>

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<p>Give priority to the re-structure of inappropriate subdivisions where they exist on productive agricultural land.</p> <p>Balance the potential off-site effects of a use or development proposal (such as degradation of soil or water quality and land salinisation) against the benefits of the proposal.</p> <p>Clause 14.01-1L-Protection of agricultural land Strategies (Local)</p> <p>Listed as relevant:</p> <ul style="list-style-type: none"> • Ensure that lots resulting from subdivision are of a sufficient size to benefit agricultural production or environmental protection. • Discourage dwellings on lots that do not meet the minimum lot area of the zone or relevant schedule unless it is required for an intensive agricultural activity on the land or to achieve the environmental protection of the land. <p>Avoid localised concentration of dwellings in agricultural areas.</p> <p>Discourage the realignment of boundaries that will create small lots for existing dwellings unless the re-subdivision contributes to the restructure and/or consolidation of agricultural holdings into larger farming units.</p> <p>Ensure that small lot subdivisions or excisions facilitate sustainable rural production and do not prejudice surrounding rural activities.</p> <p>Discourage boundary realignments if they rely on land that was previously a road reserve, utility lot, crown land or are of insufficient size to support a dwelling.</p> <p>Policy guidelines</p> <p>Consider as relevant to site and context:</p> <ul style="list-style-type: none"> • Whether any small lot containing a dwelling and associated infrastructure should be at least 0.4 hectare and no more than 2 hectares in area. • Providing setbacks around the existing dwelling from lot boundaries to limit likely impacts of adjacent agricultural activity. • The use of an agreement under Section 173 of the Act to prevent the further subdivision of the land and the construction of a dwelling on any lot created other than in accordance with the minimum lot size in the zone. 	<p>Positively responds with no risk to reducing. Agriculture.</p> <p>The proposed small excision lot provides no existing or other than ensuring that the active farm remains just that, and is no longer burdened by the dwelling upkeep, domestic yard maintenance, time, and cost away from the farm.</p> <p>The proposed dwelling excision provides a reason lot size to offer some form of agriculture, which does not require large-scale landholdings, something no doubt any new family will pursue of their choice on the land between the dwelling and the road.</p> <p>The farmer is <u>not</u> seeking to permanently reduce the overall landholdings of the farm but to reinvest the sale of the property in the ongoing support and expansion of the farm.</p> <p>The farmer is <u>not</u> seeking to create a lot to further subdivide or to develop multi-residential or mixed-use, which are restricted by current planning controls in any case.</p> <p>The proposed excision dwelling area is already physically separated from the farm with domestic fencing and its own property accesses, separate from the farm, which has existing and alternative property access points.</p> <p>The policy asks you to – only – “consider”; it does not require the proposal to be less than 2 hectares, it is not worded as ‘must’ or ‘ensure’ and therefore is <u>not compulsory</u> in restricting the minimum or maximum lot size – <u>only discretionary</u> in decision making and needs to be subject to the merits of the planning application, <u>not to be treated, as blanket decision approach on all FZ applications.</u></p> <p>Our excision layout is a better orderly layout and protection to the ongoing agriculture, and provides appropriate road frontage for the former Calvert homestead.</p> <p>The existing residential dwelling use and development has been established for 115 years and has shown not to cause any impact or adverse risk to the onsite or surrounding rural (or farm) activities.</p>
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<p>Clause 14.01-2S- Sustainable agricultural land use Listed as relevant:</p> <p>To encourage sustainable agricultural land use, strategies listed as most relevant:</p> <ul style="list-style-type: none"> • Ensure agricultural and productive rural land use activities are managed to maintain the long-term sustainable use and management of existing natural resources. • Support the development of innovative and sustainable approaches to agricultural and associated rural land use practices. • Encourage diversification and value-adding of agriculture through effective agricultural production and processing, rural industry, and farm-related retailing. • Assist genuine farming enterprises to embrace opportunities and adjust flexibly to market changes. • Support agricultural investment through the protection and enhancement of appropriate infrastructure. • Facilitate ongoing productivity and investment in high-value agriculture. 	<p>The proposed excision has legal points of access on a sealed council-managed road.</p> <p>Refer to our previous comments in this report relating to Section 173 Agreements, page 5.</p> <p>Meets to comply with and policy supported.</p> <p>Following on from previous related responses, our proposal is supported by planning policy. This section can be summarised with:</p> <p>In supporting this small excision proposal, it will support the longevity, expansion, and sustainable agricultural land use of the large-scale farm without impacting existing or potential agriculture on-site or surroundings.</p> <p>The farmer and his family are local generational farmers who have no intention of selling the larger farm lot. They would prefer to expand/improve the farm without the burden of maintaining an unwanted dwelling, as their primary dwelling is nearby on a different FZ property.</p> <p>██████████ are seeking to be self-sufficient in reinvesting into their farm in Council, supporting and facilitating this proposal to excise the dwelling from the farm.</p>
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6.0 Existing Uses

6.1 - Clause 63.01 Extent of Existing Use Right

An existing use right is established in relation to the use of land under this scheme if any of the following apply, listed as most relevant and quoted:

- ***“The use was lawfully carried out immediately before the approval date”.***

The current use of the land for the dwelling remains to be fully compliant with the planning scheme.

- ***“Proof of continuous use for 15 years is established under Clause 63.11, for further discussion refer to section 6.2 of this report. “***

The history of the subject site includes a former planning application that involved a similar excision of a small lot with an existing dwelling. At that time, the dwelling was undergoing repairs and renovations, as previously discussed in this report.

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Photos 4 and 5, subject existing dwelling. Before 2021. After 2025, below:



The building and works were underway during a previous VCAT matter some four years ago (**Irrewarra Estate Ltd v Colac-Otway SC [2021] VCAT 3582**), which questioned the subject dwelling establishment of existing dwelling use rights in the hearing; however, this was resolved with the VCAT member concluding – the existing dwelling rights had **not** expired and remained, see members' existing rights conclusion comments below, paragraph 72 extract: as quoted:

72 As a result, I am satisfied that the existing use of the house as a dwelling has **not** expired under clause 63.06 of the planning scheme because the use of the house as a dwelling has not stopped for a continuous period of 2 years, and has not stopped for two or more periods which together total 2 years in any period of 3 years. Consequently, the Tribunal may grant a permit for the subdivision sought by the respondents.

A copy of the full VCAT statement and decision outcome can be provided on request and should also be available on the records at Council.

While the VCAT member overturned the Council's original approval (via councillor delegation), this decision was not made due to concerns about the establishment of 'existing use rights', clearly outlined above to be existing. The primary reason for the overturned refusal decision was related to a previously disorganised subdivision of the existing dwelling, driven according to [REDACTED] by Council Planning during the original assessment.

Important to note: This new planning application addresses those past issues of dwelling excision layout, and are now proposing a significantly improved subdivision design with an increased road frontage width for the dwelling excision and proposing a balance lot size, that will in accordance with the current planning scheme, restricts further subdivision or the development 'as of right dwelling' on vacant farm lot.

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6.2 - Clause 63.11 Proof of Continuous Use

This planning application asserts that since the above 2021 VCAT matter and decision, the subject dwelling's existing use rights have remained continuous for the following reasons and are outlined and addressed under Clause 63.11, and include updated amendment VC254 (12/02/2024) in the table below:

Proof of Continuous Use	
<p>If, in relation to an application or proceeding under the Act or this scheme [including under Section 97N of the Act] the extent of any existing use right for a period in excess of 15 years is in question, it is sufficient proof of the establishment of the existing use right if the use <i>has been carried out continuously for a period of 15 years at any time before the date of the application or proceeding.</i></p>	<p>The VC254 amendment no longer requires 15 years of continuous land use up to the date of the planning application lodgement to Council, it does allow as quoted:</p> <p><i>"... it is sufficient proof of the establishment of the existing use right if the use has been carried out continuously for a period of 15 years at any time before the date of the application or proceeding".</i></p> <p>Regardless of the less restrictive existing land use rights, we still maintain, however, that continuous dwelling use has been established and ongoing for our existing FZ dwelling.</p> <p>The circa 1910, 115-year history as a dwelling land use provides an array of longer than 15-year periods of continuous dwelling use. However, we maintain that since the VCAT decision, the dwelling has maintained continual for these reasons:</p> <ul style="list-style-type: none"> • The dwelling has remained occupied. In the preliminary stages of the renovation by ██████████ lived in the dwelling and then immediately followed Mr Dwyer, who did the trade work and lived in the dwelling as part of an employment contract agreement with the ██████████ remained on-site in a caravan next to the dwelling to help project manage the building, works of the dwelling, and use as a spare toilet during bathroom and septic upgrades and help on the farm. <i>Additional evidence can be provided on request.</i> • Power and water services remained connected. Refer to Appendix 6 - Copies of Power & Water Bills. <p>While (next page):</p>

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	<ul style="list-style-type: none"> • The septic system was upgraded. <i>The septic system was discounted for a brief period (a matter of a few weeks) in 2019 for upgrades, which were completed shortly thereafter and utilised by Charlie and Mr. Dwyer. Refer to Appendix 2 – Site & Surround Photos.</i> • At the time the internal photos were taken, the dwelling was partly furnished due to renovated flooring and new carpet being installed, which has now been completed.
<p>The 15-year continuous existing use rights do not apply to the following three considerations, as listed in the policy:</p> <p>At any time before or after commencement of the 15-year period the use has been held to be unlawful by a decision of a court or tribunal.</p>	<p>The subject dwelling's existing use rights remain established and comply.</p> <p>There has been no decision from VCAT tribunal (or court) that states that the subject dwelling land use was found to be 'unlawful'; in fact, VCAT 2021 outcome confirmed that the subject dwelling existing use rights were established and confirmed in their report.</p>
<p>During the 15-year period, the responsible authority has clearly and unambiguously given a written direction for the use to cease by reason of its non-compliance with the scheme.</p>	<p>The subject dwelling's existing use rights remain established and comply.</p> <p>According to [REDACTED] they have never received any documentation from Colac Otway Shire Planning (as the responsible authority), or acting on Council's behalf, stating that the dwelling <u>land use</u> was non-compliant and/or informing them that the dwelling land use needed to cease.</p>
<p>The use ceased between the end of the 15-year period and the date of the application or proceeding.</p>	<p>The subject dwelling's existing use rights remain established and comply.</p> <p>The subject dwelling continues to comply and has established existing use rights.</p>

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7.0 Conclusion

We kindly request that you read this planning report before seeking any additional information. It is most likely that the information and answers are included in this report and/or within the attached seven (7) document appendices supporting this planning application.

This planning application seeks approval for a small excise subdivision of an existing dwelling, within the Farming Zone (FZ). There are no overlay planning permits triggered for our proposal, just the zone.

The location of the existing dwelling meets all the preferred setback requirements for a building; existing (or new) under the Farming Zone.

The proposal requires no native vegetation impacts or environmental risks and will retain all existing agricultural operations and farming infrastructure (paddocks, stockyards, dams) to be retained and remain on the vacant farming lot.

This report shows in detailed discussion and mapping, the proposed lot size of the subdivision positively responds to the area allowing the ongoing livestock agricultural operations to continue and is consistent in supporting the 3.2 hectare dwelling excision; the same size lot as north adjoining property of 180 Warrowie Road, Irrewarra and other FZ small existing lots in the area, refer to Appendix 5 – Site Context Map – Existing Dwelling small lots.

Our proposal provides an improved and more orderly excision layout than the earlier VCAT decision plans, having now demonstrated to Council with convincing evidence of the ongoing existing use rights of the subject dwelling, and we now stand by the original submitted excision layout, not the one that went to VCAT. Our proposed subdivision layout now demonstrates a more consistent size and similar road frontage to other existing small dwelling lots along Warrowie Road and the Irrewarra area.

Existing small dwelling lots in this FZ area have not only coexisted successfully with agriculture for generations but have also been essential to the local rural and farming community. They allow current community members to stay in the area and provide housing and job opportunities for newcomers. Not everyone wants to live in a city or town, nor should they be forced to, including professionals and keyworkers and farmers and rural businesses that need managers and workers who can live nearby, families that can integrate into the local schools, sporting clubs, and volunteer groups, like the CFA.

Colac Otway Shire faces a significant challenge in accommodating the current and future local population growth. The Shire is required to provide an additional 3,700 homes by 2051 (Plan for Victoria, pg. 30) while also ensuring that our existing housing stock is maintained. It is particularly important to preserve housing in rural and farming areas more than ever. This can be achieved by supporting existing dwelling excision subdivisions.

The alternative situation is evident in Irrewarra and nearby areas, where farmers may struggle to maintain dwellings that are not their primary residences, leading to the risk of these properties becoming forgotten and run-down. Our proposal aims to address this issue by offering an opportunity for new ownership. This will allow individuals to enjoy renovated homes with enough land to ensure sufficient setbacks and separation from the larger farm lot/s.

Notwithstanding, the community appreciates [REDACTED] hard work and costs in painstakingly restoring the old Calvert (and Higgins) homestead, now back to its former glory, but with the added modern-day conveniences.

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Again, standing proud in the local rural landscape and in preserving an important part of the history of Irrewarra and the Shire.

The Farming Zone (FZ) supports existing small lot dwelling excision, with no set minimum or maximum lot size, but asks you to only “consider” lot sizing of the excision, which must be assessed subject to the merits of the planning application and context of the site and surrounds; it does not require a blanket set approach to refuse on all proposed existing dwelling excisions.

This report shows and clearly outlines the strong Farming Zone planning policy support for our proposal.

The proposed excise dwelling proposal and remaining farm lot are supported by the Strategic Directions of Colac Otway Shire and the Framework Plan discussed in detail within Sections 5.2 and 5.3 of this report.

The State, Regional and Local Planning Policies further provide strong planning policy support from all three levels of government planning for this proposal, as outlined in Section 5.4 of this report.

██████████ want to remain focused on managing and expanding agriculturally their farm, which extend beyond the subject site, quintessentially supporting and protecting agriculture, while returning a perfectly suitable and ongoing service-connected dwelling, one with local historical significance, into the housing market in an era of a nationwide housing shortage crisis, moreover, within a local regional farming and rural area.

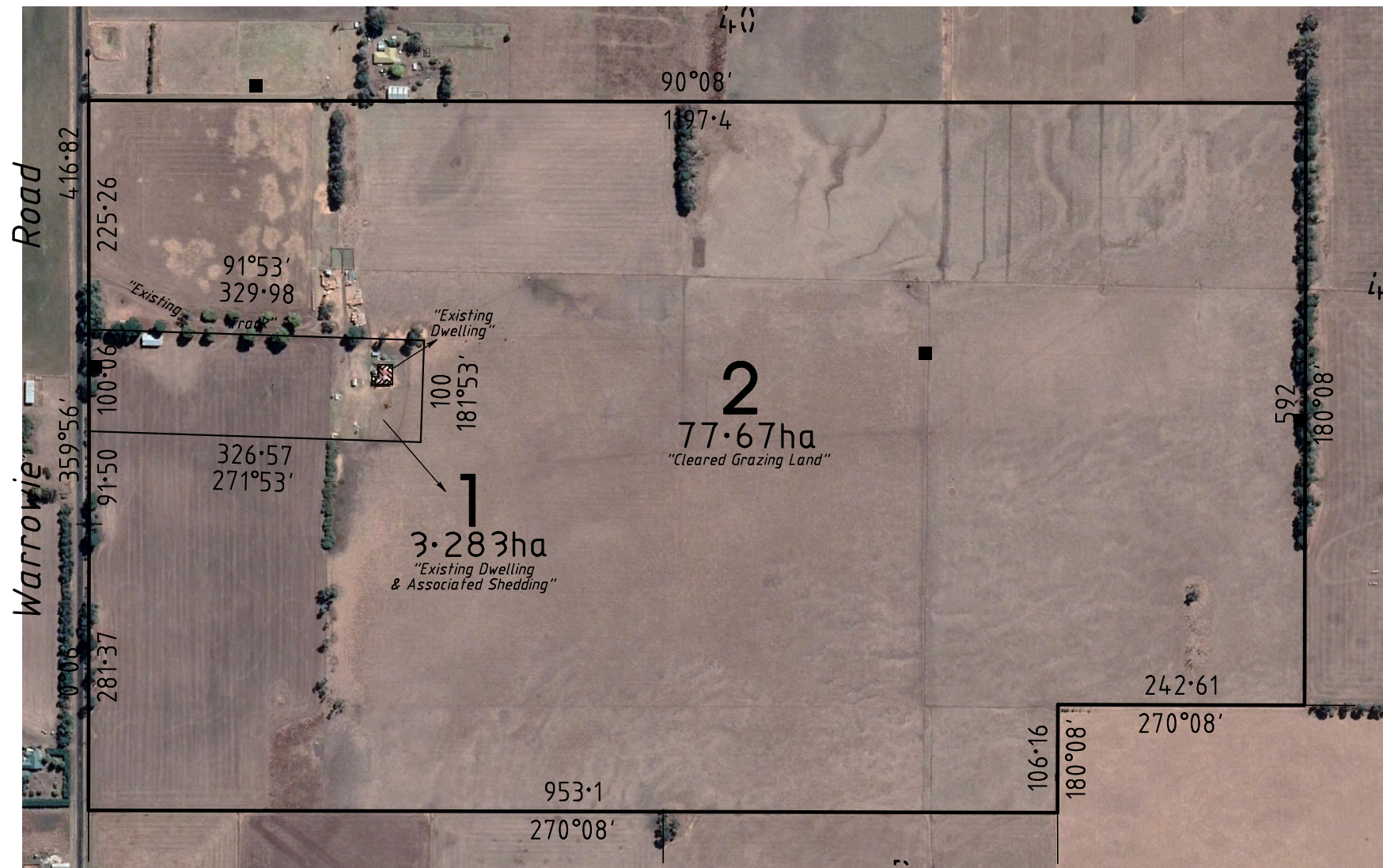
This proposal, like other dwelling excisions in the local area, has demonstrated great benefits and opportunities, as detailed in this applicant's planning report.

The proposal is commended to Council, and, on behalf of our clients, ██████████ we look forward to a positive outcome from the application.

PLAN OF PROPOSED SUBDIVISION
CROWN ALLOTMENT 42
PARISH OF IRREWARRA
COUNTY OF POLWARTH
RE: [REDACTED]
SCALE 1:5000 (Original Sheet Size A3)

ROD BRIGHT & ASSOCIATES PTY LTD
LICENSED SURVEYORS & TOWN PLANNERS
26 MURRAY STREET COLAC 3250
TEL 5231 4883 ACN 007 206 975

NOTE:
Certain dimensions shown hereon are subject to survey.
Certain areas shown hereon are subject to survey.
Land contained within C/T Vol. 6874 Fol. 790



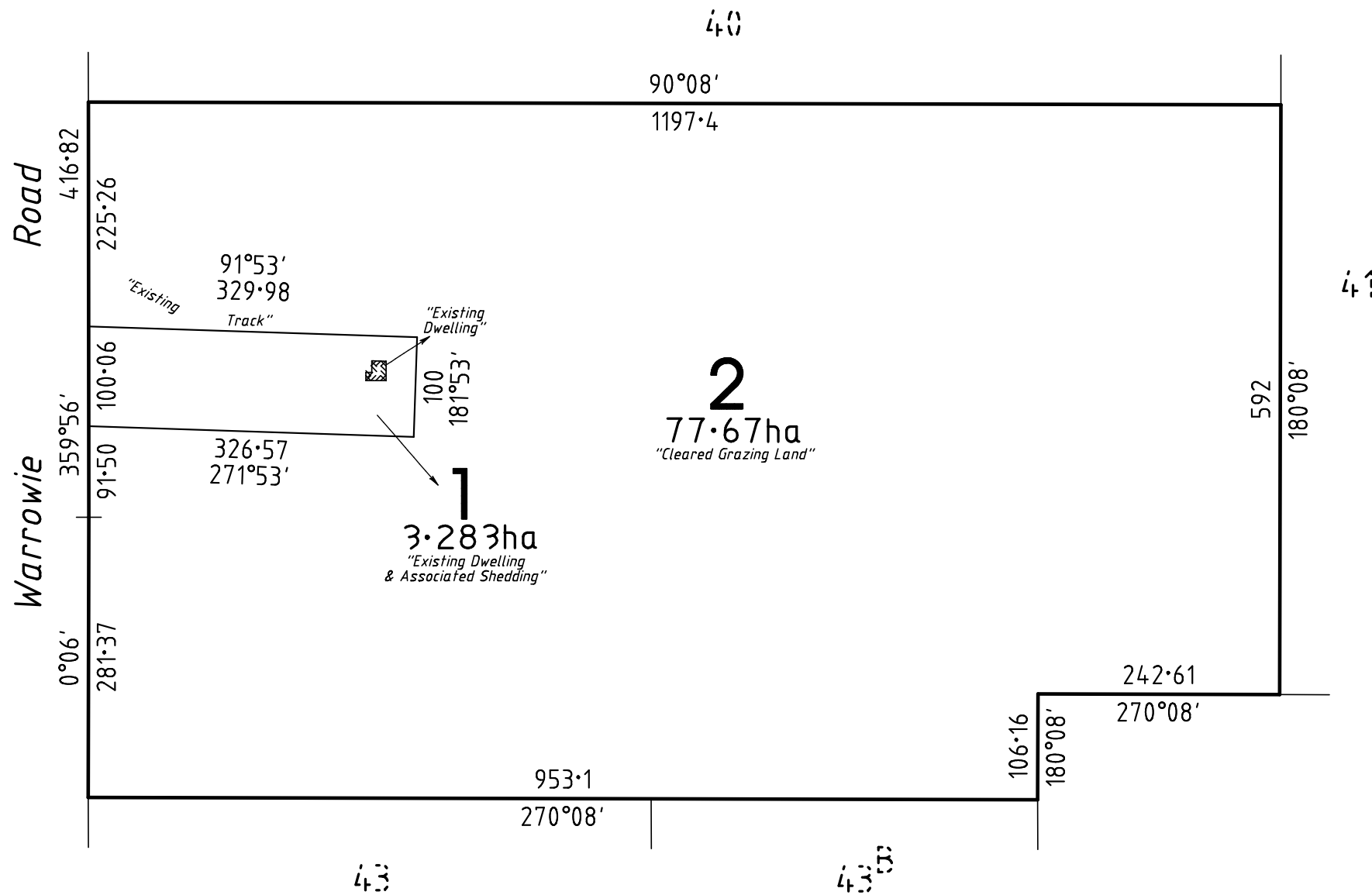
REF. 19-28

Dated: 9th January 202

PLAN OF PROPOSED SUBDIVISION
CROWN ALLOTMENT 42
PARISH OF IRREWARRA
COUNTY OF POLWARTH
 RE: [REDACTED]
SCALE 1:5000 (Original Sheet Size A3)

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REF. 19-28

Dated: 9th January 202

Item: 7.1

2026-27 Budget for Adoption

OFFICER	Azam Mahmood
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Budget submissions summary with officer comments - 16 June 2026 briefing [7.1.1 - 5 pages] 2. 2026-27 Budget - to be adopted [7.1.2 - 76 pages] 3. 2026-27 Fees and Charges - to be adopted [7.1.3 - 31 pages]

1. PURPOSE

To adopt the 2026-27 Budget, including the Fees and Charges 2026-27, in accordance with the *Local Government Act 2020*.

2. EXECUTIVE SUMMARY

In a challenging global economic climate, along with cost of living pressures locally, the 2026–27 Budget presents a balanced and responsible financial plan that supports the delivery of Council Plan priorities, maintains services, and continues investment in critical infrastructure for the Colac Otway community.

The Budget has been developed with input from the community as well as through a series of workshops with Councillors and in alignment with the Long-Term Financial Plan, Asset Management Plans and Council Plan. The budget is prepared in accordance with the Local Government Model Financial Report and the financial management principles of the *Local Government Act 2020*.

Like other councils, Colac Otway Shire faces increasing financial pressures, including rising construction, contract and service delivery costs, alongside constrained revenue growth. Within this environment, the Budget seeks to balance affordability for the community with the need to maintain service levels and invest in Council's extensive asset base.

The Budget prioritises renewal and maintenance of existing infrastructure, including roads, bridges, drainage, and community facilities, alongside targeted new capital and operational initiatives. While this represents a continued focus on asset renewal, the funding benchmark set out in Council's Asset Plan of 110% will not be reached in 2026–27, with renewal funded at 67%.

While the 2026-27 budget sets out a strong commitment to asset renewal, upgrade and growth, the ability to deliver those initiatives will have to be managed carefully throughout the year, taking into account the economic circumstances of the time and what represents value for money for Council at various stages. The goal will be to once again manage to a balanced budget, but it will be a complex process as long as uncertainty remains around fiscal conditions both globally and locally.

Community feedback has directly shaped the Budget, with 51 submissions received across two consultation phases highlighting priorities such as road maintenance, drainage, footpaths and community infrastructure. Council has responded by incorporating \$1.49 million into a number of initiatives, including;

- \$500,000 for the sealing of priority road
- \$300,000 to help with the management of unsealed roads
- \$300,000 for drainage improvements
- \$250,000 for new footpath construction guided by Council's recently adopted Footpath Strategy.

Additional investment has also been included in community infrastructure and public spaces, as well as funding for a second emergency management trailer to support Apollo Bay. **Attachment 1** summarises community submissions by key themes and includes officer responses.

Late in 2025-26, Council has been successful in securing funding for two major projects:

- The Colac Bike Park
- Deans Creek Road, Pound Road intersection upgrade

This is a great outcome for the community and the income received in 2025-26 will be carried forward to 2026-27 and has been included in the capital grant income in the amount of \$1.041 million.

Key financial outcomes for the 2026–27 Budget are summarised below.

Summary of Key Financial Outcomes for the Budget 2026-27	\$'000
Net Result surplus/(deficit)	(\$5,730)
Adjusted Underlying Result surplus/(deficit)	(\$12,914)
Closing Cash Balance	\$13,220
Reserves balance	\$12,757
Capital Works Program (new allocations)	\$13,056
Allocation to Annual Asset Renewal Program (67% of Council adopted target)	\$11,741

The budgeted Net Result for 2026-27 is for a deficit of \$5.73m. This is due to a decision to provide a large portion of 2026-27 Federal Assistance Grants (FAGs) funding in 2025-26. The Victorian Local Government Grants Commission has notified Council that 80% of FAGs funding will be provided in 2025-26 rather than in 2026-27. In the Comprehensive Income Statement, this has resulted in the budget for Grants – Operating in 2026-27 decreasing by \$7.3m to be \$3.1m. That has led to what was anticipated to be a surplus budget into a deficit of \$5.7m. However, this FAGs funding received in 2025-26 will be carried over and available for use in 2026-27.

Capital Works Program

The 2026-27 Budget will be the first time Council is including unspent funds from 2025-26 that were allocated to projects and carrying it forward into 2026-27.

An estimated carry forward of \$15.46 million is included for 2026-27. With a new capital program allocation of \$13.06 million for 2026-27, the total forecast allocation to Council's Capital Works Program for the year is \$28.51 million.

3. RECOMMENDATION

That Council:

- 1. Having considered all submissions received, adopts the Budget 2026-27 and subsequent three (3) financial years, including Fees and Charges, annexed to this resolution as Attachment 2 and 3 in accordance with Section 94 and 96 of the Local Government Act 2020 (the Act).***
- 2. Authorises the Chief Executive Officer to give public notice of Council's decision to adopt the Budget 2026-27 and subsequent three (3) financial years and write to all submitters to the Draft Budget 2026-27 to thank them and advise them of the Council's decision.***
- 3. Declares its intention to raise the following amount:
An amount of \$40,007,259 as the amount that Council intends to raise by general rates (described later in this resolution), municipal charge and service rates and charges (Waste Management and Tirrengower Drainage Scheme), which is calculated as follows:***

Category	Income
General Rates	\$ 31,316,935
Municipal Charge	\$ 3,396,981
Annual Service (Waste Management Charges)	\$ 5,270,843
Tirrengower Drainage Scheme Reserve	\$ 22,500
Total	\$ 40,007,259

4. Declares a general rate in respect of the 2026-27 Financial Year.

- a. *It be further declared that consistent with Council's Revenue and Rating Plan and having regard to the considerations outlined in the Budget for the 2026-27 financial year, the general rate be raised by the application of differential rates.*
- b. *Each differential rate will be determined by multiplying the Capital Improved Value of each piece of rateable land by the relevant rate in the dollar indicated in the following table:*

Type or class of land	2026-27 cents/\$CIV*
Residential - Colac/Elminyot	0.002935
Residential - Balance Of Shire	0.002495
Holiday Rental	0.003082
Rural Farm	0.001908
Commercial/Industrial - Colac/Elminyot	0.004843
Commercial/Industrial - Balance Of Shire	0.004109

5. *Declares a Municipal Charge for the 2026-27 Financial Year to contribute to the administrative costs of the Council in the amount of \$222 per annum for each rateable property in respect of which a municipal charge can be levied.*
6. *Declares the following Annual Service (Waste Management) Charges for the 2026-27 financial year:*
 - a. *An Annual Service (Waste Management) Charge of \$481 per annum for the weekly kerbside collection and disposal service for all land used primarily for residential or commercial purposes that are located on the designated collection routes.*
 - b. *An Annual Service (Waste Management) Charge of \$368 per annum for the fortnightly kerbside collection and disposal service for all developed land used primarily for residential or commercial purposes that are located on the designated collection routes.*
7. *Declares a Special Charge for the Tirrengower drainage works to be calculated at \$2.50 per hectare for the 2026-27 financial year in respect of all land previously declared by Council in its resolution on 24 January 2018 and listed in the Schedule attached to the 24 January 2018 resolution.*
8. *Requires any person to pay interest (only to be calculated from 1 January 2022) at the maximum rate calculated in accordance with Section 172(2) of the Local Government Act 1989 on any amounts of rates and charges which: a.that person is liable to pay; and b. have not been paid by the date specified for their payment.*

9. ***Allows the general rates, Municipal Charge and Annual Service (Waste Management) Charges to be paid in accordance with Section 167 of the Local Government Act 1989 by four instalments due on or before:***
- a. ***30 September 2026;***
 - b. ***30 November 2026;***
 - c. ***28 February 2027;***
 - d. ***31 May 2027.***
10. ***Authorises the Manager Financial Services to levy and recover the General Rates, Municipal Charge, Annual Service (Waste Management) Charges and Tirrengower Drainage Scheme Special Charge, in accordance with Section 313 of the Local Government Act 2020.***

4. KEY INFORMATION

Council has prepared a Budget for the 2026-27 financial year which seeks to support the provision of services and infrastructure for our community. The Draft Budget is informed by the principles and assumptions contained in the Financial Plan and Asset Management Plans.

This Budget proposes to increase rate revenue in line with the Fair Go Rates System which is capped at 2.75% for the 2026-27 financial year. The cap is set by the State Government and applies to the total revenue generated through general rates and the municipal charge.

In 2025, Colac Otway Shire Council adopted the Council Plan 2025-2029.. The Council Plan guides Council's work over the remainder of its term and has three key themes:

1. People
2. Place
3. Prosperity

This Budget includes investment across all three themes..

The following items have been reviewed and discussed by Council as part of the budget development process:

- Rates Revenue and Average rate Increases;
- Waste charges;
- Fees and Charges;
- Service unit review;
- Budgeted staffing numbers and cost;
- Operating Income, Expenditure and council's cash position; and
- Allocation of external capital funding to nominated projects.

Amendments to the Draft Budget 2026-27

Amendments to the budget that arose since the draft documents were endorsed and publicly exhibited include:

1. General Rates Revenue – Stage 4 approved valuations were received from the Valuer General. Rates revenue and rates in the dollar have been adjusted accordingly.
2. Financial Assistance Grant – The Victorian Local Government Grants Commission has indicated an early payment equivalent to 80% of Council’s estimated allocation for 2026-27 which will be paid before 30 June 2026. The draft budget is adjusted for this early payment consequently impacting both forecast for 2025-26 and the budgeted income statement for 2026-27.
3. Capital Projects – The income for projects relating to the Colac Bike Park and Deans Creek Road Upgrade works have been received in 2025-26 and carried forward to 2026-27. This has impacted the capital grant income by \$1.041 million.

These changes are mainly impacting the Comprehensive Income Statement and are reflected in the relevant sections of the Budget.

Rates and municipal charges

As mentioned, this budget proposes to increase rate revenue in line with limit set by the Victorian Government through the Fair Go Rates System, which is 2.75% for the 2026-27 financial year. This rate cap of applies to the total revenue generated through general rates and the municipal charge.

Summary of Rate Revenue		\$
Forecast Annualised Rate Revenue at 30 June 2026		\$33,784,833
Forecast Number of Assessments at 30 June 2026		16,259
Forecast Base Average Rate 2025-26 per assessment		\$2,078
Budget Rate Revenue 2026-27		\$34,713,916
Capped Average Rate 2026-27 per assessment		\$2,135
Average Rate Increase		2.75%

As legislated, each property across the state is subject to an independent annual valuation, and these values will be used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council, but it redistributes the rates burden according to updated property values. This means ratepayers may see rate increases that differ from the average 2.75% increase because of changes to their property value relative to that of other ratepayers’ properties. Further details relating to Rates and Charges is included in Section 4.1 of the Budget 2026-27.

Council’s rate revenue also increases due to supplementary rates, which are usually new ratepayers that are created throughout the year from the building of new properties, subdivisions or existing property capital investment. The estimation of Council’s revenue from

supplementary rates in the 2026-27 financial year are not subject to the rate cap calculation. Supplementary rates that are received during the financial year then become part of general rates in future years and thus become integrated into the overall rate calculation at that time.

Waste charges

Council delivers waste and resource recovery services across three key service areas:

1. Kerbside collection
2. Transfer stations and drop-off facilities, and
3. Public litter collection.

Council operates a four-bin kerbside collection system comprising food and garden organics (FOGO), commingled recycling, glass-only recycling and landfill waste. This system supports increased diversion from landfill and aligns with the State Government's Circular Economy objectives aimed at reducing waste and environmental impacts.

The cost of providing waste services continues to increase due to a range of factors, including the ongoing implementation of enhanced waste services, rising landfill levies imposed by the State Government, and increasing fuel costs driven in part by the current global crisis. These pressures directly affect waste collection and transport operations.

Council's long-standing position is that the cost of kerbside waste collection services is to be recovered through a waste management charge applied to properties via the annual rates notice. The remaining costs associated with Council's waste services are funded from general rate revenue alongside other municipal services.

To ensure that increasing kerbside collection costs do not place pressure on general rate income or impact the delivery of other services, Council has determined that the waste management charge must increase to reflect these higher service costs. Accordingly, waste charges for the 2026-27 financial year will increase by an average of 9.1%, as outlined below:

- Properties receiving a weekly kerbside collection will incur a charge of **\$481** per annum. Which equates to \$40 per annum (approximately 77 cents per week) increase for weekly collections
- Properties receiving a fortnightly kerbside collection will incur a charge of **\$368** per annum. Which equates to \$31 per annum (approximately 60 cents per week) increase for fortnightly collections

Compared with the charges 2025-26:

- Properties receiving a weekly kerbside collection incur a charge of **\$441** per annum.
- Properties receiving a fortnightly kerbside collection incur a charge of **\$337** per annum.

While the increase in waste charges exceeds recent annual increases and is higher than the average general rate increase, it reflects Council's policy that kerbside waste collection costs are to be borne by service users rather than subsidised through general rates.

5. CONSIDERATIONS

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

A number of relevant governance principles under S(9)(2) of the LGA 2020 apply to this report, including:

- a) Council decisions are to be made and actions taken in accordance with the relevant law:
 - i. The Budget 2026-27 has been:
 - developed in accordance with the financial management principles as outlined in Section 101 of LGA 2020 and Council's Community Engagement Policy. (S96 LGA 2020),
 - developed to ensure that it gives effect to the Council Plan (S94(2) LGA 2020),
 - prepared in compliance with the 2.75% average rate cap set by the State Government for the 2026-27 financial year (S94(3) LGA 2020),
 - prepared to include commentary on the description and funding of services in the budget and the major initiatives that will contribute to the achievement of one of the three Strategic Objectives Council Plan 2025-2029 (S94(2) LGA 2020),
 - prepared in the form set out in the Local Government Model Financial Report (LGMFR) in accordance with the regulations, and
 - developed and prepared in accordance with a rigorous schedule, discussions with Councillors through 2025 and 2026 as the Draft Budget was developed, development of a community vision and Council Plan 2025-2029 with the community, and finally, a community engagement process prior to consideration by Council for adoption by 30 June (S94(1) LGA 2020).
 - b) priority is to be given to achieving the best outcomes for the municipal community, including future generations:
 - i. Commentary is included in section 2 of the Budget on how the allocation of financial resources to services and initiatives in the budget will achieve the Strategic Objectives in the Council Plan 2025-2029.
 - c) innovation and continuous improvement is to be pursued:
 - i. Initiatives include Council's commitment to:
 - continue to grow its asset management capabilities, undertaking asset condition assessments, and
 - improving the customer experience.
 - d) the ongoing financial viability of the Council is to be ensured:
 - i. The budget forecasts have been updated to provide:
 - a meaningful projection of Council's long term financial position and provide a current understanding of Council's ongoing financial viability, and
 - financial indicators that describe Council's current and projected performance across a range of key financial performance indicators.

- e) regional, state and national plans and policies are to be taken into account in strategic planning and decision making:
- i. Budget allocations include available funding opportunities for initiatives and capital works that will contribute to the achievement of Council's Strategic Objectives in the Council Plan 2025-2029, if known at the time of preparation of the budget, and
- f) the transparency of Council decisions, actions and information is to be ensured:
- i. Council's Community Engagement Policy is applied to the Council budget development, including Council Fees and Charges.
 - ii. Statutory fees and charges, which are set by the State Government, are also included in the budget process alongside Council fees and charges to ensure transparency of all fees and charges collected by the Council. Statutory fees and charges applicable from 1 July 2026 are subject to a separate State Government review process and may therefore change.

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

In relation to the Budget, Council has specific obligations under the following sections of the LGA 2020:

- Section 94 – The Budget
- Section 95 – Revised Budget
- Section 96 – Preparation of budget and revised budget

Section 94 requires that:

- c) A Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years by 30 June each year.
- c) The budget must give effect to the Council Plan and contain a list of prescribed information, which is in the form set out in the Local Government Model Financial Report (LGMFR) in accordance with the regulations.
- c) If Council determines to apply a rate increase above the average rate cap for the financial year, the budget must contain a statement that Council intends to apply for an increase above the average rate cap, or is waiting for the outcome of an application, or specify any approved average rate cap that applies.

Section 95 requires that a Council must prepare and adopt a revised budget before the Council can make a variation to the declared rates or charges, undertake any borrowings not previously approved in the budget, or where Council considers a change to the budget should be the subject of community engagement.

In addition, Part 4 - Division 4 of the Act requires Council to implement the prescribed financial management principles in undertaking their duties. Section 96 specifically states that:

A Council must develop the budget and any revised budget in accordance with—

- b) the financial management principles; and

- b) its community engagement policy.

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

The Budget, and subsequent 3 financial years, must reflect the objectives of the Council Plan. Therefore, the resources allocated to environmental, social, cultural and economic issues must be considered as part of the process.

Section 2 of the Budget outlines the activities and initiatives under major service categories that will be delivered to contribute to the achievement of one of the four Strategic Objectives in the Council Plan 2025-2029.

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

Council undertook two community consultation processes for the Budget 2026–27. Budget submissions were initially open from 1 December 2025 to 30 January 2026, with submissions accepted via the Council website or in person at Council offices. A total of 37 written submissions were received during this period.

Council subsequently endorsed the Draft Budget 2026–27 for public exhibition at its meeting on 28 April 2026. The public exhibition period closed on 27 May 2026. A further 14 written submissions were received.

Attachment 1 summarises community submissions by key themes and includes officer responses.

Public Transparency (s58 LGA 2020)

Public notice was given via Council's website, local newspapers and social media in accordance with Council's Community Engagement Policy.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

3.3 - Build and maintain effective working relationships with all levels of government

3.4 - Communicate and engage positively and clearly with the community

Financial Management (s101 Local Government Act 2020)

S96 of the LGA 2020 specifies that Council must develop the budget in accordance with the financial management principles outlined in S101 of the LGA 2020. The budget has been prepared in the form set out in the Local Government Model Financial Report (LGMFR), in accordance with the regulations. This presentation aims to assist the reader to understand how the following financial management principles have been considered in preparation of the budget:

- a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans,
- b) financial risks must be monitored and managed prudently having regard to economic circumstances (financial risks include any risk relating to the financial viability of the

- Council, the management of current and future liabilities of the Council and the beneficial enterprises of the Council,
- 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, and
 - d) accounts and records that explain the financial operations and financial position of the Council must be kept.

Specifically, the budget document includes commentary on:

- a) how the budget is guided by the Revenue and Rating Plan, Workforce Plan and Long-Term Financial Plan to enable the priorities identified within the Council Plan 2025-2029 to be achieved,
- b) the description and funding of services in the budget and the major initiatives that will contribute to the achievement of one of the three Strategic Objectives in the Council Plan 2025-2029,
- c) three-year projections developed based on assumptions developed in the Long-Term Financial Plan, which was adopted by Council on 14 October 2025, to provide a meaningful projection of Council's long term financial position and provide a current understanding of Council's ongoing financial viability, and
- d) financial indicators that describe Council's current and projected performance across a range of key financial performance indicators are found in section 5 of the Budget.

Service Performance (s106 *Local Government Act 2020*)

A number of service performance indicators have been incorporated into section 2 includes descriptions of the general services and functions provided by Council under each Council Plan theme and includes a summary of service statistics in sub-section 2.7. Section 5 of the Budget incorporates prescribed service performance indicators that Council will report against through its Annual Report.

Risk Assessment

The budget process must comply with a rigorous schedule to ensure the budget meets the statutory requirements outlined in this report, including final adoption by Council of the budget by 30 June.

The financial sustainability of the Council over the long term has been a focus of this budget and Council is committed to address these challenges. Without important changes to Council's service offering and delivery models, future years will also present deficits and erode Council's ability to support the community in the future.

The Budget has been developed with expectations of external grants as already indicated by Commonwealth and State Governments, however there is a low risk that some of these may be reviewed as they finalise their respective budgets.

Communication/Implementation

The Draft Budget was placed on public exhibition from 1 December 2025 to 30 January 2026 and 29 April 2026 to 27 May 2026. Submitters were invited to a Submissions Committee

meeting scheduled on 10 March 2026 and 9 June 2026 prior to consideration and adoption of the Budget at the Council Meeting to be scheduled on 23 June 2026.

Human Rights Charter

No implication for Human Rights has been identified through the development of the Draft Budget.

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 Budget 2026-27 for the financial year, and subsequent 3 financial years, including the 2026-27 Fees and Charges as its final budget for 2026-27 without amendment

This option is not recommended by officers.

It is recommended by officers that the new charges should be considered as amendments. There is transparency about these charges through this report, and the amendments provide a more correct and current financial plan for the year ahead.

Option 2 – Adopt the Budget 2026-27 for the financial year, and subsequent 3 financial years, including the 2026-27 Fees and Charges as per Attachment 2 and 3

This option is recommended by officers.

The prepared budget document has been developed over a number of months, has been guided by Councillors participation in dedicated budget briefing sessions, and incorporates Council's most recent information and decisions. Importantly, the Budget 2026-27 incorporates important initiatives to support the community and will support ongoing service delivery.

Adoption of the Budget 2026-27 at this meeting will also fulfil Council's obligations under the Local Government Act 2020.

Amendments to the Budget 2026-27 have been made by Council following consideration of officer recommendations to incorporate any recent information, including updated forecasts, where appropriate

Option 3 – Not adopt a Budget 2026-27 for the financial year, and subsequent 3 financial years, including the Fees and Charges

This option is not recommended by officers.

If Council does not adopt a budget for the next financial year, or delays the adoption of an annual budget it may:

- i. Compromise its ability to strike rates in accordance with legislation,
- ii. Compromise the opportunity for its community to participate in Council's decision making prior to Council considering the budget for adoption,
- iii. Delay the opportunity for the community to receive benefits from new initiatives,
- iv. Impact delivery of important ongoing services,
- v. Compromise Council's ability to comply with its obligations under the Local Government Act 2020 and Local Government Act 1989.



Community Submissions

Council held two community consultation phases for the development of the 2026-27 Budget.

The first was between 1 December 2025 to 30 January 2026 – 37 submissions were received.

The second was between 29 April 2026 and 27 May 2026 - - 14 submissions were received.

In total 51 submissions were received. Most submissions received listed multiple issues that the submitter wanted to raise. Below is a summary of the submissions received. The issues raised have been grouped by key themes officers responses.

Theme of Submission	# of subs received	Summary of submissions/s	Officers Response
New footpaths	6	Construction of new footpaths and walkability audit and bike path provision in Apollo Bay	Council has allocated \$250,000 for construction of new footpaths. Council adopted a new Footpath Strategy for Colac and Apollo Bay in 2025 which will help prioritise Council’s decisions where new funds are spent.
Public Reserves and Open Spaces	2	Harrington Park upgrade	Officers recommend a master planning process to guide the most effective approach to future improvements. Council will work within its operational budget to improve the standard of maintenance at the Harrington Park reserve.
Public Reserves and Open Spaces	1	Irrewillipe Recreation Reserve Public Toilets	\$250,000 is allocated to look at a ‘modular’ or similar solution to the Irrewillipe Recreation Reserve Public Toilets
Public Reserves and Open Spaces	2	Colac Botanic Gardens improvements Colac Botanic Gardens carpark improvements	Council will work within maintenance budgets to improve the fencing of the Colac Botanic Gardens along its boundaries. A Conservation Management Plan for the Gardens and improvements to car parking and provision of public toilets in the parking area west of the Gardens are not proposed for funding in 2026-27.



Theme of Submission	# of subs received	Summary of submissions/s	Officers Response
Public Reserves and Open Spaces	16	Shade sails at the Colac Otway shire playgrounds Increased frequency of maintenance of Public Reserves and Open Spaces Change Table Lake Colac Toilets Central Reserve - electricity maintenance/renewal	Funding not available in the 2026-27 budget.
Public Reserves and Open Spaces	1	Additional public seating and tables in Memorial Square	\$40,000 allocated for additional seating and tables in Memorial Square
Public Reserves and Open Spaces	2	Upgrade shopping area streetscape restoration/Improvement	The 2026-7 Budget includes funding for forward design of future capital works projects including a concept plan for potential streetscape improvements in Bromfield Street, Colac, for funding consideration in future budgets.
Arts & Culture Strategy	3	Further investments in Arts Review of the Creative Colac Otway Arts Strategy 2018–2022 and Community Consultation	The Creative Colac Otway Arts Strategy 2018–2022 continues to guide current activity. Strategic work is underway through the Economic Development Framework 2025–2030, which considers creative industries, tourism and place activation, and will help inform future direction.
Road maintenance and safety improvements	13	Sealing of unsealed roads More frequent maintenance and upgrading of Gravel Roads Increased road maintenance	Allocation of \$500,000 to upgrade priority gravel roads to bitumen in 2026-27. Council’s Road Upgrade policy will guide decisions on roads to be prioritised for upgrade. A further allocation of \$300,000 to purchase an additional water cartage



Theme of Submission	# of subs received	Summary of submissions/s	Officers Response
		<p>Safety improvements - Ondit-Warrion Road / Potters Rd / Rattrays Rd</p> <p>Sand Road improvements</p>	<p>truck to assist with better maintenance of unsealed roads in 2026-27.</p> <p>The resheet program proposed for 2026-27 includes resheeting of Sand Road in Glenaire, which will be undertaken after Council enters into an Aboriginal Cultural Heritage Land Management Agreement.</p> <p>A grant has been secured to deliver a \$461,000 upgrade of the Deans Creek Road/Pound Road intersection in 2026-27 through the Safer Local Roads and Streets program.</p> <p>Council will pursue improved signage relating to quarry trucks entering Ondit Warrion Road.</p>
Road maintenance	1	Upgrade Apollo Bay northern entry (Great Ocean Road)	Not funded in 2026-27 budget.
Affordable Housing	3	Rural Housing Policy Review	\$150,000 is allocated to undertake a review of Council's rural housing policy.
Early Childhood Education and Care Hub	1	Early Childhood Education and Care Hub	Council does not currently provide childcare services. Council's role remains to advocate to other levels of government for improved childcare outcomes, supported by relevant data where required.
Parking	1	Off-street Parking at Community Hall (Senior Citizens Hall) Apollo Bay	The current width of the road allows parking on both sides. Council is not proposing to provide off-street parking at this location.
Drainage and waste	2	Drainage Improvements - Murray/Armstrong Street Colac	This has been identified as a priority issue. \$300,000 allocated for drainage improvement works at the intersection of Murray and Armstrong street.



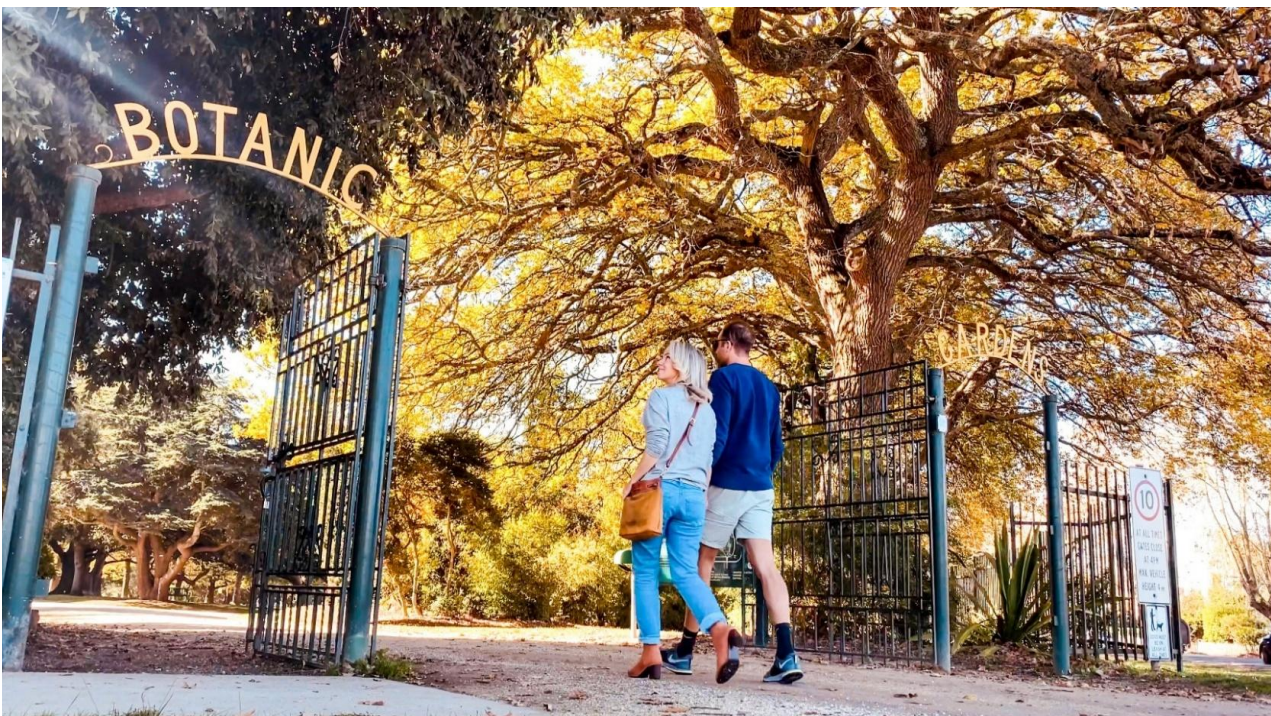
Theme of Submission	# of subs received	Summary of submissions/s	Officers Response
Health and Wellbeing	1	The purchase of water quality test kits for Wye River and Separation Creek.	Council allocates funding each year for the recreational water quality monitoring program, which includes Wye River. Further funding to purchase additional ZIP diagnostics testing kits can be applied for via Council's Grant Program.
Health and Wellbeing	1	Funding provided for U3A Apollo Bay for Venue Hire.	\$1,500 allocated to U3A Apollo Bay for Venue Hire
Emergency Management	1	Apollo Bay fire ready provision through the availability of an emergency management trailer.	\$10,000 has been allocated to purchase a second emergency management trailer that will be permanently located in Apollo Bay.
Health and well being.	1	Geelong Regional Library Corporation - High library cost, limited community benefit	Public libraries deliver significant social, economic and health value, returning around \$4.30 for every \$1 invested. They serve as key community hubs, supporting literacy, digital access and wellbeing.
Council funds	1	Budget funding consideration/confirmation	Council's financial planning and budgeting remains sound.



Organisation Submissions

Since the draft budget was put on exhibition, some further funding matters have been communicated to Council that need to be reflected in the 2026-27 budget.

Submission	Summary	Officers Comments
Federal Assistance Grants	80% of Federal Assistance Grants allocated for 2026-27 are being provided prior to 30 June 2026.	2026-27 budget is updated to reflect 80% of Federal Assistance Grants being allocated early. Income for Grants – Operating has been increased for the forecast 2025-26 and reduced for 2026-27 accordingly.
Colac Bike Park	Funding from the Local Sport Infrastructure Fund has been provided in 2025-26 to undertake the Colac Bike Park project.	In the Comprehensive Income Statement, \$580k has been included in Grants – Capital as a carry forward.
Deans Creek Road Upgrade	Funding from Safe Local Roads and Streets Program provided in 2025-26 to undertake the upgrade of the intersection at Deans Creek and Pound Roads	In the Comprehensive Income Statement, \$461k has been included in Grants – Capital as a carry forward.
Rates	A slight reduction in rates revenue resulting from an update coming from Stage 4 of the Rating process	In the Comprehensive Income Statement, income for Rates and Charges in 2026-27 has been decreased by \$172k. The forecast figure for 2025-26 has also been decreased by \$90k.



COLAC OTWAY SHIRE COUNCIL

BUDGET 2026-27

This Budget Report has been prepared with reference to Local Government Victoria (LGV) Local Government Model Budget 2026-27

Colac Otway Shire

<https://www.colacotway.vic.gov.au>

Acknowledgement of Traditional Custodians

The Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadabanud peoples as the traditional owners of the Colac Otway region, the land on which the decisions and activities of the Colac Otway Shire Council take place.

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

Vision Statement

By 2050, Colac Otway Shire will be a destination where people come to appreciate our unique and diverse environment and friendly communities.

We value the wisdom of this land's first caretakers, the Gulidjan and Gadabanud peoples, and recognise all those who have cared for the land since.

We work to preserve what makes our place special. We focus on environmental sustainability to protect our precious natural assets.

We are a proud and resilient community that values our welcoming spirit. We embrace new people, new business, new ideas. Our region is a great place to learn, live, work and play.



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Draft Budget 2026-27

Mayor's Message

On behalf of Council, I am pleased to present the Colac Otway Shire Budget for 2026-27 - the second budget in this term of Council.

Last year was about setting our strategic direction through the Council Plan and our Priority Projects, and this coming year is very much about delivery of projects and realising the ambitions of the community and Council.

In the current economic and global environment, we will have to be very flexible in our thinking to maximise opportunities and limit the impact of the rising cost of fuel, materials, services and everyday items.

Renewing our assets is a major priority as we work to maintain and improve existing assets through an allocation of \$11.74 million. We have also allocated \$13 million to our capital works program.

This Council is very keen to see us address the sealing of some of our unsealed roads network, as well as increase the amount of footpaths delivered annually in high need areas.

I am pleased that we are also delivering on community-driven initiatives like the upgrade to the Irrewillipe Recreation Reserve toilets, the provision of an emergency management trailer in Apollo Bay and additional park furniture in Memorial Square in Colac.

These are items that support locals and visitors to the region and make a difference as we strive to achieve our ambition of Colac Otway being a place to Grow, Invest and Belong.

I believe we live in the most wonderful part of the world and the decisions we make as a Council on how we spend ratepayers' money are based on extensive community engagement and are made with the best intentions for the future prosperity and growth of the entire shire.

I thank community members for their submissions to the budget, and Councillors and officers for their dedication to forming a responsible budget that will enable significant service delivery over the coming 12 months.

Cr Jason Schram

Mayor



Draft Budget 2026-27

CEO's Introduction

The current global economic situation, and the subsequent impacts it is having locally, have provided a challenging backdrop against which the 2026-27 budget has been developed.

The approach taken again this year included making available the opportunity for the community to be engaged early and to make submissions to the 2026-27 budget across the December and January period. This meant that we had more time for those ideas to be incorporated into our considerations. A number of suggestions will be funded in the budget including:



- Upgrades to the toilets at Irrewillipe Recreation Reserve
- An emergency management trailer to be located in Apollo Bay
- Additional park furniture in Memorial Square
- Drainage upgrade at the corner of Murray Street and Armstrong Street
- A review of Council's Rural Housing Policy.

Again in 2026-27 we have continued to make investment in the renewal of our aging assets a priority. At the same time though, we have made provision for the funding of upgrades or new assets. This again is in response to community suggestions. This investment will be through:

- the introduction of a road sealing program to seal some of our over 1,000 kilometres of unsealed roads across the shire.
- the continued allocation of funding to increase our footpath networks throughout the shire.

The final budget for 2026-27 includes funding that Council was successful in securing late in the process for two key projects:

1. \$580k from the Local Sport Infrastructure Fund for the Colac Bike Park Project
2. \$461k from the Safe Local Roads and Streets Program for the upgrade of the intersection at Deans Creek Road and Pound Road.

This is great news for the community and funding for these projects will be carried forward as Capital Grants.

The budgeted Net Result for 2026-27 is for a deficit of \$5.73m. This is due to a decision to provide a large portion of what Council was anticipating Federal Assistance Grants (FAGs) funding in 2025-26. The Victorian Local Government Grants Commission has indicated that Council will receive 80% of FAGs funding in 2025-26 rather than in 2026-27. In the Comprehensive Income Statement, this has resulted in the budget for Grants – Operating in 2026-27 decreasing by \$7.3m to be \$3.1m. That has led to what was anticipated to be a surplus budget into a deficit of \$5.7m. However, this FAGs funding received in 2025-26 will be available for use in 2026-27.

The 2026-27 Budget will be the first time Council is including unspent funds from 2025-26 that were allocated to projects and carrying it forward into 2026-27. An estimated carry forward of \$15.46 million is included for 2026-27. With a new capital program allocation of \$13.06 million for 2026-27, the total forecast allocation to Council's Capital Works Program for the year is \$28.51 million.

While the 2026-27 budget sets out a strong commitment to asset renewal, upgrade and growth, the ability to deliver those initiatives will have to be managed carefully throughout the year, taking into account the economic circumstances of the time and what represents value for money for Council at various stages.

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The goal will be to once again manage to a balanced budget, but it will be a complex process as long as uncertainty remains around fiscal conditions both globally and locally.

Summary of Key Financial Outcomes for the Budget 2026-27	\$'000
Net Result surplus/(deficit)	(\$5,730)
Adjusted Underlying Result surplus/(deficit)	(\$12,914)
Closing Cash Balance	\$13,220
Reserves balance	\$12,757
Capital Works Program (new allocations)	\$13,056
Allocation to Annual Asset Renewal Program (67% of Council adopted target)	\$11,741

I want to acknowledge with appreciation the work Councillors and the many staff who have contributed to the preparation of the 2026-27 budget.

Andrew Tenni

Chief Executive Officer

Draft Budget 2026-27

Executive Summary

Rates and municipal charges

This Budget provides for an increase in rate revenue in accordance with the **Fair Go Rates System** determined by the Victorian Government. For the 2026-27 financial year, the rate cap has been set at 2.75% and applies to the total revenue raised from general rates and the municipal charge.

In addition to the capped increase, Council's rate revenue is expected to rise through the collection of supplementary rates. Supplementary rates are primarily generated from new properties, subdivisions and capital improvements that occur throughout the year. Revenue from supplementary rates in 2026-27 is not included in the rate cap calculation. Once received, these supplementary assessments form part of Council's general rate base in future years and are included in subsequent rate cap calculations.

In accordance with legislation, all properties are revalued annually by an independent valuer, and the resulting values are used to calculate individual property rates. Annual revaluations do not impact Council's total rate revenue; however, they redistribute the rates burden across the municipality based on updated property values. As a result, individual ratepayers may experience increases above or below the average 2.75%, depending on movements in their property value relative to others.

Summary of Rate Revenue		\$
Forecast Annualised Rate Revenue at 30 June 2026		\$33,784,833
Forecast Number of Assessments at 30 June 2026		16,259
Forecast Base Average Rate 2025-26 per assessment		\$2,078
Budget Rate Revenue 2026-27		\$34,713,916
Capped Average Rate 2026-27 per assessment		\$2,135
Average Rate Increase		2.75%

Further details relating to rates and charges is included in Section 4.1 of the Budget 2026-27 document.

Waste charges

Council delivers waste and resource recovery services across three key service areas:

1. Kerbside collection
2. Transfer stations and drop-off facilities, and
3. Public litter collection.

Council operates a four-bin kerbside collection system comprising food and garden organics (FOGO), commingled recycling, glass-only recycling and landfill waste. This system supports increased diversion from landfill and aligns with the State Government's Circular Economy objectives aimed at reducing waste and environmental impacts.

The cost of providing waste services continues to increase due to a range of factors, including the ongoing implementation of enhanced waste services, rising landfill levies imposed by the State Government, and increasing fuel costs driven in part by the current global crisis. These pressures directly affect waste collection and transport operations.

Council's long-standing position is that the cost of kerbside waste collection services is to be recovered through a waste management charge applied to properties via the annual rates notice. The remaining

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costs associated with Council's waste services are funded from general rate revenue alongside other municipal services.

To ensure that increasing kerbside collection costs do not place pressure on general rate income or impact the delivery of other services, Council has determined that the waste management charge must increase sufficiently to reflect these higher service costs. Accordingly, waste charges for the 2026-27 financial year will increase by an average of 9.1%, as outlined below:

- Properties receiving a weekly kerbside collection will incur a charge of **\$481** per annum
- Properties receiving a fortnightly kerbside collection will incur a charge of **\$368** per annum

Compared with the charges levied in 2025-26, these increases equate to:

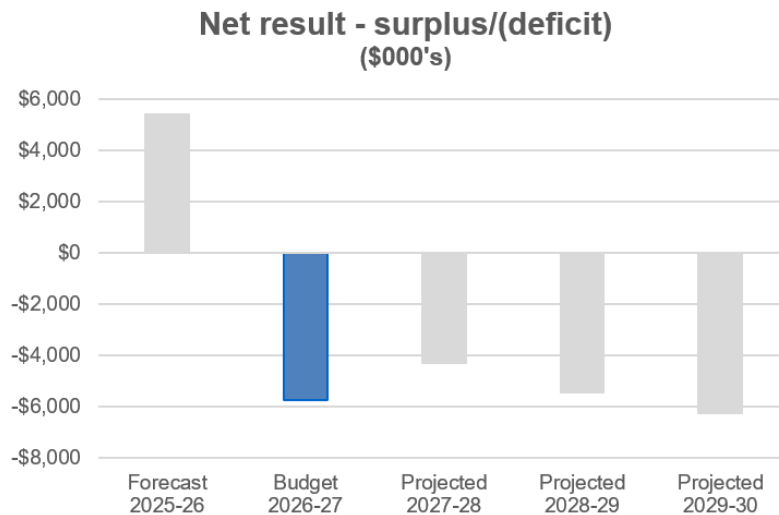
- \$40 per annum (approximately 77 cents per week) for weekly collections
- \$31 per annum (approximately 60 cents per week) for fortnightly collections

While the increase in waste charges exceeds recent annual increases and is higher than the average general rate increase, it reflects Council's policy that kerbside waste collection costs are to be borne by service users rather than subsidised through general rates.

Net Result

The budgeted Net Result reflects Council's total operating revenues less operating expenses and is detailed further in the financial statements contained in Section 3 of this document.

For the 2026-27 financial year, Council anticipates a net operating deficit of \$5.73 million.



By comparison, the Forecast 2025-26 surplus of \$5.39 million includes approximately \$10.23 million in capital income tied to specific projects and outcomes that were incorporated into the adopted Budget 2025 -26.

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Adjusted Underlying Result

In addition to the Net Result, the Local Government Financial Reporting regulations require Council to calculate an Adjusted Underlying Result. This measure excludes one-off or non-recurrent revenue items that may otherwise distort Council’s ongoing financial performance.

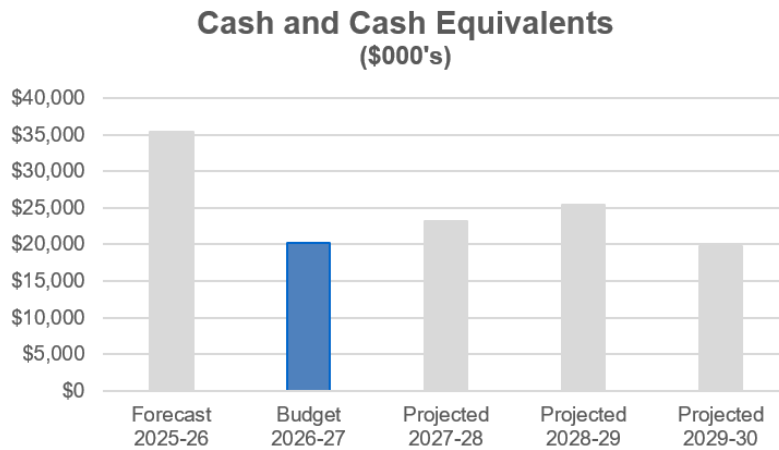
The Adjusted Underlying Result for the 2026-27 financial year is calculated in accordance with regulatory requirements and is presented as follows:

Adjusted Underlying Result	\$'000
Total Comprehensive Result	(\$5,730)
Non-recurrent grants used to fund capital expenditure	\$7,184
Non-monetary asset contributions	-
Other contributions to fund capital expenditure	-
Adjusted Underlying Result surplus/(deficit)	(\$12,914)

Cash and Investments

Council’s cash and investment balances are forecast to decrease by \$15.15 million during the 2026-27 financial year, resulting in a closing balance of \$20.22 million. This reflects the assumption that there will be no capital project carryovers at the end of the 2026-27 year.

Cash balances are projected to increase through to 2028-29 as Council sets aside funds in reserves to meet its future landfill rehabilitation obligations. Rehabilitation works are expected to commence from 2029 onwards, at which time cash balances will reduce accordingly.



Although cash balances are expected to remain at moderate levels, these funds are largely committed to Council priorities and statutory obligations. As a result, Council’s capacity to hold unallocated cash for unforeseen events or discretionary opportunities remains limited.

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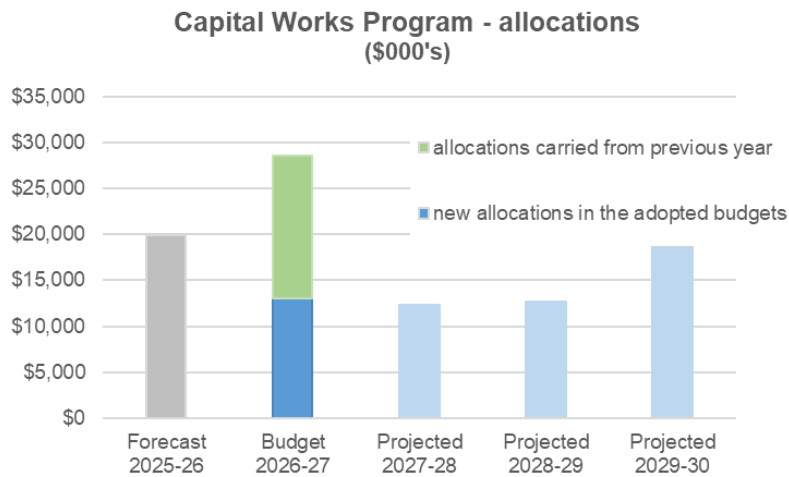
Capital Works Program

Council’s Capital Works Program in any given year comprises:

- New capital project commitments
- Projects not completed in the prior financial year and carried forward
- Any additional projects approved during the year

An estimated carry forward of \$15.46 million is included in Note 4.5.3. The final carry forward amount will be determined as part of the end-of-year process and incorporated into the Forecast 2026-27 during the first quarter of the following financial year.

With a new capital program allocation of \$13.06 million for 2026-27 and the projected carry forward of \$15.46 million, the total forecast allocation to Council’s Capital Works Program for the year is \$28.51 million.



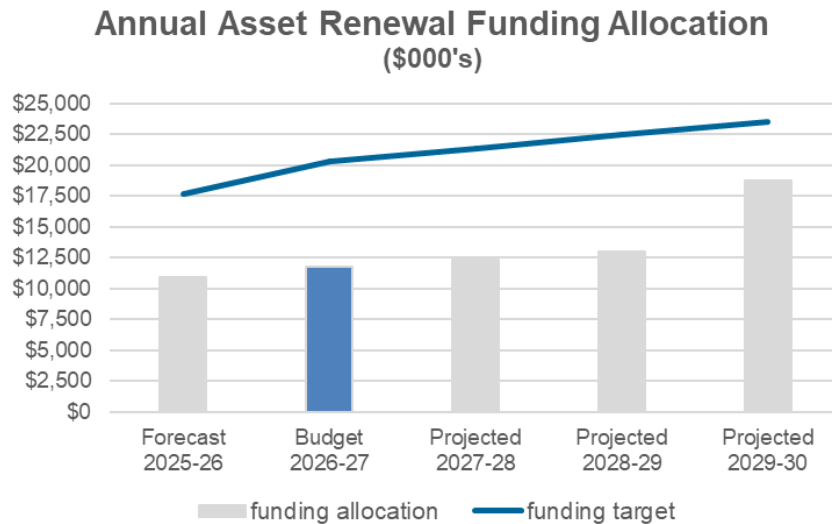
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Asset Renewal Funding

Council’s Asset Renewal Funding Strategy is embedded within its Asset Plan and establishes the level of annual funding required to renew and reconstruct assets as they reach the end of their useful lives. A structured and prioritised approach ensures asset renewal funding does not compete directly with new capital initiatives.

The strategy uses annual depreciation as a proxy for the level of funding Council should allocate to asset renewal each year. Where available funding is insufficient to meet asset renewal demand, an asset renewal backlog emerges. Conversely, surplus funding is quarantined in reserves for use in future years when renewal demands increase.

The Budget 2026-27 allocates \$11.74 million to asset renewal within a total capital works program of \$13.06 million.



Council is unable to fully meet its asset renewal funding target in 2026-27, which is set at 110% of depreciation. As a result, the value of assets that have reached their desired intervention point but remain unfunded and is expected to increase until Council can address this pressure over the longer term.

Further information on Council’s capital works program can be found in sections 3.5 and 4.5 of this document.

Operational Projects

In addition to infrastructure investment, Council funds a range of operational projects each year that support decision-making, strategic planning and the delivery of outcomes for the community. These projects commonly include the development of strategies, policies, masterplans and associated advocacy initiatives.

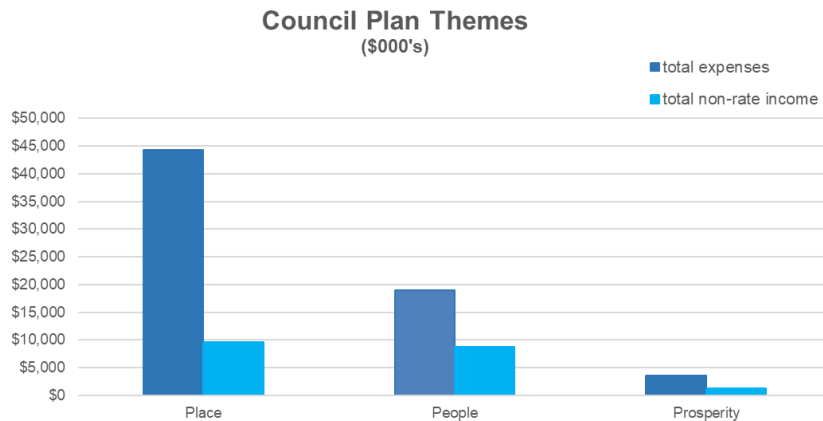
Council has allocated \$0.84 million to operational projects in 2026-27. Details of these projects are provided in Appendix B.

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Strategic objectives

The Council Plan 2025–2029 outlines Council’s strategic direction for the current term of Council. The Plan is structured around three key themes, each with associated strategic objectives and intended outcomes.

This Budget allocates planned expenditure and non-rate income across each theme, as illustrated in the accompanying graph and detailed further in Sections 1 and 2 of this report.



Where service-specific income does not fully cover the cost of delivering services and projects within a theme, the shortfall is funded through general rate revenue, meaning these services are supported collectively by all ratepayers.

Strategic targets

Council has also established Strategic Targets in accordance with *Local Government (Planning and Reporting) Regulations 2020*. The following targets have been developed with consideration given to past performance, current priorities and planned investment by Council. These targets are summarised below and explained in more detail in section 5.

Service/Financial area	Description	2026-27 Target
Service Indicators		
Governance	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	55
Roads	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	100.00%
Statutory planning	Number of planning application decisions made within the relevant required time / Number of planning application decisions made	85.00%
Waste management	Waste in tonnage collected from kerbside waste collection services sent to landfill / Number of serviced properties	438kg
Financial Indicators		
Liquidity	Current assets / current liabilities	227.77%
Obligations	Asset renewal and upgrade expenses / Asset depreciation	146.62%
Stability	Rate revenue / adjusted underlying revenue	69.43%
Efficiency	Total expenses / no. of property assessments	\$4,377

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1 Link to the Integrated Strategic Planning and Reporting Framework

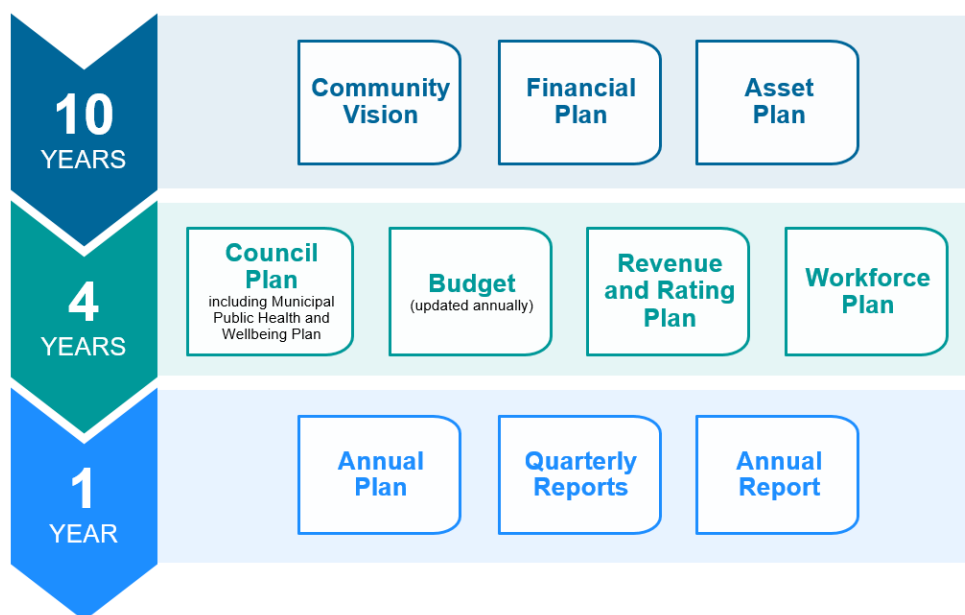
This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision, Financial Plan and Asset Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative Planning and Accountability Framework

Council has an Integrated Planning Framework that aligns our operational, corporate and strategic plans to deliver core services, and achieve sustainable improvements for the Council and community. The framework includes long medium and short-term plans that set the direction of everything we do.

The Budget forms an important part of Council's Integrated Planning and Reporting Framework. This framework ensures that the Budget is developed in response to Council Plan priorities and specifies the required amount to fund Council services and initiatives over the next 12 months and subsequent 3 financial years.

The framework includes reports to monitor the implementation of our plans. The Annual Report, including audited financial statements, is our report to the community on our performance during the year.



1.1.2 Key Planning Considerations

Although Councils have a legal obligation to provide some services such as animal management, local roads, food safety and statutory planning, most Council services are not legally mandated, including some services closely associated with Councils, such as libraries, building permits and sporting facilities. Therefore, Councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, Councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a Councils adopted Community Engagement Policy and Public Transparency Policy.

Draft Budget 2026-27**1.2 Our Purpose****Our Vision**

Colac Otway is a thriving regional hub where residents prosper, businesses find opportunity and visitors stay longer.

Our Mission

- To build on our successful and resilient existing industries and support investment.
- To continue to nurture our stunning natural environment.
- To enhance the wellbeing and lifestyle of residents and respect our heritage.
- To celebrate our region as a place to belong and partner with our communities to shape a dynamic future.

Our Values

- We are supportive, inclusive and respectful
- We take a positive approach to our work
- We commit to safe work practices
- We are accountable and proactive
- We act with integrity
- We communicate effectively
- We are flexible and progressive

1.3 Strategic Objectives

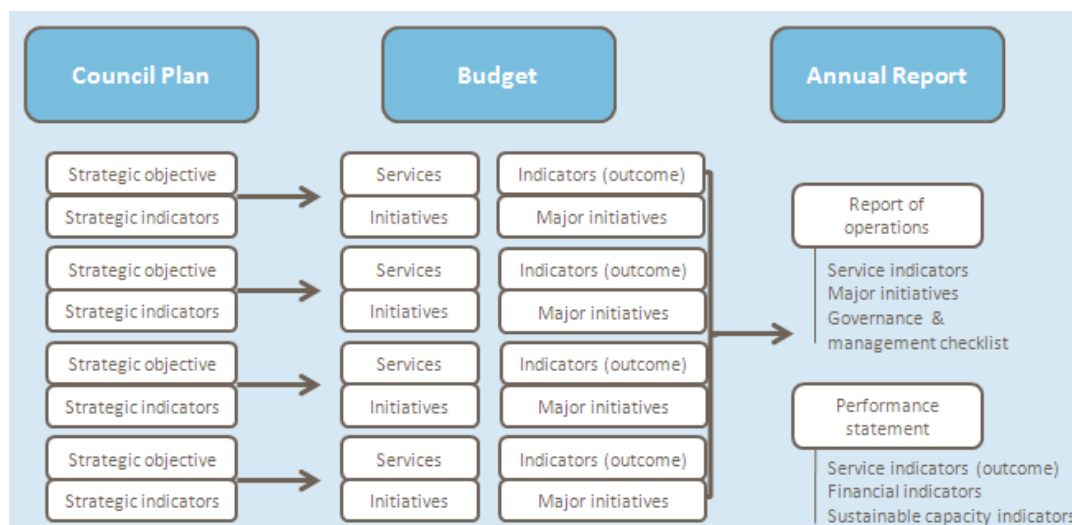
Strategic Objective	Description
1. Our Shire is a great place to live, work and belong	A welcoming place where townships and natural environments are enhanced, community spaces are improved, and people can move around safely. Residents enjoy diverse housing options and strong local opportunities that support a high quality of life.
2. Our community is vibrant, healthy and supported	A connected and inclusive community with access to essential services, social and cultural opportunities, and support for vulnerable groups. Healthy behaviours are encouraged, and community life is strengthened through partnerships and engagement.
3. Our Council governs progressively and sustainably for all	A transparent and effective Council that makes well-informed decisions, engages openly with the community, strengthens government partnerships and upholds best-practice governance to support long-term wellbeing.
4. Our economy is growing and diverse, supporting innovation, new businesses and investments	A resilient and expanding economy that attracts investment, supports emerging and traditional industries, and creates new opportunities through innovation, skills development and strong industry partnerships.
5. Our tourism industry is thriving, with expanded and interlinked experiences	A dynamic visitor economy strengthened by diversified tourism offerings, enhanced promotion, quality events, and improved infrastructure that leverages the Shire's natural assets to encourage longer stays and greater economic benefit.

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2 Services, Initiatives and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2026-27 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan.

It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Government Services.

Services for which there are prescribed performance indicators to be reported in accordance with the Regulations are included in the following sections. The reconciliation between the surplus for the year recorded on the Income Statement and the activities and initiatives is detailed within this section.

Sections 2.1 through to 2.3 provide indicative costs for the various services and functions of Council as they sit under each Council Plan theme.

The expenses, revenue and net costs indicated for the various services and functions in 2026-27 represent general recurrent operations and operational projects, but do not include non-cash items such as depreciation/amortisation.

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2.1 Council Plan Theme 1 - Place

This theme represents Council's commitment to ensuring our shire is a great place to live, work and belong.

This section outlines the activities and initiatives for Council services and key strategic activities.

Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Building Services	This service ensures a safe built environment by overseeing building regulation, compliance and statutory approvals in accordance with legislative requirements.	<i>Expenditure</i>	313	373	392
		<i>Overheads</i>	65	72	71
		<i>Revenue</i>	(122)	(152)	(141)
		NET	256	293	322
Civil Infrastructure	This service is responsible for the construction, maintenance and day-to-day operation of Council's civil assets, including sealed and unsealed roads, bridges, drainage and pathways, to ensure a safe, reliable and well-maintained transport and drainage network for the community.	<i>Expenditure</i>	7,637	9,256	9,253
		<i>Overheads</i>	2,171	2,475	2,526
		<i>Revenue</i>	(6,130)	(11,362)	(529)
		NET	3,678	369	11,250
Community Places and Building Maintenance	This service provides and maintains high-quality, sustainable community facilities that support community health, wellbeing and active lifestyles. It is responsible for the maintenance and operation of a wide range of Council buildings and associated infrastructure, including indoor sports facilities, recreation assets, public toilets and community halls.	<i>Expenditure</i>	1,564	3,552	2,378
		<i>Overheads</i>	128	266	266
		<i>Revenue</i>	(113)	(884)	-
		NET	1,579	2,934	2,644
Corporate Services Management	This service maintains strong organisational governance and administrative systems, ensuring responsive, accountable and transparent support to internal services and the community.	<i>Expenditure</i>	586	675	924
		<i>Overheads</i>	(431)	(613)	(615)
		<i>Revenue</i>	(0)	(1)	-
		NET	155	61	309
Emergency Management	This service strengthens community resilience by preparing for, responding to and supporting recovery from emergency events in collaboration with partner agencies.	<i>Expenditure</i>	504	525	441
		<i>Overheads</i>	138	150	156
		<i>Revenue</i>	(33)	(169)	(27)
		NET	609	506	570
Environmental Health	This service protects community health by enforcing public health standards, monitoring environmental risks and providing education and regulatory oversight.	<i>Expenditure</i>	599	1,029	633
		<i>Overheads</i>	198	215	224
		<i>Revenue</i>	(471)	(669)	(264)
		NET	326	575	593
Environment Sustainability	This service leads environmental sustainability initiatives by protecting natural assets, reducing environmental impact and supporting long-term ecological resilience.	<i>Expenditure</i>	588	832	847
		<i>Overheads</i>	88	122	127
		<i>Revenue</i>	(2)	(0)	(0)
		NET	674	954	974
Leisure Centre	This service provides community access to aquatic and recreational facilities that support physical activity, health and wellbeing.	<i>Expenditure</i>	2,382	2,600	2,576
		<i>Overheads</i>	1,021	1,138	1,154
		<i>Revenue</i>	(1,645)	(1,624)	(1,935)
		NET	1,758	2,114	1,795

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Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Local Laws and Animal Management	This service promotes community safety and amenity by enforcing local laws, managing domestic animals and supporting responsible pet ownership.	<i>Expenditure</i>	891	941	959
		<i>Overheads</i>	300	326	338
		<i>Revenue</i>	(535)	(484)	(576)
		NET	656	783	721
Parks, Gardens and Reserves Management	This service manages and maintains Council's parks, gardens, reserves and open spaces, including the Colac Botanic Gardens, to support biodiversity, recreation, amenity and the liveability of the municipality.	<i>Expenditure</i>	2,602	2,322	2,481
		<i>Overheads</i>	248	375	392
		<i>Revenue</i>	(10)	(29)	-
		NET	2,840	2,668	2,873
Recreation Services	This service supports active lifestyles by providing recreational programs, facilities and partnerships that encourage participation in sport and physical activity.	<i>Expenditure</i>	357	380	392
		<i>Overheads</i>	21	44	44
		<i>Revenue</i>	(0)	-	(3)
		NET	378	424	433
Statutory Planning	This service delivers statutory land-use planning, ensuring development is assessed in accordance with legislation while balancing sustainable growth and community expectations.	<i>Expenditure</i>	1,620	1,933	1,685
		<i>Overheads</i>	281	308	306
		<i>Revenue</i>	(479)	(414)	(393)
		NET	1,422	1,827	1,598
Strategic Planning	This service guides long-term land-use and development planning to support sustainable growth, protect community character and meet the needs of current and future generations.	<i>Expenditure</i>	513	3,281	475
		<i>Overheads</i>	79	87	86
		<i>Revenue</i>	(109)	(2,216)	-
		NET	483	1,152	561
Waste Management	This service manages waste collection, recycling and disposal to support environmental sustainability and ensure the safe, compliant handling of municipal waste.	<i>Expenditure</i>	6,102	7,212	7,543
		<i>Overheads</i>	397	533	645
		<i>Revenue</i>	(4,681)	(5,219)	(5,740)
		NET	1,818	2,526	2,448

Major initiatives – Capital Projects

- Irrewillipe Recreation Reserve Toilet Upgrade
- Silks Access Bridge Renewal
- Purchase of new Emergency Management Trailer – Apollo Bay
- Drainage Upgrade at Corner of Murray Street and Armstrong Street, Colac
- Memorial Square Park furniture
- New investment in Capital Programs as below:
 - New Footpath Connections Program
 - Unsealed Road Sealing Program
- A number of Renewal Programs as below:
 - Heavy Fleet Replacement Program
 - Light Fleet Replacement Program
 - Sealed Road Major Patching Program
 - Asphalt Overlay Program
 - Unsealed Road Resheeting Program

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- Sealed Road Resealing Program
- Kerb and Channel Renewal Program
- Drainage Renewal Program
- Open Space Renewal Program
- Footpath and Tactile Renewal Program
- Buildings Renewal Program
- Replacement Bluewater Gym Equipment (Year 2 of 2)
- Deepdene Road Reconstruction
- Swan Marsh Stoneyford Road Reconstruction

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Rural Housing Policy Review
- Cyclic Condition Assessment and Valuation of Assets
- Street Tree Planting Program

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Domain	Indicator	2024-25 Actual	2025-26 Forecast	2026-27 Target
Environment*	Roads	98.00%	98.00%	100.00%
Environment*	Waste management	380kg	422kg	438kg
Responsiveness*	Food safety	90.91%	100.00%	100.00%
Responsiveness*	Statutory planning	62.00%	62.00%	85.00%
Cost*	Waste management	\$401	\$439	\$479

** Refer to table in section 2.4 for information on the calculation of service performance outcome indicators*

Draft Budget 2026-27

2.2 Council Plan Theme 2 - People

This theme represents Council's commitment to ensuring our community is vibrant, healthy and supported, and is governed progressively and sustainably for all.

This section outlines the activities and initiatives for Council services and key strategic activities.

Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Aged Care Services	This service supports older community members by delivering programs and assistance that promote independence, wellbeing and social connection, enabling residents to live safely and comfortably in their own homes and communities.	<i>Expenditure</i>	3,500	4,311	4,226
		<i>Overheads</i>	1,089	972	1,001
		<i>Revenue</i>	(5,534)	(4,843)	(4,986)
		NET	(945)	440	241
Children and Family Services	This service supports children and families by delivering early years programs, maternal and child health services and initiatives that promote safe and healthy development.	<i>Expenditure</i>	1,366	1,774	1,420
		<i>Overheads</i>	366	327	336
		<i>Revenue</i>	(798)	(981)	(689)
		NET	934	1,120	1,067
Councillors and Chief Executive Office	This service supports elected Council and executive leadership by providing administrative support and strategic direction for the organisation.	<i>Expenditure</i>	1,113	1,267	1,083
		<i>Overheads</i>	232	160	170
		<i>Revenue</i>	(5)	(131)	-
		NET	1,340	1,296	1,253
Customer and Communications	This service provides front line customer support and clear, timely communication to ensure the community can easily access Council information, services, and engagement opportunities	<i>Expenditure</i>	1,104	1,166	1,440
		<i>Overheads</i>	(1,336)	(1,241)	(1,541)
		<i>Revenue</i>	-	-	-
		NET	(232)	(75)	(101)
Financial Services	This service provides responsible financial management by ensuring accurate revenue collection, budgeting, reporting and long-term financial sustainability for Council.	<i>Expenditure</i>	1,635	2,013	1,739
		<i>Overheads</i>	(1,452)	(1,300)	(1,356)
		<i>Revenue</i>	(48,302)	(48,539)	(3,088)
		NET	(48,119)	(47,826)	(2,705)
Governance	This service ensures strong and transparent governance by supporting Council meetings, statutory obligations, policy frameworks and ethical decision-making.	<i>Expenditure</i>	1,265	1,102	734
		<i>Overheads</i>	181	116	120
		<i>Revenue</i>	(4)	(1)	(1)
		NET	1,442	1,217	853
Information Services	This service delivers reliable information and technology systems that support effective data management, digital capability and secure, compliant operations across Council.	<i>Expenditure</i>	2,729	3,304	3,393
		<i>Overheads</i>	(2,458)	(2,915)	(3,047)
		<i>Revenue</i>	-	-	-
		NET	271	389	346
Library Services	This service delivers equitable access to library resources, programs and information that support lifelong learning, literacy and community connection.	<i>Expenditure</i>	883	934	958
		<i>Overheads</i>	-	-	-
		<i>Revenue</i>	-	-	-
		NET	883	934	958
People and Culture	This service supports organisational capability and performance through workforce planning, development, health, safety and employee relations.	<i>Expenditure</i>	1,636	1,637	1,562
		<i>Overheads</i>	(1,512)	(1,664)	(1,527)
		<i>Revenue</i>	-	-	-
		NET	124	(27)	35

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Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual \$'000	Forecast \$'000	Budget \$'000
Procurement and Contract Management	This service ensures accountable procurement practices and provides oversight of contract management to support value-for-money, compliance and ethical purchasing.	<i>Expenditure</i>	411	544	387
		<i>Overheads</i>	(459)	(584)	(546)
		<i>Revenue</i>	-	-	-
		NET	(48)	(40)	(159)
Risk Management	This service identifies, assesses and manages organisational risks to support safe, compliant and resilient Council operations and to protect community and corporate assets.	<i>Expenditure</i>	963	1,013	1,198
		<i>Overheads</i>	295	190	196
		<i>Revenue</i>	(86)	(27)	(32)
		NET	1,172	1,176	1,362

Major Initiatives – Capital Projects

- Winifred Nance Kindergarten Roof Renewal
- Colac East Kindergarten Shade Structure Renewal
- Elliminyt Recreation Reserve Play Space
- Robertson Street Play space
- PC Renewal Program
- Switch Replacement Program
- Street Art Program
- Central Reserve Tennis Courts Renewal

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Youth Engagement Program

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Domain	Indicator	2024-25 Actual	2025-26 Forecast	2026-27 Target
Governance*	Community Engagement	48	50	55
Governance*	Financial decisions	7.32%	10.60%	10.60%
Community*	Library services	27.22%	28.59%	30.02%
Community*	Maternal and child health services (a)	78.06%	72.00%	75.00%
Community*	Maternal and child health services (b)	67.50%	70.00%	70.00%
Cost*	Library services	\$34	\$29	\$32

** Refer to table in section 2.4 for information on the calculation of Service performance outcome indicators*

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2.3 Council Plan Theme 3 - Prosperity

This theme represents Council's commitment to ensuring our economy is growing and diverse, supporting innovation, new businesses and investments. In conjunction, ensuring our tourism industry is thriving, with expanded and interlinked experiences.

This section outlines the activities and initiatives for Council services and key strategic activities.

Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual \$'000	Forecast \$'000	Budget \$'000
Arts and Culture*	This service supports arts, culture and community expression by managing the Colac Otway Performing Arts and Cultural Centre and delivering programs, events and cultural initiatives that enrich community life and strengthen social connection.	<i>Expenditure</i>	799	778	989
		<i>Overheads</i>	215	196	229
		<i>Revenue</i>	(244)	(273)	(522)
		NET	770	701	696
Colac Regional Saleyards	This service supports regional economic activity by providing a safe, well-managed facility for livestock sales and associated rural business operations.	<i>Expenditure</i>	486	509	512
		<i>Overheads</i>	98	98	105
		<i>Revenue</i>	(720)	(478)	(554)
		NET	(136)	129	63
Economic Development	This service strengthens the local economy by supporting business growth, investment, advocacy and partnerships to build a resilient and prosperous community.	<i>Expenditure</i>	1,058	1,038	961
		<i>Overheads</i>	19	77	72
		<i>Revenue</i>	-	(2)	-
		NET	1,077	1,113	1,033
Events	This service supports community participation and economic activity by delivering and facilitating safe, well-managed community and civic events.	<i>Expenditure</i>	93	100	150
		<i>Overheads</i>	3	12	11
		<i>Revenue</i>	(46)	(2)	(12)
		NET	50	110	149
Tourism	This service supports economic development by promoting local attractions, providing visitor information and enhancing the municipality's visitor experience.	<i>Expenditure</i>	717	715	731
		<i>Overheads</i>	15	58	54
		<i>Revenue</i>	(178)	(153)	(162)
		NET	554	620	623

*Council has resolved to transfer management of the COPACC facility to an external provider, IVG Global. At the time of budget preparation, the transfer of the facility is still being processed. Therefore, the budget for COPACC has not been updated to reflect the new management model.

Major Initiatives – Capital Projects

- Colac Regional Saleyards Lighting Renewal
- Colac Regional Saleyards Mat Replacement
- Lake Colac Reserve Jetty Renewal

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Christmas Events
- Community Grants Program
- Trees for Farms Grants Program

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

There are no Service Performance Outcome Indicators relevant to this theme

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2.4 Service Performance Outcome Indicators

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2026-27 Annual Report.

Domain	Indicator	Performance Measure	Computation
Governance	Community engagement	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions (community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
	Financial decisions	Total unpaid rates and charges (total unpaid rates and charges and unpaid interest on rates and charges for all financial years as a percentage of all rates and charges for the financial year)	[Sum of unpaid rates and charges and unpaid interest on rates and charges for all financial years / Sum of all rates and charges for the financial year] x100
Community	Library services	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
	Maternal and child health services	(a) Participation in the MCH service (Percentage of children enrolled who participate in the MCH service) (b) Participation in the MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100 [Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
Environment	Roads	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
	Waste management	Kerbside collection waste to landfill per serviced property (amount of waste collected from kerbside waste collection services that is sent to landfill per serviced property)	Amount of waste in tonnes (t) collected from kerbside waste collection services that is sent to landfill / Number of serviced properties
Responsiveness	Food safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
	Statutory planning	Planning applications decided within the relevant required time (percentage of regular and VicSmart planning application decisions made within the relevant required time)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Cost	Library services	Cost of library services (direct cost of library services per head of population)	Direct cost of library services / Population
	Waste management	Cost of kerbside waste collection services (direct cost of kerbside waste collection services per serviced property)	Direct cost of kerbside waste collection services / Number of serviced properties

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2.5 Reconciliation of Council Plan themes to the Income Statement

This section outlines the activities and initiatives for Council services and key strategic activities.

	Surplus/ (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
Place	(21,369)	30,979	9,610
People	(9,343)	18,139	8,796
Prosperity	(2,093)	3,342	1,249
Total	(32,805)	52,460	19,655

Expenses added in:

Depreciation	(18,479)
Amortisation - right of use assets	(84)
Finance costs	(9)

Deficit before funding sources (51,377)

Funding sources added in:

Rates and charges revenue (excluding Waste)	35,227
Capital grants	10,420

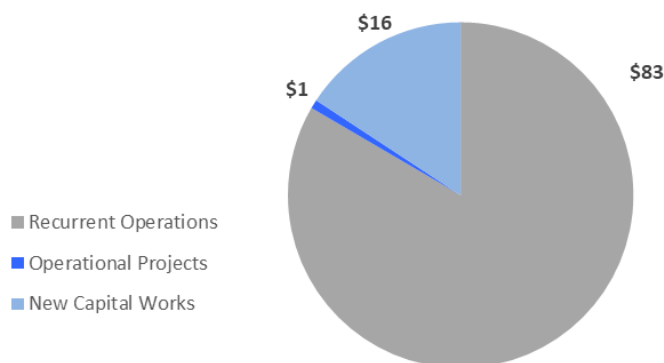
Total funding sources 45,647

Operating surplus/(deficit) for the year (5,730)

Each \$100 of expenditure in Council's budget for the 2026-27 financial year is allocated as follows:

- \$83 will be spent delivering Council's regular **services** and activities (recurrent operations that occur each year)
- \$17 will be committed to new **initiatives** (capital and operational projects and one-off initiatives)

How does \$100 get spent in 2026-27



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2.6 Service Statistics

The following table provides the community with high-level information about the types and scale of regular services that Council can expect to deliver through this budget.

The list is not exhaustive, and actual results are measured through the year.

Customer experience		Community facilities	
Total calls taken	19,000	Recreation reserves maintained	5
Total service centre visits	4,500	Recreation reserves supported	14
Number of transactions receipted	4,000	Playgrounds and skate parks maintained	29
Governance functions		Aquatic facilities	
Freedom of information requests p.a.	17	Bluewater annual members	1,634
Community Asset Committees supported	19	Bluewater learn to swim enrolments	450
Positive aging and community care		Statutory Planning	
In home care hours delivered	28,785	Applications determined	280
Number of individual clients receiving service	190	Planning compliance matters addressed	20
Children's Services		Local Laws and Rangers Services	
Family Day Care (hours provided)	20,000	Dog registrations	4,490
New babies supported by M&CH	240	Cat registrations	1,649
Consultations with 0-3.5 year olds	1,984	Road services	
Regulatory Building Services		Total length of roads maintained	1,628 kms
Property Information requests	715	Waste services	
Building permits received for lodgement	435	Urban bins collected kerbside	10,801
Environmental Health Services		Rural bins collected roadside	168
Food premises inspections	386	Waste to landfill (tonnes)	7,975
Registered food businesses	286	Recyclables collected (tonnes)	1,965
Immunisation vaccinations administered	2,129	Glass collected (tonnes)	350
Saleyards		Food and Organics collected (tonnes)	3,585
Cattle throughput	29,000	Community Grants	
Library services		Community/business initiatives supported	75
Active library borrowers	6,000	Parks and gardens	
Physical library collection items loaned	133,000	Street trees planned to be planted	100

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3 Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2026-27 has been supplemented with projections to 2029-30.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Draft Budget 2026-27

3.1 Comprehensive Income Statement

For the four years ending 30 June 2030.

		Forecast Actual 2025-26	Budget 2026-27	Projections		
	NOTES	\$'000	\$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Income / Revenue						
Rates and charges	4.1.1	38,950	40,498	43,692	45,212	46,787
Statutory fees and fines	4.1.2	1,161	1,119	1,146	1,175	1,205
User fees	4.1.3	8,342	8,926	9,283	9,655	10,041
Grants - Operating	4.1.4	18,031	3,115	11,178	11,457	11,744
Grants - Capital	4.1.4	10,230	10,420	3,406	3,406	3,406
Contributions - monetary	4.1.5	757	25	25	25	25
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		250	-	-	-	-
Other income	4.1.6	1,367	1,199	1,199	1,199	1,199
Total income / revenue		79,088	65,302	69,929	72,129	74,407
Expenses						
Employee costs	4.1.7	26,054	27,068	27,880	28,717	29,578
Materials and services	4.1.8	29,648	23,628	25,046	26,548	27,743
Depreciation	4.1.9	16,038	18,479	19,403	20,373	21,392
Depreciation - right of use assets	4.1.10	93	84	66	62	62
Bad and doubtful debts		5	5	5	5	5
Borrowing costs		-	9	26	24	22
Other expenses	4.1.11	1,860	1,759	1,794	1,830	1,867
Total expenses		73,698	71,032	74,220	77,559	80,669
Surplus/(deficit) for the year		5,390	(5,730)	(4,291)	(5,430)	(6,262)
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain		137,485	6,003	15,221	3,277	42,024
Total other comprehensive income		137,485	6,003	15,221	3,277	42,024
Total comprehensive result		142,875	273	10,930	(2,153)	35,762

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3.2 Balance Sheet

For the four years ending 30 June 2030.

		Forecast Actual 2025-26	Budget 2026-27	Projections		
	NOTES	\$'000	\$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Assets						
Current assets						
Cash and cash equivalents		18,370	13,220	16,119	18,376	12,743
Trade and other receivables		4,650	3,786	3,852	3,998	4,139
Other financial assets		17,000	7,000	7,000	7,000	7,000
Inventories		218	218	218	218	218
Other assets		1,054	1,054	1,054	1,054	1,054
Total current assets	4.2.1	41,292	25,278	28,243	30,646	25,154
Non-current assets						
Property, infrastructure, plant & equipment		701,048	717,083	725,226	720,867	760,249
Investments in associates, joint arrangement and subsidiaries		243	243	243	243	243
Right-of-use assets		2,688	2,604	2,538	2,476	2,414
Total non-current assets	4.2.1	703,979	719,930	728,007	723,586	762,906
Total assets		745,271	745,208	756,250	754,232	788,060
Liabilities						
Current liabilities						
Trade and other payables		7,037	6,214	2,934	3,110	3,495
Trust funds and deposits		339	339	339	339	339
Contract and other liabilities		-	-	3,431	3,431	3,431
Provisions		4,641	4,507	4,507	4,507	4,507
Interest-bearing liabilities	4.2.3	-	39	41	44	46
Total current liabilities	4.2.2	12,017	11,099	11,252	11,431	11,818
Non-current liabilities						
Provisions		9,518	9,652	9,652	9,652	7,377
Interest-bearing liabilities	4.2.3	-	448	407	363	317
Total non-current liabilities	4.2.2	9,518	10,100	10,059	10,015	7,694
Total liabilities		21,535	21,199	21,311	21,446	19,512
Net assets		723,736	724,009	734,939	732,786	768,548
Equity						
Accumulated surplus		139,002	149,450	142,814	135,185	134,536
Reserves	4.3	584,734	574,559	592,125	597,601	634,012
Total equity		723,736	724,009	734,939	732,786	768,548

Draft Budget 2026-27

3.3 Statement of Changes in Equity

For the four years ending 30 June 2030.

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual					
Balance at beginning of the financial year		580,861	134,565	418,315	27,981
Surplus/(deficit) for the year		5,390	5,390	-	-
Net asset revaluation gain /(loss)		137,485	-	137,485	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	(953)	-	953
Balance at end of the financial year		723,736	139,002	555,800	28,934
2026 Budget					
Balance at beginning of the financial year		723,736	139,002	555,800	28,934
Surplus/(deficit) for the year		(5,730)	(5,730)	-	-
Net asset revaluation gain /(loss)		6,003	-	6,003	-
Transfers to other reserves	4.3	-	(3,296)	-	3,296
Transfers from other reserves	4.3	-	19,474	-	(19,474)
Balance at end of the financial year	4.3	724,009	149,450	561,803	12,756
2027					
Balance at beginning of the financial year		724,009	149,450	561,803	12,756
Surplus/(deficit) for the year		(4,291)	(4,291)	-	-
Net asset revaluation gain /(loss)		15,221	-	15,221	-
Transfers to other reserves		-	(4,998)	-	4,998
Transfers from other reserves		-	2,653	-	(2,653)
Balance at end of the financial year		734,939	142,814	577,024	15,101
2028					
Balance at beginning of the financial year		734,939	142,814	577,024	15,101
Surplus/(deficit) for the year		(5,430)	(5,430)	-	-
Net asset revaluation gain /(loss)		3,277	-	3,277	-
Transfers to other reserves		-	(5,151)	-	5,151
Transfers from other reserves		-	2,952	-	(2,952)
Balance at end of the financial year		732,786	135,185	580,301	17,300
2029					
Balance at beginning of the financial year		732,786	135,185	580,301	17,300
Surplus/(deficit) for the year		(6,262)	(6,262)	-	-
Net asset revaluation gain /(loss)		42,024	-	42,024	-
Transfers to other reserves		-	(5,314)	-	5,314
Transfers from other reserves		-	10,927	-	(10,927)
Balance at end of the financial year		768,548	134,536	622,325	11,687

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3.4 Statement of Cash Flows

For the four years ending 30 June 2030.

	Notes	Forecast	Budget	Projections		
		Actual 2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		38,950	41,250	43,435	45,073	46,653
Statutory fees and fines		1,161	1,125	1,146	1,174	1,204
User fees		8,342	8,982	9,274	9,644	10,030
Grants - operating		18,031	3,115	11,178	11,457	11,744
Grants - capital		10,230	10,464	3,603	3,406	3,406
Contributions - monetary		757	25	25	25	25
Interest received		1,060	1,001	1,001	1,001	1,001
Other receipts		307	199	199	199	199
Employee costs		(26,054)	(27,068)	(27,880)	(28,717)	(29,578)
Materials and services		(30,017)	(24,394)	(24,899)	(26,377)	(27,613)
Other payments		(1,860)	(1,816)	(1,791)	(1,826)	(3,888)
Net cash provided by/(used in) operating activities	4.4.1	20,907	12,883	15,291	15,059	13,183
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(19,908)	(28,511)	(12,327)	(12,737)	(18,750)
Proceeds from sale of investments		604	10,000	-	-	-
Net cash provided by/ (used in) investing activities	4.4.2	(19,304)	(18,511)	(12,327)	(12,737)	(18,750)
Cash flows from financing activities						
Finance costs		-	(9)	(26)	(24)	(22)
Proceeds from borrowings		-	500	-	-	-
Repayment of borrowings		-	(13)	(39)	(41)	(44)
Net cash provided by/(used in) financing activities	4.4.3	-	478	(65)	(65)	(66)
Net increase/(decrease) in cash and cash equivalents		1,603	(5,150)	2,899	2,257	(5,633)
Cash and cash equivalents at the beginning of the financial year		16,767	18,370	13,220	16,119	18,376
Cash and cash equivalents at the end of the financial year		18,370	13,220	16,119	18,376	12,743

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3.5 Statement of Capital Works

For the four years ending 30 June 2030.

		Forecast Actual 2025-26 \$'000	Budget 2026-27 \$'000	Projections		
	Notes			2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Property						
Land		-	-	-	-	-
Buildings		2,189	4,596	1,291	1,329	1,369
Total land and Buildings		2,189	4,596	1,291	1,329	1,369
Total property	4.5.2	2,189	4,596	1,291	1,329	1,369
Plant and equipment						
Plant, machinery and equipment		3,461	3,544	2,000	2,000	2,000
Fixtures, fittings and furniture		-	181	21	21	22
Computers and telecommunications		270	238	245	252	260
Total plant and equipment	4.5.2	3,731	3,963	2,266	2,273	2,282
Infrastructure						
Roads		7,355	12,445	6,695	6,696	6,897
Bridges		199	1,146	721	743	765
Footpaths and cycleways		423	476	355	366	377
Drainage		499	413	196	202	208
Other infrastructure		5,512	5,472	803	1,128	6,853
Total infrastructure	4.5.2	13,988	19,952	8,770	9,135	15,100
Total capital works expenditure		19,908	28,511	12,327	12,737	18,751
Represented by:						
New asset expenditure		-	1,416	-	-	-
Asset renewal expenditure		19,908	25,993	12,327	12,737	18,751
Asset upgrade expenditure		-	1,102	-	-	-
Total capital works expenditure		19,908	28,511	12,327	12,737	18,751
Funding Sources represented by:						
Grants		10,230	10,420	3,406	3,406	3,406
Council Cash		6,092	13,876	6,921	7,331	13,345
Council Reserves		3,586	3,715	2,000	2,000	2,000
Borrowings		-	500	-	-	-
Total capital works expenditure*		19,908	28,511	12,327	12,737	18,751

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3.6 Statement of Human Resources

Council has continued to revise its functions and structures to ensure resources are used as efficiently as possible across the organisation.

For the four years ending 30 June 2030.

Notes	Forecast	Budget	Projections		
	Actual 2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Staff expenditure					
Employee costs - Operating	26,054	27,068	27,880	28,717	29,578
Employee costs - Capital	964	974	1,003	1,033	1,064
Total staff expenditure	27,018	28,042	28,883	29,750	30,642
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	250.9	245.4	245.4	245.4	245.4
Total staff numbers	250.9	245.4	245.4	245.4	245.4

Including casual staff, the total staff FTE for 2026-27 is 245.4.

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2026-27 \$'000	Comprises			
		Permanent		Casual	Temp
		Full Time \$'000	Part time \$'000	\$'000	\$'000
Chief Executive Office	2,673	1,884	728	61	-
Corporate Services	4,186	3,734	387	65	-
Community and Economy	9,833	6,074	3,267	492	-
Infrastructure and Environment	10,376	9,723	568	85	-
Total staff expenditure	27,068	21,415	4,950	703	-
Capitalised labour costs	974				
Total expenditure	28,042				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2026-27	Comprises			
		Permanent		Casual	Temp
		Full Time	Part time		
Chief Executive Office	22.5	14.0	7.8	0.7	-
Corporate Services	34.3	30.0	3.7	0.6	-
Community and Economy	85.5	48.0	32.9	4.6	-
Infrastructure and Environment	103.1	95.0	7.5	0.6	-
Total staff	245.4	187.0	51.9	6.5	-

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3.7 Summary of Planned Human Resources Expenditure

A summary of human resources expenditure categorised according to the organisational structure of Council for 2026-27 is included in the following table.

For the four years ending 30 June 2030.

	Budget		Projections	
	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Chief Executive Office				
Permanent - Full time	1,884	1,941	1,999	2,059
Women	1,193	1,229	1,266	1,303
Men	606	624	643	663
Vacant positions	85	88	90	93
Permanent - Part time	728	750	773	796
Women	633	652	672	692
Vacant positions	95	98	101	104
Total Chief Executive Office	2,612	2,691	2,772	2,855
Corporate Services				
Permanent - Full time	3,734	3,845	3,961	4,080
Women	1,923	1,981	2,040	2,102
Men	1,613	1,661	1,711	1,762
Vacant positions	198	203	210	216
Permanent - Part time	387	399	411	423
Women	113	117	120	124
Men	36	37	38	39
Vacant positions	238	245	253	260
Total Corporate Services	4,121	4,244	4,372	4,503
Community and Economy				
Permanent - Full time	6,074	6,256	6,444	6,637
Women	3,516	3,622	3,731	3,843
Men	1,783	1,836	1,891	1,948
Vacant positions	775	798	822	846
Permanent - Part time	3,267	3,366	3,466	3,570
Women	2,922	3,012	3,101	3,194
Men	182	187	193	198
Vacant positions	163	167	172	178
Total Community and Economy	9,341	9,622	9,910	10,207
Infrastructure and Environment				
Permanent - Full time	9,723	10,014	10,315	10,624
Women	1,683	1,733	1,785	1,839
Men	8,040	8,281	8,530	8,785
Permanent - Part time	568	585	602	620
Women	488	503	518	533
Men	66	68	70	72
Vacant positions	14	14	14	15
Total Infrastructure and Environment	10,291	10,599	10,917	11,244
Casuals, temporary and other expenditure	703	724	746	769
Capitalised labour costs	974	1,003	1,033	1,064
Total staff expenditure	28,042	28,883	29,750	30,642

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A summary of human resources full-time equivalent (FTE) employees, categorised according to the organisational structure of Council for 2026-27, is included in the following table.

	Budget 2026-27 FTE	2027-28 FTE	Projections 2028-29 FTE	2029-30 FTE
Chief Executive Office				
Permanent - Full time	14.0	14.0	14.0	14.0
Women	10.0	10.0	10.0	10.0
Men	3.0	3.0	3.0	3.0
Vacant positions	1.0	1.0	1.0	1.0
Permanent - Part time	7.8	7.8	7.8	7.8
Women	6.8	6.8	6.8	6.8
Vacant positions	1.0	1.0	1.0	1.0
Total Chief Executive Office	21.8	21.8	21.8	21.8
Corporate Services				
Permanent - Full time	30.0	30.0	30.0	30.0
Women	16.0	16.0	16.0	16.0
Men	12.0	12.0	12.0	12.0
Vacant positions	2.0	2.0	2.0	2.0
Permanent - Part time	3.7	3.7	3.7	3.7
Women	1.2	1.2	1.2	1.2
Men	0.4	0.4	0.4	0.4
Vacant positions	2.1	2.1	2.1	2.1
Total Corporate Services	33.7	33.7	33.7	33.7
Community and Economy				
Permanent - Full time	48.0	48.0	48.0	48.0
Women	29.0	29.0	29.0	29.0
Men	12.0	12.0	12.0	12.0
Vacant positions	7.0	7.0	7.0	7.0
Permanent - Part time	32.9	32.9	32.9	32.9
Women	29.4	29.4	29.4	29.4
Men	2.0	2.0	2.0	2.0
Vacant positions	1.5	1.5	1.5	1.5
Total Community and Economy	80.9	80.9	80.9	80.9
Infrastructure and Environment				
Permanent - Full time	88.0	88.0	88.0	88.0
Women	14.0	14.0	14.0	14.0
Men	74.0	74.0	74.0	74.0
Permanent - Part time	7.1	7.1	7.1	7.1
Women	6.3	6.3	6.3	6.3
Men	0.6	0.6	0.6	0.6
Vacant positions	0.2	0.2	0.2	0.2
Total Infrastructure and Environment	95.1	95.1	95.1	95.1
Casuals and temporary staff	6.5	6.5	6.5	6.5
Capitalised labour	7.4	7.4	7.4	7.4
Total staff numbers	245.4	245.4	245.4	245.4

Draft Budget 2026-27**4 Notes to the Financial Statements**

This section presents detailed information on material components of the financial statements. Council determines which components are of a material nature, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement**4.1.1 Rates and Charges**

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the *Local Government Act 2020*, Council is required to adopt a four-year Revenue and Rating Plan which is a plan for how Council will generate income to deliver the Council Plan, programs and services and capital works commitments over a four-year period.

Rates and charges are an important source of revenue for Council. Planning for future rate increases is an important component of the Financial Planning process. Like its ratepayers, most of Council's costs are impacted by inflation and market forces. Each year there are additional obligations placed on Councils by other levels of government in addition to various requests from the community to assist with challenges faced, or support for opportunities and aspirations.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

The Fair Go Rates System sets out the maximum amount Councils may increase rates in a year and in 2026-27 the rates cap has been set at 2.75%. The cap applies to both general rates and the municipal charge and is calculated based on Council's average rates and charges (see table 4.1.1(l)). Council limits rate revenue increases to comply with the Fair Go Rates System.

The Valuer-General reviews the value of every property in the municipality annually, and these property values are used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council.

Ratepayers may see rate increases that differ from the average 2.75% increase because of changes to their property value relative to that of other ratepayers' properties.

This will raise total rates and charges for 2026-27 to \$40.07 million (Note 4.1.1(k)).

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4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2025-26	2026-27	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
General rates*	30,359	31,317	958	3.16%
Municipal charge*	3,306	3,397	91	2.75%
Waste management charge	4,763	5,271	508	10.7%
Special rates and charges	23	23	-	-
Supplementary rates and rate adjustments	120	140	20	16.67%
Revenue in lieu of rates	260	191	69	-26.54%
Interest on rates and charges	120	160	40	33.3%
Total rates and charges	38,950	40,498	1,548	3.97%

* These items include supplementary rates, which are not subject to the rate cap, and 2025-2026 will be annualised in table 4.1.1 (l).

4.1.1(b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year:

Type or class of land	2025-26 cents/\$CIV	2026-27 cents/\$CIV*	Change
Residential - Colac/Elliminyt	0.002825	0.002935	3.9%
Residential - Balance Of Shire	0.002402	0.002495	3.9%
Holiday Rental	0.002967	0.003082	3.9%
Rural Farm	0.001837	0.001908	3.9%
Commercial/Industrial - Colac/Elliminyt	0.004662	0.004843	3.9%
Commercial/Industrial - Balance Of Shire	0.003956	0.004109	3.9%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, compared with the previous financial year:

Type or class of land	2025-26	2026-27	Change	
	\$	\$	\$	%
Residential - Colac/Elliminyt	8,298,010	8,991,797	693,787	8.4%
Residential - Balance Of Shire	10,143,628	10,303,411	159,783	1.6%
Holiday Rental	1,400,150	1,331,322	(68,828)	(4.9%)
Rural Farm	6,622,471	6,758,918	136,447	2.1%
Commercial/Industrial - Colac/Elliminyt	2,522,434	2,742,966	220,532	8.7%
Commercial/Industrial - Balance Of Shire	1,184,803	1,188,521	3,718	0.3%
Total amount to be raised by general rates	30,171,496	31,316,935	1,145,439	3.8%

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4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:

Type or class of land	2025-26	2026-27	Change	
	Number	Number	Number	%
Residential - Colac/Elliminyt	6,045	6,118	73	1.2%
Residential - Balance Of Shire	5,690	5,727	37	0.7%
Holiday Rental	485	463	(22)	(4.5%)
Rural Farm	2,925	2,931	6	0.2%
Commercial/Industrial - Colac/Elliminyt	677	682	5	0.7%
Commercial/Industrial - Balance Of Shire	332	338	6	1.8%
Total number of assessments	16,154	16,259	105	0.6%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:

Type or class of land	2025-26	2026-27	Change	
	\$	\$	\$	%
Residential - Colac/Elliminyt	2,936,938,000	3,063,674,000	126,736,000	4.3%
Residential - Balance Of Shire	4,223,721,000	4,130,077,000	(93,644,000)	(2.2%)
Holiday Rental	471,961,000	432,006,000	(39,955,000)	(8.5%)
Rural Farm	3,606,015,000	3,542,908,000	(63,107,000)	(1.8%)
Commercial/Industrial - Colac/Elliminyt	541,074,000	566,412,000	25,338,000	4.7%
Commercial/Industrial - Balance Of Shire	299,529,000	289,251,000	(10,278,000)	(3.4%)
Total value of land	12,079,238,000	12,024,328,000	(54,910,000)	(0.5%)

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2025-26	2026-27	\$	%
Municipal Charge	216	222	6	2.8%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year:

Type of Charge	2025-26	2026-27	Change	
	\$	\$	\$	%
Municipal Charge	3,306,064	3,396,981	90,917	2.8%

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4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2025-26	2026-27	\$	%
Weekly Kerbside collection	441	481	40	9.1%
Fortnightly Kerbside collection	337	368	31	9.2%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year:

Type of Charge	2025-26	2026-27	Change	
	\$	\$	\$	%
Weekly Kerbside collection	4,706,995	5,209,093	502,098	10.7%
Fortnightly Kerbside collection	56,235	61,750	5,515	9.8%
Total	4,763,230	5,270,843	507,613	10.7%

These figures include supplementary waste charges from new properties.

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year:

	2025-26	2026-27	Change	
	\$	\$	\$	%
General rates	30,171,496	31,316,935	1,145,439	3.8%
Municipal charge	3,306,064	3,396,981	90,917	2.8%
Kerbside collection and recycling	4,763,230	5,270,843	507,613	10.7%
Tirrengower Drainage Scheme	22,500	22,500	-	-
Total Rates and charges	38,263,290	40,007,259	1,743,969	4.6%

4.1.1(l) Fair Go Rates System Compliance

Colac Otway Shire Council is fully compliant with the State Government's Fair Go Rates System.

	2025-26	2026-27
Forecast Annualised Rate Revenue From Prior Year	\$ 32,512,344	\$ 33,784,833
Number of rateable properties	16,154	16,259
Base Average Rate	\$ 2,013	\$ 2,078
Maximum Rate Increase (set by the State Government)	3.00%	2.75%
Capped Average Rate	\$ 2,073	\$ 2,135
Maximum General Rates and Municipal Charges Revenue	\$ 33,487,714	\$ 34,713,916
Budgeted General Rates and Municipal Charges Revenue	\$ 33,477,560	\$ 34,713,916
Budgeted Supplementary Rates	\$ 120,000	\$ 140,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 33,597,560	\$ 34,853,916

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4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates. However, the total amount to be raised by rates and charges may be influenced by:

- Supplementary valuations for new properties or subdivisions (2025-26: estimated \$120,000 and 2026-27: \$140,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are listed above in item 4.1.1(b).

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant rate in the dollar listed above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

See Appendix C for further details regarding differential rating framework.

Tirrengower Special (Drainage) Scheme

Colac Otway Shire Council utilise Special Charges on a case-by-case basis, except for the application of the Tirrengower Special (Drainage) Scheme. This is an ongoing scheme where landholders who benefit from the infrastructure contribute an annual amount equal to \$2.50 per hectare.

The special charge for the Tirrengower drainage works previously declared by Council to be fixed at \$2.50 per hectare for the period 1 July 2026 to 30 June 2027.

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4.1.2 Statutory fees and charges

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Statutory Planning Operations	379	377	(2)	(0.5%)
Public Health Operations	232	242	10	4.4%
Infrastructure Customer Services	242	185	(57)	(23.6%)
Building Services Operations	148	137	(11)	(7.2%)
Local Laws Operations	101	115	14	13.9%
Property & Rates Operations	41	43	2	4.8%
Planning Compliance	10	9	(1)	(10.0%)
Emergency Management Operations	8	10	2	27.2%
Governance Management	0	1	1	271.0%
Total statutory fees and fines	1,161	1,119	(42)	(3.6%)

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include fees for planning certificates, subdivision certificates, building certificates and local law infringements.

Revenue from statutory fees and charges are budgeted to decrease by 3.6% or (\$42,000) largely due to Infrastructure Customer Services (\$57,000) relating to additional subdivision engineering fees and non-food premises registrations forecast in 2025-26.

4.1.3 User fees and charges

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Aged Care Management Administration	4,840	4,783	(57)	(1.2%)
Bluewater Fitness Centre Operations	1,599	1,910	311	19.4%
Colac Regional Saleyards Operations	478	554	76	16.0%
Waste Management Administration	456	469	13	2.9%
COPACC Management Operations	175	393	218	124.7%
Local Laws Operations	288	371	83	28.8%
Great Ocean Road VIC Operations	151	157	6	3.6%
Strategic Asset & Property Services Operations	128	130	2	1.2%
Family & Children's Services Operations	108	46	(62)	(57.7%)
Airfield Operations	44	46	2	4.0%
Infrastructure Development	54	43	(11)	(20.6%)
Building Services Operations	4	4	0	3.9%
Public Health Operations	0	4	4	100.0%
Events Operations	2	2	0	15.9%
Financial Services Operations	2	-	(2)	(100.0%)
Risk Management Operations	1	1	0	-
Statutory Planning Operations	12	8	(4)	(35.5%)
Emergency Management Operations	-	5	5	-
Total user charges	8,342	8,926	584	7.0%

User fees and charges are budgeted to increase by 7.0% or (\$584,000) in 2026-27 compared with the 2025-26 forecast. The increase is primarily driven by continued membership growth at Bluewater Leisure Centre in 2026-27 alongside reduced income in 2025-26 due to facility closures resulting in an additional (\$311,000) increase. It is expected that COPACC will increase by (\$218,000) compared to forecast due to a reduced program in 2025-26. Smaller increases across other service areas further support the overall growth in user fee revenue.

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4.1.4 Grants: operating and capital

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	15,935	12,481	(3,454)	(21.7%)
State funded grants	12,325	1,054	(11,271)	(91.4%)
Total Grants received	28,260	13,535	(14,725)	(52.1%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
Family & Children's Services Operations	240	160	(80)	(33.3%)
Aged Care Management Administration	-	200	200	100.0%
Public Health Operations	10	4	(7)	(65.0%)
Other	66	66	-	-
Victorian Grants Commission	12,368	1,950	(10,417)	(84.2%)
Recurrent - State Government				
Aged Care Management Administration	3	3	-	-
Environment and Community Safety Operations	48	-	(48)	(100.0%)
Maternal & Child Health Operations	478	482	3	0.7%
COPACC Management Operations	95	95	-	-
School Crossing Supervision Operations	73	75	2	3.0%
Revenue Services	104	54	(50)	(48.1%)
Public Health Operations	30	15	(15)	(50.0%)
Family & Children's Services Operations	1	1	-	-
Total Recurrent Grants	13,516	3,105	(10,411)	(77.0%)
Non-Recurrent - Commonwealth Government				
Health Active Communities Operations	-	10	10	100.0%
Non-Recurrent - State Government				
Chief Executive Operations	131	-	(131)	(100.0%)
Strategic Projects	50	-	(50)	(100.0%)
Recreation Operations	1,082	-	(1,082)	(100.0%)
Family & Children's Services Operations	25	-	(25)	(100.0%)
Maternal & Child Health Operations	128	-	(128)	(100.0%)
Strategic Planning Operations	2,230	-	(2,230)	(100.0%)
Environment and Community Safety Operations	869	-	(869)	(100.0%)
Total Non-Recurrent Grants	4,515	10	(4,505)	(99.8%)
Total Operating Grants	18,031	3,115	(14,916)	(82.7%)

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	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to Recovery	2,725	3,236	511	100.0%
Total Recurrent Grants	2,725	3,236	511	18.8%
Non-Recurrent - Commonwealth Government				
Community Facilities	15	1,164	1,149	7662.4%
Local Roads Infrastructure	512	5,691	5,179	1011.5%
Non-Recurrent - State Government				
Local Roads and Community Infrastructure Funding	982	-	(982)	(100.0%)
Landslip	4,965	-	(4,965)	(100.0%)
Community Facilities	225	329	104	46.2%
Local Roads Infrastructure	806	-	(806)	(100.0%)
Total Non-Recurrent Grants	7,505	7,184	(321)	(4.3%)
Total Capital Grants	10,230	10,420	190	1.9%
Total Grants	28,261	13,535	(14,726)	(52.1%)

The recurrent operating grants reduction of 77.0% (\$10.41 million) in 2026–27 compared to the 2025–26 forecast is attributable to the early receipt of the Federal Financial Assistance Grant of (\$4.69 million) in the 2024–25 financial year, and the early receipt of the 2026-27 Federal Financial Assistance Grant (\$7.80 million) in the 2025-26 financial year. This early payment resulted in a corresponding decrease in operating grants in 2026–27.

The budgeted capital grants have increased compared to 2025-26 by 1.9% (\$190,000). The increase in expected capital grants is reflected in the capital works program (refer to section 4.5 Capital works program).

The 2026-27 capital grants include funding for Roads to Recovery of \$3.24 million.

Council does not budget for grants or corresponding project budgets that are not confirmed with a signed grant agreement.

4.1.5 Contributions

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Monetary	757	25	(732)	(96.7%)
Non-monetary	-	-	-	-
Total contributions	757	25	(732)	(96.7%)

Monetary contributions are expected to decrease in 2026-27 in comparison to the 2025-26 Forecast as 2025-26 contributions relate to one-off projects and anticipated public open space contributions being received. Major 2025-26 contributions relate to the Colac West Residential Development (\$500,000), other minor developments (\$168,000) and smaller projects (\$89,000).

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4.1.6 Other income

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Interest	1,060	1,000	(60)	(5.7%)
Other income	223	134	(89)	(39.8%)
Reimbursements	67	48	(19)	(28.8%)
Rates Legal Costs Recovered	17	17	0	-
Total other income	1,367	1,199	(168)	(12.3%)

The budget for other income is expected to decrease by 12.3% or (\$168,000) mainly due to a decrease in interest income (\$60,000), driven by expected decrease in term deposit interest rates, and insurance income driven by insurance claim payment reductions, alongside a decrease in other income (\$89,000) relating to the Gellibrand Recreation Reserve Lighting Upgrade and reduced Infrastructure Permits budgeted.

4.1.7 Employee costs

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000	\$'000	%
Salaries and Wages	16,941	18,110	1,169	6.9%
Employee Leave	3,059	3,089	30	1.0%
Superannuation	2,797	2,848	51	1.8%
Casual Staff	902	703	(199)	(22.0%)
Sick Leave	1,056	1,067	11	1.0%
Other Employee Benefits	107	131	24	22.6%
Fringe Benefits Tax	120	200	80	66.7%
WorkCover	1,072	920	(152)	(14.2%)
Total employee costs	26,054	27,068	1,014	3.9%

Employee costs are forecast to increase by 3.9% or (\$1.01 million) compared to 2025-26 forecast. This increase is primarily driven by vacant positions and staff turnover in the 2025-26 year as well as a reduced Workcover premium in 2026-27, provisions within the EBA and on cost increases.

Refer to section 3.6 notes to the Statement of Human Resources for more information on employee costs.

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4.1.8 Materials and services

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
Contractors	14,525	11,295	(3,229)	(22.2%)
Materials	4,554	4,162	(392)	(8.6%)
Subscriptions and memberships	2,961	2,805	(156)	(5.3%)
Utilities	1,199	1,299	100	8.3%
Consultants	3,084	1,093	(1,991)	(64.6%)
Agency staff	1,453	728	(725)	(49.9%)
Insurances	916	1,103	186	20.3%
Training costs	433	411	(22)	(5.1%)
Plant and equipment (maintenance & internal charge)	95	378	283	298.5%
Legal costs	339	281	(59)	(17.3%)
Venue Hire	-	-	0	-
Other expenditure	86	68	(18)	(21.4%)
Permits	2	2	(0)	(22.2%)
Merchant Fees	1	3	2	200.0%
Total materials and services	29,648	23,628	(6,020)	(20.3%)

Materials and services are budgeted to decrease by 20.3% or (\$6.02 million) compared to the 2025-26 forecast.

Contractors are budgeted to decrease by 22.2% or (\$3.23 million) largely due to expenses in 2025-26 relating to funded projects including the Colac Adaptable Precincts Project and Colac Farm My School.

Consultants are budgeted to decrease by 64.6% or (\$1.99 million) due to one-off expenses relating to designs and plans for various projects in 2025-26 that are not budgeted to re-occur in 2026-27.

Agency Staff are budgeted to decrease by 49.9% or (\$725,000) due to reduced costs related to Statutory Planning and the Aged Care Review Implementation.

4.1.9 Depreciation

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
Buildings	2,263	2,493	230	10.2%
Plant & equipment	2,191	2,380	189	8.6%
Infrastructure	11,584	13,606	2,022	17.5%
Total depreciation	16,038	18,479	2,441	15.2%

Depreciation measures the allocation of the value of an asset over its useful life for Council's property, plant and equipment (including infrastructure assets such as roads and drains) as a result of delivering services to the community. Increases in depreciation for the 2026-27 budget are expected due to projects being finalised in 2025-26, and the impact of Council's asset revaluation process.

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4.1.10 Depreciation - Right of use assets

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000		
Right of use assets	93	84	(9)	(10.0%)
Total depreciation - right of use assets	93	84	(9)	(10.0%)

Amortisation measures the allocation of an intangible asset over its useful life. Amortisation of right of use assets include the Apollo Bay Early Years Hub and Colac Library.

4.1.11 Other expenses

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
	\$'000	\$'000		
Grants and donations paid	901	808	(93)	(10.3%)
Elected Members Allowances	342	348	6	1.8%
Other costs	344	291	(53)	(15.5%)
Fire service levy	110	140	30	27.5%
Auditors remuneration	95	96	1	1.1%
Animal registration levy	24	48	24	100.0%
Elected Member Mileage Allowance per km	30	15	(15)	(50.0%)
Royalties and commissions	7	9	2	35.4%
Remote Area Councillor Travel Allowance	6	3	(3)	(50.0%)
Corporate Card Expenses	1	1	0	-
Total other expenses	1,860	1,759	(101)	(5.4%)

Other expenses are budgeted to decrease by 5.4% or (\$101,000) compared to the 2025-26 forecast mainly due to reduction in grants and donations paid as a result of minor allocations in 2026-27.

Draft Budget 2026-27**4.2 Balance Sheet****4.2.1 Assets**

Total assets remain relatively stable in 2026–27. A growth in property, plant and equipment is offset by a decrease in Cash and cash equivalents as funds are applied to the delivery of capital projects. Property, infrastructure, plant and equipment are expected to represent 96.23% of Council's total assets in 2026–27.

4.2.2 Liabilities

Liabilities will decrease in 2026-27, mainly due to reduction in trade and other payables.

4.2.3 Borrowings

Council has made provision for a single new loan in the 2026-27 Budget, being the \$500,000 borrowing approved in 2025-26 to support the Bluewater Leisure Centre electrification project. As the borrowing was not drawn down in 2025-26, it is now planned to occur in 2026-27. The table below presents the borrowing information required under the Regulations.

	Forecast 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000
Amount borrowed as at 30 June of the prior year	-	-	487	448	407
Amount proposed to be borrowed	-	500	-	-	-
Amount projected to be redeemed	-	(13)	(39)	(41)	(44)
Amount of borrowings as at 30 June	-	487	448	407	363

4.3 Statement of Changes in Equity

Reserve Name	Reserve Type	Forecast	Budget
		2025-26 \$'000	2026-27 \$'000
Asset Revaluation Reserve	Discretionary	555,800	561,802
Colac Livestock Selling Centre Reserve	Discretionary	35	35
Financial Assistance Grants Received in Advance	Discretionary	7,801	-
Waste Management Reserve	Discretionary	2,071	2,071
Landfill Rehabilitation (Alvie) Reserve	Discretionary	1,286	1,750
Long Service Leave Reserve	Discretionary	2,822	2,823
Plant Replacement Reserve	Discretionary	2,326	1,797
Recreational Lands Reserve	Statutory	2,816	2,651
Rehabilitation Reserve	Discretionary	1,070	1,070
Water Sensitive Urban Design	Discretionary	88	88
Strategic Projects Reserve	Discretionary	436	436
Carried Forward Projects Reserve	Discretionary	8,109	-
Tirrengower Drainage Scheme Reserve	Contractual	74	36
Total Equity Reserves		584,734	574,559

See Appendix D for purpose of reserves

Draft Budget 2026-27

4.4 Statement of Cash Flows

4.4.1 Net Cash Provided from Operating Activities

Cash provided by operating activities in 2026-27 is expected to decrease compared to the forecast 2025-26 financial year due to early receipt of the Federal Financial Assistance Grant for the 2026-27 financial year in 2025-26.

4.4.2 Cash Flows from Investing Activities

Cashflows from investments are stable forecast to budget. The increase in capital spend is offset by the redemption of term deposit investments to fund these extra payments. This increased spend is driven by carry over amounts from 2025-26 programs with these budgeted to be complete in 2026-27.

4.4.3 Cash Flows from Financing Activities

Cash outflows from financing activities is a net inflow for 2026-27, due to the inclusion of the borrowings for the Bluewater Leisure Centre Electrification Project expected to be completed in 2027. Future flows reflect payment of this loan over 10 years.

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4.5 Statement of Capital Works

This section presents a listing of the capital works projects that will be undertaken for the 2026-27 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget	Change	
	2025-26	2026-27	\$'000	%
Property	2,189	4,596	2,407	109.96%
Plant and equipment	3,731	3,963	232	6.22%
Infrastructure	13,988	19,952	5,964	42.63%
Total	19,908	28,511	8,603	43.21%

	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
Property	4,596	-	4,596	-	1,164	-	2,932	-	500
Plant and equipment	3,963	400	3,412	151	-	-	438	3,525	-
Infrastructure	19,952	1,016	17,985	951	9,256	-	10,506	190	-
Total	28,511	1,416	25,993	1,102	10,420	-	13,876	3,715	500

The 2025-26 capital works program has increased from the Adopted Budget of \$10.89 million to a budget of \$34.16 million due to carry forwards from prior year. The 2025-26 forecast figures include capital works expected to be completed in the 2025-26 year only. For further details relating to carry forwards, refer to note 4.5.3.

The above table for 4.5.1 includes capital works carried forward from 2025-26 of \$15.46 million and the new capital works committed in 2026-27 of \$13.06 million giving a total of \$28.51 million budgeted. Table 4.5.2 shows a detailed list of new allocations to the capital program for this budget.

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4.5.2 Current Budget

Capital Works Area	Project Cost	Asset expenditure types			Summary of Funding Sources				
	\$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
PROPERTY									
Buildings									
Septic Systems Renewal Program	150	-	150	-	-	-	150	-	-
Toilets Renewal Program	100	-	100	-	-	-	100	-	-
Facilities Painting Program	20	-	20	-	-	-	20	-	-
Shire Wide Lock and Key Replacement Program Phase 1	230	-	230	-	-	-	230	-	-
Meredith Park Public Toilets Wind Barrier Construction	65	-	65	-	-	-	65	-	-
Chapple Vale Public Hall – Floor Renewal	75	-	75	-	-	-	75	-	-
Winifred Nance Kindergarten Roof Renewal	40	-	40	-	-	-	40	-	-
Colac Kanyana Senior Citizens Club Carpet Replacement	30	-	30	-	-	-	30	-	-
HWS&AC Reactive Renewal	50	-	50	-	-	-	50	-	-
Reactive Renewal for Unplanned Building Works	50	-	50	-	-	-	50	-	-
Colac Botanic Gardens Tearooms Floor Cover Renewal	45	-	45	-	-	-	45	-	-
Eastern Reserve Clubrooms Component Renewals	50	-	50	-	-	-	50	-	-
Gellibrand Street Office Toilets and Kitchen Plumbing Renewal	35	-	35	-	-	-	35	-	-
Gellibrand Street Office and COPACC Reception Area HVAC Renewal	200	-	200	-	-	-	200	-	-
Colac Regional Saleyards Lighting Renewal	70	-	70	-	-	-	70	-	-
Colac Regional Saleyards Matt Replacement	13	-	13	-	-	-	13	-	-
Colac East Kindergarten Shade Structure Roof Renewal	30	-	30	-	-	-	30	-	-
Irrewillipe Recreation Reserve Toilet Renewal	250	-	250	-	-	-	250	-	-
TOTAL PROPERTY	1,503	-	1,503	-	-	-	1,503	-	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Heavy Fleet Replacement Program 2025-2026	2,175	380	1,795	-	-	-	-	2,175	-
Light Fleet Vehicle Replacement Program 2025-2026	510	-	510	-	-	-	-	510	-
Emergency Management Trailer	10	-	10	-	-	-	10	-	-
Replacement Bluewater Gym Equipment (Year 2 of 2)	151	-	-	151	-	-	151	-	-
Furniture Replacement (Office)	10	-	10	-	-	-	10	-	-
Street Art (Year 3 of 3)	20	20	-	-	-	-	20	-	-
Computers and Telecommunications									
PC Renewal Program	168	-	168	-	-	-	168	-	-
Switch Replacement Program	70	-	70	-	-	-	70	-	-
TOTAL PLANT AND EQUIPMENT	3,114	400	2,563	151	-	-	429	2,685	-

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Current Budget (cont.)

Capital Works Area	Project Cost	Asset expenditure types			Summary of Funding Sources				
	\$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
INFRASTRUCTURE									
Roads									
2026-27 Sealed Road Major Patching Program	1,000	-	1,000	-	-	-	1,000	-	-
2026-27 Asphalt Overlay Program	360	-	360	-	-	-	360	-	-
2026-27 Unsealed Road Resheeting Program	740	-	740	-	-	-	740	-	-
2026-27 Sealed Road Resealing Program	500	-	500	-	-	-	500	-	-
Deepdene Road Reconstruction	1,100	-	1,100	-	1,100	-	-	-	-
Swan Marsh Stonyford Road Reconstruction	1,950	-	1,950	-	1,950	-	-	-	-
2026-27 Kerb and Channel Renewal Program	150	-	150	-	-	-	150	-	-
Road Sealing Program	474	-	-	474	186	-	288	-	-
Forward Design Program	200	-	200	-	-	-	200	-	-
Bridges									
Silks Access Bridge Renewal	500	-	500	-	-	-	500	-	-
Lake Colac Foreshore Reserve Jetty Abutment works	80	-	80	-	-	-	80	-	-
Delaney's Road Culvert Renewal	100	-	100	-	-	-	100	-	-
Footpaths and Cycleways									
2026-27 Tactile Renewal	35	-	35	-	-	-	35	-	-
Forest Street South Asphalt Footpath Renewal	80	-	80	-	-	-	80	-	-
New Footpath Connections	250	250	-	-	-	-	250	-	-
Drainage									
Murray & Armstrong Street Drainage Renewal	300	-	300	-	-	-	300	-	-
2026-27 Storm Water Drainage Renewal	40	-	40	-	-	-	40	-	-
Other infrastructure									
Central Reserve Tennis Courts Resurfacing and Fencing Renewal	150	-	150	-	-	-	150	-	-
Robertson Street Park Play Space Renewal	150	-	150	-	-	-	-	150	-
Elliminyt Recreation Reserve Play Equipment Refurbishment	90	-	90	-	-	-	90	-	-
2026-27 Open Space Renewal Program	150	-	150	-	-	-	150	-	-
Memorial Square Park furniture	40	40	-	-	-	-	-	40	-
TOTAL INFRASTRUCTURE	8,439	290	7,675	474	3,236	-	5,013	190	-
TOTAL NEW CAPITAL WORKS	13,056	690	11,741	625	3,236	-	6,945	2,875	-

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4.5.3 Works carried forward from the 2025-26 year

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
PROPERTY									
Buildings	3,093	-	3,093	-	1,164	-	1,429	-	500
TOTAL PROPERTY	3,093	-	3,093	-	1,164	-	1,429	-	500
PLANT AND EQUIPMENT									
Annual Heavy Plant Replacement Program	490	-	490	-	-	-	-	490	-
Annual Light Fleet Replacement Program	350	-	350	-	-	-	-	350	-
Fixtures, Fittings and Furniture	9	-	9	-	-	-	9	-	-
Computers and Telecommunications	-	-	-	-	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	849	-	849	-	-	-	9	840	-
INFRASTRUCTURE									
Roads	6,171	-	5,694	477	5,111	-	1,060	-	-
Bridges	447	-	447	-	-	-	447	-	-
Footpaths and Cycleways	131	-	131	-	-	-	131	-	-
Drainage	73	-	73	-	-	-	73	-	-
Other infrastructure	4,691	726	3,965	-	909	-	3,782	-	-
TOTAL INFRASTRUCTURE	11,513	726	10,310	477	6,020	-	5,493	-	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2025-26	15,455	726	14,252	477	7,184	-	6,931	840	500

Table 4.5.3 provides a summary of the anticipated value of projects to be carried forward from the 2025-26 financial year into the budget year of 2026-27. The Figures in 4.5.3 are integrated into the budgeted figures for 2026-27 where appropriate.

Capital projects to be carried forward from 2025-26 amount to \$15.46 million, in addition, new 2026-27 program allocations of \$13.06 million, creates an anticipated total program allocation of \$28.51 million.

Once the end of financial year processes are complete, the actual unexpended expense and income budgets will be confirmed and incorporated into Council's financial statements at the end of the first quarter of the budget year.

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4.6 Summary of Planned Capital Works Expenditure

For the year ending 30 June 2028

2027-28	Asset Expenditure Types					Funding Sources					
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Council Reserves \$'000	Borrowings \$'000
Property											
Land	-	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-	-
Buildings	1,291	-	1,291	-	-	1,291	-	-	1,291	-	-
Total Buildings	1,291	-	1,291	-	-	1,291	-	-	1,291	-	-
Total Property	1,291	-	1,291	-	-	1,291	-	-	1,291	-	-
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	21	-	21	-	-	21	-	-	21	-	-
Computers and telecommunications	245	-	245	-	-	245	-	-	245	-	-
Total Plant and Equipment	2,266	-	2,266	-	-	2,266	-	-	266	2,000	-
Infrastructure											
Roads	6,695	-	6,695	-	-	6,695	3,406	-	3,289	-	-
Bridges	721	-	721	-	-	721	-	-	721	-	-
Footpaths and cycleways	355	-	355	-	-	355	-	-	355	-	-
Drainage	196	-	196	-	-	196	-	-	196	-	-
Other infrastructure	803	-	803	-	-	803	-	-	803	-	-
Total Infrastructure	8,770	-	8,770	-	-	8,770	3,406	-	5,364	-	-
Total Capital Works Expenditure	12,327	-	12,327	-	-	12,327	3,406	-	6,921	2,000	-

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For the year ending 30 June 2029

2028-29	Asset Expenditure Types					Funding Sources					
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Council Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property											
Land	-	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-	-
Buildings	1,329	-	1,329	-	-	1,329	-	-	1,329	-	-
Total Buildings	1,329	-	1,329	-	-	1,329	-	-	1,329	-	-
Total Property	1,329	-	1,329	-	-	1,329	-	-	1,329	-	-
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	21	-	21	-	-	21	-	-	21	-	-
Computers and telecommunications	252	-	252	-	-	252	-	-	252	-	-
Total Plant and Equipment	2,273	-	2,273	-	-	2,273	-	-	273	2,000	-
Infrastructure											
Roads	6,696	-	6,696	-	-	6,696	3,406	-	3,290	-	-
Bridges	743	-	743	-	-	743	-	-	743	-	-
Footpaths and cycleways	366	-	366	-	-	366	-	-	366	-	-
Drainage	202	-	202	-	-	202	-	-	202	-	-
Other infrastructure	1,128	-	1,128	-	-	1,128	-	-	1,128	-	-
Total Infrastructure	9,135	-	9,135	-	-	9,135	3,406	-	5,729	-	-
Total Capital Works Expenditure	12,737	-	12,737	-	-	12,737	3,406	-	7,331	2,000	-



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For the year ending 30 June 2030

2029-30	Asset Expenditure Types					Funding Sources					
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Council Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property											
Land	-	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-	-
Buildings	1,369	-	1,369	-	-	1,369	-	-	1,369	-	-
Total Buildings	1,369	-	1,369	-	-	1,369	-	-	1,369	-	-
Total Property	1,369	-	1,369	-	-	1,369	-	-	1,369	-	-
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	22	-	22	-	-	22	-	-	22	-	-
Computers and telecommunications	260	-	260	-	-	260	-	-	260	-	-
Total Plant and Equipment	2,282	-	2,282	-	-	2,282	-	-	282	2,000	-
Infrastructure											
Roads	6,897	-	6,897	-	-	6,897	3,406	-	3,491	-	-
Bridges	765	-	765	-	-	765	-	-	765	-	-
Footpaths and cycleways	377	-	377	-	-	377	-	-	377	-	-
Drainage	208	-	208	-	-	208	-	-	208	-	-
Other infrastructure	6,853	-	6,853	-	-	6,853	-	-	6,853	-	-
Total Infrastructure	15,100	-	15,100	-	-	15,100	3,406	-	11,694	-	-
Total Capital Works Expenditure	18,751	-	18,751	-	-	18,751	3,406	-	13,345	2,000	-



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5 Performance and Financial Indicators

5.1 Targeted Performance Indicators (Council Selected)

The following table highlights Council's current and projected performance across eight targeted performance indicators selected by Council from the range of prescribed performance measures contained in the Local Government (Planning and Reporting) Regulations 2020. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Council Selected

Domain/Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	+/o/-
Governance									
Transparency (Councillors actively participate in the decision making process, ensuring that all decisions are made in an open and transparent manner)	Council resolutions made at meetings closed to the public The percentage of Council resolutions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors	1	7.25%	5.00%	5.00%	5.00%	5.00%	5.00%	o
Community									
Library Services (Library services and resources are accessible and well utilised)	Library loans per head of population The number of library collection item loans per head of population	2	7.24	7.28	7.3	7.3	7.3	7.3	o
Maternal & Child Health (Councils promote healthy outcomes for children and their families)	Infant enrolments in MCH service The percentage of infants enrolled in the MCH service	3	100.45%	101.84%	100.00%	100.00%	100.00%	100.00%	o
Responsiveness									
Animal Management (Councils respond to animal management requests in a timely manner)	Time taken to action animal management requests The median number of days it takes for Council to action animal management related requests	4	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	+

Key to Target Trend:

- + increase in Council's overall targets
- o maintaining Council's overall targets
- decrease in Council's overall targets



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Targeted performance indicators - Council Selected cont'd

Domain/Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	+/-
Cost									
Food Safety (Food safety service is planned and delivered in a cost-efficient manner)	Cost of food safety service The direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the financial year	5	\$513	\$513	\$513	\$513	\$513	\$513	o
Library services (Provision of library services is planned and delivered in a cost-efficient manner)	Cost of library services The direct cost of the library service per head of population	6	\$34	\$29	\$32	\$33	\$34	\$35	+
Aquatic Facilities (Provision of aquatic facilities is planned and delivered in a cost-efficient manner)	Cost of aquatic facilities The direct cost less any income received from providing aquatic facilities per visit	7	\$5	\$6	\$4	\$4	\$4	\$4	o
Financial Forecasting									
Revenue and grants (Revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population Own-source revenue per head of population	8	\$2,118	\$2,245	\$2,320	\$2,481	\$2,567	\$2,656	+



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5.2 Targeted Performance Indicators (Mandatory)

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these measures and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted service performance indicators - Mandatory

Domain/Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	+/-
Governance									
Community engagement (council decisions made and implemented with community input)	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	9	48	50	55	60	63	65	+
Environment									
Roads (sealed local roads are maintained and renewed to ensure a safe network)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	10	98.00%	98.00%	100.00%	100.00%	100.00%	100.00%	o
Responsiveness									
Statutory planning (Councils decide on planning applications and fulfill their legislative duties in a timely manner)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	11	62.00%	62.00%	85.00%	85.00%	85.00%	85.00%	+
Environment									
Waste management (waste is minimised and sustainability is promoted)	Kerbside collection waste to landfill per serviced property Waste in tonnage collected from kerbside waste collection services sent to landfill / Number of serviced properties	12	380kg	422kg	438kg	441kg	465kg	489kg	+

Key to Target Trend:

+ increase in Council's overall targets

o maintaining Council's overall targets

- decrease in Council's overall targets



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Targeted financial performance indicators - Mandatory

Domain/Indicator	Measure	Notes	Actual 2024-25	Forecast 2025-26	Budget 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30	Trend +/-
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Current assets compared to current liabilities Current assets / current liabilities	13	320.21%	343.62%	227.77%	251.01%	268.11%	212.85%	o
Financial forecasting									
Asset renewal and upgrade (renewal and upgrade of assets is planned and delivered)	Asset renewal and upgrade compared to depreciation Asset renewal and upgrade expenses / Asset depreciation	14	89.53%	124.13%	146.62%	63.53%	62.52%	87.65%	-
Financial management									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	15	57.47%	54.92%	69.43%	62.27%	62.48%	62.68%	o
Financial management									
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	16	\$4,382	\$4,562	\$4,377	\$4,551	\$4,734	\$4,900	+



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5.3 Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 2 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Domain/Indicator	Measure	Notes	Actual	Forecast	Budget	Projections		Trend	
			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	+/-
Financial forecasting									
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue	17	20.16%	19.01%	19.52%	18.18%	17.50%	12.99%	-
	Non-current liabilities / own source revenue								
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to own-source revenue	18	0.00%	0.00%	1.21%	1.03%	0.90%	0.78%	o
	Interest bearing loans and borrowings / own-source revenue								
	Loans and borrowings repayments compared to own-source revenue	19	0.00%	0.00%	0.05%	0.15%	0.15%	0.14%	o
	Interest and principal repayments on interest bearing loans and borrowings / own-source revenue								
Population (population is a key driver of a Council's ability to fund the delivery of services to the community)	Expenses per head of population	20	\$3,155	\$3,305	\$3,185	\$3,328	\$3,478	\$3,617	+
	Total expenses / Population								
	Infrastructure per head of population	21	\$22,271	\$28,588	\$29,253	\$29,618	\$29,419	\$31,183	+
	Value of infrastructure / Population								
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population	22	\$2,118	\$2,245	\$2,320	\$2,481	\$2,567	\$2,656	+
	Own source revenue / Population								
	Recurrent grants per head of population	23	\$770	\$622	\$285	\$654	\$667	\$679	+
	Recurrent grants / Population								

Key to Target Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator



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Financial performance indicators - cont'd

Domain/Indicator	Measure	Notes	Actual 2024-25	Forecast 2025-26	Budget 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30	Trend +/-
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Cash compared to current liabilities Cash / current liabilities	24	129.71%	150.05%	261.83%	263.17%	259.55%	250.88%	o
Operating position (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	25	-8.04%	-4.06%	-22.27%	-6.17%	-7.56%	-8.45%	+
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property value Rate revenue / CIV of rateable properties in the municipal district	26	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	o
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments	27	\$2,023	\$2,117	\$2,180	\$2,232	\$2,286	\$2,340	+
Rates collection (rates and charges are being responsibly collected)	Rates and charges debt Unpaid rates and charges / all rates and charges	28	7.32%	10.60%	10.60%	10.60%	10.60%	10.60%	o

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5.4 Notes to measures

1. Council resolutions made at meetings closed to the public

Council aims to make decisions in an open and transparent manner wherever possible. Closed sessions are only used when required to meet legislative, confidentiality, or privacy obligations.

The low proportion of resolutions made in closed meetings reflects Council's ongoing commitment to transparent governance.

2. Library loans per head of population

Library usage per capita is expected to remain stable over the budget period, reflecting continued community access to both physical and digital library collections. Council continues to adapt library services to changing community needs and usage trends.

3. Infant enrolments in MCH service

Council continues to achieve strong participation in the Maternal and Child Health service, reflecting high levels of community awareness and accessibility. Maintaining strong enrolment supports positive early childhood health and development outcomes.

4. Time taken to action animal management requests

Council aims to respond promptly to animal management requests in line with service standards. The forecast result reflects continued prioritisation of community safety and effective compliance processes.

5. Cost of food safety service

The cost of delivering food safety services is expected to remain stable, reflecting efficient regulatory processes and consistent service demand. Council continues to recover costs in line with statutory responsibilities.

6. Cost of library services

Library service costs per visit are forecast to remain relatively stable during the budget period. This reflects ongoing efforts to deliver accessible, high quality library services while managing operational costs.

7. Cost of aquatic facilities

The cost per visit to aquatic facilities reflects operational requirements, energy costs, and maintenance demands. Council continues to monitor service efficiency while maintaining safety and accessibility for users.

8. Own-source revenue per head of population

Own-source revenue per capita is forecast to increase steadily over the budget period, reflecting rate increases within the rate cap and moderate growth in other revenue sources.

This supports Council's capacity to fund local services and infrastructure.

9. Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions

Council continues to strengthen community engagement practices, with a focus on accessible consultation opportunities and clear communication. Forecast improvements reflect planned engagement initiatives and a commitment to incorporating community feedback into decision-making.

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10. Sealed local roads below the intervention level

Council plans to maintain full compliance with sealed road intervention levels in accordance with the Road Management Plan. This outcome is supported by targeted renewal investment and proactive asset management.

11. Planning applications decided within the relevant required time

Council forecasts improved performance in statutory planning timeframes, supported by process improvements and service efficiencies. This enhances customer experience while ensuring legislative compliance.

12. Kerbside collection waste to landfill per serviced property

Council continues to implement waste reduction initiatives aimed at progressively reducing waste sent to landfill. The forecast trend reflects ongoing education, service optimisation, and improved recycling behaviours.

13. Current assets compared to current liabilities

Council's liquidity position remains strong, indicating sufficient capacity to meet short-term obligations. This reflects prudent cash management and conservative financial planning assumptions.

14. Asset renewal and upgrade compared to depreciation

Asset renewal expenditure is forecast to be below depreciation levels over the budget period. This reflects capacity constraints arising from increasing depreciation following asset revaluations and growth in asset base.

15. Rates compared to adjusted underlying revenue

Rates are forecast to remain a consistent proportion of total adjusted underlying revenue. This reflects Council's balanced approach to revenue generation while managing affordability.

16. Expenses per property assessment

Expenses per property assessment are forecast to increase over time, driven by service cost pressures and inflation. Council continues to seek efficiencies while maintaining service standards.

17. Non-current liabilities compared to own-source revenue

Council's long term liability position remains manageable and proportionate to its revenue base. This indicates a sustainable approach to long term financial commitments.

18. Loans and borrowings compared to own-source revenue

Borrowings remain low relative to own-source revenue, reflecting limited reliance on debt funding. Council continues to use borrowings strategically for significant projects.

19. Loans and borrowings repayments compared to own-source revenue

Loan repayment obligations remain within affordable limits over the forecast period. This supports Council's capacity to fund services without undue financial pressure.

20. Expenses per head of population

Expenses per capita are forecast to increase gradually, reflecting rising service delivery costs. Population levels influence Council's cost efficiency and revenue capacity.

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21. Infrastructure per head of population

Infrastructure expenditure per capita reflects planned capital works and renewal priorities. Investment supports the ongoing functionality and safety of community assets.

22. Own-source revenue per head of population

Own source revenue per capita is forecast to grow steadily, supporting service delivery sustainability. This reflects moderate rate increases and stable non rate revenue streams.

23. Recurrent grants per head of population

Recurrent grant funding per capita is expected to remain broadly consistent, reflecting ongoing reliance on state and federal funding sources. Council continues to advocate for fair and sustainable grant allocations.

24. Cash compared to current liabilities

Cash coverage is forecast to reduce over the period as funds are utilised for capital works and operational needs. Council continues to carefully manage cash to maintain liquidity.

25. Adjusted underlying surplus (or deficit)

Council forecasts an ongoing adjusted underlying deficit, primarily due to increasing depreciation and operating costs. While not a cash measure, this indicator highlights longer term financial sustainability pressures.

26. Rates compared to property value

Rates effort remains stable and comparable to similar Councils, remaining within legislated rate cap limits. This demonstrates consideration of ratepayer capacity.

27. Average rate per property assessment

The average rate per assessment is forecast to increase moderately, reflecting annual rate cap allowances. Council continues to balance revenue needs with affordability.

28. Rates and Charges debt

Council maintains strong rates and charges collection performance, reflecting effective revenue management practices. This supports cash flow and financial stability.

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Appendix A – Council Contributions to External Parties

Organisations Contribution	2026-27
G21 Region Alliance	\$30,000
Rural Councils Victoria	\$5,670
Timber Towns Victoria	\$2,750
Municipal Association of Victoria	\$35,020
ALGWA	\$400
Barwon South West Climate Alliance	\$15,990
Keep Australia Beautiful Victoria	\$1,500
Partnership and Memberships commitments	\$91,330
Community Grants (Includes Garden Awards funding)	\$316,500
Trees for Farms Grants	\$42,000
Student Achievement Awards	\$1,000
Christmas Events	\$30,000
Community and Business Programs	\$389,500
Apollo Bay P12 College - Aquatic Centre	\$250,000
Great Ocean Road Regional Tourism	\$100,000
Lavers Hill K-12 College - Leisure Centre	\$23,650
Life Saving Victoria	\$64,710
Geelong Regional Library Corporation	\$911,550
Old Beechy Rail Trail landowner insurance	\$32,000
Apollo Bay P12 College for support of back-up emergency power supply	\$4,240
Play audits - GORCAPA managed assets	\$1,170
U3A Apollo Bay Venue Hire	\$1,500
Contributions to others providing services to community	\$1,388,820
Apollo Bay Recreation Reserve	\$7,960
Alvie Recreation Reserve	\$6,260
Beeac Recreation Reserve	\$2,340
Birregurra Recreation Reserve	\$8,540
Beech Forest Recreation Reserve	\$1,700
Carlisle River Recreation Reserve	\$3,470
Cressy River Recreation Reserve	\$1,570
Forrest Recreation Reserve	\$3,680
Gellibrand Recreation Reserve	\$4,120
Irrewillipe Recreation Reserve	\$6,260
Pirron Yallock Recreation Reserve	\$2,360
Warrion Recreation Reserve	\$2,360
Warrowie Recreation Reserve	\$5,060
Colac Secondary College	\$4,540
Contributions to others managing Council and non-Council recreation reserves	\$60,220
Apollo Bay Neighbourhood House	\$3,720
Colac Neighbourhood House	\$3,720
Forrest Neighbourhood House	\$3,720
Gellibrand Neighbourhood House	\$3,720
Barwon Network of Neighbourhood Houses	\$3,720
Neighbourhood Houses	\$18,600
Total contributions to partners and community	\$1,948,470

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Appendix B – Operational Projects 2026-27

In 2026-27 Council plans to fund \$839,000 of operational projects as shown in the listing below.

Operational Projects 2026-27	Council Cash \$'000s	Income \$'000s	Total \$'000s
Annual Community Grants Program	\$317	\$0	\$317
Trees for Farms Grants Program	\$42	\$0	\$42
Christmas Events	\$30	\$0	\$30
Cyclic Condition Assessment and Valuation of Assets	\$150	\$0	\$150
Old Beechy Rail Trail Audit/Risk Assessment for Insurance	\$20	\$0	\$20
Rural Housing Policy Review	\$150	\$0	\$150
Street Tree Planting Program	\$60	\$0	\$60
Youth Engagement Program	\$70	\$0	\$70
Total	\$839	\$0	\$839

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Appendix C – Differential Rating Framework

Residential – Colac/Elliminyt

Definition:

Any land, whether vacant or built upon, which is located in Colac, Colac East, Colac West and Elliminyt that is not zoned for commercial or industrial use and which does not have the characteristics of:

- a) Rural Farm Land;
- b) Holiday Rental Land; or
- c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt.

and whose highest and best use is deemed to be as residential land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Types and Classes:

Rateable land having the relevant characteristics described below:

- a) used primarily for residential purposes,
- b) highest and best use is deemed to be as residential,
- c) any land that is not defined as Holiday rental land, Farm Land or Commercial/Industrial Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

100% of the base rate.

This rating category is deemed to be the “base rate” due to it containing the majority of assessments.

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme to be used for residential purposes

Geographic Location:

In the localities of Colac, Colac East, Colac West and Elliminyt.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

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Residential – Balance of Shire

Definition:

Any land which is located in localities other than Colac, Colac East, Colac West or Elliminyt which does not have the characteristics of:

- a) Rural Farm Land;
- b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or
- c) Holiday Rental Land;

and whose highest and best use is deemed to be as residential land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate of residential land. The vacant land affected by this rate is that which is zoned residential under the Colac Otway Shire Council Planning Scheme. The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Rateable land having the relevant characteristics described below:

- a) used primarily for residential purposes,
- b) highest and best use is deemed to be as residential,
- c) any land that is not defined as Holiday rental land, Farm Land or Commercial/Industrial Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

85% of the base rate.

The justification for this category to be rated at a lesser rate than the base rate is that properties in this category are:

- generally in smaller townships or rural areas;
- have less access to the full suite of services and amenities provided by Council; and
- due to small populations are generally less likely to attract expenditure by Council.

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme to be used for residential purposes.

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Geographic Location:

In the localities of Colac, Colac East, Colac West and Elliminyt.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Holiday Rental

Definition:

Any land that contains a dwelling, cabin or house or part of a house that:

- a) Is used for the provision of holiday accommodation for the purpose of generating income; or
- b) Is made generally available for holiday accommodation and is a secondary or supplemental source of income for the owner.

Note: Typically, the category will include absentee owned holiday houses publicly made available for short term accommodation for a tariff, owner occupied "Bed and Breakfast" establishments, farm properties with accommodation cabins, holiday farms and the like.

The category will not include:

- absentee owned holiday houses that are not publicly made available for hire but are used by family/friends of the owner for short term holiday accommodation, and
- land used to provide tourist/holiday accommodation on an overtly commercial scale and basis where the provision of accommodation is an integral part of the use of the property.

The types of properties excluded from this category would therefore include motels, resorts, hotels with accommodation, caravan parks, centrally managed and promoted multi-unit developments and the like.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Characteristics:

Properties included in this rating category will be characterised by their use and/or availability for short term holiday accommodation for a tariff. The proportion of the year for which they are used for this purpose is not relevant.

The extent to which a property is let out for short term holiday accommodation will vary from property to property and will depend on a variety of factors.

A common factor however is the most property owners have the property set up as a business for taxation purposes.

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Types and Classes:

Rateable land having the relevant characteristics described below:

- a) used for the provision of holiday accommodation for the purpose of generating income,
- b) Is made generally available for holiday accommodation and is a secondary or supplemental source of income for the owner.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

105% of the base rate.

The justification for this category to be rated at the base rate is that

- the provision of short term holiday accommodation is generally conducted as a semi commercial activity, so rating these properties at the Commercial rate in the dollar would be unfair;
- There is also a wide variation as to the extent to which these properties are used for this purpose, so rating these properties at the Commercial rate in the dollar would be unfair and may force reluctant property owners to make the property available more often, possibly saturating the market and reducing returns able to be generated by many
- Use of these properties for this purpose tends to be seasonal

It is recognised however that:

- these properties are in direct competition with other holiday accommodation property types that are included in the Commercial rating category;
- owners of these properties benefit from using the property in this manner and that customers to these properties use facilities and infrastructure provided by the shire; and
- rates paid for properties in this category are generally a tax deductible expense.

It is therefore considered fair and equitable that these properties pay a rate in the dollar higher than the "Residential - Balance of Shire" rate in the dollar, but less than the Commercial rate in the dollar.

It is noted this means the Holiday rental properties in Colac/Elliminyt pay no more than the "Residential – Colac/Elliminyt" rate. Historically, there have been few properties in Colac/Elliminyt used for short term holiday accommodation, however with the rise of AirBnB, etc, this is an issue that will be monitored.

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme that allows use of the property to provide short term holiday accommodation.

Geographic Location:

In all the localities of the Colac Otway Shire.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

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Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Rural Farm

Definition:

Any land located within the shire which is "Farm Land" within the meaning of section 2 of the Valuation of Land Act 1960 and is zoned to allow land to be used for rural and/or farming purposes.

Any land which is "Farm Land" within the meaning of Section 2(1) of the Valuation of Land Act 1960.

- a) Farm Land means any rateable land that is 2 or more hectares in area;
- b) used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and

That is used by a business –

- That has a significant and substantial commercial purpose of character;
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Typically, these properties may contain buildings used as a residence and for farm purposes and will also contain land with no buildings located upon it.

In addition, it may include small parcels of undeveloped land that do not meet the meaning of "Farm Land" prescribed in of section 2 of the Valuation of Land Act 1960, but are also deemed unlikely to be granted a town planning permit for a dwelling to be located on the property.

Typically these properties will be:

- a) up to 5 hectares in area;
- b) be zoned to allow the land to be used for rural and/or farming purposes;
- c) been deemed unviable for the purposes of carrying on a business of primary production by Council; and
- d) been deemed unsuitable to allow the construction of a dwelling.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Farm Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district, to facilitate the longevity of the farm sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

Characteristics:

The characteristics of the Rural Farm planning scheme zoning are applicable to the determination of whether land is included in the Rural Farm rating category.

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Types and Classes:

Farm Land having the relevant characteristics described above that is:

- a) used primarily for primary production purposes; or
- b) any land that is not defined as Residential, Holiday Rental or Commercial/Industrial Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

65% of the base rate.

The justification for this category to be rated at a lesser rate than the base rate is that properties in this category are:

- in rural areas;
- have less access to the full suite of services and amenities provided by Council;
- are generally less likely to attract expenditure by Council;
- due to the land area required to operate, these properties have higher valuations (and therefore higher rates) than residential properties; and
- tend to operate in an environment that is subject to the vagaries of weather and external factors beyond the farmer's control.

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme.

Geographic Location:

In all the localities of the Colac Otway Shire that contain land zoned in the Colac Otway Planning Scheme as Rural Farm.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year

Commercial/Industrial – Colac/Elliminyt

Definition:

Any land which is located in Colac, Colac East, Colac West or Elliminyt which does not have the characteristics of:

- a) Rural Farm Land;
- b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or
- c) Holiday Rental Land; and;

Is used primarily for:

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- a) The sale of goods or services;
- b) Other commercial purposes; or
- c) Industrial purposes, or is land which is vacant but zoned for commercial or industrial use.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Colac Otway Shire Council benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and also the income generating capability of commercial based properties.

The Commercial differential rate is applied to promote the economic development objectives for the Colac Otway Shire Council as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy and includes the maintenance and improvement of tourism infrastructure. Construction and maintenance of public infrastructure, development and provision of health and community services and the general provision of support services and promotion of business in the municipality

Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to Commercial/Industrial Land. The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

- a) used primarily for commercial or industrial purposes; or
- b) any land that is not defined as Residential, Holiday Rental or Farm Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

165% of the base rate.

The rationale for this category to be rated at a rate above the base rate is that:

- businesses conducted at these properties benefit from the services and facilities provided by Council;
- services and facilities provided by the shire help to attract residents to the shire, which can provide businesses with both a source of labour and customers; and
- businesses generally have a capacity pay, which is complimented by rates being a tax deductible expense.

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It is therefore deemed fair and equitable that properties in this category pay rates at a higher rate in the dollar than the base rate.

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme.

Geographic Location:

In the localities of Colac, Colac East, Colac West and Elliminyt.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Commercial/Industrial – Balance of Shire

Definition:

Any land which is located in localities other than Colac, Colac East, Colac West or Elliminyt which does not have the characteristics of:

- a) Rural Farm Land;
- b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or
- c) Holiday Rental Land; and;

is used primarily for:

- a) The sale of goods or services;
- b) Other commercial purposes; or
- c) Industrial purposes,

or is land which is vacant but zoned for commercial or industrial use.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Colac Otway Shire Council benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and also the income generating capability of commercial based properties.

The Commercial differential rate is applied to promote the economic development objectives for the Colac Otway Shire Council as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy and includes the maintenance and improvement of tourism infrastructure. Construction and maintenance of public infrastructure, development and provision of health and community services and the general provision of support services and promotion of business in the municipality

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Characteristics:

The characteristics of the planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to Commercial/Industrial Land. The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

- a) used primarily for commercial or industrial purposes; or
- b) any land that is not defined as Residential, Holiday Rental or Farm Land.

Use of Rate:

The differential rate will be used to fund items of expenditure described in the Budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Level of Rate:

140% of the base rate.

The rationale for this category to be rated at a rate above the base rate is that:

- businesses conducted at these properties benefit from the services and facilities provided by Council;
- services and facilities provided by the shire help to attract residents to the shire, which can provide businesses with both a source of labour and customers; and
- businesses generally have a capacity pay, which is complimented by rates being a tax deductible expense.

However, as properties in this category are generally located in smaller townships, there can be less opportunity to generate revenue. This can vary depending on the type of business.

It is therefore deemed fair and equitable that properties in this category pay rates at a higher rate in the dollar than the base rate but less than the rate in the dollar for "Commercial/Industrial - Colac/Elliminyt"

Use of Land:

Any use permitted under the Colac Otway Shire Council Planning Scheme. Geographic Location: In the localities of Colac, Colac East, Colac West and Elliminyt.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Colac Otway Shire Council Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

Draft Budget 2026-27

Other Charges

Municipal Charge

A Municipal Charge be declared for the budgeted period pertaining to this budget document to cover some of the administrative costs of the Council.

The Municipal Charge to be as stated in item 4.1.1(g) per annum for each rateable property in respect of which a municipal charge can be levied.

Annual Service (Waste Management) Charges

An annual service charge for the weekly and fortnightly domestic kerbside collection service is also levied. The aim of the charge is to apportion the total cost of managing the collection, transportation and disposal of domestic waste, to the owners of all properties that derive a benefit from having the service available for use.

The charge is therefore levied on all developed assessments used primarily for residential or commercial purposes that are located on the designated collection routes. The charge is not levied on vacant land properties.

Commercial/Industrial properties may apply for an exemption from the charge if they produce non domestic types of waste and provide proof they have engaged a contractor to collect and dispose of their waste

Draft Budget 2026-27

Appendix D – Purpose of Reserves

Asset Revaluation Reserve

Purpose

This reserve captures the reassessment of the value of Council's capital assets.

Colac Livestock Selling Centre Reserve

Purpose

This reserve is for the purpose of funding workings at the Colac Livestock Selling Centre and all funds are derived from any surplus made from the operations of the Colac Livestock Selling Centre.

Financial Assistance Grants received in advance

Purpose

The purpose of this reserve is to set aside any Commonwealth Financial Assistance Grant funding received in advance of its intended allocation. Financial Assistance Grants received in advance.

Waste Management Reserve

Purpose

This reserve was set up as a source of funding the replacement of kerbside bins. All funds in this reserve are collected from the waste collection service charge and are to be used only in connection with the waste collection service.

Landfill Rehabilitation (Alvie) Reserve

Purpose

This reserve relates to the funds required to restore the Alvie landfill. The rehabilitation reserve will continue to grow until the landfill closes, at which time, the funds will be utilised to meet this obligation.

Long Service Leave Reserve

Purpose

The purpose of this reserve is to ensure that the nominal long service leave balances owing to employees are maintained.

Plant Replacement Reserve

Purpose

This reserve is to fund the replacement of Council's plant at the end of their useful lives. Inflows to the reserve accrue out of any plant operating surplus with the funds then being used for the changeover of plant.

Draft Budget 2026-27

Recreational Lands Reserve

Purpose

Statutory reserve to be used for the development of recreational reserves and public open space.

Rehabilitation Reserve

Purpose

This reserve is to fund the rehabilitation and aftercare of the various closed waste disposal sites across the Colac Otway Shire.

Strategic Projects Reserve

Purpose

The purpose of this reserve is for strategic projects and acquisitions of new or expanded assets that are of an intergenerational nature.

Tirrengower Drainage Scheme Reserve

Purpose

These funds are collected via a special rate and must be expended against the purpose of the drainage scheme at Tirrengower.



COLAC OTWAY SHIRE COUNCIL

FEES AND CHARGES 2026-27

Colac Otway Shire

<https://www.colacotway.vic.gov.au>

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Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Colac Otway Shire				
Corporate Services				
Financial Services				
Land Information Certificate				
Fee	S	\$30.00	\$30.60	2.00%
Replacement Rate Notice				
Fee	C	\$31.30	\$32.50	3.83%
Payment Dishonour Fee (All Other)				
Admin Fee	C	\$30.50	\$32.00	4.92%
Payment Dishonour Fee (Direct Debit)				
Admin Fee	C	\$11.50	\$12.00	4.35%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Governance

Governance

Freedom of Information

Application Fee	S	\$30.60	\$33.60	9.80%
Printing Fee - Per Page	S	\$0.20	\$0.20	0.00%
Access Charges - Per Hour	S	\$22.90	\$25.90	13.10%
Supervision of Inspection - Per Hour	S	\$22.90	\$22.90	0.00%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Community and Economy Services

Bluewater Leisure Centre

Aquatic – Daily Charges

Swim, Spa and Sauna

Adult	C	\$15.00	\$15.60	4.00%
Adult Concession	C	\$12.00	\$12.50	4.17%

Pool Casual Entry

Adult	C	\$8.80	\$9.20	4.55%
Child	C	\$6.30	\$6.60	4.76%
Adult Concession	C	\$7.00	\$7.30	4.29%
Family	C	\$26.30	\$27.50	4.56%
Parent/Toddler	C	\$7.00	\$7.30	4.29%
School Group	C	\$6.30	\$6.60	4.76%

Aqua Membership (Aquatics Only)

Adult

12 months	C	\$753.00	\$780.00	3.59%
Direct Debit	C	\$28.90	\$30.00	3.81%

Concession

12 months	C	\$602.00	\$624.00	3.65%
Direct Debit	C	\$23.10	\$24.00	3.90%

Family

12 months	C	\$1,130.80	\$1,240.20	9.67%
Direct Debit	C	\$43.40	\$47.70	9.91%

Childcare

Member - BWLC

10 Multi Visit Pass (Visit per Hour)	C	\$77.00	\$80.00	3.90%
30 Multi Visit Pass (Visit per Hour)	C	\$217.00	\$225.00	3.69%
Member - Additional Child (per hr)	C	\$8.10	\$8.40	3.70%
Child 1 hr (per hour)	C	\$8.50	\$8.80	3.53%

Non-member - BWLC

Non Member - Additional Child (per hr)	C	\$15.30	\$15.90	3.92%
Non Member 10 Multi Visit Pass (Visit per Hour)	C	\$145.00	\$150.00	3.45%
Non Member 30 Multi Visit Pass (Visit per Hour)	C	\$411.00	\$425.00	3.41%
Child 1 hr	C	\$16.10	\$16.70	3.73%

Health Club & Group Fitness

Platinum Entry (Gym and Swim)

Adult	C	\$19.60	\$20.40	4.08%
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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Platinum Entry (Gym and Swim) [continued]				
Adult Concession	C	\$15.70	\$16.30	3.82%
Group Fitness Casual Entry				
Adult	C	\$18.00	\$18.70	3.89%
Adult Concession	C	\$14.40	\$15.00	4.17%
Group Entry (Schools)	C	\$12.60	\$13.20	4.76%
Living Active (Senior Program)	C	\$9.00	\$9.40	4.44%
Personal Training				
1 session personal training (45 min)	C	\$60.00	\$62.00	3.33%
1 on 1 Personal Training - 10 sessions	C	\$480.00	\$500.00	4.17%
1 on 1 Personal Training - 5 sessions	C	\$270.00	\$280.01	3.71%
Platinum Membership (Full Centre)				
Youth 14 - 17 years old				
Direct Debit (Fortnightly)	C	\$32.60	\$34.00	4.29%
Off-Peak Full Facility Access (8.30am-4.30pm)				
Direct Debit	C	\$32.60	\$34.00	4.29%
Adult				
12 months	C	\$1,132.00	\$1,170.00	3.36%
Direct Debit	C	\$43.50	\$45.00	3.45%
Concession				
12 months	C	\$907.00	\$936.00	3.20%
Direct Debit	C	\$34.80	\$36.00	3.45%
Family				
12 months	C	\$1,702.80	\$1,872.00	9.94%
Direct Debit	C	\$65.50	\$72.00	9.92%
Gold Membership (Gym Only)				
Adult				
12 months	C	\$1,009.00	\$1,053.00	4.36%
Direct Debit	C	\$38.80	\$40.50	4.38%
Concession				
12 months	C	\$807.00	\$845.00	4.71%
Direct Debit	C	\$31.00	\$32.50	4.84%
Family				
12 months	C	\$1,596.00	\$1,690.00	5.89%
Direct Debit	C	\$61.40	\$65.00	5.86%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Membership Fee				
Direct Debit Joining Fee				
Adult	C	\$59.00	\$61.00	3.39%
Multipass				
Adult				
10 Ticket Group Fitness	C	\$162.00	\$170.00	4.94%
10 Ticket Gym	C	\$177.00	\$185.00	4.52%
10 Ticket Swim	C	\$80.00	\$83.00	3.75%
Concession				
10 Ticket Group Fitness	C	\$130.00	\$135.00	3.85%
10 Ticket Swim	C	\$63.00	\$66.00	4.76%
10 Ticket Gym	C	\$142.00	\$150.00	5.63%
Other Charges				
Instructor hire/hr aquatic or dry				
Instructor Hire	C	\$79.00	\$82.00	3.80%
Swim School				
30 min Private Lesson				
30 Min Group SS 2 on 1 (per person)	C	\$46.40	\$48.00	3.45%
30 Min Group SS 3 on 1 (per person)	C	\$40.60	\$42.00	3.45%
30 Min Group SS 4 on 1 (per person)	C	\$34.80	\$36.00	3.45%
Swim School	C	\$58.00	\$60.00	3.45%
30 min group lesson				
Swim School - Concession	C	\$15.20	\$15.80	3.95%
Swim School - Paid in Full (per lesson)	C	\$19.00	\$19.80	4.21%
Swim School	C	\$19.00	\$19.80	4.21%
Schools Swim & Survive Program Entry				
Program Entry	C	\$5.50	\$5.70	3.64%
Venue Hire				
Pool Hire				
Lane hire/hr (during normal operating hrs)	C	\$41.30	\$43.00	4.12%
Whole pool full day 4+ hrs (during normal operating hours)	C	\$706.00	\$735.00	4.11%
Program Pool Hire - half pool per hr	C	\$45.60	\$47.00	3.07%
Program Pool Hire - full pool per hr	C	\$76.00	\$79.00	3.95%
Commercial Room Hire				
Program Room Single	C	\$50.00	\$52.00	4.00%
Program Room Double	C	\$74.00	\$77.00	4.05%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Commercial Room Hire [continued]				
Meeting Room	C	\$50.00	\$52.00	4.00%
Community Room Hire				
Program Room Single	C	\$33.60	\$35.00	4.17%
Program Room Double	C	\$51.00	\$53.00	3.92%
Meeting Room	C	\$33.60	\$35.00	4.17%
Stadium Hire				
All day hire	C	\$842.00	\$875.00	3.92%
Off Peak court hire/hr	C	\$51.00	\$53.00	3.92%
Peak court hire/hr	C	\$60.00	\$62.00	3.33%
Stadium - Daily Charges				
Stadium Casual Entry				
Stadium Entry	C	\$3.00	\$3.00	0.00%
Community Services - Family Day Care				
Family Day Care Administration Levy				
Educators Levy				
Carers Levy per week	C	\$13.50	\$13.50	0.00%
Rate per child per hour				
Rate per child per hour	C	\$2.30	\$2.40	4.35%
Family Day Care Charges				
8am to 6pm Monday to Friday				
Per hour per child - Lower Limit	C	\$11.40	\$11.50	0.88%
Per hour per child - Upper Limit	C	\$12.00	\$12.45	3.75%
Per hour per child - Diploma qualified Educator Upper Limit	C	\$12.50	\$12.90	3.20%
Before 8 am and after 6 pm				
Mon - Fri (per hour per child) - Lower Limit	C	\$11.90	\$12.00	0.84%
Mon - Fri (per hour per child) - Upper Limit	C	\$12.40	\$12.80	3.23%
Mon-Fri (per hour per child) – Diploma qualified Educator Upper Limit	C	\$14.50	\$15.00	3.45%
Saturday, Sunday and Public Holidays				
Per hour per child - Lower Limit	C	\$11.90	\$12.00	0.84%
Per hour per child - Upper Limit	C	\$12.40	\$12.80	3.23%
Sat, Sun, Public Holidays (per hour per child) – Diploma qualified Educator Upper Limit	C	\$14.50	\$15.00	3.45%
Meals (per meal)				
Meals	C	\$8.50	\$9.00	5.88%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Meals (per meal) [continued]

Snacks	C	\$4.50	\$5.00	11.11%
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Trips

Fee	C	\$6.70	\$6.80	1.49%
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Community Services - Family and Children

MCH Room Hire

Apollo Bay Early Years Hub

Full day hire	C	\$94.00	\$100.00	6.38%
Half day hire	C	\$47.00	\$50.00	6.38%

Community Services - Recreation and Open Space

Casual Hire Rates

Central Reserve Full Facility

Casual booking	C	\$550.00	\$550.00	0.00%
CDFNL season matches	C	\$330.00	\$330.00	0.00%
Cleaning surcharge if hirer not cleaning	C	\$570.00	\$600.00	5.26%
Oval lights use per hour	C	\$46.00	\$50.00	8.70%

Central Reserve Oval only

Casual booking, oval only, full day hire	C	\$264.00	\$264.00	0.00%
Casual booking, oval only, half day hire	C	\$154.00	\$154.00	0.00%
Oval lights use per hour	C	\$46.00	\$50.00	8.70%

Central Reserve Pavillion Hire Commercial

Cleaning surcharge if hirer not cleaning	C	\$140.00	\$150.00	7.14%
Full day hire (up to 8 hours) during business hours	C	\$396.00	\$396.00	0.00%
Full day hire (up to 8 hours) on weekends	C	\$440.00	\$440.00	0.00%
Half day hire (up to 4 hours) during business hours	C	\$198.00	\$198.00	0.00%
Half day hire (up to 4 hours) weekend	C	\$220.00	\$220.00	0.00%
Weeknight meeting hire (available until 9pm)	C	\$220.00	\$230.00	4.55%

Central Reserve Pavillion Hire Community

Cleaning surcharge if hirer not cleaning	C	\$140.00	\$150.00	7.14%
Full day hire (up to 8 hours) during business hours	C	\$220.00	\$220.00	0.00%
Full day hire (up to 8 hours) on weekends	C	\$330.00	\$330.00	0.00%
Half day hire (up to 4 hours) during business hours	C	\$110.00	\$110.00	0.00%
Half day hire (up to 4 hours) on weekends	C	\$165.00	\$165.00	0.00%
Weeknight meeting hire (available until 9pm)	C	\$182.00	\$190.00	4.40%

Central Reserve Netball Court Hire

Full day hire (up to 8 hours)	C	\$88.00	\$88.00	0.00%
Half day hire (up to 4 hours)	C	\$44.00	\$44.00	0.00%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Central Reserve Netball Court Hire [continued]

Netball court light use per hour	C	\$33.00	\$35.00	6.06%
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Central Reserve Netball change rooms Hire

Cleaning surcharge if hirer not cleaning	C	\$78.00	\$85.00	8.97%
Full day hire (up to 8 hours)	C	\$97.00	\$97.00	0.00%
Half day hire (up to 4 hours)	C	\$48.00	\$48.00	0.00%

Electricity charge, visiting health van services

Full day electricity use	C	\$44.00	\$50.00	13.64%
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Other City Reserves Oval Hire (Western, Eastern, Elliminyt, Lake)

Pre-season/casual training other city reserves (oval only, up to 4 hours)	C	\$112.00	\$112.00	0.00%
Oval lights use per hour	C	\$46.00	\$50.00	8.70%
Pre-season casual training other city reserves (netball court only, up to four hours, price per court)	C	\$44.00	\$44.00	0.00%
Netball court light use per hour	C	\$33.00	\$35.00	6.06%

COPACC

Marketing

Additional Boosted Post – on top of Marketing Packages	C	\$20.00	\$21.00	5.00%
Additional EDM – on top of Marketing Packages	C	\$90.00	\$93.00	3.33%
Complimentary Marketing Package	C	\$0.00	\$0.00	0.00%
Gold Marketing Package	C	\$430.00	\$447.00	3.95%
Silver Marketing Package	C	\$215.00	\$224.00	4.19%

Auditorium 1 - 4 Hour Minimum Hire

Commercial Hire

Holding Fee - per non usage day	C	\$215.00	\$224.00	4.19%
4 Hour Hire	C	\$1,180.00	\$1,227.00	3.98%
8 Hour Hire	C	\$1,770.00	\$1,841.00	4.01%
Additional Hour	C	\$207.50	\$216.00	4.10%

Community From Colac Otway

4 Hour Hire	C	\$885.00	\$920.00	3.95%
8 Hour Hire	C	\$1,330.00	\$1,383.00	3.98%
Additional Hour	C	\$155.00	\$161.00	3.87%

Catering

Tablecloth Hire - COPACC Black - per cloth	C	\$13.50	\$5.00	-62.96%
Essentials Catering Package – per person	C	\$4.60	\$5.00	8.70%
Juice - Apple/Orange per Jug	C	\$7.70	\$8.00	3.90%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Civic Hall

Commercial Hire

4 Hour Hire	C	\$570.00	\$593.00	4.04%
8 Hour Hire	C	\$865.00	\$900.00	4.05%
Additional Hour	C	\$103.00	\$107.00	3.88%

Community From Colac Otway

4 Hour Hire	C	\$465.00	\$484.00	4.09%
8 Hour Hire	C	\$725.00	\$754.00	4.00%
Additional Hour	C	\$88.00	\$92.00	4.55%

Equipment Hire

Civic Hall presenter package/day	C	\$190.00	\$198.00	4.21%
Civic Hall presenter package/week	C	\$335.00	\$348.00	3.88%
Consumables Charge- Item cost plus 15%	C	\$0.00	\$0.00	0.00%
Minor Equipment Charge	C	\$16.00	\$16.50	3.13%
PA System - Intermediate	C	\$300.00	\$312.00	4.00%
Projector Hire - per day	C	\$180.00	\$187.00	3.89%
Projector Hire – per week	C	\$450.00	\$468.00	4.00%
Stage Build 300mm height - per 1x2m module	C	\$32.00	\$33.50	4.69%
Stage Build 700mm height - per 1x2m module	C	\$37.00	\$38.50	4.05%
Haze Machine - Daily	C	\$49.00	\$51.00	4.08%
Haze Machine - Weekly	C	\$240.00	\$250.00	4.17%
Mirror Ball	C	\$96.00	\$100.00	4.17%
PA System - Advanced	C	\$480.00	\$500.00	4.17%
PA System - Basic	C	\$126.00	\$132.00	4.76%
Wireless Microphone - per additional day	C	\$32.00	\$33.00	3.13%
Wireless Microphone - first day	C	\$62.00	\$64.50	4.03%

Green Room Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$80.00	\$83.00	3.75%
Between 8:30am & 5pm	C	\$50.00	\$53.00	6.00%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
Between 8:30am & 5pm	C	\$37.50	\$39.00	4.00%

Kitchen Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$82.00	\$85.00	3.66%
Between 8:30am & 5pm	C	\$63.00	\$65.00	3.17%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Community From Colac Otway [continued]

Between 8:30am & 5pm	C	\$44.00	\$45.00	2.27%
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Labour Charges

Hourly Rate

Public Holiday Surcharge (Staffing)	C	Additional 25% on standard rates Last year fee Additional 25% on standard rates		
Event staff - First 8 Hours (per hour)	C	\$79.00	\$83.00	5.06%
Event staff - Additional Hour (per hour)	C	\$104.00	\$109.00	4.81%
Technical staff - First 8 Hours (per hour)	C	\$79.00	\$83.00	5.06%
Technical staff - Additional Hour (per hour)	C	\$104.00	\$109.00	4.81%

Meeting Room/s Hourly Rate

Commercial Hire

Double Room (After Hours, Weekends and Public Holidays)	C	\$130.00	\$136.00	4.62%
Double Room (Between 8:30am & 5pm)	C	\$89.00	\$93.00	4.49%
Single Room (After Hours, Weekends and Public Holidays)	C	\$89.00	\$93.00	4.49%
Single Room (Between 8:30am & 5pm)	C	\$61.00	\$64.00	4.92%

Community From Colac Otway

Double Room (After Hours, Weekends and Public Holidays)	C	\$110.00	\$115.00	4.55%
Double Room (Between 8:30am & 5pm)	C	\$77.00	\$80.00	3.90%
Single Room (After Hours, Weekends and Public Holidays)	C	\$77.00	\$80.00	3.90%
Single Room (Between 8:30am & 5pm)	C	\$52.00	\$54.00	3.85%

Other Charges

Background Music - Soundtrack your Band		\$31.00	\$32.00	3.23%
Cancellation of show after ticket build	C	\$170.00	\$177.00	4.12%
Major changes after ticket build	C	\$170.00	\$177.00	4.12%
Medium changes after ticket build		\$85.00	\$89.00	4.71%
Minor changes after ticket build		\$0.00	\$0.00	0.00%
Soundtrack your Brand (inc Migration of Spotify Playlist)	C	\$42.00	\$43.50	3.57%
Ticket Commission	C	\$3.75	\$3.90	4.00%
Ticket Exchange Fee (Subject to Ticketing T's & C's)	C	\$3.00	\$3.10	3.33%
Ticket Refund Fee (subject to Ticketing T's & C's)		\$3.00	\$3.10	3.33%

Commercial & Community Hire

Grand Piano Community	C	\$0.00	\$0.00	0.00%
Admin Fee	C	\$215.00	\$223.01	3.73%
Grand Piano	C	\$350.00	\$364.00	4.00%
Major Cleaning	C	\$265.00	\$270.00	1.89%
Minor Cleaning	C	\$198.00	\$200.00	1.01%
Test & Tag Services - per item	C	\$12.00	\$12.00	0.00%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Public Gallery Exhibition & Display Hire Charges

Exhibition

Exhibition - % Commission	C			10.00%
				Last year fee 10.00%

Public Gallery Hourly Rate For Meeting & Convention

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$82.00	\$85.00	3.66%
Between 8:30am & 5pm	C	\$56.00	\$58.00	3.57%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
Between 8:30am & 5pm	C	\$48.00	\$50.00	4.17%

Rehearsal Room Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$89.00	\$93.00	4.49%
Between 8:30am & 5pm	C	\$61.00	\$63.00	3.28%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$77.00	\$80.00	3.90%
Between 8:30am & 5pm	C	\$52.00	\$54.00	3.85%

Customer Service

A3 sheet	C	\$1.00	\$1.50	50.00%
A4 sheet	C	\$0.50	\$1.00	100.00%
Coloured copy – A3 sheet	C	\$2.50	\$3.00	20.00%
Coloured copy – A4 sheet	C	\$1.50	\$2.00	33.33%

Economic Development Events

Events

Event in a public place permit	C	\$230.00	\$0.00	-100.00%
Event trailer hire - Commercial	C	\$345.00	\$0.00	-100.00%
Event trailer hire - not-for-profit	C	\$115.00	\$0.00	-100.00%
Consumption of Liquor in a Public Place Permit	C	\$205.00	\$205.00	0.00%

Planning & Building

Building

Building Permit Applications

Building Permit Application Fees | Domestic – Class 1a Dwellings (Construction and Demolition)

Does not exceed \$5,000	C	\$900.00	\$940.00	4.44%
Does not exceed \$10,000	C	\$1,230.00	\$1,280.00	4.07%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Building Permit Application Fees | Domestic – Class 1a Dwellings (Construction and Demolition) *[continued]*

Does not exceed \$15,000	C	\$1,675.00	\$1,745.00	4.18%
Does not exceed \$25,000	C	\$2,060.00	\$2,145.00	4.13%
Does not exceed \$50,000	C	\$3,255.00	\$3,390.00	4.15%
Does not exceed \$75,000	C	\$3,750.00	\$3,900.00	4.00%
Does not exceed \$100,000	C	\$4,530.00	\$4,715.00	4.08%
Does not exceed \$150,000	C	\$4,810.00	\$5,010.00	4.16%
Does not exceed \$200,000	C	\$5,900.00	\$6,140.00	4.07%
Does not exceed \$250,000	C	\$6,400.00	\$6,660.00	4.06%
Does not exceed \$300,000	C	\$7,050.00	\$7,340.00	4.11%
Does exceed \$300,000	C	\$8,300.00	\$8,640.00	4.10%

Building Permit Application Fees | All Other Classes of Occupancy 2-9 Inclusive (Construction and/or Demolition)

Does not exceed \$5,000	C	\$1,220.00	\$1,270.00	4.10%
Does not exceed \$10,000	C	\$1,630.00	\$1,700.00	4.29%
Does not exceed \$20,000	C	\$2,475.00	\$2,575.00	4.04%
Does not exceed \$50,000	C	\$3,550.00	\$3,695.00	4.08%
Does not exceed \$100,000	C	\$5,550.00	\$5,780.00	4.14%
Does not exceed \$200,000	C	\$7,000.00	\$7,280.00	4.00%
Does not exceed \$500,000	C	\$8,800.00	\$9,160.00	4.09%
Does not exceed \$600,000	C	\$10,500.00	\$10,930.00	4.10%
Does not exceed \$700,000	C	\$12,150.00	\$12,640.00	4.03%
Does not exceed \$800,000	C	\$12,100.00	\$12,590.00	4.05%
Does not exceed \$900,000	C	\$15,600.00	\$16,230.00	4.04%
Does not exceed \$1,000,000	C	\$16,100.00	\$16,750.00	4.04%
Does not exceed \$1,500,000	C	\$23,900.00	\$24,860.00	4.02%
Does not exceed \$2,000,000	C	\$29,200.00	\$30,370.00	4.01%
Does exceed \$2,000,000	C	\$35,400.00	\$36,820.00	4.01%

Building Permit Application Fees | Minor Works - Class 10a, 10b & 1a: Garages, carports, pool/spas & fence where value of work:

Less than \$5000	C	\$900.00	\$940.00	4.44%
Between \$5,000 to \$10,000	C	\$1,230.00	\$1,280.00	4.07%
Between \$10,001 to \$20,000	C	\$2,000.00	\$2,080.00	4.00%
More than \$20,000	C	\$2,300.00	\$2,395.00	4.13%
Minor works - Class 10b: Safety Barrier (without pool/spa) & Alterations to Safety Barrier.	C	\$660.00	\$690.00	4.55%

Application to Amend Permit

Permit Amendments	C	\$275.00	\$286.00	4.00%
Extensions of Time	C	\$275.00	\$286.00	4.00%

Building - Lodgements

Building Permit Lodgement - Private Building Surveyor	S	\$125.80	\$138.30	9.94%
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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Building – Essential Safety Measures

Essential Safety Measures Determination	C	\$765.00	\$1,150.00	50.33%
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Building – Place of Public Entertainment and Temporary Structure

Application for Place of Public Entertainment (PoPE) Permit - Single Event Not Including Any Temporary Structure

PoPE - less than 500 persons	C	\$319.00	\$332.00	4.08%
PoPE - 500 to 2000 persons	C	\$670.00	\$700.00	4.48%
PoPE - more than 2000 persons	C	\$1,000.00	\$1,040.00	4.00%

Application for Place of Public Entertainment (PoPE) Permit - Multi Year Event (Maximum 5 Years) Not Including Any Temporary Structure (in addition to single event fee for additional years)

PoPE - less than 500 persons - additional fee per year	C	\$176.00	\$184.00	4.55%
PoPE - 500 to 2000 persons - additional fee per year	C	\$234.00	\$244.00	4.27%
PoPE - more than 2000 persons - additional fee per year	C	\$292.00	\$304.00	4.11%

Application for Siting of Temporary Structure associated with PoPE (In addition to PoPE fee)

Temporary siting permit per structure per year	C	\$95.00	\$99.00	4.21%
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Application for Siting of Temporary Structure not associated with a PoPE

Temporary structure siting permit - single event per structure	C	\$169.00	\$176.00	4.14%
Temporary structure siting permit - single event fee, plus per multi year event per structure	C	\$113.00	\$118.00	4.42%

Late Application for PoPE or Siting of Temporary Structure

Application for PoPE or Temporary Structure Siting Permit made less than 21 days from the scheduled event	C	\$600.00	\$625.00	4.17%
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Building – Report and Consent Applications

Demolition Consent	S	\$0.00	\$96.70	∞
Siting	S	\$0.00	\$461.40	∞
Buildover Easements and Septic, Projection Over Street, Designated Work	C	\$0.00	\$329.60	∞
Public Precautions – Hoardings	C	\$0.00	\$334.50	∞
Legal Point of Discharge	C	\$0.00	\$238.20	∞
Charge Per Notice Sent to Adjoining Properties	C	\$30.00	\$30.00	0.00%

Building – Swimming Pools

Application for Registration	C	\$32.30	\$33.50	3.72%
Information Search	C	\$47.90	\$50.00	4.38%
Lodgement of Certificate - Pool Barrier Compliant	C	\$20.70	\$21.50	3.86%
Lodgement of Certificate - Pool Barrier Non-Compliant	C	\$390.70	\$407.00	4.17%
Swimming Pool/Spa Compliance Audit for Land Owner	C	\$800.00	\$835.00	4.38%
Failure to Register	C	\$0.00	\$407.00	∞
Failure to lodge certificate of compliance	C	\$0.00	\$407.00	∞
Failure to pay lodgement fee	C	\$0.00	\$407.00	∞

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Building Infringements

Place of Public Entertainment (PoPE)	S	\$0.00	\$1,018.00	∞
Any other case	S	\$0.00	\$407.00	∞

Building – Other Charges

Property Information Application

Property (Land) information Request	S	\$48.80	\$53.60	9.84%
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Additional Inspections

Additional Inspection (Domestic) - within 20km radius of Colac	C	\$305.00	\$318.00	4.26%
Additional Inspection (Commercial) - within 20km radius of Colac	C	\$360.00	\$375.00	4.17%
Additional Travel per km (in addition to additional inspection fee) - more than 20km from Colac	C	\$1.35	\$1.45	7.41%

Search and Copy

Search and Copy for Permits and Plans	C	\$133.00	\$139.00	4.51%
Building plans/plan search (archival search)	C	\$263.00	\$274.00	4.18%

Bonds

Bond for Demolition or Removal of Building (Reg 48) - per sqm of floor area; OR - cost of works, whichever is the lesser	S	\$105.00	\$105.00	0.00%
Bond for Re-erection of Building (Reg 48) - Fee; OR - cost of works	S	\$10,000.00	\$10,000.00	0.00%

Planning

Planning Permit Applications

Permit for Use of Land

Application where only the land use is changed	S	\$1,415.10	\$1,496.10	5.72%
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To Develop Land or to Use and Develop Land for a Single Dwelling per Lot or to Undertake Development Ancillary to the Use of the Land for a Single Dwelling Per Lot Based on Estimated Cost of Development | Excluding VicSmart Applications

\$10,000 or less	S	\$214.60	\$226.90	5.73%
\$10,000 - \$100,000	S	\$675.70	\$714.40	5.73%
\$100,000 to \$500,000	S	\$1,383.30	\$1,462.50	5.73%
\$500,000 - \$1,000,000	S	\$1,494.60	\$1,580.10	5.72%
\$1,000,000 - \$2,000,000	S	\$1,605.90	\$1,697.80	5.72%

VicSmart Applications

VicSmart application - other than a class 7, 8 or 9 permit	S	\$0.00	\$226.90	∞
\$10,000 or less	S	\$214.60	\$226.90	5.73%
More than \$10,000	S	\$461.10	\$487.50	5.73%
Subdivision or consolidation	S	\$214.60	\$226.90	5.73%

To Develop Land (Other than for a Single Dwelling Per Lot) if the Estimated Cost of Development Included in the Application is

Less than \$100,000	S	\$1,232.20	\$1,302.80	5.73%
\$100,000 - \$1,000,000	S	\$1,661.50	\$1,756.60	5.72%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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To Develop Land (Other than for a Single Dwelling Per Lot) if the Estimated Cost of Development Included in the Application is [continued]

\$1,000,000 - \$5,000,000	S	\$3,664.90	\$3,874.70	5.72%
\$5,000,000 - \$15,000,000	S	\$9,341.20	\$9,875.90	5.72%
\$15,000,001 - \$50,000,000	S	\$27,546.70	\$29,123.30	5.72%
More than \$50,000,000	S	\$61,914.60	\$65,458.10	5.72%

Subdivision

To subdivide an existing building	S	\$1,415.10	\$1,496.10	5.72%
To subdivide land into two lots	S	\$1,415.10	\$1,496.10	5.72%
To effect a realignment of a common boundary between lots or to consolidate two or more lots	S	\$1,415.10	\$1,496.10	5.72%
All other subdivisions per 100 lots created	S	\$1,415.10	\$1,496.10	5.72%

Restrictions and Easements

An application to remove a restriction (within the meaning of the Subdivision Act 1988) in the circumstances described in Section 47(2) of the Planning and Environment Act 1987	S	\$1,415.10	\$1,496.10	5.72%
An application to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right-of-way.	S	\$1,415.10	\$1,496.10	5.72%
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement other than a right of way in a Crown.	S	\$1,415.10	\$1,496.10	5.72%

A permit not otherwise provided for in the Fee regulations

A permit not otherwise provided for in the Fee regulations	S	\$1,415.10	\$1,496.10	5.72%
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Amendments to Permit

Amendment to Permit - Use

Change of use only	S	\$1,415.10	\$1,496.10	5.72%
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Amendment to Permit - Preamble And/Or Conditions

To amend a permit other than a single dwelling to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit	S	\$1,415.10	\$1,496.10	5.72%
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Amendment to Permit - Single Dwelling

Single dwelling (\$10,000 or less)	S	\$214.60	\$226.90	5.73%
Single dwelling (\$10,000 - \$100,000)	S	\$675.70	\$714.40	5.73%
Single dwelling (\$100,000 - \$500,000)	S	\$1,383.30	\$1,462.50	5.73%
Single dwelling (\$500,000 - \$2,000,000)	S	\$1,494.60	\$1,580.10	5.72%

Amendment to Permit - VicSmart

VicSmart - other than class 7, 8 or 9	S	\$0.00	\$226.90	∞
VicSmart - \$10,000 or less	S	\$214.60	\$226.90	5.73%
VicSmart - development more than \$10,000	S	\$461.10	\$487.50	5.73%
VicSmart - subdivision or consolidation	S	\$214.60	\$226.90	5.73%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Amendment to Permit - Other Developments

Other developments (less than \$100,000)	S	\$1,232.20	\$1,302.80	5.73%
Other developments (\$100,00 - \$1,000,000)	S			\$1,756.50
				Last year fee 1661.50
Other developments (\$1,000,000 - \$50,000,000)	S	\$3,664.90	\$3,874.70	5.72%

Amendment to Permit - Not Otherwise Provided for in Regulations and Specified Subdivisions, Restrictions, Easements and Rights of Way

Amendment to a permit not otherwise provided for in the fee regulation	S	\$1,415.10	\$1,496.10	5.72%
Subdivision - common boundary realignment, consolidation of two or more lots, existing buildings and two lot subdivisions (other than VicSmart)	S	\$1,415.10	\$1,496.10	5.72%
Subdivision (other than VicSmart, two lot subdivisions and boundary realignments)	S	\$1,415.10	\$1,496.10	5.72%

Application for Approval of Amended Plans under Secondary Consent

Vicsmart and single dwellings	C	\$207.00	\$175.00	-15.46%
Any other secondary consent application	C	\$0.00	\$275.00	∞

Extension of Time to Planning Permits

First Extension of time to planning permits	C	\$130.00	\$136.00	4.62%
Second Extension of time to planning permits	C	\$195.00	\$205.00	5.13%
Each additional extension of time to planning permits	C	\$260.00	\$271.00	4.23%

Satisfaction Matters

Satisfaction matters as specified by planning scheme	S	\$349.80	\$369.80	5.72%
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Public Notice

Advertising notice sent to individual property owners per letter	C	\$8.60	\$9.00	4.65%
Advertising sign erected on site	C	\$369.00	\$384.00	4.07%

Subdivision - Certification and Statement of Compliance

Application for Certification of Subdivision under Subdivision Act

Application for Certification of subdivision under Subdivision Act	S	\$187.60	\$198.40	5.76%
Required alteration of plan	S	\$119.20	\$126.10	5.79%

Application for Recertification of Plan of Subdivision

Recertification of Plan of Subdivision	S	\$151.00	\$159.70	5.76%
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Application for Plan of Consolidation

Plan of Consolidation	S	\$187.60	\$198.00	5.54%
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Engineering Plan prepared by Council

Engineering Plan prepared by Council	S			3.50%
				Last year fee 3.50%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Supervision of Works				
Supervision of works associated with subdivision	S			2.50%
				Last year fee 2.50%
Restrictions, Easements and Rights of Way				
Creation, variation and removal of restrictions, easements and rights of way	S	\$1,415.10	\$1,496.10	5.72%
Section 173 Agreements				
Amendment to an existing agreement	S	\$707.50	\$748.00	5.72%
Removal of an existing agreement	S	\$707.50	\$748.00	5.72%
Certificates of Compliance				
Certificate of Compliance	S	\$349.80	\$369.80	5.72%
Written Consent (WCON) Applications				
Written consent to vary something registered on title.	C	\$765.00	\$795.60	4.00%
Search and Copy				
Search and Copy	C	\$0.00	\$0.00	0.00%
Planning Scheme Amendments				
Considering a Request for a Planning Scheme Amendment				
Considering a request for an Amendment	S	\$3,275.40	\$3,462.90	5.72%
Planning Scheme Amendment Fees – Consideration of Submissions				
For considering up to 10 submissions	S	\$16,233.90	\$17,163.00	5.72%
For considering 11-20 submissions	S	\$32,436.00	\$34,292.40	5.72%
For considering in excess of 20 submissions	S	\$43,359.30	\$45,840.90	5.72%
Planning Scheme Amendment Fees – Adoption by Responsible Authority				
Adoption of Amendment by Responsible Authority	S	\$516.80	\$546.30	5.71%
Planning Scheme Amendment Fees – Consideration of Request to Approve an Amendment (By the Minister for Planning)				
Consideration of a request to approve an Amendment (by the Minister for Planning)	S	\$516.80	\$546.30	5.71%

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Infrastructure and Environment Services

Infrastructure Development

Asset Protection Permit Fee

Permit Fee	C	\$170.00	\$176.00	3.53%
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Check Engineering Plans

These fees apply to developments/subdivisions that do not require the construction of new Council roads.

Up to 2 Dwellings	C	\$168.00	\$174.00	3.57%
3 to 5 Dwellings	C	\$278.00	\$286.00	2.88%
6 to 12 Dwellings	C	\$446.00	\$459.00	2.91%
13 to 19 Dwellings	C	\$613.00	\$631.00	2.94%
20 to 30 Dwellings	C	\$780.00	\$803.00	2.95%
31+ Dwellings	C	\$1,002.00	\$1,032.00	2.99%
Apartment, motel, hotel building (per 10 units)	C	\$278.00	\$286.00	2.88%
Small commercial developments (<500m2 + floor area)	C	\$278.00	\$286.00	2.88%
Medium commercial developments (500-2,000m2 + floor area)	C	\$613.00	\$631.00	2.94%
Large commercial developments (2,001m2 + floor area)	C	\$1,059.00	\$1,091.00	3.02%
1 industrial/factory/warehouse buildings/lots	C	\$167.00	\$172.00	2.99%
2-5 industrial/factory/warehouse buildings/lots	C	\$446.00	\$459.00	2.91%
6+ industrial/factory/warehouse buildings/lots	C	\$668.00	\$688.00	2.99%
Fee	S			0.75%
				Last year fee 0.75%

Design Fee

In house	C			10.00%
				Last year fee 10.00%
External design - Supervision of Civil and Landscaping fee	C			2.5%
				Last year fee 2.5%
External design work	C			At Cost
				Last year fee At Cost

Fee for Legal Point of Discharge Report

As per Section 36(4) Building Regulations 2018

Fee (9.77 units)	S	\$160.00	\$165.00	3.13%
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Special Charge Scheme

Contract administration	C			2.50%
				Last year fee 2.50%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Special Charge Scheme [continued]

Scheme administration	C			3.00%
				Last year fee 3.00%

Local Road (speed at any time is greater than 50 kph)

Minor Works

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (9.3 units)	S	\$152.00	\$157.00	3.29%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Works on Roads (works other than minor works)

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (43.1 units)	S	\$704.00	\$725.00	2.98%
Not conducted on any part of the roadway, shoulder or pathway (23.5 units)	S	\$384.00	\$396.00	3.13%

Local Road (speed at any time is not more than 50kph)

Minor Works

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (9.3 units)	S	\$152.00	\$157.00	3.29%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Works on Roads (works other than minor works)

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (23.5 units)	S	\$384.00	\$396.00	3.13%
Not conducted on any part of the roadway, should or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Standpipe water fee

Per kilolitre	C	\$6.70	\$6.90	2.99%
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Facilities

Aerodrome Landing Fees

Colac

Per landing	C	\$13.10	\$13.60	3.82%
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Colac Regional Saleyards

Annual Agent Fees

Agent Annual Selling Licence and Office Rental	C	\$2,700.00	\$2,808.00	4.00%
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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Sale Fees

Agent Sale Day Fees

Agent Sale Day (with leased office space)	C	\$228.00	\$237.00	3.95%
Agent Sale Day (without leased office space)	C	\$624.00	\$649.00	4.01%

Per Animal Sale Fees

Calves	C	\$6.80	\$7.10	4.41%
Bulls and Stud Cattle	C	\$20.40	\$21.20	3.92%
Dairy Cattle	C	\$14.70	\$15.30	4.08%
Sheep and Lambs	C	\$2.50	\$2.60	4.00%
Horses	C	\$20.50	\$21.30	3.90%
Pigs	C	\$4.00	\$4.20	5.00%
Store Sale	C	\$1.16	\$1.20	3.45%

Weighing Fees

Per Animal	C	\$4.50	\$4.70	4.44%
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Other Fees

Ear Tag Replacement	C	\$11.45	\$11.90	3.93%
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Paddock Accommodation Fees

Daily Paddock Accommodation per head	C	\$4.80	\$5.00	4.17%
Transit fee	C	\$2.40	\$2.50	4.17%
Hay - Small Square Bale	C	\$23.00	\$24.00	4.35%
Hay - Round Bale	C	Equivalent market price plus 10% Last year fee Equivalent market price plus 10%		

Facility Fees

Dead Animal Disposal	C	\$0.00	\$200.00	∞
Facility Hire	C	\$477.00	\$497.00	4.19%
Truck Wash per minute	C	\$1.30	\$1.35	3.85%

Public Health

Health Protection Administration (Registration Fees)

CLASS 1 Food Premises

Class 1 - Not For Profit Renewal or New	C	\$346.00	\$360.00	4.05%
Class 1 Renewal or New	C	\$694.00	\$720.00	3.75%
Class 1 Change of Ownership	C	\$348.00	\$360.00	3.45%

CLASS 2 Food Premises

Class 2 Major Renewal or New	C	\$1,288.00	\$1,340.00	4.04%
Class 2 Major Transfer of Registration	C	\$650.00	\$680.00	4.62%
Class 2 Not for Profit Renewal or New	C	\$293.00	\$305.00	4.10%
Class 2 Not for Profit Transfer of Registration	C	\$150.00	\$155.00	3.33%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
CLASS 2 Food Premises [continued]				
Class 2 General Renewal or New	C	\$582.00	\$605.00	3.95%
Class 2 General Change of Ownership	C	\$292.00	\$305.00	4.45%
CLASS 3 Food Premises				
Class 3 General Renewal or New	C	\$359.00	\$375.00	4.46%
Class 3 General Transfer of Registration	C	\$179.00	\$185.00	3.35%
Class 3 Not for Profit Renewal or New	C	\$182.00	\$190.00	4.40%
Class 3 Not for Profit Change of Ownership	C	\$91.00	\$95.00	4.40%
Additional Temporary/Mobile Food Registration				
Class 2 Streatrader Additional Component	C	\$142.00	\$150.00	5.63%
Class 3 Streatrader Additional Component	C	\$80.00	\$85.00	6.25%
Community Group Support				
Class 2 or 3 - Not For Profit - Community Service Club	C	\$53.04	\$55.00	3.70%
Class 2 or 3 less than 3 Months Not For Profit (once per year)	C	\$0.00	\$0.00	0.00%
Category 1 Aquatic Facilities				
Registration or Renewal of category 1 aquatic facilities (1 year registration)	C	\$346.19	\$360.00	3.99%
Transfer of category 1 aquatic facilities	C	\$346.19	\$360.00	3.99%
Personal Appearance Services				
Beauty Therapies				
Beauty Therapy/Ear Piercing (Med Risk) Renewal or New	C	\$179.00	\$185.00	3.35%
Beauty Therapy/Ear Piercing (Med Risk) Transfer of Registration	C	\$90.00	\$95.00	5.56%
Hairdressers				
Hairdresser/Makeup (Low Risk) New - One Off Reg Fee	C	\$227.00	\$235.00	3.52%
Skin Penetration (Tattooists, body piercing)				
Dry Needling and Other therapeutic Skin Penetration Procedures (allied health/ non APHRA registered i.e. Myotherapy)	C	\$120.00	\$125.00	4.17%
Tattooist/Body Piercing (High Risk) Renewal or New	C	\$241.00	\$250.00	3.73%
Tattooist/Body Piercing (High Risk) Transfer of Registration	C	\$120.00	\$125.00	4.17%
Miscellaneous				
Conveyance Enquiries for regulated businesses				
Pre Purchasing Inspection	C	\$259.00	\$270.00	4.25%
Water Sampling				
Professional service fee	C	\$164.00	\$170.00	3.66%
Actual testing fee	C			Actual cost
				Last year fee
				Actual cost

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Immunisation				
Immunisation Service Fee Flu Vaccine	C	\$29.50	\$30.00	1.69%
Replacement Certificate				
Fee	C	\$47.50	\$50.00	5.26%
Express Service				
Within 5 days	C	\$235.00	\$245.00	4.26%
Professional Service				
Additional compliance inspection	C	\$166.00	\$175.00	5.42%
Prescribed Accommodation				
6 to 10 persons				
Prescribed Accommodation up to 10 Renewal or New	C	\$380.00	\$395.00	3.95%
Prescribed Accommodation up to 10 Transfer of Registration	C	\$190.43	\$200.00	5.03%
11 to 20 persons				
Prescribed Accommodation 10 -20 persons Renewal or New	C	\$493.00	\$515.00	4.46%
Prescribed Accommodation 11-20 persons Transfer of Registration	C	\$247.00	\$255.00	3.24%
20+ persons				
Prescribed Accommodation 20+ persons Renewal or New	C	\$605.00	\$630.00	4.13%
Prescribed Accommodation 20+ persons Transfer of Registration	C	\$302.00	\$315.00	4.30%
Caravan Parks per site				
Fee	S	\$16.33	\$16.33	0.00%
Public Health - Septic Tanks				
Additional inspections				
additional hours for OWMS approval per hour	S	\$99.94	\$99.94	0.00%
Septic tank alterations				
Minor Alterations	S	\$608.29	\$608.29	0.00%
Septic tanks system				
Construct, install or alter	S	\$798.21	\$798.21	0.00%
Septic tank amend a permit				
Amend a permit	S	\$169.51	\$169.51	0.00%
Transfer a septic tank permit				
Fee	S	\$162.15	\$162.15	0.00%

Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Renew a septic tank permit

Fee	S	\$135.70	\$135.70	0.00%
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Septic tank exemption

Fee	S	\$239.56	\$239.56	0.00%
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Environment & Community Safety

Animal Control

Registration

All other (refer Sch 2 of Domestic Animal Act 1994)	C	\$50.00	\$56.00	12.00%
Cat registration - full	C	\$132.00	\$138.00	4.55%
Cat registration - micro chipped and de-sexed	C	\$25.00	\$31.00	24.00%
Cat registration - micro chipped only	C	\$43.00	\$49.00	13.95%
Dog registration - full	C	\$155.00	\$161.00	3.87%
Dog registration - micro chipped and de-sexed	C	\$35.00	\$41.00	17.14%
Dog registration - micro chipped only	C	\$50.00	\$56.00	12.00%
Pensioner discount of registration fee	C			50.00%
				Last year fee 50.00%
Working farm dog	C	\$33.00	\$39.00	18.18%
Declared Dangerous & Menacing Dogs	C	\$170.00	\$180.00	5.88%
Pet Shop - Breeding/Boarding Facility Audit Fee	C	\$270.00	\$280.00	3.70%

Pound Release Fees

Cats - Initial impoundment plus	C	\$52.00	\$54.00	3.85%
Cats - Impound Same Day Release	C	\$0.00	\$25.00	∞
Cats - per head per day	C	\$14.00	\$15.00	7.14%
Dogs - Initial impoundment plus	C	\$85.00	\$87.00	2.35%
Dogs - Impound Same Day Release	C	\$0.00	\$40.00	∞
Dogs - per head per day	C	\$25.00	\$26.00	4.00%
Cattle/horses - Initial impoundment plus	C	\$120.00	\$125.00	4.17%
Cattle/horses - per head per day	C	\$24.00	\$25.00	4.17%
Sheep/pigs - Initial impoundment plus	C	\$52.00	\$54.00	3.85%
Sheep/pigs - per head per day	C	\$20.00	\$21.00	5.00%
All others - Initial impoundment plus	C	\$40.00	\$42.00	5.00%
All others - per head per day	C	\$17.00	\$18.00	5.88%

Fire Prevention

Administrative fee block slashing

Fee (plus cost of slashing)	C	\$500.00	\$500.00	0.00%
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Local Law Infringement fee – burning of offensive material (2 penalty units)

Infringement fee - burning of offensive material (2 penalty units)	S	\$395.00	\$420.00	6.33%
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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Statutory Penalty fee – Failing to comply with fire prevention notice (10 penalty units)

Infringement fee - failing to comply with fire prevention notice (10 penalty units)	S	\$1,976.00	\$2,094.00	5.97%
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Local Laws

Local Law No 1

Bench Table and Seats - Annually from 1st November	C	\$160.00	\$165.00	3.13%
Bulk Rubbish Container - 3 Square Metres per permit application	C	\$44.00	\$46.00	4.55%
Bulk Rubbish/Shipping Container - Cost per week	C	\$44.00	\$46.00	4.55%
Shipping Containers - per permit application	C	\$75.00	\$78.00	4.00%
Tear Drop Flags/Banners - Annually from 1st November	C	\$75.00	\$78.00	4.00%
Umbrellas - Annually from 1st November	C	\$75.00	\$78.00	4.00%
Alcohol infringement fee (2 penalty unit)	S	\$395.00	\$410.00	3.80%
Goods for sale per Square Metre - Annually from 1st November	C	\$82.00	\$85.00	3.66%
Signs (A fame) - Charitable Organisations - Annually from 1st November	C	\$80.00	\$83.00	3.75%
Signs (A frame) - Other - Annually from 1st November	C	\$160.00	\$165.00	3.13%
Tables and chairs - 1st table and 4 chairs - Annually from 1st November	C	\$155.00	\$160.00	3.23%
Tables and chairs - Then per seat thereafter - Annually from 1st November	C	\$45.00	\$46.00	2.22%
Using Council land - Permit /admin fee	C	\$75.00	\$78.00	4.00%
Plus Cost Per Week				
Using Council land - Cost per week	C	\$44.00	\$45.00	2.27%
Vegetation	C	\$75.00	\$78.00	4.00%

Other

Abandoned or derelict vehicles

Pickup fee	C	\$320.00	\$330.00	3.13%
Plus Transport and Storage Costs				
Transport and storage costs	C			At Cost
				Last year fee At Cost

All other permits

Busking - 90 Days	C	\$110.00	\$115.00	4.55%
Excess Animal Permit	C	\$74.00	\$77.00	4.05%
Spruiking, Door Knocks and Temporary Dwellings Permit - Cost per week	C	\$110.00	\$115.00	4.55%

Impoundment Fee

Fee	C	\$175.00	\$182.00	4.00%
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Public Protection

Hoarding Application fee	C	\$46.00	\$48.00	4.35%
Plus Per m2 fee				
Hoarding - Per m2 fee	C	\$24.00	\$25.00	4.17%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Public Protection [continued]

Hoarding - Plus per week	C	\$100.00	\$104.00	4.00%
Work Zone / Timed Parking Permit (per bay per week)	C	\$54.00	\$56.00	3.70%

Parking

All day parking permit (Payable in 6 monthly blocks - Johnstone's Carpark only)

Per week	C	\$27.00	\$28.00	3.70%
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Car parking fines

Fine	C	\$95.00	\$99.00	4.21%
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Apollo Bay Market

Apollo Bay Community Saturday Market 1/2 Day permit (per annum)	C	\$40.00	\$42.00	5.00%
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Waste Management

Waste Management Additional Service Charge/Bin

360 Litre Recycle additional bin	C	\$145.20	\$151.00	3.99%
Additional 120Ltr - Green Organic Bin	C	\$0.00	\$80.00	∞
Additional 120Ltr - Red Landfill Bin	C	\$0.00	\$231.00	∞
Additional 120Ltr - Yellow Recycle Bin	C	\$0.00	\$64.00	∞
Additional Glass Bin 120 Litre	C	\$72.00	\$75.00	4.17%
Downgrade to 120Ltr - Green Organic Bin	C	\$0.00	\$0.00	0.00%
Downgrade to 120Ltr - Red Landfill Bin		\$0.00	\$0.00	0.00%
Downgrade to 120Ltr - Yellow Recycling Bin	C	\$0.00	\$0.00	0.00%
240 litre garbage additional service charge/bin	C	\$444.00	\$462.00	4.05%
240 litre organic additional service charge/bin	C	\$154.00	\$160.00	3.90%
240 litre recycle additional service charge/bin	C	\$125.00	\$130.00	4.00%
Upgrade to 240 litre Garbage Bin	C	\$186.00	\$193.00	3.76%
Upgrade to 360 litre Recycling bin	C	\$28.00	\$29.00	3.57%

All waste receival sites

240L Comingled Recycling (Charging from 1 January 2022)	C	\$4.80	\$5.00	4.17%
Chemical drums (each)	C	\$1.70	\$1.81	6.47%
Commercial fully co-mingled recyclables (per m3)	C	\$106.00	\$110.00	3.77%
Commercial fully co-mingled recyclables (per tonne)	C	\$204.00	\$212.00	3.92%
Mattresses each	C	\$40.00	\$46.00	15.00%
Putrescibles (incl mixed rubbish) per m3	C	\$64.00	\$67.00	4.69%
Putrescibles (incl mixed rubbish) 240 litre bin	C	\$14.00	\$14.50	3.57%
Putrescibles (incl mixed rubbish) per tonne	C	\$305.00	\$315.00	3.28%
Tree pruning's (per m3)	C	\$70.00	\$73.00	4.29%
Tree pruning's (per tonne)	C	\$166.00	\$175.00	5.42%
Car tyre	C	\$12.60	\$13.00	3.17%
Car tyre on rim	C	\$20.80	\$22.00	5.77%
Commercial batteries each (more than 2)	C	\$9.40	\$10.00	6.38%
Light truck tyre	C	\$24.00	\$25.00	4.17%
Tractor tyre 1 - 2m	C	\$297.00	\$310.00	4.38%

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Attachment 7.1.3 2026-27 Fees and Charges - to be adopted

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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All waste receival sites [continued]

Tractor tyre up to 1m	C	\$141.00	\$147.00	4.26%
Truck tyre	C	\$63.00	\$66.00	4.76%
10 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	\$105.00	\$109.00	3.81%
25 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	\$222.00	\$231.00	4.05%
15 tickets up to 240L, Waste, Recycling Disposal	C	\$24.00	\$25.00	4.17%
30 tickets up to 240L, Waste, Recycling Disposal	C	\$48.00	\$50.00	4.17%

Kerbside Bin Fees

Additional Bin	C	\$97.00	\$101.00	4.12%
Bin change over fee (all bins)	C	\$40.00	\$42.00	5.00%
Lost or stolen bins – 120/240 litre	C	\$76.00	\$80.00	5.26%

Item: 7.2

Colac Otway Shire Grants Program 2026-27 and Trees for Farms Grants Program - Allocation of Funds

OFFICER	Katrina Kehoe
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Recommended - Community Grants 2026-27 [7.2.1 - 2 pages] 2. Recommended - Events Grants 2026-27 [7.2.2 - 1 page] 3. Recommended - Business Grants 2026-27 [7.2.3 - 1 page] 4. Recommended - Trees for Farms Grants 2026-27 [7.2.4 - 1 page] 5. Guidelines - Community Grants 2026 -2027 [7.2.5 - 16 pages] 6. Guidelines - Events Grants 2026 - 2027 [7.2.6 - 19 pages] 7. Guidelines - Business Grants 2026 - 2027 [7.2.7 - 13 pages] 8. Guidelines - Trees For Farms Grants 2026 - 2027 [7.2.8 - 11 pages]

1. PURPOSE

To seek Council's endorsement of the recommended grant allocations under the Colac Otway Shire Grants Program 2026-27, and the Trees for Farms Grants Program.

2. EXECUTIVE SUMMARY

Colac Otway Shire Grants Program

The Grants program 2026-27 has a proposed budget allocation of \$316,000 subject to the adoption of Council's 2026-27 Budget. The program opened for application for six weeks, from 27 February 2026 to 10 April 2026.

A total of 105 applications were received, requesting \$439,595 in funding. All applications were assessed against the program’s published guidelines and assessment criteria.

This report recommends that \$307,831 be allocated to 95 community organisations, clubs, event organisers, and businesses across the program’s three streams: Community Grants, Events Grants and Business Grants. The recommended projects represent a total community contribution of \$2,811,252, demonstrating strong local investment and collaboration.

The program was over-subscribed by \$123,595 reflecting high demand and community engagement. As a result, not all applications can be funded or receive the full amount requested from the available funding pool.

Trees for Farms Grants Program

The new Trees for Farms Grants Program has a proposed budget allocation of \$42,000, from the 2025-26 Council Budget.

The program opened for applications for six weeks, from 27 February to 10 April 2026. A total of 14 applications were received, requesting \$39,569 in funding. All applications were assessed against the program’s guidelines and assessment criteria.

This report recommends that \$33,569 be allocated to 12 applicants. The recommended projects represent a total community contribution of \$53,447 demonstrating strong local investment and collaboration.

3. RECOMMENDATION

That Council:

- 1. Endorses the allocation of grants under the 2026-27 Colac Otway Shire Grants Program - Community Grants stream:***

Applicant	Project Title	Amount \$
Anam Cara House Colac	Bathroom Upgrade	\$5,000
Apollo Bay Senior Citizens Centre	Digital & Meeting Space Upgrades	\$5,000
Meriba Service Club of Colac	Laptop for School Breakfast Program	\$1,746
Beeac Progress Association	Outdoor Powerpoints at the Main St Beeac Park	\$2,190
Colac & District Pastoral & Agricultural Society	Defibrillator & Baby Change Table	\$1,548
Colac Otway Residents Action Group Inc	School Lunch Program	\$2,000
Rotary Club of Colac West	Books for Babies & Prep Students	\$5,000
Cressy Working Sheep Dog Club	Sheepyard Upgrade at Recreation Reserve	\$1,500
Colac Makers' Space Incorporated	Kiln	\$2,250
Forrest Public Reserves Committee	Community Hub On-site Signage	\$2,002
Cultura	Water Safety Program for CALD Women	\$3,792

Applicant	Project Title	Amount \$
Wye to Wongarra Landcare Group Inc	Pollinator Awareness and Habitat Program	\$2,444
Colac and District Cricket Association (Junior)	Junior Winter Cricket Academy	\$2,000
Birregurra Mechanics Hall	Sound Equipment Upgrade	\$10,000
Geelong & South Western rail Heritage Society Inc	Birregurra Station Room Upgrade	\$1,320
Colac Pony Club	Show Jumping Accessories	\$1,141
Birregurra Men's Shed Inc	BBQ Trailer for Community Events	\$4,100
Wye River Separation Creek Community Association	Water Testing Equipment	\$1,801
Forrest MTB & Cycling Club	Wheelchair Accessible BBQ at Trailhead	\$6,380
U3A Apollo Bay	Movie Screen Licence	\$544
City United Cricket Club	Junior Bowling Machine	\$3,280
Coragulac & District Kindergarten	Table Upgrades	\$3,176
Apollo Bay Surf Life Saving Club	Security Cameras	\$3,770
Colac Golf Club Inc	Tree & Shrub Replacement	\$646
Colac Yacht Club	Repairs & Internal Painting	\$2,455
Apollo Bay Men's Shed	Kitchen Upgrade	\$714
Colac Cranks Auspice by Colac Area Health	Bike Trailer, Secure Racks & Safety Lighting	\$2,390
Beech Forest Community Asset Committee	Landscaping & Seating	\$7,900
Lions Club of Colac Inc	Laptops for Club Administration	\$1,857
Cake Decorators Association of Victoria – Colac Branch	Specialist Teachers	\$643
Colac Lawn Tennis Club	Shade Cloth Replacement	\$3,089
Beeac Golf Club	Mower for Fairway	\$7,500
Colac & District Family History Group Inc	Shelving for History Preservation	\$1,498
Western Victorian Axemen's Association	Drills	\$769
Apollo Bay Golf Club	Auto-mower	\$4,900
Colac Woodcrafters Guild	Flatbed Sander	\$2,000
Colac Mallet Sports Club Inc	Grounds Maintenance Equipment	\$534
Apollo Bay Bowls Club Inc	Exterior Refurbishment – Painting	\$10,000
Tomahawk Creek Cricket Club	Facilities & Ground Mower	\$7,500
Barwon Downs Tennis Club	Tennis Courts Nets	\$500
Patanga Park Scout Camp Management Committee	Outdoor Solar Security Lighting	\$2,250
Forrest Horse Riding Club	Hot Water Unit	\$790
Cororooke Tennis Club	History Honour Board	\$800
Colac Riding for the Disabled	Horse Management & Welfare	\$3,500
Old Beechy Rail Trail Friends Inc	Trakers – Counters for Data Collection	\$3,175

Applicant	Project Title	Amount \$
Colac and District Dog Obedience Club Inc	Training Equipment	\$3,500
Log Cabin Committee – Scouts	Dishwasher for Scouts Log Cabin Facility	\$1,100
Western Eagles Football and Netball Club	Netball Equipment for Junior Development	\$990
Irrewarra Cricket Club	Tables & Chairs	\$3,105
Irrewarra-Beeac Football Netball Club Inc	Oven Replacement	\$2,500
Colac Imperials Football Netball Club	Commercial Deep Fryer	\$3,347
South Colac Sports Club	Goal Post Netting	\$5,000
Alvie Football Netball Club Inc	Security Upgrade	\$4,350
RoadSafe Otway	Marketing /Branding Assets, Storage & Cleaning Equipment	\$2,000
Gellibrand Public Hall Inc	Upgrades to create a Private Meeting Room	\$9,595
Colac & District Historical Society Inc	Photocopier	\$650
Colac & District Football Netball League Inc	Marquees for Shade	\$2,228
Total		\$175,759

2. Endorses the allocation of grants under the 2026-27 Colac Otway Shire Grants Program - Events Grants stream:

Applicant	Project Title	Amount \$
Southern Exposure	Run Forest Trail Run 2027	\$5,000
Are-Able	Colac Kids Festival	\$5,000
Rapid Ascent Pty Ltd	Otway Odyssey 2027	\$8,000
Conservation Ecology Centre	Otways Ecological Research Forum 2026	\$5,000
Warrion Flower Show Auspice by Warrion Hall Committee	114 th Warrion Flower Show	\$5,000
Apollo Bay WORDfest Auspice by Apollo Bay Arts Group	Apollo Bay WORDfest 2026	\$5,000
Otway Ocean Flow Inc	Otway Ocean Flow Festival	\$5,000
Gellibrand Woodchop auspice by Western Victorian Axemen's Association	Gellibrand Woodchop	\$2,000
Apollo Bay and Otway District Agricultural Show Society	Apollo Bay and Otway District Agricultural Show 2027	\$5,000
Colac Area Health Foundation	Otways Winter Festival	\$4,705
Colac Kana Festival Inc	Colac Kana Festival 2027	\$5,000
Birregurra Community Group Inc	Birregurra Sunday Markets	\$3,400

Applicant	Project Title	Amount \$
Colac District Chamber of Commerce	Colac District Business Gala Night	\$5,000
Colac City Band Inc	Colac City Band 80 th Carols by Candlelight	\$5,000
Colac West Primary School	Colac West Primary School Concert 2026	\$2,316
O2 Events	Amy's Great Ocean Road Gran Fondo	\$5,000
MARI Group	Great Ocean Road Running Festival 2027	\$5,000
Homestead Australia	Crafty Sundays at Tarndwarncourt	\$2,000
Birregurra Recreation Reserve Committee of Management	Recreation Revival No.2	\$3,000
Rotary Club of Colac	AKD Otway Trail Run 2027	\$3,000
Walk for Respect, Say No to Domestic Violence auspice by Rotary Club of Colac West	Walk For Respect, Say No to Domestic Violence	\$1,480
Beeac Progress Association	Beeac Community Market	\$1,560
Colac Motorfest Inc	Colac Motorfest 2027	\$4,000
Birregurra Motor Enthusiasts Club	Birregurra Motor Show 2027	\$4,000
Colac and District Show and Shine Inc	Colac and District Show and Shine 2026	\$4,000
Warrnambool Citizens Road Race Committee	Warrnambool Women's Cycling Classic 2027	\$2,000
ACE Radio Colac	Colac Careers and Jobs Expo	\$5,000
Beeac to the Rock Retro Ride auspice by Colac Area Health	Beeac to the Rock Retro Ride	\$1,000
Cororooke Hall Committee	Cororooke Brolga Festival	\$2,500
Otways Weddings & Events	Otways Weddings and Events Showcase	\$2,000
Colac Orchid Club	Colac Orchid Show and Display	\$1,500
Total		\$117,461

3. Endorses the allocation of grants under the 2026-27 Colac Otway Shire Grants Program - Business Grants Stream:

Applicant	Project Title	Amount \$
Colac Tenpin Bowl	Murray Street Facade – Signage	\$3,000
Talk to Me Allied Health	Facade Facelift	\$3,000
Gellibrand River Store	Facade Signage & Noticeboard	\$2,737
Forrest Brewing Company	Facade Logo Signage	\$358
Tinkling Ivories	Exterior Painting	\$1,273
Ditchley Park Hotel Pty Ltd	Facade Upgrade	\$1,243
C1 Gym	Facade Upgrade	\$3,000
Total		\$14,611

4. Endorses the allocation of grants from the 2025-26 budget allocation for the Trees for Farms Grants Program.

Applicant	Project Title	Amount \$
Wool Wool Cattle Company	Tree Planting	\$2,572
Glow Worm Falls Honey	Tree Planting	\$3,000
Riverbank Ag Pty Ltd	Tree Planting	\$3,000
JJ & E Sprunt	Tree Planting	\$3,000
EM Beale & JW Blain	Tree Planting	\$3,000
Sam & Luke Cardinal Property Trust	Tree Planting	\$3,000
CD & PR Morris	Tree Planting	\$3,000
JJ & S Sherman	Tree Planting	\$1,500
AK & ME Beale	Tree Planting	\$3,000
EJ Beale & BM Williamson	Tree Planting	\$3,000
The Otway Nuttery	Tree Planting	\$2,857
CR & EA Collins	Tree Planting	\$2,640
Total		\$33,569

5. Authorises the Chief Executive Officer to distribute any unallocated funds, and redistribute any funds returned from the 2026-27 Colac Otway Shire Grants Programs, in accordance with the Grants Guidelines.

4. KEY INFORMATION

The Colac Otway Shire Grants Program provides financial support across three funding streams: Community Grants, Events Grants and Business Grants. The 2026-27 financial year also introduces funding for the new Trees for Farms Grants Program.

All funding streams require applicants to provide a dollar-for-dollar matching contribution, either in cash or in-kind.

Application and Assessment Process

Applications are assessed using the following process:

- 1. Eligibility review:** All applications are reviewed against the program guidelines eligibility criteria, ensure that the matching contribution is provided, and budgets are accurately recorded.
- 2. Internal Referral:** Eligible applications are referred internally for departmental comments on strategic, statutory, regulatory and compliance or technical issues. This includes considerations such as permits requirements (Eg: Planning, Building, Event in a Public Place), environmental/sustainability, road safety, landowner consent, and risk assessments.
- 3. Assessment Panel:** Applications are evaluated by a panel of Council officers against the program criteria, including the applicant's capacity to deliver the project. Clarification on budgets were sought from applicants if required.
- 4. Recommendations:** Based on the assessment outcomes, funding recommendations are presented to Council for consideration and endorsement. In an oversubscribed

program, consideration of previous funding history is also taken into account in the assessment process to ensure equitable distribution of available funding opportunities.

Returned Funds

Occasionally, grant funds are returned due to projects or events not proceeding, or an underspend. In such cases, and subject to Council resolution, these funds may be redistributed or carried forward to a future grant round.

Applications and Funding Summary

The tables below summarise the applications received, funding requested, and recommended allocations across the three funding streams: Community Grants, Events Grants and Business Grants (Building Facade). A second table summarises applications under the Trees for Farms Grants Program.

Colac Otway Shire Grants Program:

Stream	# of App. Received	Requested \$	Recommended % of Budget \$316,000		# of App. Recommended	Recommended \$
			Nominal	Actual		
Community	62	\$249,130	60%	58%	57	\$175,759
Events	35	\$174,267	35%	37%	31	\$117,461
Business	8	\$16,198	5%	5%	7	\$14,611
TOTALS	105	\$439,595	100%		95	\$307,831

Trees for Farms Grants Program:

Stream	# of App. Received	Requested \$	Budget	# of App. Recommended	Recommended \$
Trees for Farms	14	\$39,569	\$42,000	12	\$33,569
TOTALS	14	\$39,569	\$42,000	12	\$33,569

Oversubscription

Colac Otway Shire Grants Program: The 2026-27 Grants Program was oversubscribed by \$123,595 with a total of 105 applications requesting \$439,595 for Community, Events and Business Grants. As a result, not all applications can receive the full amount requested from the available funding pool.

Partial funding

Colac Otway Shire Grants Program: Partial funding is recommended for 27 applications based on the following considerations:

- Grants program was oversubscribed by \$123,595
- Consideration of applicant’s previous funding history
- Providing support to a broader range of applicants
- Start-up/emerging group
- Re-adjustment of the grant amount to align with eligible expenditure items and supporting documentation provided (e.g. quotes)
- Adjustment to fund activities within the eligible funding period

- Adjustment in consideration of other Council support provided to the project
- Adjustment for errors in the budget
- Adjustment with comparable funded projects.

Applications Not Recommended

Colac Otway Shire Grants Program: Ten applications are not recommended for funding based on the following reasons:

- Did not meet the eligibility criteria
- Insufficient or missing supporting documentation (e.g. quotes or unsubstantiated budget costs).
- Duplication: Two applications were received in error for the same project; one application has been supported.
- Limited benefit for the broader community
- Consideration of previous funding history in an oversubscribed program.

Feedback will be provided to the applicants to assist with their future applications.

Trees for Farms Grants: Two applications are not recommended for funding for the following reasons:

- One application was withdrawn by the applicant.
- One application does not meet the program's eligibility criteria.

5. CONSIDERATIONS

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

The Colac Otway Shire Grants Program supports community groups, not-for-profit organisations and eligible businesses to deliver initiatives that align with Council's strategic objectives and provide benefit to the wider community. The program aims to ensure equitable access to funding across a diverse range of projects and events, while supporting positive economic and social outcomes across the municipality.

The Trees for Farms Grants Program supports environmental sustainability across the Shire by helping landholders plant native vegetation. This delivers environmental benefits and supports farms to respond to climate change risks.

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

The Guidelines for the Colac Otway Shire Grants Program and Trees for Farms Grants Program are attached to this report.

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

The Colac Otway Shire Grants Program supports environmental and sustainability initiatives through specific criteria contained in the program guidelines. This enables eligible community groups and organisations to apply for funding to undertake projects and events that contribute to environmental improvement and sustainability within the Shire.

In 2026-27, the addition of the new Trees for Farms Grants Program seeks to provide a range of environmental benefits such as rehabilitation of degraded land; enhanced and protected biodiversity; improved soil and air quality; and carbon sequestration.

These grants programs are in strong strategic alignment with the aims of Council's:

- Council Plan 2025-2029
- Environmental Sustainability Strategy 2023-2033
- Climate Change Action Plan

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

Not applicable.

Public Transparency (s58 LGA 2020)

In accordance with Council's commitment to public transparency, and subject to Council's consideration at its meeting on 23 June 2026, a comprehensive communications plan has been prepared to support the public release of the 2026-27 Colac Otway Shire Grants Program and Trees for Farms Grants Program outcomes.

The communication plan includes:

- Publication of successful grant recipients on Council's website;
- Announcements via Council's social media channels;
- Issuance of a media release; and
- Direct written correspondence to all applicants advising them of the outcome of their application.

These actions are consistent with the public transparency principles outlined in the Local Government Act 2020, ensuring that Council decisions and information are accessible, understandable, and communicated clearly to the community.

Alignment to Plans and Strategies

The 2026-27 Colac Otway Shire Grants Program and Trees for Farms Grants Program align with the strategic objectives outlined in the Council Plan 2025-2029, supporting a broad range of community, environmental, economic and governance outcomes.

Alignment to Council Plan 2025-2029:

Theme 1 - PLACE

1.1 - Enliven and beautify our townships and natural environments

1.2 - Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments

Theme 2 - PEOPLE

2.2 - Build greater community connection through social, cultural, and recreational opportunities

2.4 - Promote and enable healthy behaviours

2.5 - Ensure opportunities for greater community connections for multicultural and First Nations groups within our Shire

Theme 3 - PROSPERITY

4.2 - Protect and leverage our traditional agricultural and manufacturing industries to create new economic opportunities, preparing for and responding to changes to the natural environment.

4.3 - Build economic opportunities from local arts, culture, sports, science and technology

5.1 - Facilitate growth and diversification of the visitor economy to increase visitation, length of stay and employment outcomes

5.2 - Enhance promotion of Colac Otway Shire as a destination

5.3 - Increase tourism offerings and investment in Colac Otway Shire through events, products and attractions

Financial Management (s101 *Local Government Act 2020*)

The Draft 2026-27 Colac Otway Shire Budget proposes an allocation of \$316,000 for the Colac Otway Shire Grants Program. The Trees for Farms Grants Program is proposed to be funded through the 2025-26 Budget Allocation.

The Grants Programs continue to demonstrate strong financial leverage, with significant additional contributions from community organisations and businesses through both cash and in-kind support. This aligns with Council's financial management principles by promoting prudent use of public funds, supporting community investment, and ensuring transparency and accountability in the allocation of resources.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

The Colac Otway Shire Grants Program is administered in accordance with established guidelines and assessment processes to mitigate financial, reputational, and operational risks. Key risk considerations include:

- **Financial Risk:** The program operates within an approved budget, with clear processes for reallocating unspent or returned funds. Matching contribution requirements further reduce financial exposure.
- **Governance and Compliance Risk:** Applications are assessed against transparent criteria and reviewed internally for compliance with statutory and regulatory requirements, including permits and risk management obligations.
- **Reputational Risk:** A structured communications plan and consistent applicant feedback process help ensure transparency and fairness, reducing the risk of community dissatisfaction.
- **Operational Risk:** The use of a cross-departmental assessment panel and documented procedures support consistent decision-making and reduces reliance on individual officers.
- The recommendations of the Victorian Auditor-General's Office (**VAGO**) **Fraud Control over Local Government Grants Report (2022)** have been reviewed against the Grants Programs to ensure compliance with the report's requirements.

Communication/Implementation

The 2026-27 Colac Otway Shire Grants Program and Trees for Farms Grants Program were promoted extensively throughout the municipality during March and April 2026. Promotion activities included:

- Distribution of media releases and advertisements in local publications, including small town newsletters and the Colac Herald Council column;
- Multiple posts on Council's official Facebook page;
- Direct email communication to approximately 1,100 community groups, clubs, event organisers and businesses;
- Radio advertising;

Individual support was also made available via in-person meetings, email, and phone to assist prospective applications with the submission process.

Following Council's consideration of the grant recommendations, all applicants will be formally notified of the outcome of their application. Feedback will be offered to unsuccessful applicants to support future submissions.

A civic event is planned for July 2026 to formally acknowledge and celebrate the successful grant recipients.

Human Rights Charter

This report has been assessed against the Charter of Human Rights and Responsibilities Act 2006 and is considered to be compatible with the rights protected by the Charter. The Colac Otway Shire Grants Program and Trees for Farms Grants Program are administered in a manner that upholds the principles of equity, inclusion and fairness, ensuring that all eligible community members have the opportunity to participate in and benefit from the program.

Officer General or Material Interest

In accordance with section 126 of the Local Government Act 2020, the following general conflicts of interest were declared in relation to the assessment of applications to the 2026-27 Colac Otway Shire Grants Program:

- A Council officer declared a general conflict of interest due to their membership with a sporting club that submitted an application. The officer did not participate in the discussion or assessment of that application.
- A Council officer declared a general conflict of interest due to a personal connection with a business that submitted an application. The officer did not participate in the discussion or assessment of that application.
- A Council officer declared a general conflict of interest due to a personal connection with a community organisation that submitted an application. The officer did not participate in the discussion or assessment of that application.

These declarations were managed in accordance with Council's Conflict of Interest procedures to ensure the integrity and transparency of the assessment process.

Options

Option 1 – Endorse the recommended allocations for the Grants Programs 2026-27.

This option is recommended by officers as all applications have been evaluated by the Grants Assessment Panel in accordance with the eligibility and assessment criteria outlined in the program guidelines. The program also demonstrates strong value for money, leveraging significant additional contributions from community organisations, event organisers, and businesses through both cash and in-kind support.

Option 2 – Endorse the recommended allocations for the Grants Program 2026-27 with amendments.

While Council may choose to amend the recommended allocations, this option is not recommended. The recommendations have been developed through a rigorous and transparent assessment process, including internal referrals and evaluation against the program's published criteria. Amending allocations may compromise the fairness and consistency of the process.

Option 3 – Do not endorse the recommended allocations for the Grants Programs 2026-27.

This option is not recommended. The Grants Program is included in the Draft 2026-2027 Budget (subject to adoption at the 23 June 2026 Council Meeting). Failure to endorse the recommended allocations may delay or prevent the delivery of community projects and initiatives, potentially impacting a wide range of community groups, service clubs, sporting organisations, event organisers, and small businesses across the Shire.

Recommended - Community Grants 26/27

	Organisation	Project Title	Recommended
1	Anam Cara House Colac	Bathroom Upgrade	\$5,000
2	Apollo Bay Senior Citizens Centre	Digital & Meeting Space Upgrades	\$5,000
3	Meriba Service Club of Colac	Laptop for School Breakfast Program	\$1,746
4	Beeac Progress Association	Outdoor Powerpoints at Main St Beeac Park	\$2,190
5	Colac & District Pastoral & Agricultural Society	Defibrillator & Baby Change Table	\$1,548
6	Colac Otway Residents Action Group Inc	School Lunch Program	\$2,000
7	Rotary Club of Colac West	Books for Babies and Prep Students	\$5,000
8	Cressy Working Sheep Dog Club	Sheepyard Upgrade at Recreation Reserve	\$1,500
9	Colac Makers' Space Incorporated	Kiln	\$2,250
10	Forrest Public Reserves Committee	Community Hub On-Site Signage	\$2,002
11	Cultura	Water Safety Program for CALD women	\$3,792
12	Wye to Wongarra Landcare Group Inc	Pollinator Awareness and Habitat Program – Kennett & Wye Rivers	\$2,444
13	Colac and District Cricket Association (Junior)	Junior Winter Cricket Academy	\$2,000
14	Birregurra Mechanics Hall	Sound Equipment Upgrade	\$10,000
15	Geelong & South Western Rail Heritage Society Inc.	Birregurra Station Room Upgrade	\$1,320
16	Colac Pony Club	Show Jumping Accessories	\$1,141
17	Birregurra Men's Shed Inc	BBQ Trailer for Community Events	\$4,100
18	Wye River Separation Creek Community Association	Water Testing Equipment	\$1,801
19	Forrest MTB & Cycling Club	Wheelchair Accessible BBQ at Mountain Bike Trailhead	\$6,380
20	U3A Apollo Bay	Movie Screen Licence	\$544
21	City United Cricket Club	Junior Bowling Machine	\$3,280
22	Coragulac & District Kindergarten	Table Upgrades	\$3,176
23	Apollo Bay Surf Life Saving Club	Security Cameras	\$3,770
24	Colac Golf Club Inc	Tree & Shrub Replacement	\$646
25	Colac Yacht Club	Repairs & Internal Painting	\$2,455
26	Apollo Bay Mens Shed	Kitchen Upgrade	\$714
27	Colac Cranks (Auspice Colac Area Health)	Bike Trailer, Secure Racks & Safety Lighting	\$2,390
28	Beech Forest Community Asset Committee	Landscaping & Seating	\$7,900
29	Lions Club of Colac Inc	Laptops for Club Administration	\$1,857
30	Cake Decorators Association of Victoria - Colac Branch	Specialist Teachers	\$643
31	Colac Lawn Tennis Club	Shade Cloth Replacement	\$3,089
32	Beeac Golf Club	Mower for Fairway	\$7,500
33	Colac & District Family History Group Inc	Shelving for History Preservation	\$1,498
34	Western Victorian Axemen's Association	Drills	\$769

	Organisation	Project Title	Recommended
35	Apollo Bay Golf Club	Auto-Mower	\$4,900
36	Colac Woodcrafters Guild	Flatbed Sander	\$2,000
37	Colac Mallet Sports Club Inc	Grounds Maintenance Equipment	\$534
38	Apollo Bay Bowls Club Inc	Exterior Refurbishment - Painting	\$10,000
39	Tomahawk Creek Cricket Club	Facilities & Ground Mower	\$7,500
40	Barwon Downs Tennis Club	Tennis Courts Nets	\$500
41	Patanga Park Scout Camp Management Committee	Outdoor Solar Security Lighting	\$2,250
42	Forrest Horse Riding Club	Hot Water Unit	\$790
43	Cororooke Tennis Club	History Honor Board	\$800
44	Colac Riding for the Disabled	Horse Management & Welfare	\$3,500
45	Old Beechy Rail Trail Friends Inc	Trakers - Counters for Data Collection	\$3,175
46	Colac and District Dog Obedience Club Inc	Training Equipment	\$3,500
47	Log Cabin Committee - Scouts	Dishwasher for Scouts Log Cabin Facility	\$1,100
48	Western Eagles Football and Netball Club	Netball Equipment for Junior Development	\$990
49	Irrewarra Cricket Club	Tables & Chairs	\$3,105
50	Irrewarra-Beeac Football Netball Club Inc.	Oven Replacement	\$2,500
51	Colac Imperials Football Netball Club	Commercial Deep Fryer	\$3,347
52	South Colac Sports Club	Goal Post Netting	\$5,000
53	Alvie Football Netball Club Inc	Security Upgrade	\$4,350
54	RoadSafe Otway	Marketing/Branding Assets, Storage & Cleaning Equipment	\$2,000
55	Gellibrand Public Hall Inc	Create a Private Meeting Room	\$9,595
56	Colac & District Historical Society Inc.	Photocopier	\$650
57	Colac & District Football Netball League Inc.	Marquees for Shade	\$2,228
58			\$175,759
59			

Recommended - Events Grants 26/27

	Applicant	Event Title	Recommended
1	Southern Exposure	Run Forrest Trail Run	\$5,000
2	Are-Able	Colac Kids Festival	\$5,000
3	Rapid Ascent Pty Ltd	Otway Odyssey 2027	\$8,000
4	Conservation Ecology Centre	Otways Ecological Research Forum 2026	\$5,000
5	Warrion Flower Show Auspice by Warrion Hall Committee	114th Warrion Flower Show 2026	\$5,000
6	Apollo Bay WORDfest Auspice by Apollo Bay Arts Group	Apollo Bay WORDfest 2026	\$5,000
7	Otway Ocean Flow Inc	Otway Ocean Flow Festival	\$5,000
8	Gellibrand Woodchop Auspice by Western Victorian Axemen's Association	Gellibrand Woodchop	\$2,000
9	Apollo Bay and Otway District Agricultural Show Society	Apollo Bay and Otway District Agricultural Show 2027	\$5,000
10	Colac Area Health Foundation	Otways Winter Festival	\$4,705
11	Colac Kana Festival Inc	Colac Kana Festival	\$5,000
12	Birregurra Community Group Inc	Birregurra Sunday Markets	\$3,400
13	Colac District Chamber of Commerce	Colac District Business Gala Night	\$5,000
14	Colac City Band Inc	Colac City Band 80th Carols by Candlelight 2026	\$5,000
15	Colac West Primary School	Colac West Primary School 2026 Concert	\$2,316
16	O2 Events	Amy's Great Ocean Road Gran Fondo	\$5,000
17	MARI Group	Great Ocean Road Running Festival 2027	\$5,000
18	Homestead Australia	Crafty Sundays at Tarndwarncourt	\$2,000
19	Birregurra Recreation Reserve Committee of Management	Recreation Revival No. 2	\$3,000
20	Rotary Club of Colac	AKD Otway Trail Run 2027	\$3,000
21	Walk for Respect, Say No to Domestic Violence Auspice by Rotary Club of Colac West	Walk for Respect, Say No to Domestic Violence	\$1,480
22	Beeac Progress Association	Beeac Community Market	\$1,560
23	Colac Motorfest Inc	Colac Motorfest	\$4,000
24	Birregurra Motor Enthusiasts Club	Birregurra Motor Show 2027	\$4,000
25	Colac and District Show and Shine Inc	Colac and District Show and Shine	\$4,000
26	Warrnambool Citizens Road Race Committee	Warrnambool Womens Cycling Classic	\$2,000
27	ACE Radio Colac	Colac Careers and Jobs Expo	\$5,000
28	Beeac to the Rock Retro Ride auspice by Colac Area Health	Beeac to the Rock Retro Ride	\$1,000
29	Cororooke Hall Committee	Cororooke Brolga Festival	\$2,500
30	Otways Wedding & Events	Otways Wedding & Events Showcase	\$2,000
31	Colac Orchid Club	Colac Orchid Show and Display 2026	\$1,500
32			\$117,461
33			

Recommended - Business Grants 26/27

	Organisation	Project Title	Recommended
1	Colac Tenpin Bowl	Murray St Facade - Signage	\$3,000
2	Talk To Me Allied Health	Facade Facelift	\$3,000
3	Gellibrand River Store	Facade Signage & Noticeboard	\$2,737
4	Forrest Brewing Company	Facade Logo Signage	\$358
5	Tinkling Ivories	Exterior Painting	\$1,273
6	Ditchley Park Hotel Pty Ltd	Facade Upgrade	\$1,243
7	C1 Gym	Facade Upgrade	\$3,000
8			\$14,611
9			

Recommended - Trees for Farm Grants 26/27

	Applicant	Recommended
1	Wool Wool Cattle Company	\$2,572
2	Glow Worm Falls Honey	\$3,000
3	Riverbank Ag Pty Ltd	\$3,000
4	JJ & E Sprunt	\$3,000
5	EM Beale & JW Blain	\$3,000
6	Sam & Luke Cardinal Property Trust	\$3,000
7	CD & PR Morris	\$3,000
8	JJ & S Sherman	\$1,500
9	AK & ME Beale	\$3,000
10	EJ Beale & B M Williamson	\$3,000
11	The Otway Nuttery	\$2,857
12	CR & EA Collins	\$2,640
13		\$33,569

COLAC OTWAY SHIRE
GRANTS PROGRAM

Community Grants 2026/27

Guidelines

Community Grants



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1. Acknowledgement

Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud peoples of the maar Nation as traditional custodians of the Colac Otway region, the land and waterways upon which the activities of the Colac Otway Shire Council are conducted. We pay our respects to their ancestors, past and present. We recognise and respect their unique cultural heritage, beliefs and uphold their continuing relationship to this land.

2. Purpose

The Colac Otway Shire Grants Program provides one-off financial assistance grants to support community groups and not-for-profit organisations to deliver projects that benefit the broader community and help in achieving outcomes consistent with the 2025-2029 Council Plan.

3. Community Grants

Funding is available to support community groups and not-for-profit organisations in delivering a broad range of community development initiatives across the Colac Otway Shire. Eligible activities may include projects, programs, services, equipment purchases, minor facility upgrades and new initiatives that contribute to the community wellbeing and development.

.....
Funding Amount: \$500 to \$10,000 maximum

.....
Contribution required: A dollar-for-dollar cash or in-kind matching contribution

4. What you need to know

- **One application per organisation;** ensure you apply to the correct stream.
- Funding is **competitive;** applying does not guarantee approval. Demand often exceeds available funds.
- If oversubscribed, **previous funding history** will be considered.
- **Dollar-for-dollar matching contribution** (cash and/or in-kind) is required.
- Projects promoting **gender equity** are prioritised.
- Projects using **local trades/suppliers** within Colac Otway Shire are prioritised
- Applications must be submitted via **SmartyGrants;** **late applications** are ineligible.
- **Retrospective funding requests** are ineligible. Projects cannot start or purchase equipment until the **funding agreement is signed.**
- **Canvassing or lobbying** Councillors, staff, or panel members is prohibited.
- Council reserves the right to decline applications that **do not meet eligibility criteria.**
- Funds are released only after conditions are met (e.g., landowner consent, permits).
- Projects that have already received other Council funding are not eligible for consideration.
- Applicants must notify Council if **fully funded elsewhere;** Council may withdraw the grant.

5. Eligible Organisations

To be eligible to apply, you must be one of the following:

A. Community Group

Voluntary or Community groups are defined as organisations working for public benefit with these characteristics:

- **Organised:** Has a structure with rules about how the group is organised and run. This is a governing document or constitution.
- **Self-governing:** Independent and appoints its own management committee.
- **Not-for-profit:** No individual profits. For example, committee members should not be paid for their work; Any surplus is reinvested in the group.
- **Voluntary:** Governed by voluntary management committee and rely on support of volunteers to carry out their activities.
- **Public benefit:** Group will carry out activities which benefit a specific community group.

B. Community Asset Committees

Established by Council to manage community assets in Colac Otway Shire (e.g. Recreation Reserve Committees, Public Hall Committees).

C. Not-for-profit, non-government organisations

An organisation that does not operate for the profit, personal gain or other benefit of particular people (e.g. its members, the people who run the organisation, or their friends or relatives).

Applicant must also:

- Be located **within** Colac Otway Shire.
- Be **Incorporated** (or have an auspice arrangement if not incorporated – refer to Clause 13).
- Have an **Australian Business Number (ABN)**.

6. Who Cannot Apply

- Individuals
 - Business
 - Note: Applications for an event should refer to the Events Grants stream
 - Schools or Parents and Friends or similar groups affiliated with schools
 - Churches or other religious organisations
 - Elected members (Councillors)
 - Council employees (staff)
- Note: Support and assistance for grant applications is available through the Grants officer.
- Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):
 - any illegal activity
 - any activity not in accordance with relevant legislation; permitting; regulations etc
 - tobacco
 - offensive or sexually explicit material
 - discrimination on the grounds of race, gender or religion
 - activities violating human rights

- political parties
- gambling
- Organisations with an overdue Acquittal report from a previous round. Contact the Grants officer to confirm your status.

7. What may be funded

- **Environmental projects** – natural or built.
- **Arts and Culture** initiatives.
- **Sport and Recreation** programs and projects.
- **Health and Wellbeing** projects, including those promoting Access, Equity and Inclusion.
- **Strategic Planning** for:
 - Council's Community Asset Committees
 - Other not-for-profit organisations planning for land/assets not owned or managed by Council, Government or Authority may be considered.
- **Training and Education**, including:
 - Workshops, specialist skills programs
 - Coaching for officials, administrators or community members.
- **Community Infrastructure** - Placemaking, Streetscape, and Open Space
- **Equipment** that:
 - Improves the facility
 - Remains permanently installed
 - Provides broad benefit to the organisation.
- **Minor capital upgrades** to community and recreation facilities (up to **\$20,000 total project cost**).
- Projects that **address gender equity**.
- **Minor repairs and improvement work** for community benefit.

8. What will not be funded

Ineligible Activities and Costs:

Council Infrastructure

- Standard Council infrastructure (e.g. footpaths, bins, drainage and road construction).

Compliance and obligations

- Compliance related upgrades to Council-owned buildings
- Works required under an existing lease or management agreement

Capital Expenditure

- Projects over \$20,000 for Council buildings and assets

Core Business Expenses

- Ongoing day-to-day operational costs (administration, rent, salaries ,utility costs)
- Public Liability or other insurance
- Activities considered core business, such as regular operations, projects, programs, or day-to-day activities of the organisation.

Project Costs Not Funded

- Uniforms for sport, promotional or community awareness events and activities.
- Consumable items (e.g. sports balls)
- Alcohol
- Contingency allowance
- Project Management fees
- Activities that are the responsibility of other Agencies
- Fundraising activities, prizes, gifts, awards or sponsorship (e.g. trophies, medals, money, vouchers).
- Food and drink (unless essential to the project and clearly justified).
- Purchase of equipment for project works (e.g., ladders, scaffolding, safety barriers) unless clearly justified. Hiring is permitted if directly related to the project delivery.
- Strategic plans for land or assets under the control of another Government agency or Authority.

9. Align with the Council Plan 2025-2029

Applications must align to at least one of the themes in the Council Plan 2025-2029.

PLACE	Our Shire is a great place to live, work and belong.
PEOPLE	Our community is vibrant, healthy and supported.
PROSPERITY	Our economy is growing and diverse, supporting innovation, new businesses and investments. Our tourism industry is thriving, with expanded and interlinked experiences.

10. Application Process

Funding round	Applications open	Applications close
2026-2027 financial year	27 February 2026 at 9.00am	10 April 2026 at 5.00pm

Prepare an application

The link **TO APPLY** is available on Council’s website when the funding round is open.

[Colac Otway Shire Grants Program 2026/2027](#)

Applicants must undertake the following steps to apply:

- Carefully read the program guidelines in full to confirm eligibility and what is required.
- Prepare your application early.
- Speak to a relevant Council officer to research permits and approvals which may be required.
- Compile all necessary supporting documents as detailed in the program guidelines.
- Submit an application online via Colac Otway Shire Council’s website - [Colac Otway Shire Grants Program - Colac Otway Shire](#)
- Check spam/junk mail if confirmation email cannot be seen in your inbox.

Supporting documentation

The following documents must be included in your application:

- **Quote/s** are required to cover the value of the grant request and the matching dollar-for-dollar cash contribution. The quote must be itemised, issued within the past three (3) months, and show GST if applicable.
- **Public liability insurance** is required for all projects (except small portable, non-fixed equipment purchases). A Certificate of Currency (CoC) must be submitted with your application.
- **Letter(s) of support** from organisation(s) involved or partnering in the project, if applicable, to demonstrate community support.
- **'Before' photos** are required to demonstrate need; 'After' photos must accompany the Acquittal Report.
- **Permits and Approvals** may be required for your project. These processes are separate to the grant application process and require additional time and budget in your project plan. You do not need to secure permits or approvals before applying, however if your funding application is successful, obtaining them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in the application that you are aware of the necessary permits and approvals required for the project.

If you are unsure what permits and other approvals your project may require, please contact the grants officer on 5232 9400 or inq@colacotway.vic.gov.au to discuss your project. As an example, permits and approvals required may include, but are not limited to:

- Planning permit required for proposed works or use.
- Building permit may be required if project includes any structural works.
- **Landowner consent or In-principle support** from Council required for any works on Council owned or managed land, assets or infrastructure. In-principle support should be included in your application.
- **Public Art Proposals** must be discussed prior to submitting a funding application. In-principle support from Council is required for Public Art proposals.
Review [Public Art Policy](#) and [Assessment Guidelines Procedure](#)
- **Auspice arrangements** If your community group or not-for-profit organisation is not incorporated, you can still apply by using an Auspice. *More information on Auspicing is available later in the guidelines.*

SmartyGrants is an online platform for managing the online application process. Online applications must be submitted exclusively via SmartyGrants. Should this be challenging for your organisation, please contact the Grants officer to discuss support and assistance on a case-by-case basis.

Help Guide for Applicants:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

SmartyFile You have the option to create a [SmartyFile](#) profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. To learn more, visit the [SmartyFile help page](#).

Setting up a SmartyFile profile ensures your organisation retains access to your funding records even if team members change or move on.

Outcome notification

Successful and unsuccessful applicants will be notified of their application outcome in writing in June/July 2026. The successful applicant's name, project name and the funding amount will be made publicly available, including publication on Council's website and media releases.

11. Timelines

Applications open: 27 February 2026

Applications close: 10 April 2026

Notification of outcome: Late June 2026

Funding agreements signed: July 2026

Projects commence: July 2026 onwards

Grants Presentation Ceremony: July 2026

Project completed: By June 2027 or earlier (as per timeframes indicated in the application).

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

12. Assessment Process

This is a competitive grant process and as such, it is possible that not all eligible applicants will receive funding. Previous grant funding history may be taken into consideration if the program is over-subscribed.

Applications will be assessed using the following process:

1. Applications are received and assessed for applicant and project eligibility.
2. Applications will be reviewed by a panel of Council officers and assessed against the program assessment criteria.
3. Funding recommendations will be presented to Council for a final decision and approval.

All decisions regarding grant funding recommendations under this program remain at Council's discretion.

13. Assessment Criteria

In the application, your response to the Assessment Criteria should address the key points.

Assessment Criteria 1 – Community/Organisational Benefits and Align to Council Plan (50%)

Your response should outline:

- How the project aligns with Council Plan objectives
- Ways the project supports the local community
- The target audience who will benefit
- Short-term and long-term benefits
- The estimated number of people who will benefit.

Assessment Criteria 2 – Why is the project needed? (20%)

In your response, explain:

- What need or demand inspired this project?
- Evidence that your approach will succeed.
- Community Support: Include support letters and outline any discussions with local groups (if applicable).
- Innovation: Will the project offer a creative or unique solution to the issue?
- Gender equity: How will your project address gender equity? (*Priority is given to projects that do so*).

Tip: Be specific and provide examples or supporting documents where possible.

Assessment Criteria 3 – Project delivery (15%)

Show us you can successfully deliver this project. In your response, include:

- Project management: Who will lead and manage the project?
- Planning: What research and planning have been undertaken so far?
- Delivery: Outline the key stages and how you will implement them.
- Skills: Details if the project involves developing knowledge or skills.
- Sustainability: How will the project be funded into the future?
- Experience: Demonstrate your organisation’s ability to deliver and acquit projects on time.

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

In your response, describe:

- Local suppliers: Are your suppliers based in the Colac Otway Shire? What percentage are local? (*Priority is given to projects using local trades and suppliers*).
- Contributions: Will there be voluntary or in-kind support? Who is involved?
- Team involvement: How many people from your organisation will participate?
- Stakeholder engagement: Does the project actively involve a range of stakeholders?

Tip: Highlight local connections and community involvement to strengthen your application.

14. Budget

Quotes Required

Applications must include quotes that cover the grant amount requested, and the matching contribution.

Budget accuracy

- The budget must clearly show:
 - **all income** sources
 - and **all expenditure items** related to the project.
 - Budget must be balanced: total income = total expenditure.
 - Include permit fees if permits are required.
-

Matching Contribution Required

- A **dollar-for-dollar matching contribution** is required. This means:
 - For every \$1 of grant funding, you must contribute \$1 from your own resources (cash or in-kind).
 - Example:
 - If your grant request is \$3,000, you must show \$3,000 in matching contributions.
 - Contributions can be **cash** or **in-kind** (e.g. volunteer time, donated goods/services).
 - The combined total (grant and matching contribution) should cover the full project costs.
 - Matching contributions must be clearly documented in:
 - Your budget.
 - Your acquittal form.
 - Restriction: Contributions from Colac Otway Shire cannot be used as matching funds.
-

Cash contributions

For grant applications up to \$5,000:

- Provide a current bank statement or proof of available funds.

For grants over \$5,000:

- Provide a current bank statement or proof of available funds, and a Treasurer's report.
-

In-kind contributions

- In-kind contributions are non-cash support provided by your organisation to deliver the project (e.g. volunteer labour, donated goods/services).
 - Must directly contribute to the project delivery.
-

Eligible In-kind contributions

- Volunteer labour
 - Project management
 - Activities directly related to the delivery of the project (E.g painting, site preparation, landscaping etc)
 - Donated goods and services
-

Ineligible In-Kind contributions

- Activities completed before the project commences, such as :
 - Research, planning and application writing
 - Fundraising activities
- Core operational maintenance (e.g. recreation reserve or public hall grounds)

- Operational costs and staff salaries, including:
 - Volunteer work that is part of regular duties
 - Staff time/services already funded within normal job responsibilities.
 - Operational expenses and equipment use tied to core operational costs (e.g. insurance, office supplies, printers).
-

Valuing In-kind contributions

- Must be listed under **both income and expenditure** in the budget.
 - Itemise in the **In-kind contribution table** (volunteer labour, donated goods/services).
 - Use these rates:
 - Professional/trade volunteer services: **\$45/hour**.
 - General volunteer labour: **\$25/hour**.
-

In-kind contributions received

- At project completion, provide:
 - a record of actual In-kind contributions in the **Acquittal Report**, calculated using the above rates.
 - Keep written evidence of all volunteer hour logs, donation letters and receipts.
-

GST Requirements

Organisations **NOT Registered for GST**

- GST can be included in the project budget.
- Example: If a quote for painting is \$6,600 (including \$600 GST), list the item at the GST-inclusive price of \$6,600.

Organisations **Registered for GST**

- GST must be excluded from the project budget.
 - Example: If a quote is \$6,600 (including \$600 GST), list the item at \$6,000 (excluding GST).
 - Grant payments will have GST added.
 - A tax invoice (including GST) will be required for the grant payment.
-

15. Auspice arrangements

If you are a community group or not-for-profit organisation (non-government) that is not incorporated, you can still apply for Council grants by using an auspice. An auspice organisation must meet the eligibility criteria, be incorporated and agree to support your grant application. The auspice receives the grant funds on your behalf, and you deliver the project.

To apply with support from an auspice organisation, you must:

- discuss the project and request they auspice your grant application
- include a signed copy of an auspice agreement in the grant application
- confirm the auspice has reviewed the application form.

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant funding agreement on your behalf
- receiving the grant funds from Council and transferring the funds to your group
- ensuring all grant activities are completed
- submitting the acquittal report on your behalf by the required due date.

Note: setting up a **SmartyFile** profile enables you to share the grant application with the auspice. You will manage the level of access they have. Further information, go to: [SmartyFile](#)
Further information is available on Auspice arrangements [Auspicing | Not-for-profit Law](#)

16. Funding Details

- The grant recipient (or Auspice) must enter into a Funding Agreement outlining the terms and conditions, payment details and reporting requirements.
- Additional conditions may apply, such as obtain a Planning Permit, a Building Permit or formal Landowner Consent.
- Funding may be less than requested if parts of the application are ineligible or there are limited funds remaining in the funding pool.
- Projects must occur within the same financial year as the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be used as approved; any changes require a Variation Request form to be submitted for approval prior to implementing changes.
- Recipients without an Australian Business Number (ABN) must provide an Australian Tax Office (ATO Statement by a supplier) form to avoid withholding tax from the grant payment.
- **For grants above \$5,000, payments will be made in two instalments:**
 - **Instalment 1:** 90% paid upfront on signing the Agreement or when specific funding conditions have been fulfilled. If specific funding conditions apply to your project, these must be met prior to the release of the grant funds.
 - **Instalment 2:** 10% paid upon satisfactory completion of the acquittal report.

17. Acknowledging Council's support and promoting success

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

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

- Logo presentation on any activity-related publications
- Media releases
- Promotional material
- Social media
- Written or verbal acknowledgement at presentations or 'openings' and/or

To ensure appropriate recognition of Colac Otway Shire's support, recipients must follow the Shire's Logo and Style Guide.

Where to Find Branding Resources

Visit the Colac Otway Shire website at www.colacotway.vic.gov.au and search for “Logo and Style Guide”.

What the Guide Includes

The [Logo and Style Guide - Colac Otway Shire](#) webpage provides:

- Approved **logo usage options**
- Guidance on **social media acknowledgements**
- Recommended **acknowledgement statements**
- Instructions for **media releases and publications**

These resources help ensure consistent and appropriate recognition of the Shire’s support across all promotional and public-facing materials.

Grant recipients are required to provide an opportunity for a Councillor to attend the project for promotional purposes if requested.

18. Acquittal

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

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

Outstanding Acquittal

Applicants with an outstanding acquittal from a previous grant round are ineligible to apply for future rounds. Contact the Grants Officer if your current project won’t be completed before the application deadline.

19. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au Enter a search for Privacy Statement.

Council uses an online grant application program called SmartyGrants. [Click Here](#) to view SmartyGrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

20. Contact us

Colac Otway Shire, 2-6 Rae Street Colac

T: (03) 5232 9400

E: inq@colacotway.vic.gov.au

Grants and Development Officer

For queries relating to the grants program or assistance with the online application, contact the Grants Officer between 8.30am and 4.30pm Monday to Friday.

[Colac Otway Shire Grants Program - Colac Otway Shire](#)

Recreation and Open Space Team

Contact to discuss Landowner consent requests and request in-principle support for Recreation and Open Spaces.

Community Asset Committee (CAC)

Resources for Committees [Community Asset Committees - Colac Otway Shire](#)

Manager, Economy and Creative Industries

Contact to discuss public art proposals and request in-principle support.

21. Glossary of terms

Term	Definition
Acquittal	A report provided by the grant recipient demonstrating that funds were used responsibly and in accordance with the conditions of the grant.
Applicant	The organisation applying for grant funding.
Application	A formal document submitted to a funding body to request financial assistance for a specific project or event.
Assessment Criteria	The specified requirements against which applications will be evaluated. These criteria are also used to assess the merits of proposals and to determine application rankings. These criteria may include eligibility requirements, selection criteria, and risk assessments.
Australian Business Number (ABN)	Identifies your business to the government, other businesses, and the public.
Auspice / Auspicing	A formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group, assuming legal and financial responsibility.
Community Asset Committee	A committee established by Council to manage a community asset in the Colac Otway Shire (e.g., Recreation Reserve Committee, Public Hall Committee).
Community Group	A not-for-profit, volunteer-based organisation formed by local community members who share a common interest, goal or concern. These groups work to improve community wellbeing, support social inclusion, and often deliver services, events or advocacy on behalf of their members. Characteristics include being organised, self-governing, not-for-profit, voluntary, and providing public/community benefit.
Contribution	A 'matching dollar-for-dollar contribution' means an organisation contributes an amount equal to the Council's grant.
Council	Refers to Colac Otway Shire Council.
Eligibility Criteria	Mandatory requirements that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Events	Planned occasions or gatherings for a specific purpose, ranging from small community events to large-scale festivals. Often service social, cultural, educational, recreational or fundraising goals.
Funding Agreement	A legal document outlining the terms, conditions, and obligations of funding for both Council and the recipient.

Attachment 7.2.5 Guidelines - Community Grants 2026 -2027

Term	Definition
Grant	A sum of money awarded to an organisation to deliver a specific activity, with the expectation that funds will be used only for the agreed purpose.
Grant Recipient	The organisation awarded the grant to support a specific project, activity, or event.
Guidelines	Outline the grant program, type of activities the program is aiming to fund, application process, organisation eligibility and assessment criteria. It is important to read the guidelines prior to preparing an application.
Incorporation	A voluntary process where a not-for-profit or community group becomes a legal entity, enabling it to enter contracts, such as a funding agreement and open a bank account.
In-kind Support	Non-cash contributions such as volunteer labour or donated goods/services that directly support the delivery of the project or event.
In-principle Support	A written indication (such as an email or letter) from the landowner or relevant authority confirming they support the project in concept , based on the information provided at the time of enquiry. In-Principle Support shows that the landowner agrees the project can proceed <i>in general</i> , but it is not a formal approval . Additional steps—such as permits, detailed plans, or Landowner Consent—may still be required before the project can commence.
Landowner Consent	Formal written permission provided by the owner of the land, building, infrastructure or asset where the project will take place. Landowner Consent confirms that the landowner is aware of the proposed project and agrees to it proceeding at the specified location. This consent is required when the applicant organisation does not own the land or facility.
Not-for-profit Organisation	An organisation that operates for purposes other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
Permits	Official approvals issued by Council or other authorities that allow certain works, activities, or events to take place. Permits ensure that projects meet relevant laws, safety standards, and planning or building requirements. Applicants are responsible for identifying and obtaining any permits needed for their project, as grant approval does not replace or override these legal obligations.
Project	A set of organised activities that are planned to achieve a particular aim or outcome. It will have a defined start and end date.
Public Liability Insurance	Protects your organisation or community group financially if someone attending your activity or event is injured.
SmartyGrants	The online grant management platform used by Council for the submission, tracking, and administration of grant applications.

COLAC OTWAY SHIRE
GRANTS PROGRAM

Events Grants 2026/27

Guidelines

Events Grants



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1. Acknowledgement

Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud peoples of the maar Nation as traditional custodians of the Colac Otway region, the land and waterways upon which the activities of the Colac Otway Shire Council are conducted. We pay our respects to their ancestors, past and present. We recognise and respect their unique cultural heritage, beliefs and uphold their continuing relationship to this land.

2. Purpose

The Colac Otway Shire Grants Program provides one-off financial support to deliver events that benefit the Colac Otway community and align with the 2025-2029 Council Plan. Events should strengthen the region’s identity and appeal (**Place**), foster community connection and collaboration (**People**), and support local growth by building skills, creating social and economic opportunities, and delivering positive outcomes (**Prosperity**).

3. Event Grants Categories

Community Events, Commercial Events, and Signature Events

ALL applications require a dollar-for-dollar matching cash and/or in-kind contribution.

Category Funding amount	Key Features
Community Events \$500 – \$5,000 maximum	Events have a community focus. Deliver clear benefits to Colac Otway Shire residents and businesses. New or established community-led events. Organised by community groups, clubs, or not-for-profit/non-government. (note: <i>commercial entities should apply under Commercial Events</i>). Schools can access COPACC Hire Assistance for performing arts and cultural events.
Commercial Events \$500 – \$5,000 maximum	Organised by a legal business entity . Event demonstrates community and economic benefit within the Colac Otway Shire. Applicants must contact the Events Team before applying.
Signature Events Up to \$10,000 maximum	Large-scale event providing substantial community and economic benefit May be organised by an incorporated community group/not-for-profit OR a commercial event organiser. Attracts significant number of out-of-area visitors. Offers major branding and promotional opportunities for the host town and Colac Otway Shire. Applicants must contact the Events Team before applying.

Note: Refer to Section 7 – What may be funded for eligible activities and costs; and Section 12 – Assessment Criteria for priorities and scoring.

4. What you need to know

- **One application per organisation;** ensure you apply to the correct funding stream.
- Funding is **competitive;** applying does not guarantee approval. Demand often exceeds available funds.
- If the program is over-subscribed, **previous funding history** will be considered.
- **Dollar-for-dollar matching contribution** (cash and/or in-kind) is required.
- Events promoting **gender equity** are prioritised.
- Events using **local trades/suppliers** within Colac Otway Shire are prioritised.
- Applications must be submitted via **SmartyGrants;** **late applications** are ineligible.
- **Retrospective funding requests** are ineligible. Events cannot start or purchase equipment until the **funding agreement is signed.**
- **Canvassing or lobbying** of Councillors, staff or panel members is prohibited.
- Council reserves the right to decline applications that **do not meet eligibility criteria.**
- Funds are released only after conditions are fulfilled (e.g. landowner consent, permits).
- Events that have already **received other Council funding** are not eligible for consideration.
- Applicants must notify Council if **fully funded elsewhere;** Council may withdraw the grant.

5. Who Can Apply – Eligible Applicants

To be eligible to apply, you must be one of the following:

Community Events

A. Community Group

Community groups are defined as organisations working for public benefit with these characteristics:

- **Organised:** Has a structure with rules about how the group is organised and run. This is a governing document or constitution.
- **Self-governing:** Independent and free to appoint its own management committee.
- **Not-for-profit:** No individual within the group will profit. For example, committee members should not be paid for their work; Any surplus is reinvested in the group.
- **Voluntary:** Governed by voluntary management committee and rely on support of volunteers to carry out their activities.
- **Public/Community benefit:** Group will carry out activities which benefit a particular group of people within the community.

Note: includes Committees of Management of other, non-Council land or assets.

B. Community Asset Committees

Established **by Council** to manage community assets in Colac Otway Shire (e.g., Recreation Reserve Committees, Public Hall Committees).

C. Not-for-profit, non-government organisations

An organisation that does not operate for the profit, personal gain or other benefit of particular people (e.g. its members, the people who run the organisation, or their friends or relatives).

D. School within Colac Otway Shire applying for COPACC Hire Assistance.

Applicants must also:

- Deliver an event within Colac Otway Shire that benefits the local community.
 - Be Incorporated (or have an auspice arrangement if not incorporated). *Further details on auspice arrangements are provided in these guidelines.*
 - Hold an Australian Business Number (ABN).
-

Commercial Events

A Commercial Event organiser has a legal business entity.

Applicants must also:

- Deliver an event within the Colac Otway Shire that benefits the wider community and supports local businesses.
 - Hold an Australian Business Number (ABN).
 - Contact Council's Events Team** prior to submitting an application.
-

Signature Events

A Signature Event organiser may be:

- a commercial event organiser with a legal business entity, **OR**
- an Incorporated Community Group/Club/Community Asset Committee/Not for profit, non-government organisation (or their Auspice if not incorporated).

Applicants must also:

- Deliver an event within Colac Otway Shire that provides substantial community and economic benefit, attracts significant numbers of visitors from outside the region, and offers major branding and promotional opportunities for the host town and Colac Otway Shire.
 - Hold an Australian Business Number (ABN).
 - Contact Council's Events Team** prior to submitting an application.
-

6. Who cannot apply

- Churches or other religious organisations.
 - Elected members (Councillors).
 - Council employees (staff).
- Note: Support and assistance for grant applications is available through the Grants Officer.
- Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):
 - any illegal activity
 - any activity not in accordance with relevant legislation; permitting; regulations etc
 - tobacco
 - offensive or sexually explicit material
 - discrimination on the grounds of race, gender or religion

- activities violating human rights
- political parties
- gambling
- Organisations with an overdue Acquittal report from a previous round. Contact the Grants Officer to confirm your status.

7. What may be funded

Grant funds may be used for eligible activities and event-related costs that support delivery of events within Colac Otway Shire. These include:

- Events that are accessible, inclusive and embrace diversity to connect our community.
- Event activities and materials that improve environmental sustainability, such as:
 - Initiatives to reduce or eliminate single-use plastics (bags, straws, cups, cutlery, balloons, bottled water).
 - Design and implementation of waste management plan (e.g. waste reduction, recycling, rubbish removal).
 - Measures to mitigate environmental impacts at the event site (e.g., protection of natural assets, responsible energy and water use).
- Eligible event costs:
 - Hire of entertainers and performers
 - Traffic management plans and personnel
 - Advertising and Promotional materials
 - Event infrastructure and equipment hire (e.g. sound, lighting, staging, portable toilets, fencing etc.)
 - Hire of Council's Events Trailer
 - Venue Hire (including COPACC)
 - Security expenses

8. What will not be funded

General Restrictions

- Ongoing activities or expenses considered part of an organisation's core business or normal day-to-day operations. (e.g. administration, staffing costs, insurance, permits, routine operational expenses).
- Public Liability or other Insurance.
- Events conducted completely outside of the Colac Otway Shire boundary.
- Event management costs.
- Uniforms for promotional or community awareness raising purposes, or sporting uniforms
- Events held outside of the funding (financial year) period.
- Weddings, private/family events, or events not open to the public.
- Prizes, gifts, awards or sponsorship costs (e.g. trophies, medals, money, vouchers).
- Contingency costs.
- Purchase of alcohol.
- Activities and events held in a licensed gaming venue

Fundraising Events

Events primarily for fundraising, where:

- The majority of profit generated is distributed to a third-party organisation, agency or charity.
- The event provides limited direct benefit to Colac Otway Shire residents/visitors.

Note: Applications may be considered if fundraising is a secondary purpose and the event:

- will attract substantial local/visitor attendance.
- Provides direct benefit to Colac Otway Shire residents and aligns with the Council Plan.

Other Restrictions

- A second or subsequent element of an Event or Festival will not be funded if the main Event or Festival is also receiving funding.
- Events accepting sponsorship from companies deemed unsuitable or not aligned with the Council Plan 2025-2029.
- Food and drink are generally ineligible; however, they may be considered if integral to event delivery.

9. Align with the Council Plan 2025-2029

Applications must align to at least one of the themes in the Council Plan 2025-2029.

- THEME 1 – PLACE** Our Shire is a great place to live, work and belong.
- THEME 2 – PEOPLE** Our community is vibrant, healthy and supported.
- THEME 3 – PROSPERITY** Our economy is growing and diverse, supporting innovation, new businesses and investments.
Our tourism industry is thriving, with expanded and interlinked experiences.

10. Application Process

Funding round	Applications open	Applications close
2026-2027 financial year	27 February 2026 at 9.00am	10 April 2026 at 5.00pm

Prepare an application

The link **TO APPLY** is available on Council’s website when the funding round is open.

[Colac Otway Shire Grants Program 2026/2027](#)

Applicants must undertake the following steps to apply:

- Carefully read the program Guidelines in full to confirm eligibility and requirements.
- Prepare your application early.
- Speak to a relevant Council officer (Grants Officer or Events Officer) to be guided towards the correct category, consider eligibility and research permits and approvals which may be required.

- Compile all supporting documents as required in the program guidelines
- Submit an application online via Colac Otway Shire Council's website - [Guidelines - Colac Otway Shire Grants Program](#)
- Check spam/junk mail if confirmation email cannot be seen in your inbox.

Only final applications that are lodged with Colac Otway Shire Council by the closing date will be considered and assessed. Applications that are still 'in draft' and have not been submitted upon program close will not be assessed.

Supporting documentation

The following documents must be included in your application:

- Quote/s** are required to cover the value of the grant request and the matching dollar-for-dollar cash contribution. The quote must be itemised, issued within the past three (3) months and show GST if applicable.
- Public Liability Insurance** is required for all events. A Certificate of Currency (CoC) must be submitted with your application.
- Letter(s) of support (optional)** from organisation(s) involved or partnering in the event, if applicable, to demonstrate community support.
- Permits and approvals may be required** for your event. Obtaining relevant permits and approvals is separate to the grant application process and may require additional time and budget to be allocated in the event plan. You do not need to secure permits or approvals before applying, however if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained.
 - You must demonstrate in your application that you are aware of the relevant permits and approvals that may apply to your event.
 - **Contact the Events team** to discuss your event requirements **prior to applying**.
- Auspice arrangements** If your community group is not incorporated, you can still apply by arranging an Auspice. More information on Auspicing is available later in the guidelines.
- Permits and Approvals** may be required for Events. These processes are separate to the grant application process and require additional time and budget in the event plan. You do not need to secure permits or approvals before applying, however if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained.

You must demonstrate in the application that you are aware of the necessary permits and approvals required for your event.

If you are unsure what permits and other approvals your event may require, contact Council's Events team on 5232 9400 or inq@colacotway.vic.gov.au to discuss your event. Approvals required may include one of the following:

- [An Event in a Public Place Permit](#)
- [A Place of Public Entertainment \(POPE\) permit](#)
- Temporary Limited Liquor Licence
- A Planning Permit for the event (or specific elements related to the event) that are held on private land.

SmartyGrants is an online platform for managing the online application process. Online applications must be submitted exclusively via SmartyGrants. Should this be challenging for your organisation, please contact the Grants officer to discuss support and assistance on a case-by-case basis.

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

SmartyFile You have the option to create a [SmartyFile](#) profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. To learn more, visit the [SmartyFile help page](#).

Setting up a SmartyFile profile ensures your organisation retains access to your funding records even if team members change or move on.

Outcome notification

All applicants, successful and unsuccessful, will be notified in writing of their application outcome in June/July 2026. The successful applicant's name, event name and the funding amount will be made publicly available, including publication on Council's website and media releases.

11. Timelines

Applications open: 27 February 2026

Applications close: 10 April 2026

Notification of outcome: Late June 2026

Funding agreements signed: July 2026

Projects commence: July 2026 onwards

Grants Presentation Ceremony: July 2026

Project completed: By June 2027 or earlier (as per timeframes indicated in the application)

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

12. Assessment Process

This is a competitive grant process and as such, it is possible that not all eligible applicants will receive funding. Previous grant funding history may be taken into consideration if the program is over-subscribed.

Applications will be assessed using the following process:

- Applications are received and assessed for applicant and event eligibility
- Applications will be reviewed by a panel of Council officers and assessed against the program assessment criteria.
- Funding recommendations will be presented to Council for a final decision and approval.

All decisions regarding grant funding recommendations under this program remain at Council's discretion.

13. Assessment Criteria

Applicants must respond to the Assessment Criteria relevant to their event category – 13.1 Community Event, 13.2 Commercial Event, or 13.3 Signature Event.

13.1 Assessment criteria - Community Events

Assessment Criterion 1 – Community Benefits (60%)

Your response should describe the community benefits including:

- How your event makes the Shire a better **PLACE** to live, work and belong.
- **PROSPERITY** Level of involvement of local businesses (pre-event supply chain expenditure and during event - stall holders).
- What percentage of local contractors and suppliers will be used. Priority will be given to the use of local trades and suppliers.
- How the event creates opportunities for social connection.
- Inclusivity for **PEOPLE**: diversity of age groups, abilities (accessibility), and gender equity.
- Positive impact on the host community and evidence of support (letters may assist).
- Volunteer involvement, stakeholder engagement and collaboration
- Expected attendance:
 - Local residents and visitors from within Colac Otway Shire
 - Visitors from outside the Shire
- For new events: demonstrate demand and need.

Assessment Criterion 2 - Environmental Sustainability (10%)

In your response, outline:

- How waste will be managed and minimized.
- Recycling options and mitigation strategies included in your waste management plan
- Measures to restrict use or distribution of single use plastics (e.g. bags, straws, cups, cutlery, balloons, bottled water etc)
- How the site will be restored to its original pre-event condition.

Assessment Criterion 3 – Event Delivery (30%)

Demonstrate clearly your capacity to deliver the event by outlining:

- Key elements of your event and how they will be delivered.
- Who will manage the event?
- Relevant experience in event delivery and grant acquittal within required timeframes.
- Plans for sustainability, including how future events will be funded.
- Planning undertaken to ensure successful delivery.
- Demonstrate awareness of Landowner consent and permits required.

13.2 Assessment Criteria – Commercial Events

Assessment Criterion 1 - Community Economic Development Opportunities (40%)

Describe how the event will stimulate the economy including:

- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event.

- Marketing plan / business plan demonstrating the opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach.
- Activation of town centre and use of public spaces
- Boosting off peak visitation, overnight stays and expenditure
- The level of pre training or visitation that the event will generate in the lead up to the event
- The level of expenditure these visitors will generate (or have generated historically)
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders).
- The ability of the event to trigger repeat visitation to Colac Otway Shire.
- Reinforce and/or strengthen the desired 'brand' of the host township and Colac Otway Shire in a positive way.

Assessment Criterion 2 – Community Benefits and Social Opportunities (20%)

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

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

Assessment Criterion 3 – Event Delivery (40%)

The application must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Detailed Event Program
- What planning has been undertaken e.g. meeting with Events officer
- Demonstrate awareness of Landowner consent and permits required.
- Detail the stages involved in your event and how you propose to deliver it.
- Demonstrated experience of the Applicant organisation to deliver the event and acquit the grant within timeframes.
- Who will manage the event and their relevant experience?
- Will it be sustainable? Explain how you intend to fund this event into the future.

Detail how the event plans for and contributes to:

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

13.3 Assessment Criteria – Signature Events

Assessment Criterion 1 - Community Economic development opportunities (40%)

Describe how the event will stimulate the economy including:

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

Assessment Criterion 2 – Community Benefits and Social Opportunities (20%)

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

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

Assessment Criterion 3 – Event Delivery (40%)

The application must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Detailed Event Program
- What planning has been undertaken e.g. meeting with Events officer
- Demonstrate awareness of Landowner consent and permits required.
- Detail the stages involved in your event and how you propose to deliver it.
- Demonstrated experience of the Applicant organisation to deliver the event and acquit the grant within timeframes.
- Who will manage the event and their relevant experience?
- Will it be sustainable? Explain how you intend to fund this event into the future.

Detail how the event plans for and contributes to:

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

14. Budget

Quotes

Applications must include quotes that cover the grant amount requested, and the matching contribution.

Budget Accuracy

- The budget must clearly show:
 - **all income** sources
 - **all expenditure items** related to the event.
- Budget must be balanced: total income = total expenditure.
- Include permit fees if permits are required.

Matching Contribution Required

- A **dollar-for-dollar matching contribution** is required. This means :
 - For every \$1 of grant funding, you must contribute \$1 from your own resources (cash or in-kind).
- Example:
 - If your grant request is \$3,000, you must show \$3,000 in matching contributions.
 - Contributions can be **cash** or **in-kind** (e.g. volunteer time, donated goods/services).
- The combined total (grant & matching contribution) should cover the full event cost.
- Matching contributions must be clearly documented in:

- Your **budget**
 - Your **acquittal form**.
 - Restrictions: Contributions from Colac Otway Shire cannot be used as matching funds.
-

Cash contributions

For grant applications up to \$5,000:

- Provide a current bank statement or proof of available funds.

For grants over \$5,000:

- Provide a current bank statement or proof of available funds, and a Treasurer's report.
-

In-kind contributions

- In-kind contributions are non-cash support provided by your organisation to deliver the event (e.g. volunteer labour, donated goods/services).
 - Must directly contribute to event delivery.
-

Eligible In-kind contributions

- Volunteer labour
 - Event management
 - Activities directly related to the delivery of the event (e.g site preparation, maintenance, logistics, discounted venue hire)
 - Donated goods and services.
-

Ineligible In-Kind contributions

- Activities completed before the event, such as:
 - Research, planning and application writing.
 - Fundraising activities.
 - Core operational maintenance (e.g. recreation reserve or public hall grounds).
 - Operational costs and staff salaries, including:
 - Volunteer work that is part of regular duties
 - Staff time/services already funded within normal job responsibilities.
 - Operational expenses and equipment use tied to core operational costs (e.g. insurance, office supplies, printers).
-

Valuing In-kind contributions

- Must be listed under **both income and expenditure** in the budget tale.
 - Itemise in the **In-kind contribution Table** (volunteer labour, donated goods/services).
 - Use these rates:
 - Professional/trade volunteer services: **\$45/hour**.
 - General volunteer labour: **\$25/hour**.
-

In-kind contributions received

- At event completion, provide:
 - a record of actual in-kind contributions in the **Acquittal Report**, calculated using the above rates.
 - Keep written evidence of volunteer hour logs, donation letters and receipts.
-

GST Requirements

Organisations **NOT Registered for GST**

- GST can be included in the event budget.
- Example: If a quote for painting is \$6,600 (including \$600 GST), list the item at the GST-inclusive price of \$6,600.

Organisations **Registered for GST**

- GST must be excluded from the event budget.
- Example: If a quote is \$6,600 (including \$600 GST), list the item at \$6,000 (excluding GST).
- Grant payments will have GST added.
- A tax invoice (including GST) will be required for the grant payment.

15. Auspice arrangements

If you are a community group or not-for-profit organisation (non-government) that is not incorporated, you can still apply for Council grants by using an auspice. An auspice organisation must meet the eligibility criteria, be incorporated and agree to support your grant application. The auspice receives the grant funds on your behalf, and you deliver the event.

To apply with support from an auspice organisation, you must:

- discuss the event and request they auspice your grant application
- include a signed copy of an auspice agreement in the grant application
- confirm the auspice has reviewed the application form.

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant funding agreement on your behalf
- receiving the grant funds and transferring the funds to your group
- ensuring all grant activities are completed
- submitting the acquittal report on your behalf by the required due date.

Note: setting up a **SmartyFile** profile enables you to share the grant application with the Auspice. You will manage the level of access they have. [SmartyFile](#)
Further information is available on Auspice arrangements [Auspicing | Not-for-profit Law](#)

16. Funding Details

- The grant recipient (or Auspice) must enter into a Funding Agreement outlining the terms and conditions, payment details and reporting requirements.
- Additional conditions may apply, such as obtain an Event in a Public Place permit or Place of Public Entertainment (PoPE) permit.
- Funding may be less than requested if parts of the application are ineligible or there are limited funds remaining in the funding pool.
- Events must occur within the same financial year as the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be used as approved; any changes require a Variation Request form to be submitted for approval prior to implementing changes.

- Recipients without an Australian Business Number (ABN) must provide an Australian Tax Office (ATO Statement by a supplier) form to avoid withholding tax from the grant payment.
- **For grants above \$5,000, payments will be made in two instalments:**
 - Instalment 1: 90% paid upfront on signing the Agreement or when specific funding conditions have been fulfilled. If specific funding conditions apply to your event, these must be fulfilled prior to the release of the grant funds.
 - Instalment 2: 10% paid upon satisfactory completion of the acquittal report.

17. Acknowledging Council's support and promoting success

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

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

- Logo presentation on any activity-related publications
- Media releases
- Promotional material
- Social media
- Written or verbal acknowledgement at presentations or 'openings' and/or

To ensure appropriate recognition of Colac Otway Shire's support, recipients must follow the Shire's Logo and Style Guide.

Where to Find Branding Resources

Visit the Colac Otway Shire website at www.colacotway.vic.gov.au and search for "Logo and Style Guide".

What the Guide Includes

The [Logo and Style Guide - Colac Otway Shire](#) webpage provides:

- Approved **logo usage options**
- Guidance on **social media acknowledgements**
- Recommended **acknowledgement statements**
- Instructions for **media releases and publications**

These resources help ensure consistent and appropriate recognition of the Shire's support across all promotional and public-facing materials.

Grant recipients are required to provide an opportunity for a Colac Otway Shire Councillor to participate in the funded event. This may include presenting an award, delivering a brief speech, and facilitating a photo opportunity. Event organisers should liaise with Council staff to coordinate these arrangements prior to the event.

18. Acquittal

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

- A summary of the event including comments on the things that went well and what you have learnt from delivering the event.
- Event outcomes, achievements and how they align with the Council Plan objectives.
- An event budget including receipts as evidence of how the grant funds were expended.
- A record of In-kind labour and/or donated goods and service (if applicable).
- Details of local suppliers and contractors used.
- Photographs of the event, including shots that capture the audience.
- Evidence of acknowledgement of Council's support e.g. newsletters, media articles, social media, copies of promotional materials, photographs or video if available etc.

Outstanding Acquittal

Applicants with an outstanding acquittal from a previous grant round are ineligible to apply for future rounds. Contact the Grants Officer if your current event grant won't be completed before the application deadline.

19. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au Enter a search for Privacy Statement.

Council uses an online grant application program called SmartyGrants. [Click Here](#) to view SmartyGrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

20. Contact us

Colac Otway Shire, 2-6 Rae Street Colac

T: (03) 5232 9400

E: inq@colacotway.vic.gov.au

Grants and Development Officer

For grant queries or assistance with the online application, contact the Grants Officer between 8.30am and 4.30pm Monday to Friday.

T: (03) 5232 9400

E: inq@colacotway.vic.gov.au

[Colac Otway Shire Grants Program - Colac Otway Shire](#)

Place Activation and Events Team

For enquiries relating to Commercial events or Signature events, and all other enquiries for event permit requirements.

T: (03) 5232 9400

E: events@colacotway.vic.gov.au

[Event Planning Guidelines - Colac Otway Shire](#)

21. Glossary of terms

Term	Definition
Acquittal	A report provided by the grant recipient demonstrating that funds were used responsibly and in accordance with the conditions of the grant.
Applicant	The organisation applying for funding.
Application	A formal document submitted to a funding body to request financial assistance for a specific project or event.
Assessment Criteria	The specified requirements against which applications will be evaluated. These criteria are also used to assess the merits of proposals and to determine application rankings. These criteria may include eligibility requirements, selection criteria, and risk assessments.
Australian Business Number (ABN)	Identifies your business to the government, other businesses, and the public.
Auspice / Auspicing	A formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group, assuming legal and financial responsibility.
Community Asset Committee	A committee established by Council to manage a community asset in the Colac Otway Shire (e.g., Recreation Reserve Committee, Public Hall Committee).
Community Group	A not-for-profit, volunteer-based organisation formed by local community members who share a common interest, goal or concern. These groups work to improve community wellbeing, support social inclusion, and often deliver services, events or

Attachment 7.2.6 Guidelines - Events Grants 2026 - 2027

Term	Definition
	advocacy on behalf of their members. Characteristics include being organised, self-governing, not-for-profit, voluntary, and providing public/community benefit.
Contribution	A 'matching dollar-for-dollar contribution' means an organisation contributes an amount equal to the Council's grant.
Council	Refers to Colac Otway Shire Council.
Eligibility Criteria	Mandatory requirements that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Events	Planned occasions or gatherings for a specific purpose, ranging from small community events to large-scale festivals, designed to engage the community, deliver cultural or social benefits, and contribute to local economic development.
Funding Agreement	A legal document outlining the terms, conditions, and obligations of funding for both Council and the recipient.
Grant	A sum of money awarded to an organisation to deliver a specific activity, with the expectation that funds will be used only for the agreed purpose.
Guidelines	Outline the grant program, type of activities the program is aiming to fund, application process, organisation eligibility and assessment criteria. It is important to read the guidelines prior to preparing an application.
Incorporation	A voluntary process where a not-for-profit or community group becomes a legal entity, enabling it to enter contracts, such as a funding agreement and open a bank account.
In-kind Support	Non-cash contributions such as volunteer labour or donated goods/services that directly support the delivery of the project or event.
Not-for-profit Organisation	An organisation that operates for purposes other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
Project	A set of organised activities that are planned to achieve a particular aim or outcome. It will have a defined start and end date.
Public Liability Insurance	Protects your organisation or community group financially if someone attending your activity or event is injured.
Recipient	The organisation awarded the grant to support a specific project, activity, or event.
SmartyGrants	The online grant management platform used by Council for the submission, tracking, and administration of grant applications.
SmartyFile	A SmartyFile profile enables you to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions. To learn more, visit SmartyFile

COLAC OTWAY SHIRE
GRANTS PROGRAM

Business Grants 2026/27

Guidelines

Business Grants

Building Façade Improvements



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1. Acknowledgement

Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud peoples of the maar Nation as traditional custodians of the Colac Otway region, the land and waterways upon which the activities of the Colac Otway Shire Council are conducted. We pay our respects to their ancestors, past and present. We recognise and respect their unique cultural heritage, beliefs and uphold their continuing relationship to this land.

2. Purpose

The Colac Otway Shire Grants Program provides one-off financial assistance grants to support businesses to deliver façade improvement projects that revitalise the shopping strips across the Shire and help in achieving outcomes consistent with the 2025-2029 Council Plan.

3. Business Grants – Building Façade Improvements

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

.....
Funding Amount: \$500 to \$3,000 maximum

.....
Contribution required: A dollar-for-dollar cash or in-kind matching contribution
.....

4. What you need to know

- **One application per property** is allowed. If an owner submits multiple applications for different properties and the program is oversubscribed, priority will be given to one property per owner, along with other owners with a single application.
- Funding is **competitive**; applying does not guarantee approval. Demand often exceeds available funds.
- **Dollar-for-dollar matching cash or in-kind contribution** is required.
- Projects using **local trades/suppliers** within Colac Otway Shire are prioritised.
- Applications must be submitted via **SmartyGrants**; **late applications** are ineligible.
- **Retrospective funding requests** are ineligible. Projects cannot start until the **funding agreement is signed**.
- **Canvassing or lobbying** Councillors, staff, or panel members is prohibited.
- Council reserves the **right to decline** applications that do not meet eligibility criteria.
- Funds are released only after conditions are fulfilled (e.g. landowner consent, permits).

5. Who can apply

- Business property located within the designated commercial areas of towns within the Colac Otway Shire.
- Property owner or lessee/business operators of premises situated in these commercial areas.
- The commercial premises must have a street frontage.

6. Who cannot apply

- Elected members (Councillors)
- Council employees (staff)
Note: Support and assistance for grant applications is available through the Grants officer.
- Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):
 - any illegal activity
 - any activity not in accordance with relevant legislation; permitting; regulations etc
 - tobacco
 - offensive or sexually explicit material
 - discrimination on the grounds of race, gender or religion
 - activities violating human rights
 - political parties
 - gambling
- Applicants with an overdue Acquittal report from a previous round.

7. What may be funded

Commercial building façade improvements **must be visible from the street** and may include:

- Exterior painting of retail business building façade
- Cleaning the existing façade
- Removal or replacement of redundant signage, air conditioning units and hoardings
- Replace of signage in disrepair
- Minor repairs, maintenance or reinstatement of missing elements
- Minor repairs to existing façade tile or stone accents
- Minor repairs to structure façade elements and awnings
- New, repairs and replacement of verandahs

8. What will not be funded

Ineligible Activities and Expenses:

- Rebranding existing signage that is already in good condition.

- Projects where a permit has been refused
- Purchase of equipment to complete project works (e.g. ladders, scaffolding, safety barriers). *Note: hiring equipment is permitted if directly related to the project.*
- Internal works or works not visible from the street.
- Ongoing operational day-to-day costs such as administration, rent, salaries and utility expenses.
- Public Liability or other insurance costs.
- Contingency allowances.
- Project Management fees.
- Residential-based businesses, including Airbnb or similar accommodation.

9. Align with the Council Plan 2025-2029

Applications must align to at least one theme in the Council Plan 2025-2029.

PLACE	Our Shire is a great place to live, work and belong.
PEOPLE	Our community is vibrant, healthy and supported.
PROSPERITY	Our economy is growing and diverse, supporting innovation, new businesses and investments. Our tourism industry is thriving, with expanded and interlinked experiences.

10. Application Process

Funding round	Applications open	Applications close
2026-2027 financial year	27 February 2026 at 9.00am	10 April 2026 at 5.00pm

Prepare an application

The link **TO APPLY** is available on Council’s website when the funding round is open.

[Colac Otway Shire Grants Program 2026/2027](#)

Applicants must undertake the following steps to apply:

- Carefully read the Guidelines in full to confirm eligibility and application requirements.
- Speak to a relevant Council officer to research permits and approvals which may be required.
- Prepare early for your application.
- Compile all necessary supporting documents
- Submit an application online via Colac Otway Shire Council’s website - [Colac Otway Shire Grants Program - Colac Otway Shire](#)
- Check spam/junk mail if confirmation email cannot be seen in your inbox.

Only final applications that are lodged with Colac Otway Shire Council by the closing date will be considered and assessed. Applications that are still ‘in draft’ and have not been submitted upon program close will not be assessed.

Supporting documentation

The following documents must be included in your application:

- **Quote/s** are required to cover the value of the grant request and the matching dollar-for-dollar cash contribution. The quote must be itemised, issued within the past three (3) months, and show GST if applicable.
- **Public liability insurance** is required for all projects. A Certificate of Currency (CoC) must be submitted with your application.
- **'Before' photos** are required to demonstrate need; 'After' photos must accompany the Acquittal Report.
- **Permits and Approvals** may be required for your project. Obtaining relevant permits are separate from the grant application process and require additional time and budget in your project plan. You do not need to secure permits before applying, however if your application is successful, securing them will be a condition of funding. Council will not make any grant payments until permits are obtained.

Your application must show awareness of any permits or approvals that may apply. If unsure, contact the grants officer for advice.

Example of permits:

- Planning permit may be required for proposed works or use
- Building permit may be required if project includes any structural works
- Hoarding/Public Protection permit

SmartyGrants is an online platform for managing the online application process. Online applications must be submitted exclusively via SmartyGrants. Should this be challenging for your organisation, please contact the Grants officer to discuss support and assistance on a case-by-case basis.

Help Guide for Applicants:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

SmartyFile You have the option to create a [SmartyFile](#) profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. To learn more, visit the [SmartyFile help page](#). Setting up a SmartyFile profile ensures your organisation retains access to your funding records even if team members change or move on.

Outcome notification

Successful and unsuccessful applicants will be notified of their application outcome in writing in June/July 2026. The successful applicant's name, project name and the funding amount will be made publicly available, including publication on Council's website and media releases.

11. Timelines

Applications open: 27 February 2026

Applications close: 10 April 2026

Notification of outcome: Late June 2026

Funding agreements signed: July 2026

Projects commence: July 2026 onwards

Grants Presentation Ceremony: July 2026

Project completed: By June 2027 or earlier (as per timeframes indicated in the application)

Please note: Dates are subject to change. Applicants will be notified if any changes arise.

12. Assessment Process

This is a competitive grant process, and with a limited funding pool, it is possible that not all eligible applicants will receive funding. Previous grant funding history may be taken into consideration if the program is over-subscribed.

Applications will be assessed using the following process:

- Applications are received and assessed for applicant and project eligibility
- Applications will be reviewed by a panel of Council officers and assessed against the program assessment criteria.
- Funding recommendations will be presented to Council for a final decision and approval.

All decisions regarding grant funding recommendations under this program remain at Council's discretion.

13. Assessment Criteria

In the application, your response to the Assessment Criteria should address the key points.

Assessment Criteria 1 – Description of works (75%)

Your response should outline a detailed description of the proposed works and specify the area of the façade to be worked on:

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

Assessment Criteria 2 – Economic return (10%)

- Will local suppliers and contractors (within the Colac Otway Shire) be engaged to undertake the works?
- What percentage of the façade will be included in the improvement works?

Assessment Criteria 3 – Capacity to deliver (15%)

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

- Has the project been fully scoped and costed?
- Applicant has researched and demonstrated awareness of permit requirements
- The timeframe to deliver the project is within the funding period.

14. Budget

Quotes

Applications must include quotes that cover the grant amount requested, and the matching contribution.

Budget Accuracy

- The budget must clearly show:
 - **all income sources**
 - **all expenditure items** related to the project.
 - Budget must be balanced: total income = total expenditure.
 - Include permit fees if permits are required.
-

Matching Contribution Required

- A **dollar-for-dollar matching contribution** is required.
 - For every \$1 of grant funding, you must contribute \$1 from your own resources (cash or in-kind).
- Example:
- If your grant request is \$3,000, you must show \$3,000 in matching contributions.
 - Contributions can be cash or in-kind (e.g. volunteer time, donated goods/services).
- The combined total (grant and matching contribution) should cover the full cost project costs.
 - Matching contributions must be clearly documented in:
 - your **budget**
 - your **acquittal form**.
-

In-kind contributions

- In-kind contributions are non-cash support provided by your organisation to deliver the project (e.g. volunteer labour, donated goods/services).
 - Must directly contribute to project delivery.
-

Eligible In-kind contributions

- Volunteer labour
 - Activities directly related to the delivery of the project (e.g site preparation, painting)
 - Donated goods/services.
-

Ineligible In-Kind contributions

- Activities completed before the project, such as:
 - Research, planning and application writing.
 - Operational costs and staff salaries, including:
 - Volunteer work that is part of regular duties.
 - Staff time/services already funded within normal job responsibilities.
 - Operational expenses and equipment use tied to core operational costs (e.g. insurance, office supplies, printers).
-

Valuing In-kind contributions

- Must be listed under **both income and expenditure** in the budget table.
 - Itemise in the **In-kind Contribution Table** (volunteer labour, donated goods/services).
 - Use these rates:
 - Professional/trade volunteer services: **\$45/hour.**
 - General volunteer labour: **\$25/hour.**
-

In-kind contributions received

- At project completion, provide:
 - a record of actual in-kind contributions in the **Acquittal Report**, calculated using the above rates.
 - Keep written evidence of volunteer hour logs, donation letters and receipts.
-

GST Requirements

Organisations **NOT Registered for GST**

- GST can be included in the project budget.
- Example: If a quote for painting is \$6,600 (including \$600 GST), list the item at the GST-inclusive price of \$6,600.

Organisations **Registered for GST**

- GST must be excluded from the project budget.
 - Example: If a quote is \$6,600 (including \$600 GST), list the item at \$6,000 (excluding GST).
 - Grant payments will have GST added.
 - A tax invoice (including GST) will be required for the grant payment.
-

15. Funding Details

- The grant recipient must enter into a Funding Agreement outlining the terms and conditions, payment details and reporting requirements.
- Additional conditions may apply, such as obtain a Planning Permit, a Building Permit or Hoarding/Public Protection permit.
- Funding may be less than requested if parts of the application are ineligible or there are limited funds remaining in the funding pool.
- Projects must occur within the same financial year as the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be used as approved; any changes require a Variation Request form to be submitted for approval prior to implementing changes.

16. Acknowledging Council's support and promoting success

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

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

- Logo presentation on any activity-related publications
- Media releases
- Promotional material
- Social media
- Written or verbal acknowledgement at presentations or 'openings' and/or

To ensure appropriate recognition of Colac Otway Shire's support, recipients must follow the Shire's Logo and Style Guide.

Where to find Branding Resources

Visit the **Colac Otway Shire website** at www.colacotway.vic.gov.au and search for "**Logo and Style Guide**".

What the Guide Includes

The [Logo and Style Guide - Colac Otway Shire](#) webpage provides:

- Approved **logo usage options**
- Guidance on **social media acknowledgements**
- Recommended **acknowledgement statements**
- Instructions for **media releases and publications**

These resources help ensure consistent and appropriate recognition of the Shire's support across all promotional and public-facing materials.

17. Acquittal

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

- A summary of the project including comments on the things that went well and what you have learnt from delivering the project.
- Evidence of the project outcomes/achievements and how they align with the Council Plan objectives.
- A project budget including receipts or evidence of how the grant funds were expended.
- Details of local suppliers and contractors used.
- Photographs of the completed works – before and after
- Evidence of acknowledgement of Council's support e.g.. newsletters, media articles, social media, copies of promotional materials, photographs or video if available etc.

Outstanding Acquittal

Applicants with an outstanding acquittal from a previous grant round are ineligible to apply for future rounds. Contact the Grants Officer if your current project won't be completed before the application deadline.

18. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au Enter a search for Privacy Statement.

Council uses an online grant application program called SmartyGrants. [Click Here](#) to view SmartyGrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

19. Contact us

Colac Otway Shire, 2-6 Rae Street Colac

T: (03) 5232 9400

E: inq@colacotway.vic.gov.au

W: [Colac Otway Shire Grants Program - Colac Otway Shire](#)

Grants and Development Officer

For queries relating to the grants program or assistance with the online application, contact the Grants Officer between 8.30am and 4.30pm Monday to Friday.

Economy and Creative Industries team

For business related enquiries.

20. Glossary of terms

Term	Definition
Acquittal	A report provided by the grant recipient demonstrating that funds were used responsibly and in accordance with the conditions of the grant.
Applicant	The organisation applying for funding.
Application	A formal document submitted to a funding body to request financial assistance for a specific project or event.
Assessment Criteria	The specified requirements against which applications will be evaluated. These criteria are also used to assess the merits of proposals and to determine application rankings. These criteria may include eligibility requirements, selection criteria, and risk assessments.
Australian Business Number (ABN)	Identifies your business to the government, other businesses, and the public.
Auspice / Auspicing	A formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group, assuming legal and financial responsibility.
Community Asset Committee	A committee established by Council to manage a community asset in the Colac Otway Shire (e.g., Recreation Reserve Committee, Public Hall Committee).
Community Group	A not-for-profit, volunteer-based organisation formed by local community members who share a common interest, goal or concern. These groups work to improve community wellbeing, support social inclusion, and often deliver services, events or advocacy on behalf of their members. Characteristics include being organised, self-governing, not-for-profit, voluntary, and providing public/community benefit.
Contribution	A 'matching dollar-for-dollar contribution' means an organisation contributes an amount equal to the Council's grant.

Attachment 7.2.7 Guidelines - Business Grants 2026 - 2027

Term	Definition
Council	Refers to Colac Otway Shire Council.
Eligibility Criteria	Mandatory requirements that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Events	Planned occasions or gatherings for a specific purpose, ranging from small community events to large-scale festivals. Often service social, cultural, educational, recreational or fundraising goals.
Funding Agreement	A legal document outlining the terms, conditions, and obligations of funding for both Council and the recipient.
Grant	A sum of money awarded to an organisation to deliver a specific activity, with the expectation that funds will be used only for the agreed purpose.
Grant Recipient	The organisation awarded the grant to support a specific project, activity, or event.
Guidelines	Outline the grant program, type of activities the program is aiming to fund, application process, organisation eligibility and assessment criteria. It is important to read the guidelines prior to preparing an application.
Incorporation	A voluntary process where a not-for-profit or community group becomes a legal entity, enabling it to enter contracts, such as a funding agreement and open a bank account.
In-kind Support	Non-cash contributions such as volunteer labour or donated goods/services that directly support the delivery of the project or event.
Not-for-profit Organisation	An organisation that operates for purposes other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
Project	A set of organised activities that are planned to achieve a particular aim or outcome. It will have a defined start and end date.
Public Liability Insurance	Protects your organisation or community group financially if someone attending your activity or event is injured.
SmartyGrants	The online grant management platform used by Council for the submission, tracking, and administration of grant applications.

COLAC OTWAY SHIRE
GRANTS PROGRAM

Trees for Farms Grants 2026/27

Guidelines

Trees for Farms Grants



1. Acknowledgement of Traditional Custodians

Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud peoples as Traditional Custodians of the Colac Otway region, the land and waterways upon which the activities of the Colac Otway Shire Council are conducted. We pay our respects to their ancestors, past and present. We recognise and respect their unique cultural heritage, beliefs and uphold their continuing relationship to this land.

2. Objective

The Colac Otway Shire Trees for Farms Grants Program will provide funding to farmers and other relevant groups to support native planting initiatives on their commercial properties within Colac Otway Shire. The program aims to assist farmers in their work to maintain healthy, efficient and sustainable production. It also seeks to provide a range of environmental benefits, such as rehabilitation of degraded land; enhanced and protected biodiversity; improved soil and air quality; and carbon sequestration.

3. Trees for Farms Grants

This program will provide a one-off financial assistance grant to farmers to ensure broad-reaching environmental benefit across the community and is in line with contributing to achieving outcomes of the 2025-2029 Council Plan.

Funding Amount: Up to \$3,000 maximum

Contribution required: A dollar-for-dollar matching cash or in-kind contribution

Features: Be a **Commercial Farm**
Property is within the **Farming Zone**
Property is **at least 5 hectares** in size

4. What you need to know

- Grants are offered as a **one-time opportunity**; Applicants are not eligible to apply for funding across multiple properties or in future funding rounds.
- Funding is **competitive**; applying does not guarantee approval. Demand often exceeds available funds.
- **Dollar-for-dollar matching cash or in-kind contribution** is required.
- Projects using **local trades/suppliers** within Colac Otway Shire are prioritised.
- Applications must be submitted via **SmartyGrants**; **late applications** are ineligible.
- **Retrospective funding requests** are ineligible. Projects cannot start until the **funding agreement is signed**.
- **Canvassing or lobbying** Councillors, staff, or panel members is prohibited.
- Council reserves the right to decline applications that **do not meet eligibility criteria**.

5. Eligibility criteria

Applicants must meet ALL of the following criteria:

- Applicant type:** You are an individual, organisation, or business.
- Location:** The property proposed for tree planting is within the **Colac Otway Shire boundary**.
- Property type:** The property is a **commercial farm**.
- Zoning:** The property is within the **Farming Zone**.
- Size:** The property is **at least 5 hectares**.
- Native species:** You intend to plant, protect, and maintain **native Australian tree species**.
- Environmental benefits:** The project demonstrates potential to deliver additional environmental benefits, such as:
 - Rehabilitation of degraded land.
 - Enhanced and protected biodiversity.
 - Improved soil and air quality.
 - Increased connectivity of habitat corridors.
- Establishment protection:** You commit to guard and/or fence trees during their establishment period.
- Livestock fencing:** Where livestock are present, ensure the planting site remains securely fenced at all times.
- Business requirement:** You hold a valid Australian Business Number (ABN).

Who cannot apply:

- Elected members (Councillors).
 - Council employees (staff).
- Note: Support and assistance for grant applications is available through the Grants officer.
- Applicant organisations that are associated with or promote activities deemed inappropriate (including but not limited to):
 - any illegal activity
 - any activity not in accordance with relevant legislation; permitting; regulations etc
 - tobacco
 - offensive or sexually explicit material
 - discrimination on the grounds of race, gender or religion
 - activities violating human rights
 - political parties
 - gambling
 - Applicants with an overdue Acquittal report from a previous round.
 - Property owners that are not a commercial entity, or do not meet all of the eligibility criteria.
 - Applicants who do not commit to protecting and/or fencing trees during their establishment period, and - where livestock are present - ensure the planting site remains securely fenced at all times.

- Applications from property owners who have received funding under the *Trees for Farms Grants* stream in previous years.
- **NOTE:** Community groups and not-for-profit organisations proposing tree planting or other environmental initiatives may also apply through the *Community Grants* stream rather than the *Trees for Farms* stream. Contact the grants officer for clarification if needed.

6. What may be funded

- Purchase of **tubestock of native shrubs and tree species** as selected by applicant.
- Purchase of **guards and stakes** to protect plants during establishment.
- **Contracted works** for labour associated with **site preparation and planting**.

7. What will not be funded

Ineligible Activities and Costs:

- Cost of fencing equipment, materials and labour.
- Ongoing operational expenses and administrative costs e.g. watering regimes, plant replacement etc.
- Purchase of chemical herbicides.
- Public liability or other insurance.
- Project management costs.

8. Align with the Council Plan 2025-2029

Applications must align to the 2025-2029 Council Plan’s themes of Place, People and Prosperity.

Place Our Shire is a great place to live, work and belong.

People Our community is vibrant, healthy and supported.

Prosperity Our economy is growing and diverse, supporting innovation, new business and investments.

Our tourism industry is thriving, with expanded and interlinked experiences.

9. Application Process

Funding round	Applications open	Applications close
2026-2027 financial year	27 February 2026 at 9.00am	10 April 2026 at 5.00pm

Prepare an application

The link **TO APPLY** is available on Council’s website when the funding round is open.

[Colac Otway Shire Grants Program 2026/2027](#)

Applicants must take the following steps to apply:

- Carefully read the program Guidelines in full to confirm eligibility and application requirements.
- Prepare your application early.
- Speak to the Grants officer if you seek further information or assistance in applying.
- Research into whether any permits or approvals are required.
- Compile all necessary supporting documents.
- Submit an application online via Smartygrants on Colac Otway Shire Council's website [Colac Otway Shire Grants Program - Colac Otway Shire](#)
- Check spam/junk mail if confirmation email cannot be seen in your inbox.

Only final applications that are lodged with Colac Otway Shire Council by the closing date will be considered and assessed. Applications that are still 'in draft' and have not been submitted by program close will not be assessed.

Supporting documentation

The following documents must be included:

- Quote(s)** for the purchase of plants, equipment (guards and stakes) and contracted labour, to cover the value of the grant request and your matching cash contribution.
Note: In-kind labour contributions are to be calculated at \$25 p/hour for general volunteer labour.
- Location / **Site map** of the proposed planting area.
- Photographs** of the proposed planting site 'before' planting begins.
(Note: 'After' photos will be required in the Acquittal Report).

SmartyGrants is an online platform for managing the online application process. Online applications must be submitted exclusively via SmartyGrants. Should this be challenging for your organisation, please contact the Grants officer to discuss support and assistance on a case-by-case basis.

Help Guide for Applicants:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Outcome notification

Successful and unsuccessful applicants will be notified in writing of their application outcome in June/July 2026. The successful applicant's name, project and the funding amount will be made publicly available, including publication on Council's website and media releases.

10. Timelines

Applications open: 27 February 2026

Applications close: 10 April 2026

Notification of outcome: Late June/early July 2026

Funding Agreements signed: July 2026

Grants Presentation ceremony: July 2026

Projects commence: July 2026 onwards.

Project completed: June 2027 or earlier (as per timeframes indicated in the application).

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

11. Assessment Process

This is a competitive grant process and as such, it is possible that not all eligible applicants will receive funding. With a limited funding pool, if the program is over-subscribed, applications that score below the funding cut-off threshold may not receive support.

Applications will be assessed using the following process:

- Applications are received and assessed for applicant and project eligibility
- Applications will be reviewed by a panel of Council officers and assessed against the program assessment criteria.
- Funding recommendations will be presented to Council for a final decision and approval.

All decisions regarding grant funding recommendations under this program remain at Council's discretion.

12. Assessment Criteria

In the application, your response to the Assessment Criteria should address the key points.

Assessment Criteria 1 – What impacts will the plantings have on the agricultural production being conducted at the property? (40%)

Your response may include:

- How the location of the planting will benefit land management of the property
- Establishment of a shelter belt
- Provide shade
- Rehabilitation of degraded land
- Soil condition and air quality improvement
- Any potential benefits to productivity of the enterprise

Assessment Criteria 2 – What environmental and Community benefits will the project provide? (40%)

Your response may include:

- How the location of the planting will benefit the environmental conditions of the property (e.g. erosion reduction, weed control, waterway health).
- How the project will enhance and protect biodiversity.
- Information on the project's potential to contribute to increased habitat connectivity.
- Information on the project's potential to directly impact the broader community by adjoining road reserves and other areas of public land.

Assessment Criteria 3 – How will the project be delivered? Who is involved? (20%)

Applications must clearly demonstrate the capacity of the applicant to deliver the project. Priority will be given to the use of local trades and suppliers.

- Provide a brief outline of how you will deliver the tree planting, including timelines.
- List suppliers or contractors to be used.
- Are suppliers or contractors located within the Colac Otway Shire? What percentage is based in the Shire?

12. Budget

Quotes

Applications must include quotes that cover the grant amount requested, and the matching cash contribution.

Budget Accuracy

- The budget must clearly show
 - **all income sources**
 - **all expenditure items** related to the project.
- Budget must be balanced: total income = total expenditure.

Matching Contribution Required

- A **dollar-for-dollar matching contribution** is required. This means:
 - For every \$1 of grant funding, you must contribute \$1 from your own resources (cash or in-kind).Example:
 - If your grant request is \$3,000, you must show \$3,000 in matching contributions.
 - Contributions can be cash or in-kind (e.g. volunteer time, donated goods/services).
- The combined total (grant & matching contribution) should cover the full cost project cost.
- Matching contributions must be clearly documented in:
 - your budget
 - your Acquittal form.

In-Kind contributions

In-kind contributions are non-cash support provided by you to deliver the project (e.g. voluntary labour, donated goods/services).

- Volunteer labour is calculated at **\$25 per hour for general labour**.
 - Must directly contribute to the delivery of the project.
 - Keep a log of volunteer hours to report in the Acquittal at the completion of the project.
-

GST Requirements

Organisations NOT Registered for GST

- GST can be included in the project budget.
- Example: If a quote for painting is \$6,600 (including \$600 GST), list the item at the GST-inclusive price of \$6,600.

Organisations Registered for GST

- GST must be excluded from the project budget.
- Example: If a quote is \$6,600 (including \$600 GST), list the item at \$6,000 (excluding GST).
- Grant payments will have GST added.
- A tax invoice (including GST) will be required for the grant payment.

13. Funding Details

- The grant recipient must enter into a Funding Agreement outlining the terms and conditions, payment details and reporting requirements.
- Funding may be less than requested if parts of the application are ineligible or there are limited funds remaining in the funding pool.
- Projects must occur within the same financial year as the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be used as approved; any changes require a Variation Request form to be submitted for approval prior to implementing changes.

14. Acquittal

At the completion of the project, an acquittal report must be submitted through SmartyGrants. The report must include (where relevant)

- A summary of the project activities undertaken, including what went well and what you have learnt from the project.
- Project outcomes and achievements.
- A project budget including receipts of how the grant funds were expended.
- A record of in-kind labour (if applicable)
- Details of local suppliers and contractors
- Photographs of 'before' and 'after' the tree planting site.

15. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au Enter a search for Privacy Statement.

The Council uses an online grant application program called SmartyGrants. [Click Here](#) to view SmartyGrants Privacy Policy

16. Contact us

Colac Otway Shire, 2-6 Rae Street Colac

T: (03) 5232 9400

E: ing@colacotway.vic.gov.au

W: [Colac Otway Shire Grants Program - Colac Otway Shire](#)

Grants and Development Officer

For queries relating to the grants program or assistance with the online application, contact the Grants Officer between 8.30am and 4.30pm Monday to Friday.

Environment Team

For enquiries relating to tree planting or native Australian tree species, contact the Environment Team.

17. Glossary of terms

Term	Definition
Acquittal	A report provided by the grant recipient demonstrates that funds were used responsibly and in accordance with the conditions of the grant.
Applicant	The organisation is applying for funding.
Application	A formal document submitted to a funding body to request financial assistance for a specific project or event.
Assessment Criteria	The specified requirements against which applications will be evaluated. These criteria are also used to assess the merits of proposals and to determine application rankings. These criteria may include eligibility requirements, selection criteria, and risk assessments.
Australian Business Number (ABN)	Identifies your business to the government, other businesses, and the public.
Auspice / Auspicing	A formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group, assuming legal and financial responsibility.
Community Asset Committee	A committee established by Council to manage a community asset in the Colac Otway Shire (e.g., Recreation Reserve Committee, Public Hall Committee).
Community Group	A not-for-profit, volunteer-based organisation formed by local community members who share a common interest, goal or concern. These groups work to improve community wellbeing, support social inclusion, and often deliver services, events or advocacy on behalf of their members. Characteristics include being organised, self-governing, not-for-profit, voluntary, and providing public/community benefit.
Contribution	A 'matching dollar-for-dollar contribution' means an organisation contributes an amount equal to the Council's grant.
Council	Refers to Colac Otway Shire Council.
Eligibility Criteria	Mandatory requirements that must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Events	Planned occasions or gatherings for a specific purpose, ranging from small community events to large-scale festivals, designed to engage the community, deliver cultural or social benefits, and contribute to local economic development.

Attachment 7.2.8 Guidelines - Trees For Farms Grants 2026 - 2027

Term	Definition
Funding Agreement	A legal document outlining the terms, conditions, and obligations of funding for both Council and the recipient.
Grant	A sum of money awarded to an organisation to deliver a specific activity, with the expectation that funds will be used only for the agreed purpose.
Guidelines	Outline the grant program, type of activities the program is aiming to fund, application process, organisation eligibility and assessment criteria. It is important to read the guidelines prior to preparing an application.
Incorporation	A voluntary process where a not-for-profit or community group becomes a legal entity, enabling it to enter into contracts, such as a funding agreement and open a bank account.
In-kind Support	Non-cash contributions such as volunteer labour or donated goods/services that directly support the delivery of the project or event.
Not-for-profit Organisation	An organisation that operates for purposes other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
Project	A set of organised activities that are planned to achieve a particular aim or outcome. It will have a defined start and end date.
Public Liability Insurance	Protects your organisation or community group financially if someone attending your activity or event is injured.
Recipient	The organisation awarded the grant to support a specific project, activity, or event.
SmartyGrants	The online grant management platform used by Council for the submission, tracking, and administration of grant applications.
SmartyFile	A SmartyFile profile enables you to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions. To learn more, visit SmartyFile

Item: 7.3

Project Budget Adjustments and Cash Reserve Transfers

OFFICER	Mikael Blyth
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	Nil

1. PURPOSE

To present the project budget adjustments and cash reserve transfers for Council ratification and approval. These budgets are for 2025-26 Capital Works and Operational projects.

The report also informs Councillors of challenges impacting capital project delivery due to cost escalation caused by the recent fuel crisis, and to outline a proposed response for delivery of the 2026-27 capital works program.

2. EXECUTIVE SUMMARY

The project budget adjustments presented in this report relate to the 2025-26 financial year. The report 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.

Council is facing ongoing challenges delivering capital projects within approved budgets, particularly for carryover projects that do not reflect cost escalation, especially rising fuel prices, with further impacts expected in 2026–27. To address this, it is proposed that surplus funds from completed 2025–26 projects be allocated to a contingency work order, enabling timely access to funding for cost increases without delays from Council approvals, while maintaining efficient program delivery, with all transfers reported to Council.

3. RECOMMENDATION

That Council:

1. Approves the project budget adjustment in Table 1 at a net cost of \$50,000.
2. Approves the project budget adjustment in Table 2 at a net cost of \$52,960.
3. Approves the project budget adjustment in Table 3 at a net saving of \$84,753.
4. Approves the transfer of any unspent funds from completed projects at the end of the 2025-26 financial year to a new Project Contingency work order, noting that these funds will be carried forward to 2026-27.
5. Notes that officers will access funds in the Project Contingency work order as required during 2026-27 where project budgets in the capital works program are exceeded, and that all transfers from the work order will be reported to Council at the end of each month.
6. Notes that officers will continue to seek Council approval on a case by case basis for funding being sought for projects where the scope of the project has changed, or for new projects being initiated.

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 (WO38793): \$2,423,534 (Capital)
- Unallocated Discretionary Funds (WO38810): \$276,014 (Operational)

Table 1 – New projects for Council approval

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
			Exp	Income
New WO - Colac 2050 Review	WO38810 - Operating Projects - Unallocated	The proposal is to undertake a targeted review of Colac 2050 Growth Plan. Much of the	\$50,000	\$0

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
	Discretionary Funds	required work can be effectively delivered in-house.		

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

Table 2 Existing 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
Memorial Square Footpath Project	WO38730 - 2025 - 2026 Capital Works - Major Patching Program (which has \$88k remaining).	WO38712 - 2025 - 2026 Capital Works - Memorial Square Asphalt Footpath Renewal	Additional budget is required to cover the cost of additional asphalt identified as necessary during construction to address localised depressions in the Memorial Square footpath.	\$31,000	\$0
Mooleric Road Stage 2	WO38793 - Capital Works - Unallocated Renewal Funds	Bank Guarantee from Quarry Owner (\$120,000) WO38374 - 2024 - 2025 - Capital Works Road Reconstruction Program - Mooleric Road Stage 2	This road reconstruction was completed in 2025-26, however the final spray seal was completed in May 2026. Budget to undertake the final seal was not carried forward from last financial year. The majority of the cost will be offset by income from a bank guarantee relating to planning permit	\$141,960	\$120,000

Project Name	Transfers from project account	Transfers to project account	Basis for Variation	Project Budget Adjustment (Ex GST)	
			obligations of the Birregurra Quarry. Council's contribution is net \$21,960.		

Table 3 Existing 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
Gaming and Licensed Premises Policy - Stage 1	WO38264 - 2024 - 2025 Operating Project - Gaming and Licensed Premises Policy - Stage 1	WO38810 - Operating Projects - Unallocated Discretionary Funds	Government changes to legislation have altered Council's role in licensing matters, with licensing no longer managed through the Planning Scheme.	\$84,753	\$0

Council allocated funds in 2024-25 to develop a planning policy related to gaming and licenced premises in the Shire. Commencement of the project was deferred due to pending State Government reforms to planning controls related to licenced premises. The legislative changes have since been made, removing planning permit requirements relating to liquor licencing matters. Liquor licencing matters are now considered outside the planning system through liquor licencing legislation, overseen by Liquor Control Victoria. This significant change means that Council no longer requires a local planning policy to guide its decision making. Further, the need for a stand alone gaming premises policy is low given the number of electronic gaming machines in the Shire is at its maximum under State Government caps and there is no potential for this number to be increased. It is noted there have been no planning permit applications relating to gaming in the last 15-20 years, evidencing the lack of need for policy guidance. It is recommended for these reasons that Council not proceed with the funded project, and to return these funds to the Unallocated Discretionary account for future funding of other Council project priorities. Council would retain its ability to make comment on future liquor licencing and gaming related proposals through engagement methods initiated by the relevant authorities.

Proposed Project Contingency Work Order 2026–27

To address increasing cost pressures and maintain delivery timeframes, it is proposed that a dedicated Project Contingency work order be established for the 2026–27 financial year. This

work order would be funded from unspent balances of completed capital projects at the end of 2025–26, which is estimated to be around \$300,000 (but subject to change dependent on the final outcome for project completion within the financial year).

The purpose of this contingency is to provide a flexible funding mechanism that can be accessed by officers to address budget shortfalls on individual projects arising from market volatility, including fuel-related cost escalation and tender price increases. This will enable procurement and delivery to proceed without delays associated with seeking individual Council approvals for each budget variation.

Use of the contingency will be limited to managing cost escalation within existing approved project scopes. It will not be used to fund scope increases, new projects, or material changes to project outcomes, which will continue to require Council approval and funding from the Unallocated Renewal account.

All allocations from the contingency work order will be reported to Council on a monthly basis through the Project Budget Adjustment report to ensure transparency and oversight.

Allocations from the contingency will be reported to Council through the monthly Project Budget Adjustment report (refer example Table 4 below).

- Capital Works Portfolio Contingency (WO38893): \$0 (Capital)

Table 4 Existing Project budgets requiring contingency adjustment (Capital Projects)

Project Name	Transfers from contingency account	Transfers to project account	Basis for Variation	Project Budget Adjustment (Ex GST)
				Exp
Nil				

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

Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of Council

3.2 - Make well informed decisions for the betterment of the community through best practice governance.

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 and/or to respond to statutory obligations or organisational risks.

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: 7.4

For Exhibition - Council Policy 18.2 - Privacy Policy

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Draft Council Policy 18 2 Privacy Policy (1) [7.4.1 - 8 pages]

1. PURPOSE

To present to Council the revised Privacy Policy (Council Policy 18.2) and to seek endorsement to place the policy on public exhibition.

2. EXECUTIVE SUMMARY

The revised Privacy Policy does not propose any material change to Council's existing Information Privacy policy, as the underlying privacy principles remain unchanged. The policy has been updated to align with section 20 of the *Privacy and Data Protection Act 2014*, which requires Council to maintain a Privacy Policy.

3. RECOMMENDATION

That Council:

- 1. Approves the draft Council Privacy Policy for public exhibition for a period of six weeks, in accordance with Council's Community Engagement Policy.*
- 2. Notes that Council will provide the opportunity for submitters to be heard, either in person or via a nominated representative, at a Submissions Committee meeting prior to Council considering the final Council Committees policy.*
- 3. Notes that a further report will be presented to Council following the exhibition period to consider community and stakeholder feedback and seek endorsement of the Privacy Policy.*

4. KEY INFORMATION

The revised Privacy Policy does not propose any material change to Council's existing Information Privacy policy, as the underlying privacy principles remain unchanged.

Section 20 of the *Privacy and Data Protection Act 2014* (the *Act*) states that a Council must not contravene an Information Privacy Principle. The Information Privacy Principles are set out in Schedule 1 of the *Act* and principle number five, 'Openness' states an organisation must 'set out in a document clearly expressed policies on its management of personal information.' The document must be publicly available and have general information stating what sort of personal information Council holds, for what purpose and how it collects, holds, uses and discloses that information.

This report does not propose any material changes to the existing Council policy. The policy title has been updated to simplify references, consistent with the common use of the term 'Privacy Policy'.

The Office of the Victorian Information Commissioner (OVIC) provides a Self-Assessment Tool and the Privacy Policy has been assessed against this with no gaps found.

Attachment one is the revised Privacy Policy on the new policy template.

5. CONSIDERATIONS

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

The Privacy Policy prioritises achieving the best outcomes for the municipal community.

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

The *Privacy and Data Protection Act 2014* require a document or policy that states how personal information will be managed.

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

Not applicable.

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

The Draft Privacy Policy will be subject to a public exhibition period of 6 weeks. Submissions received will be provided to Councillors, with all Submitters provided the opportunity to attend a Submissions Committee meeting and speak to their submission, before Council considers adopting the final policy.

Public Transparency (s58 LGA 2020)

The adopted Privacy Policy will be published to Council's website.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The Privacy Policy will be published to 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 – Endorse the policy for public exhibition.

This approach ensures the community is provided with an opportunity to review the draft policy, contribute feedback, and make formal submissions. It supports inclusive engagement and allows community perspectives to be considered as part of the decision-making process.



COUNCIL POLICY

18.2 PRIVACY POLICY

Responsible Officer: Governance Officer **Due for Review:** 2027

PURPOSE

Council is committed to meeting community expectations in the responsible handling of personal information and to complying with its obligations under the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

These Acts require **Council** to maintain documented policies regarding the management of personal information and to make such policies publicly available. This policy outlines **Council's** approach to safeguarding personal information, minimising privacy risks, and effectively managing privacy breaches and complaints.

SCOPE

This policy applies to all **Councillors, employees**, contractors, members of committees and volunteers engaged by **Council**.

It governs the management of all personal, sensitive and health information collected, used, disclosed or held by **Council**, including information relating to customers, residents, service providers, visitors and members of staff.

RATIONALE

The *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* require **Council** to develop, maintain and make publicly available policies governing the management of personal and health information. In addition, section 13 of the *Charter of Human Rights and Responsibilities Act 2006* recognises an individual's right to privacy, including protection from unlawful or arbitrary interference with their privacy, family, home or correspondence, and from unlawful attacks on their reputation.

Council recognises that the responsible and lawful handling of personal and health information is a fundamental component of good governance. **Council** balances protecting individual privacy with ensuring appropriate information sharing to support transparency, accountability, and the public interest.

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STATEMENT OF POLICY

Council is bound by the 10 Information Privacy Principles (IPPs) and 11 Health Privacy Principles (HPPs) that outline how individuals personal and health information is managed.

How **Council** will comply with each of these privacy principles is broadly outlined below:

Principle 1 – Collection (IPP1 & HPP1)

Council will only collect personal information that is reasonably necessary for, or directly related to, its lawful and specific functions and activities. Wherever reasonably practicable, **Council** will notify individuals of the purpose(s) for which their personal information is being collected at or before the time of collection. A collection notice will be provided that clearly states the purpose for which the information is being collected.

The types of personal information that **Council** may collect include, but are not limited to:

- Name
- Residential, postal and email address
- Telephone number
- Date of birth
- Centrelink Reference Number or Medicare number
- Bank account and/or credit card details
- Driver licence details

Council collects personal information through a variety of channels, depending on the service being provided. These include collection directly from individuals via face-to-face interactions, telephone, email, written correspondence, **Council's Website**, surveillance systems (e.g. CCTV) and social media platforms.

Council's Website may collect limited information through cookies and analytic tools. This information is used to improve website functionality and user experience and is managed in accordance with this Policy.

Council may also collect personal information from third parties, including government agencies such as the Victorian Electoral Commission, where authorised or required to do so.

In addition, **Council** maintains records of an individual's interactions with **Council** within its customer record management systems.

Principle 2 – Use and Disclosure (IPP2 & HPP2)

Council will only use or disclose an individual's personal or health information for the primary purpose for which it was collected, unless the individual has consented to another use or disclosure, or unless otherwise authorised or required under the *Privacy and Data Protection Act 2014* or the *Health Records Act 2001*.

Examples of how **Council** may use collected information include to:

- respond to requests for **Council** services, such as waste collection, road maintenance or animal registration
- support emergency services organisations in delivering emergency response or recovery activities

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- enforce Local Laws
- provide information by email or through newsletters
- arrange meetings with **Council**
- process payments for **Council** services
- seek feedback on **Council** services
- assist other agencies where required by law, such as Parks Victoria or the Corangamite Catchment Management Authority
- undertake pre-employment checks, such as criminal history checks.

Examples of when **Council** may disclose personal or health information include where:

- the individual has provided explicit consent
- the disclosure is necessary for research in the public interest and the information is de-identified
- **Council** reasonably believes the disclosure is necessary to lessen or prevent a serious threat to an individual or to public health or safety
- the disclosure is necessary for the investigation of unlawful activity or is requested by a law enforcement agency
- the disclosure is otherwise required or authorised by law.

Where consent is relied upon, **Council** will ensure that consent is voluntary, informed, current and specific, and that individuals have the capacity to provide consent.

Principle 3 – Data Quality (IPP3 & HPP3)

Council will take reasonable steps to ensure that personal information and health information it collects, uses, discloses or holds is accurate, complete, up to date and relevant to the purpose for which it is being used. This includes maintaining appropriate processes to verify information at the time of collection, updating records where new or corrected information is provided, and taking steps to ensure information relied upon for decision-making or service delivery is current and fit for purpose. Where **Council** becomes aware that information is inaccurate, incomplete, out of date or misleading, it will take reasonable steps to correct the information or otherwise ensure the issue is appropriately noted on the relevant record.

Principle 4 – Data Security (IPP4 & HPP4)

Council will take reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification or disclosure. This will be achieved through a combination of governance controls, policies, procedures and technical safeguards across information management, business systems, personnel practices and physical security arrangements. These measures include, but are not limited to, access controls, staff training and awareness, secure storage practices, system security monitoring, and appropriate handling and transmission of information.

Council will also take reasonable steps to ensure that access to personal and health information is limited to authorised personnel who require the information to perform their duties, and that information is handled in a manner consistent with relevant legislation and **Council** policies.

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Council will further take reasonable steps to destroy or permanently de-identify personal information when it is no longer required for any authorised purpose, in accordance with the *Public Records Act 1973* and any applicable records retention and disposal authorities.

Principle 5 – Openness (IPP5 & HPP5)

This Privacy Policy is publicly available on **Council's Website** and will be made available upon request. **Council** is committed to transparency in its management of personal and health information.

Upon request, **Council** will take reasonable steps to provide individuals with information about:

- the types of personal and health information it holds about them
- the purposes for which the information is collected, held and used
- how the information is collected
- how the information is stored and secured
- how the information is used and, where appropriate, disclosed.

Council will provide this information in a clear and accessible manner, subject to any applicable legal restrictions.

Principle 6 – Access and Correction (IPP6 & HPP6)

Individuals have a right to request access to personal and health information held about them by **Council** and to request correction of any information that is inaccurate, incomplete, out of date or misleading. **Council** will respond to such requests in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

Council will take reasonable steps to provide access to the requested information and to correct information where appropriate. However, access may be refused in certain circumstances where exemptions apply under the relevant legislation.

Where **Council** denies access to personal or health information, it will provide the individual with written reasons for the decision, unless it would be unreasonable to do so, and will inform the individual of any available avenues for review or complaint.

Requests for access to documents may also be made under *Freedom of Information Act 1982*, which operates alongside privacy legislation. An application form and further information on how to make a Freedom of Information application, can be found on **Council's website**.

Principle 7 – Unique Identifiers (IPP7 & HPP7)

Council will not assign, adopt, use, disclose or require unique health or other identifiers from individuals except for the course of conducting normal business or if allowed or required by law.

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Principle 8 – Anonymity (IPP8 & HPP8)

Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with **Council**. **Council** will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

Principle 9 – Transborder Data Flows (IPP9 & HPP9)

Where personal or health information is transferred or stored outside Victoria, **Council** will take reasonable steps to ensure that the information continues to be protected in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. **Council** will ensure that any external service providers or third parties handling such information are subject to appropriate contractual, legal or other safeguards to maintain privacy protections consistent with Victorian privacy principles.

Council utilises cloud-based and other information technology services that may be located outside Victoria. In doing so, **Council** will take reasonable steps to ensure that these providers comply with applicable privacy obligations and that appropriate security and data protection measures are in place to safeguard personal and health information.

Principle 10

Sensitive Information (IPP10)

Council will not collect sensitive information about an individual except in accordance with the *Privacy and Data Protection Act 2014*. Sensitive information will only be collected where it is necessary for a lawful **Council** function or activity and where the individual has provided consent, or where collection is otherwise authorised or required by law.

Council will take reasonable steps to ensure that any collection of sensitive information is limited to what is directly relevant and necessary for the specific purpose, and that such information is handled with an appropriate level of confidentiality and care.

Making information available to another health service provider (HPP10)

Health information relating to a discontinued **Council** health service will be managed in accordance with the *Health Records Act 2001*. **Council** will take reasonable steps to ensure that such information is securely retained, transferred, or otherwise handled in a lawful manner, including making arrangements for the ongoing storage, access, or transfer of records to another health service provider where required.

Council will ensure that individuals' rights to access their health information are maintained, and that appropriate safeguards remain in place to protect the confidentiality and integrity of the information following the discontinuation of the service.

Principle 11 – Making information available to another health service provider (HPP11)

Council's health services will disclose health information to other health service providers in accordance with the *Health Records Act 2001*. Such disclosures will occur where it is necessary to support the provision of ongoing care, treatment or services to an individual, or where otherwise authorised or required by law.

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Council will take reasonable steps to ensure that any disclosure is limited to the information necessary for the intended purpose, is made securely, and is provided only to authorised recipients. **Council** will also ensure that the confidentiality and integrity of health information is maintained throughout the disclosure process.

Council's Privacy Officer

Council's Privacy **Officer** is responsible for receiving and managing enquiries, complaints and requests relating to personal and health information. The Privacy **Officer** will respond to written or verbal requests within seven business days of receipt and will ensure matters are handled in a timely and appropriate manner.

Council's Privacy **Officer** is responsible to monitor compliance with privacy legislation, provide internal advice and report privacy risks or issues to senior management where appropriate. The Privacy **Officer** will escalate significant privacy risks or breaches to the **Chief Executive Officer** and where appropriate, report to **Councils Audit and Risk Committee**.

Councillors may refer any privacy-related enquiries to the **Chief Executive Officer** in the first instance for appropriate action.

How to make a Complaint or Enquiry about Privacy

If an individual is dissatisfied with **Council's** handling of their personal or health information, or wishes to make a complaint, they may do so in the first instance by contacting **Council's** Privacy **Officer**. **Council** will acknowledge and respond to complaints within seven days of receipt, and will handle all complaints in a timely, fair and transparent manner in accordance with relevant legislation and **Council** procedures.

Council's Privacy **Officer** can be contacted via:

Email – inq@colacotway.vic.gov.au – Attn Privacy **Officer**

Phone – 5232 9400

Post – PO Box 283, Colac, VIC, 3250

If an individual is unsatisfied with the Privacy **Officer's** response, a further complaint can be made to the [Officer of the Victorian Information Commissioner](#).

In relation to health records held by **Council** and any breach of the *Health Records Act 2001*, a complaint can be made to the [Health Complaints Commissioner](#).

Breach of Privacy

If a suspected or confirmed breach of personal or health information is identified, **Council** will take immediate action to report the breach to the Privacy **Officer** or the **Chief Executive Officer** for assessment and response. **Council** will manage all privacy breaches in a timely and structured manner to minimise potential harm and prevent recurrence.

Council's response will include, where appropriate:

- taking immediate steps to contain the breach and prevent further unauthorised access, use or disclosure of information
- assessing the nature and extent of the breach, including the risk of harm to affected individuals

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- notifying affected individuals and/or relevant regulatory authorities, such as the Office of the Victorian Information Commissioner, where required or appropriate
- investigating the cause of the breach and implementing corrective actions to reduce the likelihood of similar incidents occurring in the future, including reviewing and improving **Council's** policies, procedures and systems.

Council will ensure that all privacy breaches are managed in accordance with applicable legislation and best practice guidelines.

Privacy Training for Staff

Council requires all employees and contractors to complete privacy awareness training as part of the induction process. As part of this process, all new staff and contractors must acknowledge and agree to comply with **Council's** Code of Conduct, including obligations under the *Privacy and Data Protection Act 2014*.

Council is committed to maintaining a high level of privacy awareness and will ensure that employees and contractors undertake regular refresher training to reinforce their responsibilities in handling personal and health information in accordance with applicable legislation and **Council** policies.

Council will provide ongoing role-based privacy training where appropriate, particularly for staff handling sensitive or high-risk information.

DEFINITIONS

Disclosure – includes providing personal and/or health information to a third party (such as a contractor) and providing a record containing personal and/or health information to a member of the public.

Health information – generally includes information or opinion about the physical, mental, psychological health or disability of an individual. The full definition of health information can be found in section 3 of the *Health Records Act 2001*.

Health Privacy Principles (HPPs) – is a set of principles contained in the *Health Records Act 2001 (Vic)* that regulates the handling of health information.

Information Privacy Principles (IPPs) – is a set of principles contained in the *Privacy Data Protection Act 2014 (Vic)* that regulates the handling of personal information.

Personal Information – information or an opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. The full definition of personal information can be found in the *Privacy and Data Protection Act 2014* at section 3.

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Policy No.	18.2	Record No.	D26/34413	Date Adopted	
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Sensitive information – personal information that includes information or an opinion or about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices or criminal record.

RELATED DOCUMENTS AND PROCEDURES

Complaints Policy
 Health Complaints Commissioner
 Information Management Policy
 Public Transparency Policy
 Office of the Victorian Information Commissioner

REFERENCES

Aged Care Act 2024 (Cth)
Freedom of Information Act 1982 (Victoria)
Health Records Act 2001 (Victoria)
Health Records Regulations 2023 (Victoria)
Local Government Act 2020 (Victoria)
Privacy Act 1988 (Commonwealth)
Privacy and Data Protection Act 2014 (Victoria)
Public Records Act 1973 (Victoria)
Charter of Human Rights and Responsibilities 2006 (Victoria)

DOCUMENT HISTORY

Version	Document History	Approved by	Date
1		Adopted by Council	24 May 2006
2	Reviewed		25 November 2009
3	Reviewed		24 July 2013
4	Reviewed		22 April 2015
5	Revised		

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Policy No.	18.2	Record No.	D26/34413	Date Adopted	
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Item: 7.5

For Exhibition - Council Policy: 18.8 Council Committees

OFFICER	Matilda Hardy-Smith
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Current policy - 18.8 Council Committees Policy - adopted 29 June 2022 [7.5.1 - 8 pages]2. For Exhibition - Draft Council Committees Policy [7.5.2 - 7 pages]

1. PURPOSE

To present to Council the reviewed Council Policy 18.8 – Council Committees (**Attachment 2**) and seek endorsement to place the policy on public exhibition.

2. EXECUTIVE SUMMARY

The Council Committees policy was adopted by Council on 29 June 2022. The policy is to be reviewed every four years.

The purpose of the policy is to provide a framework for the establishment, assessment and representation of Council committees and external appointments. The policy is accompanied by an operational procedure which is adopted by the administration.

This report does not propose material changes to the existing Council policy. The only amendment is the reformatting of the policy to Council's new policy template and the addition of a 'requirements for committees' section.

3. RECOMMENDATION

That Council:

- 1. Approves the draft Council Committees Policy for public exhibition for a period of six weeks, in accordance with Council's Community Engagement Policy.**
- 2. Notes that Council will provide the opportunity for submitters to be heard, either in person or via a nominated representative, at a Submissions Committee meeting prior to Council considering the final Council Committees policy.**
- 3. Notes that a further report will be presented to Council following the exhibition period to consider community and stakeholder feedback and seek endorsement of the final Council Committees policy.**

4. KEY INFORMATION

The draft policy is provided at **attachment 2** to this report. The policy remains current and aligned with practice and has only been updated to the new template format, with one minor addition of a 'Requirements of Committees' section which can be found on page 2 of the draft policy.

While no material changes have been made to the policy, the draft is proposed to be released for public consultation to provide transparency and encourage community feedback. This process enables the community to review the policy, raise any concerns, and contribute to informed decision-making prior to its final consideration.

5. CONSIDERATIONS

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

- the transparency of Council decisions, actions and information is to be ensured.

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)

It is intended for the draft policy to be placed on public exhibition for a period of 6 weeks in accordance with Council's Community Engagement Policy. Submitters would also be invited to attend a Submissions Committee meeting to speak to their written submission before Council considers adopting the policy at a future Council meeting.

Public Transparency (s58 LGA 2020)

The draft policy is being presented at an open Council meeting to ensure openness and transparency with the community.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of our Council

Financial Management (s101 *Local Government Act 2020*)

Not applicable.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Subject to endorsement for exhibition, the policy will be published on Council's website for public consultation, with Council's Communications team supporting the process through appropriate advertising. The draft policy will then be presented to a Submissions Committee meeting prior to consideration for final approval.

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 policy for public exhibition.

This approach ensures the community is provided with an opportunity to review the draft policy, contribute feedback, and make formal submissions. It supports inclusive engagement and allows community perspectives to be considered as part of the decision-making process.



Council Policy

18.8 - COUNCIL COMMITTEES

PURPOSE

To provide a framework for:

- Assessing, establishing, managing and reviewing Committees formed by Colac Otway Shire.
- Representation on external Committees and appointment.

SCOPE

This policy:

- Sets out the framework and arrangement of committees across Colac Otway Shire Council.
- Defines the requirements for committees established by Council.
- Defines the requirements for appointing Councillors to committees (both internal and external).

DEFINITIONS

Agenda	An agenda sets out the items to be discussed at a meeting.
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.
Community Asset Committee	Means a Community Asset Committee established by a Council under section 65 of the <i>Local Government Act 2020</i> .
Audit and Risk Committee	Means the Audit and Risk Committee established by a Council under section 53 of the <i>Local Government Act 2020</i> .
Advisory Committee	Means any committee established by the Council, other than a delegated committee, that provides advice to the Council; or a delegated committee; or a member of Council staff who has been delegated a power, duty or function of the Council under section 47 of the <i>Local Government Act 2020</i> .

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CM reference	D22/150812	Date of adoption	29 June 2022
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Specific Purpose Committee	Means any committee created for a discrete and specific purpose to review an issue or undertake a project and report back to Council or Chief Executive Officer. This type of committee may also facilitate networking among the membership on a subject of mutual benefit.
Non-discretionary Committee	Means any committee created to comply with a statutory obligation.
Committee of Management	Means a committee where council has been appointed under the <i>Crown Land (Reserves) Act 1978</i> to manage a reserve on behalf of the Minister.
External Committees	Means a committee established by another entity (not Council).
Committee Member	A person appointed to a committee. A committee member could be a Councillor, community member, an organisational representative or an officer (or a combination of these).
Crown Land Reserve	Public land that has been set aside for public purposes for the enjoyment and benefit of the people of Victoria under the <i>Crown Land (Reserves) Act 1978</i> .
Instrument of Delegation	An instrument, in writing, which delegates certain powers and duties and any restrictions, conditions or exceptions entrusted to a delegate by a delegator.
Minutes	Minutes are a written record of what happened at a meeting.
Terms of Reference	Terms of reference provide a framework within which a committee operates. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, meeting frequency, minutes, voting and reporting requirements.

REFERENCES

Local Government Act 2020
Crown Land (Reserves) Act 1978

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CM reference	D22/150812	Date of adoption	29 June 2022
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STATEMENT OF POLICY

Committees are established by Colac Otway Shire to assist the Council in fulfilling its obligations. The various types of committees have different roles and relationships with Council.

The Committee structure at Colac Otway Shire includes:

Committees established by Colac Otway Shire

- Delegated and Joint Delegated Committees
- Community Asset Committees
- Audit and Risk Committee
- Advisory Committees
- Specific Purpose Committees
- Non-discretionary Committees

Committees established by other bodies

- Committees of Management – Crown Land Reserves
- External Committees

Assessment

Prior to establishing any type of committee, or joining an external committee, an assessment needs to be undertaken. Key points to consider, include:

- Purpose and the outcome required (which will determine the appropriate committee type)?
- Current landscape (eg is there another committee that currently exists that serves the same function)?
- Will the proposed committee or Councillor appointment give rise to a significant benefit?
- Is there a cost (monetary or staff time) involved?
- What is Council’s level of control and/or influence?

Establishment of Committees

The following committee types must be established by Council resolution:

- Delegated and Joint Delegated Committees
- Community Asset Committees
- Audit and Risk Committee
- Advisory Committees
- Non-discretionary Committees (unless otherwise specified).

As a minimum governance requirement, Specific Purpose Committees with external appointments, a strategic focus or where a Memorandum of Understanding is required, must be approved by the Executive Management Team. However, specific circumstances may require resolution of Council.

Uncontrolled when printed

CM reference	D22/150812	Date of adoption	29 June 2022
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Appointment to Council Committees and External Committees

While conflicts of interest may arise periodically, no committee member with a general or material conflict of interest relating to the objectives of the Committee, will be appointed.

Appointment of Councillors to committees must be by resolution of Council.

Operation and Review of Committees

Operation and review of the various committees will be detailed in the operational procedure.

Any Occupational Health and Safety issues are to be reported to the Executive Management Team.

APPENDICES

APPENDIX 1: Council Committees Summary Table

RELATED DOCUMENTS

Council Committees Operational Procedure

DOCUMENT CONTROL

Policy owner	Manager Governance and Communications	Division	Executive
Adopted by Council	29 June 2022	Policy Number	18.8
File Number	D22/150812	Review date	June 2026

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CM reference	D22/150812	Date of adoption	29 June 2022
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APPENDIX 1 – Council Committee Summary Table

Council Committees summary table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Delegated Committee	To exercise statutory functions/powers on behalf of Council. Delegated Committees and Joint Delegated Committees are prescribed by the <i>Local Government Act 2020</i> .	Established by a Council resolution with an Instrument of Delegation adopted by Council.	In accordance with s11 of the Local Government Act 2020, the delegation must be reviewed within 12 months after a general election.	Resolution of Council. Minimum two Councillor-members. Chair must be a Councillor who is appointed by either Council or Mayor.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings, pre-meetings and briefings. Informal records to be kept for pre-meetings.	Members must complete a biannual return.	Governance team.	No expiry, however delegation must be reviewed every four years.
Joint Delegated Committees	To exercise statutory functions/powers on behalf of Council. Delegated Committees and Joint Delegated Committees are prescribed by the <i>Local Government Act 2020</i> .	Resolution of Councils.	In accordance with s11 of the Local Government Act 2020, the delegation must be reviewed within 12 months after a general election.	Resolution of Council. At least one Councillor from each Council. Must be chaired by a Councillor.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings, pre-meetings and briefings. Informal records to be kept for pre-meetings.	Members must complete a biannual return and submit to each Council represented on the joint delegated committee.	Determined by the Councils.	As per delegation, however delegation must be reviewed every four years.
Community Asset Committees	Established by Council to manage a community asset in the municipal district.	Resolution of Council. Members by Council resolution or CEO under delegation.	CEO must submit Annual Report to Councillor on Community Asset Committee activities and performance.	No Councillor representation.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings.	Not required. Community members not 'specified persons' pursuant to the <i>Local Government Act 2020</i>	Member of Community Asset Committee	No term, unless specified in the instrument of delegation.
Audit and Risk Committee	Monitor the compliance of Council policies and procedures, financial and performance reporting, monitor and provide advice on risk management and fraud prevention systems and controls and oversee internal and external audit functions. The Audit and Risk Committee is required under the <i>Local Government Act 2020</i> .	Resolution of Council. Audit and Risk Committee Charter also resolution of Council.	Annual assessment of its performance against the Audit and Risk Committee Charter and provide to CEO for tabling at Council meeting. Prepare biannual Audit and Risk Committee report that describes the	Audit and Risk Committee must comprise: - Councillors - Majority of members who are not Councillors of Council and collectively have expertise in financial management and risk and	Independent members not indemnified for decisions – because not a delegated committee. Only make recommendation. Independent members paid a fee.	Bound by Conflict of Interest provisions of the <i>Local Government Act 2020</i> .	Not required. Independent members not 'specified persons' pursuant to <i>Local Government Act 2020</i> .	Governance team.	No expiry term.

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
			<p>activities of the ARC and includes its findings and recommendations and provide to CEO for tabling at Council meeting.</p> <p>Audit and Risk Committee minutes tabled at Council meetings.</p>	<p>experience in public sector management.</p> <ul style="list-style-type: none"> - Not include any person who is a member of Council staff of Council. - The Chair cannot be a Councillor. - Councillors appointed annually by Council resolution. - Independents initial term three years, maximum term nine years. 					
Advisory Committees	<p>Provide valuable information and provide advice in order to facilitate decisions of significance made by Council and in turn support achievements under the Council Plan.</p> <p>Advisory committees are not delegated committees</p> <ul style="list-style-type: none"> • Chief Executive Officer Employment Matters Advisory Committee. • Submissions Committee. • Portfolio Advisory Committees. • Project Advisory Committees. • Program or grant advisory committee. 	Resolution of Council.	<p>Annual review (in line with annual appointment of Councillors to committees).</p> <p>With the exception of the Chief Executive Officer Employment Matters Advisory Committee, at a minimum advisory committees to report annually to Councillor Briefing (For Information Only).</p>	<p>All members appointed by Council resolution.</p> <p>Community representatives appointed following public EOI process for a defined period.</p> <p>Councillor representative appointed annually.</p> <p>Chief Executive Officer Employment Matters Advisory Committee - Independent member (non-voting) appointed by Council and paid a fee.</p>	Community members not indemnified for decisions - because not a delegated committee. Only make recommendation.	<p>If a Councillor is at the meeting then Informal Meeting of Councillors Record required</p> <p>All voting members must disclose any Conflicts of Interest.</p>	<p>Not required.</p> <p>Independent members not 'specified persons' pursuant to <i>Local Government Act 2020</i>.</p>	<p>Chief Executive Officer Employment Matters Advisory Committee - Manager People and Culture.</p> <p>All others provided by the department whose functions are most aligned to the committee's objectives.</p>	<p>Chief Executive Officer Employment Matters Advisory Committee – no expiry specified in Terms of Reference.</p> <p>All others will depend on purpose.</p>

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Specific Purpose Committees	<p>Created for a discrete and specific purpose and their role is to review an issue or undertake a project and report back to Council or Chief Executive Officer. They may also facilitate networking among the membership on a subject of mutual benefit. This group of committees includes</p> <ul style="list-style-type: none"> • Interest Groups. • Working Groups. • Reference Groups. • Steering Committees. • Partnership Groups. • Project Consultative Committees. • Project Control Groups. • Community Reference Groups. • Friends Groups. <p>These are not delegated committees.</p>	As a minimum governance requirement, Specific Purpose Committees with external appointments, a strategic focus or where a Memorandum of Understanding is required, must be approved by the Executive Management Team. However, depending on required outcome, may require resolution of Council.	<p>Frequency of reporting and review aligned to the purpose/objective.</p> <p>Executive Management Team, Councillor Briefing or General Manager.</p>	Based on purpose and objectives.	Committee specific.	<p>Where Councillors are appointed to Specific Purpose Committees established by Colac Otway Shire, Informal Meeting of Councillors Record will be required (under auspices of Council).</p> <p>Required to declare any Conflicts of Interest.</p>	Not applicable.	Provided by the department whose functions are most aligned to the committee's objectives	<p>Depends on type of committee and purpose.</p> <p>Fixed term or time specific or project based.</p>
Non-Discretionary Committees	<p>To comply with a statutory obligation.</p> <p>(<i>Planning and Environment Act 1987</i> – maybe more under other legislation such as Water Act etc)</p>	Established by Council resolution unless otherwise specified.	In line with established terms (ie planning permit).	Where Councillor representation required, appointment by Council resolution.	Not applicable.	Required to declare any Conflicts of Interest.	Not applicable.	Provided by the department whose functions are most aligned to the committee's objectives.	Term of committee will depend on statutory obligations.

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Other Bodies									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Committees of Management – Crown Land Reserves	Council is appointed under the <i>Crown Land (Reserves) Act 1978</i> to manage a number of reserves on behalf of the Minister and has responsibility and authority to manage, improve, maintain and control the reserve.	Established by DELWP under <i>Crown Land (Reserves) Act 1978</i>	Required to report damage to a building or facility and any serious breach of a lease.	No Councillor appointment.	Determined by establishing body.	Not applicable.	Not applicable.	Committee of Management.	Determined by DELWP.
External Committees	These are community or industry based committees that operate with their own Terms of Reference or mandate where Council has been invited to participate in partnership or as a community advocate.	Determined by the founding body.	Updates provided verbally at Councillor Briefing where a Councillor is a member.	Determined by founding body. Appointments by Council resolution. Frequency depends on committee.	Not applicable.		Not required.	Not provided by Council.	Determined by the founding body.

Council Committees Summary Table



COUNCIL POLICY

18.8 – COUNCIL COMMITTEES

Responsible Officer: Executive Officer Governance **Due for Review:** 2030

PURPOSE

To provide a framework for:

- Assessing, establishing, managing and reviewing Committees formed by Colac Otway Shire.
- Representation on external Committees and appointment.

SCOPE

This policy:

- Sets out the framework and arrangement of committees across Colac Otway Shire Council.
- Defines the requirements for committees established by **Council**.
- Defines the requirements for appointing **Councillors** to committees (both internal and external).

RATIONALE

Committees are established by Colac Otway Shire to assist the **Council** in fulfilling its obligations. The various types of committees have different roles and relationships with **Council**. This policy sets out for the framework for such Committees.

STATEMENT OF POLICY

The Committee structure at Colac Otway Shire includes:

Committees established by Colac Otway Shire

- Delegated and Joint Delegated Committees
- Community Asset Committees
- Audit and Risk Committee
- Advisory Committees
- Specific Purpose Committees
- Non-discretionary Committees

Committees established by other bodies

- Committees of Management – Crown Land Reserves
- External Committees

Assessment

Prior to establishing any type of committee, or joining an external committee, an assessment needs to be undertaken. Key points to consider, include:

- Purpose and the outcome required (which will determine the appropriate committee type)?
- Current landscape (e.g. is there another committee that currently exists that serves the same function)?
- Will the proposed committee or **Councillor** appointment give rise to a significant benefit?
- Is there a cost (monetary or staff time) involved?
- What is Council’s level of control and/or influence?

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Policy No.	18.8	Record No.	xx	Date Adopted	xx
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Establishment of Committees

The following committee types must be established by **Council resolution**:

- **Delegated** and Joint **Delegated Committees**
- **Community Asset Committees**
- **Audit and Risk Committee**
- **Advisory Committees**
- Non-discretionary Committees (unless otherwise specified).

As a minimum governance requirement, Specific Purpose Committees with external appointments, a strategic focus or where a Memorandum of Understanding is required, must be approved by the Executive Management Team. However, specific circumstances may require **resolution of Council**.

Appointment to Council Committees and External Committees

While **conflicts of interest** may arise periodically, no committee member with a general or material conflict of interest relating to the objectives of the Committee, will be appointed.

Appointment of **Councillors** to committees must be by **resolution of Council**.

Operation and Review of Committees

Operation and review of the various committees will be detailed in the operational procedure.

Any Occupational Health and Safety issues are to be reported to the Executive Management Team.

Requirements of Committees

Requirements and functions of committees will be specified in the individual **Terms of Reference** or Instrument for each committee.

DEFINITIONS

Terms presented in **bold italics** in this policy represent terms used across multiple Council policies and their definitions are detailed in the “*Council Policy Terms and Definitions*” document located on Council’s website www.colacotway.vic.gov.au.

- Agenda** An agenda sets out the items to be discussed at a meeting.
- Specific Purpose Committee** Means any committee created for a discrete and specific purpose to review an issue or undertake a project and report back to Council or Chief Executive Officer. This type of committee may also facilitate networking among the membership on a subject of mutual benefit.
- Non-discretionary Committee** Means any committee created to comply with a statutory obligation.
- Committee of Management** Means a committee where council has been appointed under the *Crown Land (Reserves) Act 1978* to manage a reserve on behalf of the Minister.
- External Committees** Means a committee established by another entity (not Council).

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Policy No.	18.8	Record No.	xx	Date Adopted	xx
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Committee Member	A person appointed to a committee. A committee member could be a Councillor, community member, an organisational representative or an officer (or a combination of these).
Crown Land Reserve	Public land that has been set aside for public purposes for the enjoyment and benefit of the people of Victoria under the <i>Crown Land (Reserves) Act 1978</i> .
Instrument of Delegation	An instrument, in writing, which delegates certain powers and duties and any restrictions, conditions or exceptions entrusted to a delegate by a delegator.
Minutes	Minutes are a written record of what happened at a meeting.
Terms of Reference	Terms of reference provide a framework within which a committee operates. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, meeting frequency, minutes, voting and reporting requirements.

APPENDICES

- APPENDIX 1: Council Committees Summary Table

RELATED DOCUMENTS AND PROCEDURES

- Council Committees Operational Procedure (18.8a)

REFERENCES

Local Government Act 2020
Crown Land (Reserves) Act 1978

DOCUMENT HISTORY

Version	Document History	Approved by	Date
2	Reviewed and Adopted	Council	29 June 2022
3	Reviewed and Adopted	Council	

Uncontrolled when printed

Policy No.	18.8	Record No.	xx	Date Adopted	xx
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APPENDIX 1 – Council Committee Summary Table

Council Committees summary table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Delegated Committee	To exercise statutory functions/powers on behalf of Council. Delegated Committees and Joint Delegated Committees are prescribed by the <i>Local Government Act 2020</i> .	Established by a Council resolution with an Instrument of Delegation adopted by Council.	In accordance with s11 of the Local Government Act 2020, the delegation must be reviewed within 12 months after a general election.	Resolution of Council. Minimum two Councillor-members. Chair must be a Councillor who is appointed by either Council or Mayor.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings, pre-meetings and briefings. Informal records to be kept for pre-meetings.	Members must complete a biannual return.	Governance team.	No expiry, however delegation must be reviewed every four years.
Joint Delegated Committees	To exercise statutory functions/powers on behalf of Council. Delegated Committees and Joint Delegated Committees are prescribed by the <i>Local Government Act 2020</i> .	Resolution of Councils.	In accordance with s11 of the Local Government Act 2020, the delegation must be reviewed within 12 months after a general election.	Resolution of Council. At least one Councillor from each Council. Must be chaired by a Councillor.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings, pre-meetings and briefings. Informal records to be kept for pre-meetings.	Members must complete a biannual return and submit to each Council represented on the joint delegated committee.	Determined by the Councils.	As per delegation, however delegation must be reviewed every four years.
Community Asset Committees	Established by Council to manage a community asset in the municipal district.	Resolution of Council. Members by Council resolution or CEO under delegation.	CEO must submit Annual Report to Councillor on Community Asset Committee activities and performance.	No Councillor representation.	Council must keep all members indemnified. (Indemnity provisions (s43 <i>Local Government Act 2020</i>))	All members must disclose Conflict of Interest at meetings.	Not required. Community members not 'specified persons' pursuant to the <i>Local Government Act 2020</i>	Member of Community Asset Committee	No term, unless specified in the instrument of delegation.
Audit and Risk Committee	Monitor the compliance of Council policies and procedures, financial and performance reporting, monitor and provide advice on risk management and fraud prevention systems and controls and oversee internal and external audit functions. The Audit and Risk Committee is required under the <i>Local Government Act 2020</i> .	Resolution of Council. Audit and Risk Committee Charter also resolution of Council.	Annual assessment of its performance against the Audit and Risk Committee Charter and provide to CEO for tabling at Council meeting. Prepare biannual Audit and Risk Committee report that describes the	Audit and Risk Committee must comprise: - Councillors - Majority of members who are not Councillors of Council and collectively have expertise in financial management and risk and	Independent members not indemnified for decisions – because not a delegated committee. Only make recommendation. Independent members paid a fee.	Bound by Conflict of Interest provisions of the <i>Local Government Act 2020</i> .	Not required. Independent members not 'specified persons' pursuant to <i>Local Government Act 2020</i> .	Governance team.	No expiry term.

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
			<p>activities of the ARC and includes its findings and recommendations and provide to CEO for tabling at Council meeting.</p> <p>Audit and Risk Committee minutes tabled at Council meetings.</p>	<p>experience in public sector management.</p> <ul style="list-style-type: none"> - Not include any person who is a member of Council staff of Council. - The Chair cannot be a Councillor. - Councillors appointed annually by Council resolution. - Independents initial term three years, maximum term nine years. 					
Advisory Committees	<p>Provide valuable information and provide advice in order to facilitate decisions of significance made by Council and in turn support achievements under the Council Plan.</p> <p>Advisory committees are not delegated committees</p> <ul style="list-style-type: none"> • Chief Executive Officer Employment Matters Advisory Committee. • Submissions Committee. • Portfolio Advisory Committees. • Project Advisory Committees. • Program or grant advisory committee. 	Resolution of Council.	<p>Annual review (in line with annual appointment of Councillors to committees).</p> <p>With the exception of the Chief Executive Officer Employment Matters Advisory Committee, at a minimum advisory committees to report annually to Councillor Briefing (For Information Only).</p>	<p>All members appointed by Council resolution.</p> <p>Community representatives appointed following public EOI process for a defined period.</p> <p>Councillor representative appointed annually.</p> <p>Chief Executive Officer Employment Matters Advisory Committee - Independent member (non-voting) appointed by Council and paid a fee.</p>	<p>Community members not indemnified for decisions - because not a delegated committee. Only make recommendation.</p>	<p>If a Councillor is at the meeting then Informal Meeting of Councillors Record required</p> <p>All voting members must disclose any Conflicts of Interest.</p>	<p>Not required.</p> <p>Independent members not 'specified persons' pursuant to <i>Local Government Act 2020</i>.</p>	<p>Chief Executive Officer Employment Matters Advisory Committee - Manager People and Culture.</p> <p>All others provided by the department whose functions are most aligned to the committee's objectives.</p>	<p>Chief Executive Officer Employment Matters Advisory Committee – no expiry specified in Terms of Reference.</p> <p>All others will depend on purpose.</p>

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Colac Otway Shire									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Specific Purpose Committees	<p>Created for a discrete and specific purpose and their role is to review an issue or undertake a project and report back to Council or Chief Executive Officer. They may also facilitate networking among the membership on a subject of mutual benefit. This group of committees includes</p> <ul style="list-style-type: none"> • Interest Groups. • Working Groups. • Reference Groups. • Steering Committees. • Partnership Groups. • Project Consultative Committees. • Project Control Groups. • Community Reference Groups. • Friends Groups. <p>These are not delegated committees.</p>	<p>As a minimum governance requirement, Specific Purpose Committees with external appointments, a strategic focus or where a Memorandum of Understanding is required, must be approved by the Executive Management Team. However, depending on required outcome, may require resolution of Council.</p>	<p>Frequency of reporting and review aligned to the purpose/objective.</p> <p>Executive Management Team, Councillor Briefing or General Manager.</p>	<p>Based on purpose and objectives.</p>	<p>Committee specific.</p>	<p>Where Councillors are appointed to Specific Purpose Committees established by Colac Otway Shire, Informal Meeting of Councillors Record will be required (under auspices of Council).</p> <p>Required to declare any Conflicts of Interest.</p>	<p>Not applicable.</p>	<p>Provided by the department whose functions are most aligned to the committee's objectives</p>	<p>Depends on type of committee and purpose.</p> <p>Fixed term or time specific or project based.</p>
Non-Discretionary Committees	<p>To comply with a statutory obligation.</p> <p>(<i>Planning and Environment Act 1987</i> – maybe more under other legislation such as Water Act etc)</p>	<p>Established by Council resolution unless otherwise specified.</p>	<p>In line with established terms (ie planning permit).</p>	<p>Where Councillor representation required, appointment by Council resolution.</p>	<p>Not applicable.</p>	<p>Required to declare any Conflicts of Interest.</p>	<p>Not applicable.</p>	<p>Provided by the department whose functions are most aligned to the committee's objectives.</p>	<p>Term of committee will depend on statutory obligations.</p>

Council Committees Summary Table

APPENDIX 1 – Council Committee Summary Table

Committees Established by Other Bodies									
Committee	Purpose	Establishment	Reporting/Review required	Committee member appointment and length of term	Indemnity	Informal Meeting of Councillors Record and Conflict of Interest	Personal Interest Return requirement	Administration support	Term of committee
Committees of Management – Crown Land Reserves	Council is appointed under the <i>Crown Land (Reserves) Act 1978</i> to manage a number of reserves on behalf of the Minister and has responsibility and authority to manage, improve, maintain and control the reserve.	Established by DELWP under <i>Crown Land (Reserves) Act 1978</i>	Required to report damage to a building or facility and any serious breach of a lease.	No Councillor appointment.	Determined by establishing body.	Not applicable.	Not applicable.	Committee of Management.	Determined by DELWP.
External Committees	These are community or industry based committees that operate with their own Terms of Reference or mandate where Council has been invited to participate in partnership or as a community advocate.	Determined by the founding body.	Updates provided verbally at Councillor Briefing where a Councillor is a member.	Determined by founding body. Appointments by Council resolution. Frequency depends on committee.	Not applicable.		Not required.	Not provided by Council.	Determined by the founding body.

Council Committees Summary Table

Item: 7.6

Endorsement of the Age-Friendly Victoria Declaration

OFFICER	Ashish Sitoula
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	<ol style="list-style-type: none"> 1. Victorian- Government-and- Municipal- Association- of- Victoria- Age-friendly- Victoria- Declaration- [7.6.1 - 1 page] 2. Age-friendly-victoria-declaration---statement-of-support-and-partner-endorsement [7.6.2 - 1 page]

1. PURPOSE

This report seeks Council endorsement of the Age-Friendly Victoria Declaration signed by the Victorian State Government and the Municipal Association of Victoria.

2. EXECUTIVE SUMMARY

The Age-Friendly Victoria Declaration is a joint initiative of the Victorian Government and Municipal Association of Victoria. The Declaration is based on the Age-Friendly Cities Framework developed by the World Health Organization and provides a foundation to support inclusive, accessible and liveable communities that enable people to age well.

Colac Otway Shire has a higher-than-average ageing population, with a median age of 45 years and a significant proportion of residents (31%) aged over 60. The demographic trend of a higher proportion of residents being elderly is expected to continue to increase, thereby increasing demand for more accessible infrastructure, diversity of housing options, better and timely access to health services, and opportunities for social connection and participation.

Endorsing the Declaration will strengthen Council's commitment to proactive planning for an ageing community and aligns with key strategic outcomes included in the Council Plan 2025-29 (including an action in the 2025-26 Annual Action Plan), and the Municipal Public Health and Wellbeing Action Plan 2025-29, in addition to a range of planning and infrastructure strategies of Council.

3. RECOMMENDATION

That Council:

- 1. Endorses the Age-Friendly Victoria Declaration signed by the Victorian Government and the Municipal Association of Victoria.**
- 2. Requests that the Chief Executive Officer inform the Municipal Association of Victoria and the relevant Victorian Government Departments of Council's endorsement of the Age-Friendly Victoria Declaration.**
- 3. Notes that an event will be conducted at an appropriate time for the Mayor to formally sign the Age-Friendly Victoria Declaration in the presence of relevant stakeholders and community members.**

4. KEY INFORMATION

An ageing population is a significant demographic trend and reality, globally and within Victoria, with people living longer and remaining active within their communities for longer periods. This trend is particularly relevant to Colac Otway Shire, which has an older age profile compared to the Victorian average.

The Age-Friendly Victoria Declaration, signed on 14 April 2016 by the Victorian Government and the Municipal Association of Victoria (MAV), provides a framework for Local Governments in Victoria to proactively respond to these demographic changes. The Declaration is attached as Attachment 1 and 48 Victorian Local Governments have signed on to and endorsed this declaration to date. The Declaration is informed by the World Health Organization's *Global Age-friendly Cities: A Guide* (online link: [Global age-friendly cities: a guide](#)) publication. This guide identifies eight key domains including:

- Built environment
- Transport
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

It recognises that:

- Older people are valuable contributors to community life.
- Communities must adapt to support people to age in place.
- Inclusive planning benefits all age groups.
- Local government plays a critical leadership role in shaping age-friendly environments.

According to the 2021 Census:

- Colac Otway Shire has a population of approximately 22,400 residents.
- The median age is 45 years, significantly higher than the Victorian median of 38 years.

- Approximately 24% of the population is aged 65 years and over, compared to 22.3% across regional Victoria.
- Around 31% of residents are aged over 60 years, highlighting a strong ageing trend within the community.
- The proportion of older residents is increasing, with notable growth in the 70–74 age group between 2016 and 2021.

These figures demonstrate that Colac Otway Shire has:

- A higher proportion of older residents than the state average.
- An ageing population trend that is accelerating.
- Increasing demand for age-friendly infrastructure, services and community supports.

The demographic profile of Colac Otway Shire reinforces the importance of adopting a structured, strategic and collaborative approach to planning for an ageing community through endorsement of the Age-Friendly Victoria Declaration. The demographic trends discussed earlier are expected to continue, increasing demand for accessible infrastructure, housing diversity, health services, and opportunities for social participation.

Council has recognised the importance of this and included the endorsement and signing of the Age-Friendly Victoria Declaration as an action item in its 2025-26 Annual Action Plan, which supports the implementation of the Council Plan 2025-29. This is also reflected in the Municipal Public Health and Wellbeing Action Plan 2025-29.

Endorsing the Declaration will strengthen Council's commitment to proactive planning for an ageing community and aligns with key strategic documents including the Council Plan, Municipal Public Health and Wellbeing Action Plan, and, for different current and emerging planning and infrastructure strategies.

The Statement of Support and Partner Endorsement document published by the Victorian Government and the Municipal Association of Victoria is attached as Attachment 2.

5. CONSIDERATIONS

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

This report aligns with the overarching governance principles in that it considers outcomes for the whole municipality including future generations.

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)

Officers have met with U3A and Colac Area Health representatives to discuss the age-friendly cities framework and the process that Council will follow to consider endorsing the Declaration.

U3A Colac and U3A Apollo Bay had provided a written submission during the development of the Council Plan 2025-29 regarding the endorsement. They have provided Council with a

subsequent letter supporting this approach. In addition, Colac Area Health has also endorsed this and expressed their support in writing for Council to sign the Declaration.

Public Transparency (s58 LGA 2020)

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 1 - PLACE

1.2 - Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments

1.3 - Make it safe and easy to get around the Shire

1.4 - Ensure our region offers a diversity of economic opportunities supported by an array of housing options

Theme 2 - PEOPLE

2.1 - Work with partners to ensure important services like employment, health and education are readily available.

2.2 - Build greater community connection through social, cultural, and recreational opportunities.

2.3 - Identify and advocate for increased support for vulnerable communities, and vulnerable and socially disadvantaged members of our communities, wherever possible

2.4 - Promote and enable healthy behaviours

2.5 - Ensure opportunities for greater community connections for multicultural and First Nations groups within our Shire

3.1 - Elevate the efficiency and effectiveness of our Council

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

3.3 - Build and maintain effective working relationships with all levels of government

3.4 - Communicate and engage positively and clearly with the community

3.5 - Develop and refine policies that support the health and wellbeing of the community

The 2025-26 Annual Action Plan includes an action to “Support the Global Age Friendly Cities declaration.”

Financial Management (s101 Local Government Act 2020)

There are no direct financial implications to Council in endorsing the Age-Friendly Victoria Declaration. Actions arising will be incorporated into existing planning and budgets.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Officers will communicate the decision of Council with key stakeholders including U3A (Colac and Apollo Bay), Colac Area Health and Great Ocean Road Health.

It is proposed that a small community forum be organised in October 2026 to formally sign the Declaration, which would coincide with the Victorian Seniors Festival.

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 signing of the Age-Friendly Victoria Declaration.

This option is recommended as endorsement of the Declaration is an action in the 2025-26 Annual Action Plan and in the Municipal Public Health and Wellbeing Action Plan 2025-29. By signing the Declaration, Council further demonstrates its support for our aging population.

Option 2 – Do not endorse the signing of the Age-Friendly Victoria Declaration.

This option is not recommended as signing the Declaration further demonstrates its support for our aging population. The Declaration will strengthen Council's commitment to proactive planning for an ageing community.

Victorian Government and
Municipal Association of Victoria

AGE-FRIENDLY VICTORIA

DECLARATION

Vision

The vision of the Victorian Government and the Municipal Association of Victoria in signing this Declaration is for better state and local planning for the creation of age-friendly communities. This is the focus of our shared activities on common goals and directions.

Population ageing is a world-wide phenomenon as a consequence of increasing life expectancy. In Victoria, people are living longer and many of today's young Victorians will live beyond 90, even 100, years. We need to create communities that respond to this significant social change and better support people as they age.

It is vital that governments focus on the opportunities as well as the challenges of an ageing population. While older people contribute significantly to our communities, there is more to be done to support and develop the roles and contributions of older people. Ageing populations require actions that promote quality of life and wellbeing, value the contributions that older people make to their communities, remove barriers to participation, and enable people to 'age in place' and maintain local connections and community belonging.

Age-friendly communities encourage active ageing and optimise opportunities for good health, social and economic participation and personal security. They recognise the great diversity of our older population, promote inclusion of older people and respect their decisions and lifestyle choices. They involve service providers, businesses, community leaders and older people in planning to meet ageing-related needs. They enhance quality of life for people as they age, and benefit the whole community.

Local government plays a key role in planning and establishing age-friendly communities and has been assisted in this by the Victorian Government in collaboration with the Municipal Association of Victoria. The Victorian approach is informed by the World Health Organization's *Age-friendly Cities* framework, and the experience of councils' use of World Health Organization's information and tools.

Experience shows that the best way to strengthen the age-friendly capacity of local communities is through partnerships between seniors, governments, communities, businesses, services and support agencies. In partnership with the Municipal Association of Victoria, the Victorian Government has been supporting local government since 2006 with initiatives aimed at improving their capacity to plan for and support seniors, and to create communities that better accommodate their ageing populations.

This partnership approach has raised the awareness of ageing across both levels of government, improved knowledge and understanding of international age-friendly cities and communities, and created local age-friendly initiatives. This Declaration builds on these strengths and furthers the partnership between state and local government to continue to support and assist Victorian councils to create age-friendly communities.



Martin Foley MP
Minister for Housing, Disability and Ageing
Date: 14 April 2016



Cr Bill McArthur
President, Municipal Association of Victoria

Commitment

The Victorian Government and the Municipal Association of Victoria will build the age-friendly capacity of local communities by:

1. **promoting an age-friendly Victoria** through the role and achievements of local government in creating age-friendly communities and providing leadership to encourage local councils and stakeholders to develop the principles of the age-friendly cities and community directions
2. **supporting** state and local planning processes to create age-friendly communities and using the knowledge, information and tools available through the World Health Organization's Global Network of Age-friendly Cities
3. **providing** local councils with leading advice, expertise, access to networks, policy information and other support to encourage local age-friendly initiatives
4. **empowering** seniors' involvement in local age-friendly initiatives by assisting councils to develop active engagement structures and models of localised seniors community input
5. **encouraging** seniors to get involved in areas they see as important such as local community transport, volunteering, community participation, diversity of housing options, seniors safety, technology access and lifelong learning
6. **addressing** the built environment, transport, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services for age-friendly communities as listed in the 2008 World Health Organization's *Age-friendly Cities: A Guide*
7. **valuing** stakeholder engagement and working together to promote and strengthen partnerships with peak bodies, community organisations, businesses, retailers and council-run facilities.



Victorian Government and
Municipal Association of Victoria

AGE-FRIENDLY VICTORIA

DECLARATION

Statement of Support and Partner Endorsement

Vision

The vision of the Victorian Government and the Municipal Association of Victoria in signing this Declaration is for better state and local planning for the creation of age-friendly communities. This is the focus of our shared activities on common goals and directions.

Commitment

The Victorian Government and the Municipal Association of Victoria will build the age-friendly capacity of local communities by:

1. **promoting an age-friendly Victoria** through the role and achievements of local government in creating age-friendly communities and providing leadership to encourage local councils and stakeholders to develop the principles of the age-friendly cities and community directions
2. **supporting** state and local planning processes to create age-friendly communities and using the knowledge, information and tools available through the World Health Organization's Global Network of Age-friendly Cities
3. **providing** local councils with leading advice, expertise, access to networks, policy information and other support to encourage local age-friendly initiatives
4. **empowering** seniors' involvement in local age-friendly initiatives by assisting councils to develop active engagement structures and models of localised seniors community input
5. **encouraging** seniors to get involved in areas they see as important such as local community transport, volunteering, community participation, diversity of housing options, seniors safety, technology access and lifelong learning
6. **addressing** the built environment, transport, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services for age-friendly communities as listed in the 2008 World Health Organization's *Age-friendly Cities: A Guide*
7. **valuing** stakeholder engagement and working together to promote and strengthen partnerships with peak bodies, community organisations, businesses, retailers and council-run facilities.

The undersigned organisation:

- fully endorses and supports the vision of the Age-Friendly Victoria Declaration for better state and local government planning
- recognises the integral role of older people in achieving an age-friendly Victoria and commits to the ongoing involvement of older people
- endorses the importance of partnerships between government, the community and the business sectors in working together
- agrees to work in partnership with the Victorian Government and/or the Municipal Association of Victoria to achieve an age-friendly Victoria.

Signature

.....

Name

.....

Position

.....

Organisation

.....

Date

.....



Item: 7.7

Microsoft Licencing Renewal

OFFICER	Rikk Price
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	Nil

1. PURPOSE

To review and award the tender for Microsoft Software Licencing for the next three years.

2. EXECUTIVE SUMMARY

A Request for Tender (RFT) for the renewal of the Microsoft Licensing was released to ensure Council's Microsoft software is compliant and licensed. The RFT was advertised via Vendor Panel using the Municipal Association of Victoria (MAV) panel contracts. This contract is for a period of three (3) years, starting on 1 July 2026 and ending on 30 June 2029.

Three companies responded to the tender each providing two licencing options, making a total of six proposals that were assessed. The assessment was made solely on the Total Cost of Ownership (TCO) to Council with the assessment based on the current licenced modules, projected across the contract term of three years.

The recommended tenderer is within the operational budget allocation.

3. RECOMMENDATION

That Council:

- 1. Awards RFT 2624 – Microsoft Licencing to Tenderer 1 for the tendered price, as per the confidential attachment to this report.**
- 2. Authorises the Chief Executive Officer to sign the contract following award of RFT 2624 – Microsoft Licencing.**
- 3. Authorises the Chief Executive Officer to perform all roles of the Principal.**
- 4. 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 Councils Website.**

4. KEY INFORMATION

Council is required to license software that is utilised. The Microsoft software provides the operating system for Councils computers and servers as well as security, email and productivity tools, including telephony. Microsoft licencing is provided by one of three Australian partners. To ensure that the pricing was as competitive as possible, Council used the Municipal Association of Victoria (MAV) procurement panel, which provides whole of government pricing.

Each vendor partner was invited to make a submission showing the total cost to Council over the full contract term, based on the licencing quantity and types utilised by Council in May 2026. The vendors were given the option of making a submission using either of the two current Microsoft licencing models, or a combination of them, to achieve the best outcome for Council. As a result, each of the three tenderers submitted two proposals and each of the six tender submissions were evaluated.

The assessment was based on the minimising the cost to Council. The lowest and highest cost both came from 'Tenderer 1' but were based on different licencing models. The recommendation to Council is to award the tender to the tenderer and model that presents the lowest cost over the contract period of three years.

5. CONSIDERATIONS

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

The overarching governance principles are:

1. Council decisions are to be made and actions taken in accordance with the relevant law - Licencing and intellectual property.
2. Priority is to be given to achieving the best outcomes for the municipal community, including future generations - Through achieving the best value for money outcomes.
3. Innovation and continuous improvement is to be pursued - Through identifying and proposing alternative licencing models.
4. Collaboration with other Councils and Governments and statutory bodies is to be sought - With an economy of scale achieved through releasing this tender through MAV, to achieve whole of government pricing.
5. The ongoing financial viability of the Council is to be ensured - Through assessing based of achieving the lowest TCO.

6. the transparency of Council decisions, actions and information is to be ensured – Through ensuring probity in the decision making and taking this to Council for their consideration.

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

- Copyright act 1968 (Cth)
- Patents Act 1990 (Cth)
- Contract law - the products are licensed for a period, not sold: Microsoft retains ownership of the software itself.

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 tender was conducted at arms length using an existing procurement panel where all pricings and schedules of rate negotiations were done by the MAV, independent of Colac Otway.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 Local Government Act 2020)

The total budget allocated to this project is provided (funded) through the operational software budget. The acceptance of the submission provided by 'Tenderer 1' is within the allocated budget.

Service Performance (s106 Local Government Act 2020)

Not applicable – as the product is a commodity that does not vary between vendors.

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 – Adopt/endorse the Tender

This option is recommended by officers as the submission from “Tenderer 1” provides Council with the best value for money.

Option 2 – Adopt/endorse the Tender, allocating it to another vendor

This option is not recommended by officers as this does not provide Council the best value for money and beyond price there is no differentiation between tenderers.

Option 3 – Do not adopt/endorse the tender

This option is not recommended by officers as Council will not be licenced to use any computers or systems that use Microsoft software.

Item: 7.8

Governance Report - Monthly

OFFICER	Matilda Hardy-Smith / Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Unconfirmed Audit and Risk Committee Meeting Minutes 21 May 2026 [7.8.1 - 21 pages] 2. Informal Meeting of Councillors - Council Meeting Preparation - 26 May 2026 [7.8.2 - 3 pages] 3. Informal Meeting of Councillors - Councillor Briefing 2 June 2026 [7.8.3 - 2 pages] 4. Informal Meeting of Councillors - Councillor Briefing 9 June 2026 [7.8.4 - 2 pages] 5. Informal Meeting of Councillors - Pre Planning & Submissions - 9 June 2026 [7.8.5 - 2 pages] 6. Informal Meeting of Councillors - Councillor Briefing 16 June 2026 [7.8.6 - 4 pages]

1. PURPOSE

The purpose of this report is to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

2. EXECUTIVE SUMMARY

The Governance practices being reported on in this report are:

- 21 May 2026 Audit and Risk Committee Meeting unconfirmed minutes
- Appointing members to the Swan Marsh Hall and Tennis Reserve Community Asset Committee and revocation of one member.
- Response to LGBTIQ+ Advisory Committee Petition
- Calling of an Unscheduled Council Meeting on 14 July 2026
- Informal meetings of Councillors Records: 26 May 2026 to 16 June 2026

3. RECOMMENDATION

That Council:

1. ***That Council receives for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes dated 21 May 2026 (Attachment 1).***
2. ***Add membership for Allan Osborne, Tracey Manson, Tracey Whytcross, Ross Manson, Chloe Cook, Edwina Brien and Ann-Maree Convery to the Swan Marsh Hall and Tennis Reserve Community Asset Committee.***
3. ***Revoke membership for John Janssens from the Swan Marsh Hall and Tennis Reserve Community Asset Committee.***
4. ***Notes a summary of the officer response to the LGBTIQA+ Advisory Committee Petition tabled at Council meeting on 26 August 2025.***
5. ***Calls an Unscheduled Council Meeting on 14 July 2026 commencing at 1.30pm, held in person at COPACC Meeting Rooms 1 & 2 specifically to consider potential applications to Sport and Recreation Victoria's Local Sports Infrastructure Fund.***
6. ***Notes the Informal Meeting of Councillors records for the period of 26 May 2026 to 16 June 2026.***

4. KEY INFORMATION

Council has introduced this monthly Governance Report, to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

Audit and Risk Committee Meeting Unconfirmed Minutes 21 May 2026

The Audit and Risk Committee Charter (adopted by Council on 25 February 2025), requires that the draft minutes of each meeting be presented to the next practicable Council meeting.

The Audit and Risk Committee (ARC) play 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.

If the ARC 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 ARC will confirm any unconfirmed minutes at its next meeting.

The unconfirmed minutes of the Audit and Risk Committee held on 21 May are presented at Attachment 1.

Update to Community Asset Committees

Colac Otway Shire Council is currently supported by 20 Community Asset Committees (CACs), which have been appointed to manage a range of public halls, recreation reserves, and sporting facilities across the municipality.

In accordance with Section 65 of the *Local Government Act 2020*, Council is requested to approve changes to the membership of various Community Asset Committees (CAC). These changes include the revocation of existing memberships and the appointment of new members, ensuring continued community representation and effective local governance of Council-managed facilities.

For committee memberships appointed by Council resolution prior to 27 November 2024, revocation of membership must also occur via Council resolution. For appointments made since 27 November 2024, memberships are considered to cease upon the resignation of the member. However, the authority to appoint and revoke committee memberships may be delegated to the Chief Executive Officer to enable a more efficient and timely administrative process.

This report seeks for Council to add Allan Osborne, Tracey Manson, Tracey Whytcross, Ross Manson, Chloe Cook, Edwina Brien and Ann-Maree Convery to the Swan Marsh Hall and Tennis Reserve Community Asset Committee. This report also seeks to revoke membership for John Janssens from the Swan Marsh Hall and Tennis Reserve CAC.

Response to LGBTIQA+ Advisory Committee Petition

A petition was tabled at the 26 August 2026 meeting requesting that Council establish an LGBTIQA+ Advisory Committee. Council resolved to refer the petition to the CEO for preparation of a response as per clause 37.1 of Council's Governance Rules.

Officers responded on behalf of the CEO and acknowledged the importance of representation, inclusion and meaningful engagement. The response also advised that following careful consideration, officers determined that Council was not in a position to establish a standalone LGBTIQA+ Advisory Committee, for the following key reasons:

- Under Councils Committees Policy, advisory committees are typically established where there is a statutory requirement, a clearly defined legislative role, or a demonstrated need for ongoing technical or specialist advice directly linked to Council's regulatory or operational responsibilities. The request did not meet any of these requirements
- Council already has a range of established engagement, consultation and advisory mechanisms that are designed to consider matters of access, equity and inclusion across multiple communities, including LGBTIQA+ residents. Creating a separate advisory committee can risk duplicating existing structures and fragmenting advice, rather than strengthening integrated and inclusive decision-making.

While Council won't be establishing a dedicated LGBTIQA+ Advisory Committee, this decision does not diminish Council's commitment to equity, diversity and inclusion. Council

demonstrates this commitment through a range of existing policies, strategies, programs and services, which include:

- Diversity, Access and Inclusion or Equity Strategies which guide Council's approach to inclusive service delivery, community engagement and organisational practice as guided by different legislative frameworks such as the Local Government Act 2020, Gender Equality Act 2020, Disability Act 2006, and the Charter of Human Rights and Responsibilities Act 2006.
- Community engagement policy that prioritises inclusive consultation to ensure the voices of marginalised and under-represented groups are actively sought in decision-making processes.
- Inclusive service design, ensuring that Council facilities, programs and communications are welcoming, accessible and respectful of diverse gender identities and sexual orientations.
- Staff training and organisational policies that promote safe, respectful and inclusive workplaces, including anti-discrimination, bullying and harassment policies.
- Partnerships with community organisations and service providers, including those that work directly with LGBTIQ+ communities, to inform service planning and community wellbeing initiatives.
- Targeted programs, events and awareness activities, delivered or supported by Council, that celebrate diversity and promote community understanding and inclusion

Calling of an Unscheduled Council Meeting on 14 July 2026

Sport and Recreation Victoria has recently released the latest round of the Local Sports Infrastructure Fund. Time periods have reduced for this round and applications close on 28 July 2026. Council typically considers and endorses applications to external funding programs and therefore it's recommended that Council schedules an Unscheduled Meeting on 14 July 2026 to consider any potential applications to this funding program.

The meeting will be held in person at COPACC Meeting Rooms 1 & 2, commencing at 1.30pm.

Informal Meetings of Councillor Records

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.

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

Council Meeting Preparation	26 May 2026
Councillor Briefing	2 June 2026
Councillor Briefing	9 June 2026
Planning Committee / Submissions Committee Preparation	9 June 2026
Councillor Briefing	16 June 2026

5. CONSIDERATIONS

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

- (i) the transparency of Council decisions, actions and information is to be ensured

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

Local Government Act 2020 (Vic)

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 information must be understandable and accessible to members of the municipal community and public awareness of the availability of Council information must be facilitated.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of our Council

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 *Local Government Act 2020*)

Not applicable.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Unscheduled Council Meeting – should Council resolve to hold this meeting on 14 July 2026, Councils website will be updated to promote this meeting and details will be provided on various social media channels, including an advertisement in the local newspaper.

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.

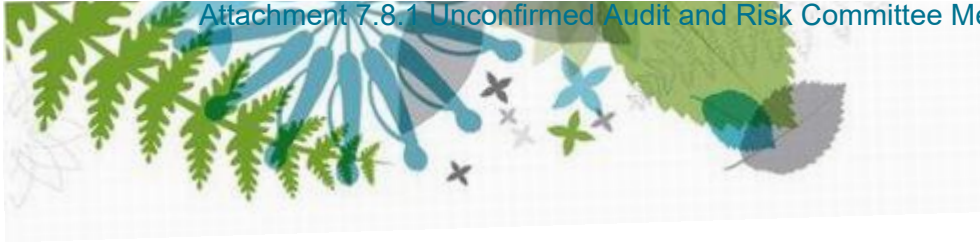
Options

Option 1 – Adopt the officers recommendation.

This option is recommended by officers to add membership to Community Asset Committees and to ensure Council meets the deadline for the Local Sports Infrastructure Fund application deadline.

Option 2 – Not adopt the officers recommendation.

This option is not recommended by officers as members of Community Asset Committees are volunteers in our community and perform valuable work to maintain Councils assets and not resolving to hold the Unscheduled Council Meeting would mean that Council would miss out on the Local Sports Infrastructure Fund.



AUDIT AND RISK COMMITTEE MEETING

MINUTES

Thursday 21 May 2026

at 2:00 PM

COPACC

95 - 97 Gellibrand Street, Colac



COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Thursday 21 May 2026

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**COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE
MEETING**

MINUTES of the **AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE**
held at COPACC on Thursday 21 May 2026 at 2:00 PM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Cr Jason Schram (departed at 2.36pm)
Cr Phil Howard
John Gavens (Chair) (online)
Melissa Field
Richard Trigg (online)
Andrew Tenni, Chief Executive Officer
Emma Lowes, General Manager Corporate Services
Doug McNeill, General Manager Infrastructure and Operations
Ian Seuren, General Manager Community and Economy
Anita Craven, Executive Officer Governance
Azam Mahmood, Manager Financial Services
Belinda Rocka, Governance Officer
Andrew Zavitzanos - Internal Auditor (online) (attended for Internal Audit items only)
Nick Bell - External Auditor (online) (departed at 3pm)

Mikael Blyth - Manager Program Delivery - Item 7.3 and Item 7.10 (online)
Rikk Price - Manager Information Technology - Item 7.6
Andrew Mifsud - Manager People and Culture - Item 7.7
David Hildebrand - Coordinator Asset Management - Item 7.9
Kanishka Gunasekara - Manager Assets and Engineering - Item 7.10

3 APOLOGIES

John Sutherland, Shivam Goel, Mark Cervantes and Natasha Skurka

4 DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

That the Audit and Risk Committee confirm the minutes from the Audit and Risk Committee Meeting held on 12 March 2026

6 BUSINESS ARISING FROM THE PREVIOUS MEETING

6.1 Action Items - 12 March 2026 ARC meeting

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Notes the actions from the 12 March 2026 meeting at Attachment 1*
- 2. Notes the Audit and Risk Committee complete and incomplete resolutions and actions since 12 March 2026 at Attachments 2 and 3.*

Items were considered out of order.



Item: 7.1
Chief Executive Officers Report

CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

RECOMMENDATION

That the Audit and Risk Committee note the Chief Executive Officer's report.

RESOLVED UNANIMOUSLY



Item: 7.2

Internal Audit - Internal Audit Findings Status Update (CR 4.5.6)

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Closed Internal Audit Actions [7.2.1 - 10 pages]2. ARC Outstanding High Risk Internal Audit Actions [7.2.2 - 11 pages]

RECOMMENDATION

That the Audit and Risk Committee note the report on outstanding internal audit actions.

RESOLVED UNANIMOUSLY



Item: 7.3

**Financial and Performance Reporting - Q3 -
Quarterly Performance Report - January to March
2026 (CR 4.1.5)**

OFFICER	Belinda Rocka / Azam Mahmood / Mikael Blyth
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Q3 Quarterly Performance Report January to March 2026 (1) [7.3.1 - 41 pages]

RECOMMENDATION

That the Audit and Risk Committee notes the Quarterly Performance Report for the third quarter 2025-26, for the period 1 January 2026 to 31 March 2026.

RESOLVED UNANIMOUSLY



Item: 7.4
Risk Management - Risk Management Framework update

OFFICER	Natasha Skurka / Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Colac Otway Shire Draft Strategic Risk Entries [7.4.1 - 1 page]2. Colac Otway Shire Draft Operational Risk Register Entries [7.4.2 - 3 pages]

RECOMMENDATION

That the Audit and Risk Committee notes the progress to date on the review of the Risk Management Framework.

RESOLVED UNANIMOUSLY



Item: 7.5

Risk Management - Fraud and Corruption Framework (CR 4.2.2)

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

RECOMMENDATION

That the Audit and Risk Committee note the report on Fraud and Corruption Control Framework and awareness training

RESOLVED UNANIMOUSLY



Item: 7.6

Risk Management - Council's current policy and position on AI

OFFICER	Rikk Price
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	1. DRAFT COS AI PRINCIPLES [7.6.1 - 2 pages]

RECOMMENDATION

That the Audit and Risk Committee receive and note this report.

RESOLVED UNANIMOUSLY



Item: 7.7

Risk Management - Work Health Safety

OFFICER	Andrew Mifsud
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	1. Backhoe Incident action plan 7 November 2025 [7.7.1 - 1 page] 2. Gellibrand Incident Action Plan 21 October 2025 [7.7.2 - 3 pages]

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Notes the progress of actions arising from the two Service and Operations-based safety incidents in 2025, as detailed in the attached investigation action plans.*
- 2. Notes the continued implementation of the WHS "Back to Basics" improvement program.*
- 3. Notes the consultation and forthcoming rollout of an updated Work Health and Safety Policy, aligned to current legislative requirements including psychosocial health and safety, supported by training and education for staff and managers.*

RESOLVED UNANIMOUSLY



Item: 7.8

External Audit - Interim Audit (CR 4.4.3)

OFFICER	Azam Mahmood
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	1. VAGO - I.1 - Interim Management Letter - COSC - FINAL - for ARC review - 5-5-2026 [7.8.1 - 24 pages]

RECOMMENDATION

That the Audit and Risk Committee note the Interim Management Letter.

RESOLVED UNANIMOUSLY



Item: 7.9

External Audit - Asset Valuation Review 2025-26

OFFICER	David Hildebrand
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	1. 2025-26 Asset Valuation Review [7.9.1 - 19 pages] 2. Shepherds Road Asset Valuation Review 2025-26 [7.9.2 - 48 pages]

RECOMMENDATION

That the Audit and Risk Committee note the outcome of the 2025-26 Asset Valuation Review.

RESOLVED UNANIMOUSLY



Item: 7.10

External Audit - Results of 2024-25 Audits Local Government

OFFICER	Anita Craven / Azam Mahmood / Kanishka Gunasekara / Mikael Blyth
GENERAL MANAGERS/CEO	Andrew Tenni Doug McNeill Emma Lowes
DIVISION	Corporate Services Executive Infrastructure and Environment
ATTACHMENTS	Nil

RECOMMENDATION

That the Audit and Risk Committee note Councils response to the recommendation and observation from the VAGO 2024-25 Audit Local Government.

RESOLVED UNANIMOUSLY



Item: 7.11
Compliance Management - Monitors Report
Progress Report

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Final Monitors Report - Status Report May 2026 [7.11.1 - 4 pages]

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Notes the status report of progress against the Municipal Monitors Report recommendations dated May 2026, and that the report will be tabled with Council on 26 May 2026.***
- 2. Notes the report will also be made public via Councils website and a copy will be sent to the Minister for Local Government after being tabled at Council Meeting.***

RESOLVED UNANIMOUSLY



Item: 7.12
Internal Audit - Strategic Internal Audit Plan
Progress (CR 4.5.3)

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Colac Internal Audit Progress Rpt May 2026 ARC meeting [7.12.1 - 1 page]

RECOMMENDATION

That the Audit and Risk Committee note the progression of the annual internal audit plan for the current year.

RESOLVED UNANIMOUSLY



Item: 7.13

**Internal Audit - Food and health Act Internal Audit
MAPP**

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Food Act Compliance and Health Act Compliance - Memorandum of Audit Planning - MAP v 3.0 MC issued - [7.13.1 - 7 pages]

RECOMMENDATION

That the Audit and Risk Committee note the MAP for the Food Act Compliance and Health Act Compliance Internal Audit.

RESOLVED UNANIMOUSLY



Item: 7.14

Compliance Management - Curious Eyes Report

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Curious Eyes ARC May 2026 Crowe Publication of Interest January Ma [7.14.1 - 13 pages]

RECOMMENDATION

That the Audit and Risk Committee note this report.

RESOLVED UNANIMOUSLY



Item: 7.15

Reporting Responsibilities - Chair Report to Audit Committee (CR 6.3.2)

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Bi annual ARC Report to Council of Colac Otway April 2026 [7.15.1 - 7 pages]

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Receives for information the Colac Otway Shire Audit and Risk Committee biannual report dated 14 May 2026.***
- 2. Requests the Chief Executive Officer table the Colac Otway Shire Audit and Risk Committee biannual report dated 14 May 2026, at the Council meeting scheduled for 23 June 2026 in accordance with requirements of the Local Government Act 2020.***

RESOLVED UNANIMOUSLY



Item: 7.16
Meeting Schedule - Work Plan 2026

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. ARC Work Plan 2026 - 14 May 2026 [7.16.1 - 2 pages] 2. ARC August 2026 Agenda - 14 May 2026 ARC [7.16.2 - 2 pages]

RECOMMENDATION

That the Audit and Risk Committee:

- 1. Notes the 2026 Audit and Risk Committee Work Plan at Attachment 1*
- 2. Notes the items listed in the 2026 Audit and Risk Committee Work Plan for 13 August 2026 meeting at Attachment 2.*

RESOLVED UNANIMOUSLY



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 26 May 2026

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, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Steven Lionakis, Nicole Frampton, Stephen Parker, Heidi Taylor, Kanishka Gunasekara.
External attendees:
Nil
Apologies:
Nil
Absent:

Meeting Commenced at: 11.42am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 6.1 - PP124/2024-1 - 365 Mooleric Road OMBERSLEY - Use and Development of the Land for Industry (Stone Processing Facility) and Reduction of Carparking Requirements	Does work for the applicant and an objector to the application.



Council Meeting Preparation – 26 May 2026 (continued)		
Time	Item	Attendees
11.44am	<p>Item 6.1 - PP124/2024-1 - 365 Mooleric Road OMBERSLEY - Use and Development of the Land for Industry (Stone Processing Facility) and Reduction of Carparking Requirements</p> <p><i>Cr Schram declared a COI and left the room at 11.44am</i></p> <p><i>Cr Potter left the meeting at 12.08pm and did not return</i></p>	<p>Steven Lionakis Kanishka Gunasekara</p>
12.08pm	<p>Item 6.2 - Amendment C131cola - Anomalies Amendment</p> <p><i>Cr Schram returned to the room at 12.08pm</i></p>	<p>Steven Lionakis</p>
12.09pm	Item 7.1 - Project Budget Adjustments and Cash Reserve Transfers	
12.10pm	Item 7.2 - Public Art EOI – Recommendation for Funding Allocation	<p>Heidi Taylor</p>
12.11pm	Item 7.3 - Draft Economic Development Framework – Public Exhibition	<p>Heidi Taylor</p>
12.12pm	Item 7.4 - Colac Otway Shire Football (Soccer) Facilities Feasibility Study	<p>Stephen Parker Nicole Frampton</p>
12.15pm	Item 7.5 - Finalisation of Disaster Recovery Program – 2021 and 2022 Storm Events	
12.24pm	Item 7.6 - Transfer of Lease - Hangar 1	
12.26pm	Item 7.7 - Revocation of Governance Policies - Confidential Information & Internal Audit Control	
12.26pm	Item 7.8 - Governance Report – Monthly	



Council Meeting Preparation – 26 May 2026 (continued)

12.27pm	Item 8.1 - Q3 - Quarterly Performance Report - January to March 2026	
12.27pm	Item 8.2 - Municipal Monitor Report Recommendations - Status Report on Implementation	
12.27pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 2 June 2026

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, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd (by videoconference), Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Anita Craven Darren Graham, Brendan Walsh, Heidi Taylor, Azam Mahmood, Jan Coventry, Jed Christian, Jen Featherstone, Natasha Skurka, Dora Novak, Adrian Whitehead, Mikael Blyth (by videoconference).
External attendees:
Jason Flynn (external consultant – airfield strategy) Tim Gleeson and Barrie Walder - Valuers
Apologies:
Emma Lowes
Absent:
Nil

Meeting Commenced at: 9.58am

Declarations of Interest: NIL



Council Briefing Meeting – 2 June 2026 (continued)		
Time	Item	Attendees
9.58am – 11.10am	Colac Airfield Site Visit & Briefing on Airfield Strategy – with external consultant Jason Flynn <i>Cr Howard and Cr De Deugd were not present.</i>	Darren Graham, Brendan Walsh, Heidi Taylor, Jason Flynn (external)
	Travel back to COPACC meeting rooms.	
11.33am	Item 1.2 - Valuer presentation on Properties within the Shire <i>Cr Howard (in person) and Cr De Deugd (by videoconference) arrived at the meeting at 11.33am Cr De Deugd left the meeting at 11.37am, returned 11.38am</i>	Tim Gleeson and Barrie Walder (external) Azam Mahmood, Jan Coventry, Jed Christian & Jen Featherstone
12.04pm	Item 1.6 - 2026-27 DRAFT Annual Action Plan <i>Cr De Deugd left the meeting at 12.07pm, returned at 12.08pm Cr Hudgell left the meeting at 12.06pm, returned at 12.08pm</i>	Anita Craven
12.27pm	Lunch	
12.50pm	Item 1.3 - Risk Appetite Statements <i>Cr Schram left the meeting at 12.59pm, returned at 1.08pm C Hudgell left the meeting at 1.21pm, returned at 1.29pm</i>	Natasha Skurka Anita Craven
1.31pm	Item 1.4 - Additional EV Charging Options Update - Apollo Bay and across the Shire <i>Cr De Deugd left the meeting at 1.34pm, returned at 1.35pm Cr De Deugd left the meeting at 1.44pm, returned at 1.45pm Cr De Deugd left the meeting at 1.46pm, returned at 1.48pm</i>	Dora Novak, Adrian Whitehead
1.48pm	Item 1.5 - Project Funding and Procurement Challenges	Mikael Blyth (by videoconference)
1.56pm	General Business	
2.01pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 9 June 2026

Time: 10.30am

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, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Azam Mahmood, Jan Coventry, Belinda Rocka
External attendees:
Mark Davies
Apologies:
Cr Zoe Hudgell
Absent:
Nil

Meeting Commenced at: 10.32am

Declarations of Interest: NIL



Council Briefing Meeting – 9 June 2026 (continued)		
Time	Item	Attendees
10.33am	2026-27 Budget Discussion	Azam Mahmood
10.44am	Item 1.1 – Privacy Policy	Belinda Rocka
10.45am	COPACC Lease <i>Cr Potter left the room at 10.49am, returned 10.50am</i> <i>Cr Schram arrived to the meeting at 10.49am</i> <i>Ian Seuren arrived to the meeting at 11.10am</i>	
11.11am	Item 1.2 – Rating and Revenue Plan	Mark Davies (external) Azam Mahmood Jan Coventry
12.06pm	Meeting Closed	



Informal Meeting of Councillors Record

Pre Planning & Submissions Committee Preparation

Date: 9 June 2026

Time: 12pm

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, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven Steven Lionakis, Rashil Pradhan, Kanishka Gunasekara, Azam Mahmood
External attendees:
Nil
Apologies:
Cr Zoe Hudgell
Absent:
Nil

Meeting Commenced at: 12.07pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 4.2 – Planning – PP124/2024-1 365 Mooleric Road, Ombersley	Company performs work for the applicant and some of the objectors.
Cr Buchanan	General	Item 5.3 – Submissions – PP4/2026-1 260 Warrowie Road, Irrewarra	Councillors son is the applicant.



Pre Planning & Submissions Committee Preparation (continued)		
Time	Item	Attendees
12.08pm	<p>Planning Committee:</p> <ul style="list-style-type: none"> • Item 4.1 - PP129/2023-1 at 507 Blue Johanna Road JOHANNA - Use and development for a Dwelling and associated building and works, and use and development for an Agricultural Building (Retrospective) and Agriculture (Grazing) • Item 4.3 – Amendment C131cola - Anomalies Amendment • Item 4.2 – PP124/2024-1 - 365 Mooleric Road OMBERSLEY - Use and Development of the Land for Industry (Stone Processing Facility) and Reduction of Carparking Requirements <ul style="list-style-type: none"> ○ <i>Cr Schram declared a COI with this item and left the room at 12.10pm, returned at 12.16pm when discussion had concluded.</i> 	<p>Steven Lionakis Rashil Pradhan Kanishka Gunasekara</p>
12.16pm	<p>Submissions Committee:</p> <ul style="list-style-type: none"> • Item 5.3 – PP4/2026-1 - 260 Warrowie Road IRREWARRA <ul style="list-style-type: none"> ○ <i>Cr Buchanan declared a COI with this item and left the room at 12.16pm, returned at 12.20pm when discussion had concluded.</i> • Item 5.1 - Draft Road Upgrade Policy Submissions • Item 5.2 – 2026-27 Draft Budget - Community Submissions - Round 2 	<p>Steven Lionakis Rashil Pradhan Kanishka Gunasekara</p>
12.25pm	Meeting Closed	



Informal Meeting of Councillors

Councillor Briefing

Date: 1 May 2024

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgeell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgeell, Cr Mick McCrickard, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven,
Matilda Hardy-Smith, Azam Mahmood, Belinda Rocka, Steve O'Dowd, Katrina Kehoe, Ashish Sitoula (by videoconference), Dora Novak
External attendees:
Anne-Marie Cade (Councillor Professional Development) David Semmens (GRLC)
Apologies:
Cr Chrissy De Deugd
Absent:
Nil

Meeting Commenced at: 10am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Potter	General	1.5 – Colac Otway Shire Grants Program 2026-27 and Trees for Farms Grants Program – Allocation of Funds	Member of the Colac Show and Shine club who have applied for a grant.
Andrew Tenni (CEO)	Material	1.5 – Colac Otway Shire Grants Program 2026-27 and Trees for Farms Grants	Is on the board of Colac Area Health who has applied for a grant.



Name	Type of Disclosure	Item	Reason
		Program – Allocation of Funds	
Anita Craven	Material	1.5 – Colac Otway Shire Grants Program 2026-27 and Trees for Farms Grants Program – Allocation of Funds	Is on the board of Are Able who have applied for a grant.



Council Briefing Meeting – 16 June 2026 (continued)		
Time	Item	Attendees
10.00am – 12.00pm	Councillors Professional Development - Working together effectively	Anne-Marie Cade
12.00pm – 12.30pm	Lunch	
12.30pm	Item 1.2 - Geelong Regional Library Corporation - Transition to a new corporate structure	David Semmens (external)
12.59pm	Item 1.3 - For Exhibition - 18.8 Council Committees policy	Matilda Hardy-Smith
1.13pm	Item 1.4 - 2026-27 Budget Document Final Preview	Azam Mahmood
1.25pm	Break	
1.31pm	Item 1.5 - Colac Otway Shire Grants Program 2026-27 and Trees for Farms Grants Program - Allocation of Funds <i>Cr Potter declared a COI and left the room at 1.31pm, returned 1.33pm</i> <i>Cr McCrickard left the room at 1.55pm, returned 1.57pm</i> <i>Cr Buchanan left the meeting at 2.29pm and did not return.</i>	Steve O'Dowd Katrina Kehoe
2.50pm	Item 1.6 - Community Satisfaction Survey 2026 Results	Belinda Rocka
2.54pm	Item 1.7 - Endorsement of the Age-Friendly Victoria Declaration <i>Cr Howard left the room at 2.56pm, returned at 2.57pm</i>	Ashish Sitoula (videoconference)
2.57pm	Item 1.8 - Confirmation of Waste Contract Terms <i>Cr Hudgell left the room at 3.10pm, returned 3.12pm</i>	Dora Novak
3.12pm	Item 1.9 - Councillor Support	
3.20pm	General Business	



Council Briefing Meeting – 16 June 2026 (continued)		
FIO	Item 1.10 - 2026-27 Annual Action Plan	
FIO	Item 1.11 - Microsoft Licencing Renewal	
3.25pm	CEO and Councillor Only Time	
3.35pm	Meeting Closed	

Item: 8.1

2026-27 Annual Action Plan

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. FINAL 2026-27 Annual Action Plan [8.1.1 - 11 pages]

1. PURPOSE

For Council to note the 2026-27 Annual Action Plan.

2. EXECUTIVE SUMMARY

The 2026-27 Annual Action Plan is the 2nd annual operational plan for the organisation to deliver against the Council Plan 2025-2029.

Progress against the Annual Action Plan is reported quarterly to Councils Audit and Risk Committee, Council and is placed onto Councils Website.

3. RECOMMENDATION

That Council notes the 2026-27 Annual Action Plan (Attachment 1).

4. KEY INFORMATION

Council adopts a Council Plan every four years, as per Section 90 of the Local Government Act, and under Section 89 (2) (e) Strategic Planning Principles of the Local Governance Act requires Council to ensure that *'strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances'*

The 2026-27 Annual Action Plan provides the vehicle for Council to address this, as it includes:

- Annual actions that have been developed to implement the strategic objectives of the Council Plan, and
- Once noted by Council with the adoption of the annual budget is reported quarterly Councils Audit and Risk Committee, to Council and is placed onto Councils Website.

The 2026-27 Annual Action Plan is the 2nd annual operational plan for the organisation to deliver against the Council Plan 2025-2029, and this year has been extended to include

measures for each annual action. This improvement is to enable better understanding & resourcing of what is to be achieved during the FY and allows for more transparent reporting on progress against the action.

The 2026-27 Annual Action Plan (**Attachment 1**) outlines 48 actions for the organisation to focus on delivering to achieve the Council Plan objectives in year 2 of the plan.

It includes key actions that have been funded via the draft 2026-27 budget and the ongoing implementation of multi-year projects that commenced in the 2025-26 FY, including:

5. CONSIDERATIONS

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

i) the transparency of Council decisions, actions and information is to be ensured.

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

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)

Is aligned to deliver on resourcing outlined in the draft 2026-27 Council budget which has been developed with Community input.

Public Transparency (s58 LGA 2020)

(c) Council information must be understandable and accessible to members of the municipal community;

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of our Council

3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 Local Government Act 2020)

All actions being recommended in the 2026-27 Final Annual Action Plan are funded via the final 2026-27 budget.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Council officers will be responsible for implementation of the plan throughout the year, with quarterly reporting on progress to Councils Audit & Risk Committee, Council and the via 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 – Note the 2026-27 Annual Action Plan

This option is recommended by officers as the 2026-27 Annual Action Plan has been developed to align with the 2026-27 budget and documents the key actions to be delivered in the 2nd year of the 2025-2029 Council Plan.

Option 2 – Note the 2026-27 Annual Action Plan with amendments

This option is not recommended by officers as the amendments may not align with the budget and Council Plan objectives and would therefore be at risk of not being achievable in the 2026-27 financial year.



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DRAFT

Acknowledgement

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

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

Annual Action Plan

Council Plan 2025-2029

Council formally adopted the Council Plan 2025-2029 at a Council meeting held on October 14 2025. 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 deliberative engagement process as part of the development of the Council Plan, informs the choice of major projects and activities that Council identifies as its highest priorities.

Community Engagement

Development of the Council Plan 2025-2029 included a comprehensive community engagement process. The engagement process included:

- 13 Focus groups
- 6 pop up sessions across various locations
- 6 drop in sessions
- 4 on line sessions
- Community survey
- Community panel sessions
- Councillor workshops
- Exhibition of the draft Council Plan 2025-2029.

The Community Vision 2050 and Council Plan 2025-2029 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 2025-2029 Strategic Themes

There are three themes in the Council Plan:

Theme One: Place

Our Shire boasts a regional city by the lake, coastal towns and riverside villages in which residents and visitors alike enjoy the variety of experiences and services on offer. It is easy and fulfilling to live here, allowing people to lead their best lives.

Theme Two: People

Our Council and community work together to support the growth of our Shire. We make the most of the opportunities that growth presents, with the aim of improving the wellbeing of all who call our Shire home, without losing the local community spirit that makes our region great.

Theme Three: Prosperity

Our Shire is a place of continual improvement and investment, which builds on its strengths and creates new opportunities as it evolves. Visitors stay and play longer, residents enjoy diverse work, while new businesses are drawn here for the variety of opportunities and experiences on offer.

Annual Action Plan

Annual Plan 2026-27

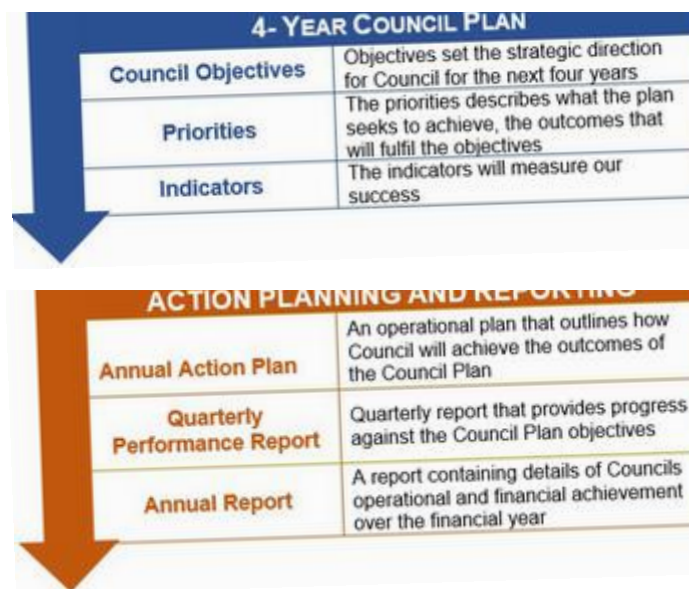
The Annual Plan 2026-27 is an operational plan that outlines how Council will work towards achieving the outcomes of the Council Plan 2025-2029 in the first financial year.

As part of the Council Plan 2025-2029, 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 – PLACE

	Four-year Strategies	Year 2 Actions 2026-27	Year 2 Measure
Objective 1: Our Shire is a great place to live, work and belong			
1.1	Enliven and beautify our townships and natural environments	<ul style="list-style-type: none"> Complete the Apollo Bay Structure Plan Review. 	<ul style="list-style-type: none"> Council adoption of revised Structure Plan.
		<ul style="list-style-type: none"> Implement the Greenlinks Revegetation program at Barongarook Creek in Colac. 	<ul style="list-style-type: none"> Finalise revegetation works along Barongarook Creek between Murray Street and Forest Street.
		<ul style="list-style-type: none"> Develop plans for streetscape improvements in Bromfield Street, Colac to align with proposed renewal works. 	<ul style="list-style-type: none"> Detailed designs prepared.
1.2	Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments	<ul style="list-style-type: none"> Undertake the Bluewater Leisure Centre Electrification project. 	<ul style="list-style-type: none"> Project completed.
		<ul style="list-style-type: none"> Upgrade to Robertson Street, Colac playspace 	<ul style="list-style-type: none"> Community consultation completed, construction commenced.
		<ul style="list-style-type: none"> Prepare designs for the Lake Colac Foreshore Regional Playspace. 	<ul style="list-style-type: none"> Cultural Heritage Management Plan Design Development Plan completed
		<ul style="list-style-type: none"> Colac Bike Park Construction 	<ul style="list-style-type: none"> Detailed design completed, construction commenced.
		<ul style="list-style-type: none"> Construct a dog park at Colac's Central Reserve. 	<ul style="list-style-type: none"> Construction completed.
		<ul style="list-style-type: none"> Develop Drainage Policy 	<ul style="list-style-type: none"> Policy adopted.
1.3	Make it safe and easy to get around the Shire	<ul style="list-style-type: none"> Implement drainage improvements to address flood risk. 	<ul style="list-style-type: none"> Completed works at the corner of Murray and Armstrong Streets, Colac and in Pascoe Street, Apollo Bay
		<ul style="list-style-type: none"> Install new toilet facilities at the Irrewillipe Recreation Reserve. 	<ul style="list-style-type: none"> Works completed.
		<ul style="list-style-type: none"> Implement approved road safety upgrades under the State Government's Safer Local Roads and Streets program. 	<ul style="list-style-type: none"> Deliver program within agreed grant milestones.
		<ul style="list-style-type: none"> Implement a Footpath Extension Program 	<ul style="list-style-type: none"> New sections of urban footpath in locations as per Council decision.

Theme 1 – PLACE

	Four-year Strategies	Year 2 Actions 2026-27	Year 2 Measure
Objective 1: Our Shire is a great place to live, work and belong			
		<ul style="list-style-type: none"> • Implement a Road Upgrade Program for sealing unsealed roads. • Undertake renewal of road infrastructure as part of Council's Asset Renewal program. 	<ul style="list-style-type: none"> • Commence implementation. • Reconstruction and widening of Swan Marsh Stoneyford Road. • Reconstruction of Deepdene Road. • Completion of Asphalt Overlay, Major Patch, Reseal of Sealed Roads, Resheet of Unsealed Roads and Kerb and Channel Replacement Programs.
1.4	Ensure our region offers a diversity of economic opportunities supported by an array of housing options	<ul style="list-style-type: none"> • Participate in the Colac Otway Adaptable Precincts Project relating to Colac and Apollo Bay, funded by the Federal Government's Regional Precincts and Partnerships program. 	<ul style="list-style-type: none"> • Development concepts finalised and planning permits issued by State Government.

Theme 2 – PEOPLE

	Four-year Strategies	Year 2 Actions 2026-27	Year 2 Measure
Objective 2: Our community is vibrant, healthy and supported			
2.1	Work with partners to ensure important services like employment, health, and education are readily available	<ul style="list-style-type: none"> Support the implementation of Year 2 actions from the Municipal Health and Wellbeing Action Plan. 	<ul style="list-style-type: none"> Number of priority actions progressed by Council and stakeholders.
2.2	Build greater community connection through social, cultural, and recreational opportunities	<ul style="list-style-type: none"> Prepare designs for the potential redevelopment of Colac's Lake Oval Clubrooms. 	<ul style="list-style-type: none"> Designs completed.
2.3	Identify and advocate for increased support for vulnerable and socially disadvantaged members of our communities, wherever possible	<ul style="list-style-type: none"> Support local networks that advocate for increased support for vulnerable and socially disadvantaged members of the community 	<ul style="list-style-type: none"> Participate in local network meetings.
2.4	Promote and enable healthy behaviours	<ul style="list-style-type: none"> This strategy is covered by actions in the Municipal Health and Wellbeing Action Plan and does not have a separate action. 	<ul style="list-style-type: none"> This strategy is covered by actions in the Municipal Health and Wellbeing Action Plan and does not have a separate action.
2.5	Ensure opportunities for greater community connections for multicultural and First Nations groups within our Shire	<ul style="list-style-type: none"> Partner with community organisations, and the Colac Multicultural Association to promote programs for multicultural people in the Shire. Proactively engage with Traditional owner groups to strengthen connections 	<ul style="list-style-type: none"> Report on Council's support to the community organisations. Report on engagement with Traditional owner groups

Theme 2 – PEOPLE

Objective 3: Our Council governs progressively and sustainably for all			
3.1	Elevate the efficiency and effectiveness of our Council	<ul style="list-style-type: none"> Implement Customer Experience improvement program. 	<ul style="list-style-type: none"> Programs live and measures in place.
		<ul style="list-style-type: none"> Review the four-year Revenue and Rating Plan 	<ul style="list-style-type: none"> Adopted Plan.
		<ul style="list-style-type: none"> Progress service reviews for priority areas, determined through discussion with Councillors. 	<ul style="list-style-type: none"> As per Council endorsed plan.
		<ul style="list-style-type: none"> Explore opportunities to dispose of surplus Council land and/or assets. 	<ul style="list-style-type: none"> Identification and assessment of surplus land and/or assets completed. Disposal opportunities documented and progressed in line with Council policy and governance requirements.
		<ul style="list-style-type: none"> Complete the Planning Scheme Review. 	<ul style="list-style-type: none"> Approved by Planning Minister.
		<ul style="list-style-type: none"> Review Council's Resource Recovery and Waste Strategy. 	<ul style="list-style-type: none"> Determine the future of the transfer station at Alvie.
3.2	Make well-informed, transparent decisions for the betterment of the community through best-practice governance	<ul style="list-style-type: none"> Implement response provided to the recommendations from the Monitors report. 	<ul style="list-style-type: none"> All recommendations from the Municipal Monitors Final Report have been completed.
		<ul style="list-style-type: none"> Implement key actions from the revised Domestic Animal Management Plan 2025. 	<ul style="list-style-type: none"> Investigate increasing the cat curfew to 24 hours. Review the dogs on leash areas in towns.
3.3	Build and maintain effective working relationships with all levels of government	<ul style="list-style-type: none"> Advocate to government in accordance with Council's advocacy priorities. 	<ul style="list-style-type: none"> Councillors and officers to actively promote Council priorities in the lead up to the State Government election.

Theme 2 – PEOPLE

Objective 3: Our Council governs progressively and sustainably for all			
3.4	Communicate and engage positively and clearly with the community	<ul style="list-style-type: none"> Undertake minimum of two Community Conversations at townships across the Shire. 	<ul style="list-style-type: none"> Management Team and Councillors conduct open forums at two small towns in the shire.
		<ul style="list-style-type: none"> Review Council's Community Engagement Policy. 	<ul style="list-style-type: none"> Adopted Policy.
		<ul style="list-style-type: none"> Early and effective engagement with the community on emergency preparedness. 	<ul style="list-style-type: none"> Community engagement completed.
3.5	Develop and refine policies that support the health and wellbeing of the community	<ul style="list-style-type: none"> Implement Council's Gender Equity Action Plan and conduct Gender Impact Assessments to inform Council's policies, programs and services. 	<ul style="list-style-type: none"> % of policies, programs and services informed by a Gender Impact Assessment. Proportion of Gender Equity Action Plan actions completed on schedule.

Theme 3 – PROSPERITY

	Four-year Strategies	Year 2 Actions in 2026-27	Year 2 Measure
Objective 4: Our economy is growing and diverse, supporting innovation, new businesses and investments			
4.1	Attract business and government investment to stimulate industry and business growth	<ul style="list-style-type: none"> Develop a new Economic Development Framework. 	<ul style="list-style-type: none"> Framework completed and adopted by Council.
		<ul style="list-style-type: none"> Develop a Strategy for the Colac Aerodrome. 	<ul style="list-style-type: none"> Strategy adopted by Council.
		<ul style="list-style-type: none"> Develop investment-ready planning and prospectus materials for priority sites. 	<ul style="list-style-type: none"> Investment prospectus and supporting feasibility / planning documents developed.
4.2	Protect and leverage our traditional agricultural and manufacturing industries to create new economic opportunities, preparing and responding to changes in the natural environment	<ul style="list-style-type: none"> Implement outcomes of the Saleyards Review. 	<ul style="list-style-type: none"> Undertake repairs to Saleyard lighting and matting. Regular promotion of the saleyards. Opportunities pursued for increased use of the saleyard that leverages the existing facility.
		<ul style="list-style-type: none"> Commence the Rural Housing Policy Review. 	<ul style="list-style-type: none"> Procurement completed and project commenced.
4.3	Build economic opportunities from local arts, culture, sports, science and technology	<ul style="list-style-type: none"> Implement the Public Art program. 	<ul style="list-style-type: none"> Public Art project delivered.
		<ul style="list-style-type: none"> Transition COPACC to a new management arrangement. 	<ul style="list-style-type: none"> Lease executed and new management model implemented.
4.4	Work with key partners to improve the employability of our residents based on the opportunities and networks available	<ul style="list-style-type: none"> Implement relevant actions from the Economic Development Framework. 	<ul style="list-style-type: none"> Progression of priority actions.

Theme 3 – PROSPERITY

Objective 5: Our tourism industry is thriving, with expanded and interlinked experiences			
5.1	Facilitate the growth and diversification of the visitor economy to increase visitation, length of stay and employment outcomes	<ul style="list-style-type: none"> Strengthen destination storytelling and visitor messaging for Colac and inland towns. 	<ul style="list-style-type: none"> Suite of visitor content and messaging updated.
5.2	Enhance the promotion of Colac Otway Shire as a destination	<ul style="list-style-type: none"> In partnership with Great Ocean Road Regional Tourism, undertake a project focussing on Colac and leveraging its important role in the regional visitor economy. 	<ul style="list-style-type: none"> Colac Project campaign rolled out that aligns with Council's broader visitor economy strategies, strengthening connections across the Shire.
5.3	Increase tourism offerings and investment in the Colac Otway Shire through events, products, and attractions	<ul style="list-style-type: none"> Explore opportunities for activating key public spaces through events and programs. 	<ul style="list-style-type: none"> Development of Event Attraction Prospectus, supported by practical community event management tools, guidelines and templates.
5.4	Improve tourism infrastructure that leverages our natural tourism and recreation assets	<ul style="list-style-type: none"> Undertake renewal works at the Red Rock scenic lookout. 	<ul style="list-style-type: none"> Complete renewal works.
		<ul style="list-style-type: none"> Develop a Management Plan for Meredith Park. 	<ul style="list-style-type: none"> Management Plan completed.

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