

Council Meeting Agenda

24 June 2025 at 1pm

COPACC Meeting Rooms 1 and 2

Colac Otway SHIRE

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 24 June 2025

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COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next ***COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL*** will be held at COPACC on Tuesday 24 June 2025 at 1:00 PM.

AGENDA

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

Almighty God, we seek your
blessing and guidance in our
deliberations on behalf of the
people of the Colac Otway Shire.
Enable this Council's decisions to be
those that contribute to the true
welfare and betterment of our community.

AMEN

2 ACKNOWLEDGEMENT OF COUNTRY

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

RECORDING AND PUBLICATION OF MEETINGS

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

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

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

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

3 MEETING ADMINISTRATION

3.1 Present

3.2 Apologies and Leaves of Absence

3.3 Confirmation of Minutes

RECOMMENDATION

That Council confirm the minutes of the Council Meeting held on 27 May 2025.

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 20 June 2025. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. You must ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting. Written questions must be received by 5pm on Friday 20 June 2025
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

Nil.

Colac Otway
SHIRE

Item: 6.1

Development Plan (DPO9) – Hillview, Elliminyt – Development Plan for approval

OFFICER	Bernadette McGovan
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	Development Plan Report Urban Design Masterplan Open Space and Landscape Masterplan Shared Infrastructure Funding Plan Affordable/Key Worker Housing Contribution Plan
ADDRESS AND PROPERTY DETAILS	56 Harris Road, 62A, 62B, 62C and common property associated with 62 Harris Road, 78 and 90 Harris Road and 17, 45, 65 and 85 Colac Lavers Hill Road, Elliminyt
PROPOSAL	'Hillview' Elliminyt Development Plan
TRIGGER FOR DETERMINATION BY COUNCIL	Consideration of Development Plan
ZONE	General Residential Zone (GRZ1)
OVERLAYS	Development Plan Overlay, Schedule 9 (DPO9) - Hillview Elliminyt Development Plan Part Land Subject to Inundation, Schedule 1 (LSIO1)
CULTURAL HERITAGE	N/A

1. PURPOSE

To consider a proposed Development Plan for land at 'Hillview' Elliminyt, which has been submitted to Council for approval. Under Schedule 9 to the Development Plan Overlay (DPO9), a Development Plan must be approved before the land can be subdivided.

This matter was previously considered at the Council meeting held on 29 April 2025. The officer report considered at that meeting has been updated to reflect discussions that have occurred with the proponents since then. The report is the same as that previously considered, apart from those sections in bold throughout the report and the deletion of references to CFA requirements in the recommendation and assessment sections, as those have now been addressed to the CFA's satisfaction.

2. EXECUTIVE SUMMARY

The Hillview Elliminyt Development Plan was previously considered at the Council meeting held on 29 April 2025, when it was resolved that Council:

1. ***Defers consideration of the Development Plan prepared under Schedule 9 to the Development Plan Overlay for 'Hillview' Elliminyt, as per Attachments 1, 2, 3, 4 and 5 to this report, for officers to request that the proponent make the following amendments to the Development Plan:***

    a) ***Any changes required to those documents by the CFA.***
    b) ***The extension westwards of Boronia Way to provide vehicular access to Colac-Lavers Hill Road and to 45 Colac-Lavers Hill Road as part of stage 1 of the Development Plan.***
    c) ***Two vehicular access/egress points being provided to the land from Colac Lavers Hill Road, in addition to the entrance to the Land Lease Community, to the satisfaction of Council and the Department of Transport and Planning.***

2. ***Considers the Development Plan at a future Council or Planning Committee meeting when either the requested changes have been made or the proponent has confirmed either that no revisions are being made or, in the event some changes are made, the amended version of the Development Plan to be considered.***

In accordance with the above resolution, Council officers requested that the above amendments be made to the Development Plan. Following subsequent discussions, the following changes have been made to the Development Plan:

- **Changes required by the CFA to the wording of notations on the Urban Design Masterplan to ensure that egress/access for all vehicles in the event of an emergency is provided on the Land Lease Community's (LLC's) eastern road abuttal.**

- **The staging section of the Development Plan report has been amended to include the following wording:**

    "Irrespective of the staging plan and the staging discussion above, at Council's request, Boronia Way can be vested in Council at a time of Council's choosing. Construction of Boronia Way remains in accordance with staging plan and

discussion above unless Council or another party chooses to deliver those works earlier."

The proponents have also provided the following advice:

- **The extension westwards of Boronia Way to provide vehicular access to Colac Lavers Hill Road and to 45 Colac Lavers Hill Road will <u>not</u> be delivered as part of stage 1 of the Development Plan.**

- **Two vehicular access/egress points will <u>not</u> be provided to the land from Colac Lavers Hill Road, in addition to the entrance to the Land Lease Community.**

It is noted that, since Council considered the matter, the Department of Transport and Planning (DTP) has advised Council that:

"At this stage, without an accompanying and updated Traffic Impacts Assessment Report, it would be premature and inappropriate for DTP to endorse the proposal (for an additional access/egress point on Colac-Lavers Hill Road).

"However, the updated report will also need to address one of DTP's guiding road safety objectives, which is reducing the probability of a crash occurring for all road users by minimising the number of conflict points, and ensuring that all intersections and roads are designed to best practices (eg. providing appropriate sight distance and intersection spacing)."

Council's Infrastructure Department has also advised that, in its opinion, there is insufficient road frontage for an additional, safe access/egress point from Colac Lavers Hill Road.

As required by the above resolution, the amended version of the Development Plan is provided for consideration, with the revised versions of the Development Plan report and Urban Design Masterplan included at Attachments 1 and 2 respectively. The changes to the report include the deletion of references to CFA requirements in the recommendation and under the section of the assessment entitled 'Bushfire Management', as those have now been addressed to the CFA's satisfaction. As noted above, apart from those identified deletions, any sections of the Council report that have been updated are in bold text. No other changes to have been made to the report, or to the other attachments.

<u>Background</u>

The submitted Development Plan, which relates to land at 56, 62, 62A, 62C, 78, and 90 Harris Road, and 17, 45, 65 and 85 Colac Lavers Hill Road, has been prepared in accordance with the requirements of Development Plan Overlay, Schedule 9 (DPO9) – 'Hillview' Elliminyt Development Plan. The objectives of this overlay are:

- *To implement the objectives and strategies of the Colac 2050 Growth Plan where relevant to the land.*
- *To ensure that development and provision of infrastructure occurs in a coordinated and equitable manner.*

It is noted that the proposed future subdivision and development of the land Plan would also rely on, and require works to, two reserves in Council's ownership at 25 Harris Road (drainage

reserve) and 2A Fulford Crescent (public open space reserve); these are in the Public Park and Recreation Zone (PPRZ) and not covered by DPO9.

Development Plan Process

Under the provisions of the parent clause of the Development Plan Overlay, unless allowed by the schedule a permit must not be granted to use or subdivide land, construct a building or construct or carry out works until a Development Plan has been prepared to the satisfaction of the Responsible Authority.

In terms of subdivision, under DPO9 a permit must not be granted to subdivide land except to create a lot for an existing building until a Development Plan has been prepared to the satisfaction of the Responsible Authority. Any such subdivision to create a lot for a building must be a two-lot subdivision or a realignment of a boundary. A permit granted must be generally in accordance with the Development Plan. Two subdivision applications – a multi-lot subdivision of the Development Plan land in accordance with the Development Plan and a two-lot subdivision of the land at 90 Harris Road – are currently with Council for assessment and can be determined if the Development Plan that forms the subject of this report is approved.

Under the provisions of the planning scheme, if the Development Plan submitted for the land has been prepared to the satisfaction of the Responsible Authority, any subsequent planning application generally in accordance with the Development Plan is exempt from specific public notice requirements and objector appeal rights. Any future permit granted must include any conditions or requirements specified in a schedule to this overlay.

Approval of the Development Plan is sought, as required by DPO9, to facilitate the development of approximately 354 residential lots and also an over 55's residential village/Land Lease Community (LLC) in the northwest corner of the DPO9 area. As noted above, planning approval would be required for any future development of the land.

The submitted Development Plan, as required by DPO9, includes:

- An Urban Design Masterplan
- A Road Network and Transport Management Plan
- An Integrated Water Management Plan
- An Open Space and Landscape Masterplan
- A Staging and Infrastructure Delivery Plan
- A Shared Infrastructure Funding Plan
- An Affordable/Key Worker Contribution Plan

The submitted Development Plan is considered to be generally in accordance with the requirements of DPO9. It would ensure that a range of matters are addressed as part of any subdivision of the land including staging, the road network, infrastructure provision, integrated water management, open space and landscape, shared infrastructure costs and affordable/key worker housing. The Development Plan and supporting documents are considered to appropriately address these matters to effectively guide future development.

The views of internal Council departments, external authorities, affected landowners and local residents have been considered as part of this assessment. More detailed technical information would be required at permit application stage, with permit conditions requiring specific implementation of the Development Plan requirements. Future applications would need to be in general conformity with the approved Development Plan and, if so, would be exempt from notice.

3. RECOMMENDATION

That Council:

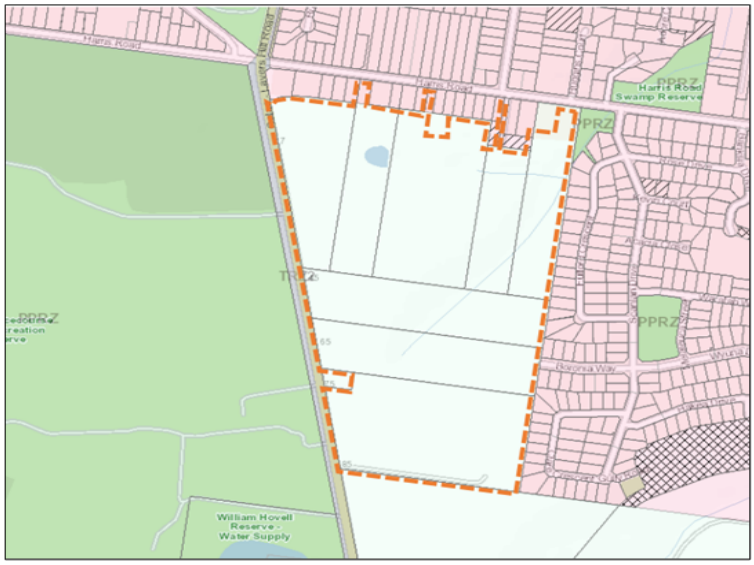
1. ***Approves the Development Plan prepared under Schedule 9 to the Development Plan Overlay for 'Hillview' Elliminyt as per Attachments 1, 2, 3, 4 and 5 to this report.***

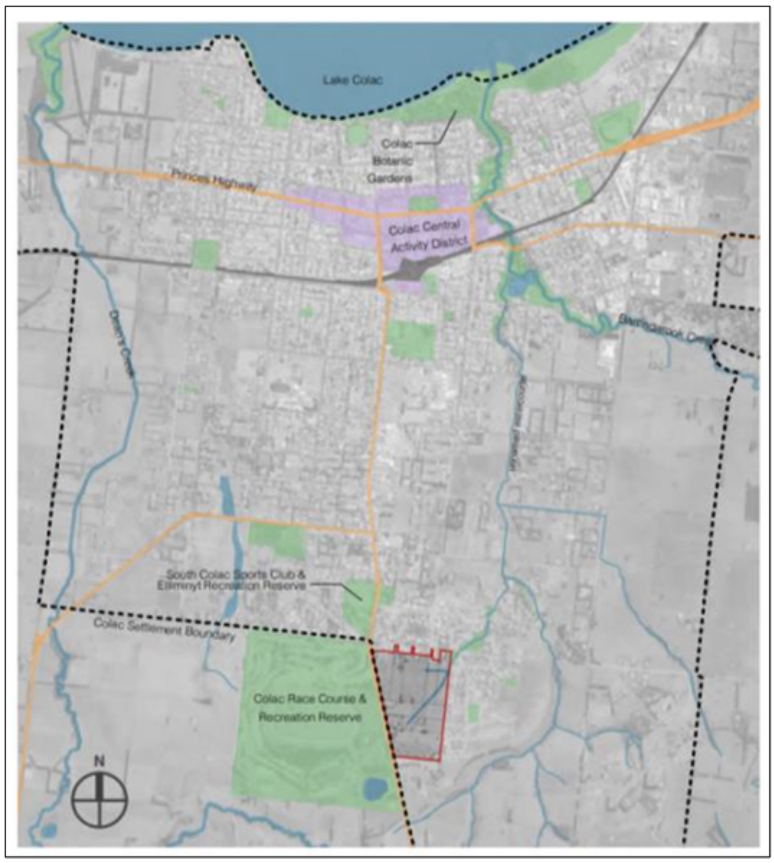
2. ***In the event minor revisions are required, authorises officers to issue the approved Development Plan once those changes have been made by the proponent.***

3. ***That officers advise all parties directly notified about the Development Plan, and members of the public that made submissions, of Council's decision to approve the Development Plan.***

4. KEY INFORMATION

LOCATION PLANS/AERIAL PHOTO




Lake Colac
Colac Botanic Gardens
Princes Highway
Colac Central Activity District
South Colac Sports Club & Elliminyt Recreation Reserve
Colac Settlement Boundary
Colac Race Course & Recreation Reserve
N


Subject Site

PROPOSAL

This report considers a Development Plan for the 'Hillview' Estate in Elliminyt, prepared under Schedule 9 to the Development Plan Overlay of the Colac Otway Planning Scheme.

If approved, the Development Plan would contribute towards land supply and residential growth by providing approximately 354 new lots, with a mix of sizes and a residential village of some 220 additional dwellings.

Background and Development Plan Process

Under DPO9, a Development Plan must address a wide range of requirements as detailed below. If a Development Plan has been prepared to the satisfaction of the responsible authority, any subsequent planning application generally in accordance with that Development Plan is exempt from public notice requirements and objector appeal rights. Any future permit granted must be in general accordance with the Development Plan; and must include any conditions or requirements specified in the relevant schedule to the overlay. The proposal is assessed against the specific DPO9 requirements below.

A Development Plan for this land was originally submitted to Council on 13 December 2023. It was reviewed and referred to internal units and relevant external authorities, with feedback provided to the proponents. On 6 June 2024, the proponent submitted an amended Development Plan that included a Land Lease Community (LLC) over 55's residential village in the northwest section of the DPO9 area. On 30 January 2025, the proponents submitted further revisions which included a change to the format of the Development Plan.

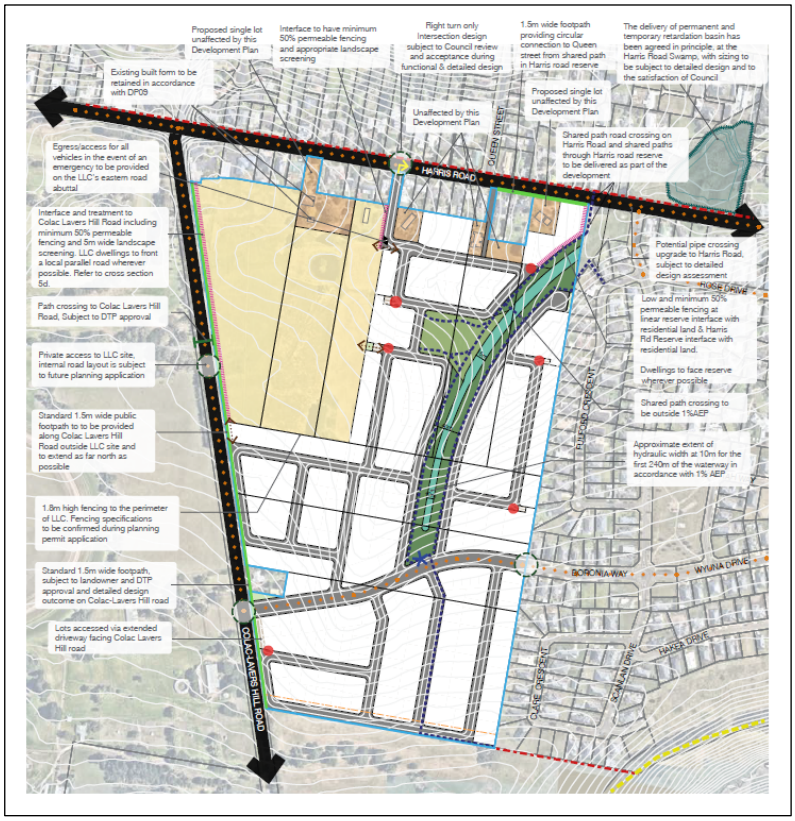
The Development Plan was subject to a three (3) week informal public notice process, with submissions heard at a Submissions Committee meeting on 11 February 2025. Since that time, the proponents have made many changes to the Development Plan (latest version submitted 1 April 2025), which is now subject to this assessment. Full details of the Development Plan and assessment are provided below.

It is noted that a separate planning application has been submitted to Council for a staged, multi-lot subdivision of the land (ref. PP268/2023-1). This application cannot be determined until a Development Plan has been approved for the land and a permit can only be granted if the application is consistent with that Plan. A separate planning application has also been made for a two lot subdivision of 90 Harris Road, with the balance lot to form part of the LLC (ref. PP81/2024-1).

Separate planning applications would also be required for the subdivision of 45 Colac Lavers Hill Road, which is centrally located within the DPO9 area and is in separate ownership; and for the use and development of the Land Lease Community (LLC) over 55's residential village.

Proposed Residential Development

This Development Plan would make available approximately 22.07ha of land for residential development (excluding the LLC) and ultimately create approximately 354 lots ranging from 300sqm to over 900sqm, with the average lot size being 449sqm (see proposed Urban Design Masterplan extract below).



Urban Design Masterplan extract above updated

Access would be provided by existing perimeter roads (Colac Lavers Hill Road and Harris Road) and new internal roads, including a connector road linking to Boronia Way to the east and a local street link to Harris Road to the north. In order to limit traffic using the existing Colac Lavers Hill Road/Harris Road intersection, once the Boronia Way extension is constructed, north bound traffic would be required to turn right onto Harris Road and then onto Queens Street. The new Colac Lavers Hill Road connection/Boronia Way extension is to be constructed prior to Queens Street reaching traffic capacity (see traffic and access assessment below).

An Open Space and Landscape Masterplan has been submitted to address open space requirements, which is discussed in detail below. Public open space would be provided via a local park of 0.66ha located in the northeast corner of the site and in a landscaped green corridor of 1.41ha either side of the north-south waterway. 1.5m wide footpaths are proposed throughout the site as part of the road network, and 2.5m wide shared paths (pedestrian and bicycle) would be constructed on both sides of the waterway, extending to the north and south boundaries and providing north-south access through the site from Harris Road.

An indicative Staging and Infrastructure Delivery Plan shows stages of development with delivery of key infrastructure required as part of each stage. It is generally intended that the northern areas of the site be developed in early stages (Stage 1A and 1). The LLC site (Stage 1A) would require separate planning permission and would be developed independently of other stages. Stage 1 would rely on Harris Road only for access and would include the local park. The central and eastern areas would be developed as stages 2 and 3. Stage 2 would include provision of the connector road (Boronia Way extension) and associated intersections, and stage 3 would include the waterway. The southern area would be developed as stage 4.

Infrastructure, including the waterway and drainage assets, would be constructed on a staged basis as outlined in the stormwater management strategy and staging plan. Works are also proposed in two Council owned reserves (both in the Public Park and Recreation Zone)

outside the site to the northeast of the DPO9 area. Temporary and permanent stormwater retention would be accommodated in an upgraded basin at the Harris Road Swamp drainage reserve (25 Harris Road, north side of Harris Road). In a separate arrangement with Council, this basin upgrade could ultimately accommodate some stormwater from the adjoining Wyuna Estate. In the Harris Road public open space reserve (2A Fulford Crescent, south side of Harris Road), two 2.5m wide shared paths are proposed – one extending north to Harris Road and the other connecting to Fulford Crescent in the Wyuna Estate. Drainage through the Harris Road reserve (subject to detailed design) is also proposed to connect the waterway to the drainage basin (see detailed discussion below).

A Shared Infrastructure Funding Plan and Affordable/Key Worker Housing Contribution Plan were also submitted as required by DPO9 and are discussed below, as are other DPO9 requirements.

Proposed Residential Village/Land Lease Community (LLC)

The Development Plan also proposes an over-55's residential village in the northwest corner of the DPO9 area. This use is referred to as Land Lease Community (LLC) and is shown in yellow above. Whilst it is shown on the Development Plan, the LLC would be subject to a separate planning application for the use and development. An application has not yet been received by Council.

The LLC would operate as a private land lease community, with residents buying the dwellings but leasing the sites. In addition to the purchase price, it is understood that a weekly site fee would be payable; however, Council rates, stamp duty, strata and body corporate fees would not apply to individual dwellings.

The residential village would comprise some 220 dwellings, as shown in the draft concept layout below. The concept also shows a central clubhouse building with community open space area and facilities; and a single treed vehicle entry from Colac Lavers Hill Road with a 5m wide landscaped buffer along this frontage. Indicative plans also show tree-lined internal streets. The residential village would be self-contained, with an on-site stormwater detention basin. The proponents state that the residential village would add greater diversity and affordable housing within Colac and would free up other housing stock.



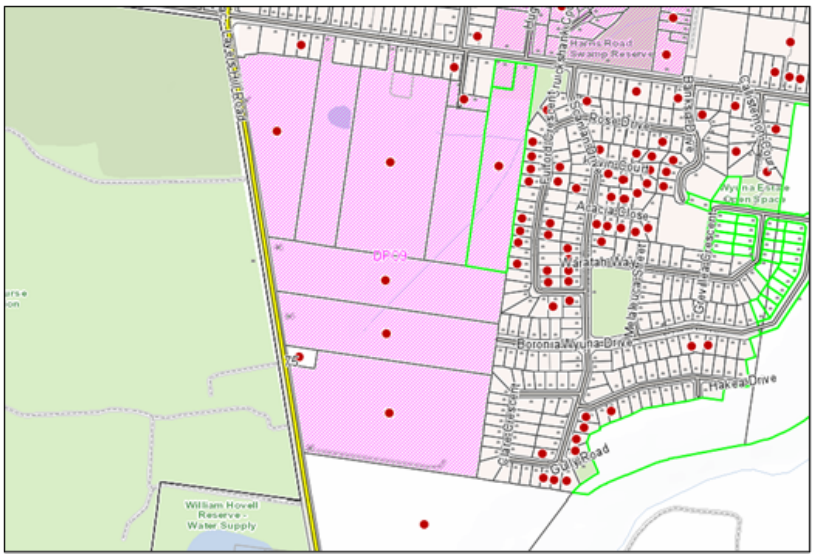
SUBJECT LAND & SURROUNDS

The Development Plan/DPO9 area, which comprises multiple titles with a total area of 35.05ha, is located approximately 3.2km south of central Colac. The land has a western frontage to Colac Lavers Hill Road, abuts Harris Road on its northern boundary in several locations and adjoins the Wyuna Estate on its eastern boundary.

The land contains several dwellings and outbuildings on large lots, which are currently used as hobby farms and for rural purposes. It is predominantly cleared land with some scattered trees only. A tributary of the Barongarook Creek traverses the site from the southwest to northeast corner. This tributary is a designated waterway. The topography of the site generally falls from the west, south and southeast to the northeast towards the gully and Harris Road. The site is not identified as being in an area of cultural heritage significance.

The site adjoins conventional residential development (GRZ1) to the north and east (Wyuna Estate), with the Colac Racecourse and Recreation Reserve (PPRZ) – including Colac Golf Club and Colac Gun Club – located to the west on the opposite site of Colac Lavers Hill Road. There is farming land (FZ) to the south. The Colac Lavers Hill Road abutting the western boundary is in a Transport Zone 2 (TRZ2). There are currently no footpaths or bicycle paths along Colac Lavers Hill Road and limited paths only along Harris Road. There is a bus route along Harris Road, with a bus stop adjoining the Wyuna Estate providing public transport to central Colac.

The extent of the Development Plan area and DPO9 overlay area are shown on the map below, with details of properties contained in the table further below.

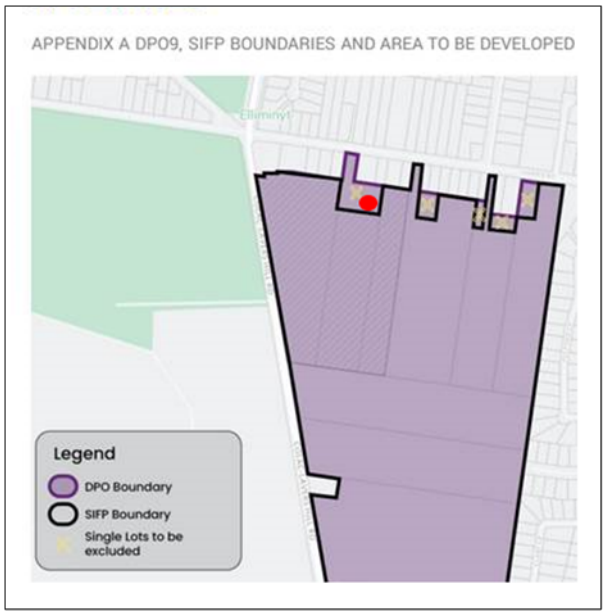


Address	Title details/area	Covenant/Agreements/ Easements
56 Harris Road	V9627 F214, Currently Lot 1 TP100330 3.243ha (S6/2024-1 would create Lot A PS921983T, 3.03ha 52 Harris Road to form part of the LLC site, plus Lot 1 PS921983T 56 Harris Road, 2,133sqm, containing an existing dwelling - planning permit granted but compliance not issued)	No restrictions E-1 - 5.03m wide drainage easement
CM1 62 Harris Road Common Property	V11524 F037, Common Property 1 on PS723133Y, 456sqm	Section 173 Agreement AL272354A, 5/8/2014 No easements
CM2 62 Harris Road Common Property	V11524 F038, Common Property 2 on PS723133Y, 308sqm	Section 173 Agreement AL272354A, 5/8/2014 No easements
62A Harris Road	Lot 1 PS723133Y (existing dwelling), 1,034sqm	No easements
62B Harris Road	Lot 2 PS723133Y (vacant), 1,471sqm	No easements
62C Harris Road	V11524 F036, Lot 3 PS723133Y 2.425ha	Section 173 Agreement AL272354A E-1 - 5.03m wide drainage easement
78A Harris Road	V12569 F223, Lot 2 PS923575Y 6.059ha, (part of which is to form LLC site)	No restrictions E-1 - 5.03m wide drainage easement E-2 - 15.24m – 21.34m wide carriageway, sewerage, powerline, water & drainage easement in favour of Lot 1 (78 Harris Road)
78 Harris Road	V12569 F222, Lot 1 PS923575Y (existing dwelling), 1,821sqm	No easements
90 Harris Road	V9145 F110, Lot 1 LP117616 2.951ha (subject to PP81/2024-1, a current two lot subdivision application - northern part proposed Lot 1 5512sqm, existing dwelling and southern balance lot to form part of LLC site)	No restrictions E-2 - implied 5.03m wide drainage easement
17 Colac Lavers Hill Road	V10410 F167, Lot 5 PS403926 3.8ha, (to form part of LLC site)	No restrictions E-2 - 5.03m wide drainage easement
45 Colac Lavers Hill Road	V9148 F958, Lot 1 TP580946 4.5ha, (separate ownership)	No restrictions/easements
65 Colac Lavers Hill Road	V5690 F948, Lot 8 LP11661 4.2ha	No restrictions/easements
85 Colac Lavers Hill Road	V9883 F744, Lot 2 LP216353 7.241ha	No restrictions/ easements

Address	Title details/area	Covenant/Agreements/ Easements
25 Harris Road Swamp (Council owned Reserve)	V10023 F688, RES1 PS306778 1.563ha	No restrictions E-3 - 3.5m wide Barwon Water sewerage easement (north boundary)
2A Fulford Crescent Reserve (Council owned Reserve)	V1102 F053, RES3 PS316697 4,563sqm	Public Open Space, E-8 – 3m wide & E-9 – 2m wide sewerage easements

With respect to affected properties, it is important to note that:

- There are five single dwelling lots (62B Harris Road is currently vacant) including a proposed lot (northern part of 90 Harris Road shown with red dot below) close to the northern boundary that are all within the DPO9 area and included in the Development Plan. These lots are shown with yellow crosses below.



It is noted that the DPO9 mapped area does not coincide with the boundary of the Hillview Framework Plan, which forms part of DPO9 provisions. With the exception of 90 Harris Road (red dot above), these lots are excluded from the Hillview Framework Plan (see extract below).



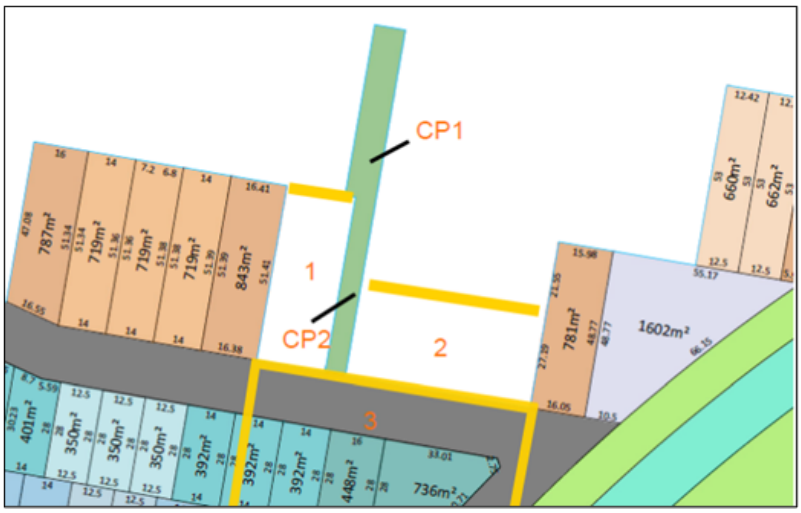
The Development Plan proposes no change for the five lots described above given that they are smaller private lots in different ownership; and they already contain or will contain a dwelling and would not be developed under the Development Plan.

- These five lots are specifically excluded from the Shared Infrastructure Funding Plan (SIFP) as provided by DPO9 provisions. Excluding these lots simplifies the financial arrangements for the delivery of infrastructure. It avoids an ongoing need for Council to manage matters such as development infrastructure levies over these private lots that would not form part of this residential development and assists Council in simplifying its oversight of the subdivision.

- 45 Colac Lavers Hill Road (included in the table above) is situated though the centre of the DPO9 area. Whilst forming part of the Development Plan, it is in separate ownership and is the only land for which the proponents have not entered an agreement to secure.

- 75 Colac Lavers Hill Road is a small Farming zoned parcel in the southwest corner of the site and does not form part of the DPO9 mapped area or the Development Plan area.

It is also noted that a Section 173 Agreement (AL272354A, 05/08/2014) under the *Planning and Environment Act* 1987 affects the three titles related to 62 Harris Road, as detailed above. This agreement requires provision of roads and services to Lots 1 and 2 below, and the land shown in green below as Common Property CP1 and CP2 to be ultimately transferred to Council and used for pedestrian access as part of any subdivision involving 62C Harris Road. The proposed Development Plan would provide a road frontage and facilitate service provision to Lots 1 and 2 as required and shows provision of pedestrian access to Harris Road in accordance with this agreement. The requirements of this agreement would be delivered as part of the subdivision application.



PLANNING SCHEME PROVISIONS

Relevant Planning Scheme amendment

Amendment C127cola was considered by the Minister for Planning under the Development Facilitation Program and was gazetted on 21 December 2023. This amendment rezoned the land from Farming Zone (FZ) to General Residential Zone Schedule 1 (GRZ1) and applied Development Plan Overlay Schedule 9 (DPO9), to facilitate development of the Hillview Estate growth area in accordance with the adopted *Colac 2050 Growth Plan* (2019).

The *Colac 2050 Growth Plan* was prepared by Council, in partnership with Regional Development Victoria and the Colac Otway community. It was a response to the *G21 Regional Growth Plan* (prepared by the G21 Regional Alliance in 2013), which set a population target for Colac of 20,000 people by 2050. The Colac 2050 Growth Plan was formally adopted by Council in August 2019 and was incorporated into the planning scheme as part of planning policy and as a 'background document' by Amendment C97cola on 7 December 2020. It provided strategic land use directions and identified land within the settlement boundary generally bound by Colac Lavers Hill Road, Harris Road and the existing Wyuna Estate to the east to be rezoned to residential in the short to medium term.

The rezoning of the land to GRZ1 and applying DPO9 clearly facilitates future residential subdivision and development of this land. The amendment was approved by intervention of the Minister for Planning to enable its prompt adoption and approval, to stimulate the local economy and to create housing and investment opportunities for Colac Otway Shire. The amendment was prepared at the request of the primary developer of the land.

Planning Policy Framework

It is considered that the proposal generally meets the relevant objectives, strategies and policies of the Planning Policy Framework, notably clauses 02.03 (Strategic Directions), 11.01-1S (Settlement), 11.01-1L (Settlement - Colac Otway), 11.01-1L (Colac Urban Growth), 11.02-3S (Sequencing of Development), 11.03-2S (Growth Areas), 12.01-1S (Protection of Biodiversity), 13.02-1S (Bushfire Planning), 14.02-1S (Catchment Planning and Management), 15.01-1L (Colac Built Environment), 15.01-3S (Subdivision Design), 15.01-5S (Neighbourhood Character), 16.01-1S (Housing Supply), 16.01-1L (Colac Housing Supply), 16.01-2S (Housing Affordability) and 18.02-4S (Roads).

The above policies provide clear guidance for the future development of this land within the settlement boundary. The Development Plan would facilitate co-ordinated residential development which considers the needs of future residents and the delivery of essential infrastructure, consistent with these policies. Approval of this Development Plan would unlock additional housing supply close to services, jobs and transport to provide for the short to medium term residential expansion of Colac.

Clause 13.02-1S states that bushfire risk should be considered for planning applications for subdivisions of 10 or more lots within a designated bushfire prone area. The land is not affected by the Bushfire Management Overlay (BMO) but is within a designated bushfire prone area. The CFA has been consulted on a number of occasions and the Development Plan has been amended to satisfy its requirements, as discussed below.

Other relevant provisions

General Residential Zone, Schedule 1 (GRZ1)

The purpose of General Residential Zone includes the following:

- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Pursuant to clause 32.08-3, a permit is required to subdivide the land. Relevant decision guidelines require consideration of the pattern of subdivision and the objectives and standards of Clause 56 (Residential Subdivision).

An indicative subdivision layout was submitted in support of the Development Plan, which demonstrates an acceptable lot layout and that Clause 56 requirements could generally be met. A notation has also been provided on the Urban Design Masterplan requiring that lots under 400sqm must have 25% garden area as required by Clause 32.08-3.

The concurrent staged, multi-lot subdivision application (PP268/2023-1) will be assessed in detail against the GRZ1 and Clause 56 requirements.

Development Plan Overlay, Schedule 9 (DPO9)

Under DPO9, a Development Plan must address a wide range of requirements and under Clause 43.04-4, a Development Plan that provides for residential subdivision in the General Residential Zone must meet the requirements of Clause 56 (Residential Subdivision). As discussed above, a satisfactory Clause 56 assessment was submitted, and all the other requirements are addressed below.

As noted above, if a Development Plan has been prepared to the satisfaction of the responsible authority, any subsequent planning application generally in accordance with that Development Plan is exempt from public notice requirements and objector appeal rights; any future permit granted must be in general accordance with the Development Plan; and must include any conditions or requirements specified in a schedule to the overlay, including in this case a section 173 agreement condition to require infrastructure contributions in accordance with the Shared Infrastructure Funding Plan (SIFP).

Once a Development Plan is approved, a subdivision application must closely align with that Development Plan and Council cannot consider any major changes unless the approved

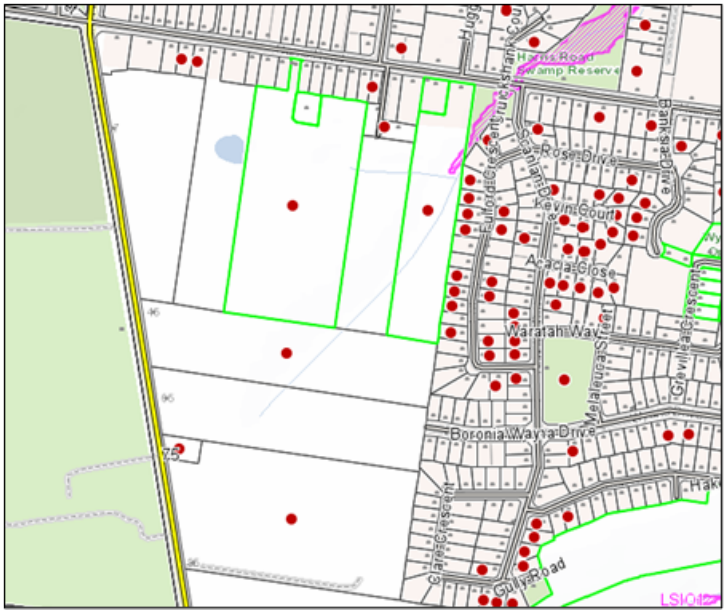
Development Plan is also amended. Other uses which are permitted in the General Residential Zone can, however, be considered without being inconsistent with the approved Development Plan.

A detailed assessment against DPO9 requirements is provided below.

Land Subject to Inundation Schedule 1 (LSIO1)

The LSIO overlay applies to a small portion of the land along the eastern boundary of 56 Harris Road, as shown in pink below, which is located in the northeast corner of the DPO9 area. The Development Plan shows that this small area would be incorporated into the green corridor/linear open space reserve adjacent to the constructed waterway. The Corangamite Catchment Authority (CCMA) was consulted on the Development Plan and raised no objection. It is noted that, in future, the 1% AEP (i.e., Annual Exceedance Probability, which refers to the probability of a storm or flash flood event occurring in any year) would be contained within the proposed waterway, once constructed.

Under Clause 44.04-2, a permit is required to construct a building or to construct or carry out works in LSIO1 and under Clause 44.04-3 to subdivide land. This has been addressed as part of concurrent staged, multi-lot subdivision application.



Particular Provisions and General Requirements

Clause 52.02 – Removal of easements

A permit is required to create, vary or remove an easement pursuant to Clause 52.02. A 5.03m wide drainage easement which traverses 56, 62C, 78A, 90 Harris Road and 17 Colac Lavers Hill Road is proposed to be removed to facilitate residential development. The creation and removal of easements as necessary is addressed in the concurrent staged, multi-lot subdivision application (PP268/2023-1).

Clause 52.17 – Native Vegetation

Under Clause 52.17, a permit is required to remove, destroy or lop native vegetation, including dead native vegetation, and the three step approach of avoid, minimise and offset applies. A

detailed Vegetation Assessment was submitted in support of the Development Plan and concurrent subdivision application (PP268/2023-1) – see discussion below.

Clause 52.29 – Land Adjacent to the Principal Road Network - TRZ2

The site is located adjacent to Colac Lavers Hill Road which is a Transport Zone 2 (TRZ2). A permit is required for subdivision adjacent to a TRZ2 and for the creation of new access to the TRZ2. These matters are addressed in the Development Plan documents and in the concurrent subdivision application (PP268/2023-1). The Development Plan was referred to Department of Transport and Planning (DTP), which raised no objection – see discussion below.

Clause 53.01 – Public Open Space Contributions and Subdivision

Clause 53.01 requires provision of a public open space contribution when subdividing land. The schedule to Clause 53.01 requires a public open space contribution of 10% for this land. The Development Plan shows that this contribution would be met by a combination of land and cash contribution. This public open space requirement is addressed below and in the concurrent subdivision application (PP268/2023-1).

Clause 53.03 – Residential Reticulated Gas Service Connection

The clause prohibits residential reticulated gas connections to new dwellings, new apartment developments and new residential subdivisions, and is addressed in the assessment of the concurrent subdivision application (PP268/2023-1).

Clause 56 – Residential Subdivision

As discussed above, it is considered that the Development Plan demonstrates general compliance with Clause 56. An assessment against the requirements of Clause 56 was submitted in support of this Development Plan and also forms part of the concurrent subdivision application (PP268/2023-1).

REFERRALS

Internal Referrals

The Development Plan was referred internally to Council's Infrastructure Department, Environment Unit, Recreation and Open Space Unit, Strategic Planning Unit, Parks and Gardens Unit and Waste Management Unit, none of which raised any objection to the plan. Each part of Council to which the Plan was referred provided input into the final document.

External Referrals

The Development Plan was referred externally to Powercor, AusNet Gas Services Pty Ltd/Downer Utilities, the Country Fire Authority (CFA), the Department of Planning and Transport (DTP), Public Transport Victoria (PTV), Barwon Water, the Department of Energy, Environment and Climate Action (DEECA) and the Corangamite Catchment Management Authority (CCMA).

None of the external referral authorities raised an objection to the Development Plan. As noted above, the CFA has been consulted on a number of occasions and recently advised that it has no objection to the Development Plan. Public Transport Victoria, AusNet/Downer, DEECA and PTV did not respond to the latest referral of the DPO9 documents. It is noted however, that each of these authorities was involved in the C127cola Planning Scheme amendment

process, have responded to previous versions of the Development Plan, and have been further consulted as part of the concurrent subdivision application (PP268/2023-1).

PUBLIC NOTIFICATION AND RESPONSES

Whilst there is no statutory requirement for public notice of a Development Plan, and no rights of appeal to the Victorian Civil and Administrative Tribunal (VCAT) if submissions are made, it is Council's practice to informally notify surrounding residents of proposed development plans and to invite submissions. This is done to help inform Council's assessment and enable a better-informed decision to be made in appreciation of the benefits of local knowledge.

Informal notification was undertaken in this case, with the Development Plan exhibited for three (3) weeks. Notices were sent to affected landowners and occupiers, and those with properties adjoining and opposite the site. The Development Plan was also advertised in the Colac Herald and on Council's Facebook page. Submissions were invited by 20 December 2024. Six (6) submissions were received, as summarised below. The proponent and submitters were provided with the opportunity to address Council's Submissions Committee on 11 February 2025.

Summary of objections and responses

- *The Harris Road swamp is described as a 'storage basin'; does this mean that there will be a visible body of water anticipated; does the 600mm freeboard refer to 600mm below the edge of the adjacent allotments to the swamp?*

  The proponents' response was that the basin would not always contain water. The basin would fill at times and slowly drain. Freeboard was explained as the distance between the water level in the basin and the existing surface of the property.

- *Traffic concerns:*
  - *No connection to Colac Lavers Hill Road proposed in Stage 1 due to LLC residential village; single access only proposed along Harris Road until Stage 2; construction of the connector road (Boronia Way extension to the west) must be completed prior to any houses being occupied in Hillview Estate.*
  - *Negligible traffic from Hillview Estate can be handled by Queen Street (estimated to be 13 additional lots, not 164 as claimed).*
  - *Traffic report does not include actual increases since August 2023 or expected future traffic volumes from Wyuna Estate in traffic estimates for southern end of Queen Street.*
  - *Agreement in 2023 that the connection of Boronia Way to Colac Lavers Hill Road would be required prior to any further development of Elliminyt south of Harris Road beyond Wyuna Stage 19.*
  - *'Right Turn' only signage on Harris Road is likely to be ignored; connection to Harris Road should be by a 'One Way' road only (heading south) with no exit allowed to Harris Road.*
  - *Turning across Harris Road to go to Queen Street will result in congestion around western Harris Road and the Queen Street intersection.*
  - *Why is a road connecting Boronia Way extension to northern intersection with Colac Lavers Hill Road as shown in Hillview Framework Plan not proposed?*
  - *The intersection of Boronia Way to Colac Lavers Hill Road should be moved north of 75 Colac Lavers Hill Road to avoid the hill.*
  - *Opportunity missed to fix the dangerous Harris Road/Lavers Hill intersection.*
  - *Colac Lavers Hill Road is a very busy with lots of trucks, especially log trucks, etc.*

- *Two internal local access streets shown from Hillview Estate entering the rear of the LLC.*
- *Just widening access from the development onto the Lavers Hill Road; could be done properly with an island.*
- *A 24-25m connector street should be included south of Boronia Way to connect land to the south which may be developed in future.*
- *Page 20 of the traffic report should include 'No Parking' signs on one side of 6m wide carriageway streets (as required by CFA guidelines) to ensure CFA access.*
- *No traffic calming controls for Boronia Way are included in the traffic report.*

The road layout is considered to be generally in accordance with the Hillview Framework Plan which forms part of DPO9 and shows two connections to Colac Lavers Hill Road, including a Boronia Way extension. The northern Colac Lavers Hill Road connection would be a private road only to the LLC, however, and no north-south connection is proposed. These changes to roads are necessary to facilitate the LLC.

The location of the southern connector road intersection (Boronia Way extension) is based on the DPO9 Framework Plan, which has been subject to detailed consultation with the Department of Transport and Planning (DTP) and Council. Its delivery would be triggered by the traffic capacity of Queen Street. The proponents state that the Boronia Way extension is not proposed in Stage 1 as it is most practical and cost effective to commence staging and infrastructure delivery (including sewer and stormwater) on the northern area of the site; it has been demonstrated that Harris Road and Queen Street have capacity to accommodate Stage 1; and to 'bring forward' the Boronia Way extension would make the project unfeasible.

The proponents also advised that "*the capability to fix the Harris Road/Colac Lavers Hill intersection is limited by the existing topography and the width of the road reserve. Notwithstanding that, the Road Safety Audit and the response to traffic issues have been reviewed in detail by both Council and DTP and are considered appropriate responses"*; that "t*he intersection design proposed (onto Colac Lavers Hill Road) is in accordance with relevant standards and directions and is in accordance with DTP requirements"*; and that traffic calming controls would form part of detailed design at permit stage. It is also noted that signage and intersection treatment are proposed to discourage left turns into Harris Road.

The Development Plan is supported by a detailed traffic assessment which considered traffic from the LLC and the Wyuna Estate, and which was found to be satisfactory by Council's Infrastructure Department and the Department of Transport and Planning.

- *Inadequate noise and light control infrastructure to reduce the effects of shot gun noise and light emissions from Colac Gun Clun Inc shooting range across the road; potential Section 173 Agreement suggested to protect the Club's interests.*

  The proponents met with the Gun Club and have included the following wording in the Development Plan report as agreed with the Gun Club:

  "An acoustic report, in accordance with appropriate EPA guidelines, to consider noise associated with the Colac Gun Club must be prepared prior to any stage abutting the Colac Lavers Hill Road, and the recommendations of that report must be implemented. The report must assume full residential development of the subject land must recognise the current operation and frequency of use of the Gun Club".

It is noted that this objection has not been withdrawn. The requirement would be implemented as part of the concurrent subdivision application.

- *Noise and dust pollution; 1.7m high Colorbond fencing suggested for adjoining properties in the Wyuna estate to match existing fencing in the estate to combat noise and dust pollution.*

  Impacts from construction on neighbouring properties would be addressed and managed via a Construction Management Plan, which would be required by a condition on any subdivision permit issued.

- *Effect on property prices for adjoining properties given the potential glut of housing this new development may cause.*

  This is not a valid planning consideration. It is a well-established principle that property values are not a matter the planning process can consider.

- *Potential effects (zoning, upgraded services/sewer, obligations) on 75 Colac Lavers Hill Road, which does not form part of the DPO9/Development Plan area.*

  This site has not been rezoned and remains in the Farming Zone. It would, however, potentially benefit from services including sewer provided as part of any future subdivision of this area. This would be subject to future negotiations with the developer and the service provider.

- *Insufficient detail on the LLC residential village; no roads, traffic consideration, building plans, green connections.*

  The Development Plan shows the area in which the LLC residential village would be accommodated. Traffic from the LLC has been considered in the submitted traffic assessment. There would be no road connections between the LLC and the residential development, with the exception of an emergency exit on the east boundary. Full details of the LLC would form part of a future planning application for its use and development.

- *No planned waterway/green corridor south of Boronia Way to the southern edge of the development and to the Beechy Rail trail; no mention of how water south of Boronia Way will be handled.*

  There is no requirement under DPO9 for the waterway and green corridor to extend south of Boronia Way to the southern boundary. The layout is consistent with the Hillview Framework Plan which forms part of DPO9, and the alignment of the waterway has been subject to review through both the Amendment and Development Plan processes, is considered acceptable by the CCMA, and is considered an appropriate response to both stormwater and connectivity. Stormwater management in this area is considered in the Integrated Stormwater Management Plan. It is also noted that a shared path forming part of the Botanic Link is proposed from the Boronia Way extension to the southern boundary for possible future connection to the Beechy Rail Trail.

- *No planned waterway/wildlife connection from the large open space area west of Colac Lavers Hill Road (golf course and racetrack) through the LLC to the parkway.*

  There is no requirement under DPO9 for a waterway and green corridor to extend west. The layout is consistent with the Hillview Framework Plan which forms part of DPO9.

Connections through the LLC would form part of a future planning application for the LLC.

- *No in-door community meeting places proposed in this development.*

  This is not a requirement of DPO9; however, the SIFP includes a requirement for a Community Infrastructure Levy which is to be spent on community infrastructure.

- *For safety, designated cycling/e-scooter lanes/path should be provided, (including from the LLC to Queen Street), separate to the pedestrian paths and roads, not just a 2.5m shared path. Best practice is to separate bicycle lanes from both pedestrian and car movements.*

  This is not a requirement of DPO9. Footpaths and shared paths, forming part of the Botanic Link and including a Harris Road crossing, are proposed as required by DPO9 and Colac 2050.

- *Proposed street trees in the Landscape Masterplan will be too large for the 2m-3m wide nature strips and will overhang the carriageway and impede emergency access (3.5m width required).*

  Details of tree species and locations in the Landscape Masterplan are indicative only and would be further resolved as part of the concurrent subdivision application.

- *Why is 45 Colac Lavers Hill Road excluded?*

  This site is included in the Development Plan. It is located centrally within the DPO9 area and is in separate ownership. A separate application will be required to subdivide this site.

- *Pedestrian crossing of Colac Lavers Hill Road should be a mandatory feature of the design of Hillview Estate, and not reliant on LLC development.*

  An indicative pedestrian crossing of Colac Lavers Hill Road is proposed, the location of which would be resolved as part of the future subdivision application, to the satisfaction of Council and DTP.

- *Why does the LLC (8ha) require 3,200 cubic metres of stormwater storage, but the much larger Hillview Estate (26.41ha) only require 5,000 cubic metres? The residential development should be responsible for storing its own stormwater, not sending it to the Harris Road Swamp; impacts on Harris Road from increased runoff during rain events.*

  The proponents advise that the LLC basin has been sized to cater for two significant external catchments that include land west of Colac Lavers Hill Road heading into the LLC site. It is proposed that the Harris Road swamp be upgraded to accommodate stormwater from both the Hillview development and the existing Wyuna Estate, through a separate arrangement with Council. An Integrated Stormwater Management Plan has been submitted to appropriately manage stormwater to prevent erosion and inundation.

- *A firm commitment is required to manage bushfire risk in a low threat state.*

  The Development Plan response to mitigating bushfire risk was revised to address concerns raised by the CFA, with the inclusion of an emergency vehicle exit from the LLC and 19m setbacks to achieve a BAL 12.5 rating. Detailed measures would also be

implemented as part of the concurrent subdivision application and are likely to include a Construction Management Plan to manage any temporary bushfire hazards and to require vegetation to be managed to a low threat state; and may include building envelopes and defendable space requirements on relevant lots.

- *Inconsistencies in lot numbers, staging plans/delivery of roads, road and paths widths in the Urban Design Masterplan, Landscape Master Plan, traffic report, SIFP; pedestrian crossing of Colac Lavers Hill Road not consistently shown; proposal should be withdrawn and resubmitted when fixed.*

  These inconsistencies have been satisfactorily addressed in revised documents.

- *Concerns/suggestions from the landowner of 45 Colac Lavers Hill Road (which forms part of the Development Plan) seeking revisions to the Development Plan layout to facilitate concurrent delivery and potential cost reductions:*
  - *Improved access and connectivity are required via provision of a carriageway easement or relocated road connection from Boronia Way to 45 Colac Lavers Hill Road for development of the eastern portion of the site (as part of Stage 1).*
  - *A second access from Colac Lavers Hill Road be provided to the frontage of 45 Colac Lavers Hill Road for improved connectivity and access.*
  - *The extension of Boronia Way to Colac Lavers Hill Road as Stage 1 of the development.*
  - *Excessive earthworks associated with the proposed waterway realignment will result in significant additional financial and environmental cost to the developers with minimal benefit. The proposed constructed waterway alignment should be revised to more closely align with the existing natural waterway.*
  - *Consideration to be given to appropriate realignment of the water main currently located along the south boundary of 45 Colac Lavers Hill Road.*

  The proponents rejected suggested changes to road layout responding that creation of an additional road connection from Boronia Way north to 45 Colac Lavers Hill Road would result in likely undesirable urban design outcomes; and that mandating creation of an easement at Development Plan stage is not considered a reasonable approach for many reasons including that the extent/location of any easement would be unclear until detailed design phase. More recently (17 February 2025), the proponents advised that they remain open to discussing a private arrangement that allows for access (to facilitate concurrent delivery), stating that:

  "These private agreements are relatively common-practice for neighbouring landowners….These are typically in the form of an 'Access Deed' that involve insurances, liabilities, warranties etc., and certainly aren't the role of the planning system. We will continue to hold discussions working toward this outcome,"

  Alterations to the local road layout could have been made to facilitate early access as requested whilst still being in accordance with DPO9 and the Hillview Framework Plan; however, the proponents have elected not to alter the road layout.

  The suggested access from Colac Lavers Hill Road to the frontage of 45 Colac Lavers Hill Road is not considered warranted, given that the proposed Colac Lavers Hill Road intersections generally accord with DPO9 and the Hillview Framework plan; are addressed in the submitted traffic assessment; and have been subject to a detailed review by Council's Infrastructure Department and the Department of Transport and Planning.

As discussed above, the proponents rejected bringing forward the extension of Boronia Way to Colac Lavers Hill Road as part of Stage 1, stating that it is most practical and cost effective to commence staging and infrastructure delivery (including sewer and stormwater) on the northern area of the site; it has been demonstrated that Harris Road and Queen Street have capacity to accommodate Stage 1; and to 'bring forward' the Boronia Way extension would make the project unfeasible.

The submission also suggests realignment of the waterway to more closely align with the existing natural waterway. The current alignment is considered acceptable as it accords with the Hillview Framework plan; has been agreed with Council's Infrastructure Department and the CCMA; and facilitates an acceptable urban design outcome (shape, orientation and steepness of lots) in the otherwise narrow area east of the drainage line. The proponent's response also stated that *"the increase in civil costs to construct the waterway is outweighed by the improvement in the urban design of the layout and the ability for future residents to appropriately construct on lots of acceptable slope."*

With respect to the alignment and/or relocation of the water main, the proponent responded that this is *"only one of many inputs into the urban design/road network, and that it should not be a driver of these outcomes, simply an input"*. Realignment of the water main would need to be negotiated between the primary developers and would be finalised in consultation with Barwon Water during the subdivision process.

It is considered that the current layout can be allowed as it generally accords with DPO9 and the Hillview Framework Plan. It is noted that, as discussed above, a private agreement can be entered into between the parties to facilitate concurrent delivery, and that the Shared Infrastructure Plan (SIFP) which apportions costs between developers is to be implemented via a section 173 agreement as part of the subdivision application.

COMMUNICATION

As noted above, informal notification was undertaken and the proponent and submitters were provided with the opportunity to address the Submissions Committee on 11 February 2025.

The two landowners also attended a Councillor Briefing on Tuesday 20 May 2025 to discuss matters relating to the Council resolution at its 29 April 2025 meeting.

Submitters and the proponents have been advised of the arrangements for the Council meeting at which the Development Plan is to be reconsidered.

TIMELINE

Approval of the Development Plan would allow determination of the concurrent staged, multi lot subdivision application (PP268/2023-1) that has been submitted to Council for this site. The timing of the subdivision of the land would be a matter for the developer and would be outside Council's control.

OFFICER'S ASSESSMENT

The purpose of this report is to assess whether the submitted Development Plan is generally in accordance with the requirements of DPO9, which seeks to implement the objectives and strategies of the *Colac 2050 Growth Plan*, and to ensure that development and provision of infrastructure occurs in a coordinated and equitable manner.

Submitted Development Plan documents include the following, as required by DPO9:

a) Urban Design Masterplan
b) Road Network and Transport Management Plan
c) Integrated Water Management Plan
d) Open Space and Landscape Masterplan
e) Staging and Infrastructure Delivery Plan
f) Shared Infrastructure Funding Plan
g) Affordable/Key Worker Housing Contribution Plan

If supported by Council, it is intended that the following documents be approved to form part of the Development Plan, to provide clarity and guidance about requirements when assessing future planning applications:

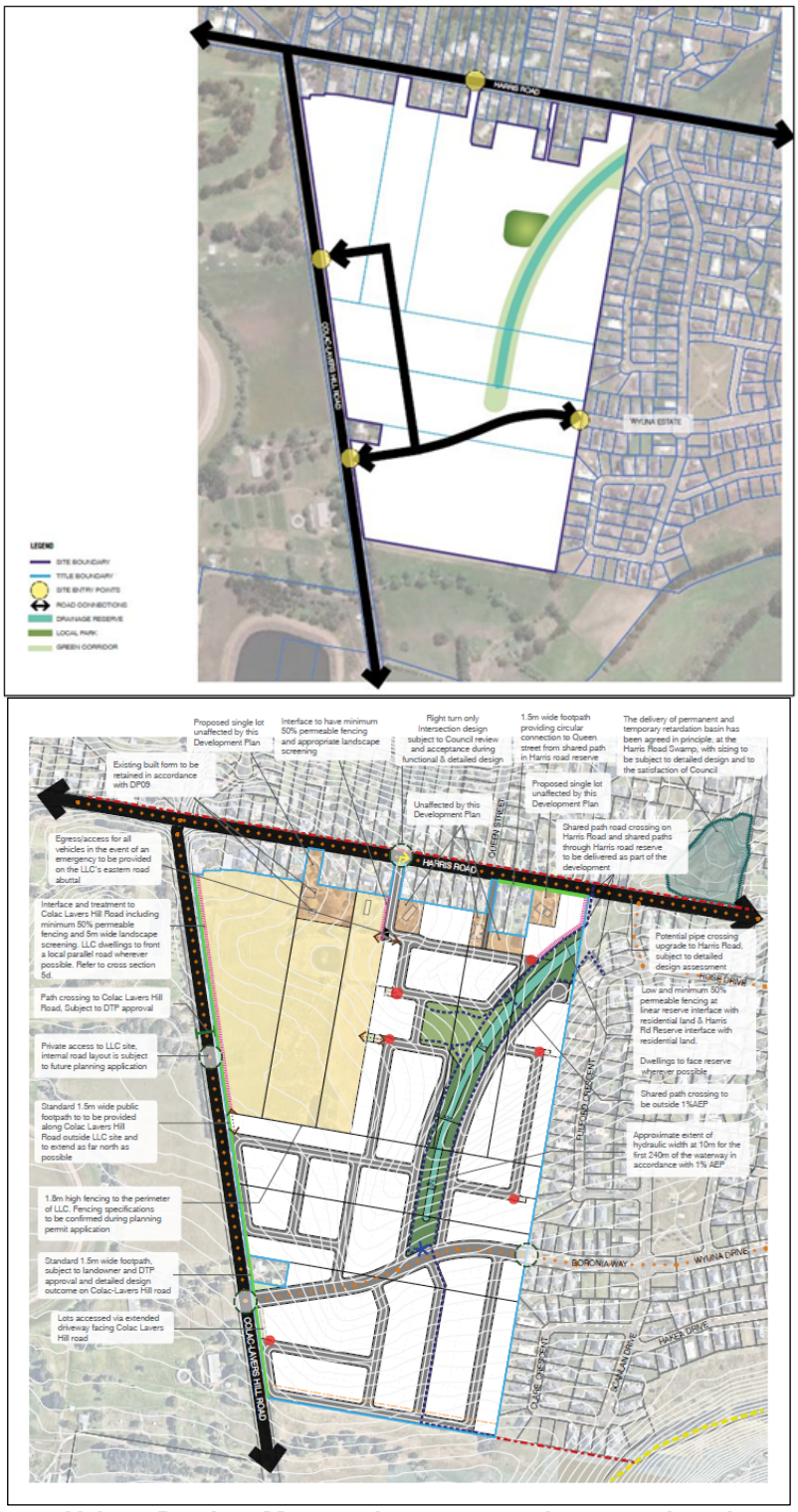
- The Development Plan, comprising a summary report which includes findings and extracts from relevant technical reports including the Road Network and Transport Management Plan, the Integrated Water Management Plan and the Staging and Infrastructure Delivery Plan;
- Appendices to the Development Plan:
    - Urban Design Masterplan
    - Open Space and Landscape Masterplan
    - Shared Infrastructure Funding Plan
    - Affordable/Key Worker Housing Contribution Plan

Supporting technical reports and documents are listed as ‘background documents’ for future reference. Any future permit granted would need to be in general conformity with the approved Development Plan and would be exempt from notice.

The submitted documents are assessed against the specific DPO9 requirements below.

a) Urban Design Masterplan

The *Urban Design Masterplan* is considered to satisfactorily address the specific requirements of DPO9 and to generally accord with the layout of the Hillview Framework Plan as shown in DPO9 – see the Hillview Framework Plan and the proposed Development Plan extracts below.



Urban Design Masterplan extract above updated

The *Urban Design Masterplan* shows the location of future residential development, proposed roads, connections to existing roads and the adjoining Wyuna Estate, an interconnected network of footpaths and shared paths, the waterway within a green corridor and a local park. These elements are clearly consistent with the Hillview Framework Plan, as shown above.

The layout does in part vary from the Hillview Framework Plan with the inclusion of the LLC residential village and with the proposed northern connection to Colac Lavers Hill Road not being a public road. This would instead provide private access to the future LLC use only. In

addition, there would be no internal north-south road connection between the two Colac Lavers Hill Road intersections as shown in the Hillview Framework Plan.

It is noted that the written part of the DPO9 Schedule requires two intersections with Colac Lavers Hill Road which would be provided (it does not require two public connector roads), and that a north-south connector is not a requirement of the DPO9 Schedule, despite being shown on the Hillview Framework Plan.

These variations are necessary to accommodate the future LLC use and are considered to be of a minor nature that do not compromise the conformity with the plan. The LLC is a permitted residential use in the General Residential Zone subject to separate planning permission being obtained and it would be developed independently from the remaining residential development. The LLC use and other uses which are permitted in GRZ can be considered without being inconsistent with an approved development plan. **It is important to note that the Hillview Framework Plan provides an indicative guide only for future development, and that the 'generally in accordance with' principle associated with DPO Schedules, Development Plans, and permits applies, whereby variations can be permitted.**

A detailed description of the proposed elements of the *Urban Design Masterplan* is provided in the 'Proposal' section above. The plan would guide future use and development of the land in an integrated and orderly manner. The layout would accommodate a diversity of lot sizes, and it is considered that it would create a high-quality residential environment that would provide for the amenity and safety of future residents. A Clause 56 (Residential Subdivision) assessment was submitted with the Development Plan, which demonstrates that lots could accommodate 10m x 15m envelopes; that over 70% of lots would have appropriate solar orientation; and that infrastructure services could be provided to the development. A note is also included on the Urban Design Masterplan requiring a restriction to provide a minimum 25% garden area on lots under 400sqm.

An attractive interface would be provided along Colac Lavers Hill Road, with provision of a service road, footpaths and landscaping. Indicative plans show that the LLC frontage would have an internal parallel road, landscaping and permeable fencing. The creation of lots with rear or side boundaries adjoining public open spaces, reserves and roads has been minimised, with appropriate interface treatments to be provided where required (landscaping, permeable fencing, and dwellings facing the reserves/streets where possible). These measures aim to protect residential amenity on affected lots, and to also achieve appropriate presentation to Colac Lavers Hill Road, the waterway and the local road proposed to connect to Harris Road. This outcome would protect the public realm by avoiding unattractive high fencing and by providing safety, surveillance and an outlook to streets and open space areas.

An integrated approach to public open space and active transport modes has been demonstrated with a network of footpaths and shared paths along roads and the waterway. The plan makes provision for connection to the Botanic Link via a shared path crossing on Harris Road and north-south shared paths on both sides of the waterway through the site, extending south and along the southern boundary to facilitate a future connection (by others) to the Old Beechy Rail Trail to the east. A pedestrian crossing on Colac Lavers Hill Road is also proposed.

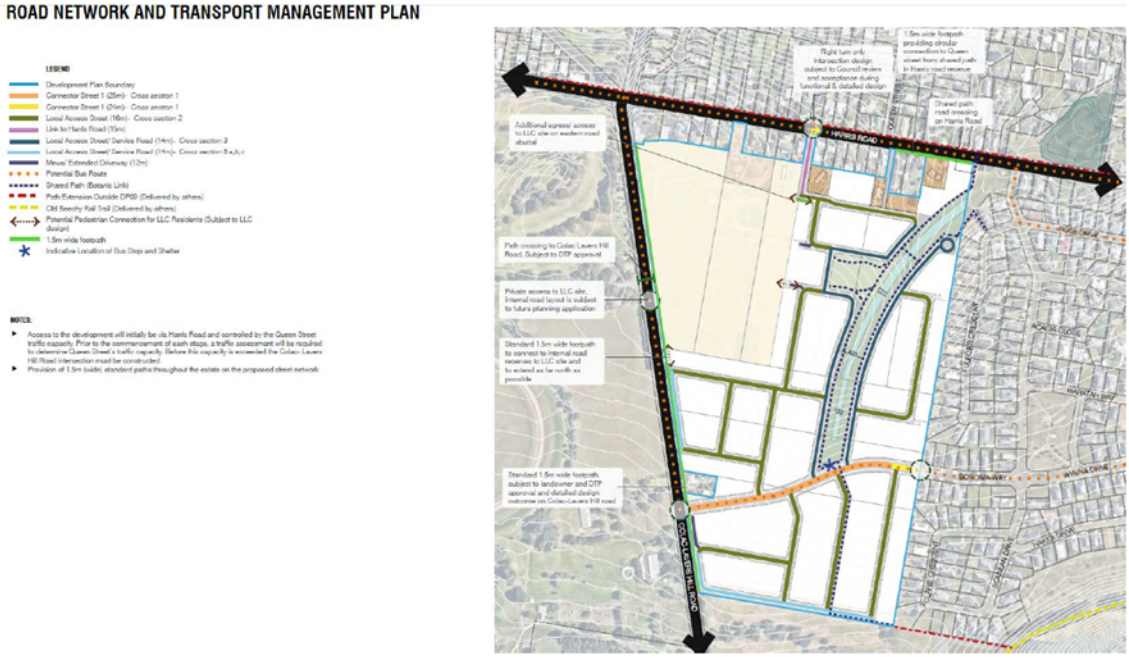
DPO9 also seeks to protect vistas to Lake Colac, where practical. There are some limited views towards Lake Colac; however, as it is located almost 4km to the north, it is likely that lake views would be limited. Consideration has also been given to mitigating bushfire risk with a southern perimeter road proposed and lots being able to achieve a BAL-12.5 rating. CFA confirmed it has no objection following recognition of the LLC as a vulnerable use and the addition of an emergency exit from the LLC.

Overall, the *Urban Design Masterplan* is considered to satisfactorily address the specific requirements of DPO9.

b) Road Network and Transport Management Plan

As required by DPO9, a *Road Network and Transport Management Plan* was submitted as a background document, with its findings summarised in the Development Plan report. This plan also includes an 'Existing Conditions Stage Road Safety Audit' for the Harris Road/Colac Lavers Hill Road intersection as required by the Department of Transport and Planning.

The traffic report and plan demonstrate that the existing external road network and proposed internal roads would provide suitable and safe access to meet future transport needs (see extract below).



Access would be provided via existing perimeter roads, being Colac Lavers Hill Road and Harris Road. The plan includes details of the required external road upgrades, including widening of Colac Lavers Hill Road to accommodate appropriate left and right turn lanes. Cross-sections and SIDRA (software modelling) analysis of the proposed Colac Lavers Hill Road intersection and the existing Harris Road/Colac Lavers Hill Road intersection have also been provided as required.

The proposed internal road network would appropriately accommodate all vehicular and non-vehicular traffic. Proposed internal roads include local access streets, a connector street/Boronia Way extension providing integration with the Wyuna Estate to the east, and a local access street/link to Harris Road to the north. Service roads would be provided, where appropriate, along parts of the southern section of the Colac-Lavers Hill Road, connecting to the internal road network and avoiding direct connections to arterial and local connector roads. A notation confirms that the LLC site would provide a local road parallel to Colac Lavers Hill Road. A local road is also proposed along the south boundary as requested by the CFA, which would provide for future connection to the adjoining land to the south, as required by DPO9. The new connector road and intersection would be bus capable and a potential bus route and stop/shelter are shown along the Boronia Way connection.

Traffic calculations take into account generation from the LLC site (some 220 dwellings) and also from the existing and future stages of the Wyuna Estate passing through Colac Lavers Hill/Harris Road intersection. In order to avoid this intersection, access from the development would initially be via Harris Road and then directed north on Queen Street. The subdivision permit would require that prior to the commencement of each stage; a traffic assessment be undertaken to determine the Queen Street traffic capacity. Before its capacity is exceeded, the Colac Lavers Hill Road intersection and the Boronia Way extension would have to be constructed. Intersection treatment and signage are then proposed, once the Boronia Way extension is delivered, to discourage left turns into Harris Road in accordance with DPO9.

As discussed above, the road network varies slightly from DPO9 and the Hillview Framework Plan, which specify two intersections with Colac Lavers Hill Road. Two intersections would be provided as required; however, the northern intersection would provide private access to the LLC only. In addition, the internal north-south road shown on the Hillview Framework Plan would not be provided, as no road connection between the LLC and the residential subdivision is proposed (apart from an emergency exit). The traffic plan demonstrates that the functioning of the site would not be affected by the deletion of the northern intersection or the associated connector road.

The provision of 1.5m wide footpaths is proposed on the street network throughout the development, and footpaths and crossings to Colac Lavers Hill Road and 2.5m wide shared paths (bicycle and pedestrian) are shown as required. The plan makes provision for connection to the Botanic Link via a shared path crossing on Harris Road and a north-south shared path on both sides of the waterway through the site, extending south and along the southern boundary to facilitate a future connection by others to the Old Beechy Rail Trail to the east.

The proposed road layout is considered to be satisfactory by Council's Infrastructure Department and DTP. As noted above, the Development Plan was also referred to Public Transport Victoria, which has not responded to Council.

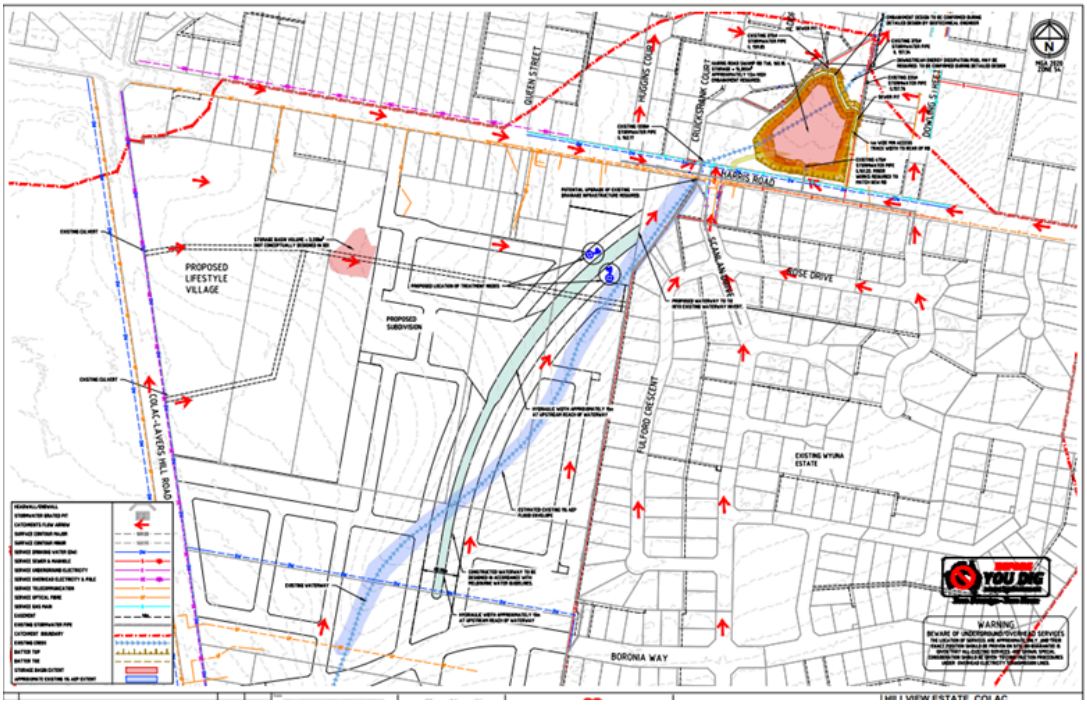
Traffic concerns raised through the informal exhibition of the Development Plan are acknowledged and have been addressed above. It is considered that many of the detailed concerns would be further reviewed and addressed as part of the subdivision application process.

c) Integrated Water Management Plan

An *Integrated Water Management Plan* (IWMP) was submitted as a background document, with its findings summarised in the Development Plan report. The IWMP is considered to satisfactorily address each of the DPO9 requirements. In particular, it identifies the size and location of basins (on and off the site), waterway treatments and associated infrastructure; demonstrates that drainage and stormwater management functions would be integrated with streets and public open spaces; and demonstrates containment of the existing waterway within a constructed waterway reserve generally in accordance with the *Constructed Waterways in Urban Developments Guidelines* (Melbourne Water, 2009) and other documents specified in DPO9.

As discussed above, an upgraded storage basin would be provided off-site within the Harris Road Swamp reserve for the residential development, and a separate basin would be provided in the future within the LLC site. The IWMP includes a hydrological assessment to estimate peak flows for the 1% Annual Exceedance Probability (AEP) and the size of storage basins required. Modelling demonstrated that the proposed storage basins would be effective in restricting peak flows to pre-development flow rates.

The proponents were asked by Council to consider a stormwater management solution that could also cater for stormwater runoff from the existing adjoining Wyuna Estate development, which does not contain storage basins. Council is yet to formally consider this proposal and thus has not made any commitment on whether it would proceed with a joint stormwater detention facility. Stormwater from the Hillview development (and Wyuna Estate if Council decided to proceed with this option) would be captured and conveyed via underground drainage infrastructure and roads, and would discharge to the proposed 40m wide constructed waterway corridor, prior to travelling north through Harris Road Reserve (south side of Harris Road) to an upgraded 15,300m^3 basin at Harris Road Swamp (north side of Harris Road). Under this arrangement, this size basin would cater for both the Hillview and Wyuna developments. To fit the required storage in the Harris Road Swamp, a large embankment (approximately 1.5m high) would be required. A separate cost-share arrangement is proposed whereby Council could fund the Wyuna Estate development portion of this storage basin if that proposal was to be supported. The IWMP states that, if Council does not proceed with funding the Wyuna Estate portion of the storage requirements, the storage volume required for the Hillview development only would be 5,000m^3. The IWMP also states that a 600mm freeboard for lots adjacent to waterways is required in accordance with Melbourne Water guidelines. (See IWMP design extract below.)



Water Sensitive Urban Design (WSUD) principles would be implemented to mitigate the impacts on waterways, requiring that stormwater be treated to best practice prior to discharging to waterways. Gross pollutant traps (GPTs)/proprietary products/treatment nodes and a Hydrosystem (or approved equivalent) would be installed on the piped drainage network either side of the waterway (northeast end) to treat flows prior to discharge into the waterway and storage basin.

The delivery of stormwater infrastructure would be sequenced. Stormwater would be treated to best practice at each stage to ensure that construction of the development stages has no downstream detrimental impacts. Stages 1 and 2 stormwater would be captured and conveyed via underground infrastructure and roads and would discharge via the existing waterway to a temporary basin at Harris Road Swamp, the size of which would be subject to detailed design as part of future subdivision. The 40m wide waterway corridor and permanent larger basin within Harris Road Swamp would be constructed for later stages. This and drainage through

Harris Road public open space reserve would also be subject to detailed design as part of future subdivision.

Additional/upgraded stormwater pipes are proposed under Harris Road as the existing 1200mm diameter pipe is under capacity to cater for the Hillview catchment.

Potential re-use of stormwater was explored; however, it was found that there was no significant water demand in close proximity to the site to provide for stormwater harvesting.

The future LLC development would be self-contained and would be required to treat stormwater to best practice and to provide on-site storage to restrict peak flows to pre-development levels. A 3,200m^3 basin is proposed for this purpose.

The Development Plan and IWMP were reviewed by Council's Infrastructure Department, the CCMA and DEECA with no concerns raised. More detailed work would be undertaken on drainage matters at planning application stage, for the concurrent staged, multi-lot subdivision (PP268/2023-1) and for the LLC residential village, in accordance with standard processes.

d) Open Space and Landscape Masterplan

As detailed above, an *Open Space and Landscape Masterplan* was submitted as an appendix, with its findings also summarised in the Development Plan report. Each of the DPO9 open space requirements are considered to be satisfactorily addressed.

Public open space totalling 2.07ha would be provided via a local park of 0.66ha located in the northeast corner of the site and fronted on three sides by streets, and a linear open space reserve/landscaped green corridor of 1.41ha along the waterway. Whilst not providing a local park of 1ha, the plan generally accords with the Hillview Framework Plan as shown in DPO9. **It is also noted that the DPO9 schedule allows *"land within the drainage reserve that is unencumbered (i.e. outside the 1% AEP) to be included in this Public Open Space calculation"***. It has been demonstrated to the satisfaction of Council's Recreation and Open Space Unit that public open space areas would be a useable size and configuration and sited in appropriate locations.

The existing waterway would be contained within a linear open space reserve as required by DPO9, with a minimum buffer to either side of the centre line of the waterway, generally in accordance with the *Constructed Waterways in Urban Developments Guidelines* (Melbourne Water, 2009).

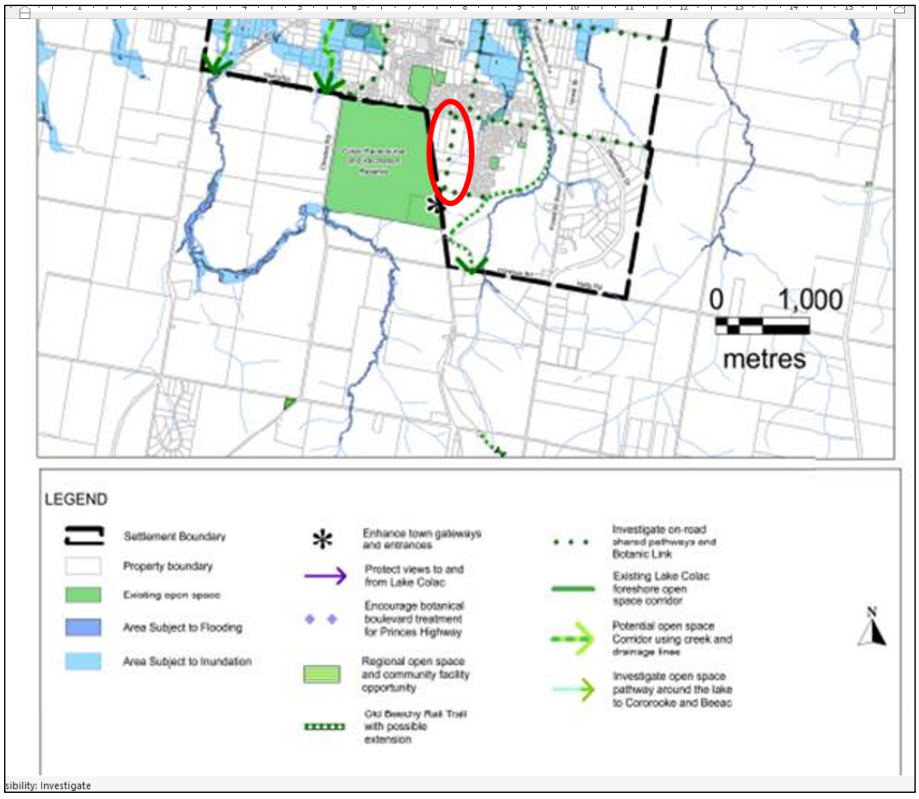
The linear reserve would be largely fronted by local streets and would provide a high level of access permeability for pedestrians and cyclists, and passive surveillance along the reserve. Landscaping of the green corridor would support the ecological function of the waterway, and embellishments in the local park and the green corridor would support a range of informal recreation functions, including shared paths, a mix of landscaped and open areas and seating, consistent with the Colac Otway Shire *Public Open Space Strategy*.

As required by DPO9, the *Open Space and Landscape Masterplan* provides indicative details of landscaping treatments along streets and in open spaces – including species and quantities of proposed plantings; plantings within the park and green corridor to provide shade and an appropriate landscape setting; street trees at a rate of one per lot and two for corner lots; and street and public lighting where appropriate. It is noted that no vegetation is proposed to be retained and that approval for removal of native vegetation would be required as part of the subdivision application. Embellishments details (play equipment, garden beds, picnic tables,

shelters, BBQs, drinking fountains, bins, seating, bike racks, etc) are to be finalised at detailed design stage of the subdivision application.

Footpaths with a 1.5m width are proposed throughout the site as part of the road network. Paths would also provide pedestrian connections to the adjoining Wyuna Estate and along Colac Lavers Hill Road and Harris Road (where appropriate) with a crossing proposed to each. The existing pedestrian link in the northeast corner of the site from Harris Road would be maintained for access to a proposed local road.

A pedestrian bridge is proposed to provide a shared path (pedestrian and bicycle) connection over the waterway and, as discussed above, 2.5m wide shared paths would be constructed through the site to form part of the Botanic Link consistent with Colac 2050 (see extract below). The shared paths would extend from a crossing on Harris Road through the Harris Road Reserve, across and along both sides of the waterway, providing north-south access through the site, and then along the road network to the southern boundary with potential to be extended to the Beechy Rail Trail further southeast (delivered by others). A 2.5m wide shared path would also be provided in the Harris Road Reserve to connect to Fulford Crescent in the Wyuna development.



A public open space contribution of 10% is required for this land pursuant to Clause 53.01 (Public Open Space Contribution and Subdivision). The Development Plan proposes a mix of land and cash for this contribution. A physical contribution of unencumbered land (i.e. outside the 1% AEP) of 2.07ha is proposed. The public open space contribution would be required as part of the concurrent subdivision application (PP268/2023-1) and any other associated subdivisions undertaken to create the LLC site.
The *Open Space and Landscape Masterplan* was reviewed by Council's Recreation and Open Space Unit and the Parks and Gardens Unit, both of which confirmed that open space and landscape matters have been satisfactorily addressed. The Development Plan was also referred to DEECA, which did not respond. It is noted, however, that DEECA was involved in

the C127cola planning scheme amendment process and has been further consulted as part of the concurrent subdivision application.

It is considered that the *Open Space and Landscape Masterplan* is generally in accordance with DPO9 and the Hillview Framework Plan. Any concerns raised with respect to open space and landscaping are addressed above and will be further considered as part of the subdivision application.

e) Staging and Infrastructure Delivery Plan

A *Staging and Infrastructure Delivery Plan* was included in the Development Plan report, which shows indicative stages of development with associated delivery of key infrastructure in each stage. It is generally intended that the northern areas of the site be developed in early stages (the LLC site requiring separate planning permission), central and eastern areas as part of Stages 2 and 3, and the southern area as Stage 4. It is noted that staging would be impacted by demand for lots and 45 Colac-Lavers Hill Road, which is situated though the centre of the site and is not under the proponent's ownership.

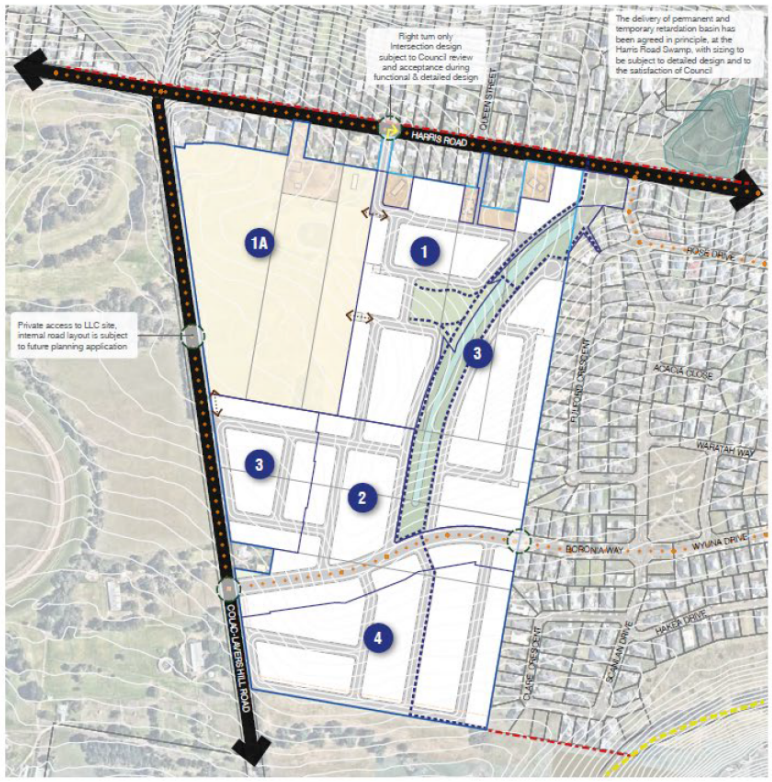
Future subdivision permits would require the appropriate delivery of infrastructure and associated works in each stage (roads, drainage, open space, paths etc). It is noted that the local park would be delivered as part of Stage 1 and the green waterway corridor would not be constructed until Stage 3. In the interim, Stages 1 and 2 stormwater would be captured and conveyed via roads and underground infrastructure and discharged via the existing waterway to the basin at Harris Road Swamp.

As discussed above, in order to avoid the Colac Lavers Hill/Harris Road intersection, access from the development would initially be via Harris Road and then directed north on Queen Street. The subdivision permit would require that, prior to the commencement of each stage, a traffic assessment be undertaken to determine the Queen Street traffic capacity; and that before its capacity is exceeded, the Colac Lavers Hill Road intersection and the Boronia Way extension be constructed.

As discussed above, following the previous Council resolution, the staging section of the Development Plan report was amended to include the following wording:

"*Irrespective of the staging plan and the staging discussion above, at Council's request, Boronia Way can be vested in Council at a time of Council's choosing. Construction of Boronia Way remains in accordance with staging plan and discussion above unless Council or another party chooses to deliver those works earlier."*

An extract from the *Staging and Infrastructure Delivery Plan* is shown below.



f) Shared Infrastructure Funding Plan

A Shared Infrastructure Funding Plan (SIFP) is a common planning tool used in land development as a method of equalising the costs of shared infrastructure. A SIFP was submitted as an appendix for approval as part of the Development Plan. It addresses DPO9 requirements, including costs and apportionment of shared infrastructure items; implementation via an agreement under section 173 of the *Planning and Environment Act* 1987; and exclusion of 75 Colac-Lavers Hill Road from the SIFP along with any other single dwelling lots that, in the opinion of the Responsible Authority, are unlikely to be further subdivided.

As discussed above, despite being included in the Development Plan and DPO9 areas, five lots located close to the northern boundary that contain existing dwellings and/or would not be subdivided as part of this development have been excluded from the SIFP (see yellow crosses on figure below). Section 3.2 of the SIFP states:

"Note that the boundary of the plan aligns with DPO9, but identifies several properties with existing dwellings that are considered unlikely to be subdivided and therefore are not subject to the SIFP."

This is consistent with DPO9 provisions which allow "e*xclusion of 75 Colac-Lavers Hill Road from the SIFP, along with any other single dwelling lots that, in the opinion of the Responsible Authority, are unlikely to be further subdivided".*

APPENDIX A DPO9, SIFP BOUNDARIES AND AREA TO BE DEVELOPED



Source: Urban Enterprise

The SIFP land budget in Table 1 below shows that the total Net Development Area (NDA) including the LLC would be 30.15ha. For the purposes of the SIFP, the NDA was reduced to 22.07ha due to the independent nature of the LLC (8.08ha). The LLC has been considered in the SIFP; however, with respect to infrastructure (i.e. access, drainage, open space) it would be self-sufficient. The SIFP explicitly states that if in future the LLC is not self-sufficient (drainage for example), the SIFP would need updating and contributions would be required; and if the LLC land is developed for other purposes (i.e. residential dwellings), the SIFP would need to be updated and contributions would be applicable.

T1. LAND BUDGET

Description	Hectares	% Of SIFP	% Of NDA
Development Plan Area	35.05		
Retained Property (non-development)	1.19		
Total SIFP Area	**33.86**	**100%**	
Roads			
Connector Road (Creditable)	1.02	3.02%	4.64%
Sub-Total Roads	***1.02***	***3.02%***	***4.64%***
Drainage			
Constructed Waterway	0.61	1.80%	2.76%
Sub-Total Drainage	***0.61***	***1.80%***	***2.76%***
Open Space			
Unencumbered / Credited Public Open Space			
Local Park Network	0.66	1.96%	3.01%
Green Corridor	1.41	4.17%	6.40%
Sub-Total Open Space	***2.08***	***6.13%***	***9.41%***
Total NDA (ha) including LLC	**30.15**	**89.04%**	**100%**
LLC Area	8.08	23.86%	36.61%
Total NDA (ha) excluding LLC	**22.07**	**65.18%**	**100%**

Source: TW Projects, 2025; collated by Urban Enterprise

Various technical reports were prepared which identified infrastructure needed to support the development, including roads, open space, drainage and community infrastructure. The SIFP provides a list of all shared infrastructure items to be funded under the SIFP, with locations indicated in the figure below.

F5. INFRASTRUCTURE MAP



For each infrastructure item, the land value and the construction cost were calculated in order to arrive at a levy amount per hectare of NDA. Land values and construction costs are be indexed annually in accordance with the SIFP. The levy amount per hectare was then applied to the existing eight land parcels, excluding the LLC (being Property 1, 2 and part 3 below). It is noted that the proponents have agreements in place to secure ownership of six of the sites (Properties 1, 2, 3, 4, 5, 7, and 8 in yellow below), with 45 Colac Lavers Hill Road (Property 6 in blue below) being the only property in separate ownership.



As required by DPO9, the SIFP would be implemented via a condition on the subdivision permits requiring a section 173 agreement between Council and the landowners. Subdivision permits would also provide that the development contributions levy must be paid or equivalent works provided in-kind prior to the issue of a Statement of Compliance under the *Subdivision Act* 1988.

All infrastructure items are expected to be provided as works in-kind, with the exception of land for Harris Road Swamp basin and the community infrastructure levy/cash contribution. The design and construction of works in-kind would have to be completed by the developer to the satisfaction of the Responsible Authority. Community infrastructure cash contributions would be utilised by Council to deliver an item of community infrastructure. Any funds collected would be held in a specific Council account in accordance with the provisions of the *Planning and Environment Act* 1987. All monies held in this account would be used solely for the provision of infrastructure as itemised in the SIFP.

The Harris Road Swamp basin would be located external to the site, on existing Council land, and designed to ultimately accommodate the drainage needs of both the Hillview and Wyuna developments. The SIFP only includes the cost attributable to the Hillview development (being 51% of land and construction).

Any other infrastructure not funded through the SIFP is to be consistent with Development Plan and technical reports and is to be delivered by the developer. Infrastructure items within the LLC site are not included in the SIFP and are to be delivered as part of that development.

It is considered that the SIFP satisfactorily addresses DPO9 requirements and provides a model for equitable and guaranteed funding of shared infrastructure.

g) Affordable/Key Worker Housing Contribution Plan

DPO9 requires an *Affordable/Key Worker Housing Contribution Plan* that provides affordable/key worker housing to the satisfaction of Colac Otway Shire. This is to ensure that affordable housing is provided in accordance with Council's *Social Housing Plan*, 2021-2024. Page 22 of the *Social Housing Plan* "*identified a need to increase the overall percentage of housing from the current 3.3% to around 8.0% over time. It seems reasonable to set 4.7% as a benchmark for discussion around any potential new greenfield site development with a view to closing the gap between the current 3.3% and the total of 8.0%".*

An *Affordable/Key Worker Housing Contribution Plan* was submitted for approval and is appended to the Development Plan report. It proposes delivery of affordable/key worker housing on the land via a section 173 agreement with Council (excluding the LLC site), as a requirement of the subdivision planning application.

The plan states that the LLC site is, in effect, an affordable housing option in and of itself, given that:

- the purchase of an LLC dwelling is typically done at a discount to what a freehold dwelling would cost in the same location as the land is leased, not purchased.
- flow on effects of availability and affordability of existing housing stock are likely as purchasers sell existing properties to fund entry into the LLC development.
- LLCs target the 50% of Australians who have $450,000 or less in total assets who are looking to downsize but cannot find an affordable option; and 95% of LLC residents are Age Pension and Commonwealth Rental Assistance (CRA) recipients.

- Net lease payments, after Rental Assistance, generally represent 15% to 20% of the fortnightly Age Pension.
- Purchasing in an LLC is exempt from stamp duty, providing an immediate affordability benefit.

The section 173 agreement to implement this plan is to:

- Deliver 4.7% of housing within the development plan area, excluding the LLC site, as affordable housing.
- Specify a discount to Registered Housing Associations (RHAs) in the range of 20-30%. Input was provided from an RHA with respect to the level of discount.
- Facilitate the option to provide a monetary contribution equivalent to the discount, to an RHA or related fund, in the event that an RHA is not found to purchase the lots (secondary model).
- Facilitate the option to provide the same overall quantum of discount as 4.7% of lots/dwellings would generate, but to be applied to a different number of lots/dwellings.
- Identify intended timeframes by which the affordable housing lots will be sold. It is recommended that by the point 80 per cent of all lots are sold, the affordable housing lots must be sold or a contract of sale in place with an RHA.
- Specify the term over which the RHA is required to provide the housing.
- Facilitate locations of affordable housing subject to the identified needs of the RHA at the time.
- Permit no more than three affordable housing dwellings to be adjacent to each other.

Following detailed assessment, the *Affordable/Key Worker Housing Contribution Plan* is considered to satisfactorily address DPO9 requirements and is recommended for approval as part of the Development Plan.

OTHER CONSIDERATIONS

Other Infrastructure Services

A Clause 56 assessment was submitted with the Development Plan demonstrating that infrastructure services could be provided to the development. Reticulated water supply, sewer, electricity and telecommunications would be provided to all lots in accordance with requirements of relevant servicing authorities. As discussed above, servicing authorities have raised no objections to the Development Plan. Stormwater management would be required to meet Council requirements. There is no current proposal for re-use or recycling of water. Servicing would be addressed as part of the concurrent subdivision application (ref. PP268/2023-1).

Vegetation Assessment

A detailed Vegetation Assessment was submitted in support of the Development Plan. It found that that site was largely "*highly modified from agricultural use, comprising exotic dominated grassland, interspersed with planted native vegetation and exotic trees along windrows and sections of property boundary".* It did find, however, that two highly modified patches of native Grassy Woodland on the site and a Blackwood shrub in Colac Lavers Hill Road reserve would likely require removal. The Development Plan and vegetation assessment were referred to Council's Environment Unit and DEECA, which raised no objection. The concurrent subdivision application (PP268/2023-1) seeks approval for native vegetation removal under Clause 52.17 (Native Vegetation).

Bushfire Management

The Development Plan area is not located within the Bushfire Management Overlay (BMO); however, Clause 13.02 (Bushfire Planning) of the planning scheme requires development applications of more than 10 lots in bushfire prone areas to address the objectives and application requirements of this policy at the planning permit application stage. The objective of Clause 13.02 is to strengthen the resilience of settlements and communities and prioritise protection of human life.

The proponent provided a Bushfire Management Plan to address the requirements of Clause 13.02 and to help inform the consideration of the Development Plan. The report identifies that future development can achieve a BAL-12.5 construction standard and that the bushfire risk to the development area from the landscape beyond the site can be mitigated to an acceptable level. The report states that future subdivision of the land would not increase the bushfire risk to the local community or existing community infrastructure. Detailed measures to mitigate bushfire risk are identified as part of the Development Plan, as discussed above, and would be implemented through the subdivision application stage. The most recent plans have been revised to address the specific concerns raised by the CFA, and now clarify that there is more than one point of access and egress to the LLC site for all vehicles in the event of an emergency.

Cultural Heritage

The land is not within an area of identified cultural heritage significance and a mandatory Cultural Heritage Management Plan is not required prior to undertaking further subdivision and development. It is noted that a cultural heritage investigation was undertaken as part of the Planning Scheme Amendment process, which found that the land has a low likelihood of containing tangible cultural heritage values in the form of artefacts (Amendment C127cola Explanatory Report, Page 3).

Contaminated Land

The land is not subject to any Environmental Audit Overlays. A Preliminary Risk Screen Assessment was undertaken by Environmental Earth Sciences (2022) as part of the Planning Scheme Amendment process, which found that no audit was required to be prepared for the site and that the site is suitable for residential purposes (Amendment C127cola Explanatory Report, Page 3).

Conclusion

This Development Plan is required to facilitate residential growth within the settlement boundary of Colac in accordance with the Colac Framework Plan and the Colac 2050 growth strategy. It would help address the shortage of housing available within the Colac region, which is impacting on the ability of local industries to attract staff and becoming a significant constraint to local economic activity.

As discussed above, the submitted Development Plan is considered to be generally in accordance with the requirements of DPO9. It would ensure that a range of matters are addressed as part of any subdivision of the land including staging, the road network, infrastructure provision, integrated water management, open space and landscape, shared infrastructure costs and affordable/key worker housing. The Development Plan and supporting documents are considered to appropriately address these matters to effectively guide future development.

The views of internal Council departments, external authorities, affected landowners and local residents have been considered as part of this assessment. More detailed technical information would be required at permit application stage, with permit conditions requiring specific implementation of the Development Plan requirements. Future applications would need to be in general conformity with the approved Development Plan and, if so, would be exempt from notice.

In light of the above assessment, it is recommended that the Development Plan be approved as being generally in accordance with the requirements of Schedule 9 to the Development Plan Overlay (DPO9).

OFFICER DIRECT OR INDIRECT INTEREST

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

St. Quentin

Development Plan - DPO9

"HILLVIEW'

Colac-Lavers Hill Road & Harris Road, Elliminyt

V12

St. Quentin

Document Control

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Version	Date	Comment	Author
1	05/10/2023		CM
2	27/11/2023	Updated to reflect amended schedule	CG
3	03/05/2024	Include LLC plus response to referrals	CG
4	14/10/2024	Incorporate review comments	CG
5	15/11/2024	Respond to Council comments per 30/10 doc	CG
6	14/01/2025	Respond to Council comments 9/12/24 + Submissions	CG
7	27/01/2025	Minor amendments	CG
8	21/2/2025	Response to CFA + Council Feb 25 comments	CG
9	20/3/25	Minor changes	CG
10	10/4/25	CFA access on UDMP + path staging	CG
11	28/5/25	CFA comments on UDMP + Boronia Way vesting	CG
12	3/6/25	Rectify formatting erros	CG

Prepared on behalf of TW projects in collaboration with.

- Spiire
- Traffix
- Okologie
- Urban Enterprise

St. Quentin

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1 Introduction

This Development Plan is a plan to guide the form and conditions of future development within 'Hillview' Elliminyt Development Plan Overlay Area.

Planning Scheme Amendment C127cola (Amendment) has been gazetted by the Minister for Planning through the Development Facilitation Program. This Amendment rezones the land that is subject to this Development Plan (Subject Site) from Farming Zone to General Residential Zone 1, to provide for the expansion of conventional residential development in accordance with the adopted Colac 2050 Growth Plan.

Development Plan Overlay Schedule 9 is the planning instrument within the Colac Otway Planning Scheme which gives statutory effect to the strategic intent of the Colac 2050 Growth Plan and Amendment C127cola. This Development Plan has been prepared to satisfy the requirements of Development Plan Overlay Schedule 9 **(DPO9)** as they relate to the entire area subject to that schedule. The extent of the DPO9 is outlined below and how this Development Plan responds to that extent is outlined below.

It is not the intent of this Development Plan to limit uses which the General Residential Zone facilitates. The plan is to guide design, development and infrastructure provision, rather than to allocate or nominate specific uses. Whilst the Urban Design Masterplan shows a residential layout, other uses which may not accord with lot configurations as shown, are not considered to be inconsistent from a land use perspective, with the Development Plan.

1.1 Site and surrounds

This section intends to convey an overview of the site.

The subject site, shown in Figure 1 is bounded by:

- Residential development fronting Harris Road to the north plus abuttal to Harris Road
- Residential development as part of Wyuna Estate to the east
- Agricultural land to the south
- Colac Lavers Hill Road to the west. Colac Golf Club and Colac Racecourse and Recreation Reserve are also to the west.

It currently comprises:

- Multiple properties in a variety of sizes. The properties in question are shown in Figure 1 and are
  - 17 Colac Lavers Hill Road
  - 90 Harris Road
  - 78 Harris Road
  - 62A Harris Road (2 parcels – same address on VicPlan)
  - 62C Harris Road
  - Common property associated with 62 Harris Road
  - 56 Harris Road
  - 45 Colac Lavers Hill Road
  - 65 Colac Lavers Hill Road
  - 85 Colac Lavers Hill Road

The site supports a number of individual dwellings/buildings, as well as smaller scale agriculture including low level grazing and agistment.

The site's topography is generally formed by a waterway located within a gully that extends from the centre of the site to the north-east corner. The topography of the site wraps around the gully, ascending gradually west, south and southeast from the unnamed waterway.

This detail, including contours, is evident on the Urban Design Masterplan.

1.2 Extent of DPO9

The DPO9 extent is shown in Figure 1. This Development Plan incorporates all the land in the DPO9. The northern boundary of the Development Plan area needs some clarification as the DPO9 boundary does not coincide with the boundary of the Framework Plan within the DPO9. In addition, there are a number of properties which are proposed to be unaffected by this Development Plan.

With reference to Figure 2;

- The properties in red and grey are within the DPO extent but not in the Framework Plan in the DPO Schedule
- The properties in red and pink are existing individual titles and the requirements of this Development Plan are not proposed to apply to these parcels
- The properties in green and grey below are subject to applications for subdivision at the time of preparation of the Development Plan and are proposed by the Development Plan to be single lots
- Notations to this effect are shown on the Urban Design Masterplan and colors are added to aid the explanation in Figure 2

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Figure 1 Extent of DPO9

1.3 Nature of report

This Development Plan is intended to be endorsed and therefore to inform subsequent permits. It does not present a policy review.

This Development Plan for endorsement comprises.

- This document, including as Appendices the.
  - Affordable / Key Worker Housing Plan
  - Shared Infrastructure Funding Plan
  - Urban Design Masterplan
  - Open Space and Landscape Masterplan.

The Development Plan relies on a number of technical reports which are not to be endorsed but which are identified as Background Documents.

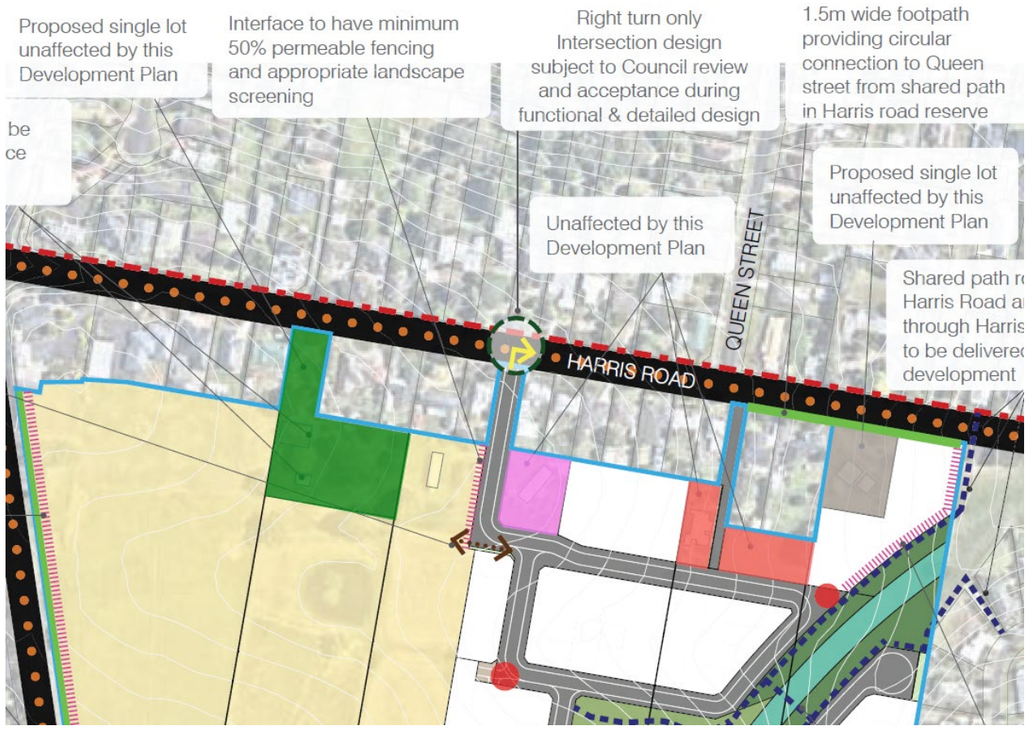

Figure 2 Northern properties

1.4 Clause 43.04 Response

Clause 43.04 states that the Development Plan must describe

The land to which the plan applies.

- See explanation in Extent of DPO9

- *The proposed use and development of each part of the land.*
  - The use of the land is proposed to be residential development, including all relevant infrastructure and open space provision as outlined throughout this Development Plan.
  - The proposal anticipates in the order of 354 standard residential lots.
  - It is noted however that the Development Plan cannot change the scope of discretion that is provided by the applicable provisions of the Zone. Therefore Section 1 & 2 uses that are permissible within the Zone will be considered on their merits.

  - The development of each part of the land is as described elsewhere in this Development Plan and includes roads and open space areas.

- *Any other requirements specified for the plan in a schedule to this overlay.*
  - DPO9 requirements are addressed throughout this Development Plan, in accordance with the structure and direction of the DPO9.

Clause 43.04 also requires that the Development Plan must meet the requirements of Clause 56. A Clause 56 assessment, based on a proposed plan of subdivision which is in accordance with the DPO9, has been prepared. Both are provided as background documents to this Development Plan.

The Development Plan is considered to comply with Clause 56.

1.5 Land Lease Community

The north-western portion of the site, shown in yellow in the Urban Design Masterplan, is proposed as a Land Lease Community site (LLC). An LLC is a residential development, categorized as a 'residential village' in planning terms, where residents own their home but lease the land it sits on from the community operator. LLC developments typically also include the provision of various services to the residents, as part of the leasehold arrangement. These services and infrastructure, including internal roads, are typically privately owned and maintained. The LLC may host around 220 dwellings however this detail is subject to permit and this Development does not provide direction on the ultimate number of dwellings on the LLC site.

Its incorporation into the plan is addressed throughout this Development Plan. The key elements for consideration include.

- That the LLC will require its own permit in which consideration will need to be given to a range of matters which are not necessarily detailed in this Development Plan.

- Where practical, and where these matters align with DPO9 requirements, specific directions have been provided. These matters include.

  - The need for interface measures where the LLC site abuts the existing or proposed road network.

  - Future private access from Colac Lavers Hill Road to the site, replacing the previously anticipated public connector road.

  - The fact that the LLC is required to treat additional stormwater runoff generated from its development site to best practice environmental management guidelines and provide flood storage to restrict peak flows to pre-development levels.

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2 Development Plan Overlay – Schedule 9

The DPO9 schedule is a background document to this Development Plan and this Development Plan follows the direction of that Schedule.

3 Urban Design Masterplan

The Urban Design Masterplan, appended and endorsed in this document represents a carefully considered response to the location and context of the site, and surrounds, and its opportunities and constraints as defined by the Development Plan Overlay.

It has been prepared in conjunction with and informed by a range of technical assessments, liaison with, and feedback from Council and authorities.

3.1 DPO9 requirement

An Urban Design Masterplan that includes:

- *The location of all roads, paths, open spaces, and drainage reserves.*
- *A detail and levels survey that includes contours to 0.5m, and all retained buildings and vegetation.*
- *Subdivision design that avoids or minimises the creation of lots with rear or side boundaries adjoining public open spaces, reserves, and roads.*
- *Provision of an integrated approach to public open space and active transport modes.*
- *A detailed statement about how the specific elements of the Masterplan achieve the "Botanic Link' Vision, requiring demonstrable achievement of the vision.*
- *Wherever practical, protection of vistas to Lake Colac, as viewed from public areas including open spaces and streets.*
- *Design measures to mitigate bushfire risk, with reference to publication Settlement Planning at the Bushfire Interface – DELWP - 2020, or any updated version of the publication.*

3.2 Development Plan response

The location of all roads, paths, open spaces, and drainage reserves.

The aforementioned assets are all demonstrated on the Urban Design Masterplan and are in accordance with clear direction provided by Council during pre- and post-application engagement. Further detail on the nature and extent of the roads, paths, open space and drainage infrastructure is provided in the relevant sections below.

A detail and levels survey that includes contours to 0.5m, and all retained buildings and vegetation.

The Urban Design Masterplan shows

- Contours to 0.5m
- Dwellings to be retained in the northern portion of the site as shown in the Urban Design Masterplan.
- Notes that no vegetation is retained in the Development Plan area, on the basis that the only remnant vegetation on site comprises two small, stand-alone and highly modified patches of Grassy Woodland. There is also no vegetation present in the roadside reserves with the exception of a single Blackwood shrub in the Colac Lavers Hill Road reserve, adjacent to the LLC site and shown in Figure 3. This shrub is not identified as retained or removed and is subject to assessment at the time of permit. That is, it is to be assessed under the performance measures of Clause 52.17
- Shows the hydraulic width of the waterway as the 1% AEP – that is, as encumbered land. This land is the 10m and 15m widths of the hydraulic function of the waterway.

Subdivision design that avoids or minimises the creation of lots with rear or side boundaries adjoining public open spaces, reserves and roads.

The design avoids the interfaces described above as far as is possible noting that this is not practical in one instance. In the north-east corner of the site, shown in Figure 5, it is not practical to achieve a road frontage to a relatively short stretch of open space. The Urban Design Masterplan nominates both low fencing and orientation of dwellings to the reserve on this interface wherever possible, noting that part of this land faces Harris Road and may need orientation to Harris Road. This is considered a reasonable response to this context.

It is appropriate for the Development Plan to provide direction on interface between the LLC site and the surrounding road network. That direction should however be at a relatively high level given there are many possible fencing and landscaping solutions to these interfaces. The note on the Urban Design Masterplan identifies that the interface is to.

…have minimum 50% permeable fencing and 5m wide landscape screening

The note is applied to the interface shown red dashed in Figure 4.

This sets a strong, and clear direction for subsequent permits to be in accordance with, however gives scope to for a range of specific design outcomes; it is considered an appropriate response.

Note that for lots under 400sqm a restriction relating to the provision of a minimum 25% garden area should be applied. This is included in the notes on the Urban Design Masterplan.

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Provision of an integrated approach to public open space and active transport modes.

The Urban Design Masterplan shows the shared path network (Botanic Link), where it is within the site, running predominantly north-south along the waterway. This location sees it within open space and also providing direct access to the local park, thereby providing full integration between the open space and active transport.



Figure 3 Blackwood Shrub in road reserve

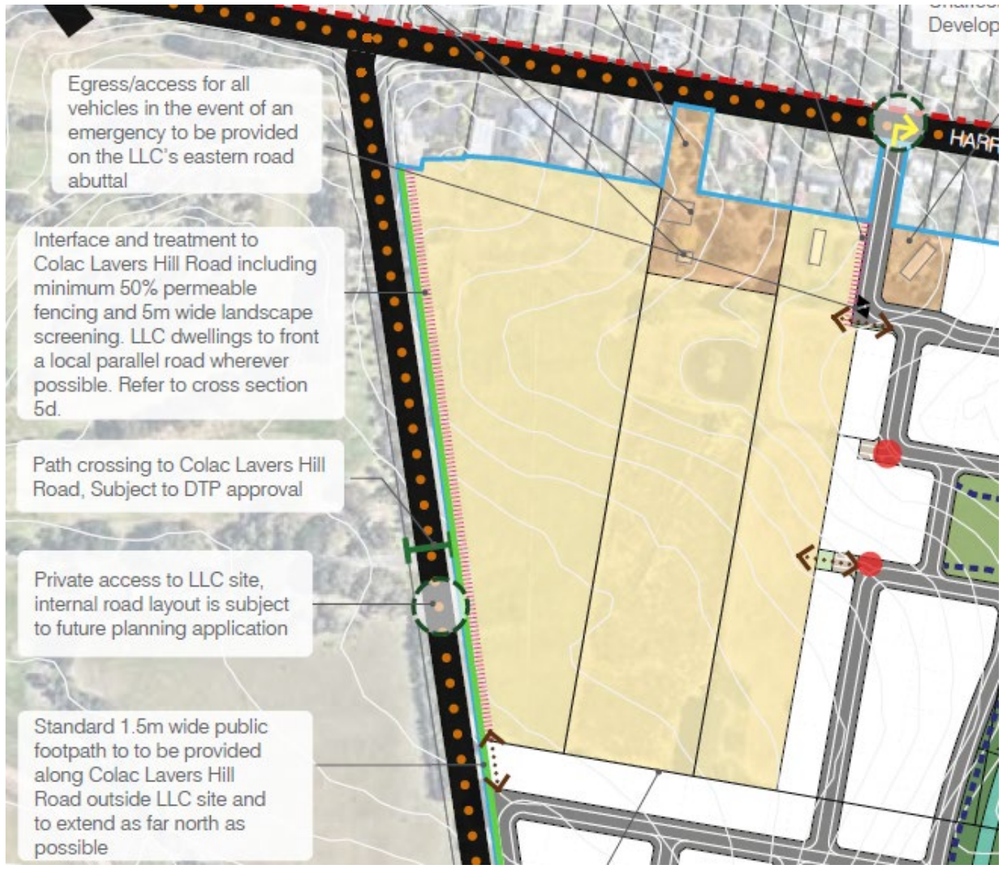

Figure 4 Excerpt of plan showing dwellings retained, contours and LLC interface

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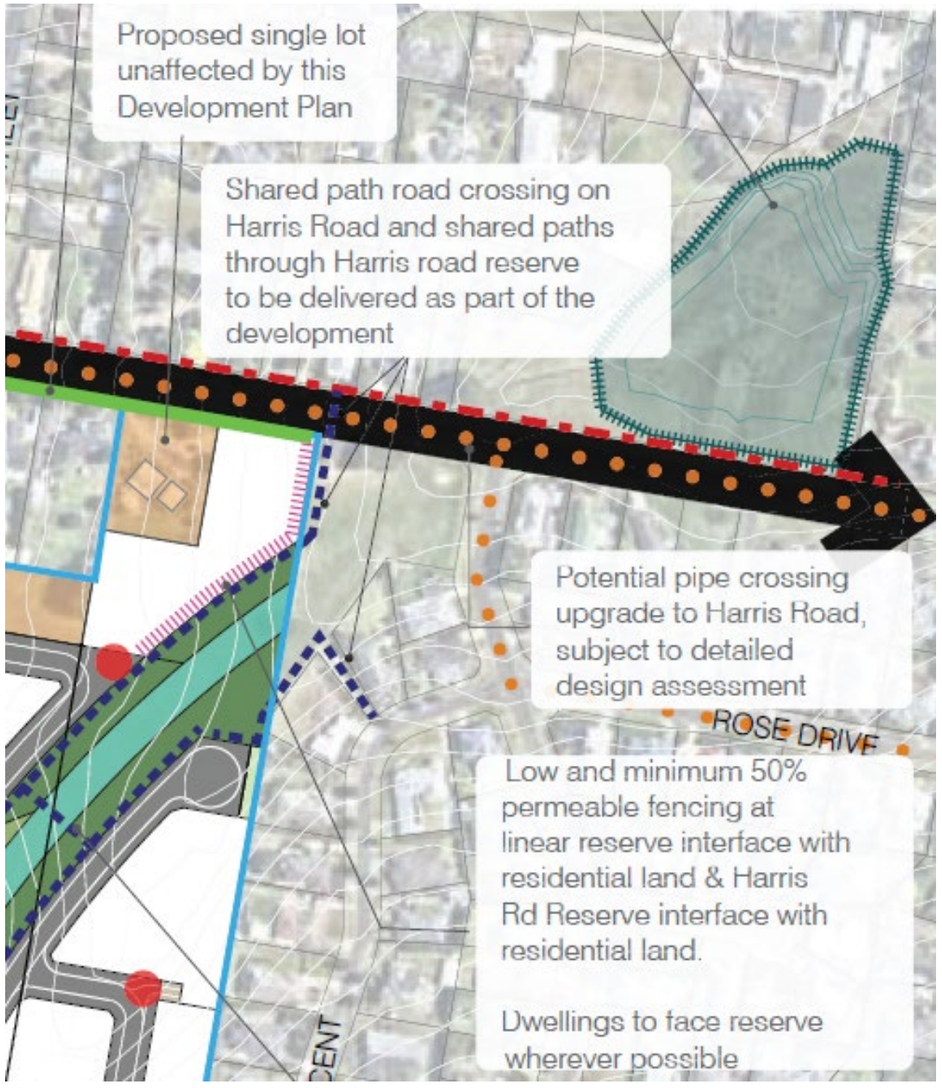

Figure 5 Excerpt of Plan showing interface with open space

A detailed statement about how the specific elements of the Masterplan achieve the "Botanic Link" Vision, requiring demonstrable achievement of the vision.

The Botanic Link is a mixture of on-road and off-road shared paths, some of which are in linear open space (green spine / waterway), and which follow the characteristics and route outlined in Colac 2050.

Due to constraints both within and external to the site, Council has agreed to the Botanic Link as shown in the Urban Design Masterplan and explained in the text below.

The Botanic Link includes.

- A shared path connection to north side of Harris Road at the eastern extent of the site.
- A shared path along the north side of Harris Road, outside the DPO9 area and to be delivered by others
- Connection from the north to the south via.
    - From Harris Road south through Harris Road Reserve (to be above 1% AEP)
    - The shared paths along the waterway connecting to the southern connector road
    - Then south to the southern east west link.
- East west connections via.
    - Harris Road (not part of this application)
    - The southern shared path which is capable of linking further east to the Beechy Rail Trail. Only the internal element of this link is to be provided – the connection further east external to the site to be delivered by others.

The Botanic link proposed achieves the *"Botanic Link" Vision b*y providing connectivity via shared paths, some of which are within open space and others within road reserves, and which provides both the north-south and east-west connections sought.

Botanic Link is shown as a 2.5m shared path within waterway linear open space in Open Space and Landscape Masterplan. Whilst not specified on all other cross-sections, the width of the Botanic link as shown on the Urban Design Masterplan is to be 2.5m.

Note that whilst not part of the Botanic Link, two 2.5m wide paths are proposed to provide east-west connection through the local park.

Wherever practical, protection of vistas to Lake Colac, as viewed from public areas including open spaces and streets.

The site has some limited views towards Lake Colac however given the distance from the lake (approximately 4km), the lack of distinct elevation aspects to the site, it is likely that views to Lake Colac will be limited, and it is not considered practical to retain views.

Design measures to mitigate bushfire risk, with reference to publication Settlement Planning at the Bushfire Interface – DELWP - 2020, or any updated version of the publication.

The key element of the relevant DELWP publication is the provision of a perimeter road.

Colac- Lavers Hill Road to the west, and Harris Road to the north provide this function in these locations.

Land to the east of the site, Wyuna Estate, does not present bushfire risk as it comprises established residential properties. It is also noted that a perimeter road in this location would be an unacceptable outcome in urban design and amenity terms as it would create a road abutting the back yards of existing residential properties.

Land to the west, in part, is considered grassland, however, is separated from the site by the Colac Lavers Hill Road reserve, which is in excess of 20m wide. That is the 19m setback from grasslands for BAL 19 is contained within the existing road reserve.

The only meaningful area of fire risk is to the south, abutting the grasslands. The Urban Design Masterplan.

- Provides a perimeter road in this location for all but the easternmost 40m of the site; it is not practical to provide a road in this location.
- Identifies the defendable space setback for BAL12.5.
- In the absence of building envelopes specified in this development plan, the proposed mechanism of ensuring development to BAL 12.5 on the southern interface is the following requirement which is included in the Additional Permit Considerations section below.

  Building envelopes and defendable space requirements to ensure development to BAL12.5. This requirement is proposed to be delivered by restriction on a Plan of Subdivision, or by other suitable mechanism.

  It is also proposed that development and subsequent permits.

- Consider the need to have 'reasonable assurance' that vegetation on the fringe of stages is managed appropriately.

  Note that the defendable space referred to above is to be managed as follows

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 2 metres.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

In accordance with CFA advice, any open space within the site to be managed to a low threat state to ensure a bushfire risk does not increase over time.

The Development Plan contemplates a Land Lease Community in the north-east portion of the site as shown in the Urban Design Masterplan. The LLC is considered a vulnerable use, however it is in a low risk location in terms of bushfire risk and has an existing road frontage to a main road, Colac Lavers Hill Road, and a secondary abuttal to a proposed internal road. This secondary road abuttal is noted on the Urban Design Masterplan and will be available for emergency egress/access.

From a bushfire perspective, the site is considered suitable for 'residential village' or similar, conditional on appropriate bushfire management measures such as Bushfire Management Plans, Emergency Management Plans or similar. These are identified in the Additional Permit Considerations section of this Development Plan

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4 Road Network and Traffic Management Plan

4.1 DPO9 requirement

A Road Network and Traffic Management Plan that includes:

- *An internal road network with a high-level of legibility and permeability for all vehicular and non-vehicular traffic. The plan must include the following:*
    - *Cross-sections;*
    - *Footpaths and shared paths, both on-road and off-road;*
    - *Bus routes including stops and shelters- new intersections should be shown to be bus capable;*
    - *Bicycle and pedestrian network plan, including shared user path links to the Old Beechy Rail Trail.*
    - *SIDRA analysis of the intersections proposed connectors with Colac Lavers Hill Road and Harris Road and Colac Lavers Hill Road*
    - *An internal road layout that discourages traffic movement west along Harris Road to the intersection of Harris Road and Colac Lavers Hill Road*
    - *Arterial frontage service roads connecting to the internal road network and avoiding direct connections to the arterial and local connector roads.*
- *Transport Connectivity (vehicular and non-vehicular) to adjoining land, including but not limited to:*
    - *Integration with the existing "Wyuna" estate*
    - *Provision for a future connection to the adjoining land to the south.*
- *Detail of the required upgrades to, or provision of infrastructure to the external road network, where required to service the land, including:*
    - *Intersection treatment to discourage left-turns into Harris Road;*
    - *Two intersections with Colac-Lavers Hill Road, including widening of Colac Lavers Hill Road to accommodate left and right turn lanes of appropriate lengths.*
    - *Footpaths and crossings to Colac-Lavers Hill Road and Harris Road, including a shared path crossing on Harris Road*

4.2 Development Plan Response

An internal road network with a high-level of legibility and permeability for all vehicular and non-vehicular traffic. The plan must include the following:

- *Cross-sections.*

The internal road network and subdivision layout are appropriate and provide a good level of permeability and connectivity with the abutting properties and the external road network.

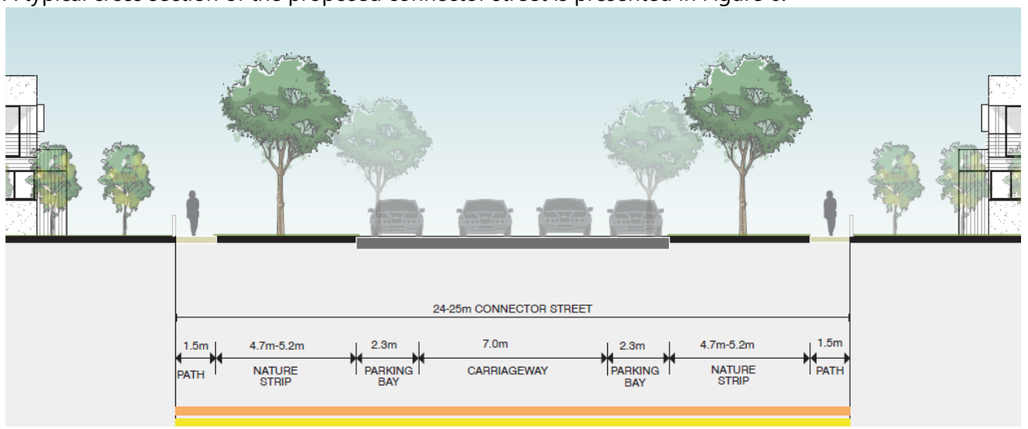
Indicative cross sections for each road type are shown below, with reference to the locations of each road shown in Figure 7.

Connector Street
The connector street is proposed to generally be constructed within a 25m reservation which exceeds the minimum reserve width of 24m specified in the Infrastructure Design Manual (IDM) for this type of street. The proposed 25m reservations will be capable of accommodating a 11.6m carriageway and 6m verges on either side as specified in the IDM.

Note that the connector street reduces to 24m where it transitions to Boronia Way.

The IDM notes that this cross-section is capable of accommodating between 2,500 and 6,000. vehicles per day.

A typical cross section of the proposed connector street is presented in Figure 6.



CROSS SECTION 1 24-25m CONNECTOR ROAD

Note: *Pavement to be centrally located within the road reserve*

Figure 6 Connector Road

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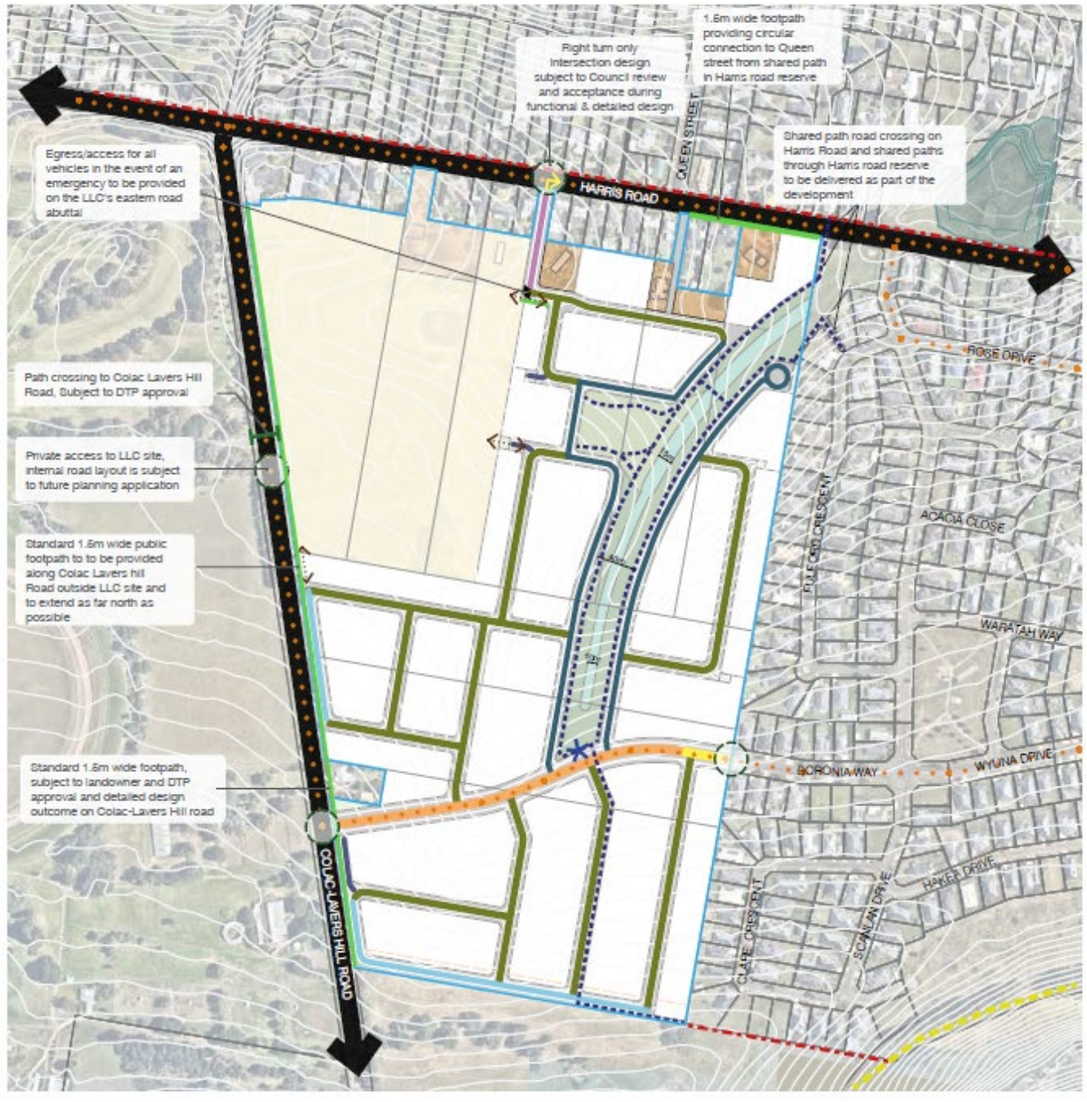
ROAD NETWORK AND TRANSPORT MANAGEMENT PLAN

LEGEND

- Development Plan Boundary
- Connector Street 1 (26m)- *Cross section 1*
- Connector Street 1 (24m)- *Cross section 1*
- Local Access Street (16m)- *Cross section 2*
- Link to Harris Road (16m)
- Local Access Street/ Service Road (14m)- *Cross section 3*
- Local Access Street/ Service Road (14m)- *Cross section 5 a,b,c*
- Mews/ Extended Driveway (12m)
- Potential Bus Route
- Shared Path (Botanic Link)
- Path Extension Outside DP09 (Delivered by others)
- Old Beechy Rail Trail (Delivered by others)
- Potential Pedestrian Connection for LLC Residents (Subject to LLC design)
- 1.6m wide footpath
- Indicative Location of Bus Stop and Shelter
- Egress/access for all vehicles in the event of an emergency on eastern road abuttal for LLC site

NOTES:

- Access to the development will initially be via Harris Road and controlled by the Queen Street traffic capacity. Prior to the commencement of each stage, a traffic assessment will be required to determine Queen Street's traffic capacity. Before this capacity is exceeded the Colac- Lavers Hill Road intersection must be constructed.
- Provision of 1.6m (wide) standard paths throughout the estate on the proposed street network



INDICATIVE DEVELOPMENT PLAN
Elliminyt Hill, Colac

DRG NO.	REV	DATE	DES/DOC	AUTH
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Figure 7 Road Network and Transport Management Plan

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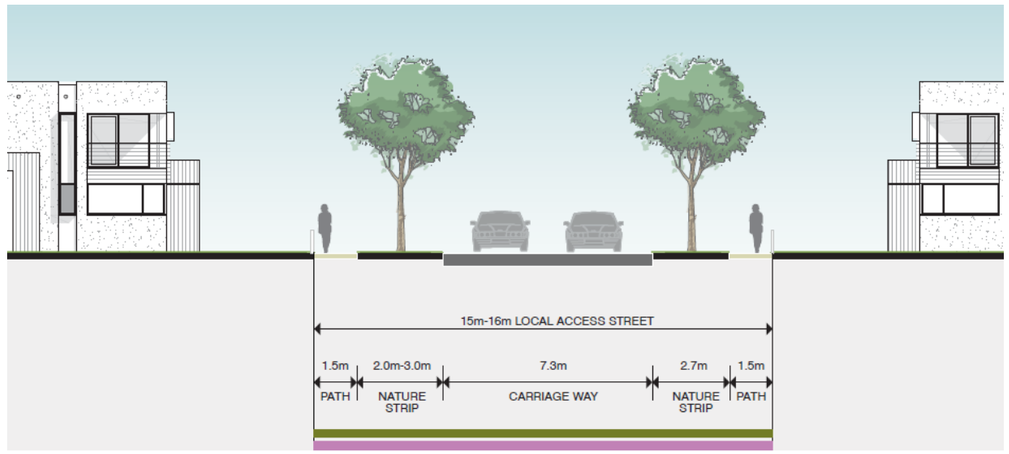
Access Streets

The majority of the remaining streets within the site are to be constructed within a 16m reservation which can accommodate a 7.3m carriageway and footpaths and nature strips on each side of the street consistent with the 'Access Street' cross-section as specified in the IDM. The IDM states that this cross-section is suitable for a traffic volume of up to 2,500 vehicles per day.

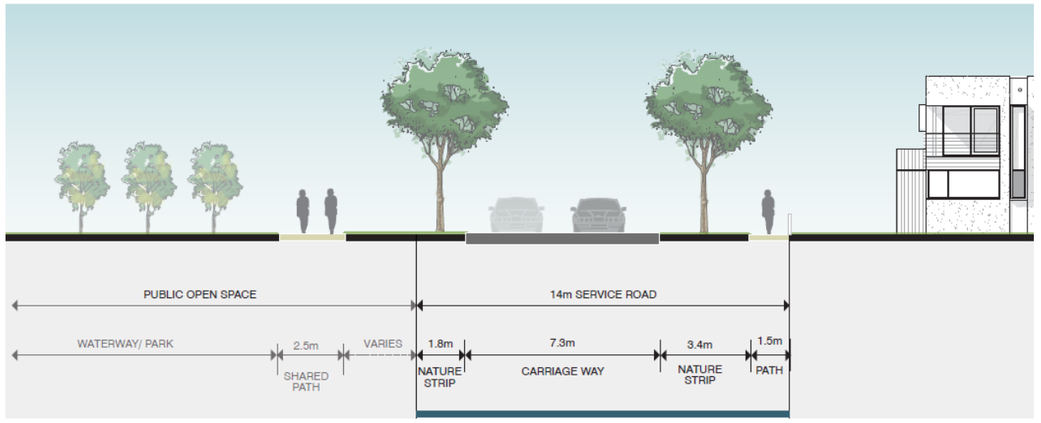
A typical cross section of the typical local access streets is presented at Figure 8 and a cross section of a local access street with a shared user path is presented at Figure 10.



CROSS SECTION 2 - 15m-16m LOCAL ACCESS STREET

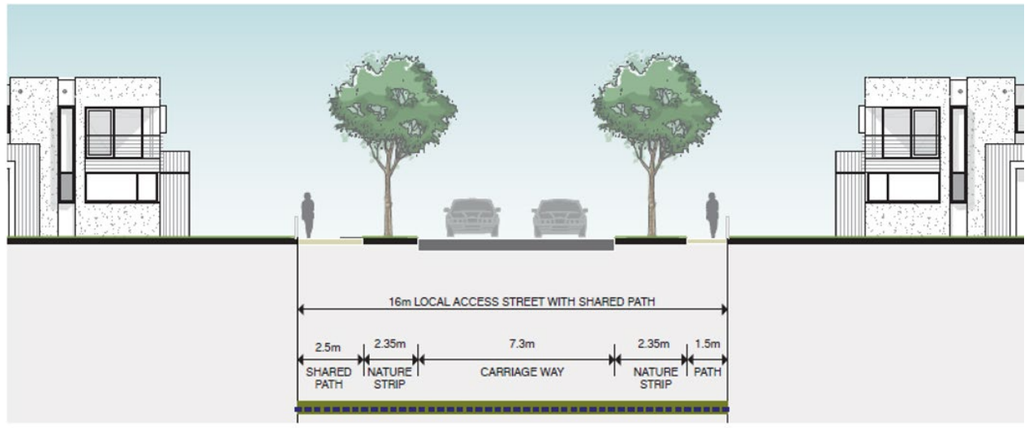
Note:Pavement to be centrally located within the road reserve

Figure 8 15-16m Local Access Street



CROSS SECTION 3 - 14m LOCAL ACCESS STREET ALONG WATERWAY AND PARK

Figure 9 14m Local Access Street Along Waterway and Park



CROSS SECTION 4 - 16m LOCAL ACCESS STREET WITH SHARED PATH

Note:Pavement to be centrally located within the road reserve

Figure 10 16m Local Access Street with Shared Path

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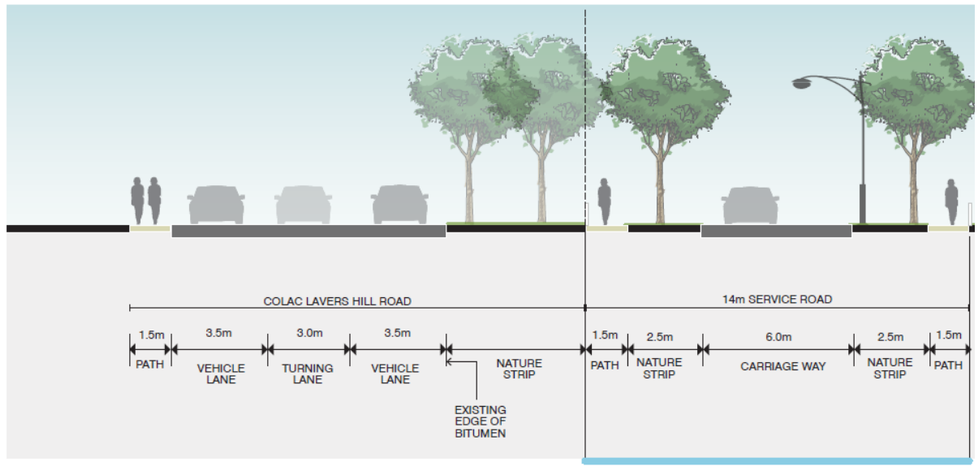
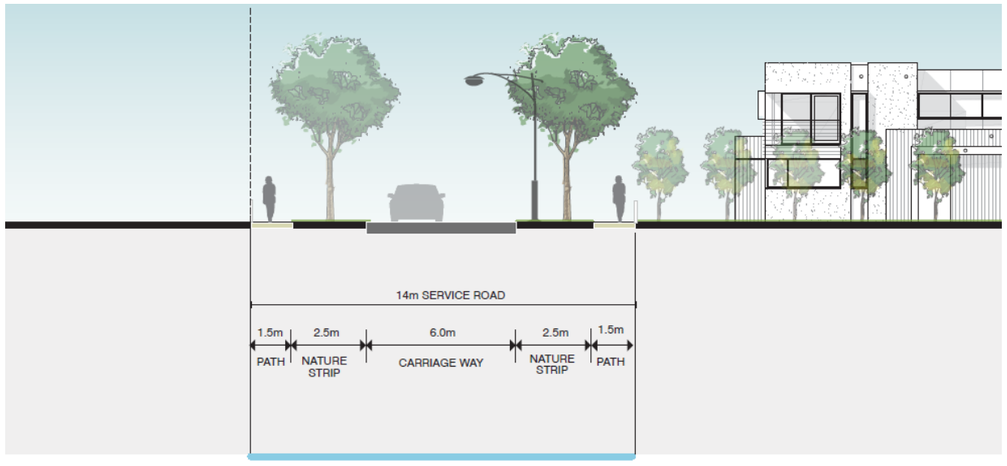


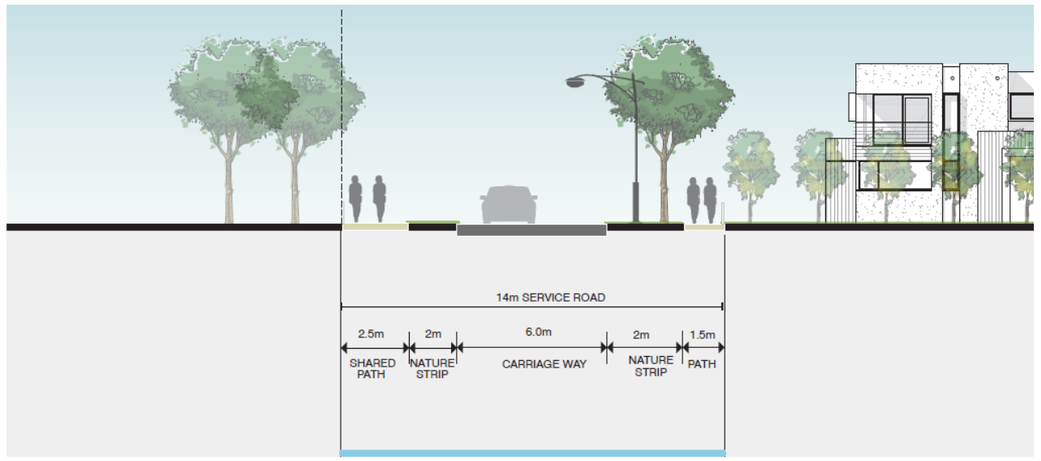
CROSS SECTION 5a - 14m SERVICE ROAD (INTERFACE WITH COLAC LAVERS HILL ROAD)

Figure 11 14m Service Road (Interface with Colac Lavers Hill Road)



CROSS SECTION 5b - 14m SERVICE ROAD (SOUTHERN INTERFACE)

Figure 12 14m Service Road (Southern Interface)



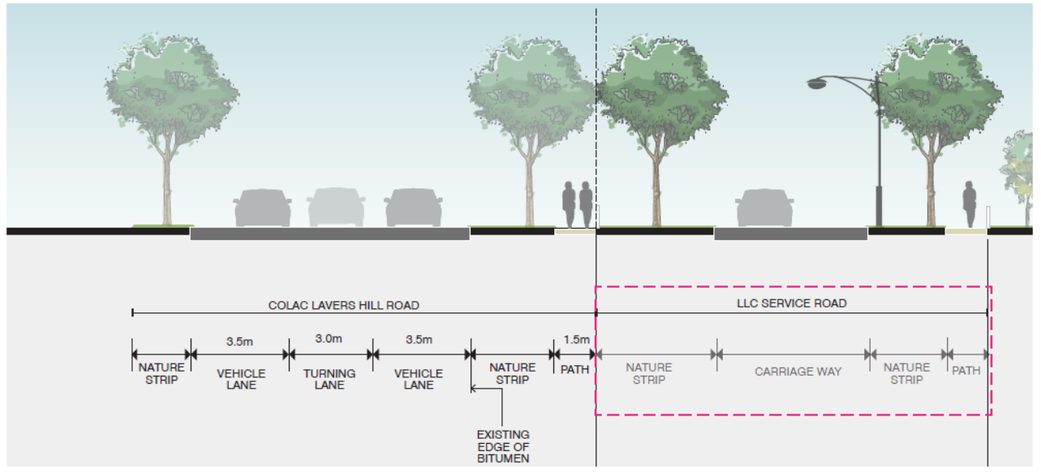
CROSS SECTION 5c - 14m SERVICE ROAD (SOUTHERN INTERFACE WITH SHARED PATH)

Figure 13 14m Service Road (Southern Interface with Shared Path)

Internal Frontage Roads

In addition to the typical access streets, there are also a number of internal frontage roads that run adjacent and parallel to Colac Lavers Hill Road and only have abutting development on one-side. Similarly, there are a number of internal streets which are proposed to run adjacent to the open space corridor and will also only have abutting development on one side.

Each of these streets is proposed to be constructed within a reduced cross-section as shown in the associated Figures.



CROSS SECTION 5d- LLC SERVICE ROAD (INTERFACE WITH COLAC LAVERS HILL ROAD)

NOTE: WIDTH OF SERVICE ROAD TO BE DETERMINED DURING PLANNING PERMIT PHASE FOR LLC

Figure 14 LLC Service Road (Interface with Colac Lavers Hill Road)

A road reservation of 14m is proposed along the internal frontage roads adjacent to Colac-Lavers Hill Road and for the internal roads adjacent to the open space corridors. Each of these reservation widths can accommodate a road carriageway width of 6m and is sufficient to accommodate two-way traffic flow where on-street parking is generally limited to one side of the street. Roads adjacent to waterways have 7.3m wide carriageways.

Typical cross sections for the Colac-Lavers Hill Road internal frontage roads, internal streets with dwellings on one side only and internal streets with dwellings on one side that include a shared path are presented at Figure 11, Figure 9, and Figure 13 respectively.

Harris Road Access Link
The reservation for the access connection through to Harris Road is limited to 15m due to existing property boundaries associated with the adjacent properties in this section. Although slightly below the minimum reservation width specified in the IDM for an access street, this width will still be sufficient to accommodate a 7.3m carriageway with adjacent verge widths of between 3.5m and 4.5m which will be sufficient to accommodate footpaths and nature strips on both sides in addition to underground services. The 15m local street cross section is presented in Figure 8.

- *Footpaths and shared paths, both on-road and off-road.*

Footpaths are to be provided in accordance with the requirements of the Infrastructure Design Manual. Specifically, 1.5m footpaths are proposed along both sides of all internal roads where allotments are to be provided on both sides. Footpaths are not required along the side of any road that does not have any direct abuttal to a residential allotment.

The paths discussed above will provide connections with adjacent land at a level that is consistent with the objectives of the IDM and good current practice and will be appropriate to serve the proposed residential development.

Cyclists will utilise the proposed road carriageways in a shared fashion on the majority of internal roads.

In addition to the above there are also proposed to be shared paths constructed within the open space corridor with a crossing to be provided across the waterway at the northern end. Additional shared paths are proposed to be constructed along portions of the eastern and southern site boundaries. A further shared path connection is proposed through to Fulford Crescent within the adjacent residential area to the east, at the northern end of the open space corridor.

A 1.5m path will be provided along the eastern side of Colac Lavers Hill Road, including past the LLC site, extending as far north as possible.

A pedestrian crossing facility is also proposed for Colac-Lavers Hill Road, subject to approval by the Department of Transport and Planning as shown in Figure 15.

A 1.5m wide footpath providing circular connection to Queen Street from the shared path is also incorporated and is evident in Figure 16, shown green.

Paths are generally described in the cross sections as outlined above and the Botanic Link route as detailed elsewhere in this report.

- *Bus routes including stops and shelters- new intersections should be shown to be bus capable.*

A potential bus route, with associated stop/shelter is shown in Figure 7. The background traffic report indicates the connector road and associated intersections are bus capable and that the likely ultimate route links Colac Lavers Hill Road through Boronia Way and up to Harris Road.

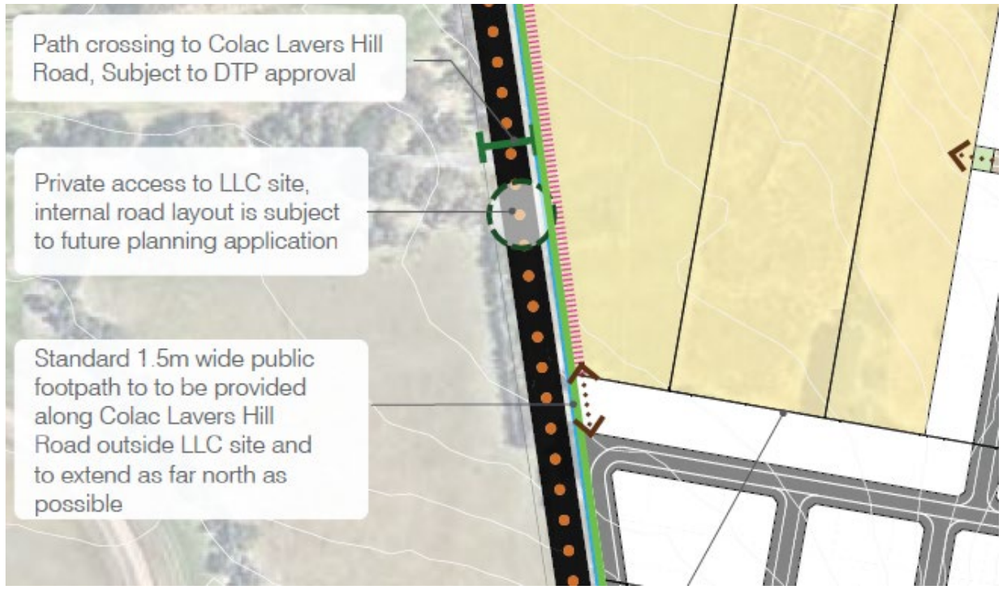


Figure 15 Colac Lavers Hill Road Crossing

- *Bicycle and pedestrian network plan, including shared user path links to the Old Beechy Rail Trail.*

As per previous references to paths, the following are provided.

- The provision of 1.5m standard paths throughout the estate on the proposed street network
- The shared path (Botanic Link) running north-south through the site, predominantly along the waterway, and linked across the waterway and north across Harris Road.

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- East-west elements of the Botanic Link, noting
    - The element of the path network on the north side of Harris Road is to be constructed by others
    - The southernmost element of the path network east of the site, linking to the Old Beechy Rail Trail, to be constructed by others.

A 1.5m path will be provided along the eastern side of Colac Lavers Hill Road, including past the LLC site, extending as far north as possible.

Note that shared paths outside the site in the north-eastern corner, shown in purple dash in Figure 16 are to be delivered as part of the development.

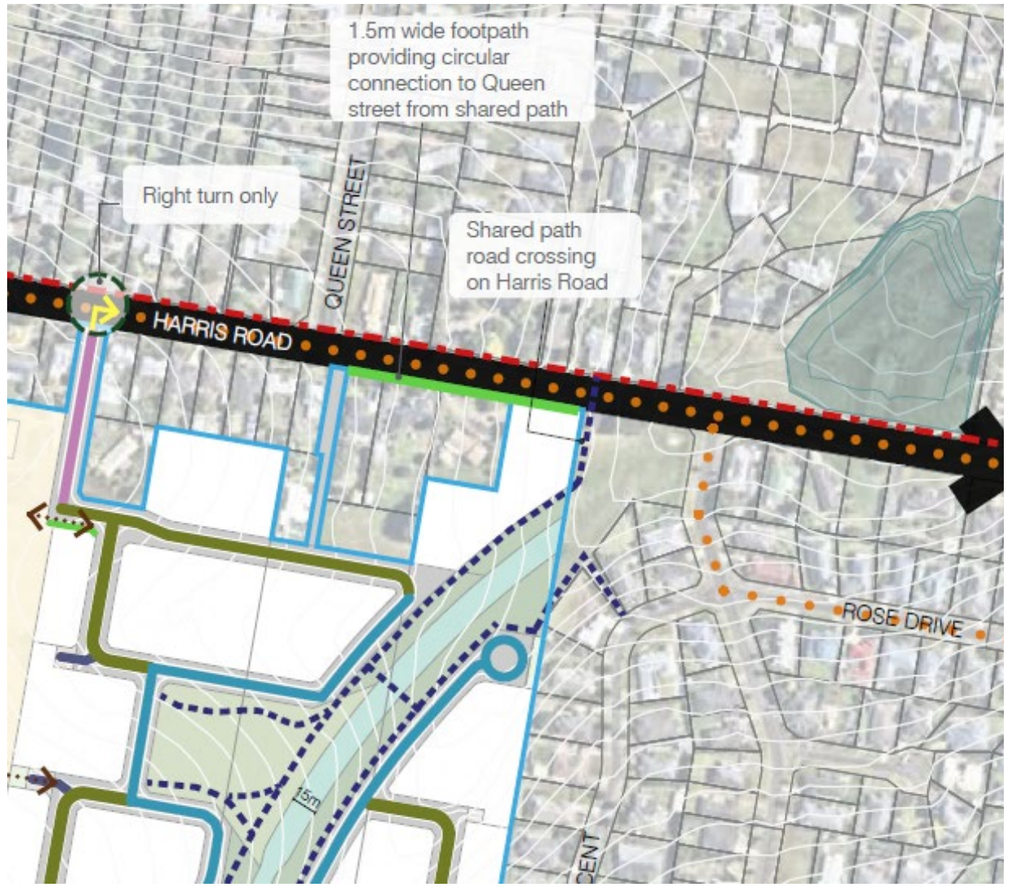

Figure 16 Paths in north-east of site

- *SIDRA analysis of the intersections proposed connectors with Colac Lavers Hill Road and Harris Road/Colac Lavers Hill Road*

The background traffic report undertakes SIDRA analysis of both intersections, and that analysis is summarised below.

Intersection Analysis: Colac-Lavers Hill Road Access

Intersection analysis has been undertaken using the SIDRA Intersection program to confirm that the Colac-Lavers Hill Road site access intersection will operate acceptably during peak periods.

Projected peak hour turning movements at the Colac-Lavers Hill Road intersection based on the previous traffic volume assumptions are presented at Figure 17.

A diagram illustrating the unsignalised intersection layout that has been assumed for the Colac-Lavers Hill Road intersection is presented at Figure 18.

The key outputs from the SIDRA Intersection analysis are presented in Figure 19.

The key outputs presented in the table include the Degree of Saturation, average delay and 95th percentile queue length, where the Degree of Saturation represents the ratio of demand to capacity. For unsignalised intersections it is generally desirable for the Degree of Saturation to be below 0.9.

The results suggest that the intersection will operate acceptably during both AM and PM peak conditions, with minimal queues and delays and a degree of saturation well below 0.9.

During the initial stages of development, access to the development will be solely via the Harris Road access point, with majority of traffic expected to use Queen Street between the site and the centre of Colac. The timing of Colac-Lavers Hill Road access construction will be determined based on the capacity of Queen Street and Harris Road.

Detailed analysis in the background traffic report, calculates a trigger of 164 residential lots before mid-block capacity on Queen Street would be reached but also notes that development at the Wyuna Estate to the east of the subject site is also expected to increase traffic volumes on Queen Street and Harris Road as additional dwellings within that estate are constructed

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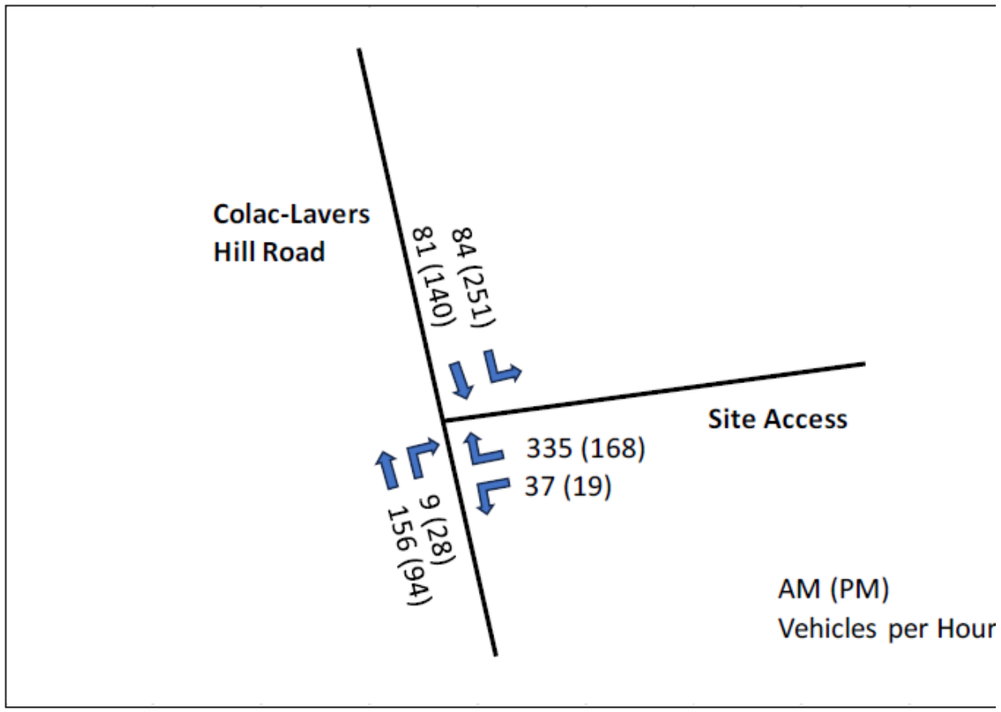

Figure 17 Projected Peak Hour Traffic Volumes

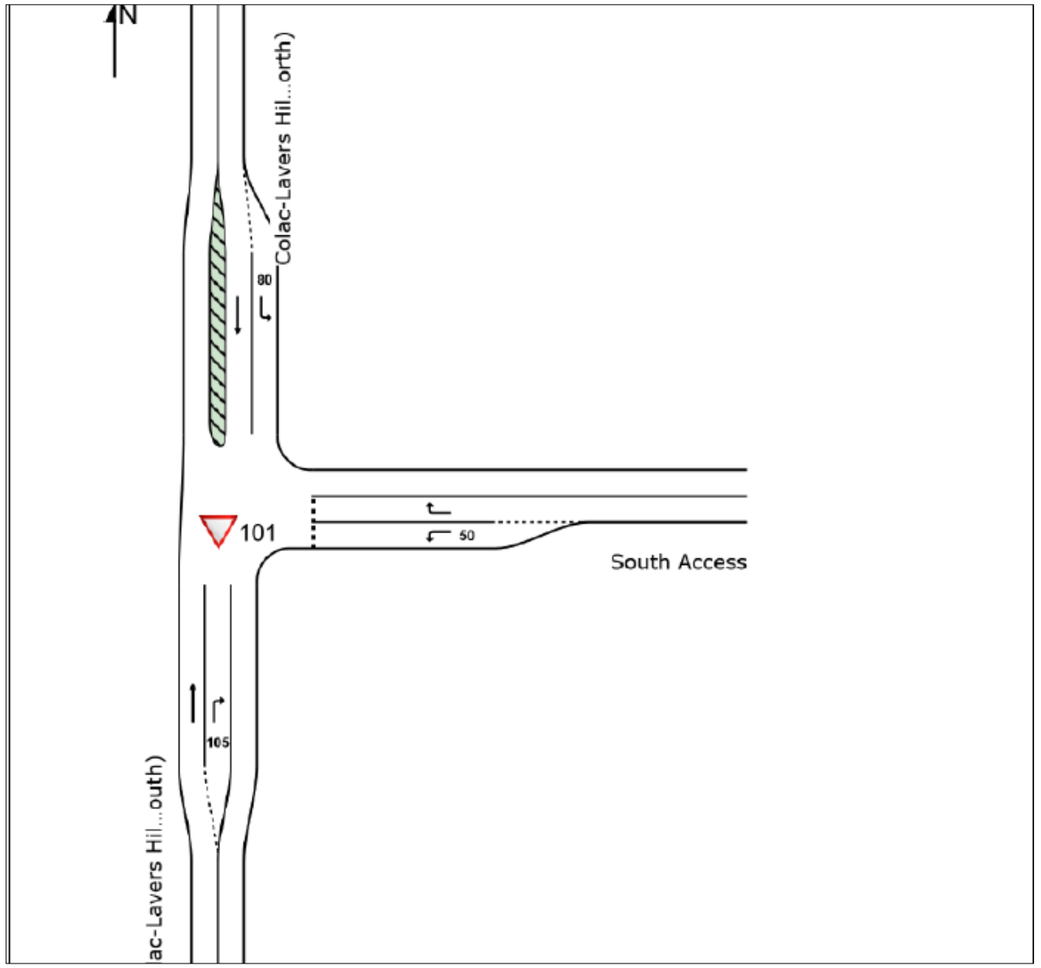

Figure 18 Colac Lavers Hill Road Intersection Adopted Layout

Intersection Analysis: Harris Road/Colac-Lavers Hill Road

A SIDRA Intersection assessment has also been undertaken at the Harris Road/Colac-Lavers Hill Road intersection to compare the existing intersection performance against the future performance expected during the initial stages of the Elliminyt Hillview Estate when access will initially only be provided via Harris Road.

A diagram representing the existing intersection layout generated using the SIDRA Intersection program is presented at Figure 20.

The diagram shows that each road consists of a single traffic lane in each direction, with a 'Stop' sign facing the east approach of Harris Road and a 'Give Way' sign facing the west leg of Harris Road.

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Approach	AM Peak			PM Peak		
	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (m)	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (m)
Colac-Lavers Hill Rd (south)	0.09	0	0	0.05	2	1
Site Access	0.48	10	25	0.28	9	9
Colac-Lavers Hill Rd (north)	0.05	4	0	0.14	5	0

Figure 19 Colac Lavers Hill Road Intersection - SIDRA Intersection Outputs

The key outputs from the existing conditions SIDRA Intersection models are presented in Figure 21 and include the degree of saturation, average delay and 95th percentile queue length on each approach to the intersection.

The SIDRA Intersection outputs confirm that the intersection currently performs very well during both peak periods, with a degree of saturation of no more than 0.1 on all approaches, average delays of no more than 10 seconds and 95th percentile queue lengths of less than one vehicle length.

As previously stated, a maximum of 164 allotments could be developed before there would be a need to construct a new access point onto Colac-Lavers Hill Road, noting the previously stated need to consider traffic from Wyuna Estate. The development of 164 allotments is expected to result in an additional 353 vehicles per day travelling down the western end of Harris Road, noting that 21.5% of existing westbound traffic on Harris Road continues west beyond the Queen Street intersection.

RSA findings and recommendations will be addressed with the detailed design submission to the satisfaction of Council

During each peak period, the amount of traffic travelling through the Harris Road/Colac-Lavers Hill Road intersection is expected to increase by 35 vehicles per hour. This represents an increase in traffic volume on the eastern leg of Harris Road of 38% during the AM peak and 32% during the PM peak. The projected turning movements through the intersection during the initial stages of the development prior to the construction of the Colac-Lavers Hill Road access are presented at Figure 22.

The table confirms that there are only minor increases in individual turning movements at the intersection compared to the existing volumes.

The key outputs from the proposed conditions SIDRA Intersection models are presented in Figure 23.

The results show that there is very little change between the intersection performance in the existing conditions compared to the predicted operation during the initial stages of the development. Importantly, the degree of saturation will remain well below the maximum value of 0.9 which is typically accepted for an unsignalised intersection.
Based on the SIDRA Intersection analysis, the additional traffic generated by the initial stages of the Elliminyt Hillview estate will not have any significant impact on the operation of the Harris Road/Colac-Lavers Hill Road intersection.

Additionally, a Road Safety Audit previously prepared for this intersection did not consider that the temporary increase in traffic during the initial state of development would result in a substantial change to the existing safety issues at the Harris Road/Colac-Lavers Hill Road intersection.

Following construction of the direct access from the development onto Colac-Lavers Hill Road, the volume of traffic turning between Harris Road and Colac-Lavers Hill Road is expected to reduce, as the majority of development traffic will likely utilise the new access, which will be more convenient for the majority of lots within the subdivision. In addition, some of the existing traffic that utilises Harris Road to access the Wyuna Estate to the east will also use the new direct access by travelling along Boronia Way through the site. Accordingly, the initial stage of development will be most critical in terms of both safety and capacity at the Colac-Lavers Hill Road/Harris Road intersection.

To ensure that the growth in traffic volumes associated with the Wyuna Estate are also catered for, a permit condition such as the following should determine the timing for the delivery of the Colac Lavers Hill Road intersection:
Prior to the commencement of each stage, a traffic assessment will be required to determine Queen Street traffic capacity. Before this capacity is exceeded, the Colac Lavers Hill Road intersection must be constructed.

- *An internal road layout that discourages the use of Harris Road and its intersection with Colac Lavers Hill Road*

The provision of the intersection at Colac Lavers Hill Road and the Connector street will provide suitable alternative options for traffic to avoid Harris Road, noting that once the connector road has been constructed, right turn only signage and appropriate intersection treatment are proposed for traffic exiting the site via the Harris Road access to meet the DP09 requirement to discourage left turns out of the site at this location.

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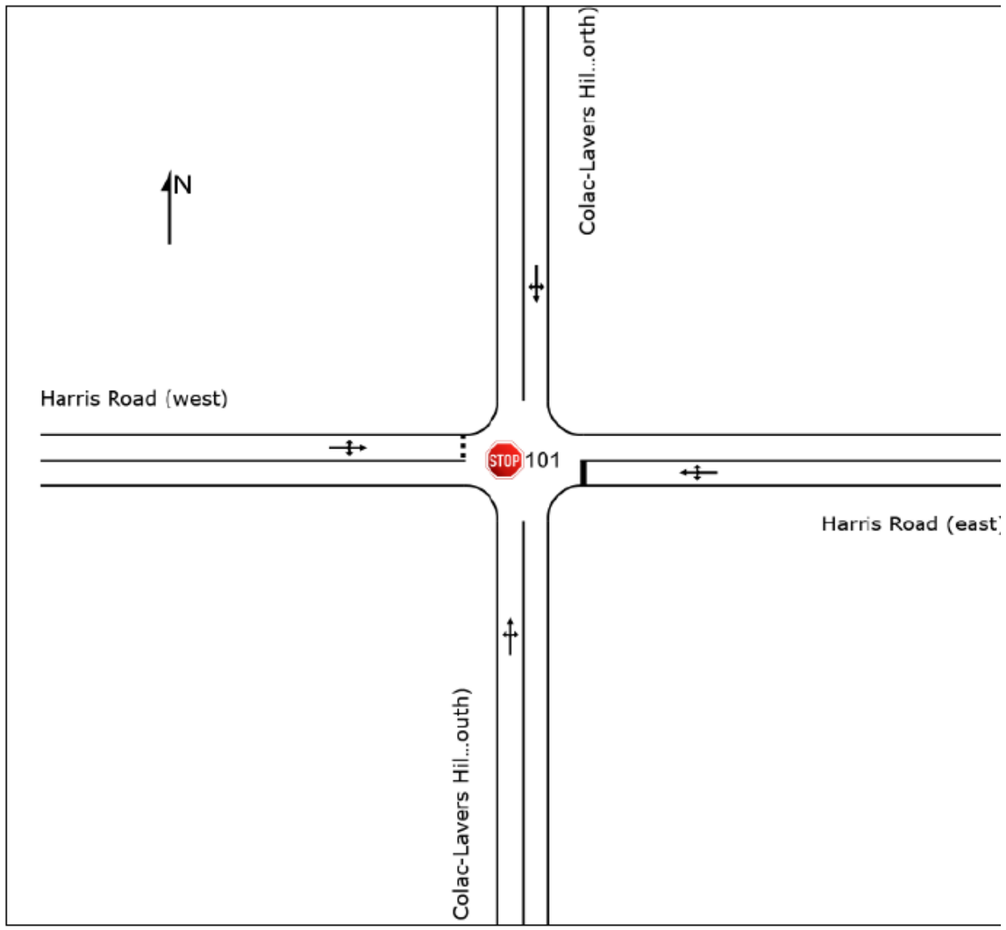

Figure 20 Harris Road/Colac Lavers Hill Road Intersection Layout

- *Arterial frontage service roads connecting to the internal road network and avoiding direct connections to the arterial and local connector roads.*

The plans and sections incorporated into the document detail the proposal to use internal frontage roads to avoid direct connection to arterial roads. The LLC site has a single-entry point to Colac Lavers Hill Road and has an internal road parallel to Colac Lavers Hill Road as shown in Figure 14. Note that this internal LLC road need not be applied to the full frontage of the site.

Approach	AM Peak			PM Peak		
	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (m)	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (m)
Colac-Lavers Hill Road South	0.09	1	1	0.05	1	1
Harris Road East	0.06	9	2	0.04	8	1
Colac-Lavers Hill Road North	0.06	2	1	0.10	2	1
Harris Road West	0.06	5	2	0.05	5	1

Figure 21 Existing conditions SIDRA Intersection Outputs

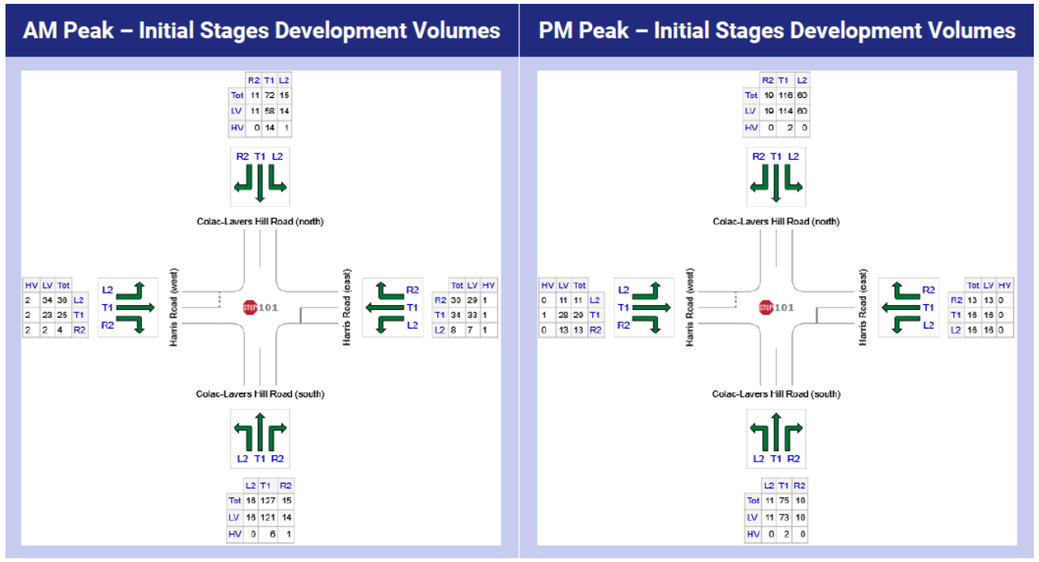

Figure 22 Projected Turning Movements at Harris Road/Colac Lavers Hill Road Intersection During Initial Stages

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Approach	AM Peak			PM Peak		
	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (m)	Degree of Saturation	Average Delay (sec)	95th %ile Queue Length (r
Colac-Lavers Hill Road South	0.09	1	1	0.05	1	1
Harris Road East	0.09	9	2	0.05	8	1
Colac-Lavers Hill Road North	0.06	2	1	0.11	2	1
Harris Road West	0.06	5	2	0.06	5	1

Figure 23 Proposed Conditions SIDRA Intersection Outputs - Initial stages of Development

- *Transport Connectivity (vehicular and non-vehicular) to adjoining land, including but not limited to:*
    - *Integration with the existing "Wyuna" estate*

Connection and integration to Boronia Way is provided via the connector road
Path connection is also provided to Fulford Crescent as shown in Figure 16. Paths are also proposed along Boronia Way.

    - *Provision for a future connection to the adjoining land to the south.*

Future connection to the south, if ultimately desirable, is provided by the southern perimeter road.

- *Detail of the required upgrades to, or provision of infrastructure to the external road network, where required to service the land, including:*

    - *Intersection treatment to discourage left-turns into Harris Road.*

The internal road abuttal to Harris Road is to ultimately include right turn only signage and appropriate intersection treatment to prevent left turn movements towards the Colac-Lavers Hill/Harris Road intersection. The intersection design is subject to Council review and acceptance during functional and detailed design.

    - *Two intersections with Colac-Lavers Hill Road, including widening of Colac Lavers Hill Road to accommodate left and right turn lanes of appropriate lengths.*

A functional layout plan has been prepared to illustrate the extent of widening that would be required along Colac-Lavers Hill Road in order to accommodate the recommended auxiliary turn lanes for the proposed intersection of Colac Lavers Hill Road and the connector road. The functional layout plan is shown in Figure 24 and Figure 25. The plans have been prepared in conjunction with swept path assessments to ensure that the access point is accessible by 12.5m buses.

The Development Plan proposes a second connection to Colac Lavers Hill Road, in the north, however this connection is proposed to be private, serving the LLC site, rather than public or the broader estate. In relation to this.

- The proposal is considered generally in accordance with the DPO9 in that.
    - Two intersections are proposed
    - There is no requirement in the DPO9 for the Development Plan to be in accordance with the Framework Plan

- The background traffic assessment provides evidence that the functioning of the site is not affected by the removal of the northern intersection or the associated connector road. Advice from DTP through the preparation process supports this contention.

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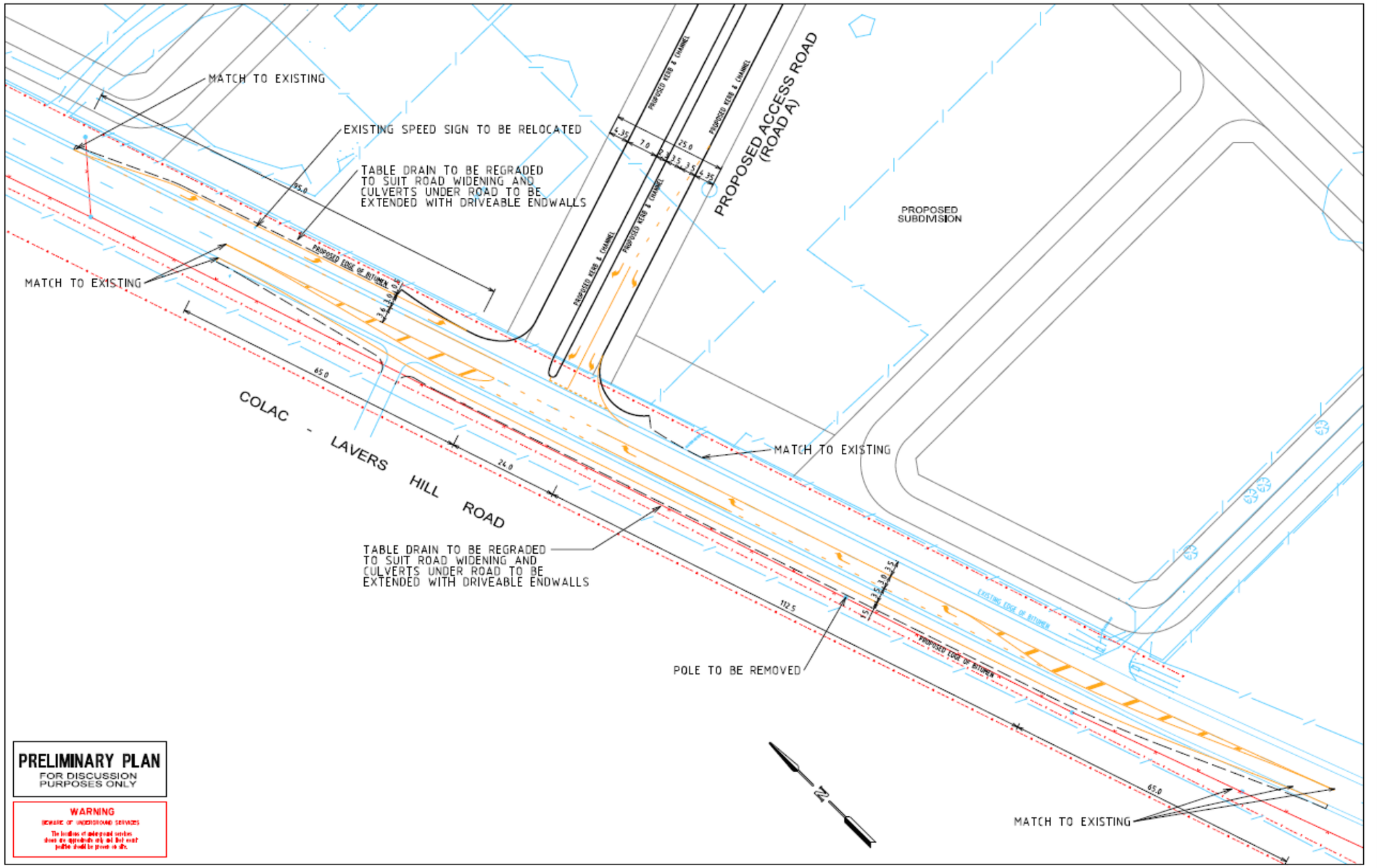

ISSUE	ISSUE DESCRIPTION	DESIGNER	CHECKED/APPROVED	ISSUE DATE
A	INITIAL ISSUE	GR	R.T (RPE0006375)	16 DEC 2022
B	DESIGN UPDATED TO REFLECT LATEST INTERNAL LOT LAYOUT	GR	R.T (RPE0006375)	26 APR 2024
C	NEW LOT LAYOUT SUPPLIED - PLAN RE-ISSUED	GR	R.T (RPE0006375)	30 SEP 2024

GENERAL NOTES
1. BASE INFORMATION FROM SUPPLIED PLANNING DRAWINGS /AERIAL PHOTOGRAPH.
2. ALL DIMENSIONS ARE TO FACE OF KERB & CHANNEL UNLESS SPECIFIED OTHERWISE.
3. MAIN ROAD - COLAC-LAVERS ROAD (SPEED ZONE 80km/H).
4. ALL PROPOSED FOOTPATHS AND PRAM CROSSINGS ARE TO BE CONSTRUCTED WITH TACTILE GROUND SURFACE INDICATORS TO DDA COMPLIANCE GUIDELINES. REFER TO AS 1428.4:2009.

DESIGNED: G.RAHITA
CHECKED/APPROVED: R.THOMSON
FILE NAME: G27827-00-00.dgn

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85 COLAC-LAVERS HILL ROAD, ELLIMINYT
PROPOSED RESIDENTIAL SUBDIVISION
COLAC OTWAY SHIRE
FUNCTIONAL LAYOUT PLAN
SCALE 1:750(A3) 0 7.5 15 | SHEET No. 1 OF 2 | DWG No. G27827-01-03

Figure 24 Functional Layout Plan Sheet 1

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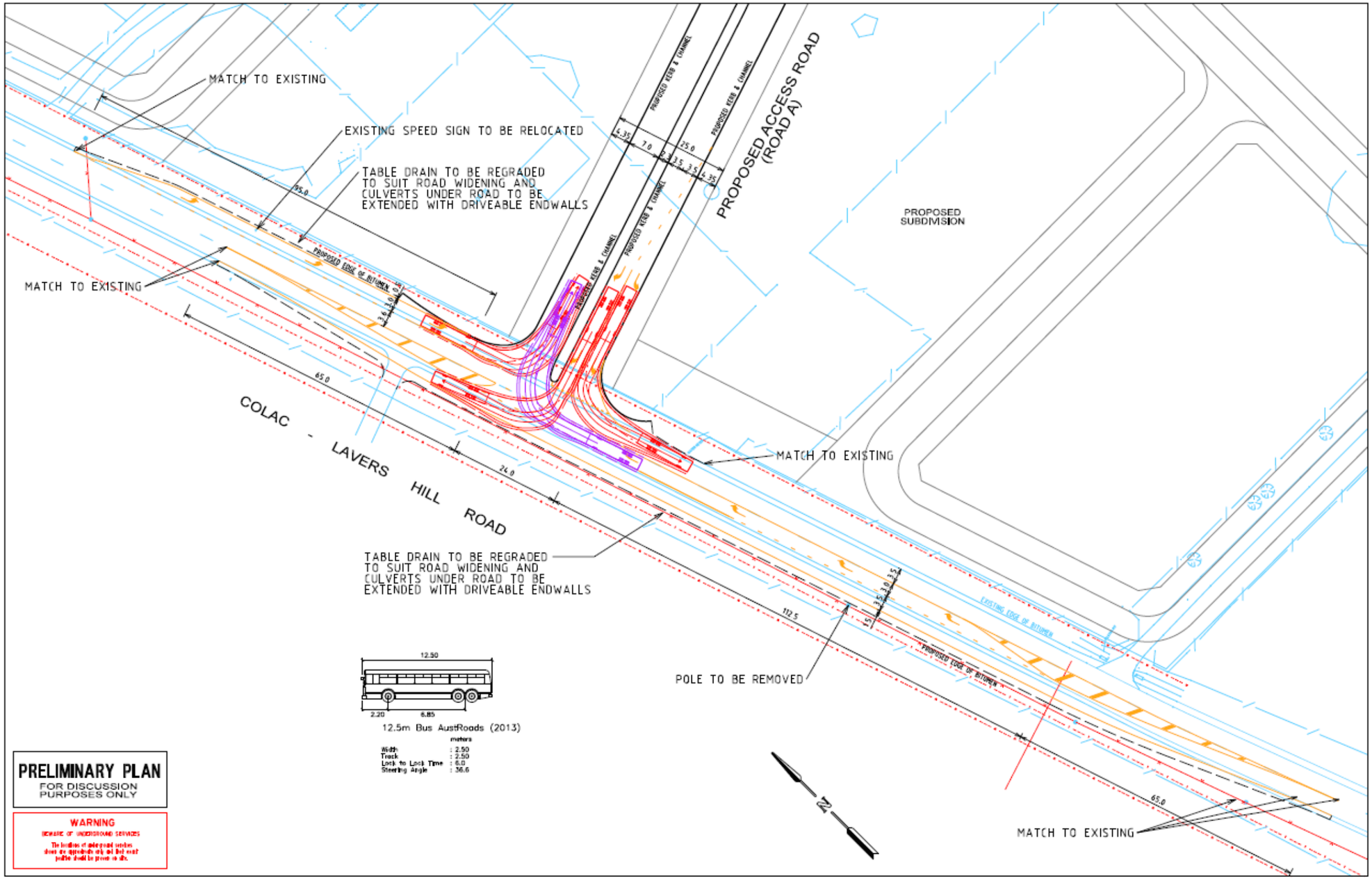

ISSUE	ISSUE DESCRIPTION	DESIGNER	CHECKED/APPROVED	ISSUE DATE
A	INITIAL ISSUE	GJR	RT (RPE0006375)	16 DEC 2022
B	DESIGN UPDATED TO REFLECT LATEST INTERNAL LOT LAYOUT	GJR	RT (RPE0006375)	26 APR 2024
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DESIGNED: G.RANTA
CHECKED/APPROVED: R.THOMSON
FILE NAME:

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85 COLAC-LAVERS HILL ROAD, ELLIMINYT
PROPOSED RESIDENTIAL SUBDIVISION
COLAC OTWAY SHIRE
FUNCTIONAL LAYOUT PLAN
SCALE 0 7.5 15

Figure 25 Functional Layout Plan - Sheet 2

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Footpaths and crossings to Colac-Lavers Hill Road and Harris Road, including a shared path crossing on Harris Road

Colac Lavers Road

- A pedestrian crossing on Colac Lavers Hill Road is proposed and shown in Figure 15. The precise location and design of the crossing is to be determined through future planning processes.

- Footpaths along Colac Lavers Hill Road are, with reference to Figure 26 and running from north to south:

    - On the LLC frontage – see also Figure 14. Note that the purpose of this path is generally to provide access for LLC residents to the southern path and road network, and to provide access to others to the proposed pedestrian crossing. To deliver the path beyond the northernmost of either the pedestrian crossing or the LLC site entrance appears to provide little benefit due to significant constraints within the road reserve, and the likelihood that no path in this location will be able to provide access to Harris Road. This plan requires the path to continue north towards Harris Road, as shown in Figure 7 unless considered impractical.

    - Standard 1.5m footpath – shown green on Figure 26. Note that detailed design and delivery of this path subject to landowner and DTP.

    - Within the service road – shown green on Figure 26 and also shown in section on Figure 11.

Harris Road

- The shared path on the north side of Harris Road is accessed via the shared path shown in purple-dashed in Figure 16

- A 1.5m footpath is proposed for part of the south side of Harris Road, shown in green on Figure 16.

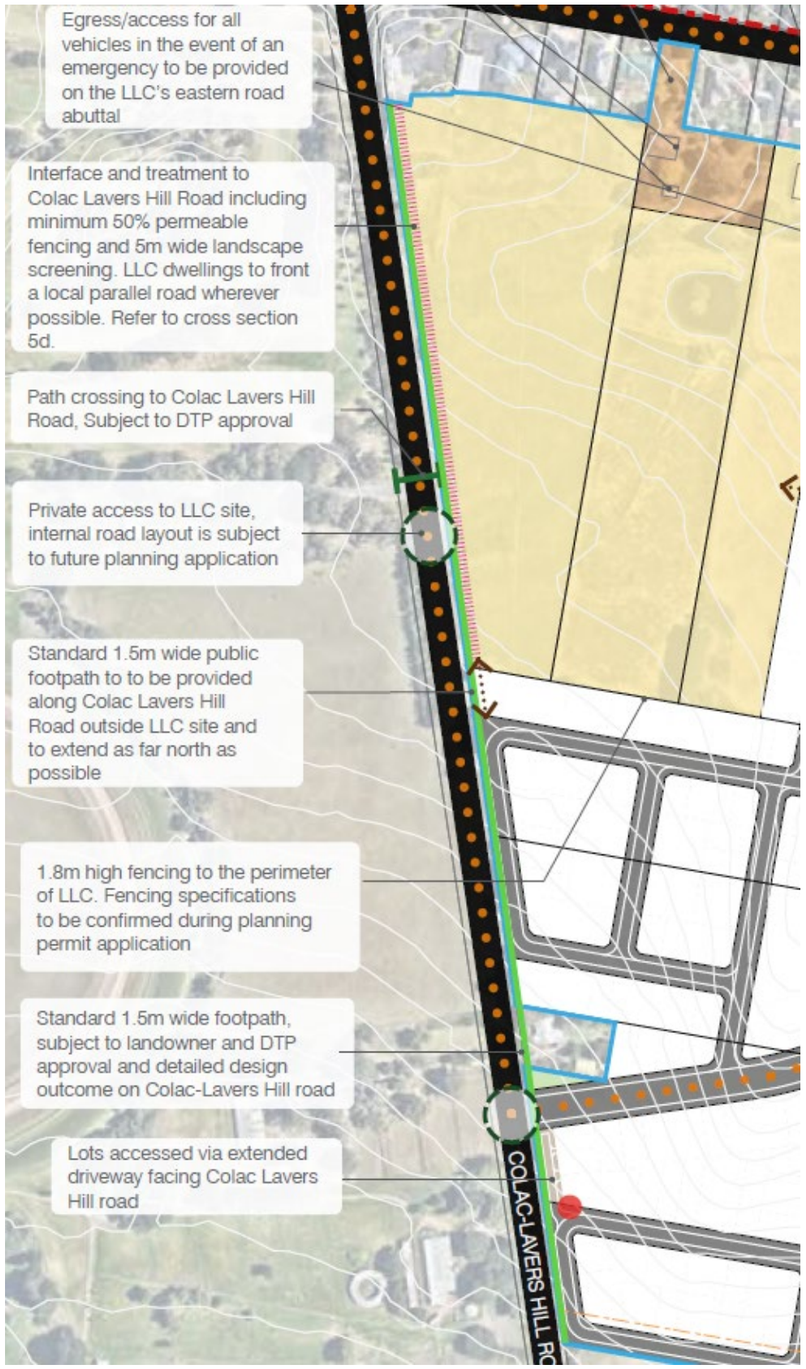

Figure 26 Colac Lavers Hill Road paths

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5 Integrated Water Management Plan

5.1 DPO9 requirement

An Integrated Water Management Plan that includes:

- *Resolution of the size/location of basins, waterway treatments and associated infrastructure.*
- *Integration of drainage and stormwater management functions with streets, public open spaces and landscape design, utilising both on and off-site infrastructure including Harris Road Reserve.*
- *Containment of the existing waterway within a constructed waterway reserve, generally in accordance with the Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009).*
- *Demonstrated alignment with the following documents:*
  - *Colac Stormwater Development Strategy, March 2019, Colac Otway Shire & Engeny Water Management.*
  - *Colac Integrated Water Cycle Management Plan – Towards a "Botanic Colac"*
  - *Infrastructure Design Manual, Local Government Infrastructure Design Association.*

5.2 Development Plan response

The Integrated Water Management Plan, a background document, has been subject to multiple engagements with Council and represents a comprehensive and collaborative response to water management.

- *Resolution of the size/location of basins, waterway treatments and associated infrastructure.*

Storage requirements have been determined in accordance with the following methodology, noting this is a brief summary only and does not include all considerations

- Delineation of contributing sub-catchments to Harris Road Swamp was completed for input into RORB (a general runoff and streamflow routing program).
- Hydrological data for the catchment was collected.
- An existing conditions RORB model was developed consisting of sub-catchments, reaches and nodes for the catchment network.
- The RORB model was run to estimate existing (pre-Wyuna estate being developed) 1% AEP peak flows for the catchment.
- Sensitivity analysis on existing conditions was completed to find the existing conditions 1% AEP peak flow post Wyuna estate development.
- A developed conditions RORB model was prepared consisting of sub-catchments, reaches and nodes for the catchment network.
- The RORB model was run to estimate the developed 1% AEP peak flows for the catchment.
- Two sensitivity analysis on developed conditions was complete.
- The developed conditions peak flow at key locations was found.

The modelling confirms the required storage volume for the Hillview Estate. The storage proposed is as follows and as shown in Figure 27.

- 3,200m^3 of storage for the LLC site – to be confirmed and refined by planning permit processes. Note that the Development Plan requires the LLC to treat its stormwater to best practice and provide flood storage to restrict peak flows to pre-development values.
- 15,300m3 storage basin located in the Harris Road Swamp, catering for both Hillview and Wyuna Estate, noting.
  - If Council don't proceed with funding the Wyuna portion of the storage requirements the concept storage volume required for Hillview Estate only is 5,000m3. This volume is subject to change with detailed design and Council negotiations. The 15,300m3 basin in concept is shown in Figure 28.

A 40m wide constructed waterway corridor is proposed to convey stormwater flows through the site.

- The waterway must be designed in accordance with Melbourne Water guidelines where practical.
- The hydraulic width of the waterway will vary dependant on development outlets and must be considered in further design development.

The treatments of the waterway are best represented in the section of this report referencing Open Space and Landscape Masterplan.

Waterway treatment is via Gross Pollutant Trap and Hydrosystem (or approved equivalent) on the piped drainage network either side of the waterway to treat flows prior to discharge into the waterway. The stormwater flows will then be conveyed to an end of line storage basin. This proposal is largely driven by better maintenance, accessibility and footprint outcomes, allowing Harris Road Swamp to be optimised for storage. These treatment products maximise the open space readily available for public use and have straight forward maintenance requirements.

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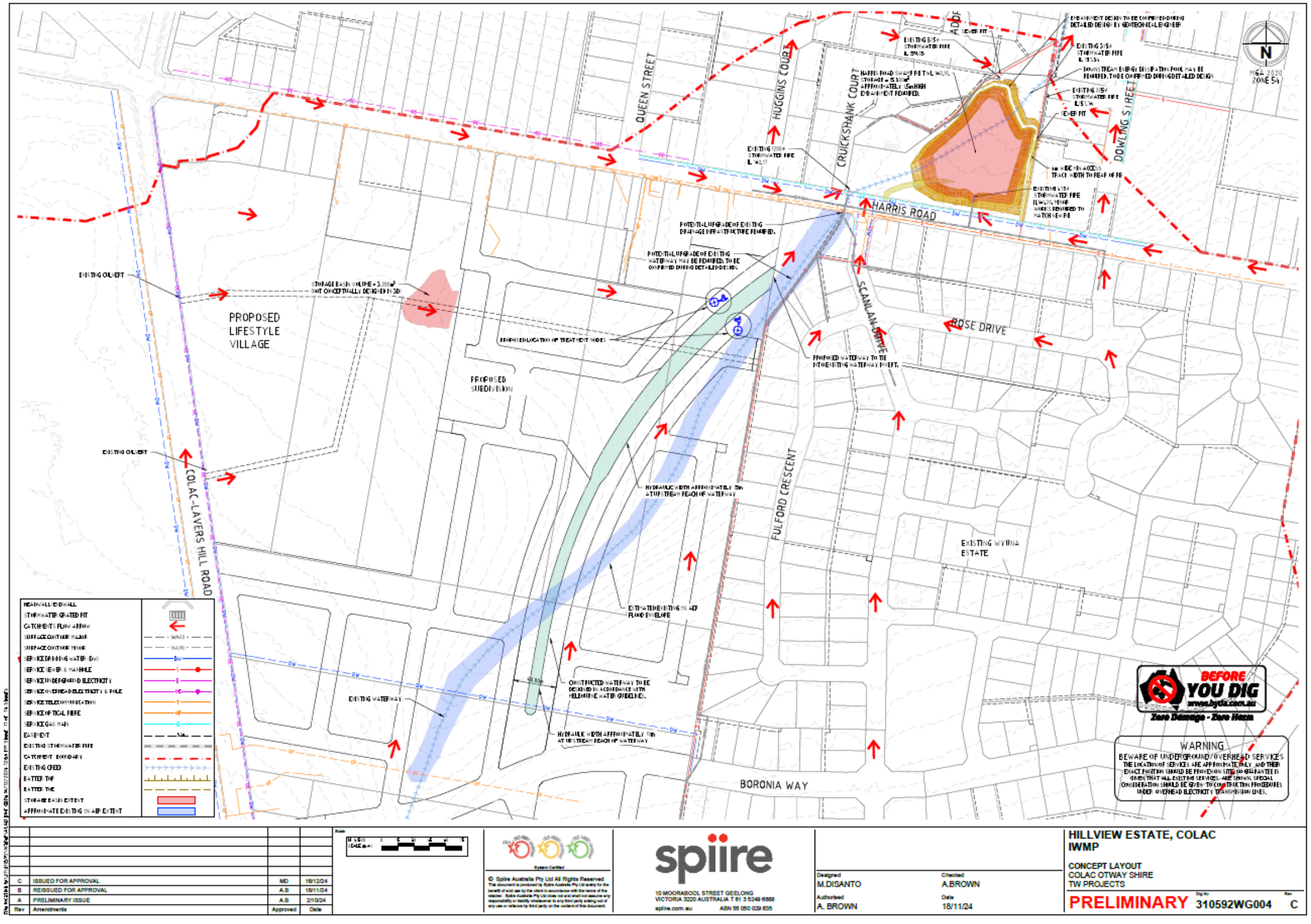

Figure 27 IWMP Concept Layout

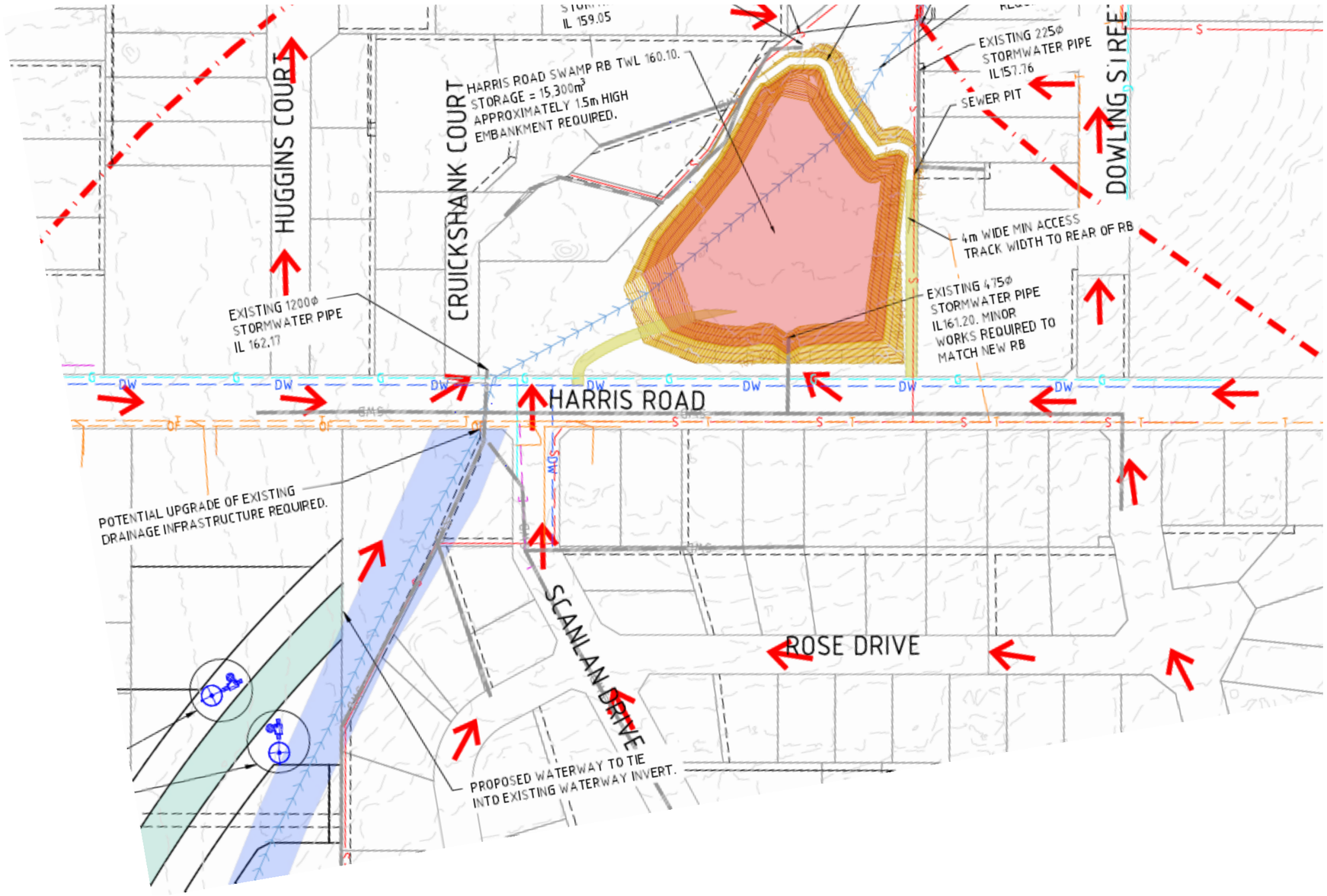

Figure 28 Harris Road Swamp Concept

- *Integration of drainage and stormwater management functions with streets, public open spaces and landscape design, utilising both on and off-site infrastructure including Harris Road Reserve*.

Integration of the waterway corridor with streets and open space is demonstrated in the Urban Design Masterplan – essentially.

- The waterway has an interface with the street network for its entire length, with the exception of a small section in the north east of the precinct shown in Figure 5.
- The waterway and its associated linear open space engages directly with the local park, as outlined in the Open Space and Landscape Masterplan section of this report.
- The drainage system utilises Harris Road Swamp
- *Containment of the existing waterway within a constructed waterway reserve, generally in accordance with the Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009).*

The proposal is based on the constructed waterway model and is consistent with the relevant guidelines. The waterway conveys flows through the site and its profile is outlined in the Open Space and Landscape Masterplan section. It.

- Traverses the site to convey major flows
- Is to be constructed in accordance with Melbourne Water guidelines.
- will have a varying hydraulic width dependant on development outlets. Based on the calculated peak flows through the development and a standard waterway cross section, it is assumed that the hydraulic width will start at 10m at the upstream end of the waterway. The hydraulic width will then increase to approximately 15m with further development flows being discharged to the waterway.

- *Demonstrated alignment with the following documents:*
  - *Colac Stormwater Development Strategy, March 2019, Colac Otway Shire & Engeny Water Management.*

The CSDS is not a design document; it is a strategic document to better understand flooding and to assist with consultation and future planning of any proposed development. In that context, the.

- site has made provision for a 40m wide waterway corridor.
- treatment proposed via treatment assets rather than a wetland as proposed in the CSDS. This has been arrived at via Council consultation.
- proposed storage basin ensures the development stores flows will be in accordance with planning scheme requirements.
  - *Colac Integrated Water Cycle Management Plan – Towards a "Botanic Colac"*

Key outcomes of the CIWCMP, relating to stormwater management for the site are listed below.

- Explore potential re-use of stormwater.
- Improved Waterways by reducing adverse impacts of stormwater and protection of catchments and waterways.
- Suburbs designed with water in mind.

No significant water demand that constitutes major stormwater harvesting is available in close proximity the site. Waterway improvement is being met with treatment of stormwater flows to best practice by protecting downstream environments from development pollutants. Waterway improvement is also being met by proposing a storage basin that restricts stormwater to pre-developed peak flows. The implementation of a waterway corridor inclusive of riparian zones on either side of the main waterway, outlined in the Open Space and Landscape Masterplan, allows green areas that can be used, and enjoyed, by the community.

- *Infrastructure Design Manual, Local Government Infrastructure Design Association.*

The IWMP achieves consistency with IDM requirements.

Note that whilst an ultimate stormwater management outcome is proposed, staged interim arrangements consistent with that outcome are anticipated, and subject to detailed design and Council consent. This is discussed further in the Staging and Infrastructure Delivery Plan section, noting the delivery of temporary retardation has been agreed in principle, at Harris Road Swamp, with sizing to be subject to detailed design and to the satisfaction of Council. Treatment and flow conveyance will be in accordance with best practice in the interim solutions.

Note that a small portion of Land Subject to Inundation (LSIO) is present in the north east of the site. The LSIO relates to flood levels and risks of inundation. The IWMP modelling and assessment considers these matters, whether in the LSIO or external to it, and has directed an outcome commensurate with assessment of these risks. Future 1% AEP is limited to the waterway only.

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6 Open Space and Landscape Masterplan

6.1 DPO9 requirement

An Open Space and Landscape Masterplan that includes:

- *A local park with a minimum of area of 1 hectare, which is unencumbered and fronted on at least three sides by development frontages or roads. Land within the drainage reserve that is unencumbered (i.e., outside the 1% AEP) can be included in this Public Open Space calculation.*
- *Containment of the existing waterway within a linear open space reserve, with a minimum buffer to either side of the center line of the waterway, generally in accordance with the Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009) and to the satisfaction of the Responsible Authority. Design and landscaping of the linear reserve must demonstrate the following*
    - *A high level of access permeability between the reserve and adjoining residential streets for pedestrians and cyclists, including maximising of passive surveillance along the full length of the reserve.*
    - *The reserve must be fronted by public roads, unless constraints exist that prevent a practical road design from being achieved.*
    - *Utilisation of vegetation to support the ecological function of the waterway.*
    - *Embellishments that are in accordance with the Standards for Open Space Development as outlined in the Colac Otway Shire Public Open Space Strategy that support a range of informal recreation functions, including shared paths, a mix of landscaped and open areas and seating.*
- *Details of landscaping treatments across all streets and open spaces within the development including:*
    - *Location and identification of trees to be removed and retained.*
    - *Proposed plantings, including species and quantities.*
    - *Street trees at a rate of one per lot.*
    - *Inclusion of amenity plantings within parks and drainage reserves that provide for shade and contribute to Colac's landscape setting.*
    - *Street and public area lighting.*

6.2 Development Plan Response

The Open Space and Landscape Masterplan appended to and forming part of this Development Plan is indicative in nature and subsequent permits and plans need only be generally in accordance with it.

The Open Space and Landscape Masterplan comprises a number of headings, and the following passages use reference to those headings.

Whilst not explicitly required by the DPO, the proposal is to provide a contribution to open space of 10% of unencumbered land in accordance with the requirements of Clause 53.01. This breakdown is illustrated in Figure 29. The contribution will be a mix of land and cash.

- *A local park with a minimum of area of 1 hectare, that is unencumbered and fronted on at least three sides by development frontages or roads. Land within the drainage reserve that is unencumbered (i.e. outside the 1% AEP) can be included in this Public Open Space calculation.*

A Local Park of 0.66ha is proposed. The area of the park has been arrived at in consultation with Council and incorporates:

- The understanding inherent in the Schedule is that unencumbered land immediately adjacent to the waterway can be included in the total area of the local park. The extent of the unencumbered waterway to be included in the 1ha is undefined, and whilst the Open Space and Landscape Masterplan shows an area of 0.66 ha, the requirement for 1ha is considered to be met on the basis that any area of the unencumbered waterway land immediately adjacent can be included in the calculation.
- The ultimate size of the local park has been determined by its capability to provide the relevant functions, as outlined in *6 Drainage Corridor and Local Park – Sheet 2*, and which include.
    - Picnic area
    - Play space
    - Passive areas
- The local park is fronted by roads on 3 sides and the waterway linear open space on the other and is unencumbered (i.e. outside the 1% AEP which applies only to the hydraulic width of the waterway).

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	Area (ha)	%SIFP	% NDA
Development Plan Area	35.05		
Retained Property (non-development)	1.19		
Total SIFP Area	33.86	100.00%	
Net Developable Area			
Land Use			
Roads/Mews	6.34	18.73%	21.04%
Residential	15.66	46.23%	51.92%
Non Credited Open Space	0.08	0.25%	0.28%
Total NDA	22.07	65.18%	73.20%
NDA Exclusions			
Service Open space			
Waterway and Drainage	0.61	1.79%	2.74%
Subtotal	0.61	1.79%	2.74%
Credited Open Space			
Local Park Network	0.66	1.96%	3.01%
Green Corridor	1.41	4.17%	6.40%
Subtotal	2.08	6.13%	9.41%
Transport			
Connector Road	1.02	2.92%	4.64%
Subtotal	1.02	2.92%	4.64%
Total Non-Developable Area	3.71	11%	
Land Lease Lot (LLC)			
Land Lease Lot	8.08	23.85%	36.59%
Total NDA including LCC	30.15	89.04%	100%
Total NDA excluding LCC	22.07	65.18%	100%

Note: Numbers are rounded to two decimal places

Figure 29 Land Budget

- *Containment of the existing waterway within a linear open space reserve, with a minimum buffer to either side of the centre line of the waterway, generally in accordance with the Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009) and to the satisfaction of the Responsible Authority. Design and landscaping of the linear reserve must demonstrate the following*

The waterway and linear open space corridor is 40m wide and the hydraulic function (1% AEP) varies from 10m to 15m depending on the location, as shown in **Figure 30**, an excerpt from *01 Open Space and Landscape Masterplan* . This results in the width of the linear open space also varying, between 12.5m and 15m. The proposed profile is shown in the various figures within the Open Space and Landscape Masterplan.



Figure 30 Waterway width

- *A high level of access permeability between the reserve and adjoining residential streets for pedestrians and cyclists, including maximising of passive surveillance along the full length of the reserve.*

The required permeability referred to above is demonstrated in *04 Open space Connectivity* which shows.

- Permeability between the streets adjacent to the open space, and the open space itself via multiple path connections between the two functions

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Passive surveillance from the adjacent road network, with the exception of the small section in the north-east in which the linear open space abuts residential lots – this interface is proposed to be managed by 50% permeable fencing and dwellings facing the reserve where practical, noting that it may also be desirable for some dwellings to face Harris Road.

- *The reserve must be fronted by public roads, unless constraints exist that prevent a practical road design from being achieved.*

This outcome is achieved in all areas with the exception of a small length in the north-eastern portion of the site. There is no practical opportunity to provide a road abutting the linear open space in this section – to do so would create a poor urban design outcome. In this the interface is proposed to be managed by 50% permeable fencing.

- *Utilisation of vegetation to support the ecological function of the waterway.*

The planting in the functional drainage corridor is to consist of local provenance plantings to support ecology of local area. These planting details are specified in *10 Planting Schedules*.

- *Embellishments that are in accordance with the Standards for Open Space Development as outlined in the Colac Otway Shire Public Open Space Strategy that support a range of informal recreation functions, including shared paths, a mix of landscaped and open areas and seating.*

The Open Space and Landscape Masterplan embellishments include the following, which are demonstrated under various headings on the Open Space and Landscape Masterplan.

- Shared paths
- Secondary footpaths
- Waterway crossings
- Play space
- Picnic area with seating, tables, bins

- *Details of landscaping treatments across all streets and open spaces within the development including:*

  - *Location and identification of trees to be removed and retained.*

No vegetation is proposed to be retained. Vegetation removal to be assessed as part of future planning permits.

  - *Proposed plantings, including species and quantities.*

All proposed plantings are shown on the various under various headings on the Open Space and Landscape Masterplans below and are proposed to be as follows

Tree Planting and Local Park Planting

- All species selected are drought tolerant native/indigenous selections in accordance with COSC Open Space Strategy, 2011.

Drainage Corridor Planting

- All species selected align with Melbourne Water guidelines for wetland planting and COSC Open Space Strategy, 2011 requirements.
- Plants to be of local provenance as per Melbourne Water Guidelines

  - *Street trees at a rate of one per lot.*

Street tree layout and planting are shown in *02 Street Tree Masterplan* at the recommended rate and with tree species selected based on Council's recommendations. For clarity street tree rate is one per lot and two on corner sites.

  - *Inclusion of amenity plantings within parks and drainage reserves that provide for shade and contribute to Colac's landscape setting.*

The planting in these areas include a significant element of species and size which both provide shade and contribute to and enhance the landscape setting

  - *Street and public area lighting.*

Whilst street and public area lighting is a matter for detailed design and both consultation with and approval by Powercor, the Open Space Masterplan nominates lighting on *02 Street Tree Masterplan*.

    - to be provided at intersections and end of streets with a typical spacing of 50m and a max spacing of 60m.

Detailed locations are proposed through the functional design period.

Note that whilst lighting will spill over into open space, no designated open space lighting is proposed.

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7 Staging and Infrastructure Delivery Plan

7.1 DPO9 requirement

A Staging and Infrastructure Delivery Plan which includes:

- *Indicative staging of the development.*
- *Location, timing and delivery of key infrastructure including drainage, utility services, open space, road construction and intersection treatments, including any temporary infrastructure that may be required to service the development.*

7.2 Development Plan response

- *Indicative staging of the development.*
- *Location, timing and delivery of key infrastructure including drainage, utility services, open space, road construction and intersection treatments, including any temporary infrastructure that may be required to service the development.*

The Staging and Infrastructure Delivery Plan shown in Figure 31, and the following text, are, as required by the DPO9, indicative only. They provide a broad overview of the sequence of staging as it relates to key infrastructure provision. It is not intended to define.

- The size of each stage, which is in part, to be determined by market forces.
- The creation of any large, 'balance' lots which may be necessary in order to facilitate the development

Note that staging is also subject to the delivery of the intersection of the connector road with Colac Lavers Hill Road. As referenced elsewhere, the following applies;

Prior to the commencement of each stage of the subdivision, a traffic assessment will be required to determine Queen Street traffic capacity. Before this capacity is exceeded, the Colac Lavers Hill Road intersection must be constructed.

- Stage 1A
  - Considered independent of other staging (LLC land)

- Stage 1
  - In the north east of the site
  - Relies on access to Harris Road
  - Includes Local Park

- Stage 2
  - South of Stage 1
  - Includes provision of the connector road and associated intersections

- Stage 3
  - Is split into 2 sections, one on Colac Lavers Hill Road and on the western interface with Wyuna Estate
  - Includes the bulk of the waterway and associated shared paths (Botanic Link)

- Stage 4
  - The southernmost stage
  - Includes part of the shared path (Botanic Link)

Overall timing for each stage is not known as it is subject to market demand for the lots. The outline above shows at which stage delivery of drainage, open space and intersections will be delivered, noting that the timing and delivery of the constructed waterway requires a detailed drainage and earthworks design therefore the delivery and handover is subject to permit conditions.

The developer will treat, and retard stormwater flows for each stage to best practice which can be done with either temporary retardation or a staged delivery of the ultimate assets supported by drainage engineering, subject to Council review. The plan notes that the delivery of temporary retardation has been agreed, in principle, at the Harris Road Swamp, with sizing to be subject to detailed design and to the satisfaction of Council.

Detailed design for each stage must demonstrate how temporary diversions work and how it connects with the proposed realignment of the waterway until the ultimate waterway is constructed. Each stage must incorporate safety in design principles for the stages waterway construction, such as safe batter slopes and mitigating unsafe unauthorised pedestrian and vehicle access.

Roads and utilities will be delivered throughout the estate as stages progress and lots need access/frontage/services; that is, access and services will be provided to lots on each stage as required.

Detailed discussion in relation to intersection and network functioning is provided in the Road Network and Transport Management Plan which is a background document however it supports the staging in Figure 31.

Detailed staging should also consider the delivery of the Colac Lavers Hill Road pedestrian crossing. In determining the appropriate timing for delivery of this crossing, the following should be considered.

- Any interdependency between the location/design of the crossing and the detailed design of the connector road intersection.

- The proximity of development to the crossing.

In terms of bushfire risk associated with staging.

- The majority of the site is under control of a single entity. It is reasonable to assume that non-developed land in single ownership will be maintained in a low threat state to facilitate BAL 12.5

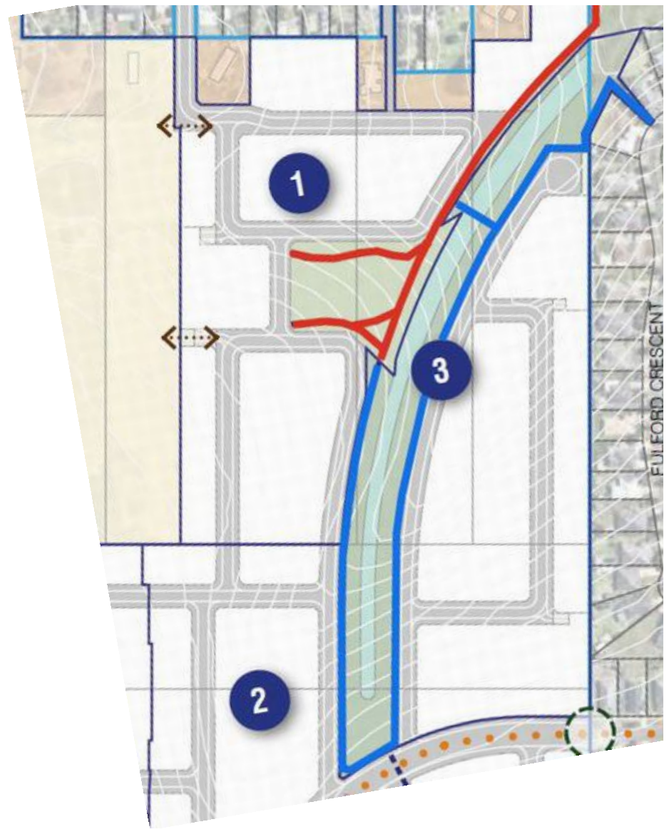
- Of the land in separate ownership, whilst it cannot be guaranteed that the land be maintained in a low threat state, it is reasonable to assume there is a common interest in doing so, noting it is outside the scope of the Development Plan to mandate management of land which is not subject to permit.

For the sake of clarity, and with respect to shared paths in the waterway;

- The paths shown red in the diagram on the following page are to be delivered in Stage 1, including the Harris Road pedestrian crossing

- The paths shown blue are to be delivered in Stage 3

Irrespective of the staging plan and the staging discussion above, at Council's request, Boronia Way can be vested in Council at a time of Council's choosing. Construction of Boronia Way remains in accordance with staging plan and discussion above unless Council or another party chooses to deliver those works earlier.



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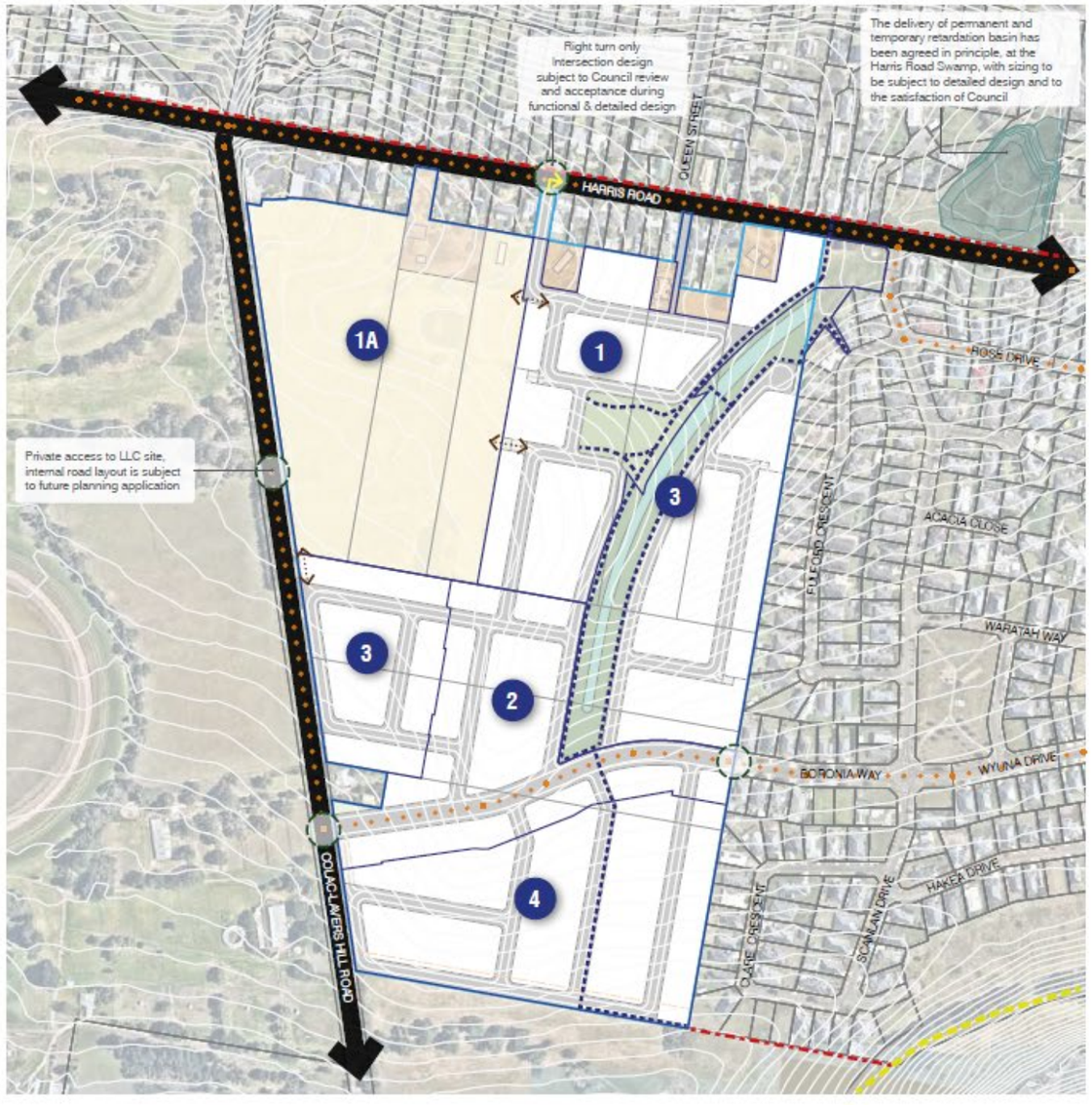
STAGING AND INFRASTRUCTURE DELIVERY PLAN

LEGEND

- Development plan boundary
- Site entry points
- Potential bus route
- Shared Path (Botanic Link)
- Path Extension Outside DP09 (Delivered by others)
- Old Beechy Rail Trail (Delivered by others)
- Potential Pedestrian Connection for LLC Residents (Subject to LLC design)
- Stage boundary
- 1 Stage number

NOTES:

- Access to the development will initially be via Harris Road and controlled by the Queen Street traffic capacity. Prior to the commencement of each stage, a traffic assessment will be required to determine Queen Street's traffic capacity. Before this capacity is exceeded the Colac- Lavers Hill Road intersection must be constructed.
- Waterway and drainage assets to be constructed based on endorsed stormwater strategy and on a staged basis, subject to Council Approval.
- LLC Site to store and treat flows internally in accordance with Council permit requirements.
- Each stage stormwater will be treated and stored to permit requirements and best practice.
- This Staging Infrastructure plan has been prepared to show the delivery of key infrastructure within the development. The staging boundaries are indicative only and future staging will be subject to planning approvals and delivery of services.



INDICATIVE DEVELOPMENT PLAN
Elliminyt Hill, Colac

DRG NO.	REV	DATE	DES/DOC	AUTH
UD ID 01 DEVELOPMENT PLAN CAD REV UD C 01 rev12	24	15/05/2025	AC	ER

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Figure 31 Staging and Infrastructure Delivery Plan

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8 Shared Infrastructure Funding Plan

8.1 DPO9 requirement

A Shared Infrastructure Funding Plan which includes:

- *Costs and apportionment of the infrastructure items that are identified as shared infrastructure for the purposes of the SIFP.*
- *Implementation of the SIFP via a Section173 Agreement.*
- *Exclusion of 75 Colac-Lavers Hill Road from the SIFP, along with any other single dwelling lots that, in the opinion of the Responsible Authority, are unlikely to be further subdivided.*

8.2 Development Plan response

The Shared Infrastructure Funding Plan is appended to and forms part of the Development Plan to be endorsed. This is in order to.

- Best respond to the specific requirements of the DPO9
- Incorporate sufficient detail to properly guide future permits and development.

The Shared Infrastructure Funding Plan is a comprehensive document which details all elements needed in order to properly consider the issue, including

- Land budgets and areas
- Infrastructure and planning costs
- Land costs/valuations
- Nexus between works and land
- Strategic justification
- Development contribution principles
- Delivery responsibility
- Consideration of community infrastructure
- Implementation and indexation
- LLC site

9 Affordable / Key Worker Housing Contribution Plan

9.1 DPO9 requirement

The DPO9 requires that a development plan must include the following requirement.

*An **Affordable / Key Worker Housing Contribution Plan** that includes:*

- *Provides affordable / key worker housing to the satisfaction of Colac Otway Shire Council.*

9.2 Development Plan response

See appended Affordable / Key worker Housing Contribution Plan for detail.

Delivery of affordable housing is to.

- Be delivered on the LLC site by the LLC development model itself, without intervention.
- Be delivered on the remaining land via a Section 173 agreement with the Council, as a requirement of the planning permit. The Section 173 agreement is to.
  - Deliver 4.7% of housing within the Development Plan land, excluding the LLC site, as affordable housing.
  - Specify a discount to Registered Housing Associations (RHA's) in the range of 20-30%
  - Facilitate the option to provide a monetary contribution equivalent to the discount, to an RHA or related fund, in the event that an RHA is not found to purchase the lots (secondary model)
  - Facilitate the option to provide the same overall quantum of discount as 4.7% of lots/dwellings would generate, but to be applied to a different number of lots/dwellings.
  - Intended timeframes by which the affordable housing lots will be sold. It is recommended that by the point 80 per cent of all lots are sold the affordable housing lots must be sold or a contract of sale in place.
  - Specify the term over which the RHA is required to provide the housing.
  - Facilitate locations of affordable housing subject to the identified needs of the RHA at the time.
  - Permit no more than three affordable housing dwellings to be adjacent to each other.

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10 Additional permit considerations

The following is a reference to matters raised in the development planning process and which may need additional consideration at planning permit stage

- A Construction Management Plan or similar identifying the mechanism that will be relied upon to manage any temporary/interim bushfire hazards and requirements for vegetation to be managed to a low threat state to ensure radiant heat exposure to the development will be met.
- Where a vacant lot less than 400 square metres is proposed, Council should satisfy itself as to the best way to secure the 25 % minimum garden area. This may be via restriction on the Plan of Subdivision.
- Appropriate interface measures
- Prior to the commencement of each stage of the subdivision, a traffic assessment will be required to determine Queen Street traffic capacity. Before this capacity is exceeded, the Colac Lavers Hill Road intersection must be constructed.

  Right turn only signage is proposed for traffic exiting the site via the Harris Road access to discourage left turns out of the site at this location once the connector road is constructed. Intersection treatment is also required. The intersection design is subject to Council review and acceptance during functional and detailed design.
-
- Delivery of Harris Road Swamp works can be delivered in stages.
- The requirement for the LLC site to treat stormwater from its development to best practice and provide flood storage to restrict peak flows to pre-development values.
- Any additional bushfire and emergency management measures associated with the LLC site.
- An acoustic report, in accordance with appropriate EPA guidelines, to consider noise associated with the Colac Gun Club must be prepared prior to any stage abutting the Colac Lavers Hill Road, and the recommendations of that report must be implemented. The report must assume full residential development of the subject land must recognise the current operation and frequency of use of the Gun Club.
- Building envelopes and defendable space requirements to ensure development to BAL12.5. This requirement is proposed to be delivered by restriction on a Plan of Subdivision, or by other suitable mechanism.
- Appropriate bushfire management measures are to be identified at permit stage through Bushfire Management Plans, emergency Management Plans or similar.

10. Background Documents

Background documents, used to aid preparation of this Development Plan but not for endorsement include:

- Bushfire Management Plan V2, 2022, Okologie
- Vegetation Removal Application 2024, Okologie
- Road Network and Transport Management Plan – Traffix - Jan 25
- Integrated Water Management Plan – Spiire – March 2025
- Development Plan Overlay – Schedule 9
- Clause 56 assessment
- Plan of Subdivision Rev 6 6/12/2004

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11. Appendices

Shared Infrastructure Funding Plan – Jan 28, 2025

Affordable / Key Worker Housing Plan V5, Oct 24

Urban Design Masterplan REV 24 15/05/2025

Open Space and Landscape Masterplan (310592 March 25)

URBAN DESIGN MASTERPLAN

	Area (ha)	%SIFP	% NDA
Development Plan Area	35.05		
Retained Property (non-development)	1.19		
Total SIFP Area	33.86	100.00%	
Net Developable Area			
Land Use			
Roads/Mews	6.34	18.73%	21.04%
Residential	15.66	46.23%	51.92%
Non Credited Open Space	0.08	0.25%	0.28%
Total NDA	22.07	65.18%	73.20%
NDA Exclusions			
Service Open space			
Waterway and Drainage	0.61	1.79%	2.74%
Subtotal	0.61	1.79%	2.74%
Credited Open Space			
Local Park Network	0.66	1.96%	3.01%
Green Corridor	1.41	4.17%	6.40%
Subtotal	2.08	6.13%	9.41%
Transport			
Connector Road	1.02	2.92%	4.64%
Subtotal	1.02	2.92%	4.64%
Total Non-Developable Area	3.71	11%	
Land Lease Lot (LLC)			
Land Lease Lot	8.08	23.85%	36.59%
Total NDA including LCC	30.15	89.04%	100%
Total NDA excluding LCC	22.07	65.18%	100%

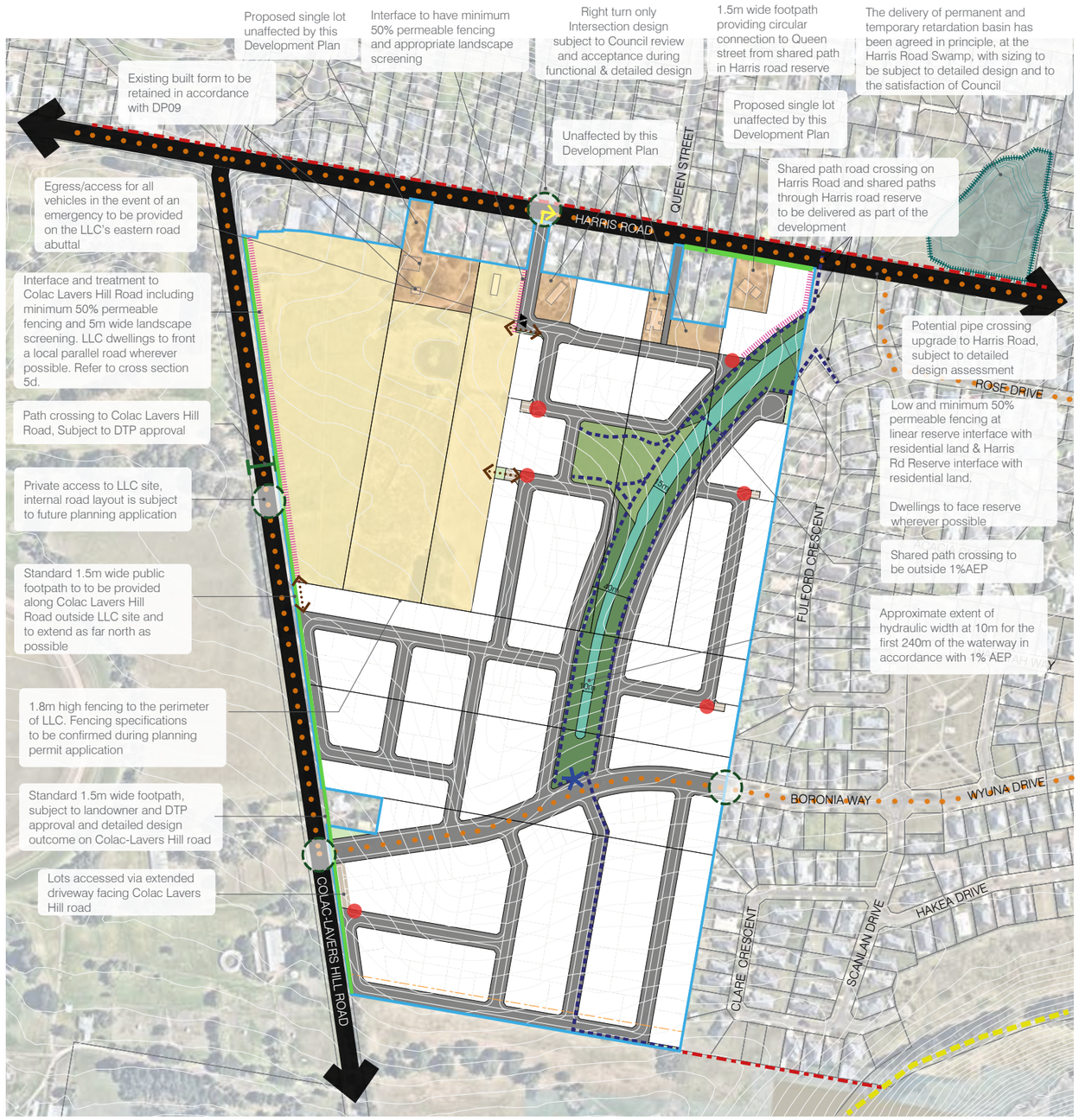
Note: Numbers are rounded to two decimal places

NOTES:

- Access to the development will initially be via Harris Road and controlled by the Queen Street traffic capacity. Prior to the commencement of each stage, a traffic assessment will be required to determine Queen Street's traffic capacity. Before this capacity is exceeded the Colac- Lavers Hill Road intersection must be constructed.
- Approval required for removal of native vegetation
- Lots under 400sqm to provide 25% garden area
- Provision of 1.5m (wide) standard paths throughout the estate on the proposed street network
- The development plan will need to be revised should LLC not proceed.
- Construction management plan will be required to manage interfaces for bushfire noting that the site is predominantly under the control and management of a single entity.

LEGEND

- Development Plan Boundary
- Site Entry
- Potential Bus Route
- Shared Path (Botanic Link)
- Potential Pedestrian Connection for LLC Residents (Subject to LLC design)
- Existing Built Form to be retained in accordance with DP09
- Path Extension Outside DP09 (Delivered by others)
- Old Beechy Rail Trail (Delivered by others)
- Basin Batter Top
- BAL 12.5 - 19m
- Pedestrian crossing
- 1.5m wide footpath
- Indicative Location of Bus Stop and Shelter
- Interface treatment
- Bin pads
- Egress/access for all vehicles in the event of an emergency on eastern road abuttal for LLC site



INDICATIVE DEVELOPMENT PLAN
Elliminyt Hill, Colac

DRG NO. **UD ID 01 DEVELOPMENT PLAN**
CAD REV **UD C 01 rev12**
REV **24**
DATE **15/05/2025**
DES/DOC **AC**
AUTH **ER**

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HILLVIEW, ELLIMINYT

OPEN SPACE & LANDSCAPE MASTER PLAN

SPIIRE REF: 310592| MARCH 2025

TWPROJECTS.

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OPEN SPACE SUBMISSION GENERAL NOTES:

1. Plan is concept design only. Overall layout and design elements to be approved by Council during detailed design.
2. Nature play refers to a Neighborhood play space.
3. Inclusion of any shelter (including any park furniture, picnic tables, drinking fountain etc.) and play equipment to be assessed and approved by Council during the detailed design.
4. Internal footpaths to be constructed from concrete.
5. Kick-about space to be open grassed area with instant turf.
6. Turf embankments are to be less than 15 degrees.
7. Lawn areas to be free draining with a minimum grade of 1:75 or steeper. Where this is not acheivable, subsurface drainage is to be installed as per COSC request.
8. Developer/Applicant will be responsible for getting an independent playground audit completed for the final design to ensure the proposed design complies with relevant Australian Standards.
9. The Developer/Applicant will need to get an independent playground audit completed of the constructed playspace prior to issue of statement of compliance. Any defects will need to be undertaken at the expense of the developer/applicant.
10. Location of elevated crossing in drainage reserve to be confirmed as part of detailed design phase.
11. Street lighting adjacent open space assets to be designed to provide sufficent illumination to drainage reserve and local park to ensure safe passage of users at night.
12. No trees or plants within 0.75m-1m of any paths to avoid low growing vegetation over the paths that require regular pruning.

01.

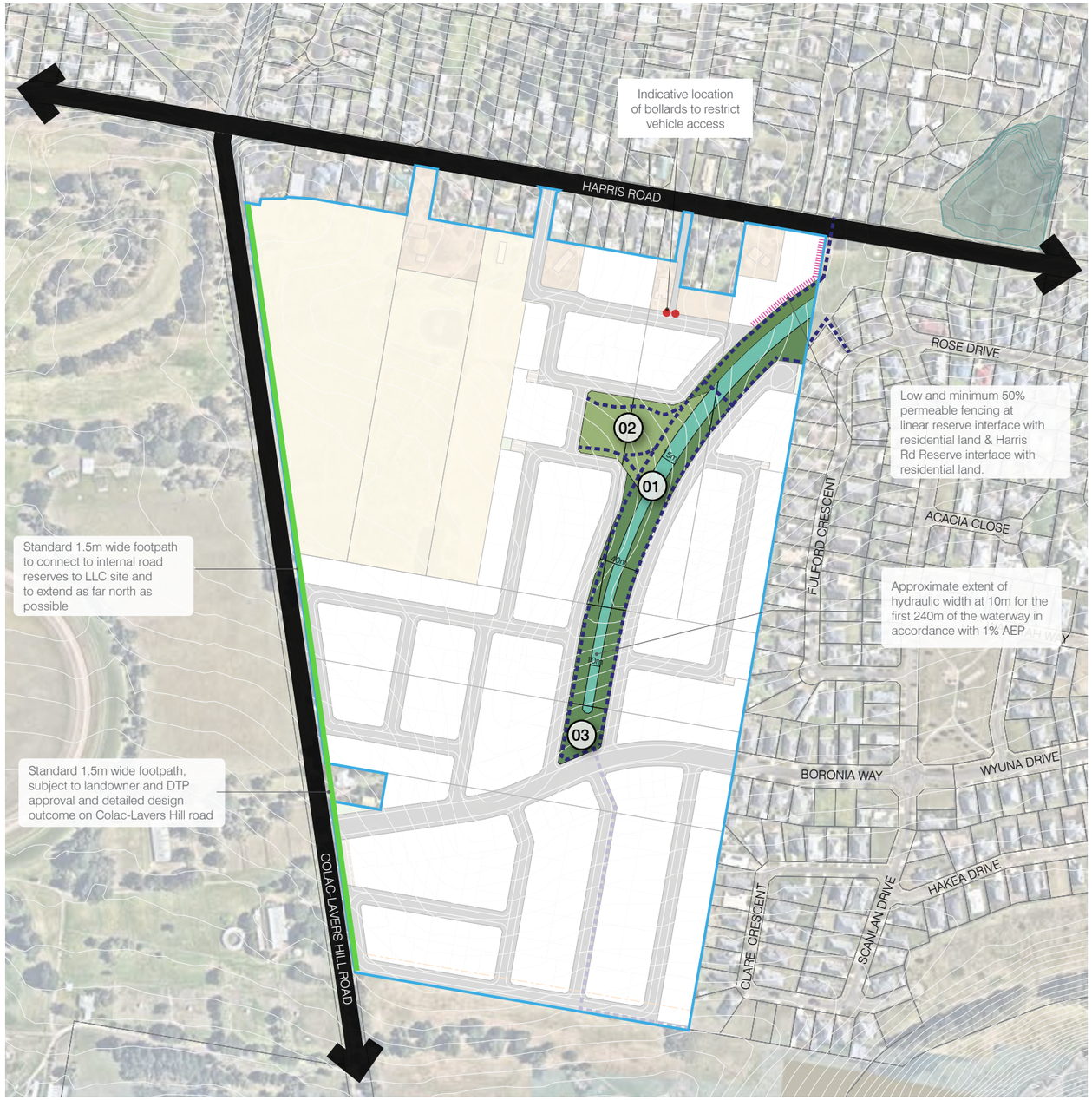
OPEN SPACE & LANDSCAPE MASTER PLAN

OPEN SPACE & LANDSCAPE MASTERPLAN

	Non Credited Open Space	Area (ha)	% NDA
01	Waterway and Drainage	0.61	2.73%
	Credited Open Space		
02	Local Park Network	0.66	3.00%
03	Green Corridor	1.41	6.37%
	Subtotal credited open space	2.08	9.37%

LEGEND

- Development Plan Boundary
- 1.5m wide footpath
- Interface treatment
- Shared Path (Botanic Link)



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OPEN SPACE & LANDSCAPE MASTER PLAN

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310592	E	12/03/2025	SW/AC	JM/ER

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02.

STREET TREE MASTER PLAN

OPEN SPACE & LANDSCAPE MASTERPLAN

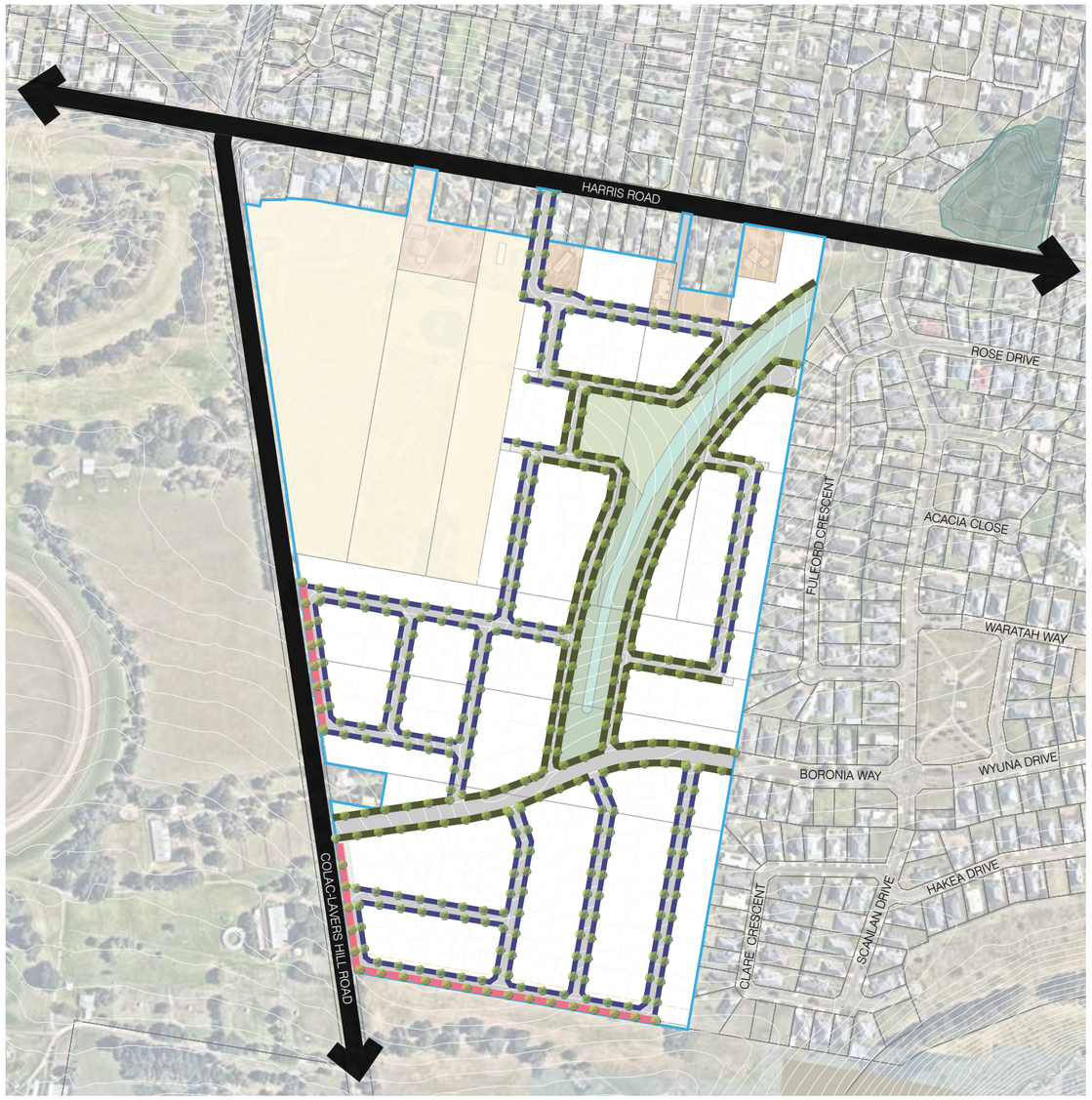
LEGEND

- Development plan boundary
- *Eucalyptus mannifera Little Spotty Dwarf Red Spotted Gum*
- *Tristaniopsis laurina Luscious*
- *Corymbia ficifolia Dwarf*

NOTE:

- Street lighting to be provided at intersections and end of streets with a typical spacing of 50m and a max spacing of 60m. Lighting will spill over into local parks and linear corridor. Further info to be provided at FLP stage.
- Permit required for vegetation removal (as per vegetation assessment)
- DP09 required 1 street tree per lot and two on corner sites

NOTE: Street tree species selected based on Council's recommendation via correspondence as on *29/11/2023.*



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OPEN SPACE & LANDSCAPE MASTER PLAN

DRG NO.	REV	DATE	DES/DOC	AUTH
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03.
OPEN SPACE VISION

SITE VISION & STRATEGY

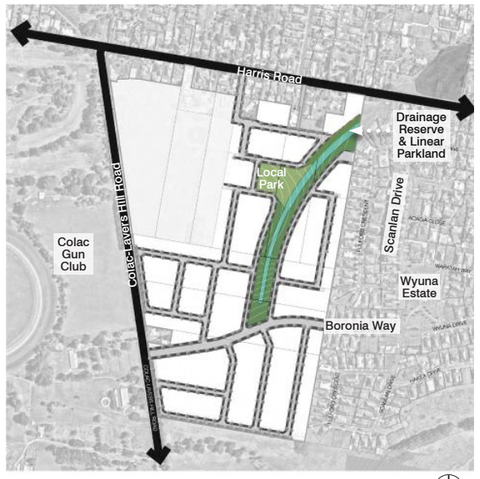
The Open Space Landscape Master Plan (LMP) aims to strike a balance between the amenity and functionality of the two open space assets proposed within the development which include the:

- Local Park and,
- Drainage Corridor & Linear Parkland

The proposed design outcomes outlined in this document will consider each open space's classification and requirements for amenity as outlined in the:

- Colac Otway Public Open Space Strategy Report (Colac Otway Shire Council, 2011) and,
- Melbourne Water's Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009).

SITE PLAN



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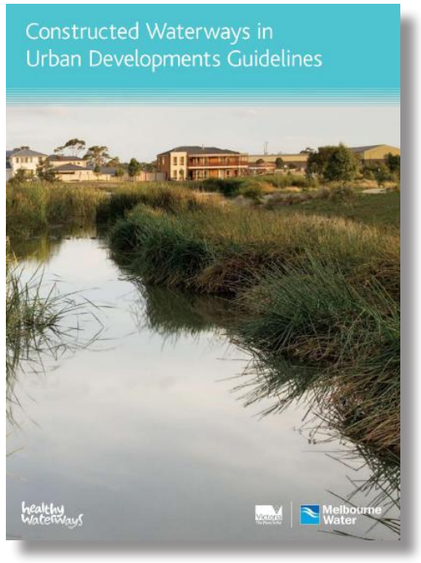
SUPPORTING REFERENCE DOCUMENTS



Colac Otway Public Open Space Strategy Report (Colac Otway Shire Council, 2011)



Melbourne Water's Constructed Waterways in Urban Developments Guidelines (Melbourne Water, 2009).



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OPEN SPACE & LANDSCAPE MASTER PLAN

DRG NO.	REV	DATE	DES/DOC	AUTH
310592	E	12/03/2025	SW/AC	JM/ER

04.

OPEN SPACE CONNECTIVITY

LANDSCAPE ATTRIBUTES

1. 2.5m wide Shared-Use Path (SUP) to be provided on both sides of the waterway corridor to service key activity nodes within the Local Park and provides broader bike and pedestrian connectivity through the development and adjacent urban fabric.

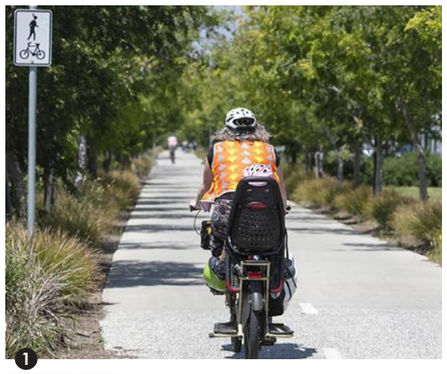
2. 1.5m secondary paths enhance permeability between the reserve and adjoining residential streets for pedestrians and cyclists, including maximising of passive surveillance along the full length of the reserves. Connector paths to be DDA compliant as per AS1428.

LEGEND:

- SECONDARY FOOTPATH - 1.5m WIDE
- SUP CONNECTION - 2.5m WIDE
- ELEVATED CROSSING WITH SAFETY BARRIERS OVER DRAINAGE INVERT - 2.5m WIDE
- BOLLARDS
- 1.5m HIGH SIDE LOT FENCING ABUTTING DRAINAGE CORRIDOR. MINIMUM 50% PERMEABILITY.

NOTE:

- All proposed paths within open space areas are to be DDA compliant as per AS1428.



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2



HILLVIEW, ELLIMINYT
OPEN SPACE & LANDSCAPE MASTER PLAN

DRG NO.	REV	DATE	DES/DOC	AUTH
310592	E	12/03/2025	SW/AC	JM/ER

Scale: NTS

5.

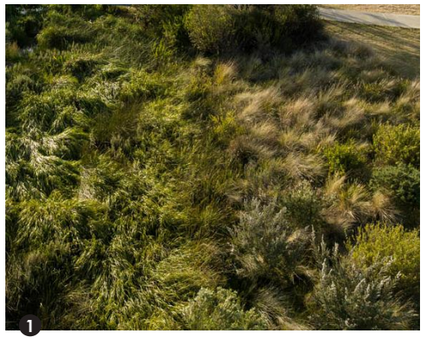
DRAINAGE CORRIDOR - SHEET 1

LANDSCAPE ATTRIBUTES

1. Functional drainage corridor consisting of local provenance plantings to support ecology of local area.
2. Use of rock boulders along the embankment and channel invert to create pools and riffles to aerate water flows and enhance habitat opportunity.
3. Open lawn areas for informal gathering along the corridor.
4. Elevated crossing with safety barriers over drainage invert. Nominal 2.5m path width. DDA compliant access as per AS1428.

LEGEND:

- MATURE TREE SHADE PLANTING:
  - DROUGHT TOLERANT
  - 45L SPECIMEN
- ROCKS / BOULDERS
- TURF AREAS
- DRAINAGE CORRIDOR PLANTING
  REFER PLANTING SCHEDULE
- NOTIONAL DRAINAGE CORRIDOR INVERT ALIGNMENT PENDING FLOOD MODELLING ASSESSMENT.
- ELEVATED CROSSING WITH SAFETY BARRIERS OVER DRAINAGE INVERT.
- BOLLARDS
- 1.5m HIGH SIDE LOT FENCING ABUTTING DRAINAGE CORRIDOR. MINIMUM 50% PERMEABILITY.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4



HILLVIEW, ELLIMINYT
OPEN SPACE & LANDSCAPE MASTER PLAN

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310592	E	12/03/2025	SW/AC	JM/ER

0 2.5 5 7.5 10 12.5m
SCALE 1:500@A3

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6.

DRAINAGE CORRIDOR & LOCAL PARK - SHEET 2

LANDSCAPE ATTRIBUTES

1. Passive lawn area & kick-about space.
2. Picnic area with shelter, seating, picnic tables & rubbish bins of COSC standard furniture suite.
3. Play space. Play equipment selection & style to be finalised as part of Detailed Design phase
4. Informal rock scramble paths at drainage corridor interface to promote engagement with waterway asset and blur interface between open space types.

LEGEND:

- MATURE TREE SHADE PLANTING:
  - DROUGHT TOLERANT
  - 45L SPECIMEN
- ROCKS / BOULDERS
- TURF AREAS
- DRAINAGE CORRIDOR PLANTING
  REFER PLANTING SCHEDULE
- NOTIONAL DRAINAGE CORRIDOR INVERT ALIGNMENT PENDING FLOOD MODELLING ASSESSMENT.
- PICNIC & SHELTER AREA (INDICATIVE LOCATION)
- PLAY SPACE AREA (INDICATIVE LOCATION)




1


2


3


4

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0 2.5 5 7.5 10 12.5m
SCALE 1:500@A3

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7.

DRAINAGE CORRIDOR - SHEET 3

LANDSCAPE ATTRIBUTES

1. Open lawn areas for informal gathering along the corridor.
2. Seating nodes comprising of COSC standard furniture benches for respite and quiet contemplation.
3. Rock bouldering to serve as treatment of steeper batter sections and provide informal seating opportunities for vistas down the corridor.
4. 1.5m wide mid-block connections between open space linear reserve & adjoining residential streets. Paths to be 1.5m wide and DDA compliant to AS1428.

LEGEND:

- MATURE TREE SHADE PLANTING:
  - DROUGHT TOLERANT
  - 45L SPECIMEN
- ROCKS / BOULDERS
- TURF AREAS
- DRAINAGE CORRIDOR PLANTING
  REFER PLANTING SCHEDULE
- NOTIONAL DRAINAGE CORRIDOR INVERT ALIGNMENT PENDING FLOOD MODELLING ASSESSMENT.


1


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3



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0 2.5 5 7.5 10 12.5m
SCALE 1:500@A3

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8.

DRAINAGE CORRIDOR - SHEET 4

LANDSCAPE ATTRIBUTES

1. Low garden bed plantings and high-canopy/clean trunk species at drainage reserve interface to increase passive surveillance into asset.
2. Informal rock crossings for unprogrammed play opportunities and engagement with drainage asset.
3. Open lawn areas for informal gathering & kick-about passive spaces along the corridor.
4. Seating nodes comprising of COSC standard furniture benches for respite and quiet contemplation.

LEGEND:

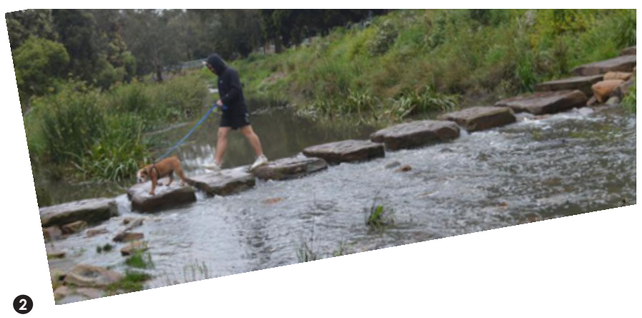
- MATURE TREE SHADE PLANTING:
  - DROUGHT TOLERANT
  - 45L SPECIMEN
- ROCKS / BOULDERS
- TURF AREAS
- DRAINAGE CORRIDOR PLANTING
  REFER PLANTING SCHEDULE
- NOTIONAL DRAINAGE CORRIDOR INVERT ALIGNMENT PENDING FLOOD MODELLING ASSESSMENT.

NOTE:

- Informal rock crossings will need to be confirmed during the detailed design process to ensure any public risk/ safety/liability concerns are considered with Council's insurers and approved prior to installation.



1



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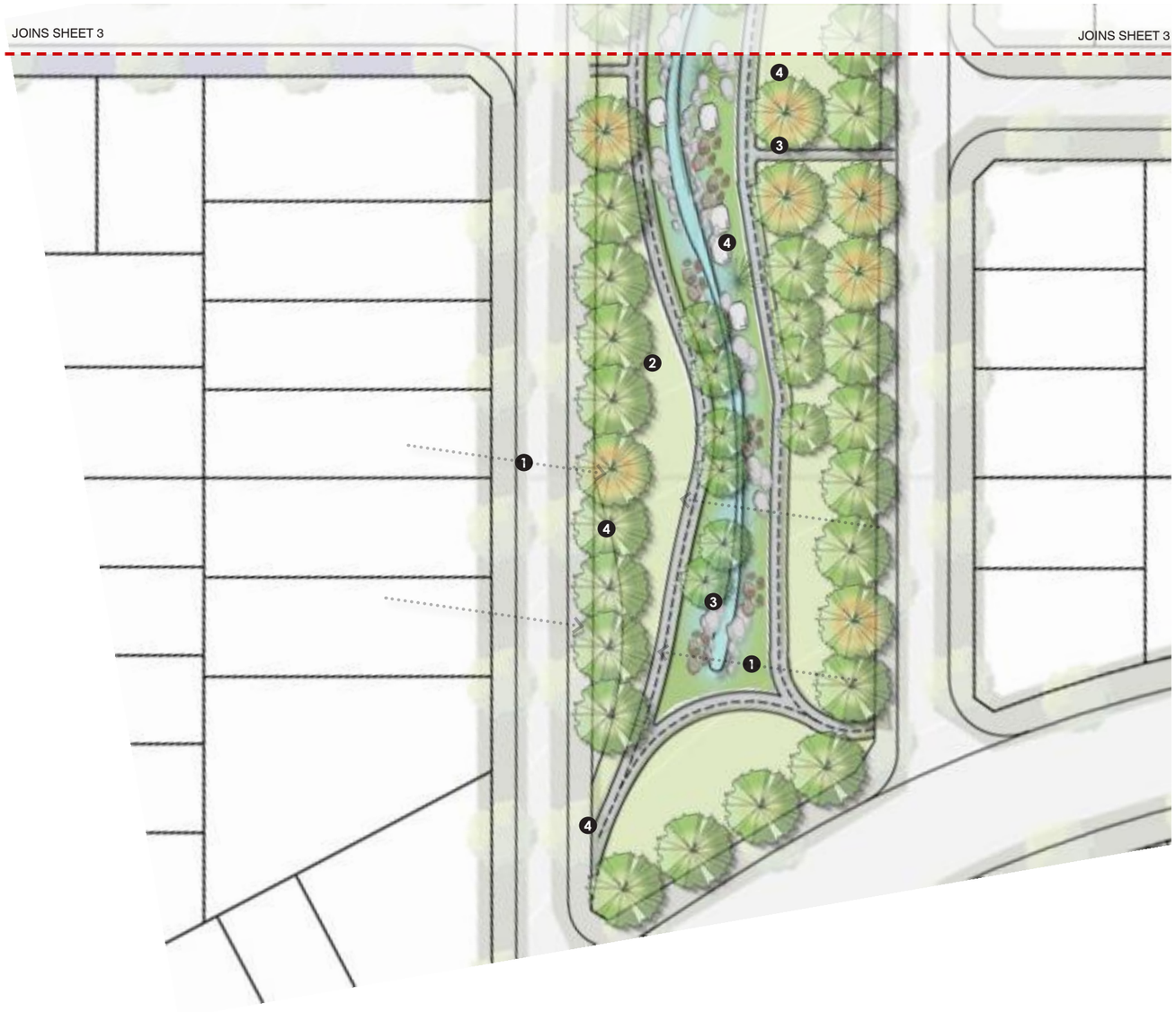

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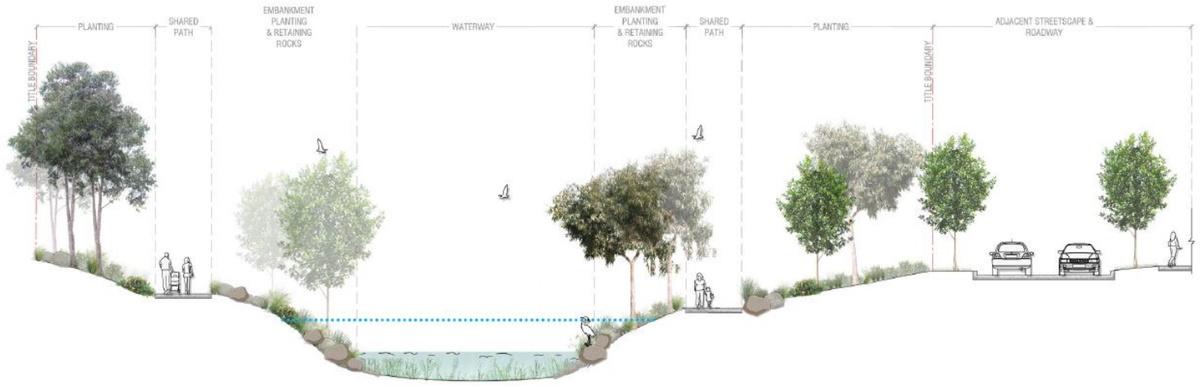
9.
SITE SECTIONS



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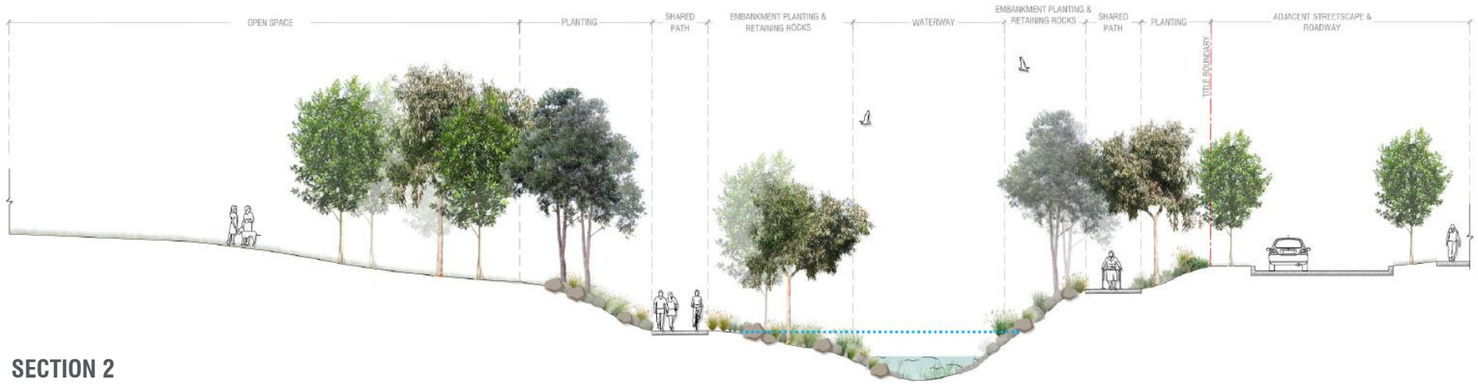
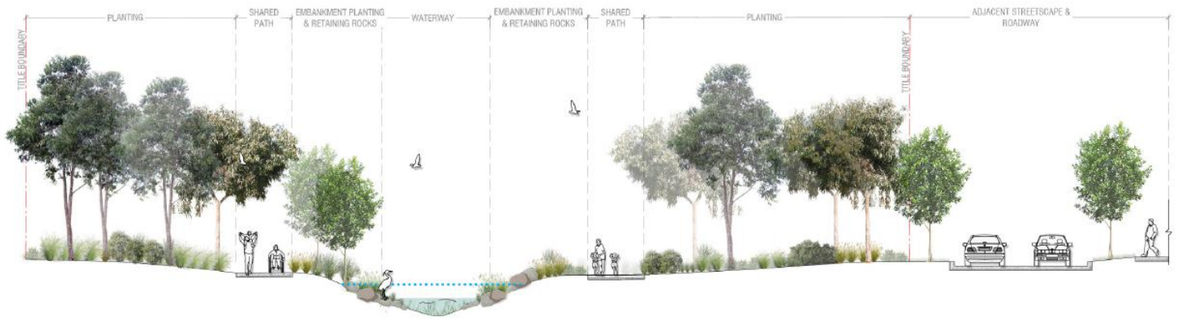


SECTION 2



SECTION 3

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HILLVIEW, ELLIMINYT
OPEN SPACE & LANDSCAPE MASTER PLAN

10.
PLANTING SCHEDULES

TREE PLANTING

Install size: Min 1.8m tall

CODE	BOTANICAL NAME	COMMON NAME	Install Size	MATURE SIZE (HxW)
Ai	*Acacia implexa*	Lightwood	45L	8 x 7
Av	*Allocasuarina verticillata*	Droopind She-oak	45L	9 x 5
Bm	*Banksia marginata*	Silver Banksia	45L	5 x 4
Cm	*Corymbia maculata*	Spotted Gum	45L	30 x 10
Ec	*Eucalyptus camaldulensis*	River Red Gum	45L	30 x 15
El	*Eucalptus leucoxylon ssp 'Connata'*	Yellow Gum	45L	12 x 10
Em	*Eucalyptus melliodora*	Yellow Box	45L	15 x 10
Ep	*Eucalyptus polyanthemos*	Red Box	45L	10 x 5
Es	*Eucalyptus scoparia*	Wallangarra White Gum	45L	30 x10

NOTE:

- Species locations to be confirmed as part of Detailed Design phase.
- Canopy coverage within open space assets to meet minimum requirements of COSC.

LOCAL PARK PLANTING

GARDEN BED PLANTING MIX A				Garden Bed Code
Install size: Tubestock or 140mm pots				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (HxW)	DENSITY m²	% DISTRIBUTION
Atriplex semibaccata	Creeping Saltbush	0.3 x 1-3m	1	15%
Brachyscome multifida	Cut-leaved Daisy	0.3 x 0.5m	5	20%
Chrysocephalum apiculatum	Everlasting daisy	0.3 x 0.5m	2	15%
Eremophila glabra	Kalbarri Carpet	0.1-0.2 x 1-2	1	15%
Kennedia prostrata	Running Postman	0.1 x 1-3	2	15%
Myoporum parvifolium	Creeping Boobialla	0.3 x 1.0m	4	20%
			TOTAL	100%

GARDEN BED PLANTING MIX B				Garden Bed Code
Install size: Tubestock or 140mm pots				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (HxW)	DENSITY m²	% DISTRIBUTION
Dianella revoluta		0.3 x0.3m	5	20%
Dianella tasmanica	Tasman Flax-Lily	0.45 x 0.5m	4	10%
Lomandra longifolia 'Tanika'	Mat Rush	0.5 x 0.65m	4	15%
Lomandra filiformis	Wattle Mat Rush	0.3 x 0.4	4	20%
Poa labillardieri	Tussock Grass	1.2 x 0.5	4	10%
Pycnosorus globosus	Drumsticks	0.3-0.5x 0.2-0.5m	4	20%
Themeda triandra	Kangaroo Grass	0.3 x0.3m	4	5%
			TOTAL	100%

GARDEN BED PLANTING MIX C				Garden Bed Code
Install size: Tubestock or 140mm pots				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (HxW)	DENSITY m²	% DISTRIBUTION
Austrostipa elegantissima	Tall Feather Grass	0.3 x 0.5m	2	15%
Austrodanthonia racemosa	Striped Wallaby-Grass	0.45 x 0.5m	5	15%
Austrostipa scabra	Rough Spear Grass	0.3 x 0.4	3	15%
Austrostipa stipoides	Coastal Spear Grass	0.5 x 0.65m	3	15%
Themeda triandra	Kangaroo Grass	1.2 x 0.5	4	20%
Poa labillardieri	Tussock Grass	0.3 x0.3m	4	20%
			TOTAL	100%

NOTE:

- All species selected are drought tolerant native/indigenous selections in accordance to COSC Open Space Strategy, 2011.

DRAINAGE CORRIDOR PLANTING

Aquatic Planting - SUBMERGED MARSH (350mm-700mm below NWL)				Garden Bed Code
Install size: 600cc				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Myriophyllum crispatum	Upright Water-milfoil	0.25 x 0.6	1	50%
Potamogeton ochreatus	Blunt Pondweed	stems to 4.5m long	1	25%
Vallisneria americana	Eel-grass	submerged x 30cm	1	25%
			TOTAL	100%

Aquatic Planting - DEEP MARSH (150mm-350mm below NWL)				Garden Bed Code
Install size: 600cc				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Baumea articulata	Jointed Club-rush	1 x 2m	2	10%
Bolboschoenus fluviatilis	Tall Club-rush	1.5 x 2m	2	15%
Bolboschoenus medianus	Marsh Club-rush	0.7 x 2m	2	15%
Cladium procerum	Leafy Twig-rush	0.9 x 1.8m	2	15%
Eleocharis sphacelata	Tall Spike-rush	0.3 x 0.9m	2	15%
Schoenoplectus tabernaemontani	River Club-rush	stems to 2m	2	15%
Cycnogeton procerum	Water Ribbons	stems 20-50cm	2	15%
			TOTAL	100%

Aquatic Planting - SHALLOW MARSH (NWL - 150mm below NWL)				Garden Bed Code
Install size: 600cc				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Baumea articulata	Jointed Club-rush	1 x 2m	2	10%
Bolboschoenus caldwellii	Sea Club-rush	0.3 x 0.9m	2	15%
Bolboschoenus fluviatilis	Tall Club-rush	1.5 x 2m	2	15%
Bolboschoenus medianus	Marsh Club-rush	0.7 x 2m	2	15%
Cladium procerum	Leafy Twig-rush	0.9 x 1.8m	2	10%
Eleocharis acuta	Common Spike-rush	0.3 x 0.9m	2	10%
Marsilea drummondii	Common Nardoo	1-3 x 0.1-0.3m	2	15%
Schoenoplectus pungens	Sharp Club-rush		2	10%
			TOTAL	100%

Aquatic Planting - EPHEMERAL				Garden Bed Code
Install size: 200cc				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Baumea rubiginosa	Soft twig-rush	0.3 x 1m	6	15%
Carex appressa	Tall Sedge	0.5-1.2 x 0.5-1m	6	10%
Carex tereticaulis	Basket Sedge	1 x 1m	6	10%
Juncus amabilis	Hollow rush	0.2-1.2 x 0.2-0.5m	6	10%
Juncus flavidus	Yellow Rush	1 x 0.4-1.2m	6	15%
Juncus pallidus	Pale Rush	0.5-2.2 x 0.3-1m	6	10%
Ficinia nodosa	Knobby Club Rush	1 x 1m	4	15%
Lomandra longifolia	Spiny-head Mat-rush	0.12 x 0.4-1m	4	15%
			TOTAL	100%

NOTE:

- All species selected align with Melbourne Water guidelines for wetland planting and COSC Open Space Strategy, 2011 requirements.
- Plants to be of local provenance as per Melbourne Water Guidelines.

GARDEN BED PLANTING - LOWER TERRESTRIAL				Garden Bed Code
Install size: Tubestock or 140mm pots (pending availability)				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Austrostipa bigeniculata	Tall Speargrass	0.5 x 1m	4	15%
Austrostipa stipoides	Coastal Spear Grass	0.8-1 x 0.8-1	2	15%
Lomandra longifolia	Spiny-head Mat-rush	0.12 x 0.4-1m	4	15%
Poa labillardierei	River Tussock Grass	0.5 x 1.2m	4	10%
Austrodanthonia caespitosa	Common Wallaby-grass	0.12 x 0.9m	6	15%
Themeda triandra	Kangaroo Grass	0.4 x 0.75m	4	10%
Ficinia nodosa	Knobby Club Rush	1 x 1m	4	10%
Dichelachne crinita	Long-hair Plume-grass	1.5m tall	6	10%
			TOTAL	100%

GARDEN BED PLANTING - TERRESTRIAL				Garden Bed Code
Install size: Tubestock or 140mm pots (pending availability)				TOTAL Area/m²
BOTANICAL NAME	COMMON NAME	MATURE SIZE (WxH)	DENSITY m²	% DISTRIBUTION
Austrostipa bigeniculata	Tall Speargrass	0.5 x 1m	4	10%
Austrostipa stipoides	Coastal Spear Grass	0.8-1 x 0.8-1	2	10%
Lomandra longifolia	Spiny-head Mat-rush	0.12 x 0.4-1m	4	20%
Poa labillardierei	River Tussock Grass	0.5 x 1.2m	4	10%
Austrodanthonia caespitosa	Common Wallaby-grass	0.12 x 0.9m	6	10%
Themeda triandra	Kangaroo Grass	0.4 x 0.75m	4	10%
Rhagodia parabolica	Fragrant Saltbush	1.5 x 2m	2	10%
Enchylaena tomentosa	Ruby Saltbush	0.5-1 x 0.4-1m	4	10%
Dichelachne crinita	Long-hair Plume-grass	1.5m tall	6	10%
			TOTAL	100%

urban enterprise planning economics+tourism

HILLVIEW ESTATE ELLIMINYT

SHARED INFRASTRUCTURE FUNDING PLAN

TW PROJECTS | JANUARY 2025

www.urbanenterprise.com.au

AUTHORS

Paul Shipp

Brett Hannah

FILE Hillview Estate SIFP - Final 28 January 2025

VERSION 1.3

DISCLAIMER

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1. INTRODUCTION

1.1. BACKGROUND

This Shared Infrastructure Funding Plan (SIFP) has been prepared by Urban Enterprise on behalf of TW Projects, a landowner within Hillview Estate, Elliminyt (the study area).

1.2. PURPOSE

The SIFP has been prepared to guide the delivery of shared infrastructure in the study area by:

- Identifying the land parcels which are to be developed and quantifying the area and likely development yield of each parcel;
- Identifying shared infrastructure required to support development;
- Identifying the specifications, costs and justification for each shared item;
- Apportioning costs to each land parcel in the study area, and calculating levies payable to ensure equitable delivery of shared infrastructure;
- Identifying any infrastructure items that can be directly provided by landowners without the need for cost sharing; and
- Describing the mechanisms by which the SIFP will be implemented, including collection of levies, delivery of infrastructure, responsibilities for works and administration of the document (such as indexation).

The SIFP will inform a Section 173 Agreement which will formalise arrangements for infrastructure delivery between Colac-Otway Shire Council (Council) and each landowner in the Study Area.

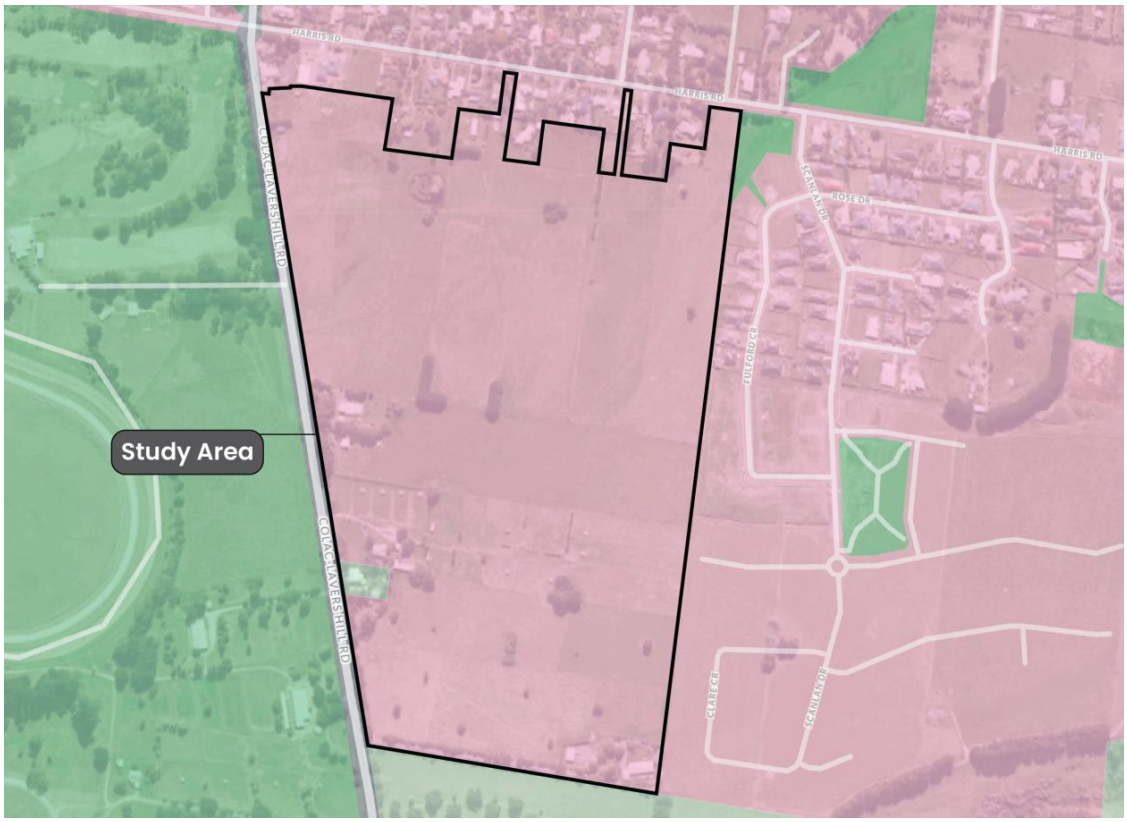
2. STUDY AREA

2.1. LOCATION

The study area is located in the suburb of Elliminyt, immediately south of the Colac township, and is bounded by Colac-Lavers Hill Road to the west, Farming Zone (FZ) to the south, and residential areas to the north and east. The location of the study area is shown in Figure 1.

The land is currently in the General Residential Zone, Schedule 1 (GRZ1) after being rezoned from FZ through Planning Scheme Amendment C127cola, gazetted on 21 December 2023.

F1. STUDY AREA



Source: Urban Enterprise, 2025

2.2. LAND OWNERSHIP

The study area comprises 8 properties in private ownership as shown in Figure 2. Appendix D shows property title and ownership information.

TW Projects has entered into six separate agreements with landowners across the study area, aiming to transfer ownership predominantly to TW Projects. However, the transfer of ownership is dependent upon the completion of two approved subdivisions, which involve the excision of existing dwellings and the creation of a vacant residential allotment along the northern boundary.

Following completion of these land transfers, there will be two landowners in the study area:

- TW Projects will own Properties 1, 2, 3, 4, 5, 7, and 8.
- Separate ownership of Property 6.

F2. PROPERTY MAP



Source: Urban Enterprise, 2025.

3. PROPOSED DEVELOPMENT

3.1. DEVELOPMENT PLAN OVERLAY

Schedule 9 to the Development Plan Overlay (DPO9) applies to the study area, which requires the preparation and approval of a Development Plan to the satisfaction of the Responsible Authority.

Among several other requirements, DPO9 states that a Development Plan "must include a Shared Infrastructure Funding Plan that includes:

- Costs and apportionment of the Infrastructure items that are identified as shared infrastructure for the purposes of the SIFP.
- Implementation of the SIFP via a Section173 Agreement.
- Exclusion of 75 Colac-Lavers Hill Road from the SIFP, along with any other single dwelling lots that, in the opinion of the Responsible Authority, are unlikely to be subdivided. Appendix A contains a map which identifies these lots.

DPO9 includes a Framework Plan (see Figure 3) which shows the general location of site entry points, open spaces and drainage reserves. Note that the Framework Plan boundary referred to in DPO9 does not exactly align with the boundary of DPO9.

F3. FRAMEWORK PLAN



Source: Colac Otway Planning Scheme.

Note: The development proposal and Indicative Development Plan deviate from the Framework Plan in DPO9

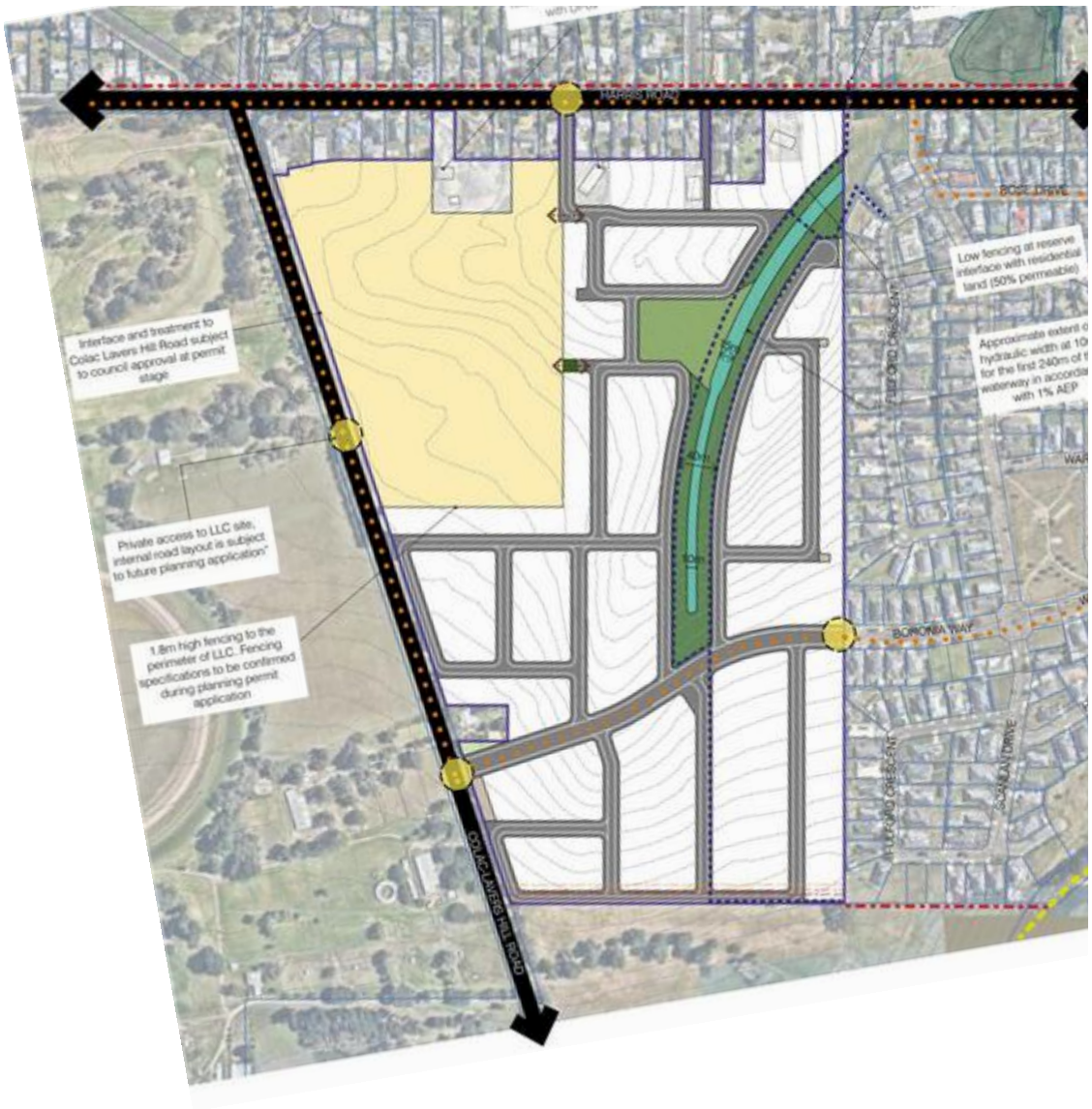
3.2. INDICATIVE DEVELOPMENT PLAN

An Indicative Development Plan has been prepared for the area affected by DPO9 and is shown in Figure 4. Note that the boundary of the plan aligns with DPO9, but identifies several properties with existing dwellings that are considered unlikely to be subdivided and therefore are not subject to the SIFP.

The future land use is urban residential, with some areas designated for open space, drainage and a creek corridor. The north-west corner of development plan area is proposed as a 'self-contained' land lease community (LLC). Infrastructure items within the LLC have been designed for direct delivery and have no nexus with the rest of the development.

The proposed Indicative Development Plan is generally in accordance with the Framework Plan in DPO9, aside from the LLC, which is to be developed independently from the remaining residential development.

F4. INDICATIVE DEVELOPMENT PLAN



Source: Indicative Development Plan, Spiire, Rev 9, dated 31/05/2024

3.3. LAND BUDGET

Table 1 shows the land budget for the precinct by land use. The total Net Development Area (NDA) is 30.15 ha. For the purposes of calculating demand units for this SIFP, the NDA considered is reduced to 22.07 ha due to the independent nature of the LLC. Appendix B contains a detailed land budget by property.

A total of 2.08 hectares of unencumbered public open space is proposed, which equates to 9.41% of the NDA.

T1. LAND BUDGET

Description	Hectares	% Of SIFP	% Of NDA
Development Plan Area	35.05		
Retained Property (non-development)	1.19		
Total SIFP Area	**33.86**	**100%**	
Roads			
Connector Road (Creditable)	1.02	3.02%	4.64%
Sub-Total Roads	***1.02***	***3.02%***	***4.64%***
Drainage			
Constructed Waterway	0.61	1.80%	2.76%
Sub-Total Drainage	***0.61***	***1.80%***	***2.76%***
Open Space			
Unencumbered / Credited Public Open Space			
Local Park Network	0.66	1.96%	3.01%
Green Corridor	1.41	4.17%	6.40%
Sub-Total Open Space	***2.08***	***6.13%***	***9.41%***
Total NDA (ha) including LLC	**30.15**	**89.04%**	**100%**
LLC Area	8.08	23.86%	36.61%
Total NDA (ha) excluding LLC	**22.07**	**65.18%**	**100%**

Source: TW Projects, 2025; collated by Urban Enterprise

3.4. YIELD

The study area is expected to ultimately accommodate approximately 346 dwellings at an average density of 15.68 dwellings per net developable hectare and an 8 ha LLC site. Note that if the LLC site is developed for purposes other than an LLC (ie. residential dwellings), the SIFP would need to be updated accordingly, and a contribution will be applicable.

4. SHARED INFRASTRUCTURE

4.1. OVERVIEW

Various technical reports have been prepared which identify infrastructure needed to support the development, including roads, open space, drainage and community infrastructure.

Technical documents which informed this report are shown in Table 2.

T2. TECHNICAL SOURCE INFORMATION

Category	Strategic Justification	Detailed Design and Costings
Transport	• Elliminyt Hill Estate– Response to Council and DTP Request for Information Memorandum, Traffix Group, May 2024.	• Functional Layout Plan, Traffix Group, April 2024. • Preliminary estimate/quantities, Traffix Group, April 2024. • Elliminyt Shared Infrastructure Assets Opinion of Probable Costs Revision No. F, Spiire, 2 October 2024. • SIFP OPC Cost Allocation_2024.10.04
Open Space	• Planning Scheme Amendment Application, Myers Planning Group, October 2022	• Elliminyt Shared Infrastructure Assets Opinion of Probable Costs Revision No. F, Spiire, 2 October 2024. • SIFP OPC Cost Allocation_2024.10.04
Drainage	• Integrated Water Management Plan, Hillview Estate Colac, Spiire, October 2024	• Integrated Water Management Plan, Hillview Estate Colac, Spiire, October 2024 • Elliminyt Shared Infrastructure Assets Opinion of Probable Costs Revision No. F, Spiire, 2 October 2024. • SIFP OPC Cost Allocation_2024.10.04
Community Infrastructure	• N/A	• N/A
Land Valuation	• N/A	• Development Valuation Report, prepared by Preston Rowe Paterson, dated May 2024.

Source: Urban Enterprise, 2025.

4.2. DEVELOPMENT CONTRIBUTIONS PRINCIPLES

The preparation of this SIFP is underpinned by the key development contributions principles of 'need' and 'nexus'.

The need for a range of infrastructure items to be funded by the SIFP has been identified based on the local strategic context and supporting studies.

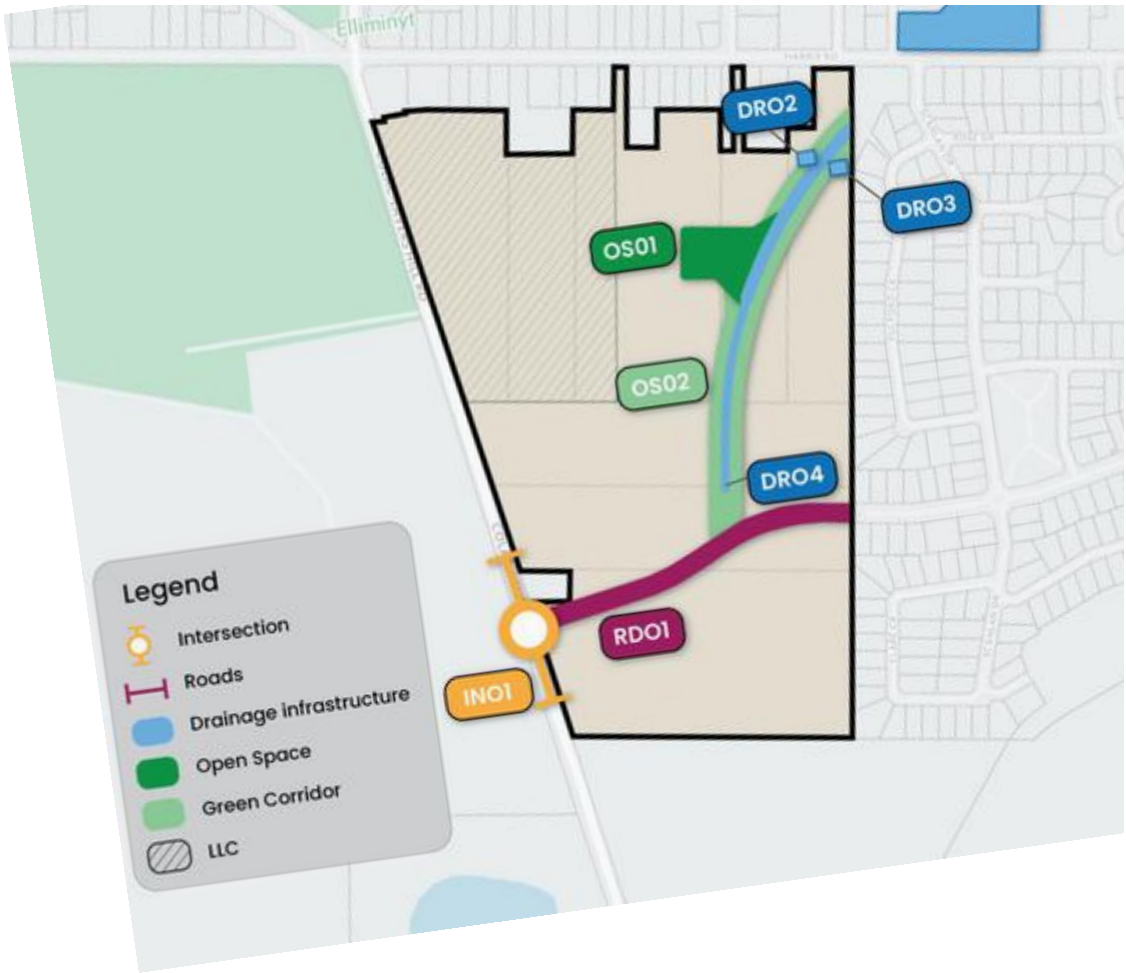
The approach to apportioning the cost of each SIFP infrastructure item relies on the nexus principle. The study area is deemed to have a nexus with an infrastructure item if the residents of the study area are likely to make use of the infrastructure item.

The nexus between infrastructure items and development informs the levy rates adopted for this SIFP. Refer to section 5.4 for this levy rate.

4.3. INFRASTRUCTURE ITEMS

Table 3 provides a summary list of all potential infrastructure items to be funded under the SIFP, with locations indicated in Figure 5.

F5. INFRASTRUCTURE MAP



Source: Urban Enterprise, 2025

T3. INFRASTRUCTURE LIST SUMMARY

Project ID	Name	Delivery Responsibility
Transport		
RD01	**East-West Connector Road** Land and construction of Connector Road through the site from Colac Lavers Hill Road intersection to Boronia Way (1.03ha)	TW Projects
IN01	**Colac Lavers Hill Road / East West Connector Intersection** Upgrade and widening of road carriageway to include left and right turn lanes at the intersection of Colac-Lavers Hill Road and the East-West Connector Road.	TW Projects
Open Space		
OS01	**Local Park** Land and improvements to create a local park (0.66ha).	TW Projects
OS02	**Green Corridor** Land and construction of a green corridor along the constructed waterway (1.41ha unencumbered)	TW Projects
Drainage		
DR01	**Harris Road Swamp Retarding Basin** Construction of the Harris Road Swamp Retarding Basin to the extent that the works are required by Hillview Estate (and associated land compensation). See section 4.4 for details.	- TW Projects (construction) - Council (land) - Developer cash contribution (land compensation)
DR02	**Water Treatment Node (North)** Construction of northern water treatment node.	TW Projects
DR03	**Water Treatment Node (South)** Construction of southern water treatment node.	TW Projects
DR04	**Constructed Waterway** Construction of waterway corridor	TW Projects and Property 6
Community Infrastructure		
C01	**Community infrastructure cash contribution** Community infrastructure levy for projects to be defined by Council	Cash contribution
Planning		
PL01	**Strategic Planning** Preparation of rezoning and Precinct Development Plan documents	TW Projects (already incurred)

Source: Urban Enterprise, 2025.

4.4. APPROACH TO FUNDING INFRASTRUCTURE ITEMS

KEY ROADS AND INTERSECTIONS

This SIFP includes a contribution towards key connector roads and arterial road intersections.

The following principles have been applied for these key roads and intersections:

- Connector roads are wider than local roads and are not evenly distributed across the growth area. The SIFP provides a way to equalise the cost of providing the connector road across all landowners.
- The SIFP funds:
  - The full extent of land required for a connector road reservation. No land is allocated for delivery of local roads; and
  - Construction costs for the connector road and arterial road intersection.

The LLC site will have its own intersection on Colac-Lavers Hill Road which will only provide access to that site. Hence, it has no nexus to infrastructure including in the SIFP or liability for contribution.

PUBLIC OPEN SPACE

The SIFP includes land for public open space items – all open space land shown on the Development Plan are to be equalised through levy contributions under the SIFP.

The average contribution of public open space in the Development Plan is 9.41% of NDA.

Public open space contributions for the LLC will be in accordance with Clause 53.01 of the Planning Scheme.

DRAINAGE

This SIFP includes a contribution towards land and construction of drainage infrastructure, has been designed to service the needs of both the Hillview Estate and external demand.

The construction of the waterway corridor and treatments nodes are required to service the internal demand of the study area.

The LLC site will deliver necessary stormwater storage and treatment system for internal use only. The discharge from the LLC site will be kept at the pre development equivalent run off rate. Hence, it has no nexus to infrastructure including in the SIFP or liability for contribution. If discharge cannot be kept at pre development equivalent run off rates, then a contribution to drainage infrastructure will be required. This may require an update to the SIFP.

The Harris Road Swamp Retarding Basin is located external to the precinct, on existing Council land, with the full scope of the item designed to accommodate drainage need of both Hillview and Wyuna Estates.

This SIFP only includes the cost attributable to Hillview Estate (51% of land and construction). It is noted that the detailed cost for the item is based on the full drainage basin scope.

COMMUNITY INFRASTRUCTURE

This SIFP includes a contribution towards the construction of community facilities through a cash contribution equivalent to the maximum CIL charge for the 2024-25 financial year of $1,450 per dwelling (note that this converted to per hectare charge given that the SIFP applies a single levy rate for all infrastructure costs).

The LLC is not required to make cash contributions in relation to the CIL. However, if the land is developed for purposes other than an LLC (ie. residential dwellings), then the CIL will be applicable.

PLANNING COSTS

This SIFP includes a contribution towards costs incurred in preparing the planning documentation for the rezoning, Development Plan and SIFP.

Costs have been incurred by one development proponent. The SIFP provides a way to equalise the planning costs across all landowners.

LAND VALUATION

Land values have been adopted from the Development Valuation Report, Preston Rowe Paterson, May 2024.

NON-SIFP INFRASTRUCTURE

All other infrastructure not funded through the SIFP is to be consistent with Development Plan and technical reports. Delivery is the responsibility of the developer.

5. CALCULATION OF LEVIES

5.1. INTRODUCTION

The method of levy calculation is described in this section.

5.2. PROJECT COSTS

Each item in the infrastructure list has a cost specified for either capital works or land. These costs are listed in Table 9. The costs are expressed in 2024/25 values (July 2024) and will be indexed annually in accordance with the method specified in this SIFP.

5.3. COST APPORTIONMENT

The approach to apportioning the cost of each infrastructure item relies on the nexus principle. The Precinct is deemed to have a nexus with an infrastructure item if the residents within the Precinct are likely to make use of the infrastructure item.

All infrastructure items are only required to service the future community of the SIFP area and there is therefore no external cost apportionment.

5.4. CALCULATION OF LEVIES

CHARGE AREA

As all land within the growth area is required to contribute to all infrastructure items, a single charge area applies to the entire growth area. This means that all landowners make an equitable contribution to shared infrastructure based on the area of land that is developed.

DEMAND UNITS

To calculate a levy, the cost apportioned to the Precinct must be converted into a levy per demand unit. The most common demand unit type in residential growth areas is an area measure, such as Net Developable hectares.

In the study area, all land is proposed to be developed for residential purposes.

Therefore, in order to fairly levy developers while maintaining financial certainty for Council, a standard 'per hectare of net developable land' (i.e. NDA) demand unit is used for levies applied to all development in this SIFP, excluding the LLC which is considered self-reliant and not considered in the demand units. Note that if the LLC site is developed for purposes other than an LLC (ie. residential dwellings), the SIFP would need to be updated accordingly, and a contribution will be applicable.

Table 4 shows the total number of demand units used to calculated levies for each charge area.

T4. DEMAND UNITS

	Unit	Demand Units
SIFP Area (excluding LLC)	NDA	22.07

Source: Urban Enterprise

LEVIES

The total cost attributable to the Precinct for each infrastructure item is divided by the number of demand units for that item to calculate the levy for each item as shown in Table 5.

The levy amounts for each item are then aggregated to form an overall levy per demand unit for the Precinct.

T5. SHARED INFRASTRUCTURE LIST AND CONTRIBUTIONS

Project ID	Description	Land Area (ha)	Land Value	Construction Cost	Total Cost	Apportionment to MCA (%)	Cost to MCA	Demand Units	Levy (per ha)
Transport									
RD01	East-West Connector Road	1.02	$698,000	$1,242,000	$1,940,000	100%	$1,940,000	22.07	$87,909.54
IN01	Colac Lavers Hill Road / East West Connector Intersection	0.00	$0.00	$881,760	$881,760	100%	$881,760	22.07	$39,956.24
Sub-Total Transport		***1.02***	***$698,000***	***$2,123,760***	***$2,821,760***		***$2,821,760***		***$127,865.78***
Open Space									
OS01	Local Park	0.66	$516,000	$936,000	$1,452,000	100%	$1,452,000	22.07	$65,796.21
OS02	Green Corridor	1.41	$1,074,000	$565,000	$1,639,000	100%	$1,639,000	22.07	$74,269.96
Sub-Total Open Space		***2.08***	***$1,590,000***	***$1,501,000***	***$3,091,000***		***$3,091,000***		***$140,066.17***
Drainage									
DR01	Harris Road Swamp Retarding Basin (51%)	1.56	$246,330	$1,608,540	$1,854,870	100%	$1,854,870	22.07	$84,051.94
DR02	Water Treatment Node (north)	0.00	$0	$534,000	$534,000	100%	$534,000	22.07	$24,197.78
DR03	Water Treatment Node (south)	0.00	$0	$440,000	$440,000	100%	$440,000	22.07	$19,938.25
DR04	Constructed Waterway	0.61	$472,000	$2,907,000	$3,379,000	100%	$3,379,000	22.07	$153,116.66
Sub-total Drainage		***2.17***	***$718,330***	***$5,489,540***	***$6,207,870***		***$6,207,870***		***$281,304.63***
Community Infrastructure									
C01	Community infrastructure cash contribution	0.00	$0	$501,700	$501,700	100%	$501,700	22.07	$22,734.13
Sub-total Open Space		***0..00***	***$0***	***$501,700***	***$501,700***		***$501,700***		***$22,734.13***
Planning									
PL01	Planning costs	0.00	0	$195,313	$195,313	100%	$195,313	22.07	$8,850.45
Sub-total Planning		***0.00***	***0***	***$195,313***	***$195,313***		***$195,313***		***$8,850.45***
			$3,006,330	$9,811,313	$12,817,643		$12,817,643		$580,821.16

Source: Urban Enterprise, 2024. Note: exact NDA is 22.0681 hectares which includes the levy calculation.

*Community Infrastructure cost determined based on CIL rate of $1,450 per dwelling multiplied by the estimated dwelling yield of the study area of 346 dwellings.

5.5. SUMMARY OF CONTRIBUTIONS

Table 6 provides a breakdown of the levy amount payable for each property in the SIFP area based on the property NDA amounts and the levy rate per hectare. This table also identifies the ownership of each property.

T6. SUMMARY OF LEVY PAYABLE BY PROPERTY

Property	NDA (ha)	Levy Rate	Amount Payable	Land Ownership
1	0.00	$580,821.16	$0.00	TW Projects
2	0.00	$580,821.16	$0.00	TW Projects
3	3.84	$580,821.16	$2,232,532.10	TW Projects
4	1.34	$580,821.16	$779,034.92	TW Projects
5	2.48	$580,821.16	$1,442,628.04	TW Projects
6	4.15	$580,821.16	$2,412,184.62	Other
7	3.45	$580,821.16	$2,008,373.35	TW Projects
8	6.79	$580,821.16	$3,942,889.94	TW Projects

Source: Urban Enterprise

Table 7 shows a summary of contributions to the shared infrastructure for each key landowner.

It is noted that Council will be responsible for providing land for DR01 and for utilising cash payments related to C01 for the delivery of a community facility. This equates to a total value of $748,030.00 worth of infrastructure provision.

T7. SUMMARY OF SHARED INFRASTRUCTURE COSTS AND CREDITS

	NDA (ha)	Levy Rate	Amount Payable	WIK Credits	Balance (+ve is credit)
TW Projects	17.92	$580,821.16	$10,405,458.35	$11,515,678.54	$1,110,220.19
Other	4.15	$580,821.16	$2,412,184.62	$553,934.43	-$1,858,250.19
Total	**22.07**		**$12,817,642.97**	**$12,069,612.97**	**-$748,030.00**

Source: Urban Enterprise

6. IMPLEMENTATION AND ADMINISTRATION

6.1. SECTION 173 AGREEMENT

This SIFP will be implemented through s173 agreements with each landowner in the study area. Each agreement will be based on a model agreement prepared by Council which embeds the implementation principles of this plan, while also including details regarding levies payable for the relevant lot, the infrastructure items to be funded, and the administrative and legal provisions contained within the SIFP, and delivery of infrastructure over time.

6.2. INDEXATION

Land values and construction costs listed are in July 2024 dollars. They will be indexed annually according to the following method.

All levies and costs must be adjusted as follows:

- In relation to the costs associated with all infrastructure items other than land, the cost must be adjusted, and the contribution amounts recalculated according to the following method:
  - The capital costs of each infrastructure item must be adjusted by reference to the Producer Price Indexes Australia, Victoria (Table 17 Output of the Construction industries, subdivision and class index numbers - Road and Bridge Construction Victoria (for roads, bridges, trails, drainage and open space items) and Building Construction Victoria (for buildings and Planning Costs) published by the ABS (Series 6427.0)) or similar index;
  - The revised infrastructure costs and the adjustment of the contributions must be calculated as of 1 July in each year.
- Land values will be adjusted on 1 July every year by reference to a revaluation by a registered valuer of properties with land required by the SIFP each subsequent second year after the commencement date of the SIFP. The valuation must be undertaken using the same method and principles as the original SIFP. For each year in which a revaluation is not prepared, the value of land must be indexed by reference to the Consumer Price Index, Australia (Index Numbers; All Groups CPI; Melbourne).

6.3. COLLECTION OF LEVIES

Any levy owed will be collected by the Council as follows:

- For the subdivision of land, not more than 30 days prior to the issue of a Statement of Compliance under the Subdivision Act 1988 in respect of the subdivision creating any new lot (noting the liability is triggered at Statement of Compliance);
- In relation to the development of land not requiring subdivision (excluding LLC), a planning permit condition must require the payment of the development contribution prior to the commencement of works unless there is an agreement with the Responsible Authority to secure the payment of the development contribution by some other means or other timeframe.

Note that if the LLC site is developed for purposes other than an LLC (ie. residential dwellings), the SIFP would need to be updated accordingly, and a contribution will be applicable.

A statement of compliance must not be issued until the development contributions levy is paid (or equivalent works are provided in-kind).

Funds collected will be held in a specific Council account in accordance with the provisions of the Planning and Environment Act (1987). All monies held in this account will be used solely for the provision of infrastructure as itemised in this SIFP.

Council will be responsible for ongoing accounting and indexation of this SIFP.

6.4. METHOD OF PROVISION

Responsibility for the delivery of infrastructure works within the study area primarily resides with the developer of the land as a works in-kind project specified in Table 3, with a credit provided against their development contribution, subject to the agreement of the Council.

All items are expected to be provided as works in-kind, with the exception of land for DR01 and the cash contributions to C01. It is expected that the cash contribution towards C01 in this SIFP will be utilised by Council to deliver an item of community infrastructure.

6.5. PROJECT DELIVERY

It is the developers' responsibility to facilitate the delivery of all infrastructure projects required to service the development of the subject land that are located within the study area. Project delivery will be formalised through a Section 173 Agreement with Council which confirms specific items to be provided in-kind, credits and project timing.

For any proposed works in-kind, the Responsible Authority will consider the following:

- Only works or land identified in the SIFP can be provided in lieu of cash;
- Detailed design must be approved by the Responsible Authority and generally accord with the standards outlined unless agreed by the Responsible Authority and the developer; and
- The construction of works must be completed to the satisfaction of the Responsible Authority.

Where the Responsible Authority agrees that works are to be provided by a developer in lieu of cash contributions:

- The credit for the works provided shall equal the value identified in the SIFP taking into account the impact of indexation;
- The value of works provided in accordance with the principles outlined above, will be offset against the development contributions liable to be paid by the developer;
- The developer will not be required to make cash payments for contributions until the value of any credits for the provision of agreed works-in-kind are exhausted;

- Where credit for works-in-kind can't be offset against future levy payments, the developer shall be reimbursed by the Responsible Authority for any excess credit prior to the issue of a Statement of Compliance for the final stage of development of that developer's land;
- Where a developer is in credit against their development contributions liability, this credit will be indexed annually in accordance with the annual increase in the development infrastructure levy.

In exceptional circumstances, and provided the developer has demonstrated to Council's satisfaction that it has made all reasonable endeavours to facilitate delivery of the infrastructure projects, Council will initiate the delivery of the infrastructure projects based on the below criteria:

- Council will only facilitate an infrastructure project at a time when Council determines there are sufficient funds in Council's infrastructure contributions account, collected under the Shared Infrastructure Funding Plan, to meet the cost of delivering the infrastructure project(s); and that Council's delivery of any infrastructure project will be subject to:
  - Council's normal budgetary cycles; and
  - Normal legislative processes and timeframes for any acquisition of land required to facilitate the Infrastructure Project.

6.6. LAND

The provision of land identified in this SIFP is suitable as works in-kind to offset against a landowner's development contribution. As with works-in-kind, the provision of land would be outlined in an agreement between the developer and the Responsible Authority pursuant to Section 173 of the Planning and Environment Act (1987). The value of the offset for providing land will equal the value shown in the SIFP, subject to indexation.

APPENDICES

APPENDIX A DPO9, SIFP BOUNDARIES AND AREA TO BE DEVELOPED



Source: Urban Enterprise

APPENDIX B DETAILED LAND BUDGET

Property Number	Total Area	Retained Properties	SIFP Area	Transport		Drainage					Open Space				Total			
		Retained Property (non-development)		East-West Connector Road	**sub-total transport**	Harris Road Retarding Basin	Hillview Retarding Basin	Treatment nodes	Constructed Waterway	**Sub-total Drainage**	Local Park	Green links	Green corridor	**sub-total open space**	NDA (ha)	LLC Area	**NDA (ha) excluding LLC**	% of SIFP Area
1	3.79	0	3.79	0	**0**	0	0	0	0		0	0	0		3.79	3.79	**0**	0%
2	2.95	0.55	2.40	0	**0**	0	0	0	0		0	0	0		2.40	2.40	**0**	0%
3	6.25	0.18	6.07	0	**0**	0	0	0	0	**0**	0.27	0.05	0	**0.34**	5.73	1.89	**3.84**	63%
4	2.75	0.25*	2.50	0	**0**	0	0	0	0.30	**0.30**	0.39	0.49	0	**0.86**	1.34	0	**1.34**	54%
5	3.26	0.21	3.05	0	**0**	0	0	0	0.20	**0.19**	0	0.37	0	**0.37**	2.48	0	**2.48**	81%
6	4.55	0	4.55	0	**0**	0	0	0	0.10	**0.11**	0	0.30	0	**0.30**	4.15	0	**4.15**	91%
7	4.22	0	4.22	0.56	**0.56**	0	0	0	0.01	**0.01**	0	0.20	0	**0.20**	3.46	0	**3.46**	82%
8	7.26	0	7.26	0.47	**0.47**	0	0	0	0	**0**	0	0	0	**0**	6.79	0	**6.79**	94%
Total	**35.05**		**33.86**	**1.03**	**1.03**	**0.00**	**0.00**	**0.00**	**0.61**	**0.61**	**0.66**	**1.41**	**0.00**	**2.08**	**30.15**	**8.08**	**22.07**	**65.18%**

*Note Property 4 includes the collective sum of two retained properties.

APPENDIX C INFRASTRUCTURE COSTING SHEETS AND DESIGNS

RD01	East-West Connector Road
Description	Land and construction of Connector Road through the site from Colac Lavers Hill Road intersection to Boronia Way (1.02ha)

Infrastructure Type	Infrastructure Category
Development	Transport

Land Cost	$698,000.00
Construction Cost	$1,242,000.00
Total Project Cost	$1,940,000.00
External Usage Discount	0%
Project Cost to MCA	$1,940,000.00
Demand Units	22.07
Levy Amount	$87,909.54
Delivery Responsibility	TW Projects
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref#	Version 1.3
1	JANUARY 2025

IN01	Left and Right Turn Lanes (from Colac Lavers Hill Road into residential subdivision)
Description	Upgrade and widening of road carriageway to include left and right turn lanes at the intersection of Colac-Lavers Hill Road and the East-West Connector Road.

Infrastructure Type	Infrastructure Category
Development	Transport

Land Cost	$0.00
Construction Cost	$881,760.00
Total Project Cost	$881,760.00
External Usage Discount	0%
Project Cost to MCA	$881,760.00
Demand Units	22.07
Levy Amount	$39,956.24
Delivery Responsibility	TW Projects
Costing Justification	Traffix Group, dated April 2024.

Ref# 2

Version 1.3

JANUARY 2025

OS01	Local Park
Description	Land and improvements to create a local park (0.66ha).

Infrastructure Type	Infrastructure Category
Development	Open Space

Land Cost	$516,000.00
Construction Cost	$936,000.00
Total Project Cost	$1,452,000.00
External Usage Discount	0%
Project Cost to MCA	$1,452,000.00
Demand Units	22.07
Levy Amount	$65,796.21
Delivery Responsibility	TW Projects
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref# Version 1.3

3 JANUARY 2025

OS02	Green Corridor
Description	Land and construction of a green corridor along the constructed waterway (1.41ha unencumbered)

Infrastructure Type	Infrastructure Category
Development	Open Space

Land Cost	$1,074,000.00
Construction Cost	$565,000.00
Total Project Cost	$1,639,000.00
External Usage Discount	0%
Project Cost to MCA	$1,639,000.00
Demand Units	22.07
Levy Amount	$74,269.96
Delivery Responsibility	TW Projects
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref#	Version 1.3
4	JANUARY 2025

DR01	Harris Road Swamp Retarding Basin
Description	Construction of the Harris Road Swamp Retarding Basin to the extent that the works are required by Hillview Estate (and associated land compensation). See section 4.4 for details.

Infrastructure Type	Infrastructure Category
Development	Drainage

Land Cost	$246,330.00
Construction Cost	$1,608,540.00
Total Project Cost	$1,854,870.00
External Usage Discount	0%
Project Cost to MCA	$1,854,870.00
Demand Units	22.07
Levy Amount	$84,051.94
Delivery Responsibility	- TW Projects (construction) - Council (land) - Developer cash contribution (land compensation)
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref# Version 1.3

5 JANUARY 2025

DR02	Water Treatment Node (north)
Description	Construction of northern water treatment node
	Infrastructure Type: Development / Infrastructure Category: Drainage
Land Cost	$0.00
Construction Cost	$534,000.00
Total Project Cost	$534,000.00
External Usage Discount	0%
Project Cost to MCA	$534,000.00
Demand Units	22.07
Levy Amount	$24,197.78
Delivery Responsibility	TW Projects
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref# 6 | Version 1.3 | JANUARY 2025

DR03	Water Treatment Node (south)
Description	Construction of southern water treatment node
	Infrastructure Type: Development / Infrastructure Category: Drainage
Land Cost	$0.00
Construction Cost	$440,000.00
Total Project Cost	$440,000.00
External Usage Discount	0%
Project Cost to MCA	$440,000.00
Demand Units	22.07
Levy Amount	$19,938.25
Delivery Responsibility	TW Projects
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref# 7

Version 1.3

JANUARY 2025

DR04	Constructed Waterway
Description	Construction of waterway corridor

Infrastructure Type	Infrastructure Category
Development	Drainage

Land Cost	$472,000.00
Construction Cost	$2,907,000.00
Total Project Cost	$3,379,000.00
External Usage Discount	0%
Project Cost to MCA	$3,379,000.00
Demand Units	22.07
Levy Amount	$153,116.66
Delivery Responsibility	TW Projects & Property 6
Costing Justification	- Spiire, 310592WC200-WC209 & UD ID 07 SIFP Land Valuation Rev F, October 2024 - SIFP OPC Cost Allocation_2024.10.04

Ref#	Version 1.3
8	JANUARY 2025

C01	Community Infrastructure Levy
Description	Community infrastructure levy for projects to be defined by Council

Infrastructure Type	Infrastructure Category
Development	Community Infrastructure

Land Cost	$0.00
Construction Cost	$501,700.00
Total Project Cost	$501,700.00
External Usage Discount	0%
Project Cost to MCA	$501,700.00
Demand Units	22.07
Levy Amount	$22,734.13
Delivery Responsibility	Cash contribution
Costing Justification	N/A

Ref# 9

Version 1.3

JANUARY 2025

PL01	Planning Costs
Description	Preparation of rezoning and Precinct Development Plan documents

Infrastructure Type	Infrastructure Category
Development	Planning

Land Cost	$0.00
Construction Cost	$195,312.97
Total Project Cost	$195,312.97
External Usage Discount	0%
Project Cost to MCA	$195,312.97
Demand Units	22.07
Levy Amount	$8,850.45
Delivery Responsibility	TW Projects (already incurred)
Costing Justification	TW Projects, 2024

Ref# 10

Version 1.3

JANUARY 2025

APPENDIX D TITLES INFORMATION BY LAND OWNERSHIP



Source: Urban Enterprise

T8. TITLE DETAILS

Property Reference	Lot and Plan Number	Address
TW Projects Land		
1	Lot 5 on Plan of Subdivision 403926	17 Colac-Lavers Hill Road
2	Lot 1 on Lodged Plan 117616	90 Harris Road
3	Lot 1 on Title Plan 089127 & Lot 9 on Lodged Plan 51197	78 Harris Road
4	Lot 3 on Plan of Subdivision 723133, CM1 and CM2 on Plan of Subdivision 723133	62A-C Harris Road
5	Lot 1 on Title Plan 100330 (formerly known as Lot 6 on Lodged Plan 11661	56 Harris Road
7	Lot 2 on Lodged Plan 216353	85 Colac-Lavers Hill Road
8	Lot 8 on Lodged Plan 11661	65 Colac-Lavers Hill Road
Other		
6	Lot 1 on Title Plan 580946	45 Colac-Lavers Hill Road

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St Quentin

Affordable / Key Worker Housing Contribution Plan DPO9 Hill View Estate

Colac-Lavers Hill Road & Harris Road, Elliminyt

V05

Document Control

Document Title: 18000_Affordable DPO9

Document Author: CG

Client: TW Projects

Job No: 18000

Version No	Date created	Comments
1	6/11/23	Draft to Client
	13/12/23	Lodged with Council
2	23/4/24	Amended to include LLC
3	3/6/24	Minor changes
4	2/10/24	Reference to discount and other Council requests
5	14/10/24	Minor Council change

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1. Introduction

1.1. Purpose

The DPO9 requires that a development plan must include the following requirement.

*An **Affordable / Key Worker Housing Contribution Plan** that includes:*

- *Provides affordable / key worker housing to the satisfaction of Colac Otway Shire Council.*

This Affordable / Key Worker Housing Contribution Plan is hereafter referred to as the **Plan.**

It addresses the issue above and is intended to be endorsed as part of the Development Plan.

The Table in Appendix 2 is a summary of assessment which responds to relevant guidelines in relation to affordable housing.

2. Background

2.1. C127cola Planning Scheme Amendment

From the genesis of C127 there has been an acknowledgement from all stakeholders that affordable housing was a consideration for the Amendment and subsequent development.

The ultimate policy direction for the Amendment is replicated above and was not contentious.

Of note.

- The requirement is 'high level' and does not provide any significant direction on the form such a Plan should take.
- Is focussed on the outcome, that is the provision of housing, rather than on any specific measure to achieve that outcome.

2.2. Definitions

The DPO9 refers to Affordable / Key Worker Housing, for which the following definitions are relevant.

- Affordable housing is housing, including social housing, that is appropriate for the housing needs of any of the following—
  - very low income households;
  - low income households;
  - moderate income households.[1]
- Social housing means the following housing (other than under the Victorian Affordable Housing Programs)—
  - public housing;

[1] Section 3AA Planning and Environment Act 1987

- housing owned, controlled or managed by a participating registered agency;[2]

Key Worker Housing is not defined in legislation however the following description from the Key and Essential Worker Housing Supply Action Plan (VPA) for the Great South Coast and Barwon regions, defines a key worker as follows.

- An employee who provides a vital service, especially in the essential services, health, or education sectors.

and key worker housing as housing available to key workers that

- is occupied by households in the lower 60% of the income distribution scale and/or an identified key worker in the region.
- provides choices that are of appropriate size, liveable, affordable to occupy, accessible, secure in tenure and located in good proximity to employment services and critical infrastructure such as transport.

and that such housing can comprise

- Private home ownership where the purchaser's mortgage costs do not exceed 35 % of the gross household income of the occupant.
- Rental housing that is owned and managed by private individuals or corporations and where rent does not exceed 30 % of the income of the gross household occupant.
- Rental housing that is owned and managed by the state housing authority.
- Rental housing that is owned or managed by a not for profit housing organisation.[3]

Whilst there are minor variations in the descriptions above, for the purposes of the Plan, Affordable Housing includes the subsets of Social and Key Worker Housing.

2.1. Colac Otway Shire Social Housing Plan (COSSHP)

The COSSHP finds.

- There is an unmet need for 344 social housing properties, noting some limitations and dating on the data used, and that this number encompasses the entire Shire.
- Council has identified a need to increase the overall percentage of housing from the current 3.3% to around 8.0%, over time. *It seems reasonable to set 4.7% as a benchmark for discussion around any potential new greenfield site development with a view to closing the gap between the current 3.3% and the total of 8.0%.*[4]

[2] Section 4(1) of the Housing Act 1983
[3] Key and Essential Worker Housing Supply Action Plan (VPA)
[4] Colac Otway Shire Social Housing Plan (COSSHP)



- By working with developers on the assumption that all greenfield sites should be carefully assessed as opportunities for additional social housing, Council is committed to exploring opportunities to use social housing as a tool to drive economic development, build jobs and address disadvantage.

2.2. Funding

There are a range of funding measure directed at securing additional social housing, typically via Registered Housing Providers. These funds include.

- The Housing Australia Future Fund, a $10 billion Federal investment project directed at delivering 20,000 social housing properties and 10,000 affordable homes for key workers in the next 5 years and an ongoing pipeline of funding for social and affordable housing.

- The Big Housing Build, via Homes Victoria is investing $1.25 billion in regional Victoria toward affordable and social housing.

The issue of social and affordable housing has been identified as a critical issue and the significant funding made available to the sector acknowledges this.

2.3. Delivery

Whilst there has been little consistency across the State in relation to the detail of delivery, there are a number of options available, generally leveraging the funding detailed above, for developers and Local Government to work to ensure delivery of affordable and social housing.

These include, but are not limited to:

- Ensuring land supply sufficient to minimise market pressures.

- Providing planning which creates opportunity for a diversity of lot sizes and building forms which can increase affordability.

- Cash contribution or land value discount to facilitate delivery of housing by Registered Housing Provider

- Provide access to State Govt for direct purchase of land to construct social housing.

- Provide access to land on the estate at a discount to reflect social housing provider tax position (at no net cost to the developer)

These opportunities should all be considered as part of any delivery strategy. It is critical to bear in mind that the ultimate objective is to *provide affordable housing to those in need.* The specific stream of delivery is not relevant as long as the housing is provided.

2.1. Discount

Based on discussions with Housing Providers (as per Appendix 1) a discount of 20-30% for a greenfield block of land is proposed noting that these figures are to inform a future Section 173 Agreement that is likely to be actioned in the future and with potentially different market and policy settings.

2.5. Council Liaison

Initial liaison has taken place with Council officers. The liaison has focussed on a strategy to arrive at delivery, but not the detail of delivery.

In particular the liaison has considered.

- The difficulty of obtaining clear direction from Registered Housing providers at early stages of a proposal. Details such as ultimate market price, available funding, and specific housing requirements take time to work through and are not typically available early in the planning process.

- The role of the Development Plan, the role of the planning permit, and the role of other tools, such as Section 173 agreements, in delivering affordable housing, and the level of detail sufficient to inform each step of this process.

- The inclusion of an indicative discount based on Appendix 1

Ultimately the following path was considered an appropriate strategy to deliver affordable housing on the site.

- Development Plan - a plan/strategy which includes.
    - The percentage or number of affordable dwellings.
    - An indicative discount to a Registered Housing Association (RHA)
    - A secondary model for financial contribution in the event an RHA does not purchase the lots
    - Options to provide the same overall quantum of discount as 4.7% of lots/dwellings would generate, but to be applied to a different number of lots/dwellings.
    - Intended timeframes by which the affordable housing lots will be sold. It is recommended that by the point 80 per cent of all lots are sold the affordable housing lots must be sold or a contract of sale in place with an RHA.
    - The term over which the RHA is required to provide the housing.

- Planning Permit - will issue with a Section 173 agreement requirement which specifies the matters above.

2.6. Land Lease Community (LLC)

Characteristics in relation to affordability

Part of the DPO9 is proposed to be developed for an LLC. LLC developments have a number of key characteristics which are both relevant to consideration of affordability, and which are also distinct from typical greenfield development. These characteristics are.

- The model is based on purchasing the dwelling but leasing the land on which the dwelling sits. That is, there is no transfer of land.

- In addition to the lease of the land, there is typically an ongoing service or management fee which provides for a range of internal community services, facilities, rates, maintenance and similar.

- Because funding for purchase into LLC's is not available through typical funding means (i.e. bank finance), purchases are typically funded by equity in existing housing. That is, purchasers sell their existing dwelling to fund the cash purchase of an LLC dwelling.

In addition to the matters identified above, LLCs typically provide lifestyle, community, social and wellbeing benefits to residents.

Affordability benefits

The model above creates a number of benefits which sustain the reputation of LLC's as providing an affordable option to certain sectors of the market.

- Purchase of an LLC dwelling is typically done at a considerable discount to what a freehold dwelling would cost in the same location.

- The provision of LLC housing in an area is likely to have flow on effects on availability and therefore affordability of existing housing stock. An LLC of 200 dwellings is likely to make a similar number of existing dwellings available to the market as purchasers sell existing properties to fund entry into the LLC development. That additional number of dwellings available to the market increases supply, and therefore affordability, of the typical housing market.

Demonstration of affordability

- Land lease communities target the 50% of Australians who have $450,000 or less in total assets and who are looking to downsize but cannot find an affordable option. Around 95% of land lease community residents are Age Pension and Commonwealth Rental Assistance (CRA) recipients.[5]

[5] Residential Land Lease Alliance (RLLA) Submission to the Affordable Housing Working Group: Innovative Financing Models Issues Paper March 2016



- Nett lease payments, after Rental Assistance, generally represent 15% to 20% of the fortnightly Age Pension.[6]

- Purchasing in a land lease community is exempt from stamp duty, providing an immediate affordability benefit.

Suitability of common affordable housing options

The common delivery mechanism for affordable housing in Victoria largely rely on a registered providers leveraging available public funds, in conjunction with developers and other stakeholders, to deliver affordable housing. There are a wide range of models currently at play, but most rely on this basic principle.

The LLC model does not easily fit into this context. As it is not subdivided, and individual lots are not capable of being 'owned' it does not lend itself to the funding and security models most institutions require. Instead, the ability to deliver affordability is largely limited to the actual LLC without recourse to public funding.

Summary

The LLC environment clearly provides an affordable and achievable downsizing option for a limited but growing sector of the housing market. All indications are that affordability is one of the key reasons for the popularity of the LLC market – in effect the market acknowledges the affordability benefits.

The LLC is, in effect, an affordable housing option in and of itself; there is no need for intervention or amendment to the model in order to deliver affordable housing options.

Aside from the direct benefits to future residents, the provision if the LLC development is likely to also have flow on effects in terms of increasing supply and therefore affordability to the Colac Otway housing market.

The provision of the LLC in the case of Hillview, is part of a larger affordability solution whereby the LLC provides a significant option to one market sector. When combined with the approach over the rest of the Hillview site, that is 4.7% of the lots in the estate to be delivered as affordable housing, the overall outcome is a development which provides a comprehensive and diverse contribution to affordable housing.

3. Development Plan Proposal

Delivery of affordable housing is to.

- Be delivered on the LLC site by the LLC development model itself, without intervention.
- Be delivered on the remaining land via a Section 173 agreement with the Council, as a requirement of the planning permit. The Section 173 agreement is to.
    - Deliver 4.7% of housing within the Development Plan land, excluding the LLC site, as affordable housing
    - Specify a discount to RHA's in the range of 20-30%
    - Facilitate the option to provide a monetary contribution equivalent to the discount, to an RHA or related fund, in the event that an RHA not be found to purchase the lots (secondary model)
    - Facilitate the option to provide the same overall quantum of discount as 4.7% of lots/dwellings would generate, but to be applied to a different number of lots/dwellings
    - Intended timeframes by which the affordable housing lots will be sold. It is recommended that by the point 80 per cent of all lots are sold the affordable housing lots must be sold or a contract of sale in place with an RHA.
    - Specify the term over which the RHA is required to provide the housing.
    - Facilitate locations of affordable housing subject to the identifies needs of the RHA at the time.
    - Permit no more than three affordable housing dwellings to be adjacent to each other

Appendix 1 Housing Provider advice

From: Michael Mikulic
To: Matthew Caldow
Cc: Albert Weddell
Subject: RE: Elliminyt- Affordable Housing
Date: Friday, 20 September 2024 9:28:00 AM
Attachments: image003.png
image004.png
image005.png
image006.png
image007.png

Hi Guys,

Sorry for being tardy on this.

A 20-30% discount to market rates is certainly seen as favourable, and assists with any proposed submission into a funding round, as there is an key obligation for a CHP to prove there is "value for money" to the funding partner.

10% is often seen as tokenistic and does not provide much differentiation from other proposals. It means the CHP would need to provide some other exceptional aspect to the project to make it viable.

Hope this helps.

Regards,

Michael Mikulic
Development Manager

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Housing Choices Australia Limited
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Appendix 2 Summary of Assessment

Element	Plan Response
Quantity/percentage	4.7% of lots/dwellings, noting that depending on RHA preference it may be possible for individual lots to support multiple dwellings, such as units or townhouses
Delivery mechanism	The delivery mechanism is via Planning Permit and Section 173 Agreement. The agreement is to incorporate; A discount, to be determined via liaison with RHA, which enables RHA to deliver affordable housing (primary model) A monetary contribution equivalent to the discount, to an RHA or related fund, in the event that an RHA is not found to purchase the lots (secondary model) Options to provide the same overall quantum of discount as 4.7% of lots/dwellings would generate, but to be applied to a different number of lots/dwellings Intended timeframes by which the affordable housing lots will be sold. It is recommended that by the point 80 per cent of all lots are sold the affordable housing lots must be sold or a contract of sale in place The term over which the RHA is required to provide the housing.
Ownership and Management	Registered Housing Agency.
Compliance	Ownership and Management by an RHA, either under the primary or secondary models, will provide a high degree of assurance that the intended purpose and related allocation and affordability objectives will be realised over time. As above the Section 173 agreement should specify the term over which the RHA is required to provide the housing

Matters under the Act - defining appropriateness of affordable housing	
Housing need	The housing need has been demonstrated in the Council Social Housing Plan with which this Plan accords
Allocation	Allocation will ultimately be governed by the assessment and needs of the RHA. It is expected that the households will be eligible under the Victorian Housing Register
Affordability	Allocation will ultimately be governed by the assessment and needs of the RHA. It is expected that the households will be eligible under the Victorian Housing Register and that affordability will be achieved via this approach
Tenure	Allocation will ultimately be governed by the assessment and needs of the RHA. It is expected that the households will be eligible under the Victorian Housing Register and that appropriate tenure will be achieved via this approach
Type	The type of housing will be subject to the identified needs of the RHA and may include smaller dwellings and lots
Location	The location of the housing will be subject to the identified needs of the RHA. Given the lack of services in the immediate vicinity of the site this is likely to be governed by access to public transport. Council has requested additional detail in relation to this matter. Aside from proximity to public transport, there is not significant variation across the site in terms of access to services or other locational attributes suited to affordable housing. It is reasonable in this context to leave detail in relation to location, to the Section 173 agreement.
Integration	Whilst the detailed design of future dwellings and their external appearance and materials will be a matter for the RHA, affordable housing will be spread across the subject site with a maximum of three dwellings being adjacent to each other

Colac Otway SHIRE

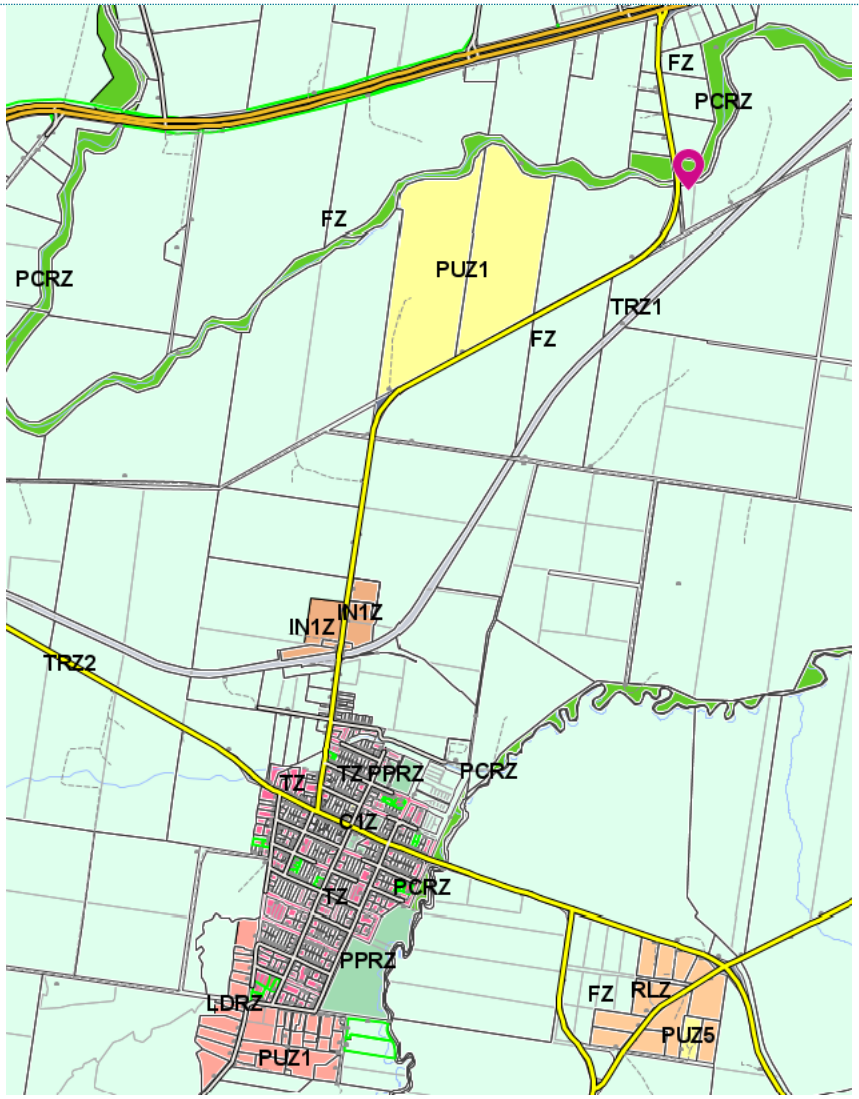
Item: 6.2

PP226/2024-1 - 25 Whytcross Lane Birregurra - Use and development of the land for a dwelling

ADDRESS AND PROPERTY DETAILS	25 Whytcross Lane BIRREGURRA Lot 1 TP: 17242 V/F: 10516/697 Parish of Birregurra	**APPLICATION NUMBER**	PP226/2024-1
PROPOSAL	Use and development of the land for a dwelling		
PERMIT TRIGGERS	Clause 35.07-1 - use of land for a dwelling in the Farming Zone Clause 35.07-4 – construction of a dwelling and associated works in the Farming Zone		
TRIGGER FOR DETERMINATION BY COMMITTEE	An application for a dwelling in the Farming Zone		
ZONE	Farming Zone	**OVERLAYS**	Part Land Subject to Inundation Overlay (LSIO1) - 41.02%
COVENANTS	None		
CULTURAL HERITAGE	The site within an area of cultural heritage sensitivity; however, the proposal is not defined as a high impact activity and therefore a Cultural Heritage Management Plan is not required.		
OFFICER	Helen Evans	**GENERAL MANAGER**	Ian Seuren
DIVISION	Community and Economy		
ATTACHMENTS	1. Proposed Site Layout [**6.2.1** - 1 page] 2. Dwelling Plans [**6.2.2** - 5 pages] 3. Planning Report [**6.2.3** - 8 pages] 4. Farm Management Plan [**6.2.4** - 23 pages]		

1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLAN



Subject site marked with pink pin, with the township of Birregurra to the south-west

AERIAL PHOTO



The blue area indicates the total property holding and the pink marker indicates the subject 1.6ha lot

2. RECOMMENDATION

RECOMMENDATION

That Council resolves to issue a Notice of Decision to Refuse to Grant a Permit for the use and development of land at 25 Whytcross Lane, Birregurra (Lot 1 TP17242 V/F: 10516/697 Parish of Birregurra) for a dwelling, on the following grounds:

1. ***The proposal is contrary to clauses 02.03-4 (Natural Resource Management), 02.04 (Strategic Framework Plans), 14.01-1S and 14.01-1L (Protection of Agricultural Land) and 16.01-3S (Rural Residential Development) of the Colac Otway Planning Scheme, which seek to limit rural residential development that impacts on viable agricultural land; to protect productive agricultural land from unplanned loss due to permanent changes in land use; and to 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.***

2. ***The proposal does not accord with the purpose and relevant decision guidelines of the Farming Zone set out in Clause 35.07 of the Planning Scheme, given that:***

- ***It has not been demonstrated that a dwelling would enhance agricultural production based upon the land unit described in the application.***

- ***The proposal has the potential to limit the operation and expansion of adjoining and nearby agriculture uses.***

- ***The application has not demonstrated that a dwelling would not lead to a concentration or proliferation of dwellings in the area, which would impact on the use of the land for agriculture.***

3. ***The proposal does not accord with Council's adopted Rural Land Strategy 2007 or its Rural Living Strategy 2011, not being within an area nominated in these documents for rural living purposes.***

3. PROPOSAL

Planning permission is sought for the use and development of a single-storey, four-bedroom dwelling with attached double garage on a 1.6-hectare lot on the northern side of Whytcross Lane in Birregurra. The lot forms part of a larger agricultural landholding of nearly 48ha.

The intention is to sell the larger lot that forms the balance of the landholding if planning permission is granted for the proposed dwelling on the 1.6ha lot. The larger 46.3ha lot already contains a dwelling.

The subject lot is shown outlined in red in Figure 1 below, with the larger lot being that to the east (as identified in the aerial image above).

It is proposed that the dwelling (shown yellow in Figure 2 below) be sited generally in the middle of the lot, being 8.6m from the east boundary and 147.6m from the southern (front) boundary. The dwelling would be 250.6sqm in area and its siting would be just south of the boundary of the Land Subject to Inundation Overlay (LSIO) shown on Council's planning scheme mapping (shown hatched in Figure 1 below).



Figure 1 – subject lot (outlined in red)

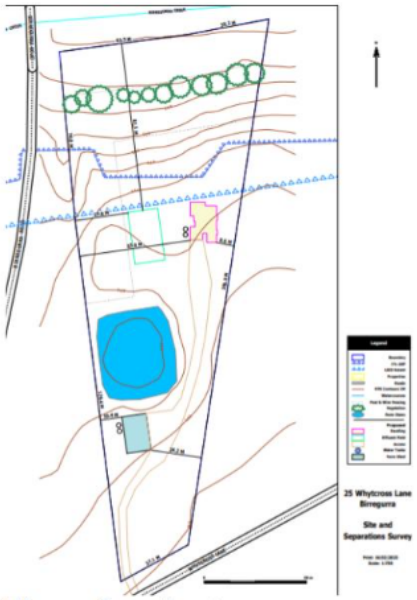


Figure 2 – site plan

An agricultural shed is also proposed, which would be sited 61.7m from the front boundary and 10.4m from the western boundary. A planning permit is not required for the shed, as the use would be for agriculture and the minimum specified setbacks would be met.

The site is serviced with reticulated power and would rely on rainwater tanks for water. An appropriate area would be provided for the treatment of wastewater, consistent with the requirements of Clause 35.07-2 (Use of Land for a Dwelling, Small Second Dwelling or Rural Worker Accommodation) of the Farming Zone.

The submitted Farm Management Plan (copy attached) states that it is proposed to relocate the proponent's existing horticultural activities to this smaller lot and expand those activities, which would allow the adjoining larger lot with the existing dwelling to be sold to new owners. The proposed horticultural activity on the 1.6ha lot would comprise the production of garlic, flowers and fruit. Horticulture, which is a Section 1 (permit not required) use in the Farming Zone, is defined as:

"Land used to propagate, cultivate, or harvest flowers, fruit, vegetables, vines, or the like."

It is considered that the proposed growing of garlic, flowers and fruit would – dependent on the scale – either be within this definition or would be ancillary to the dwelling and, as such, the horticultural use does not require planning permission.

The extract from the Farm Management Plan below shows the relatively small garlic growing area on the existing 48ha agricultural landholding, and the location for garlic growing proposed on the subject lot, with the submitted Planning Report stating that:

"The flower and garlic growing will be relocated from the main farm body and re-established at a significantly higher production intensity at the proposal site. The grazing farm with the established dwelling can them be sold intact to another farmer."

Map 3: Current Production Area

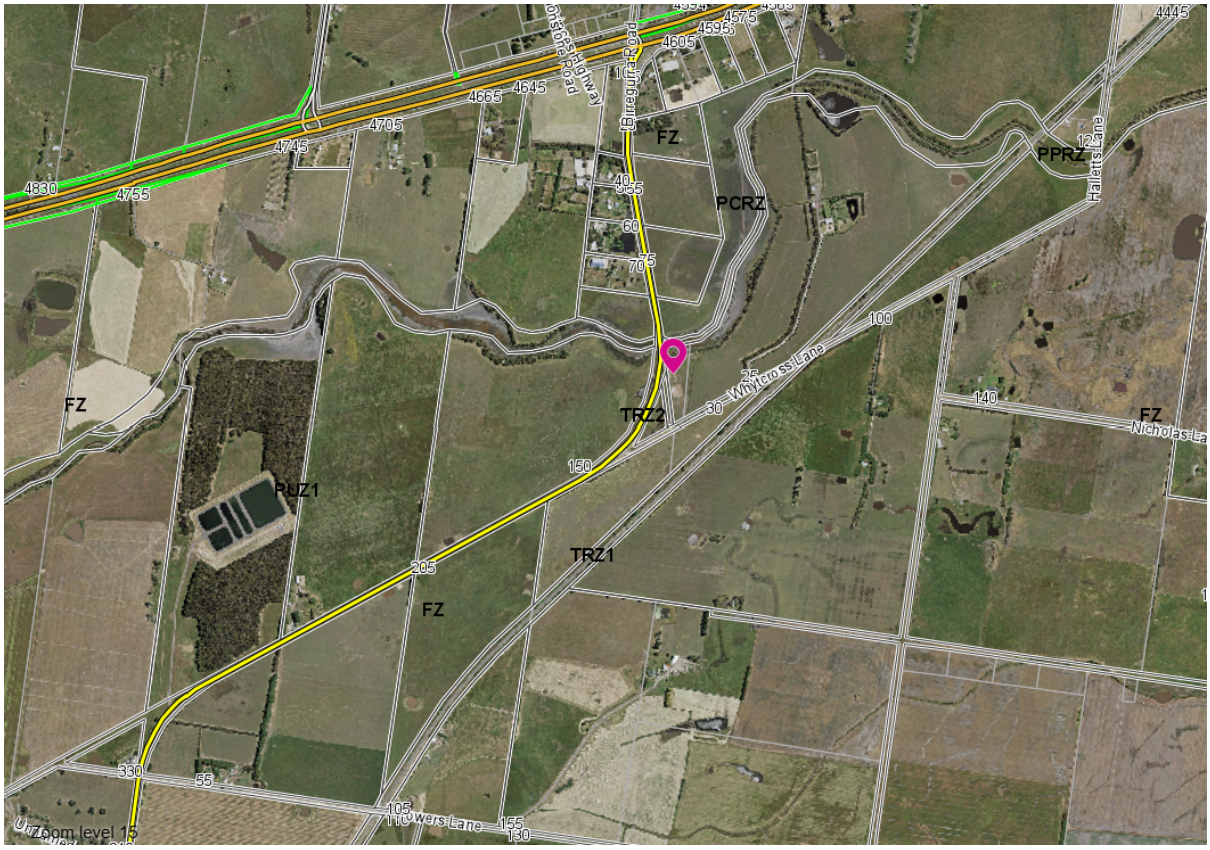


The current application seeks a permit solely for the use and development of the proposed dwelling, with the submitted application seeking to justify the dwelling on agricultural grounds.

4. SUBJECT LAND & SURROUNDINGS

The subject site, which is 1.6ha in area, abuts Birregurra Creek to the north. The lot is generally triangular in shape, with a relatively narrow frontage of 37.36m to Whytcross Lane.

The subject lot forms part of a larger two lot farming property of approximately 48 hectares, with the larger lot in the holding located to the east. That lot is developed with a dwelling and used for grazing purposes. Land to the south and west of the site is also used for agricultural purposes. To the north, and separated from the subject lot by the creek, is a cluster of rural living residential properties in the Farming Zone. That residential cluster is quite distinct from surrounding land, including land south of the creek (where the subject site is located) which is generally in agricultural use, as shown in the aerial image below.



Councillors may recall that a dwelling was recently permitted on a lot at 205 Birregurra Road to the south-west of the current application site, in accordance with the officer recommendation. In that case, considered at the Council meeting in April, the proposal was considered acceptable as the lot, which is 20ha in area, was to remain in agricultural use; the owners in that case own another 59 hectares and hold a long-term lease of a further 46.8 hectares; the Farm Management Plan submitted as part of the application demonstrated that the use of the land for a dwelling would be tied to an agricultural use; and the owners agreed to enter into a s173 agreement preventing the erection of a dwelling on other land in their ownership at 150 Birregurra Road. As such, that recent permit for a dwelling in the vicinity of the current application site is not comparable to the application under consideration.

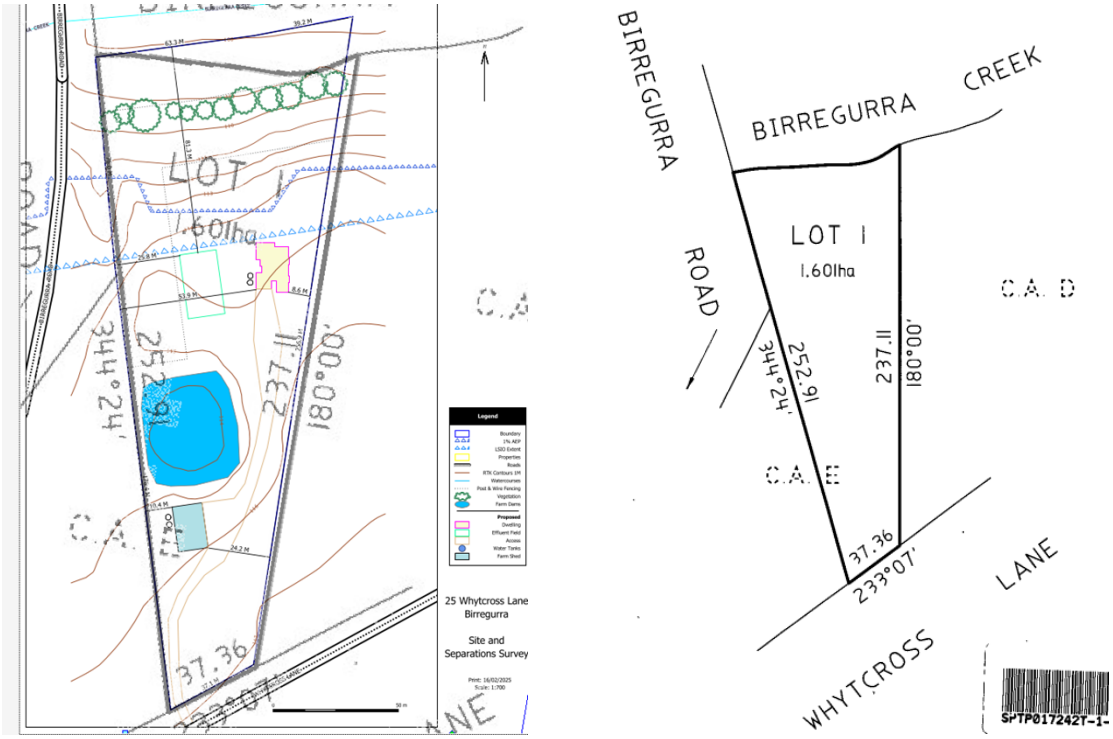
Note: there are discrepancies between the submitted site plan for the dwelling currently proposed and the title plan. The applicant was asked to provide a feature site survey, to which they responded:

> *A feature survey is submitted, this uses the actual land area as per Lassi Spear* which does not agree with the title. The title is the legal definition of the property and so effectively creates "lost land" which is of course extremely common. Resurveying and submission to the subdivision's office would be required to resolve this one way or the other (they will favour Lassi Spear dimensions), but is not required.*

** Land and Survey Spatial Information (LASSI)*

The Land and Survey Spatial Information (LASSI) mapping service is provided by Land Use Victoria to search property details. The LASSI mapping service can be used to find a parcel of land or property online. It can be used to identify the boundary of a property and those of surrounding properties. Using LASSI a user can attain the approximate measurements of the land parcel, view or download a basic property report or find out about surrounding infrastructure such as roads and railways and natural features like rivers and lakes.

LASSI-SPEAR: To view and download survey information in PDF or XML formats



The title plan is shown on the right above. The plan to the left shows the title plan overlaid on the proposed site plan. It is noted that the site plan shows straight lines on all boundaries, which is inconsistent with the title plan. In addition, the eastern boundary of the site plan is shown with a length of 256.9m, whereas the title plan shows this as 237.11m.

Given this it is considered that, if the Council resolution is to grant a permit for the dwelling, the land should be surveyed to ensure that any development would be consistent with the endorsed plans.

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:

- 02.01 - Context
- 02.02 - Vision
- 02.03 - Strategic Directions
- 02.04 - Strategic Framework Plans
- 11.01-1S, 11.01-1R and 11.01-1L - Settlement
- 13.03 - Floodplains
- 14.01-1S and 14.01-1L - Protection of Agricultural Land
- 14.01-2S and 14.01-2R - Sustainable Agricultural Land Use
- 15.01-6S and 15.01-6L - Design for Rural Areas
- 16.01-3S - Rural Residential Development

Colac Otway Shire *Rural Land Strategy* 2007

Colac Otway Shire's *Rural Land Strategy* 2007, a background document under the schedule to clause 72.08 (Background Documents), identifies the agricultural capability of farmland within the shire – categorising agricultural land as 'high', 'medium' or 'low' agricultural capability. This site, whilst not within the area identified as 'Farmland of Strategic Significance', is of medium agricultural capability. In a VCAT decision relevant to Colac Otway Shire – *Irrewarra Estate Ltd v Colac-Otway SC [2021] VCAT 358* – it was observed that "*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'*".

The *Rural Land Strategy* notes, amongst other things, 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 *Rural Land Strategy* recommended that consideration be given to the following:

- *Identify candidate areas for rural residential development and consider the introduction of the Rural Living Zone focusing on areas with moderate to low agricultural capability, immediately adjacent to townships and that meet the requirements of Minister's Direction 6.*
- *Consider appropriate dwelling and subdivision provisions for rural areas of the Shire that ensures a strict interpretation of the Farming Zone provisions to ensure incompatible land uses (including dwellings) do not negatively impact on the ability to farm. This will include use of the schedule to the Farming Zone to introduce appropriate minimum subdivision area and an appropriate minimum area for which no permit is required for a dwelling.*
- *Introduce the Rural Activity Zone to selected areas, which better provide for uses and development, which are compatible with agriculture and the environmental and landscape characteristics of the area with a focus on areas with moderate to low agricultural capability and in close proximity to the coast to provide for tourism.* (page 2)

The *Rural Land Strategy* observed a general increase in average farm size and decline in total farm numbers throughout the shire which reflected a state-wide trend.

Part 6.1 (Agricultural Capability) defines land of high agricultural capability as follows:

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.

The *Rural Land Strategy* notes that:

The clear evidence of farm amalgamations and the need to increase farm sizes to remain economically viable indicates that policy and provisions relating to dwellings and small lot subdivisions in rural areas will require a strict interpretation of the Farming Zone provisions to ensure incompatible land uses (including dwellings) do not negatively impact on the ability to farm. [emphasis added]

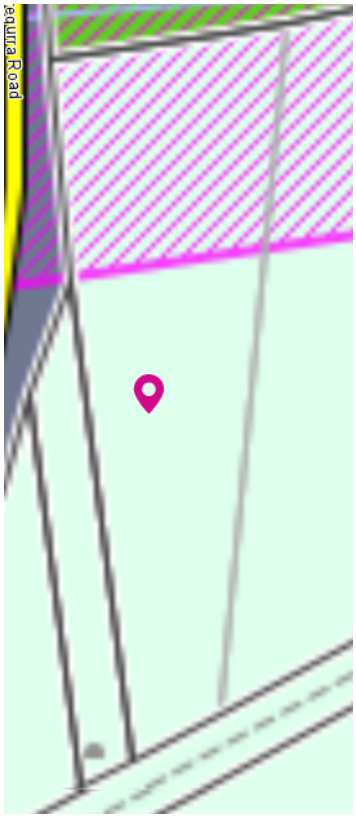
The *Rural Land Strategy* identified potential rural living candidate areas which were considered further in the *Rural Living Strategy* 2011.

Colac Otway Shire *Rural Living Strategy* 2011
The subject site and the surrounding area are not identified as a potential rural living area within the *Rural Living Strategy*, which was adopted by Council in December 2011 and is a background reference document under the schedule to clause 72.08.

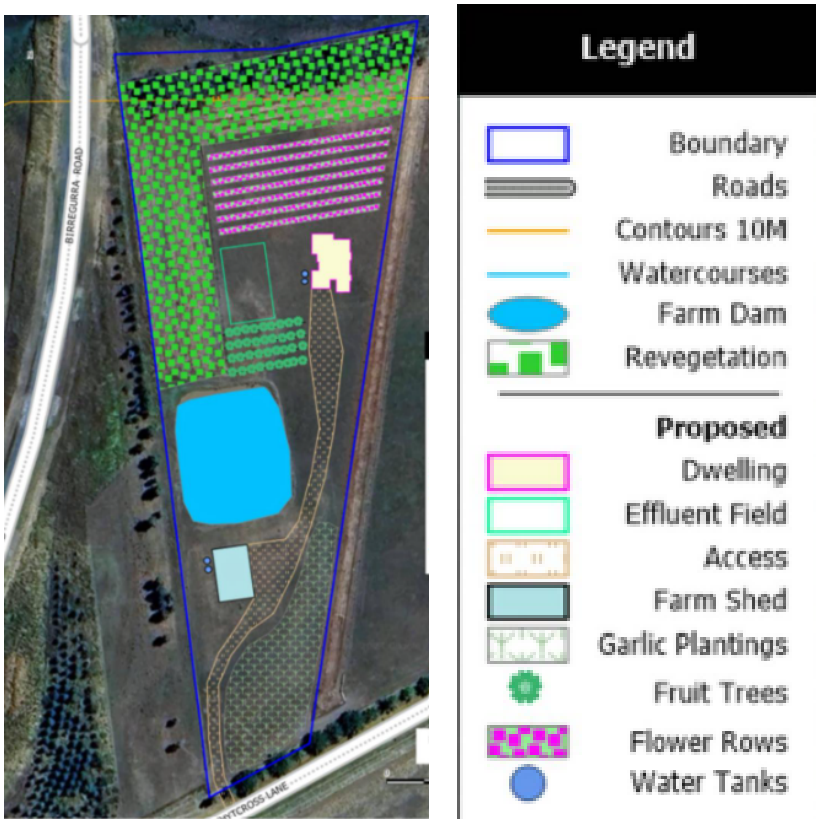
The Strategy identified that the further expansion of a township would result in a net loss of productive agricultural land and recommended that settlement boundaries around all Township zoned land be introduced to provide a defined boundary to restrict future residential growth and development. This would also ensure that a clear distinction is drawn between productive agricultural land and established residential development. The subject site is far outside any township boundary, as shown in the location plan at the start of this report.

Zone
The subject site is located within the Farming Zone (FZ). The key purpose of this zone is to provide for the use of land for agriculture and to ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

Overlays
Approximately 41% of the lot is covered by the Land Subject to Inundation Overlay (LSIO). This overlay applies to the northern section of the land, adjacent to Birregurra Creek. The proposed dwelling would be located outside the LSIO area. The central plan below shows that “revegetation” and some of the proposed horticultural use is proposed within that part of the site covered by the LSIO.



Extent of LSIO (hatched)



Farm Plan from Farm Management Plan

Other relevant provisions

Nil

Relevant Planning Scheme amendments

Nil

6. REFERRALS

Internal Referrals

The application was referred internally to Council's Health Protection Unit and Infrastructure Department. No objections were raised, subject to conditions being imposed in the event a permit is issued.

External Referrals

The location of the proposed dwelling is outside of the area covered by the Land Subject to Inundation Overlay. However, the Corangamite Catchment Management Authority (CCMA) and the Department of Energy, Environment and Climate Action (DEECA) were notified of the application and asked for comment due to the proximity of Birregurra Creek and the adjacent Crown reserve. The CCMA raised no objection to the proposal and DEECA advised that it is not anticipated the proposed dwelling would impact on the adjoining Crown land.

DEECA also noted a mapped Current Wetland (52400) is present in the northern part of the property. It has been confirmed by DEECA that the northern site boundary's inconsistency between the title plan and both the applicant's site plan and Council's mapping system

includes, in its current form, part of the Birregurra Creek wetland. Again, this confirms that there are issues with the site plan being inconsistent with the title plan, which should be clarified prior to a permit being issued if Council elects to support this application. It is noted that DEECA acknowledges that the application, aerial imagery and the mapped Current Wetland extent indicate the proposed works, as detailed in the Farm Management Plan (EnProve Ag & Environment, 16 February 2025), would be unlikely to directly impact this area.

DEECA also advised that, if native vegetation removal is required to facilitate the agricultural development, this may require a planning permit. DEECA suggested that Council may elect to seek more information to confirm the presence of, and potential impacts to, native vegetation. DEECA deferred to Council to determine planning permit triggers and referral authority roles. In the event it is resolved to grant a permit for the proposed dwelling, a note would need to be included on any permit issued advising that the permit does not allow the removal, destruction or lopping of any native vegetation.

DEECA did not object to the granting of the planning permit and suggested wording for a permit condition relating to sedimentation and pollution control measures to prevent offsite impacts to waterways and wetlands, and a note advising that adjacent Crown land cannot be used for works, storage or access.

7. PUBLIC NOTIFICATION & RESPONSE

COMMUNICATION

Notification of the application was sent to the owners and occupiers of surrounding properties, and a notice was displayed on site for a period of 14 days. No objections were received.

8. OFFICER'S ASSESSMENT

The key issue for consideration in the determination of this application is whether the proposal is in accordance with planning policy for the Farming Zone, including whether justification has been provided to demonstrate that the proposed dwelling is reasonably required to support agricultural production on the land. The proposed agricultural use on the 1.6ha lot is the production of garlic, flowers and fruit, which would come under the definition of 'horticulture'.

Horticulture is a section 1 (permit not required) use in the Farming Zone which, as noted earlier in this report, is defined as *"land used to propagate, cultivate, or harvest flowers, fruit, vegetables, vines, or the like"*. It is considered that the growing of garlic and flower would come under this land use classification.

The horticultural use of the land is not the subject of this application and does not require a planning permit. The use and development of the dwelling does require a planning permit.

For the reasons outlined below, it is considered that it has not been demonstrated that a dwelling is required on the land to undertake the proposed horticultural activity. The proposal is not considered consistent with the objectives and policies of the Colac Otway Planning Scheme.

In this case, it is considered that the proposal is incompatible with the following clauses in the Colac Otway Planning Scheme:

- 02.01 Context
- 02.03-4 – Strategic Directions – Natural Resource Management
- 02.04 – Strategic Framework Plans
- 14.01-1S and 14.01-1L – Protection of Agricultural Land

- 16.01-3S – Rural Residential Development
- Clause 35.07 - Farming Zone

Clause 14.01-1S (Protection of Agricultural Land) applies to all land in the Farming Zone. It seeks *"to protect the state's agricultural base by preserving productive farmland*". Strategies designed to assist in the achievement of that objective include, inter alia, to:

- Protect productive farmland that is of strategic significance in the local or regional context.
- Prevent inappropriately dispersed urban activities in rural areas.
- Protect strategically important agricultural and primary production land from incompatible uses.
- Limit new housing development in rural areas by:
  - Directing housing growth into existing settlements.
  - Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
  - Encouraging consolidation of existing isolated small lots in rural zones.
- In considering a proposal to use, subdivide or develop agricultural land, consider the:
  - 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.

Clause 14.01-1L (Protection of Agricultural Land) is a local policy that applies to all land in the Farming Zone. Relevant strategies include to:

- *Discourage dwellings 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.*

- *Avoid localised concentration of dwellings in agricultural areas.*

- *Ensure that small lot subdivisions or excisions facilitate sustainable rural production and do not prejudice surrounding rural activities.*

Clause 02.03-4 (Natural Resource Management) is another local policy where Council seeks to manage its natural resources by:

- *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*.

Clause 16.01-3S (Rural Residential Development) includes the following as strategies:

- *Manage development in rural areas to protect agriculture and avoid inappropriate rural residential development.*
- *Demonstrate need and identify locations for rural residential development through a housing and settlement strategy.*

- *Ensure land is not zoned for rural residential development if it will encroach on high quality productive agricultural land or adversely impact on waterways or other natural resources.*
- *Discourage development of small lots in rural zones for residential use or other incompatible uses.*

The *Rural Land Strategy*, a background reference document under the schedule to clause 72.08, undertook a thorough assessment of agricultural land capability within the shire and the implications of residential encroachments into such land.

It is noted that the subject site is outside that part of the shire identified as being Farmland of Strategic Significance. However, as stated above, land of medium agricultural capability is suited to less intensive agricultural uses such as grazing and cropping.

In VCAT cases *Kennedy v Baw Baw SC [2022] VCAT 787* and *Strachan v Latrobe CC [2022] VCAT 35*, consideration was given to proposals for dwellings on small lots in the Farming Zone. Concerns were expressed by the Tribunal Members about any proposed dwelling performing the function of supporting a rural lifestyle rather than being a necessity in the operation of a commercially viable business, and about proposals being attempts to have a rural living arrangement masked as an agricultural use within a Farming Zone. Amongst other policies, the Tribunal Members drew attention to Clause 14.01-1S (Protection of Agricultural Land) which seeks to limit new housing development in rural areas by directing housing growth into existing settlements and discouraging the development of isolated small lots in rural zones from use for dwellings. In addition, the Tribunal Members noted that Clause 16.01-3S (Rural Residential Development) discourages development of small lots in rural zones for residential use and encourages consolidation of existing isolated small lots in rural areas.

Agriculture is a key economic contributor to the shire with dairy and beef industries the most significant in terms of land use and economic contribution (Clause 02.01). The submitted Farm Management Plan states that the subject site would continue to be used for horticultural purposes, which is an acceptable use; however, it is considered that a dwelling is not reasonably required on the land for the horticultural use to occur and that the dwelling use would be the dominant use of the land. In effect, the horticulture on the land, if it occurs, would be ancillary to the rural residential use.

The proposed property layout as demonstrated in the Farm Management Plan indicates that the dwelling would be the predominant use - given the dwelling location, the shed location, the length of the driveway and the spread of the different horticultural uses. The lot is 1.6ha and it is noted that the area proposed to be set aside for revegetation is 5000m2, the flower beds is 1825m2, fruit trees is 490m2 and the garlic beds 1670m2.

The area to be used for agriculture would be around 25% of the 1.6ha, some of which would also be within the Land Subject to Inundation area. The planting of flowers within the area of inundation also indicates that the agricultural use would not be the dominant use of the land; otherwise, all agricultural activity would be located outside the LSIO. The applicant argues that the CCMA 1% AEP flood extent should be used rather than the LSIO area. The LSIO would need to be altered through a planning scheme amendment for it to be disregarded. Having said that, as shown on the 1% AEP flood extent below, whilst the dwelling would not be within that area some of the flower beds would be within the 1% AEP flood extent, and therefore would be susceptible to water damage and/or plant loss. There would also be potential risk of fertilisers and increased nutrient loads entering the waterways in a flood event.

CORANGAMITE CMA

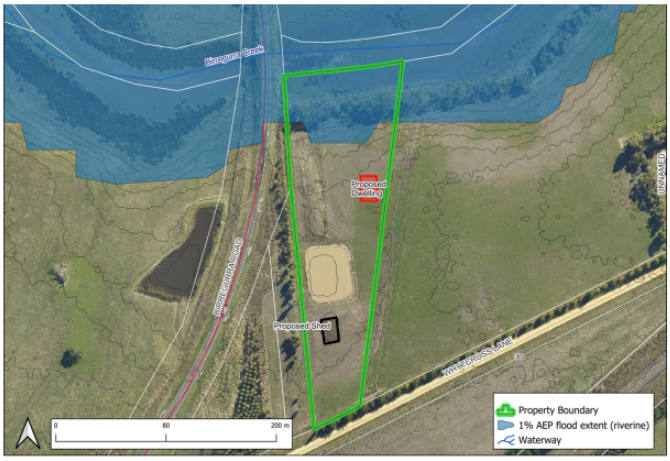


Figure 1. Subject property (green outline) showing the applicable 1% AEP flood extent.

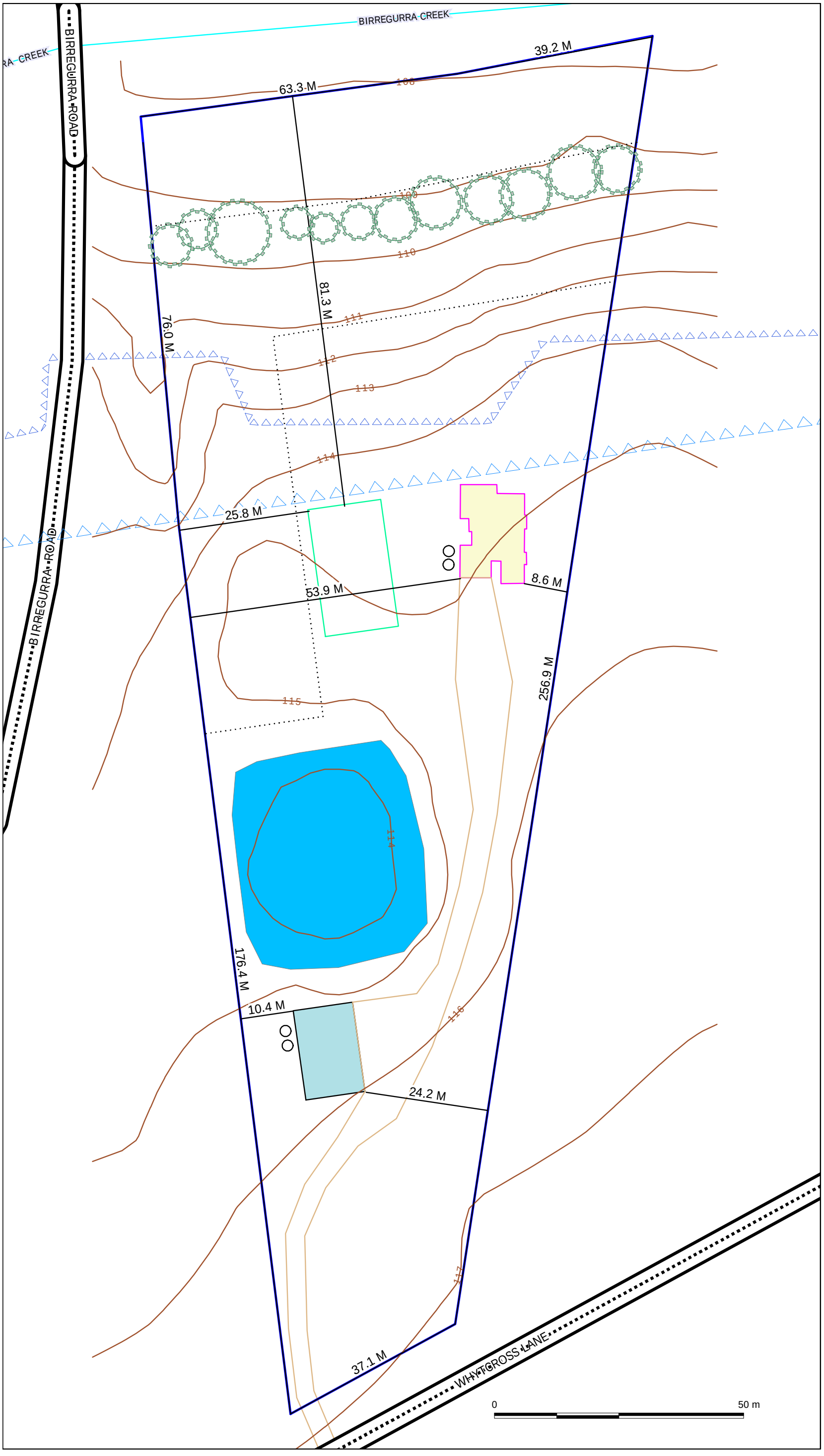
The applicant submits that the property is very well served for water, with an existing dam of 2.5 megalitres for farm use. Should a dwelling be permitted, this water source would be removed from the larger farm holding.

As noted previously, the proposal is to build a dwelling on a small 1.6ha lot and to sell off the rest of the existing agricultural holding (including an existing dwelling) with which the subject lot is associated. The limited agricultural activity proposed on the 1.6ha lot, in part within land subject to inundation, is not considered to justify the proposed dwelling. In addition, the nature and scale of the proposed agricultural activity is not considered to justify the proposed dwelling.

The application is recommended for refusal as it is not considered that it complies with relevant planning policies, being more akin to a rural residential land use than a genuine agricultural/horticulture enterprise. It is also noted that, if the dwelling is permitted, the land could be sold at any time with no obligation to continue or carry out the agricultural use. Due to the land size and associated dwelling, it would more likely appeal to the lifestyle market rather than a genuine farming enterprise. Granting a permit for the proposed dwelling would result in the fragmentation of productive land and could lead to pressure for further dwellings within the surrounding area.

9. OFFICER DIRECT OR INDIRECT INTEREST

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



25 Whytcross Lane
Birregurra

Site and
Separations Survey

Print: 16/02/2025
Scale: 1:700

Australian Home Designs 250KR

3 Bed + Study + 2 Bath + 2 Cars



Width 13.37 m x 19.6 m

Dimensions:
Living 178.6 sqM
Garage 39.6 sqM
Alfresco 22.2 sqM
Portico 250

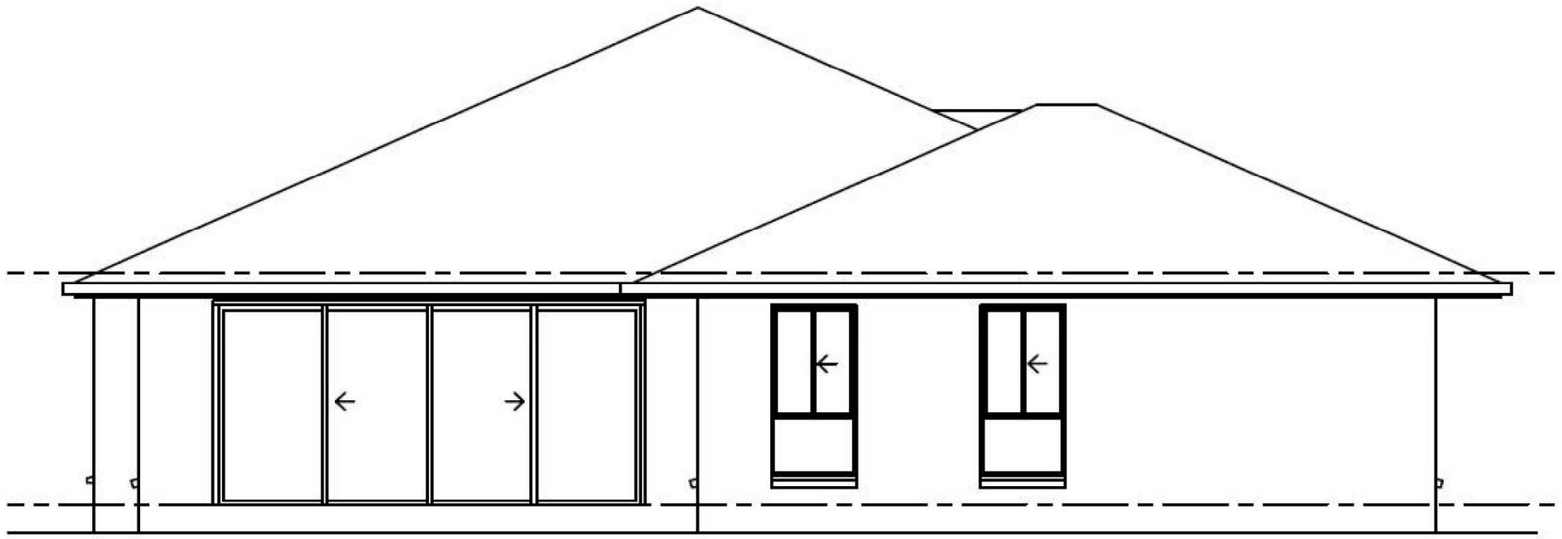
Features:
3 Bedrooms + Study
2 Bathrooms
Media Room
Alfresco

Australian Design Services
A Design World Of Difference

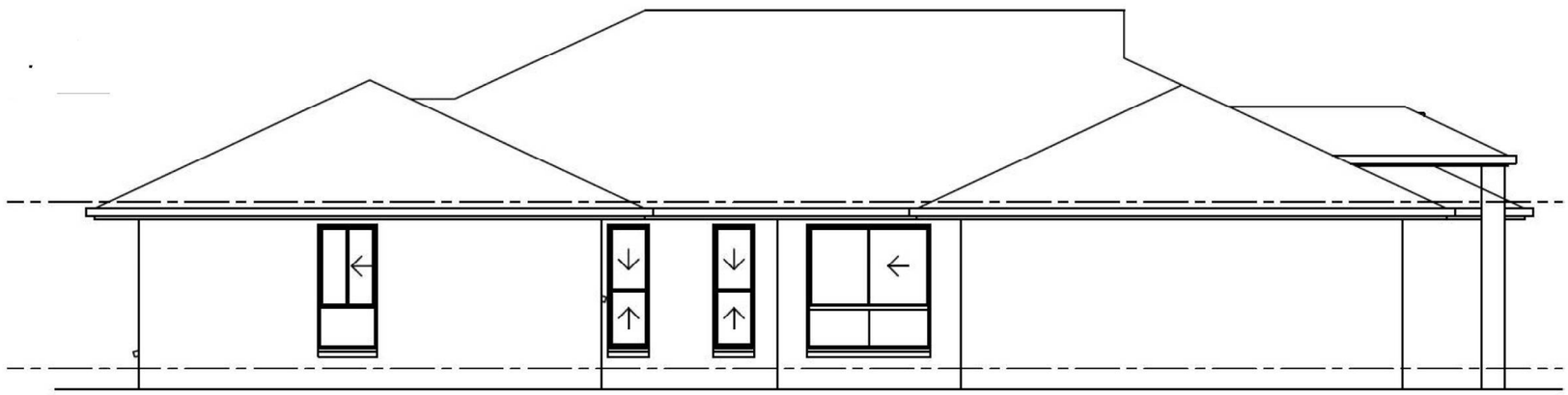
PRELIMINARY SET OF PLANS

Australian Home Design: 250KR

3 Bed + Study + 2 Bath + 2 Car



Northern Aspect



Western Aspect

Preliminary Set Of Plans

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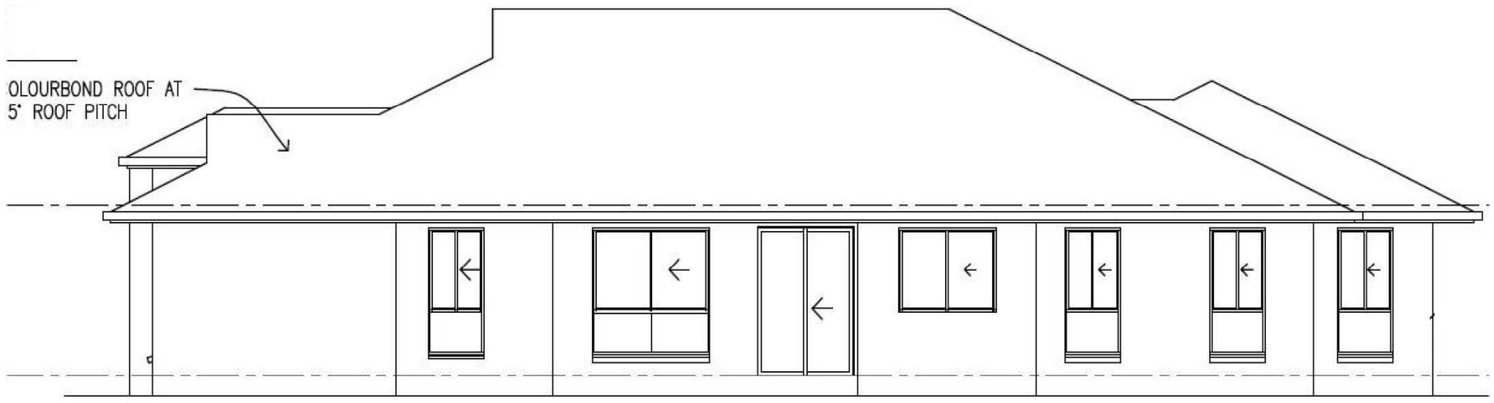
Australian Home Design: 250KR

3 Bed + Study + 2 Bath + 2 Car



Southern Aspect



Eastern Aspect

PRELIMINARY SET OF PLANS

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Australian Home Design: 250KR

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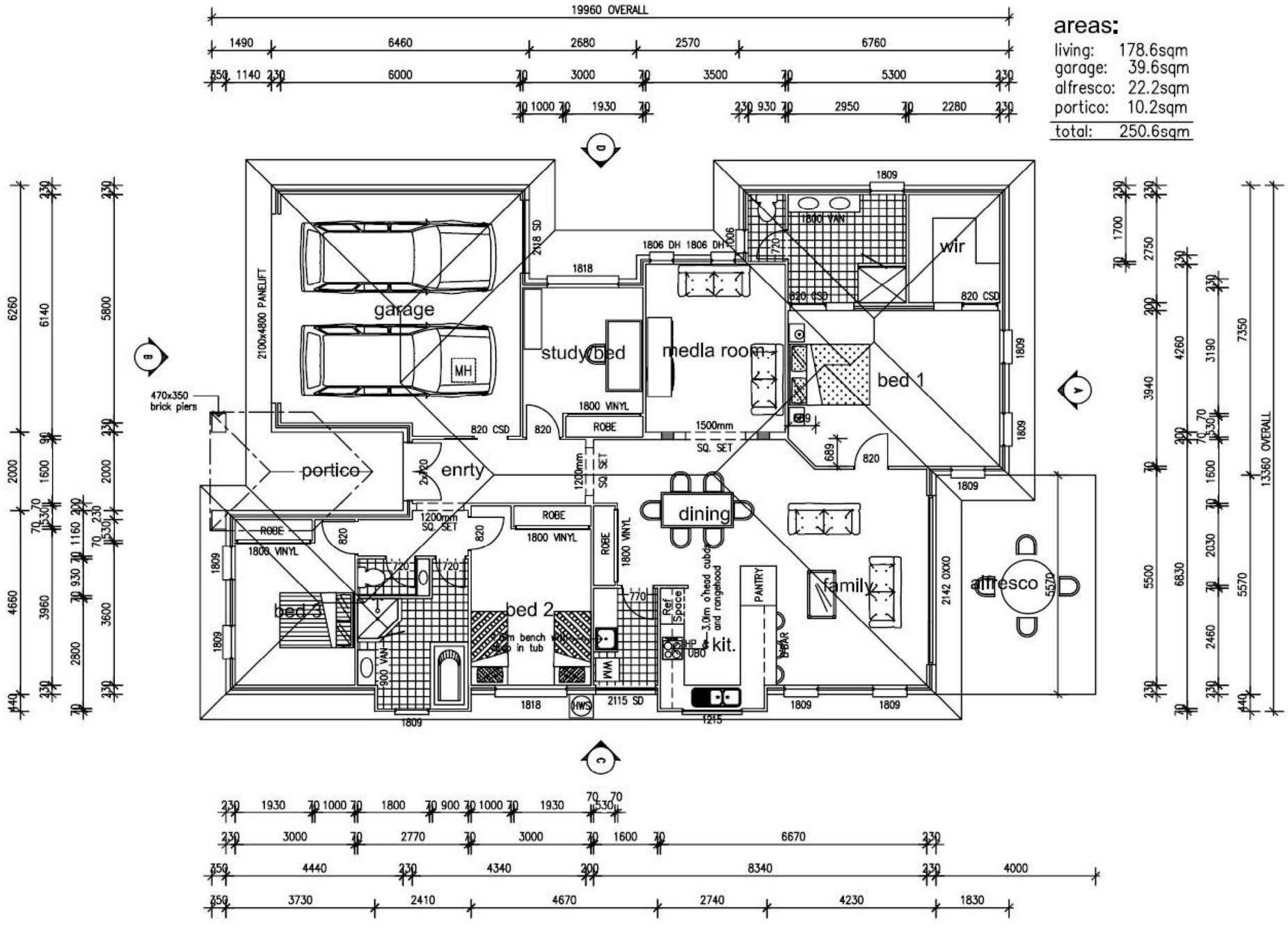

Preliminary Set Of Plans

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Width 13.37 X 19.6 M

Features:
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Media Room
Alfresco

Dimensions:
Living 178.6 sqM
Garage 39.6 sqM
Alfresco 22.2 sqM
Portico 10.6 sqM
Total 250.6 sqM

Bed + Study + 2 Bath + 2 Car



Preliminary Set Of Plans

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ABN: 71 462 965 882

7th November 2024

Planning Department

Colac Otway Shire Council

Via email: inq@colacotway.vic.gov.au

Planning Report

25 Whytcross Lane, Birregurra

Use and development of the land for a dwelling supporting a farm.

Proposal Overview:

The proponents seek a planning permit for buildings and work to construct and use a single-storey, three-bedroom dwelling on a 1.6-hectare lot at 25 Whytcross Lane, Birregurra. The proposal parcel is already titled and part of their larger 47.8-hectare farming property, with the main body being made available for sale if the planning permit is approved.

The subject land is located in the Farming Zone, which triggers this requirement for a planning permit.

The proponents will relocate their existing high-value horticultural activities and business to this site, ensuring sound agricultural use of the property.

Property Details:

Proponents:	[redacted]
Address:	25 Whytcross Lane, Birregurra 3241
Property Descriptions:	Lot 1 TP17242
Property Size:	1.6 Hectares
Local Authority :	Colac Otway Shire Council
Zones / Overlays:	Farming Zone Schedule to The Farming Zone Designated Bushfire Prone Area
Current Use:	Vacant

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Shire Planning Scheme:

Map 1: Zoning and location Note: The title boundary is drawn incorrectly on planning maps.

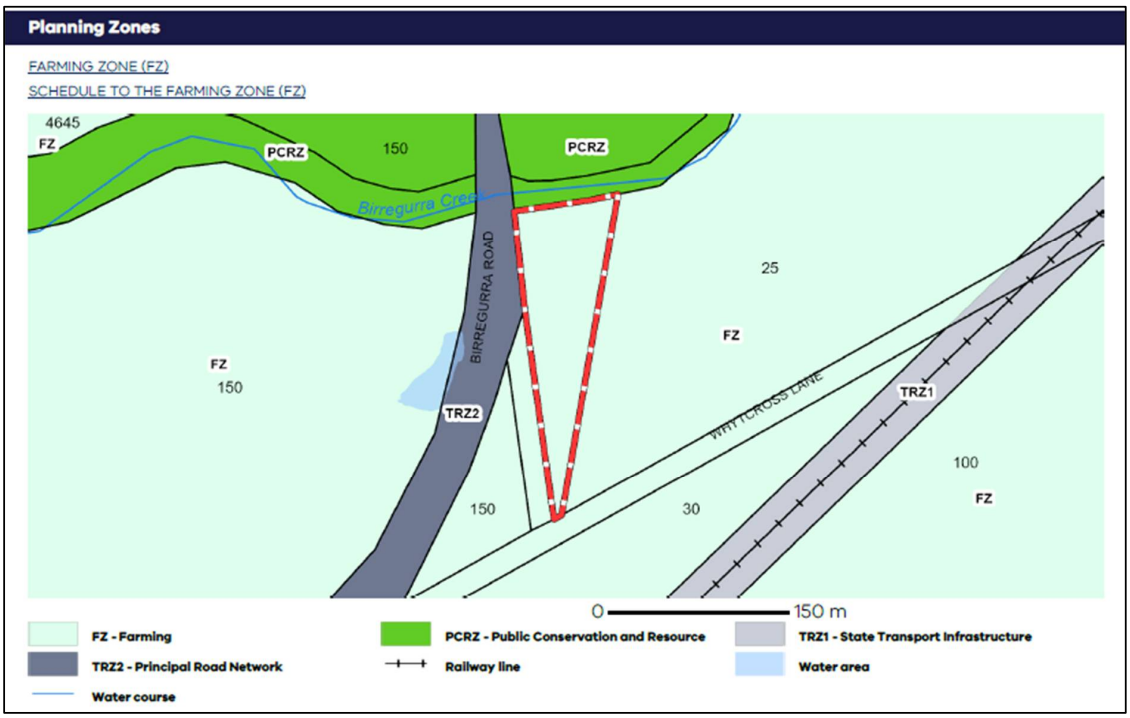

Image 1: Property Image looking from Whytcross Lane, proposed house site marked.



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Site Assessment:

Site Description:

The property is regular in shape and measures 1.6 hectares in size. The property would be described as a gentle slope having less than 3 metres fall across the entire site. It is fronted by Whytcross Lane on the southern boundary, the disused Birregurra Road reserve on the western boundary, Birregurra Creek at the north and the proponent's farm on the east.

The property has been fully cleared and pastured, having been used for pastoral production. There is no existing agricultural infrastructure on the property and that investment will be required. All buildings and infrastructure will need to be constructed.

The siting and use of existing buildings on the site:

There are no buildings on the site.

Services Connections:

There are electricity and telephone services located nearby and are available. There are no sewer, gas, or mains water connections available.

Domestic effluent will require a wastewater treatment system, and there is plenty of area to install that system within the EPA Guidelines.

Domestic and farm water will be available from tanks attached to the proposed house and shed and from the existing farm dam. The property is entitled to a water bore for domestic and stock purposes, should that be required.

Easements:

The property has no easements.

House Design and Siting:

The property is nearby to the old Birregurra township and there are a number of properties to the north of the creek that are similar sized and developed with dwellings, other properties nearby are used for grazing. The nearest existing dwelling is 500 metres to the north, and the proponent's farm dwelling is over 600 metres to the east.

Cut and Fill Requirements:

There are no major cut-and-fill requirements for the dwelling beyond standard house site and construction preparation. Any site-cutting work will be less than 1 metre.

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Street features and access points:

The property fronts Whytcross Lane on the southern edge and the disused Birregurra Road reserve on the western edge; access is from that reserve. That access is adequately constructed with gravel topping and an installed crossover. Whytcross Lane is a well-formed, unsealed road maintained by the council. There are well-formed drainage lines along each of these roads.

The property will access from an existing gateway off the adjoining public roadway reserve which has no signage limiting or prohibiting "Right of Passage" (Roads Management Act 2004).

Image 2: Existing access point from Whytcross Lane.



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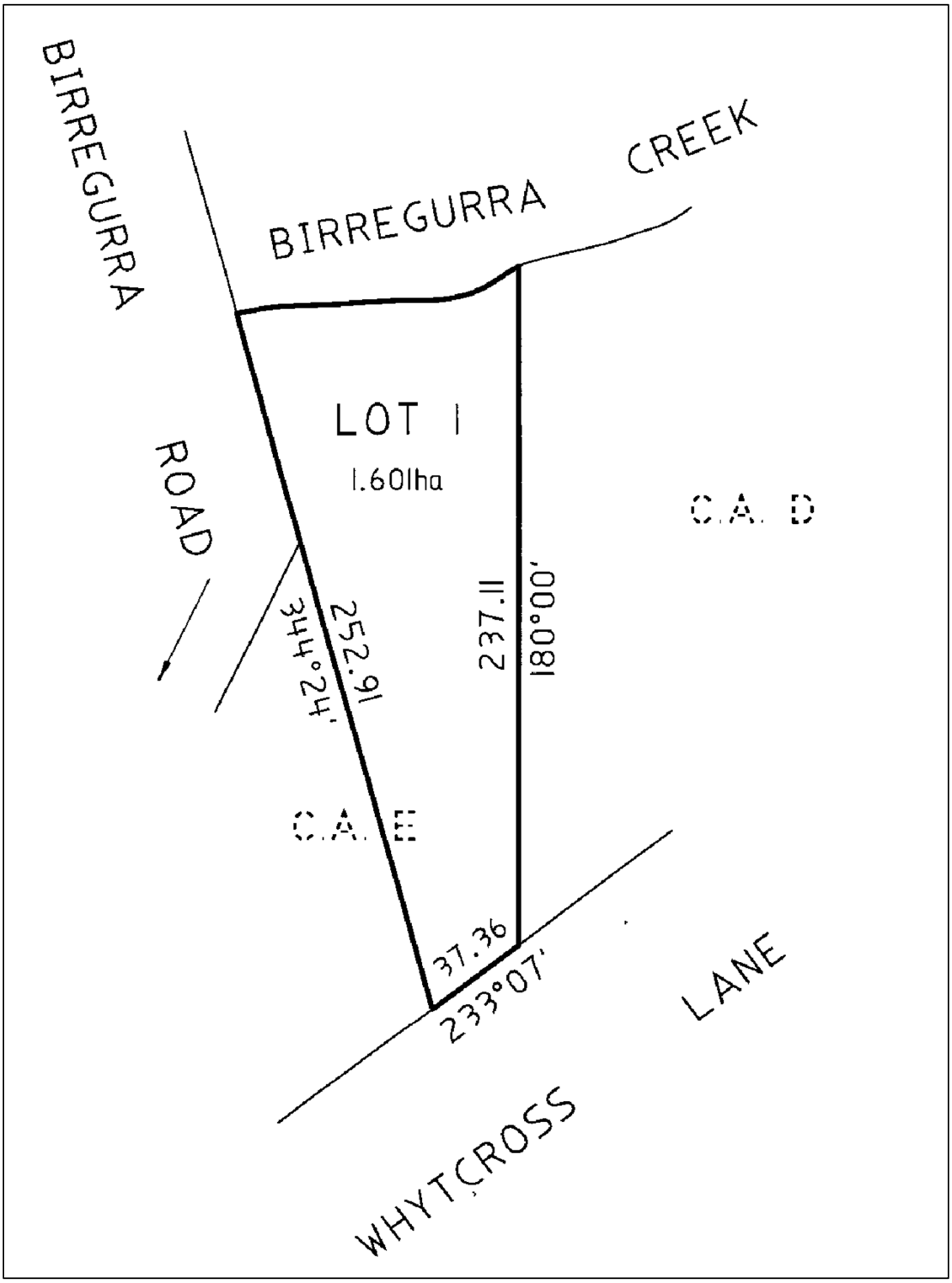
Map 2: Property Dimensions



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Map 3: Current Production Area



The flower and garlic growing will be relocated from the main farm body and re-established at a significantly higher production intensity at the proposal site. The grazing farm with the established dwelling can them be sold intact to another farmer.

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Design Response:

Farming Zone:

The property is 1.6 hectares located in the Farming Zone, requiring 40 hectares for entitled dwelling, and that lack of size triggers the planning permit process. The property has been either vacant or used as an outpaddock, and this application brings it to a higher production level.

- The presented application demonstrates that this is a viable agricultural enterprise, best suited to the farming zone and requires a dwelling to facilitate the management and operation of that agriculture and:
- The use proposed is consistent with the objectives for the use of agricultural landscapes for horticulture and is consistent with the use of many of the properties in the area.
- The farm management plan proposes significant investment in the agricultural capability of the land.
- The proposed dwelling will not result in further fragmentation of productive agricultural land; the title is one of 3 existing and adjoining fragment small titles created for road construction and realignment.
- The proposal does not remove any area of the land from agricultural production; existing agricultural activities are to be relocated to the site, freeing farmland elsewhere.
- The dwelling will not impact the agricultural activities of adjacent or nearby land, nor will it affect the expansion of any adjoining or nearby agricultural uses.
- The proposal is best considered as an alternative to an excision of the existing dwelling, which protects the larger farm body for continued agricultural use.

Land Subject to Inundation:

Attached is flood information from the Corangamite CMA illustrating the 1% AEP which shows the dwelling is located 2.78 Metres above that mark and the shed site is greater than 3 metres above that mark. The effluent system is also located out of the 1% AEP.

The proposed flower gardens will be susceptible to any 1 in 100 flood and that planting may be lost although peak water heights generally only last a few hours and depending on plant stage may be recoverable. The flowers are either bulbs or seasonal plantings so will be a single seasonal crop lost.

The proposed access will not be impacted by that flooding.



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Summary:

This proposal is seen as an excellent alternative to the proponents requesting an excision of their existing dwelling and attendant 600-metre long driveway from their 47.8-hectare farm. They will be able to relocate, increase their existing horticultural activities, and remain in the area where they have lived for the last 25 years. Their beef cattle farm can then be sold for purpose without the disruption of long narrow excision.

The proposed farming activities themselves are high value, and being soil-based production, they need to be in the farm zone, but it doesn't need large tracts of land. The fact they will make two-thirds of the revenue from the smaller lot as they would from the grazing activity demonstrates the efficiency of the proposal.

Smaller farms like this one need to be more intensive in operation to achieve a viable income, and that creates a greater risk of critical agricultural issues that can be damaging to productivity, viability and financial return; they actually require a higher level of monitoring than larger, less stressed farming types.

A dwelling is the heart of a productive farm. It's where management occurs, monitoring occurs, issues are resolved, and pride is stored. Being there is important; vulnerable animals can be constantly monitored, and corrective actions are taken when issues arise. All productive farms need a farmhouse.

The chosen dwelling design is a standard low-key residential design suited to the surroundings, and the farming proposal is seen as a very good fit with the amenity of the neighbouring area and will improve the overall agricultural, environmental, ecological, social and economic value of the area.

The proposal is a great fit for the values that the council expect from the farming zone, bigger or smaller than the mandated 40 hectares with a well-planned growth strategy, and councils should be supporting and encouraging these high-value, efficient farms to create community resilience and farming diversity.

Attached:

Planning Application
Farm Management Plan
Buildings and Site Design Plans
Surveyors Maps
Copy of Title Certificates
Site / Separation Map
Corangamite CMA Flood Advice

Farm Management Plan

Floriculture, Fruit and Garlic Production with a Dwelling

25 Whytcross Lane, Birregurra

Report Prepared by
Dean Suckling
Enprove Pty Ltd

Report Revision Date:
16th February 2025

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Plan Objective:

This Farm Management Plan is drawn to provide an assessment of current agricultural activities and identify future improvements that will benefit the agricultural production values of the property and identify the benefits of the proposed dwelling at 25 Whytcross Road, Birregurra.

This plan is for the provision of a high-value horticultural enterprise, including cut flowers, garlic and fruit for sale.

The farm plan has been drawn after consultation with the owners about how they want to run their farm business and what they plan to achieve. The farm layout and agricultural activities are as described by the proponents, and Enprove has assessed the site to provide agronomic and environmental management advice, which is included in the report. Land and conditions can change seasonally, and management variation can and should be expected. This report relies on external data and information that is assumed to be accurate.

Property Details:

Proponents:	[redacted]
Property Address:	
Property Description:	Lot 1 TP17242
Area:	1.6 Hectares
Local Authority:	Colac Otway Shire
Zoning / Overlay(s):	Farming Zone Schedule to the Farming Zone Land Subject to inundation Land Subject to Inundation _Schedule 1 Designated Bushfire Prone Area
Current Use:	Vacant
Proposed Use:	Horticulture

Farm Overview:

This Farming Zone proposal calls for the relocation and expansion of the proponent's existing horticultural activities to this excised site, which will allow them to sell their adjoining beef farm with dwelling to new owners who can continue that farming.

[redacted] have been producing garlic and flowers at their property for many years and this restructure of their farm and farming activity allows them to expand that business. Horticulture is high-value farming and often returns greater revenues than many larger-scale agricultural enterprises. Cut flowers and garlic production suit smaller properties as larger producers shy away from the higher labour inputs and greater risks inherent in a low chemical environment. Cut flowers particularly are the highest returning of all agricultures but also the most labour intensive.

The proponents are passionate about farming their small acreage, protecting their local environment, and contributing to their community. Their product is already sold through local stores, and the flowers by their daughter, who is a florist. They have planted hundreds of trees in the direct area already improving the biodiversity and ecological values of the area.

The agricultural and land management highlights include:

- Establishing and growing 6,000 flowering plants, producing 16-20,000 flower stems for sale each year.
- The planting of 40 fruit trees to produce 4 tonnes of fruit for sale.
- The establishment of 3600 purple and Aussie White garlic plants each year for sale at the farm gate and markets.
- A new farm shed to allow propagation, produce drying packing and equipment storage.
- Planned value-adding of produce to increase sale price.
- The development of a small roadside stall selling produce to passersby.
- A sustainable financial model for production from a small rural property.

The property has been used for grazing production and has low soil fertility, creeping soil acidity issues, and no agricultural infrastructure. The pastoral production is currently estimated to be 3 tonnes of dry matter per hectare per annum, producing $4,000 in produced. After the initial development period, the enterprise will generate and indicated $86,000 in farm revenues each year, and there is scope to increase that return over time.

The enterprise is designed to fit with and enhance, the growing reputation of the Birregurra area as an area of high-quality produce and horticulture. It is seen as a great example of sustainable and productive use of a small rural lot contained within the Farming Zone, which is well fitted to the character of the greater area.

Siting a dwelling on the property means that the property can be improved confidently, knowing that those improvements can be most effectively utilised to increase productive value. A resident also means that animals and plants can be monitored for best production and welfare.

Requirement for a dwelling supporting a farm:

The nexus between a dwelling and the land can be complicated to describe. At the simplest level, it puts a set of eyes, ears and maybe a nose on the property most of the time. This means that the property, and indeed the local area, can be monitored for issues. Problems arise constantly on farms and timely response is important. A single event can reduce or wreck an entire season's production or kill a high-value, expensive horse.

Good farming is also about personal motivation; there is no boss, and there is no help. For the first few seasons, before a viable production, the proponents may actually be paying to work on their farm. The co-investment into a dwelling and farming is important to manage the extensive development cost and time and instil the pride and routines that create motivation to keep going forward.

Farming is a major commitment and responsibility. The farmer is the sole custodian of that land and is responsible for everything that happens on that land: the welfare of animals and people, the protection of that agricultural land, the maintenance of the ecology and biodiversity, the prevention and eradication of pests and weeds and the quality of the produce to be supplied to others. That commitment should be encouraged in our society, and currently, it feels seriously undervalued, poorly understood and restricted.

A farmer's work time can be divided into three categories: the daily and mundane ongoing work, the higher intensity growing and harvest season, and the response to critical issues. Weather can also pinch a lot of time, and waiting for the right window to complete tasks can use up productive time (go in the house and do the bookwork, maybe). Managing time, being on time, keeping up maintenance and, when required, quick responses separate the good from the bad.

The justifications for a dwelling on this small lot farm are the same as justifications for most farming properties. The management times and tasks can be similar due to the greater manual operation:

- There are no rental houses in the area.
- Allows the proponent to put their beef farm for sale without the major disruption of a dwelling site cut out through that property.
- Monitor Crops: (typical daily routine) check water, check for pests, check for fungus and brown rot, check supports, check produce quality.
- Monitor flowers, fruit and garlic for harvest: Both need to be monitored daily for readiness and harvested.
- Monitor and react to weather: Heat, frost, hail and wind can play havoc and responding quickly with a management decision can save a crop or minimise losses.
- Weeding: Herbicides cannot be used, so hand weeding is the main weed control technique.
- Pest Animal Control: Probably the biggest issue for horticulture. Crows, lorikeets, blackbirds, finches, bats, wallabies, rabbits and other animals will damage garlic crops and flowers for no apparent reason. In this farming region, scare guns and shotguns are not well received, so constant movement of vehicles and people is a good control method, from dawn to dusk and into the nighttime, to scare away flying pests.
- Manage storage and drying: Drying plants need to be constantly monitored to ensure dryness and even drying and rodent exclusion
- Do the work: Horticulture needs constant attention, weed control, watering, foliar fertilising, thinning and trimming to ensure even access to sunlight. A hectare of horticulture generally requires 3-400 hours per year to maintain, and this property will require 800 hours each year purely for plant maintenance. Most of the work cannot be mechanised so it will require manual input.
- Monitor the roadside stall for sufficient supply and potential theft.

- Justifies the investment in infrastructure and services to improve agricultural production into the future. This includes power supply, water harvesting and distribution, improved soil quality, safe access, handling, buildings and shedding.
- Provides a dedicated agricultural reason to guide and plan for ongoing improvement in the agricultural production and use and improved land management and environmental performance.
- Saves farmer wasted time (out the door, do the work).
- Saves fuel and greenhouse gases in travel and saves travel cost; the tax department rates a kilometre as a cost of 75 cents, money better invested in the farm: e.g. 20 kms a day = $5475 a year, 2 trips a day $10,950 wasted.
- Allows farmers to insure their property, equipment, stock and crops (insurance companies will either not insure or the premium will be unviable for untenanted farms).
- Creates motivation and drive to improve the farm beyond minimal or basic maintenance. Human behaviour, tasks seen get attended to, and tasks out of site get forgotten.
- Creates peace of mind; farmers worry about crops and animals. Many will sleep in sheds, caravans or cars on the site during critical farming periods.
- Allows nighttime monitoring of the property. Farm monitoring is as much about hearing issues as seeing issues.
- Allows the proponents to keep a farm dog to chase away pests like foxes and rabbits.
- Improves farm viability by allowing critical issues to be addressed in a timely fashion and creating more farm time to complete more tasks.
- Encourages greater time and financial investment into the property; there is no cost sharing with another property.
- Reduces farm theft from both the farm and neighbouring community and provides security of equipment and stock.
- Improves environmental performance; a larger number of trees and plants are established when a dwelling is present, and establishing trees takes time, work and maintenance, in addition to farming work.

A dwelling on a farm is a lot more than a place where people reside; it is the centre of an agricultural business. It is the administrative centre, office, meeting room, first aid shed, pharmacy, security and bio-security checkpoint, tea room, and monitoring post for a 24-hour a-day, 365-day-a-year business.

There is no future farming plan for Victoria, and that direction is needed. Agriculture must provide 30% more farming produce and services in the next 15 years to keep up with population and demand, and given that most of Australia's farming produce is destined for export, the productive agricultural development of all farming lots must be a current and future focus. In reality, many major farms are already used to and past their maximum, and smaller farms offer growth potential with new farming types, methods and people. In most farming zone proposals, it will be a farm with a house or no development at all.

It is also worth noting that the majority of productive farms in the state are less than 40 hectares and generally have a greater intensity and greater return per land unit and water use than larger farms (20% of farms control 80% of farmland). That is because most agricultural activities don't actually need large land areas to be viable (horticulture, poultry, vines, market gardens, equine, some feed lotting, floriculture, contracting, processing, aquaculture, fruit production, accommodation, etc).

As is the case here, women are 50% more likely than men to be the drivers to develop and farm the smaller farming properties; dwellings on small farms are a key mechanism to create greater female representation in agriculture, which will continue to boost agricultural progress and development.

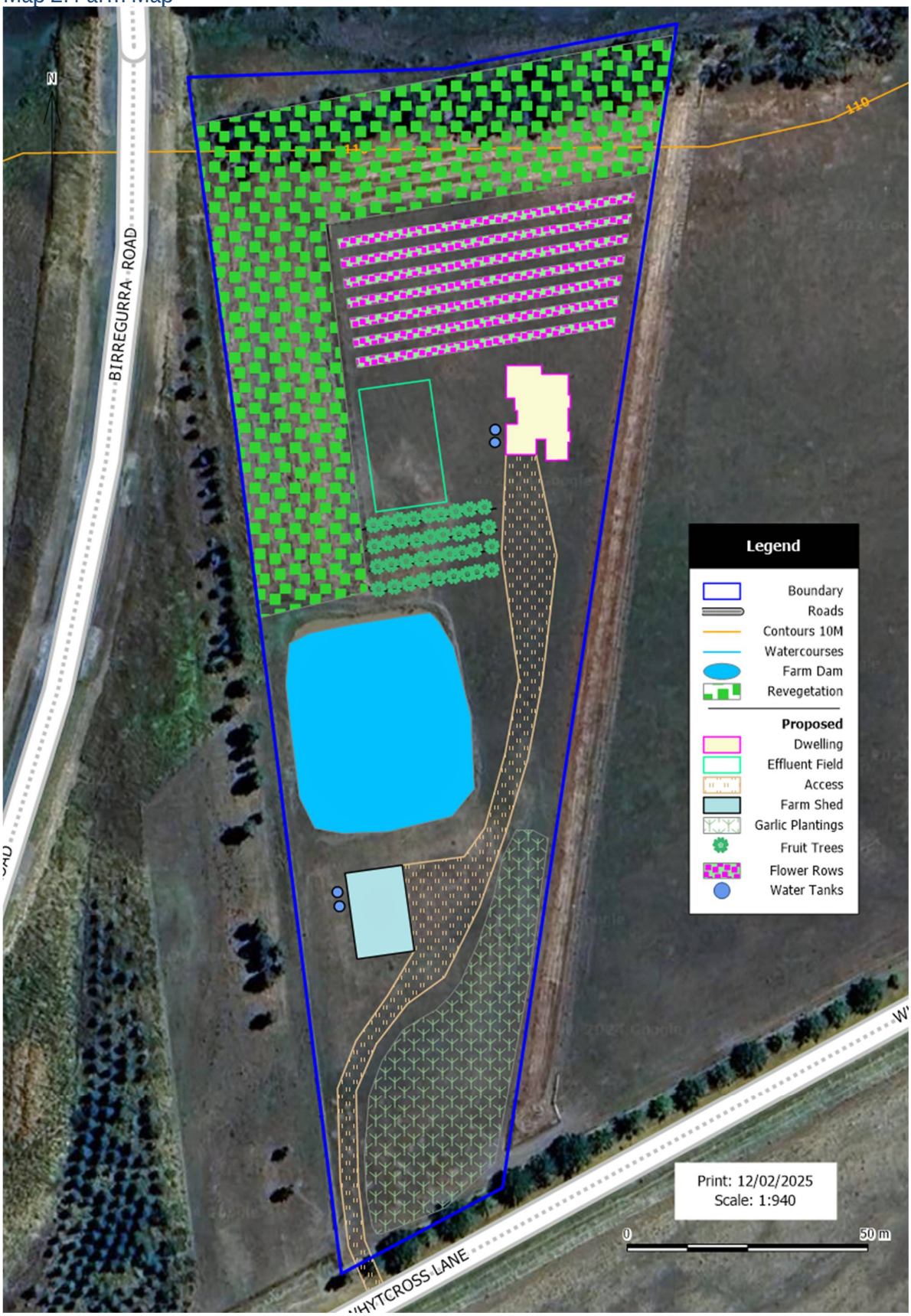
Site Location and Property Map:

Map 1: Property Location and Context

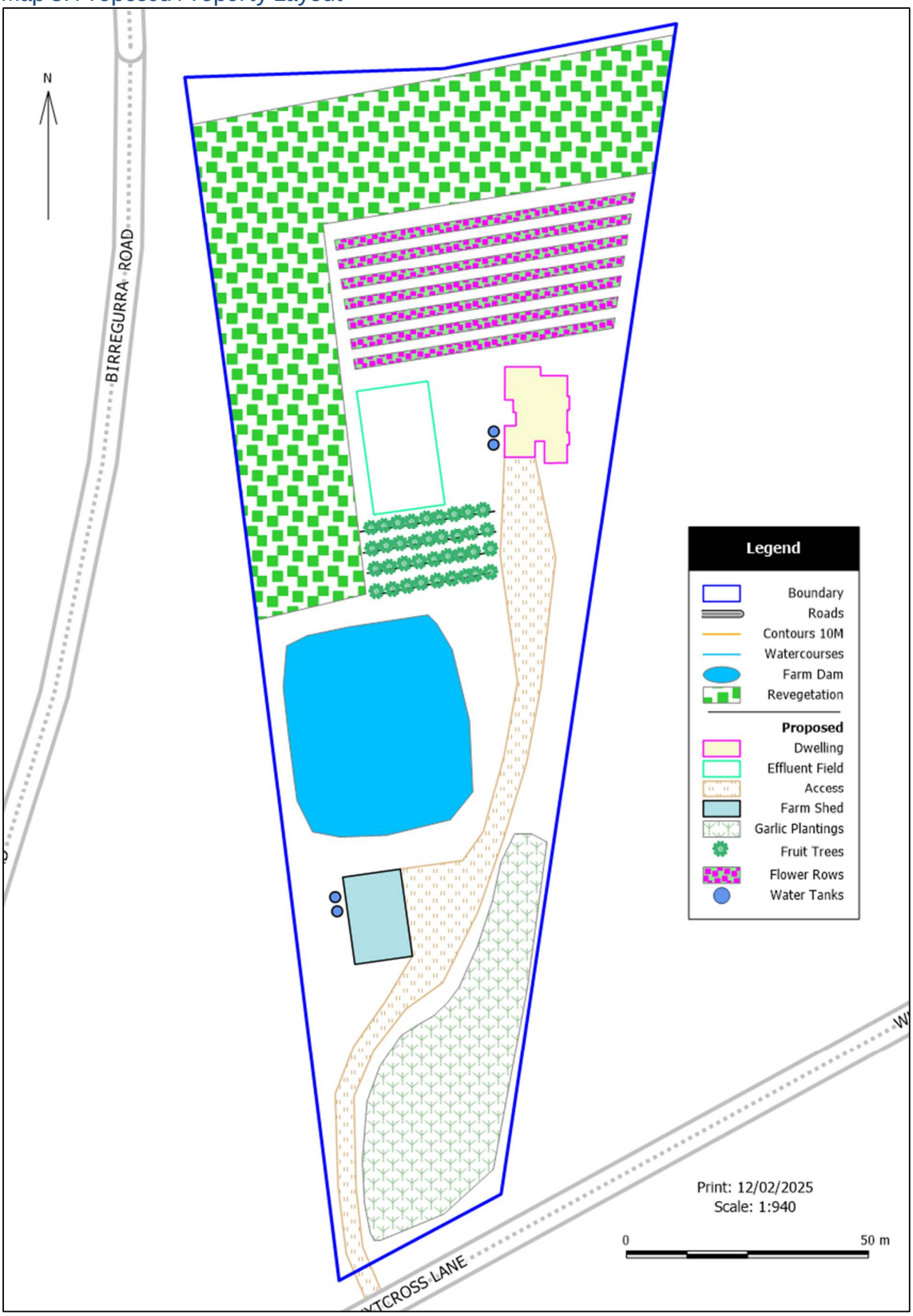


The orange line denotes the proponent's entire farm; yellow denotes the already titled excision site.

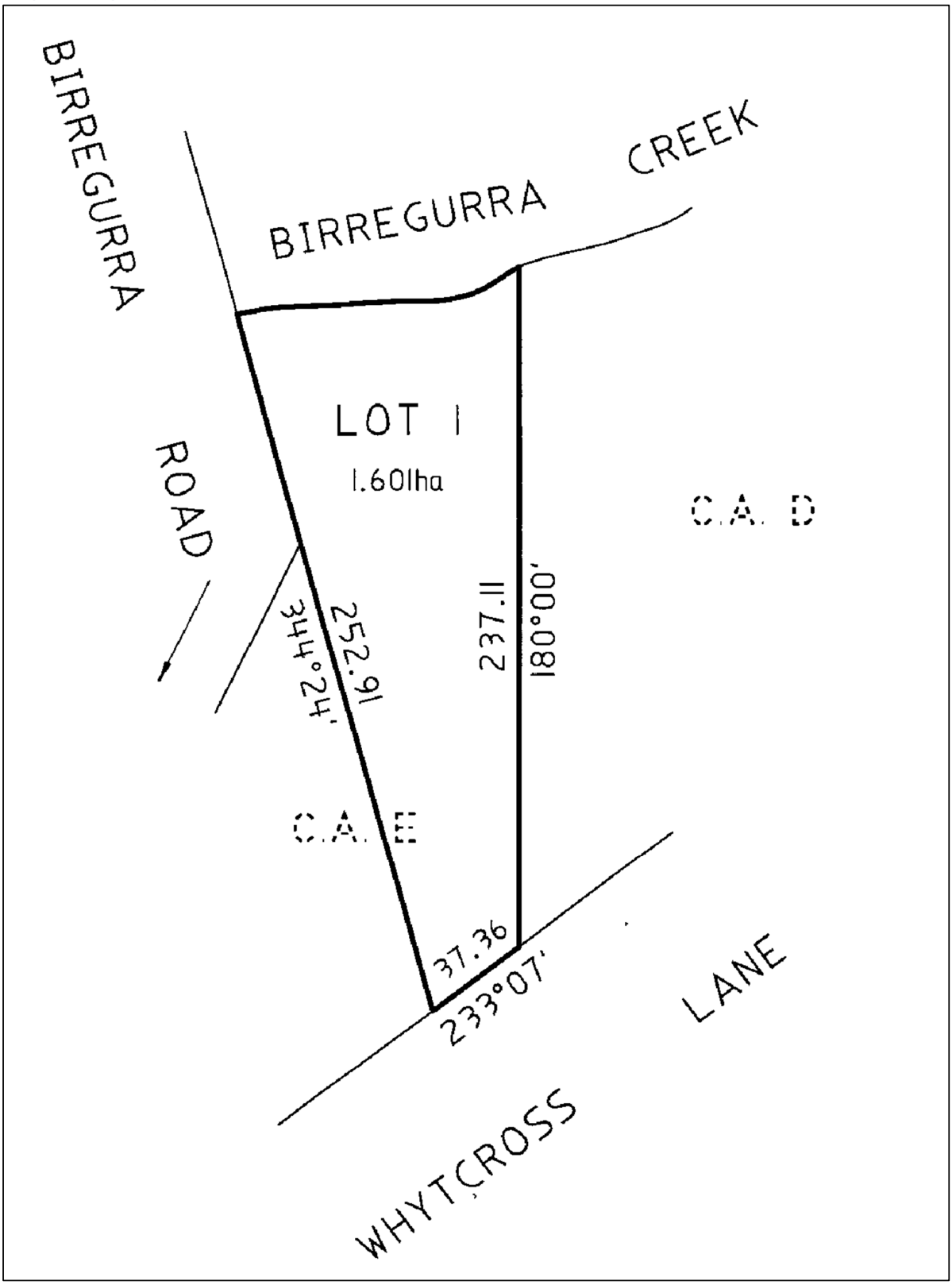
Map 2: Farm Map



Map 3: Proposed Property Layout



Map 4: Property Dimensions



Farming Factors:

Site Topography:

The property is defined as a gentle slope generally falling from the north to the south to the steeper banks of Birregurra Creek. There are no major topographical features on the site.

Climate:

Birregurra climate statistics:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	26.0	25.1	23.0	19.1	15.1	12.3	11.7	12.7	14.7	17.2	20.5	23.4	18.4
Mean Min (°C)	12.8	12.9	11.9	10.0	7.9	6.2	5.4	5.6	6.6	7.7	9.6	10.8	9.0
Mean Rain (mm)	34.0	33.6	38.1	48.8	62.5	64.8	71.7	77.7	70.2	66.8	54.9	41.6	666.9
Mean Rain Days	4.0	3.1	4.8	6.2	8.6	10.0	11.2	12.3	10.4	9.2	6.1	6.2	92.1

Data: BOM 090085 Mount Gellibrand, Rainfall BOM 90008 Birregurra

The climate is the typical Mediterranean type of warm, dry summers and cool, wet winters. The climate is good for the chosen agricultural activity, although there is potential for wet periods, which need to be managed.

Water Supply:

The property is very well served for water with an existing dam of 2.5 megalitres of water for farm use.

Four new water tanks will be installed: 2 X 30,000-litre tanks attached to the house and 2 X 30,000-litre tanks attached to the shed. Rainfall will be collected from the roofs of the house and shed, and this will be about 450,000 litres of water in an average rainfall year.

Weed and Pest Management:

The property doesn't have any major environmental weed or pest issues. Blackberries are establishing along the Birregurra Creek waterway reserve, and these weeds will be controlled as part of the farm management routines demonstrating good land stewardship. Flowering plants are particularly sensitive to manufactured herbicides, so the proponents plan to avoid chemical use; most weeds will be controlled by hand and manual methods.

The current pasture has significant agricultural weed establishment, particularly flatweed and fog grass, but this shouldn't present an issue for the proposed farming, and the farming activities will manage these out.

Fire Management:

The land is in a designated bushfire area but is not seen to be of greater risk than any normal, cleared farmland. The land use is not seen to contribute to fire risk, and the irrigated areas could be expected to act as firebreaks. The usual fire precautions will apply no petrol-powered vehicles in long grass, limited mechanical activity on high-risk fire days, reduced fire load before summer, and adequate fire fighting water in tanks/dams at all times. Firewater supply will be available from the dam and tanks if required.

Soil Quality and Fertility:

The property land class is typical of the region, productive well-structured sandy clay loams over clay classed as duplex soil. The soils may be prone to waterlogging during wet periods and drying and cracking during dry periods but generally retain productivity.

A soil test was collected to determine soil fertility and quality and identify any changes to improve the current productivity level.

Soil Test Observations (soil test next page):

- Low pH $CaCl_2$ (4.6), indicating soil acidity issues.
- Slightly phosphorus levels (Olsen P 16.2 mg/Kg)
- Fair potassium levels (176 mg/Kg)
- Low sulphur levels (4.3 mg/Kg)
- Low Organic Carbon (2.4 %)
- Low nitrogen levels (at the time of testing, nitrogen is seasonably variable)
- Trace elements: Zinc and boron are below optimum levels for horticulture; iron is naturally elevated and can reduce the availability of phosphorus.
- Cation levels (indicating soil structure) are of poor balance with low exchangeable calcium levels. The total cation exchange capacity is very high, meaning nutrient lock-up may be an issue (nutrients lock to soil and are not freely available to plants).
- Elevtaed aluminium levels. Aluminium reduces plants' rooting and persistence and encourages weeds.
- Low salinity (electrical conductivity) with elevated sodicity (exchangeable sodium) indicates some salt impact to be addressed.

Recommendations:

The soil fertility is generally good (indicating pasture use in the past), and only minor corrections are required. Flowers will generally require a higher fertility level than garlic, different treatments will be required, and the rows will be individually fertilised.

Calcium levels are also slightly low, causing the acidity issue and should be corrected. Poor calcium can also create soil structure issues; correcting this will offer resistance to pugging and compaction. Acidity in soils releases aluminium toxic to most plants and encourages weeds. Applying agricultural lime will correct this issue at a rate of 250 grams per square metre and potentially the same again in 2-3 years.

Trace elements are very important for flowers and garlic; zinc and boron are particularly low and will need to be corrected by solid fertiliser, although foliar spray applications would also be useful.

Nitrogen levels are also very important for garlic and flowers, nitrogen being essential for leaf development, and strategic applications of nitrogen will be required to ensure optimum plant development.

Significant grass-root matting means that soil cultivation will need to occur before attempting any plant establishment. Even after initial cultivation (by discing, ploughing or ripping), the soil will still be blocky and root-bound and unsuitable for planting and may need several working passes. It will also require time for that root matter to break down and form a suitable working tilth (this could be several months). It can be worked green, but a complete knockdown with a herbicide is preferable to manage undesirable grasses and weeds.

As always, ongoing soil testing should be conducted to ensure adequate fertility and reduce potential excess and risk to the environment. Plant tissue testing can be conducted on establishing crops to determine nutritional deficiencies in the developing stages.

Lab Soil Tests Results:

Customer:	**Drewry**	**Sample Date:**	03/01/24
Sample Name:	**Front Paddock**	**Lab. No.:**	1APS24009

Test Depth (cm):	0-10	**Soil Colour:**	Grey Brown
Gravel %:	5-10	**Assessed Texture:**	Sandy Clay Loam

	Unit	Level Found	Good Range
Phosphorus Olsen	mg/Kg	16.2	25+
Phosphorus Colwell	mg/Kg	40	50 - 80
Potassium Colwell	mg/Kg	176	180+
Sulphur	mg/Kg	4.3	10 - 20
Organic Carbon	%	2.4	3 - 6
Ammonium Nitrogen	mg/Kg	4	
Nitrate Nitrogen	mg/Kg	10	
Conductivity	dS/m	0.07	< 2.0
pH Level (H_2O)	pH	5.6	5.6 - 6.4
pH Level ($CaCl_2$)	pH	4.6	5.0 - 6.0
Aluminium ($CaCl_2$)	mg/Kg	1.8	< 2.0
DTPA Copper	mg/Kg	0.71	> 1.5
DTPA Iron	mg/Kg	421	100 - 400
DTPA Manganese	mg/Kg	16	> 10
DTPA Zinc	mg/Kg	1.3	> 5
Boron (Hot $CaCl_2$)	mg/Kg	0.6	> 1.5

Cations	**Unit**	**Level Found**	**Good Range**
Cation Exchange Capacity	meq/100g	4.85	5 - 20
Exchangeable Calcium	meq/100g	2.42	
	BSP %	49.92	70 - 85
Exchangeable Magnesium	meq/100g	1.38	
	BSP %	28.47	10 - 20
Exchangeable Potassium	meq/100g	0.34	
	BSP %	7.01	3 - 8
Exchangeable Sodium	meq/100g	0.34	
	BSP %	7.01	< 5
Exchangeable Aluminium	meq/100g	0.37	
	BSP %	7.59	< 2.0

MIR Particle Sizing	**Unit**	**Level Found**
Sand	%	62.67
Silt	%	17.29
Clay	%	20.05
Classification		Sandy Clay Loam

Laboratory Analysis CSBP Labs (Wesfarmers), Bibra Lake, WA

Regenerative / Carbon Farming:

Boosting the soil carbon would also be beneficial. A naturalistic approach will be adopted to managing soil quality and general farm health; manufactured chemicals will be avoided as best practical. The property will adopt techniques to increase soil carbon and ultimately be positioned to take advantage of any future soil carbon credits. The reuse of wastewater effluents from the dwelling and composts from the poultry will help provide nutrients for farming and increase carbon percentage. Although initially unavoidable due to the heavy pasture cover, a “no-till” practice for soil management will be used in the future.

Flower Rows:

The flower rows will mostly be used for annual crops. There will be 15 soil-based rows formed along an east-west aspect, giving about 800 linear growing metres. The location has been selected to use the boundary shelterbelt to protect the flowering plants from the winds. Flowers will be grown in cultivated rows of about 400mm in width and spacing of 900 mm apart for serviceability. Overhead irrigation will be available for the flower beds. This design will give the potential to grow over 2,000 plants at a time at two plants wide (some plants can be more densely planted), yielding 8-10 flower stems per plant (16-20,000 stems per year). Cultivated row width can be increased to accommodate more plants if required and could accommodate an additional 2,000 plants.

Most of the plants in these rows are seasonal, and potentially, 2-3 crops can be grown each year, although winter crops might be best avoided if the area proves too wet. Irrigation requirements will be 4-6 litres per linear metre or 4-6,000 litres per watering 2-3 times per week. For a dry summer, 250,000 litres would be the minimum requirement.

Garlic Crop layout:

A mix of Aussie White and Purple garlic plants will be grown; these are well-acclimatised and readily saleable. Using a single-width planting with a row spacing of one metre apart, 500 linear metres of crop row will be available. A 15 cm garlic plant spacing gives a production capacity for 3,300 garlic plants. Double planting increases this yield to 6,600 plants. These are considered optimal placements for light, nutrient access, bulb growth, and maintenance.

These soils may be prone to waterlogging, and nice high-raised beds will be important. The soil has a high sand content (~63 %) which will drain well when cultivated into beds.

Trace element management can be critical for horticultural success; zinc is particularly critical for garlic. Ongoing foliar applications of a trace element mix are distinctly beneficial. Plant tissue testing is the best way to determine any ongoing production deficiencies once crops are established.

Although called seed garlic, garlic does not grow from a seed; it grows from the cloves. Year one should be used to produce seed garlic for reasons of both soil condition trials and to reduce the costs of purchasing seed garlic. Typically, one garlic head can produce ten cloves for ten new plantings. Allowing for 15 per cent failure, 3,600 cloves would be required for maximum production. This is the equivalent of 360 garlic heads required to plant 500 metres of a single-row planting. Double-row planting would require 72 heads. As a rule, 15% of produced garlic is retained for future plantings.

There are no chemical sprays suitable for use on garlic crops, so garlic needs constant weeding, particularly during the transition to spring from winter when weeds flourish.

The garlic is dried in the shed in racks before the sale and needs to be turned regularly to prevent moulds.

Infrastructure and Business Management:

Infrastructure Investment:

There is no suitable infrastructure on the property for the proposed enterprise. There are no buildings suitable for the enterprise, and the shedding, access, and dwelling will need to be constructed. The water network will also need to be constructed.

An irrigation watering system will need to be constructed to deliver water to the trees and flowers. A watering system gravity-fed from a tank is the ideal design, as this ensures a constant water supply to trees in the event of any system failures.

An all-weather driveway will be constructed of extracted material to the house site to allow access in all weather conditions. Formed tracks will be constructed for the flowers, garlic and orchard, allowing suitable access.

Marketing / Sales:

The proponents are already producing flowers and garlic, and those products are sold at farmers' markets, and the local store and flowers are supplied to a daughter who is a florist. The increase in flower production is expected to be taken by floristry. A small roadside stall will also be constructed to sell to passersby at the front of the site.

Staffing:

The enterprise is to be run, managed, and constructed by the proponents with assistance and input from the family.

Allowance for possible future expansion:

The proposed agriculture is a significant expansion of the farming activities that the proponents have been doing on their adjoining farm. They are looking to make a good income from these activities but are not seeking to become major operators, and the proposed activities will take several years to evolve fully.

Opportunity Cost / Diversification:

The development of this property allows the proponents to sell their cattle grazing farm and relocate and increase their horticulture activities. Horticulture is one of the higher-returning agricultural activities, and the presented farming has a very good return per area used; there are few forms of agriculture with better returns per land unit from soil-based farming.

Agriculture is dynamic. Markets change and evolve, climate change impacts agricultural suitability, and farm circumstances alter. As with any business, the farming method and type should be constantly evaluated and, if required, adjusted to meet new circumstances.

Financial Projections:

The proposal calls for an agricultural investment of $35,000 and an investment in the dwelling and shed building of $500,000.

After the initial development period, the property could expect revenue of over $86,000 per year. The nature of horticultural crops is the longer the establishment, the greater the returns; these values are likely to be conservative.

This indicative budget demonstrates the expected returns from the agricultural activities, and assuming the products are sold at the farm gate rate, the proponents already have established direct contacts, and the revenues can be expected to be higher.

Indicative Agricultural Revenues:

Income /Cost Item	**Year 0**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Garlic Sales ($25 per Kg double row planting)	$0	$6,000	$12,000	$12,000	$12,000	$12,000
Flowers (~$4 per stem)	$0	$20,000	$30,000	$40,000	$50,000	$60,000
Fruit ($3.50 kg X 100 kg per tree)				$6,000	$10,000	$14,000
Total Revenue	**$0**	**$26,000**	**$42,000**	**$58,000**	**$72,000**	**$86,000**
Plant / Garlic Costs	-$15,000	-$1,500	-$1,500	-$1,500	-$1,500	-$1,500
Packaging Costs (10%)	$0	-$2,600	-$4,200	-$5,200	-$6,200	-$7,200
Apportioned Rates, Insurances Utilities $	-$2,000	-$2,000	-$2,000	-$2,000	-$2,000	-$2,000
Infrastructure Investment / Maintenance $	-$20,000	-$2,500	-$2,500	-$2,500	-$2,500	-$2,500
Variable Costs (8%)	$0	-$2,080	-$3,360	-$4,640	-$5,760	-$6,880
Net Revenue $	**-$37,000**	**$15,320**	**$28,440**	**$42,160**	**$54,040**	**$65,920**

Notes:
Farming revenues and costs only
This table shows agricultural costs and revenues only. Landholding costs and building and equipment costs are not included.
Revenues and costs are indicative and based on Industry averages.

Environmental Factors:

Natural Resource Management:

The landscape is typical of highly modified pastoral farming, having been completely cleared for agricultural production. The site adjoins the ephemeral Birregurra Creek, and the proponents have revegetated that waterway frontage. A new native tree shelterbelt will be planted along the south boundary for wind protection and as an ecology habitat.

Erosion and Compaction:

The property itself is not seen as prone to water erosion, and there is no evidence of erosion occurring. The steeper bank adjoining the waterway has been planted with a row of trees to provide structure to that bank.

The soils have a high clay content, which means they could be prone to compaction during wetter periods. Heavy vehicle traffic should be confined to constructed tracks, particularly during wetter seasons.

Groundwater:

Groundwater is at a depth of 5 metres and is generally at low risk from exposure to any form of nutrients infiltrating from the surface. The high level of plant coverage and minimal fertiliser use will assist in keeping soil nutrient levels lower to minimise any further risk. The water quality here is unsuitable for horticultural use, with a salinity of 3500-7000 parts per million.

Drainage:

The property has no constructed drainage, relying on overland flow to the river or dam and soil infiltration for water clearance. There are no identified run-on or run-off flows.

Biosecurity Requirements:

There are no specific biosecurity requirements for this horticulture, but good biosecurity practices will always be applied. Only clean, certified plants from a certified supplier will be used for planting, and excess plant material should not be sent to other growers. Vehicles entering and leaving the property for work purposes should have clean wheel arches. Any shared farm equipment must always be cleaned before entering or leaving the site.

Adverse impacts on adjacent land:

The adjoining properties are all grazing farms in all directions. There is not seen to be any major change to the amenity of these properties from the activities. The use of sprayed chemicals would be rare and should only be used on appropriate weather days (low wind and not within 24 hours of forecast rainfall).

Adverse impacts from adjacent land:

None of the adjacent properties appears to have any use which would impact this land use.

Site Images:

Image 1: Looking north over the property from Whytcross Lane (house site shown)



Image 2: Looking north over the farm.



Image 3: Looking south over the property from Birregurra Creek



Image 4: Proposed house site



Image 5: Looking westward over the site, the proponents manage the grass and weeds on the road reserve.



Image 6: Existing farm dam



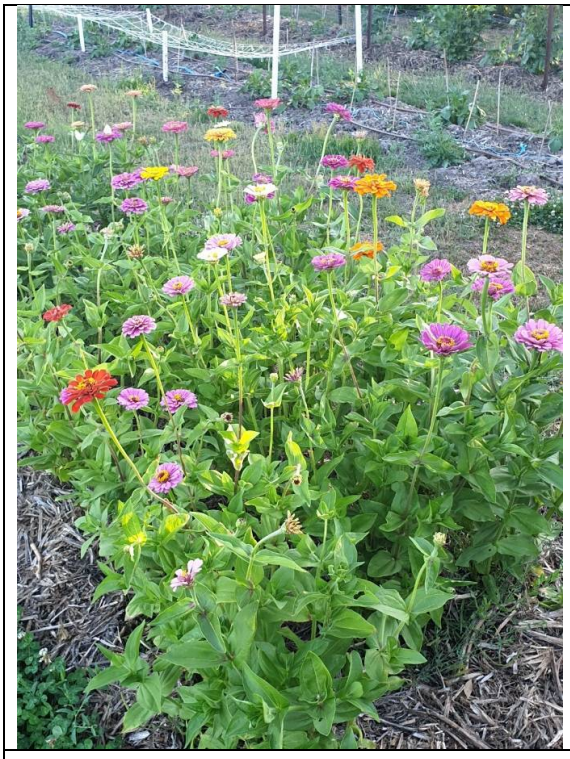
Image 7: Planted flower seedlings activity to be relocated.



Image 8: Garlic plantings to be relocated and expanded



Images 9,10,11, and 12: Current farm produce images: flower growing beds, flowers to be sold, garlic cloves for planting and drying garlic plants.







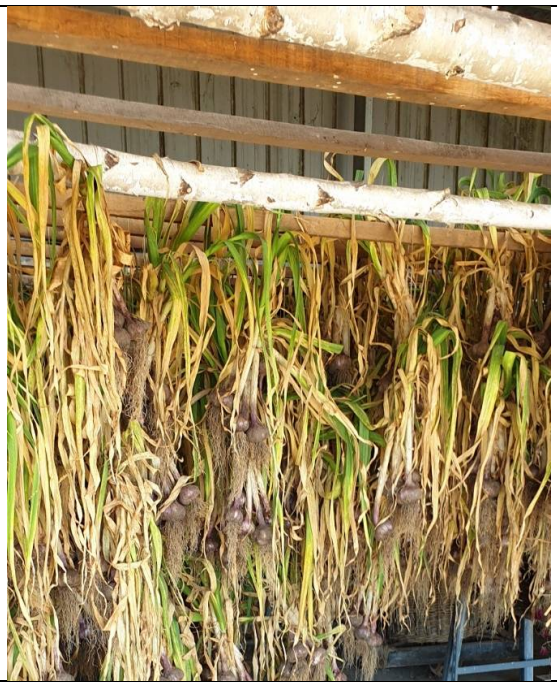


Image 13: Birregurra Creek frontage has been vegetated to manage any erosion issues, and the house site is well above flood levels.



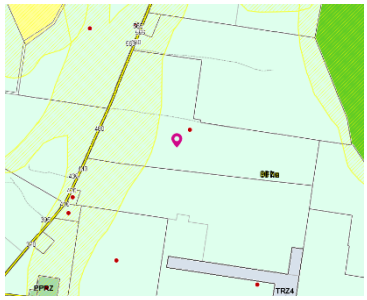
Image 14: Existing house site and driveway; a new dwelling is preferred to prevent disruptive excision.



Colac Otway SHIRE

Item: 6.3

PP253/2024-1 - 480 Warrowie Road IRREWARRA - Two Lot Subdivision (Dwelling Excision)

ADDRESS AND PROPERTY DETAILS	480 Warrowie Road, Irrewarra Crown Allotment 164, V/F: 09011/066 Parish of Turkeeth	**APPLICATION NUMBER**	PP253/2024-1
PROPOSAL	Subdivision of Land into Two Lots (Dwelling Excision)		
PERMIT TRIGGERS	Clause 35.07-3 – Subdivision of land into two lots (dwelling excision) in the Farming Zone Clause 45.02-3 – Subdivision of land in the Airport Environs Overlay, Schedule 2		
TRIGGER FOR DETERMINATION BY COMMITTEE	Dwelling excision in the Farming Zone		
ZONE	Farming Zone	**OVERLAYS**	Airport Environs Overlay, Schedule 2
COVENANTS	Crown Grant relating to mining rights, and access right for the State Electricity Commission of Victoria		
CULTURAL HERITAGE	The western section of the site is in an area of cultural heritage sensitivity, as shown hatched yellow below:  The proposal is not a high impact activity and, as such, a Cultural Heritage Impact Assessment (CHMP) is not required.		
OFFICER	Michelle Bateman	**GENERAL MANAGER**	Ian Seuren

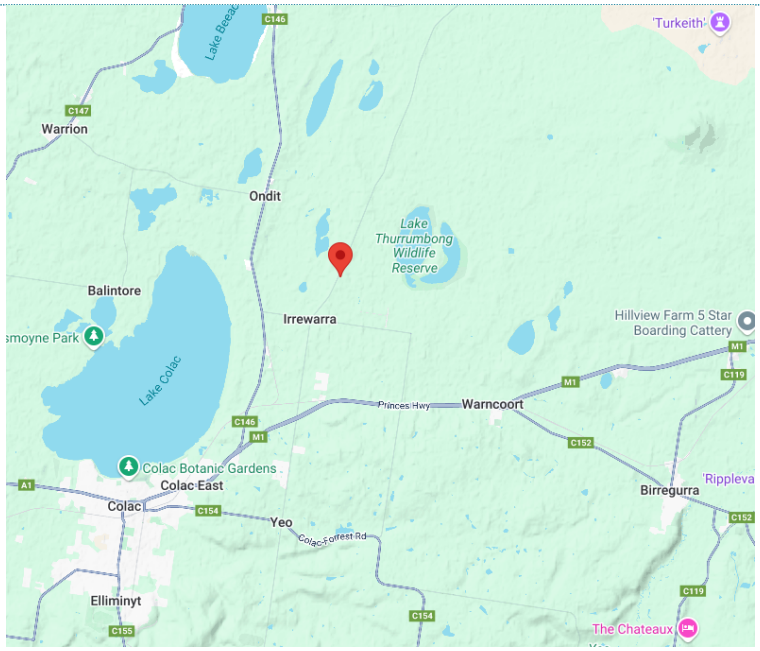
Item: 6.3

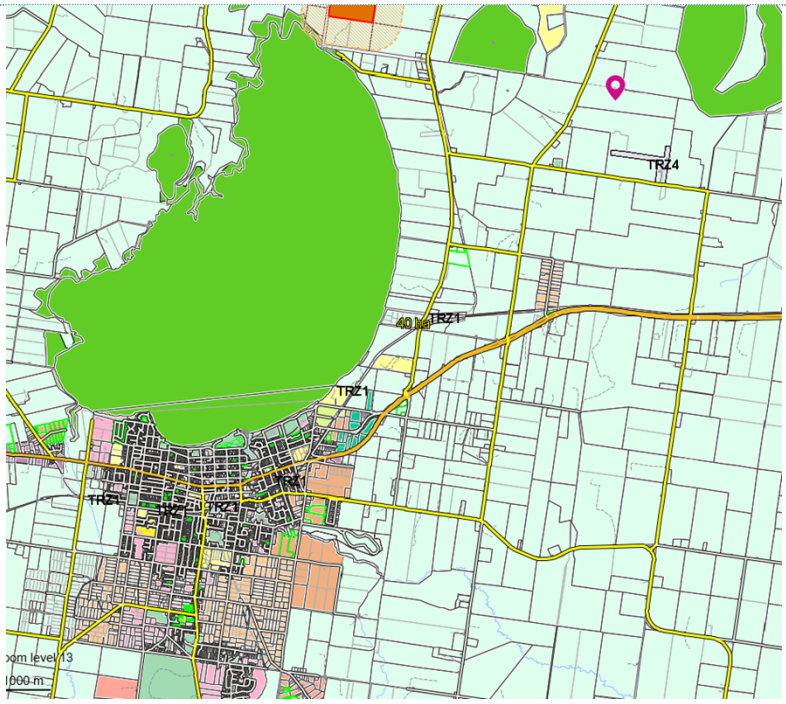
PP253/2024-1 - 480 Warrowie Road IRREWARRA - Two Lot Subdivision (Dwelling Excision)

DIVISION	Community and Economy
ATTACHMENTS	1. Site & Context Plan [**6.3.1** - 1 page] 2. Proposed Plan of Subdivision [**6.3.2** - 1 page] 3. Concept Subdivision Plan [**6.3.3** - 1 page] 4. Planning Report [**6.3.4** - 33 pages] 5. Photos- Site and Surrounds (Submitted with Application) [**6.3.5** - 4 pages] 6. VCAT Decision - Irrewarra Estate Ltd v Colac- Otway SC [**6.3.6** - 30 pages]

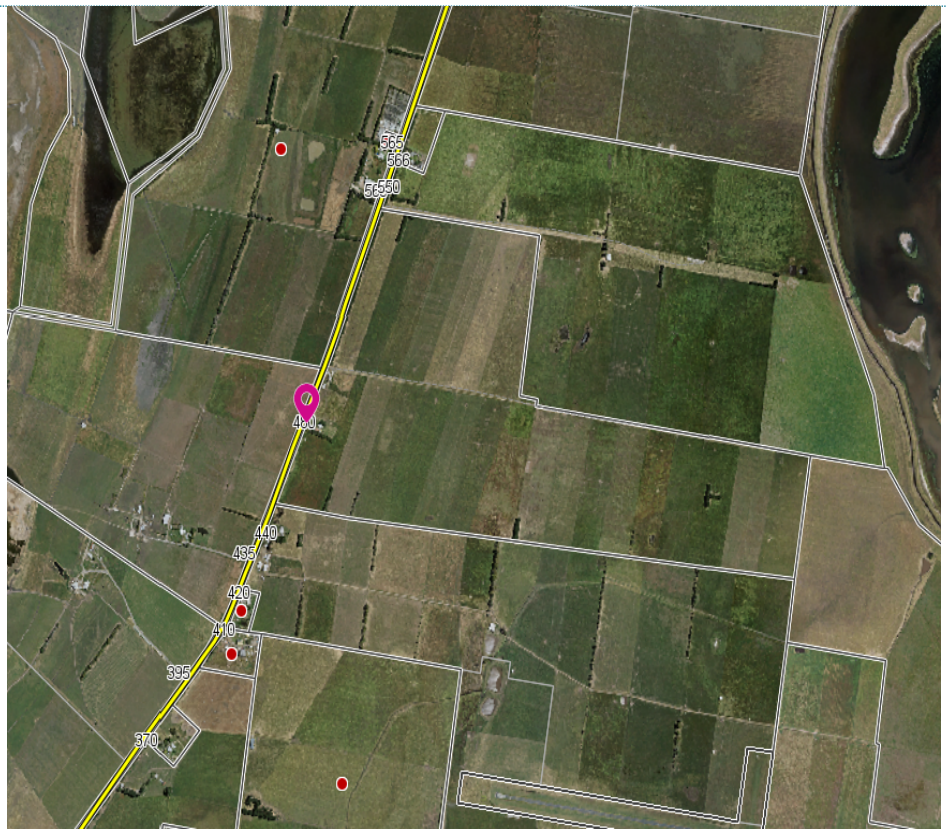
1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLANS





AERIAL PHOTO



2. RECOMMENDATION

That Council resolves to issue a Notice of Decision to Refuse to Grant a Permit for the Subdivision of Land into Two (2) Lots (Dwelling Excision) at 480 Warrowie Road Irrewarra (C/A 164, V/F: 09011/066 Parish of Turkeeth), on the following grounds:

1. ***The proposed subdivision, which would create a 2 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

This application seeks a planning permit under clauses 35.07-3 (Farming Zone) and 45.02-3 (Airport Environs Overlay) to subdivide the land.

It is proposed to subdivide this land in the Farming Zone into two (2) lots, for the purpose of excising an existing dwelling. The subject site at 480 Warrowie Road currently has an area of 101.6ha. The proposed subdivision would create a small lot of 2ha, which would contain the existing dwelling, and a larger agricultural lot of 99.6ha. The larger lot would not contain a dwelling following the excision. However, the subdivision would create the potential for a dwelling to be constructed on that larger lot in the future.

The application states that the landowner intends to retain the 99.6ha lot for agricultural purposes and to sell the small lot of 2ha with the existing dwelling. That dwelling has an effluent disposal field that would be contained entirely within the proposed 2ha lot.

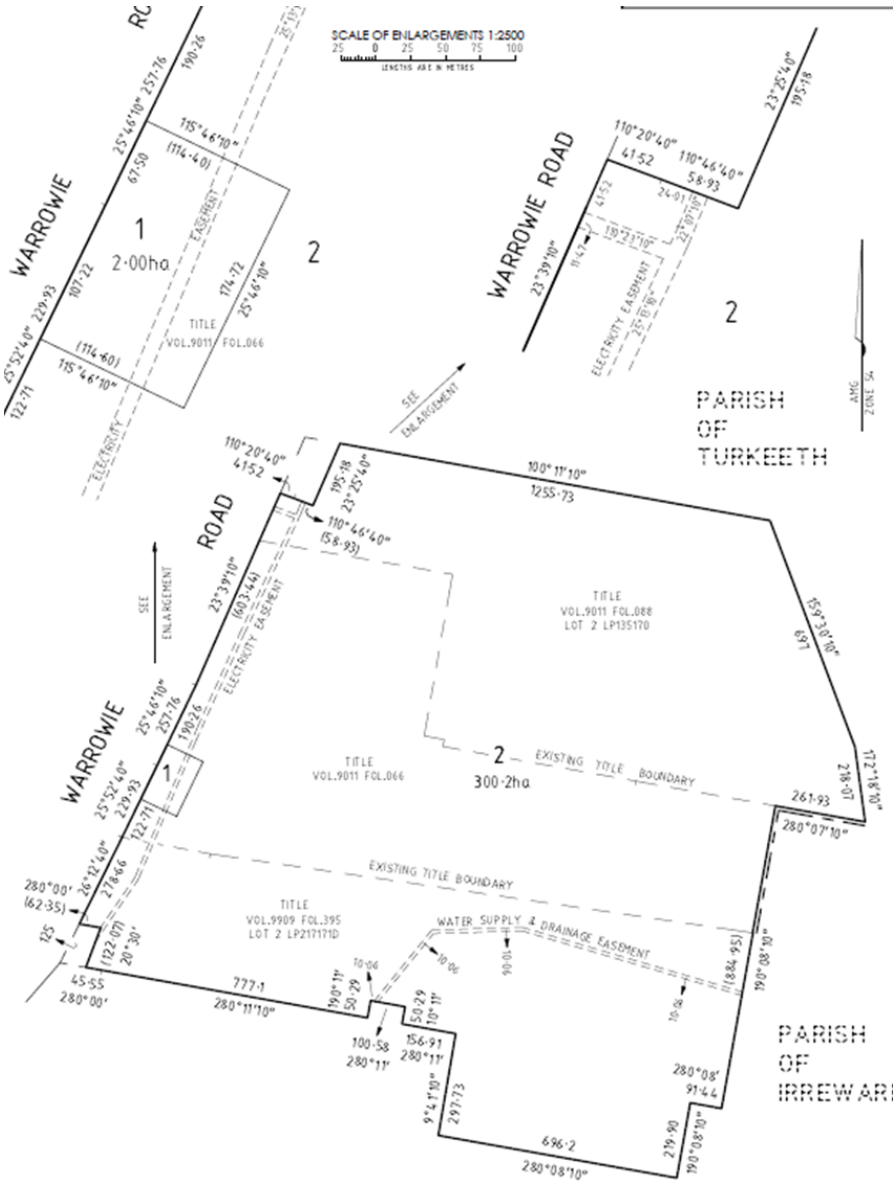


Figure 1: Proposed Plan of Subdivision

4. SUBJECT LAND & SURROUNDINGS

No. 480 Warrowie Road, which comprises one lot, has an area of 101.6 hectares.

The subject site is identified by the pink marker in the aerial image earlier in this report. The land comprises generally cleared, flat grazing land, with some shelter belts and minimal vegetation along the western boundary. A dwelling, which has been leased in recent times, is located close to the western boundary.

The site, which abuts Warrowie Road to the west, is approximately 3.5km north of the Princes Highway. It has a frontage of approximately 945m to Warrowie Road.

The three properties listed below are in the same ownership (including the subject site and land adjacent to the subject site):

- Subject site: 480 Warrowie Road (101.7 hectares) – 1 lot – existing dwelling

- South adjoining: 440 Warrowie Road (144.5 hectares) – 2 lots (97.1ha – existing dwelling and 47.5ha - vacant)
- North adjoining: 550 Warrowie Road (103.7 hectares) – 1 lot – vacant

Surrounding land is used for agricultural and rural living purposes. The nearest dwelling not in the same ownership is located approximately 175m north of the subject site.

Table 1: Future potential of proposed lots and adjacent lots in same ownership for subdivision and/or a dwelling

Address	Lot	Size	Current use	AEO2	Potential for future subdivision	Potential for dwelling
480 Warrowie Road	Proposed Lot 1	2ha	Existing dwelling	No	No	No
480 Warrowie Road	Proposed Lot 2	99.7ha	Vacant	Part covered 48.8ha subject to AEO2; 52.89ha unencumbered	No	**Yes**
550 Warrowie Road		103.7ha	Vacant	Part covered 6.56ha subject to AEO2; 97.14ha unencumbered	No	Yes
440 Warrowie Road		97.1ha	Dwelling	Yes	No	No
440 Warrowie Road		47.5ha	Dwelling	Yes	No	No

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
- 02.04 - 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:

a) 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

b) 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 also requires consideration to be given to:

- *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 noted above, the proposed subdivision would convey rights to the larger 99.6ha lot for a future dwelling once the existing dwelling is excised, given the lot would be in excess of the 80ha at which the use of the land for a dwelling would be as-of-right.

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.*

***Rural Land Strategy* 2007**

The subject site is located in an area shown in the Rural Land Strategy 2007 as land of medium agricultural capability. The land is not Farmland of Strategic Importance.



The subject land is identified by the pink pin.

General Provisions

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

Relevant Planning Scheme amendments

N/A

6. REFERRALS

Internal Referrals

The application was referred to the Infrastructure Department, the Environment Unit, the Health Protection Unit and the airport manager. No objections were raised, and no conditions were required to be imposed in the event a permit is issued.

External Referrals

No external referrals were required.

7. PUBLIC NOTIFICATION & RESPONSE

COMMUNICATION

Public notice was undertaken, with letters sent to the owners and occupiers of adjoining and nearby properties, and a sign being displayed on the site for a period of no less than 14 days. One submission in support of the application was received. No objections were received.

Note: this application is exempt from notice under Clause 45.02-4 (AEO) but is not exempt from public notice under the provisions of the FZ.

The submission of support stated:

"Having lived and farmed in Irrewarra for the last 45 years, we have seen first-hand, numerous farming houses become derelict, as farming properties expand. We strongly support this application."

8. OFFICER'S ASSESSMENT

Farming Zone
A permit is required to subdivide the land under the provisions of the Farming Zone. The application proposes a two lot subdivision, to excise an existing dwelling.

As noted above, the subject land is recognised as having medium agricultural capability, as described in the *Rural Land Strategy* 2007. The minimum lot size for this area, as identified in the schedule to the Farming Zone, is 80ha. The proposal seeks to create a lot of 2ha for the existing dwelling on the land, with a balance lot of 99.6ha also created. The larger lot, which would not contain a dwelling, would be of a size on which the use and construction of a dwelling would be 'as of right' under the provisions of the Farming Zone (subject to compliance with setbacks).

It is noted Clause 35.07-3 allows a permit to be granted to create lots of a smaller size than specified in the Farming Zone schedule if:

- *The subdivision is to create a lot for an existing dwelling and the subdivision is a two-lot subdivision.*
- *The subdivision is the re-subdivision of existing lots and the number of lots is not increased.*

- *The subdivision is by a public authority or utility service provider to create a lot for a utility installation.*

However, it must be emphasised that the fact that a permit can be granted does not mean that it should be granted. Each case must be assessed on its planning merits. On balance, in this case it is considered that the proposal would result in a negative outcome for agricultural land in the area, as discussed below.

The Farming Zone, Clause 14.01-1S and Clause 14.01-1L seek to protect and retain productive agricultural land, and to discourage the subdivision and fragmentation of agricultural land where the lots do not support or facilitate agricultural activities. In this case, the intent is to sell the excised lot containing the dwelling. It should be noted, as discussed later in this report, that the Victorian Civil and Administrative Tribunal (VCAT) has found that the improved financial circumstances of owners upon the sale of an excised dwelling is not a relevant planning matter to be taken into consideration in the determination of a dwelling excision application.

The proposed excision is considered inappropriate as the subdivision would result in the creation of a permanent rural lifestyle lot within the Farming Zone, which is not a preferred outcome for the zone. As a result of the proposal, there would be increased risks of land use conflicts. Future owners of the excised lot may expect a level of amenity that is not achievable in the Farming Zone, being immediately surrounded by an agricultural use. The proposed excised lot may be subject to dust, noise and machinery associated with farming.

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 Farming Zone, further fragmenting productive agricultural land and resulting in a permanent change from agricultural use to a rural lifestyle/residential use. While there are examples of dwelling excisions at 420 Warrowie Road and 566 Warrowie Road, these are historic subdivisions that were completed between 50-60 years ago and should not be relied on as precedent.

The applicant has indicated the owner is willing to enter into a section 173 agreement to ensure any future owner of the excised dwelling is aware of potential amenity impacts, and to prevent further subdivision of proposed Lot 1 (i.e. the 2ha lot, which could not in any event be subdivided under the provisions of the Farming Zone), in an attempt to satisfy the policy guidelines at 14.01-1L. The submitted Planning Report states:

"If the Council continues to have concerns, these can be addressed within the Section 173 agreement to be placed on Title for any new owner to be aware of the amenity considerations of living within proximity to established agricultural activities."

The applicant has also stated:

"We discussed in our submission that we were not opposed to a permit granted to be subject to a Section 173 agreement applicable to the proposed small lot to no further subdivision."

It is noted the *Rural Land Strategy* 2007 indicates that for Council to be satisfied, any approval should be contingent on a legal agreement prohibiting the further subdivision and a further dwelling being erected on the vacant parcel. In this case, however, a dwelling would be 'as-of-right' on the 99.6ha lot if specified setbacks are met and, as such, it is not considered that a s173 agreement preventing the construction of a dwelling on the larger lot would be

appropriate. Given this, if the dwelling excision is permitted the proposal would result in the potential for two dwellings on the existing landholding i.e., the existing dwelling to be excised and a future ‘as-of-right' dwelling on the remaining 99.6ha lot.

Noting this, in the event a permit is issued there is an argument for a s173 agreement to prevent future subdivision of the 99.6ha lot, in case a dwelling is constructed on that lot and a future application is made to excise that dwelling.

Relevant VCAT Decisions

In considering this application, it is important to have regard to VCAT decisions on proposals for the excision of dwellings and matters raised by Tribunal Member in their consideration of such proposals. VCAT decisions provide guidance on how proposals for the excisions of dwellings in the Farming Zone should be considered. Of particular note for this case is a relatively recent VCAT decision relating to the proposed excision of a dwelling at 260 Warrowie Road, just over 1.5km to the south of the land that forms the subject of the current application. The proximity of the two sites is shown on the plan below:



In that case, *Irrewarra Estate Ltd v Colac-Otway SC* [*2021] VCAT 358* Council issued a Notice of Decision to Grant a Permit for the excision of a dwelling against officer recommendation (ref. PP142/2019-1). VCAT set aside that decision, with the VCAT Order setting out in detail how applications for the excision of dwellings in the Farming Zone should be considered. A copy of that decision is attached for Councillor’s reference, with the section of relevance being from paragraph 75 onwards. This decision includes a discussion about the issue of agricultural land capability, with the land that formed the subject of the VCAT decision having the same classification as the land that forms the subject of the current application.

In summary, in that case the Tribunal found the creation of Lot 1 (for the dwelling) could make Lot 2 less desirable for agricultural use by anyone other than the respondents; the subdivision would not support or enhance agricultural production; the proposed subdivision would not

facilitate sustainable rural production; the subdivision would create a rural lifestyle in the Farming Zone which is not an outcome preferred under the planning scheme; no evidence was provided that the land would be continued to be put to agricultural use; and the use of a S173 agreement as a permit condition would not cure or alleviate the non-compliance with the policy and strategic considerations.

The Tribunal refused the excision at 260 Warrowie Road, stating inter alia:

97. *A reading of the relevant provisions of the planning scheme....as a whole supports the following conclusions:*

    a. *Agriculture is a key economic contributor to the shire and agricultural land within the shire affords different agricultural opportunities categorised by the agricultural capability of soil in different geographical areas.*

    b. *The three distinct geographical areas that offer different agricultural opportunities are-*
        i. *the north-west which is categorised as an area of "Farmland of Strategic Significance" having a 'high' agricultural capability;*
        ii. *the north-east, within which the land is situated, which is categorised as having 'medium' agricultural capability;*
        iii. *the south which is variously categorised as 'low', 'medium' and 'high' agricultural capability.*

    c. *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'.*

    d. *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'.*

    e. *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.*

    f. *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. To the contrary, clause 14.01-1S includes specific strategies applicable only to farmland of strategic significance by direct reference to the strategic significance of such farmland, differentiating this type of farming land from agricultural land of other descriptions.*

    The Tribunal Member then specifically considers the proposed dwelling excision – including rejecting justification put forward that the sale of proposed Lot 1 would lead to enhanced agricultural production, and stating that the improved financial circumstance of the owners resulting from the sale is not a planning matter:

g. *A specific strategy of 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.*

h. *The decision guidelines in clause 35.07-6 apply to the extent relevant to the nature of the planning application. Those guidelines appearing under the heading "Dwelling issues" are only triggered where there is an application to use land for a dwelling. Clause 35.07-5 makes this clear when requiring such an application to include a written statement which explains how the proposed dwelling responds to the decision guidelines for dwellings in the zone. These guidelines do not apply to the present application as it does not involve an application to use land for a dwelling, only to subdivide the land.*

i. *As the present application is only for the subdivision of the land, the relevant decision guidelines under clause 35.07-6 are those guidelines appearing under the headings "General issues", "Agricultural issues and impacts from non-agricultural uses", and to the extent relevant on the facts "Environmental Issues".*

98. *Applying my findings on the interpretation of the planning scheme provisions to this application, I further find:*

.....

c. *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.*

d. *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.*

e. *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.*

f. *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.

g. *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.*

h. *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 noncompliances with the policy and strategic considerations above.*

As already noted, this VCAT decision is of direct relevance to the current application. It relates to land close to the current application site, with the same agricultural capability and with some of the same arguments put forward (including the fact the owners are long term farmers in the area and the fact that the dwelling is considered surplus to needs). Whilst it is acknowledged that the site at 260 Warrowie Road had the added issue of the dwelling being located some distance into the site – with the resultant proposal effectively creating an island for the excised dwelling, surrounded by the agricultural lot – this was far from the only reason that VCAT determined the application should be refused.

It is also noted that in the case of 260 Warrowie Road the Tribunal Member noted that *"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"* (i.e., the larger agricultural lot, which was just under 80ha), in the current case the applicant has only agreed to a s173 agreement on the small, excised dwelling lot – with that agreement to flag amenity considerations that may arise for the resident and also prevent subdivision of the small lot (which, in any event, is not permitted under the planning scheme).

In the case of *Alford v Corangamite SC [2018] VCAT 853*, the Tribunal considered a proposed excision of a dwelling in the Farming Zone, similar to the subject site. 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, waste water 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, which seek to limit the fragmentation of rural land by subdivision, to protect the rural and agricultural areas of the Shire from the proliferation of dwellings not associated with agriculture, and to discourage the subdivision of rural land that would not benefit agricultural production.

Airport Environs Overlay
A permit is required to subdivide the land under the Airport Environs Overlay.

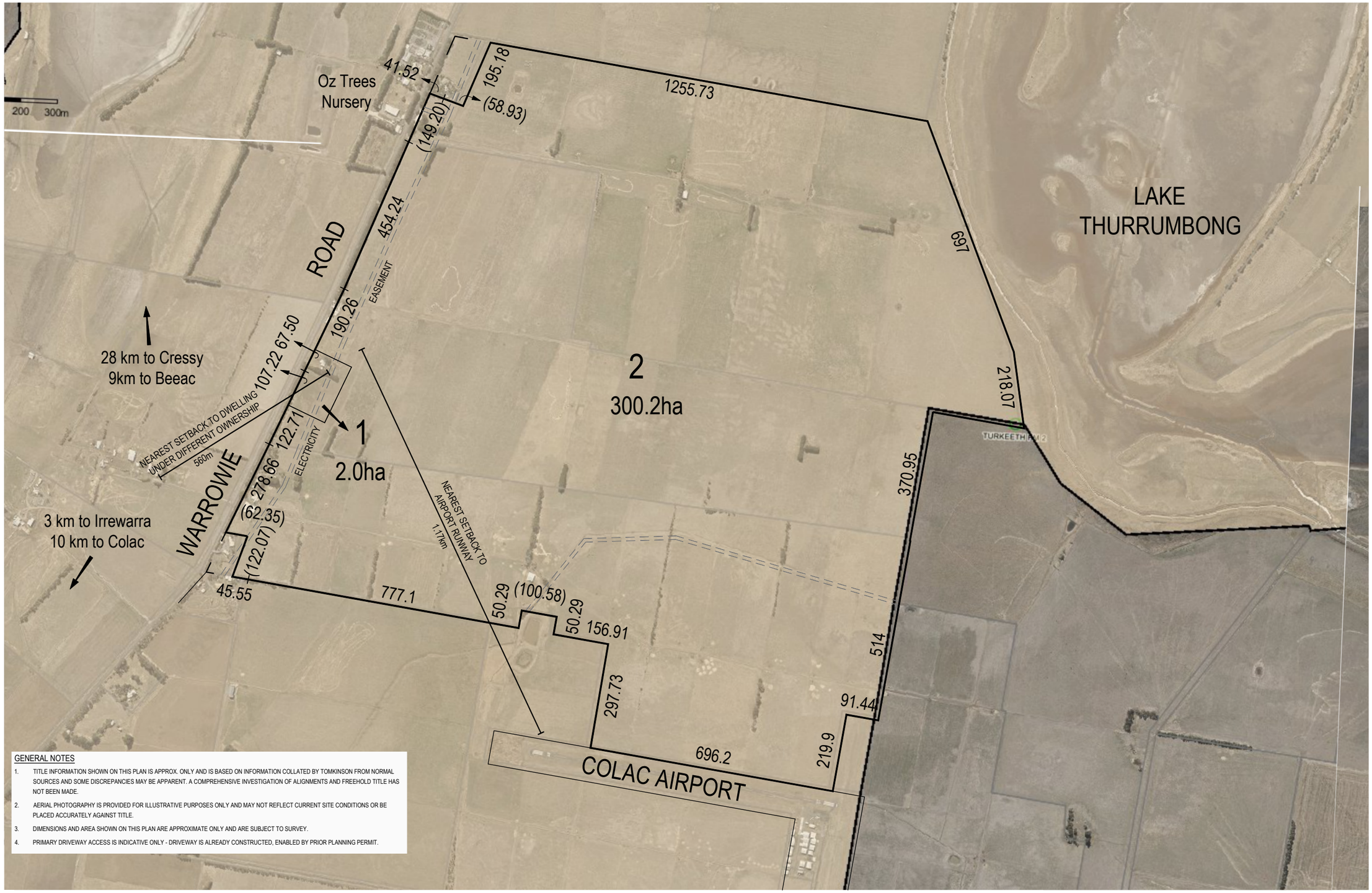
The proposal is solely for the subdivision of the land and does not include any buildings and works and would not result in an increase in the number of dwellings or people affected by aircraft noise. It is considered the proposal would not impact the present or future operations of the airport.

The application was referred to the airport owner, who did not object to the proposal.

The proposal is considered to satisfy the Airport Environs Overlay requirements.

9. OFFICER DIRECT OR INDIRECT INTEREST

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



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REV	REVISION	DES	DWG	CHK	DATE
B	ADJUST LOT 1 SIZE TO 2.0ha	PL	PL	TS	26/11/'24
A	AS SUBMITTED TO CLIENT	TS	PL	TS	OCT '24

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480 Warrowie Road
Irrewarra
Site and Context Plan
Colac Otway Shire
CLIENT: [redacted]

DWG STATUS: **CONCEPT**
PROJECT & DWG No: 502106 SCP / 01
REV: B

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PROPOSED PLAN OF SUBDIVISION

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LENGTHS ARE IN METRES

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(114·40)
67·50
25°13'10"
EASEMENT
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2·00ha
2
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174·72
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ELECTRICITY

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41·52
110°46'40"
58·93
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195·18
41·52
24·01
110°23'10"
22°07'10"
ELECTRICITY EASEMENT
25°13'10"
2

SEE ENLARGEMENT

PARISH OF TURKEETH

AMG ZONE 54

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195·18
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100°11'10"
1255·73
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(58·93)
SEE ENLARGEMENT
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(603·44)
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TITLE
VOL.9011 FOL.066
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(122·07)
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LOT 2 LP217171D
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10·06
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280°08'
91·44
219·90
190°08'10"
696·2
280°08'10"

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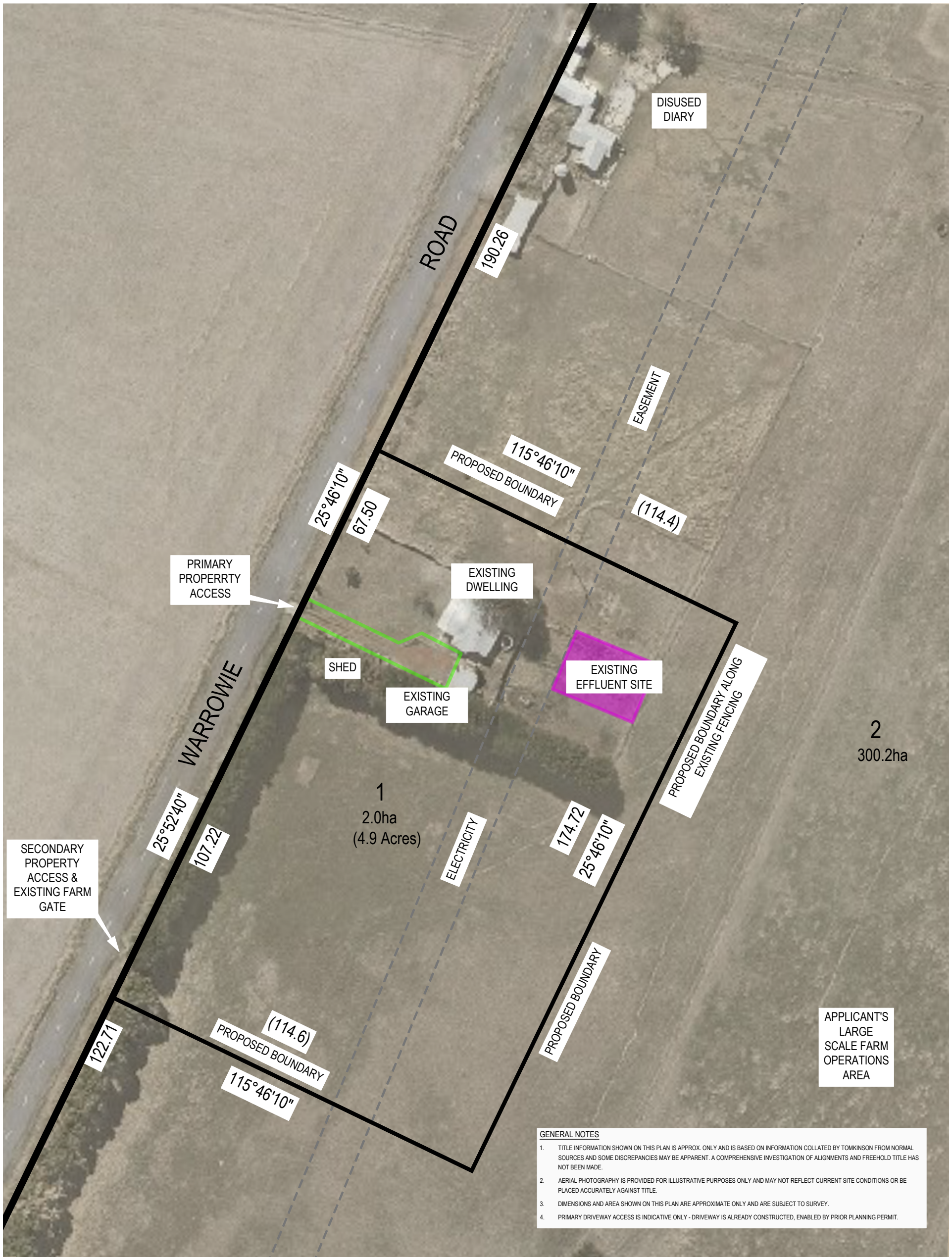
SURVEYOR



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480 Warrowie Road
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Concept Subdivision Plan
Colac Shire Council
CLIENT [redacted]

DWG STATUS: **PRELIMINARY**
PROJECT & DWG No: 502106 CP / 01
REV: B

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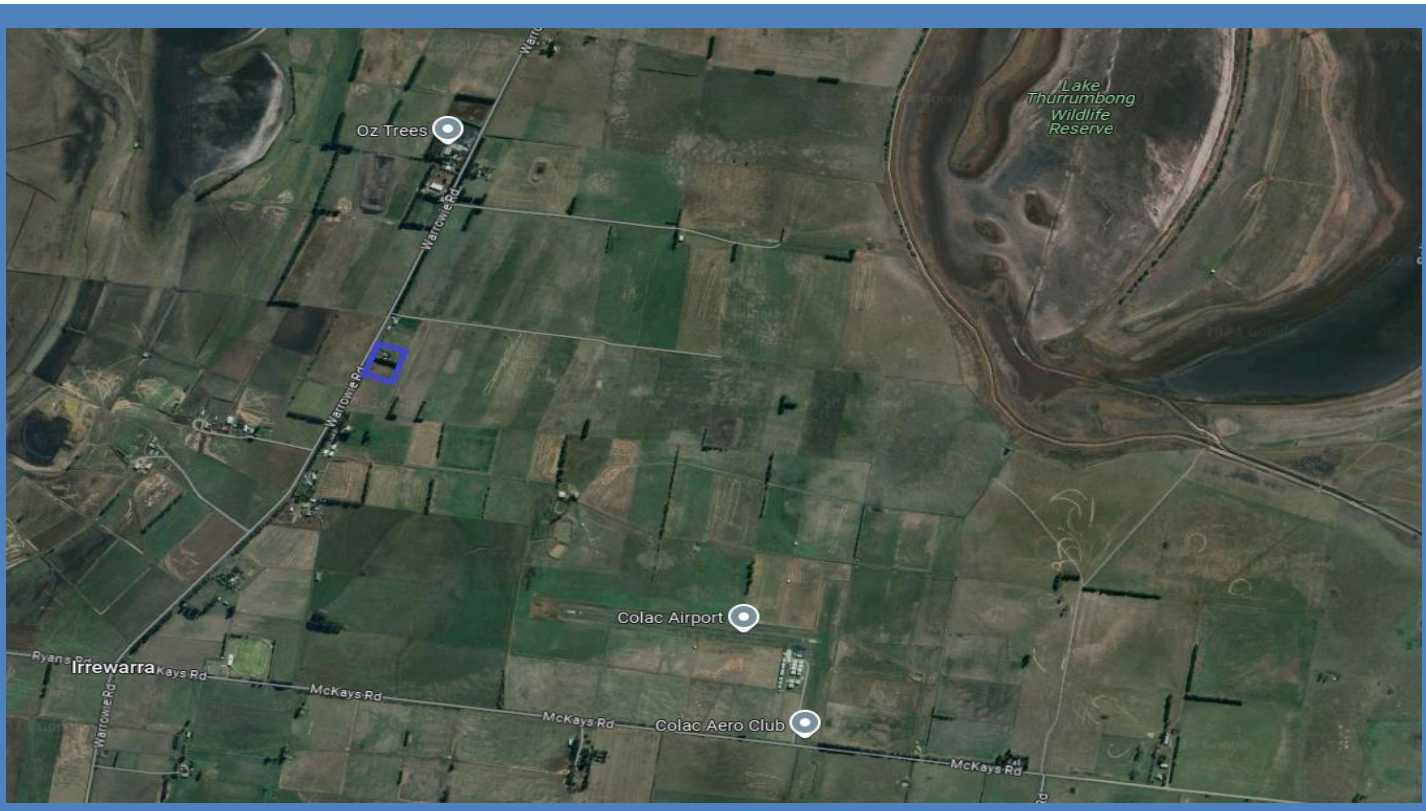
SUBMISSION TO COLAC OTWAY SHIRE



Planning Permit Application for Subdivision (Excision) of an existing dwelling in the Farming Zone

Crown Allotment 164 Parish of Turkeeth, Title Plan 307462M
480 Warrowie Road Irrewarra

Prepared for [redacted] | November 2024 | Ref: 502106

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DESCRIPTION

Address	480 Warrowie Road Irrewarra
Lot Description:	Crown Allotment 164 Parish of Turkeeth, Title Plan 307462M
Project Number	500560
Project Manager	Tracey Simmons
Reviewed by	David Nevin

Revision	A
Document Status	Final
Date	12/12/2024

Tomkinson

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1. INTRODUCTION

Tomkinson has been engaged [redacted] to prepare this planning permit application for subdivision (excision) of an existing dwelling in the Farming Zone at 480 Warrowie Road Irrewarra.

The proposal seeks to undertake a small excise of an existing dwelling and garden yard of only 2 hectares(4.9 acres) from a total of 302.1 hectares (746.50 acres) of his farm holdings, refer to Appendix 6, Proposed – Subdivision (Excision) V2, or to Figure 1, below:

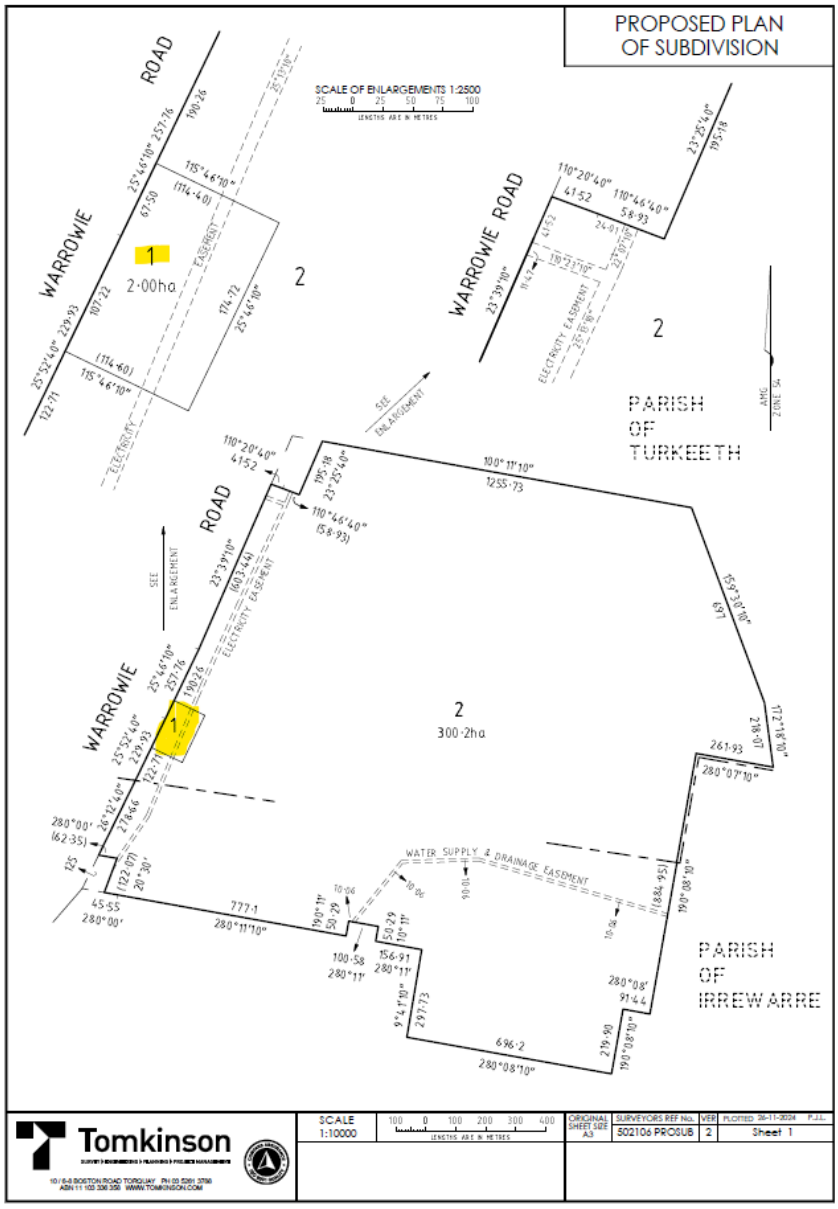


Figure 1, above: Proposed – Subdivision (Excision marked as yellow) V2 – Appendix 6

The excision is small and only equates to 0.6% of the overall 'adjoining' farm holdings under the same ownership (as per titles) of our above client.

Our client [redacted] has – no intention of selling the farm or developing another dwelling on the farm. The client resides in the 'primary' farm dwelling just north and on the adjoining farmland of 1050 Warrowie Road, Irrewarra. His farm also extends south from the subject dwelling site (480 Warrowie Road) to an adjoining farmland of 440 Warrowie Road, refer to Appendix 1, 2 and 3.

The farm landholdings have grown over the generations, to other nearby farm lots, that don't adjoin but are either further along Warrowie Road or nearby.

Overall, the client's farm operations in the area currently equate to approximately 687 hectares (1700 acres). The farm is very productive, with 400 Angus beef breeders combined with large-scale broadacre hay cropping, currently run on the farm.

Our client seeks to create a small excision lot encompassing the existing dwelling (2 hectares), from the farm. This will eliminate the cost of the maintenance of the dwelling and yard garden (not used as the primary residence) from the ongoing farming enterprises and reconvert the funds back into the farm – encouraging the growth and expansion of productive agriculture.

It is strongly evident, that the farmer seeks to continue to increase the farmland parcels, as opportunities to expand are presented.

While this subject dwelling remains in the same ownership, as an occupied rental, it continues to be a distraction to the overall management of the large-scale farm, as tenants tend not to look after a property as well as an owner.

In support of this proposal, there is also an additional benefit in creating an opportunity for a family (or other) to buy an already established home suitably located close to a number of towns, but with the opportunity to live within a rural environment, that is possibly more affordable or gives them the space they need.

We successfully demonstrate in this report how the planning scheme supports this existing dwelling excision proposal and provides strong justification for the Council in promoting the future sustainability and growth of this long-standing local farm and creating new opportunities to address housing shortages albeit one established dwelling property within a rural area, where fragmentation of excised lots along Warrowie Road has already happened.

Refer to Figure 2, subject dwelling to excise, next page:



Figure 2, above: Site photo of subject dwelling, former farmhouse.

Section 2: provides a summary of the permit triggers, land title and considerations of Cultural Heritage Sensitivity.

Section 3: provides details the site and surroundings.

Section 4: outlines the proposal.

Sections 5/6: provides a detailed assessment and discussion of the planning controls and provisions of the Colac Otway Shire Planning Scheme**.**

Section 7: presents the conclusion of the report.

The following documents must be read in conjunction with this report and are provided as part of the application:

- Appendix 1 - Copy of Title – Subject Site
- Appendix 2 - Copy of Title – South Adjoining
- Appendix 3 - Copy of Title – North Adjoining
- Appendix 4 - Site & Context Plan (RevB), by Tomkinson
- Appendix 5 – Concept – Subdivision Plan (RevB), by Tomkinson
- Appendix 6 – Proposed – Subdivision Plan (Excision), V2 by Tomkinson
- Appendix 7 - Photos of the site and surrounds, by Tomkinson

2. SUMMARY

A Planning permit is required subject to the following planning provisions of the Colac Otway Shire Planning Scheme:

Provision	Clause	Trigger
Farming Zone	35.07-3	A permit is required to subdivide land. Note: A permit may be granted to create smaller lots (less than 80 hectares) if the following, as per our proposal, applies: • The subdivision is to create a lot for an existing dwelling. The subdivision must be a two-lot subdivision.

2.1 Title

The subject site for this application is Crown Allotment 164 Parish of Turkeeth, Title Plan 307462M, more commonly known as 480 Warrowie Road, Irrewarra. Adjoining farmland to the south and north is also under the same ownership.

Refer to

- Appendix 1 - Copy of Title – Subject Site (**101.6 hectares**)
- Appendix 2 - Copy of Title – South Adjoining – Lot 2 on plan of Subdivision 217171D (**96.97 hectares**)
- Appendix 3 - Copy of Title – North Adjoining – Lot 2 on Plan of Subdivision 135170 (**103.6 hectares**

An electricity power easement, noted as E 1, is located along the front section of the land running north to south direction to the rear of the existing dwelling. The proposed subdivision excision will have no impact on this existing easement as it will remain with the proposed dwelling excision.

There are no restrictions applied to titles that would limit the approval of this proposal.

2.1.1 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 Act 2006. Therefore, a Cultural Heritage Management Plan is not required for this minor subdivision.

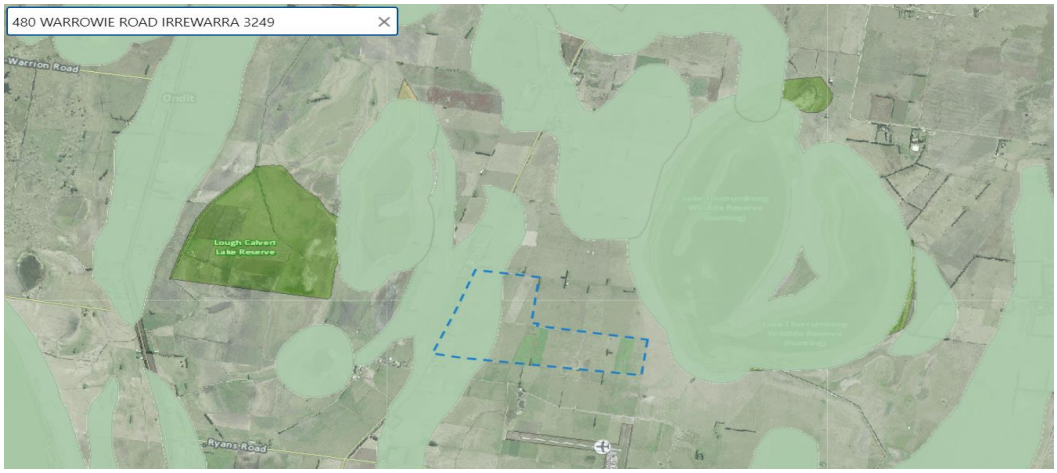


Figure 3, above: Aboriginal Cultural Heritage Mapping in green, subject site blue (VicPlan 2024)

3. SITE AND SURROUNDS

The subject land is formally identified as Crown Allotment 164 Parish of Turkeeth, Title Plan 307462M, and more commonly known as 480 Warrowie Road, Irrewarra.

The subject site is located approximately 3 km north-east from, Irrewarra; 10 km from Colac, 9 km from Beeac, and 28 km from Cressy.

Subject Farm and adjoining owned farm holdings

The total subject farm holdings that 'adjoin' one another, under the one ownership of our client, are sized at 302.17 hectares (746.50 acres), which includes the existing subject dwelling, refer to Appendix 1, 2 and 3, Copy of Titles, or Figure 4, Appendix 4 -Site and Context Plan (RevB), below:

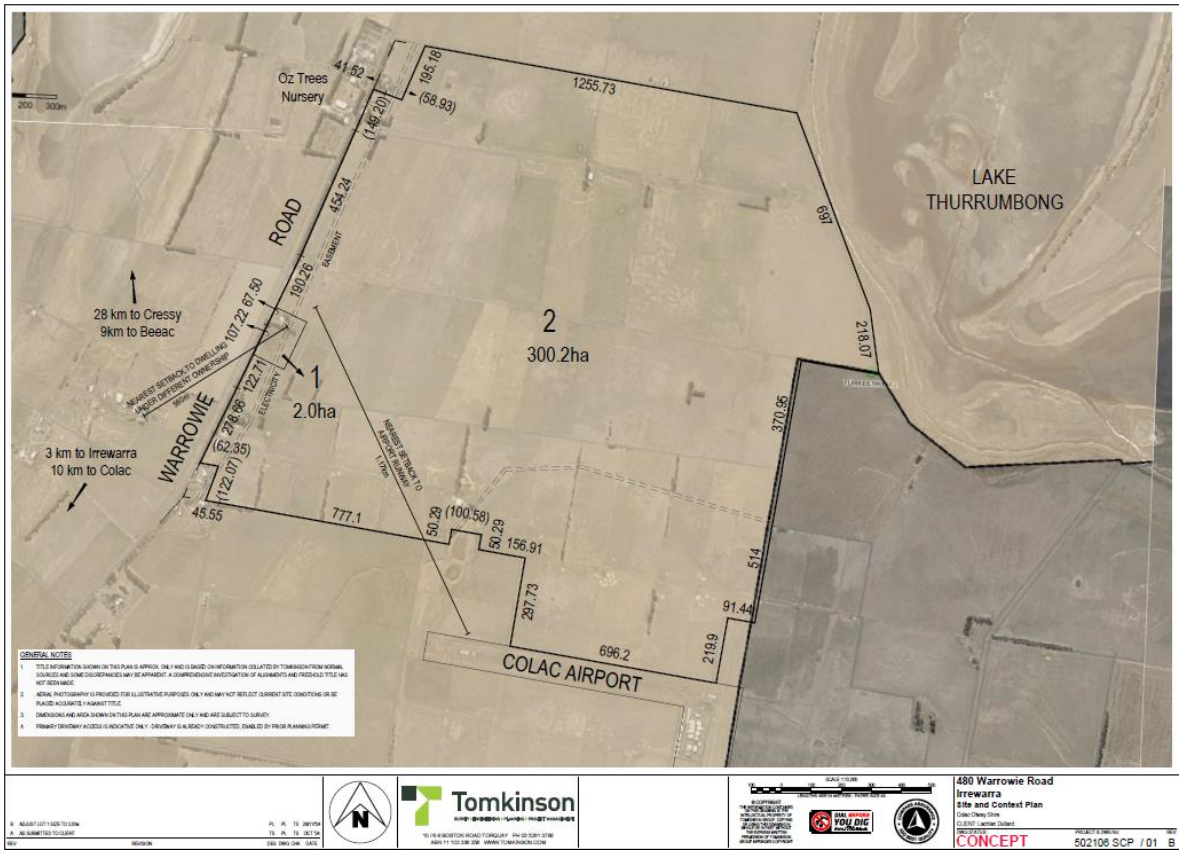


Figure 4, above: – Site and Context Plan (RevB), Appendix 4.

Important to note: We note the overall farming holdings and additional leasing of the farm is much greater but not all of the land is adjoining, as per above.

The farm is well supported by extensive related agricultural infrastructure, paddocks, dams, livestock rotation tracks, and feed storage. The proposed excision of a small dwelling block will have no adverse impact on the existing or potential operation of the large-scale farm, or surrounding agriculture or nearby small dwelling lots.

Subject Dwelling site

The subject dwelling site is irregular in shape and with several title boundaries.

The site provides a wide road frontage onto Warrowie Road of 947m (GIS CALCS).

An electricity easement runs behind (east of) the existing dwelling in a north-to-south formation, refer to Appendix 1, Copy of Title – Subject Site.

Important to note: the proposal will not impact upon this easement and will remain within the excised dwelling lot.

A water supply easement exists to the most southern-east sections of the adjoining farm holdings and also will not be impacted by the excision proposal.

Trees on the site are planted mixed non-protective, including rows of planted Cyprus.

The subject site contains a weatherboard-clad dwelling and a detached twin-door garage, refer to Figure 2 (p.4) & 5, below:



Figure 5, above: subject dwelling, taken from Warrowie Road frontage looking towards southeast.

The subject dwelling existing infrastructure and fencing appear physically and visually to be already separated from the larger farm operations, this layout and configuration has been like that for decades.

Onsite wastewater management, common in farming areas, is located at the rear of the dwelling and all services are connected. The dwelling has two property access from the road, one in front and one south of the Cypress trees.

The dwelling is fenced in colorbond to the north side boundary and timber paling on the south. Transparent steel fencing exists along the front boundary. Traditional post and wire farming fencing is located to the rear and any common boundaries to the larger farm.

Old disused dairy buildings are located, approximately 135m directly north of the subject dwelling, These buildings will remain in the larger-scale farm operations and are currently used for livestock feed storage.

Setbacks

The farm owner resides in the 'primary' dwelling up the road approximately 6kms, at 1050 Warrowie Road.

The proposed setback to an existing dwelling under 'different ownership' to the excision is more than adequately distanced with the nearest being approximately 560m to the south-east on the opposite side of Warrowie Road.

Oz Trees Nursery is located further, but to the north at approximately 866m.

The nearest identified waterway from the subject dwelling is approximately 908 metres to the south-east.

Colac Airport (nearest airstrip) is located approximately 1017 m (1.17 km) to the southeast. Any subdivision within Airport Environs Overlay – Schedule 2 (AEO2) is permit triggered under Clause 45.02, for assessment, however, generally favoured, if the dwelling exists. Nevertheless, the proposed excision subdivision, is outside the overlay, and therefore no AEO2 planning assessment is triggered, as shown in Figure 6, the planning map below:



Figure 6, above: Overlay AEO2 (in purple) planning map (Vicplan Nov 2024)

Surrounding existing small Farming Zone dwelling lots

Several small allotments along Warrowie Road have been previously separated from larger farming holdings or existed before the Planning and Environment Act of 1987 and the planning scheme.

There is a long history of small FZ (Farming Zone) lots being created in the area, which has resulted in fragmentation, with scattered small dwelling lots along Warrowie Road. Similar to the proposed dwelling, these established lots are also situated within the Farming Zone, close to the road frontage, featuring short driveways, supporting rural infrastructure, and connected services.

Like our proposal, these small dwelling lots do not negatively impact existing or potential agricultural activities, as both have coexisted for many years.

Refer to next page to Figure 7 - Map of nearby existing small Farming Zone lots

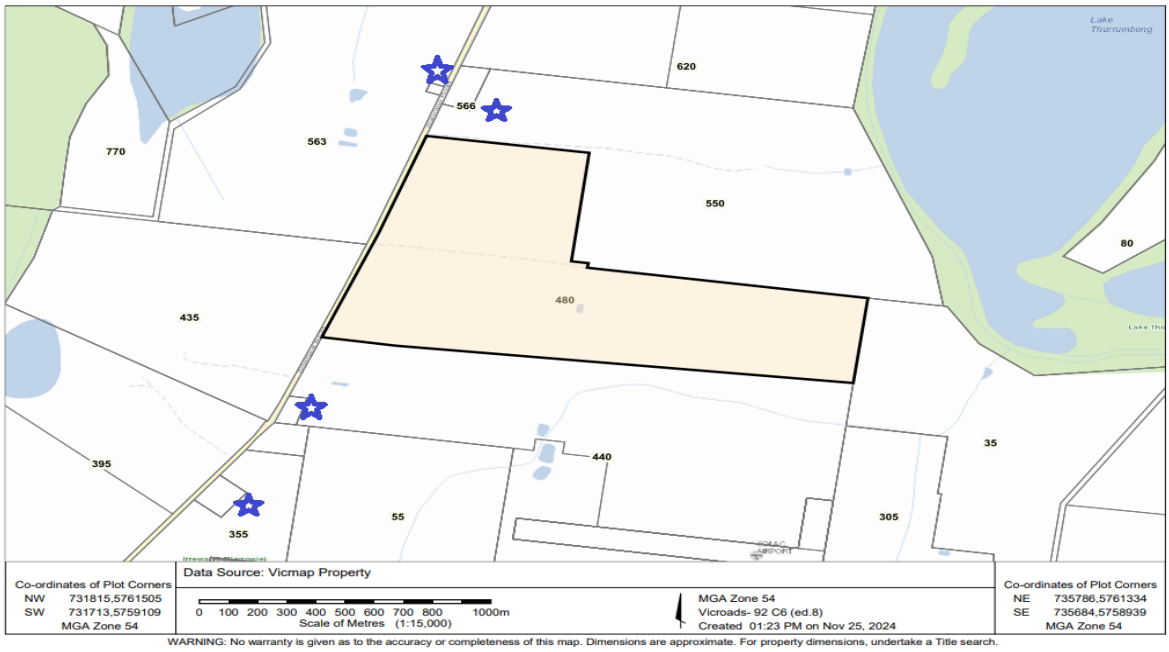


Figure 7, above: map of nearby existing small Farming Zone lots, marked blue.

Risks if old farm dwellings are not excised from large farms

It is not uncommon to find unused or dilapidated farmhouses in rural areas, particularly within the Shire. While these structures may serve as points of interest for artists and photographers, they also represent a waste of resources; not only the sacrifices made in terms of labour and building materials, a once loved home but also a loss of housing stock, especially during our housing shortage crisis.

The photo in Figure 8 below shows a neighbouring abandoned farmhouse that has become part of the farm (recent leasehold). Unfortunately, this former farmhouse was not excised, and has been left unoccupied for many years, no longer liveable, expensive to demolish, and can create additional pests and weeds issues not only to the site but surrounding farming areas.



Figure 8, above: Neighbouring (on Warrowie Road) dilapidated farmhouses on a large farm lot.

4. THE PROPOSAL

This application seeks approval for, a small excise subdivision of an existing dwelling and garden yard of 'only' 2 hectares (4.9 acres) from a total of 302.1 hectares (746.50 acres) of farm holdings.

Refer to, Proposed – Subdivision (Excision) V2 – Appendix 6

This subject former farm dwelling is not the primary residence of the farm owner and was pre-existing before the Planning and Environment Act 1987, and in turn the Planning Scheme.

The existing rights to use the dwelling have been well established due to at least 45 years of continuous occupancy and in more recent times ongoing rental leasing.

However, this additional rented dwelling does not contribute positively to the overall operations of the farm; instead, it has become a financial burden and a distraction away from managing the large-scale farm activities.

Our farmer client and his family have acquired several neighbouring farms in the area over the years. While some of these properties include old farmhouses, the client has stated, "*I'm a farmer, I don't wish to own multiple old residential houses or have to continue to be a rental manager, as tenants typically don't care for a property as well as an owner-occupier would".*

The client seeks to create a small excision to eliminate the costs associated with maintaining the subject dwelling and gardens, allowing him to sell the small lot and reinvest those funds back into the large-scale farming operations to promote the growth and expansion of productive agriculture.

In proactively supporting, there is an opportunity for someone else, who needs a home of their own, maybe a family to move into the area, a rural worker and/or key worker or just someone who wishes to make sure it is not a risk of becoming another abandoned house within this local farming area if the excision is not supported.

For a level of certainty in protecting the rural context of the site and area, the planning controls of the Farming Zone will remain, after the excision, restricting the subject dwelling site from being further subdivided in creating a new vacant lot or becoming a multi-dwelling site.

In supporting this proposal, the opportunities are:

- Redirect funds back into the productive larger farm holdings. This creates an opportunity for someone or family (or other) to buy an already established home that is suitably located close to a number of towns and connected to all services.
- The proposal requires no buildings and works, as they exist, other than some 'new boundary' fencing to sections as shown in Appendix 5 - Concept – Subdivision Plan RevB, or Figure 9, on the next page.
- No native vegetation removal, destruction or lopping is required. Waterways and dams will remain at no risk.
- The existing electricity easement will remain on the new excised, Title Plan of Lot 1.
- For another farmer/business or investment prospect to create accommodation for rural and/or 'key worker/s'.
- Preserves the existing dwelling and supporting infrastructure and eliminates the risk of abandonment and dilapidation.

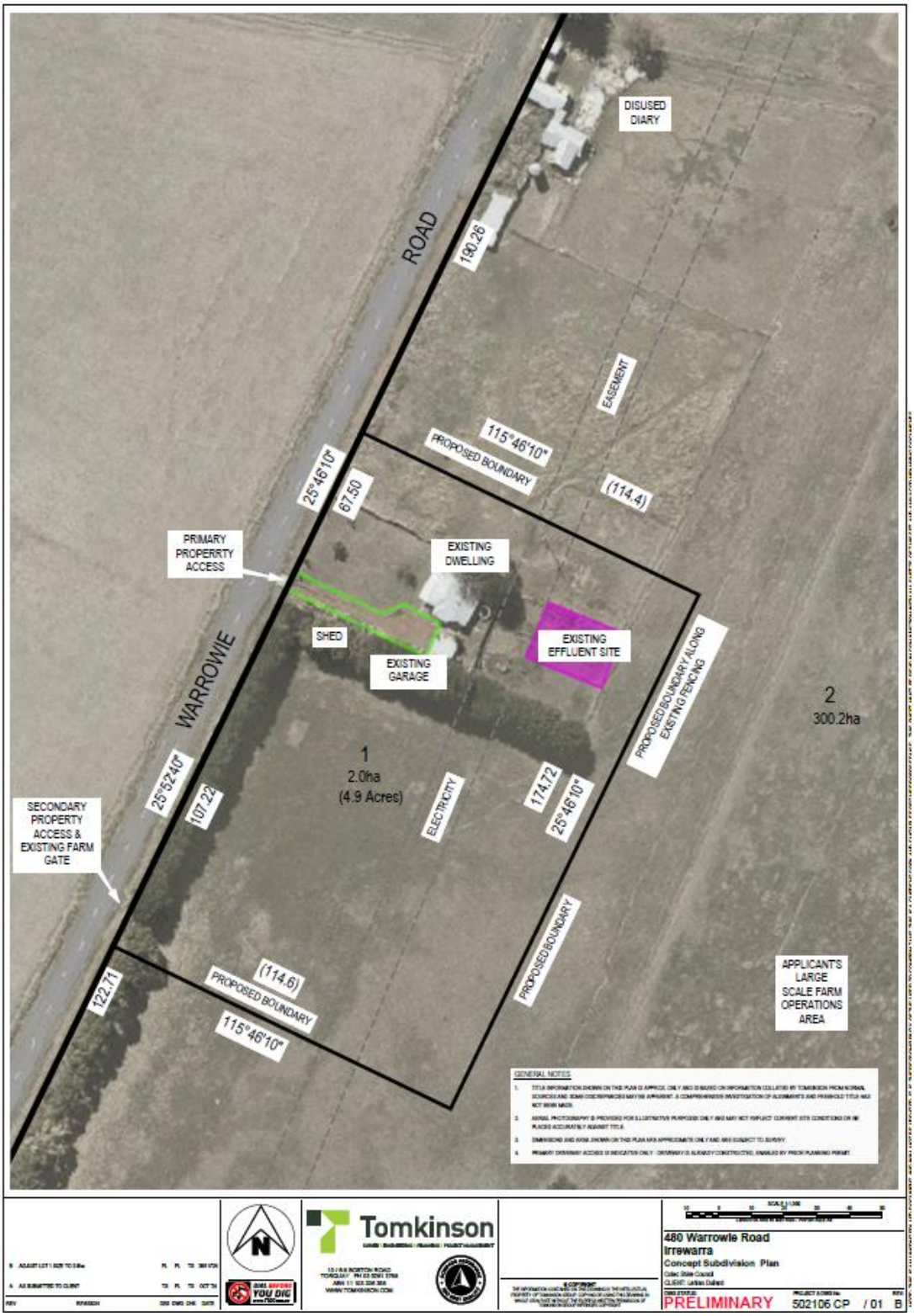


Figure 9, above: Concept – Subdivision Plan RevB, - Appendix 5

PLANNING CONTROLS

4.1 Strategic Directions

The following relevant Municipal Planning Strategies under 02.03 Strategic Directions and the Strategic Framework Plan in Section 5.2 (next page) have been considered in the preparation of this application to excise a small lot from an existing large-scale farm, with responses provided below:

DIRECTION	RESPONSE
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: • Supporting tourism and rural lifestyle opportunities. • Protecting the local character of each town, particularly those located within the Otway Ranges. • 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	**Positively responds** The proposal acknowledges and is aligned with Council's rural township strategic directions and the surrounding areas within proximity, such as the subject site.
02.03-2 – Environmental and landscape values	**Positively responds** The proposal is outside the identified areas noted to provide environmental and landscape values of significance.
02.03-3 – Environmental risks and amenity	**Positively responds** The proposal will not be affected by or cause environmental and amenity risks. No development (building and works) is proposed.
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 is: • The north-eastern area is identified as having '***medium***' agricultural capability with primary land use for the production of beef. • 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.	**Positively responds** The location of the proposal is ***not*** within areas designated as 'Farmland of Strategic Significance' as recognised in the scheme to be located in north-west areas of the shire. The subject site is located in the north-east area and is in line with the primary agricultural land use in that it produces a high volume of beef cattle. 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. The excision proposal will have no impact on the ongoing operations of the farm or surroundings. However, the sale of the excised dwelling will support investment back into the farm and future opportunities to expand the farm.

4.2 Strategic Framework Plan

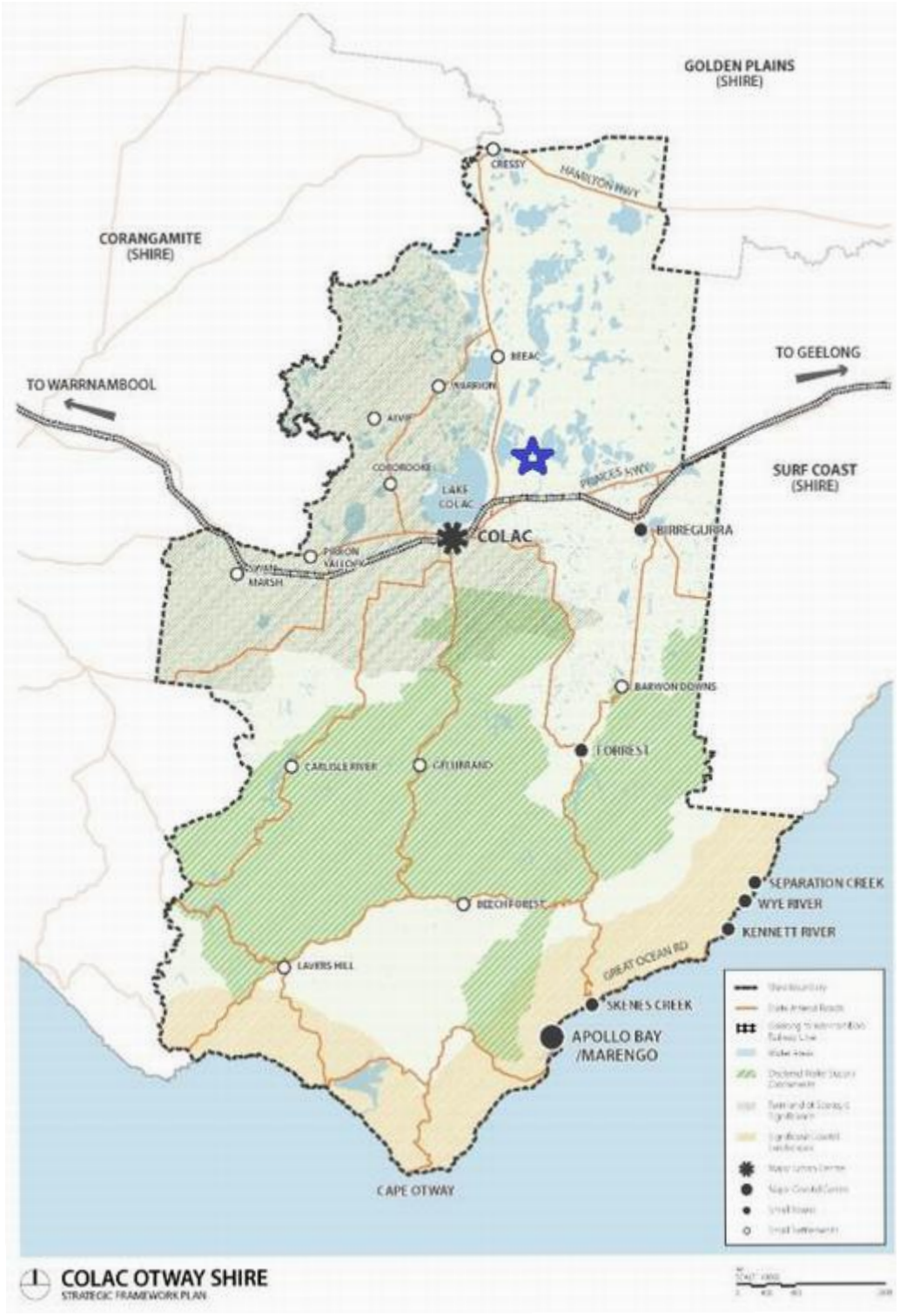


Figure 10 – Strategic Framework Plan (subject site marked blue star)

4.3 Planning Policy Framework

The following Planning Policy Framework (PPF) clauses are considered relevant to this proposal:

CLAUSE	RESPONSE
Clause 11 – Settlement 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. Planning is to recognise the need for, and as far as practicable contribute towards, listed as relevant to this application proposal: • 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. Planning is to prevent environmental, human health and amenity problems created by siting incompatible land uses close together. 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.	**Supported by the objective and strategies** The proposal provides an opportunity to utilise an existing house with all services connected to remain suitably available. Otherwise, there is a risk that the house could become another unused and dilapidated house within the rural landscape of the shire. This application is not seeking any housing development but, a small excision from an active farm under the same land ownership. The proposal is supported by the need for, the most urgent housing stock, in this case, an existing dwelling that contributes to and respects the matters listed in the clause and is shown to be compatible with adjoining farms and the nearby regional airport.
Clause 12 – Environmental and Landscape Values 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. Planning must implement environmental principles for ecologically sustainable development that have been established by international and national agreements.	**Supported by the objective and strategies** 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. The proposal will not impact biodiversity or require any native vegetation removal, destruction or lopping.

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.	
Planning should protect, restore and enhance sites and features of nature conservation, biodiversity, geological or landscape value. In particular, as relevant State and Local policies relating to: Listed as most relevant: • Biodiversity • Protection of biodiversity • Native Vegetation management • Waterbodies and wetland lands	The nearest identified waterway from the subject dwelling (and excision) is approximately 908 metres to the southeast and will remain unaffected or at risk. On the same principles as above the subject dwelling (and excision) is approximately 3830m (3.8 km) from Lake Colac.
Clause 12.03-1L - River corridors, waterways, lakes and wetlands Strategies • Protect Lake Colac from environmental degradation by limiting adjacent development. • Encourage the use of constructed wetlands as a means of storing floodwater, improving water quality and adding to natural habitats.	The physical nature of the property will generally not change from the already established house lot, which sits comfortably within the rural context of the area and its vistas. The proposed excision is also consistent with the character of similar smaller FZ blocks along Warrowie Road.
Clause 12.05-2L - Landscapes Strategies Listed as most relevant: • Retain open and rural views, particularly from main road corridors and tourist routes	The subject road is neither a main road corridor nor a tourist route.
Clause 13 – Environmental Risks	**Positively responds at no risk.** No environmental overlays have been applied to the subject site. Planning considerations relating to policy, such as climate change impacts, bushfires, and floods, are not relevant to this proposal since it does not propose any development as all infrastructure exists.
Clause 14 – Natural Resource Management Planning is to assist in the conservation and wise use of natural resources including energy, water, land,	**Positively responds at no risk** Positively responds at no risk in reducing agriculture.

stone and minerals to support both environmental quality and sustainable development.

Planning should ensure agricultural land is managed sustainably while acknowledging the economic importance of agricultural production.

Agriculture

Listed as most relevant:

Clause 14.01-1S -Protection of agricultural land

In considering a proposal to use, 'subdivide' or develop agricultural land, consider the:

- 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.

Avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land.

Give priority to the re-structure of inappropriate subdivisions where they exist on productive agricultural land.

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.

Clause 14.01-1L -Protection of agricultural land

Strategies (Local), listed as relevant:

- 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.

The proposal will continue to successfully respond to the state agricultural protection policy objective.

The proposal is a minor excision subdivision of 2 hectares (4.9 acres) from a 101.6 hectares farm lot that supports adjoining farming holdings equating to 302.17 hectares (746.50 acres),

The excision is so minor it will only equate to 0.6% of the overall adjoining farm holdings.

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.

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.

The existing onsite septic and effluent lines and electricity easement makes it restrictive to convert to vacant agricultural farming only.

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 standing, cohesive and necessary balance between the two land uses.

Positively responds at no risk in reducing agriculture

The proposed small excision provides no existing or potential agricultural value other than ensuring the large-scale active farm remains just that - and is no longer burdened by the upkeep, of what is now a rented dwelling, domestic garage and domestic garden.

The farmer is not seeking to permanently reduce the overall landholdings of the farm but to reinvest the sale of the property in the ongoing expansion of the farm.

The farmer is **not** seeking to create a lot for future dwelling use, that is existing with established use rights.

The farmer is **not** seeking to create a lot for further subdivision or to develop multi-residential or mixed-use, which are restricted with current planning controls in any case.

The proposed excision dwelling area is already physically separated from the farm with

- Avoid localised concentration of dwellings in agricultural areas.

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.**

- 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.

Policy guidelines

Considered as relevant:

- **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.

Clause 14.01-2S- Sustainable agricultural land use

Objective

To encourage sustainable agricultural land use.

Strategies listed as relevant:

- 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

domestic fencing and own property accesses, separate from the farm which has numerous property access points.

The existing residential dwelling use and development has been established for many years (45+ years) and has shown not to cause any impact or adverse risk to the onsite or surrounding rural (or farm) activities.

The proposed excision has legal points of access on a sealed council-managed road.

Meets to comply and is supported by policy guidelines.

The proposal seeks to undertake a small excise of an existing dwelling and associated infrastructure and a domestic garden yard to a maximum of 2 hectares, complying with the preferred excision size.

Refer to Concept – Subdivision Plan RevB, - Appendix 5

The excision layout provides sufficient setbacks to the large-scale farm and activities, including surrounding properties.

We are happy to discuss options that would restrict further subdivision of the proposed excision lot, which the existing planning controls restrict in any case..

All other large-scale farmland will continue to comply with and exceed minimum lot size requirements (80 hectares).

The Farming Zone planning controls and schedule will remain.

Meets to comply and supported

Following on from previous related responses supported by policy, this section can be summarised with:

In supporting this small excision proposal, it will support the longevity, expansion and sustainable agricultural land use of the large-scale farm without impacting on existing or potential agriculture onsite or surroundings.

The farmer and his family are third-generation farmers, who have no intention of selling the large-scale farm. They would prefer to expand / improve the farm without the burden of maintaining an

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.

additional dwelling that provides no benefit to the farm, however it does provide an opportunity for someone else to live in the rural area such as a key worker.

4.4 Zone

4.4.1 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 relevant, 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 use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Note: Clause 56 – is only applicable to residential subdivisions and does not apply to subdivisions in a Farming Zone.

Note: 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.



Figure 11, above: Zone Map (Vicplan 20 Nov 2024), subject site zoned Farming, marked red.

4.4.2 Clause 35.07-3 – Subdivision

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

The schedule to the zone outlines that farming land, like the subject farm, north of Princes Highway and land east of Ballarat Road has a minimum 80-hectare lot size for a subdivision to qualify for an *'as-of-right'* (no permit required) to a subdivision of equal land size shares.

Important to note: It does not mean, in subdividing to create a lot less is prohibited, rather the intent of the policy is consideration of smaller lot sizes is discretionary and like this proposal requires planning assessment and approval under a planning application.

The Farming Zone, provisions give 'strong policy support' to our excision proposal, which is seeking to excise an existing dwelling, and in doing so will be no more than a two-lot subdivision, within Clause 35.07-3, listed to show support, as per quote:

"***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.***

As such, our small lot dwelling excision that will only create a two-lot subdivision complies with the above standards and **provides a strong policy reason to grant a planning permit.**

The positive responses to the following decision guidelines relative to subdivision, in addition to decision guidelines of Clause 65, are to be considered and further positively show justification for approval, as per Table below: :

Standard	Response
Listed as relevant, to consider: **General** *The Municipal Planning Strategy and the Planning Policy Framework*	**Positively responds and shows to be policy-supported** In detailed discussion throughout this report and in particular to sections 5.1 & 5.3.
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	**Positively responds and shows to be policy-supported** All services are connected, including existing onsite wastewater of septic and effluent, as shown on the plans. Refer to Appendix 5 – Concept – Subdivision Plan (RevB).
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	**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.
How the use and development makes use of existing infrastructure and services	**Positively responds and shows to be policy-supported** As per the above response.
Agriculture issues and the impacts from non-agricultural 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.* *The capacity of the site to sustain the agricultural use.* *The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.*	**Positively responds and shows to be policy-supported.** In supporting small excision there is no risk in reducing agriculture onsite or surrounding**.** The area to be excised is not suitable for agriculture due to established dwelling use and development. The farmer seeks to expand the farm landholdings and agricultural productively not reduce them. He and his family seek to remain farming on their inter-generational owned farm. The excision will reduce the physical time and financial burden caused by this additional dwelling from the large-scale farm operations and provide much-needed rural housing stock where all the infrastructure-connected services exist, for someone else to own. The excision is so minor it will only equate to 0.6% of the overall farm holdings under the same ownership that adjoins one another. The excision dwelling area is not suitable for agriculture, due to existing dwelling infrastructure, including septic and the soil is not graded as high value, for any other types of in-ground agriculture such as horticulture.

Standard	Response
Whether the dwelling (excision) will result in the loss or fragmentation of productive agricultural land.	**Positively responds and shows not to be at risk.** There are several small allotments along Warrowie Road in proximity to the subject dwelling, that have previously been excised from larger farm holdings or pre-existing before the planning scheme. Refer to Section 3 of this report for related discussion and Figure 7 -Map of nearby existing small Farming Zone lots.
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.	**Positively responds and shows not to be at risk.** The dwelling has existed on the FZ site for many years, it is evident that active agricultural farms are within the area. The Farming Zone supports agriculture as a primary land use, and it is implied any dwelling land use is secondary or understands the rural/farming context in which they own/ occupy within. The planning controls of the Farming Zone will remain, restricting the site from being further subdivided by not allowing the creation of a new lot that is vacant or becoming a multi-dwelling site. If the Council continues to have concerns, these can be addressed within the Section 173 agreement to be placed on Title for any new owner to be aware of the amenity considerations of living within proximity to established agricultural activities. Although, in this case, it is worth noting the farm is used for low-density livestock and seasonal broad acre hay harvesting neighbouring adverse amenities risks are very low.
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	**Positively responds and shows not to be at risk.** In detailed discussion throughout this report and in particular to sections 5.1 & 5.3.
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.	**Positively responds and shows not to be at risk.** The dwelling exists and has been at the location for at least 45 years. Nothing changes except the details on the title plan. There will be no impacts on onsite or surrounding agriculture Any further changes to the excised dwelling lot land would likely trigger a planning assessment and approval. Refer to Section 3 of this report for related discussion and Figure 7, Map of nearby existing small Farming Zone lots.

Standard	Response
Environmental issues *The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.* *The impact of the use or development on the flora and fauna on the site and its surrounds.* *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 including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.* *The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.*	**Positively responds and shows not to be at risk**. In detailed discussion throughout this report and in particular to sections 5.1 & 5.3. There are no planning controls relating to the environmental or landscape values applied to the subject site dwelling or larger subject farming land. The proposal will not impact on biodiversity or require any native vegetation removal, destruction or lopping. The existing septic and effluent will remain in the same location and within the new excision lot. It will remain not to cause risk to any waterways, the nearest approximately 908 metres to the south-east. The above septic and effluent will remain clear of any native vegetation. Trees on the site are planted mixed non-protective native, including planted matured Cyprus.
Design and siting issues 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. 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. The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	**Positively responds and shows not to be at risk.** The existing dwelling is suitably located close to the road frontage and will be within a small, contained lot size. The proposed dwelling excision is only 2 hectares (4.9 acres) from a total of 302.1 hectares (746.50 acres) of the same 'adjoining' farm holdings – under the same ownership. The existing character of the dwelling is cohesive to the surrounding rural/farm context and will remain as such.

Standard	Response
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities. Whether the use and development will require traffic management measures.	All infrastructure is existing, and services are connected and will remain as such in supporting this proposal. The existing dwelling does not require traffic management measures. It has two established property accesses as shown on the set of plans that abut onto Warrowie Road which is hard sealed.

Section 6 - Conclusion of the report on the next page.

5. CONCLUSION

The application seeks approval for a small excise subdivision of an existing dwelling, with a supporting domestic garage and garden yard of only 2 hectares (4.9 acres) from a total of 302.1 hectares (746.50 acres) of 'adjoining' farm holdings – under the same farmer ownership.

Overall, the proposed small excision will only remove a minor 0.6% of the land from the current adjoining farm holdings, under the same ownership.

The subject dwelling and small lot have **no** practical agriculture productive use, due to the small scale and existing infrastructure. The excision will allow a change of ownership and allow the farmer to reinvest in the farm's ongoing agricultural expansion as a key cattle producer within the Colac Otway Shire and Victoria.

Council now has the opportunity to save, what is essentially, a suitably located and habitable dwelling and contribute to the supply of essential housing in the area, which could house a family, a rural and/or a key worker. The opportunities for the Shire, community, and other local farmers, are listed and discussed in this report in the introduction and Section 4 – The Proposal.

The proposed excision aligns with other small Farming Zone lots along Warrowie Road, as shown in this report.

The excise proposal is supported by State, and local Strategic Directions and discussed in detail within Sections 5.1, 5.2 and 5.3 of this report.

In particular, to the Colac Otway local planning policy as shown in this report (pages 17 & 18) of Clause 14.01-1L - Protection of agricultural land, where our proposal is further strongly policy supported in meeting own guidelines to excise only 2 hectares, and as a two-lot subdivision.

The excise proposal is again strongly supported, by the Farming Zone, which allows a planning permit to be granted for a subdivision, on the basis that the created lot is for an existing dwelling and must be [only] a two-lot subdivision, with which our proposal complies.

The landowner is a third-generation farmer, he has no interest in cumulating or developing multiple dwellings.

Our client wants to remain focused on managing and expanding agricultural productive parts of his farm which is widespread and growing, quintessentially supporting, and protecting agriculture, while returning a perfectly suitable and service-connected dwelling into the housing market in an era of a nationwide housing shortage crisis, moreover, within a regional and rural area,

Council has the opportunity to be pragmatic and conserve an existing house for a family and/or key worker where there is no risk to the agricultural, cultural heritage or the environment.

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

APPENDIX 1 – COPY OF TITLE – SUBJECT SITE

APPENDIX 2 – COPY OF TITLE – South adjoining (under same ownership)

APPENDIX 3 – COPY OF TITLE – North adjoining (under same ownership)

APPENDIX 4 – SITE & CONTEXT PLAN Rev B

APPENDIX 5 – CONCEPT – SUBDIVISION PLAN Rev B

APPENDIX 6 – PROPOSED – SUBDIVISION PLAN (Excision) V2

APPENDIX 7 – PHOTOS OF SITE & SURROUNDS

Appendix 7 – Photos - Site and Surrounds



Photo 1, above: subject dwelling site – taken from the start of the driveway looking toward the east.



Photo 2, above: subject dwelling site, looking towards the east, showing northern side of the



Photo 3, above: subject dwelling site, looking towards south-west.



Photo 3, above: subject dwelling to the south looking down Warrowie Road.



Photo 4, above: subject site to the west looking on the opposite side of Warrowie Road (from the driveway)



Photo 5, above: nearby former farmhouse (under different ownership) no longer occupied nor maintained, Example is when excisions are not undertaken or supported.



Photo 6, above: another example in the local farming area, (under different ownership) no longer occupied nor maintained, Example is when excisions are not undertaken or supported.



Photo 7, above: Colac Airport taken from the road frontage looking to the north.

VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

PLANNING AND ENVIRONMENT LIST

VCAT REFERENCE NO. P401/2020
PERMIT APPLICATION NO. PP142/2019

CATCHWORDS

Section 82 of the *Planning and Environment Act* 1987; Two lot subdivision to excise a dwelling; Colac-Otway Planning Scheme; Farming Zone.

APPLICANT	Irrewarra Estate Pty Ltd
RESPONSIBLE AUTHORITY	Colac-Otway Shire Council
RESPONDENTS	Luke C Buchanan and Michelle E Buchanan
SUBJECT LAND	260 Warrowie Road IRREWARRA VIC 3249
HEARING TYPE	Hearing
DATE OF HEARING	9 February 2021
DATE OF ORDER	16 April 2021
CITATION	Irrewarra Estate Ltd v Colac-Otway SC [2021] VCAT 358

ORDER

No permit granted

1 In application P401/2020, the decision of the responsible authority is set aside.

2 In planning permit application PP142/2019, no permit is granted.

Picha Djohan
Member

APPEARANCES

For applicant	David King, solicitor, Kings Lawyers
For responsible authority	Louise Lunn, town planner, Louise Lunn Planning
For respondents	Neil Haydon, solicitor, Neil Haydon & Associates Pty Ltd

INFORMATION

Description of proposal	Two lot subdivision to excise a dwelling
Nature of proceeding	Application under section 82 of the *Planning and Environment Act* 1987
Planning scheme	Colac-Otway Planning Scheme
Zone and overlays	Farming Zone Airport Environs Overlay Schedule 2 (AEO2)
Permit requirements	Clause 35.0-3
Relevant scheme policies and provisions	Clause 14.01.1L Clause 14.01.1S Clause 21.05-1
Land description	The land is located on the east side of Warrowie Road, Irrewarra approximately 2 km north of the Princes Highway. It has an area of 80.9 hectares and is currently used for grazing cattle. There is a dwelling and a number of outhouses/sheds on the land.

REASONS[1]

WHAT IS THIS PROCEEDING ABOUT?

1 The respondents are the owners of 260 Warrowie Road, Irrewarra (**the land**) which is included in the Farming Zone under the Colac-Otway Planning Scheme (**the planning scheme**). The land has a total area of 80.948 hectares and the respondents seek to subdivide the land into two lots. Proposed lot 1 has an area of 1.618 hectares and proposed lot 2 has an area of 79.33 hectares.

2 Council approved the proposal against the recommendation of its town planning officer. Council's proposed conditions include a condition requiring that the respondents enter into a s.173 agreement with Council to ensure that proposed Lot 2 cannot be improved by the construction of a dwelling house.

3 The applicant seeks a review of Council's decision, for the following general reasons –

a. there is a threshhold jurisdictional issue that must first be addressed to determine whether the proposed subdivision is permitted or prohibited under the planning scheme; and

b. 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.

4 The threshhold jurisdictional issue is said to arise from the requirements of clause 35.07-3 of the planning scheme which, amongst other things, requires a minimum lot area for land in the Farming Zone of 80 hectares unless one of three specified circumstances apply. The applicant asserted that none of the required circumstances apply and as a result, the proposed subdivision is prohibited under the planning scheme.

5 For the reasons that follow, I have determined that the respondent's application to subdivide the land –

a. is not prohibited; and

b. is refused.

BACKGROUND AND EVIDENCE

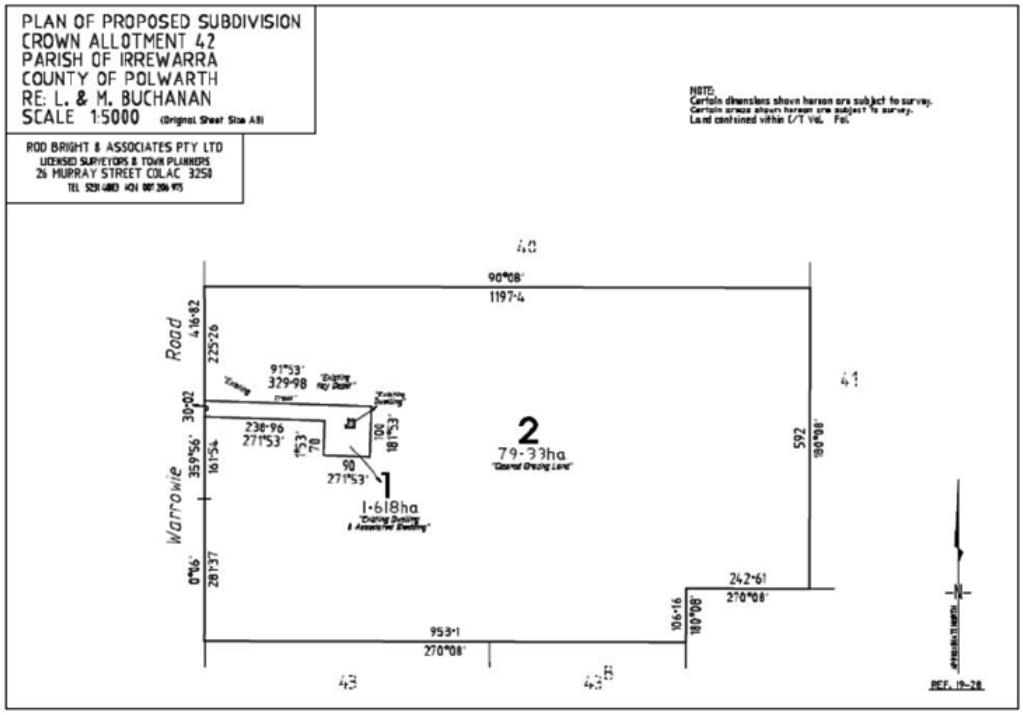
6 On 28 June 2019, Council received a planning application from the respondents to subdivide the land. The following extract from the planning

[1] The submissions and evidence of the parties, any supporting exhibits given at the hearing and the statements of grounds filed have all been considered in the determination of the proceeding. In accordance with the practice of the Tribunal, not all of this material will be cited or referred to in these reasons.

application documentation[2] encapsulates the ambitions of the respondents in respect to the land.

> The application seeks approval to excise the existing dwelling, garden and associated shedding on approximately 1.618 hectares, leaving approximately 79.33 hectares of cleared grazing land. The proposed Lot 1 will contain the existing dwelling, associated shedding, garden and cleared grazing land. The proposed Lot 2 is predominantly cleared grazing land. These boundaries are negotiable should council have a preferred layout. The design is based on best utilising the farm layout which is roughly consistent as when it was farmed by the Calverts in the 1800s. It is proposed to keep the existing farm access to the farm, instead providing amply (sic) space to develop a prestigious new access to this grand old dwelling and also sufficient space around the dwelling to enable landscaping to reflects its era and our 'squattocracies' heritage.

7 A copy of the proposed subdivision plan is set out below.



Source: Notice of Decision dated 13 February 2020.

8 In the supporting letter accompanying the planning application[3], it is stated that–

a. the land was purchased from the estate of Mr F J Higgins in 2018 and prior to that Mr Higgins had lived there all his life;

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2 Letter from Rod Bright & Associates Pty Ltd to Council dated 27 June 2019.
3 Ibid.

b. the respondents had employed building contractors to "*at least make this old building water tight and safe from the elements. It not being their primary residence or forming part of their core business though, we advise these works are for maintenance only, and it is unlikely that the funds will be sufficient to restore the dwelling to its former glory.*"

9 The intentions of the respondents in respect to the restoration of the existing dwelling have changed since the lodging of the planning application with Council. Confirmation that the respondents intentions have changed since lodging the planning application in June 2019 is found in the written submissions for the respondents that states that "*the respondent has undertaken a program of both internal and external repairs and restoration works to bring the dwelling back to its former status.*"[4]

10 The supporting letter accompanying the planning application to Council also includes a series of photographs of the external parts of the house and some internal parts of the house including a photograph of part of what appears to be the kitchen of the house with a old style stove visible.



[4] Paragraph 9 of the written submissions on behalf of the respondents dated 2 February 2021. See also [4].



11 In correspondence to Council in August 2019, it was asserted on behalf of the respondents,[5] that–

a. the respondents purchased the land in July 2018;

b. the dwelling was superfluous to the respondents' needs and since purchase by the respondents the dwelling "*has been empty enabling the respondents to employ builders for restoration"*;

c. the father of one of the respondents "*occassionally stayed in the dwelling, especially during spring harvest, while helping his son run the agricultural business*";

d. there is an existing working septic system for the dwelling;

e. power is connected to the dwelling and an invoice for electricity used for the period 29 January 2019 to 24 April 2019 is attached;

f. fixed telecommunications to the land is not available but that is a matter of choice given the availability of mobile services.

12 The electricity invoice provided shows a daily average kilowatt usage for that period (0.46 kW) that is significantly less than the daily average comparison rate for a one person household (8 kW) in the general area of the land. The daily consumption rate for the dwelling given for that period is '0'. I interpret this to mean that whilst there appears to be some draw on the electricity supply on a daily basis, it is so low that as a comparison rate it is assigned a value of '0'. The invoice amount given for the previous billing period is similarly low in respect to actual usage charges (when the amount is adjusted for the supply fee).

[5] Letter from Rod Bright & Associates Pty Ltd to Council dated 2 August 2019.

13 In September 2019, Council health protection officers undertook a site inspection of the existing house. It was concluded by those officers that the existing septic system on the land was a 'legacy system' and was not functioning as the house plumbing was not connected to the septic tank (in addition to cracked and broken pipes). Council officers noted that the dwelling was undergoing renovation at the time of the September 2019 inspection. Furthermore, photographs of the external house connection to the septic system taken in July 2019 and September 2019 confirm that the house was not connected to the septic system at those times. [6]

14 In correspondence to Council in October 2019,[7] it is asserted on behalf of the respondents (amongst other things) that–

a. Mr Higgins resided in the dwelling until the time of his death in July 2018;[8]

b. there is a lease agreement which has existed since November 2018 for the use of the dwelling as a residence. (A copy of which was not included with that letter.)

15 At the hearing, the respondents relied on two residential tenancy agreements under the *Residential Tenancies Act* 1997, copies of which were included as annexures to the written submissions of the respondents.[9] These agreements were not provided to Council (or the applicant) prior to the delivery of written submissions in this proceeding. Both agreements are between the respondents (as landlord) and Charles Peter Buchanan.

16 The first tenancy agreement (dated 22 November 2018) was for the fixed period of 1 December 2018 to 30 November 2019. The rental was recorded as $150.00 per week or work in kind.

17 The second tenancy agreement (dated 30 November 2019) was for the fixed period of 1 December 2019 to 30 November 2021 at the same rental as in the previous term.

18 The respondents also relied on the statutory declaration of Charles Peter Buchanan executed on 4 February 2021. As declared in that declaration, Charles Buchanan is the father of Luke Buchanan, one of the respondents.

19 Charles Buchanan also declared that–

a. he undertakes farm and agricultural work for the respondents on an intermittent basis throughout the year;[10]

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6 Page 14, Planning Agenda Item 8.1 - Meeting for 12 February 2020.
7 Letter from Rod Bright & Associates Pty Ltd to Council dated 10 October 2019.
8 This assertion is not consistent with previous claims on behalf of the respondents that Mr Higgins resided in the dwelling until his death in January 2018.
9 Attachments B and C respectively to the written submissions on behalf of the respondents dated 2 February 2021.
10 At [2].

b. he entered into a residential tenancy agreement with the respondents to use and occupy the dwelling on 22 November 2018 for the period 1 December 2018 to 30 November 2019;[11]

c. he entered into a residential tenancy agreement with the respondents to use and occupy the dwelling on 30 November 2019 for the period 1 December 2019 to 30 November 2021;[12]

d. he has regularly used the dwelling to reside in when assisting with farmwork (for up to three months in spring);[13]

e. he has undertaken renovation works on the dwelling that required him to reside within the dwelling for the purpose of arranging trades and undertaking supervision;[14] and

f. since 1 December 2018, the dwelling "*contains a functional kitchen (sink and food preparation facilities), bathroom (shower and wash basin) and toilet."*[15]

20 At the commencement of the hearing, Mr King informed me that the applicant did not accept the contents of Mr Buchanan's statutory declaration and he would have taken the opportunity to cross-examine Mr Buchanan on the contents of his declaration. Despite this, Mr Buchanan was not made available by the respondents for cross-examination. Consequently, I informed Mr Haydon that the weight to be given by me to the contents of Mr Bucnahan's statutory declaration may be adversely affected by the lack of opportunity to test the contents of Mr Buchanan's statutory declaration.

21 A copy of a title search for the land was not included in any of the material relied upon by any of the parties, but as it was generally accepted by all the parties that the respondents 'purchased the land' on 23 July 2018, I am prepared to proceed on the basis that the respondents became the registered owners of the land on 23 July 2018.

22 No evidence has been provided to me to establish the dates of occupation of the dwelling by Mr Higgins. I have set out above the assertions made on behalf of the respondents in correspondence to Council regarding Mr Higgins occupation of the dwelling. For the purposes of deciding the planning application, Council accepted those assertions because *"Council's records do not contradict this."*[16] In its written submissions, Council submitted that Council's rate notice for the land 'indicated' that Mr Higgin's death occurred on 24 January 2018. A copy of that rate notice does not form part of the material before me.

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11 At [3].
12 At [4].
13 At [8].
14 At [9].
15 At [10].
16 Page 15, Planning Agenda Item 8.1 - Meeting for 12 February 2020.

IS THERE A THRESHHOLD ISSUE?

23 Clause 35.07 – Farming Zone, sets out those provisions that specifically deal with the use and development of land within the Farming Zone.

24 Clause 35.07-1 contains the Table of Uses for the Farming Zone. A 'Dwelling' (other than a 'Bed and breakfast') is listed as a 'Section 1' use in the Table of Uses and accordingly does not require a permit if the following specified conditions are met-

> Must be the only dwelling on the lot.
>
> The lot must be at least the area specified in a schedule to this zone. If no area is specified, the lot must be at least 40 hectares.

25 Pursuant to clause 35.07-3, a permit is required to subdivide land in the Farming Zone. Each resultant lot must be at least the area for the land specified in the schedule to the zone, which, on the facts of this matter is 80 hectares. There are three circumstances in which a permit may be granted to create smaller lots. Those circumstances are where–

a. the subdivision is to create a lot for an existing dwelling. The subdivision must be a two lot subdivision.

b. the subdivision is the re-subdivision of existing lots and the number of lots is not increased.

c. the subdivision is by a public authority or utility service provider to create a lot for a utility installation.

26 The respondents seek to subdivide the land into two lots that are not at least 80 hectares to create a lot for an 'existing dwelling'.

27 The existing structure in question physically presents, from the photographs relied upon by the respondents, as a 'house'. I will adopt the term 'house' hereinafter to refer to the structure, the subject of consideration, to avoid using the term 'dwelling' or 'existing dwelling'.

28 The applicant's submissions on this issue were framed along these lines–

a. The house on the land, cannot be properly classified as an 'existing dwelling' for the purposes of clause 35.07-3 of the planning scheme because although physically it is a house (albeit in a state of disrepair), the structure has not been used as a dwelling for a number of years and does not enjoy existing use rights.

b. Because the house on the land is not an 'existing dwelling', the proposed subdivision is prohibited.

29 I find that as a matter of construction of clause 35.07-3 as follows.

a. The requirement that each lot must be at least the area for the land specified in the schedule to the Farming Zone is a mandatory requirement that an application for subdivision must comply with in order for a permit to be granted. This is the inescapable

conclusion from the use of the words "*Each lot must be a least the area specified for the land in a schedule to this zone."*

b. A permit may be granted to create lots smaller than the area specified for the land in the schedule to the Farming Zone, at the discretion of the decision maker, only if one of the three circumstances set out in clause 35.07-3 are met. The grant of a permit to create smaller lots is permissive because a permit "*may*" be granted "*if"* certain circumstances are satisfied. Where one of the three circustances set out in clause 35.07-3 is met, the decision maker still retains a discretion whether to grant a permit to create smaller lots and as a result, no expectation of approval arises simply because one of the three circumstances is satisfactorily shown to exist.

c. An application for subdivision that seeks to create lots that do not meet the mandatory minimum lot size is one that cannot be approved unless, the factual circumstances of the application fall within one of the three exemptions and the decision maker, in its discretion, decides to approve the application because the decision maker is satisfied that approval will result in an acceptable planning outcome.

30 After consideration of clause 35.07 and the facts of this matter, I find that there are two threshold issues to be determined–

a. What is the meaning of 'existing dwelling' as that phrase is used in clause 35.07-3?

b. Whether the house on the land is an 'existing dwelling" for the purposes of clause 35.07-3.

What is an 'existing dwelling' for the purposes of clause 35.07-3?

31 The applicant submitted that what is meant by the phrase 'existing dwelling' was comprehensively examined by Deputy President Gibson in *Gerdes v Hepburn SC (Red Dot)* [2010] VCAT 268 and relies on the following extract from the Red Dot Summary of that decision–

> I find that the reference to "an existing dwelling" in this context is a reference to use for the purpose of an existing dwelling where the term "dwelling" refers to a use, not a type of structure. Consequently, the exemption does not apply.

32 The contents of a 'Red Dot Summary' do not form part of a decision or reasons for decision[17]. It is therefore unadvisable to rely upon the contents of such a summary (or part of one) to underpin submissions regarding the construction of a clause in a different planning scheme. As made clear in the quoted part of the summary above, the finding made was one made within a particular context.

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[17] This is made clear on the face of the summary page to the decision.

33 In *Gerdes*, it was common ground before the Tribunal that an existing right to use the land for the purpose of a dwelling had expired because the use had stopped for a continuous period of two years.[18] In the Rural Conservation Zone under the Hepburn Planning Scheme, a dwelling was a Section 2 use requiring a permit and the permit applicant in that matter had applied for a planning permit to use the 'existing dwelling' as a dwelling under clause 35.06-1 of the Hepburn Planning Scheme. The responsible authority in that matter took the position that as the applicant proposed to extensively renovate the existing structure, an application for buildings and works under clause 35.06-5 of the Rural Conservation Zone would also be required because in the Rural Conservation Zone a permit was required to construct or carry out a building or works associated with a Section 2 use. The applicant in *Gerdes* argued that the structure was an existing dwelling that had been on the land for a long period of time, and as a result, the proposed renovation works fell within an exemption in clause 35.060-5 that provided that the requirement to obtain a permit for development and works does not apply to–

> An alteration or extension to an existing dwelling provided the floor area of the alteration or extension does not exceed the area specified in a schedule to this zone or, if no area is specified, 50 square metres.
>
> Any area specified must be more than 50 square metres.

34 The Tribunal in *Gerdes* was therefore concerned with the meaning of the phrase 'an existing dwelling' in the context where the relevant buildings and works were associated with a Section 2 use, being a 'dwelling' and the reference to 'an existing dwelling' in the context of clause 35.06 was to be read as a reference to *"use for the purpose of an existing dwelling where the term "dwelling" refers to a use, not a type of structure."*[19]

35 The context in which the words "existing dwelling" appear in clause 35.07-3 of the planning scheme in this matter is different to the context in which those same words appeared in the Hepburn Planning Scheme and considered by the Tribunal in *Gerdes*.

36 The High Court in *Project Blue Sky Inc v Australian Broadcasting Authority* said[20]–

> [69] The primary object of statutory construction is to construe the relevant provision so that it is consistent with the language and purpose of all of the statute. The meaning of the provision must be determined "by reference to the language of the instrument viewed as a whole". In *Commissioner for Railways (NSW) v Agalianos*, Dixon CJ pointed out that "the context, the genral purpose and policy of a provision and its consistency and fairness are surer guides to its meaning than the logic with which it is constructed". Thus, the process of construction must

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18 *Gerdes v Hepburn SC (Red Dot)* [2010] VCAT 268 at [5].
19 Ibid at [15].
20 (1998) 194 CLR 355. Footnotes from the original text have been omitted.

always begin by examining the context of the provision that is being construed.

[70] A legislative instrument must be construed on the prima facie basis that its provisions are intended to give effect to harmonious goals. Where conflict appears to arise from the language of particular provisions, the conflict must be alleviated, so far as possible, by adjusting the meaning of the competing provisions to achieve that result which will best give effect to the purpose and language of those provisions while maintaining the unity of all the statutory provisions. Reconciling conflicting provisions will often require the court "to determine which is the leading provision and the subordinate provision, and which must give way to the other". Only by determining the hierarchy of provisions will it be possible in many cases to give each provision meaning which best gives effect to its purpose and language while maintaining the unity of the statutory scheme.

[71] Furthermore, a court construing a statutory provision must strive to give meaning to every word of the provision. In *The Commonwealth v Baume* Griffith CJ cited *Rv Berchet* to support the proposition that it was a "known rule in the interpretation of Statutes that such a sense is to be made upon the hoe as that no clause, sentence, or owrd shall prove superfluous, void, insignificant, if by any other construction they may all be made useful or pertinent."

37 Further as explained by Gibbs CJ in *Cooper Brookes (Wollongong) Pty Ltd v Federal Commissioner of Taxation* (1981) 147 CLR 297 at 304-5[21]–

> It is an elementary and fundamental principle that the object of the court, in interpreting a statute, "is to see what is the intention expressed by the words used": *River Wear Commissioners v Adamson.* It is only by considering the meaning of the words used by the legislation that the court can ascertain its intention. And it is not unduly pendatic to begin with the assumption that words mean what they say:*cf Cody v JH Nelson Pty Ltd.* Of course, no part of a statute can be considered in isolation from its context- the whole must be considered. If, when the section in question is read as part of the whole instrument, its meaning is clear and unambiguous, generally speaking "nothing remains but to give effect to the unqualified, words': *Metropolitan Gas Co v Federated Gas Employees' Industrial Union.*There are cases where the result of giving words their ordinary meaning may be so irrational that the court is forced to the conclusion that the draftsman has made a mistake, and the canons of construction are not so rigid as to prevent a realistic solution in such a case: see per Lord Reid in *Connaught Fur Trimmings Ltd v Cramas Properties Ltd…*However, if the language of a statutory provision is clear and unambiguous, and is consistent and harmonious with the other provisions of the enactment, and can be intelligibly applied to the

[21] Footnotes from original text have been omitted.

> subject matter with which it deals, it must be given it ordinary and grammatical meaning, even if it leads to a result that is inconvenient or unjust. To say this is not to insist on too literal an interpretation, or to deny that the court should seek the real intention of the legislature.

38 The same principles which apply to statutory construction apply to the construction of planning documents.

39 Following the established approach of the High Court to the construction of statutory provisions it is appropriate to consider first whether the words 'existing dwelling' have been assigned a special meaning in the planning scheme.

40 'Existing dwelling' is not defined in the planning scheme, however the term 'dwelling' is a defined land use under clause 73.03 of the planning scheme.

41 Clause 73.03 defines the term 'dwelling' as–

Dwelling	A building used as a self-contained residence which must include: a) a kitchen sink; b) food preparation facilities; c) a bath or shower; and d) a toilet and wash basin. It includes outbuildings and works normal to a dwelling.	**Bed and breakfast** **Caretaker's house**	**Accommodation**

42 It is clear from that definition that there is a distinction made between the structure (that is the 'building) and the use to which the structure is put. It is only when a building with the identified required facilities is used as a self contained residence does it constitute a 'dwelling' for the purposes of the planning scheme.

43 Clause 35.07-3 is the provision in the planning scheme that triggers the requirement for a permit to subdivide land within the Farming Zone. There is no general requirement that subdivision must be associated with particular use in order for a permit to be granted. However, the set of circumstances in which a permit may be granted to create lots smaller than the mandatory minimum size is deliberately confined. The planning policy underpinning clause 35.07-3 is not to create lots smaller than the required mandatory minimum area other than in the exceptional circumstances identified.

44 The use of land in the Farming Zone for the purposes of a 'dwelling' is a Section 1 use, not requiring a permit, where the following conditions are met–

> Must be the only dwelling on the land
>
> The lot must be at least the area specified in a schedule to this zone. If no area is specified, the lot must be at least 40 hectares.

Must meet the requirements of Clause 35.07-2.

45 Where the Section 1 conditions cannot be met, the use of land as a 'dwelling' is a Section 2 use requiring a permit and must meet the requirements of clause 35.07-2.

46 Clause 35.07-2 in turn sets out the specific requirements for a lot used for a dwelling.

47 If it is accepted that the planning policy underpinning clause 35.07-3 is not to create lots smaller than the required mandatory minimum area other than in certain exceptional circumstances, then applying the planning scheme definition to the word 'dwelling' as it appears in clause 35.07-3 can be intelligibly applied in its context and produces a clear and consistent outcome that is harmonious with the achievement of that goal.

48 Further, to permit a smaller lot to be created merely because there exists on the relevant land a structure that could be used as dwelling but is not so used at the time of subdivision would not produce an outcome that is consistent with the stated purposes for the Farming Zone.

49 For the above reasons, I find that for the purposes of clause 35.07-3, a permit may be granted to create a smaller lot than the area specified for the land where the subdivision–

a. is for two lots only; and

b. creates a lot which contains an existing building being used as a dwelling.

Is the house an 'existing dwelling' for the purposes of clause 35.07-3?

50 The respondents submitted that the house on the land is circa 1910 and that, although not protected by a heritage overlay, it has some historic significance at a local level.

51 The applicant conceded that the house was once used as a dwelling, and in times past, contained all definitional attributes of a dwelling contained in clause 73.03 of the planning scheme. However, the applicant also submitted that the house had fallen into a state of disrepair such that it was no longer habitable and did not contain the working or functioning facilities to meet the definitional attributes of a dwelling. The applicant's position is predicated on the use of the house for residential purposes sufficient to establish existing use rights as a dwelling.

52 The respondents acknowledged that the house fell into a state of disrepair prior to their acquisition of the land on 23 July 2018, however the respondents dispute that existing use rights associated with the house have expired through non-occupation of the house relying on–

a. the acquisition of the land from the estate of Mr Higgins on 23 July 2018;

b. Mr Higgin's occupation of the house until his death in Janary 2018;

c. the residential lease agreements between the respondents and Mr Charles Buchanan.

53 I note the direction provided in clause 63.02 of the planning scheme–

> If a use of land is being characterised to assess the extent of any existing use right, the use is to be characterised by the purpose of the actual use at the relevant date, subject to any conditions or restrictions applying to the use at that date, and not by the classification in the table to Clause 73.03 or in Section 1, 2 or 3 of any zone.

54 The direction in clause 63.02 focuses attention on what is the real and substantial purpose of the use in question at the relevant date.

55 It was asserted in correspondence from the respondents' agent to Council throughout the planning application process that Mr Higgins, the previous owner of the land, resided in the house until his death in January 2018. The written submissions on behalf of the respondents repeated this assertion. Council appears to accept the assertion because its records do not contain anything to the contrary. No independent enquiry appears to have been made by Council as to the history of occupation of the house. Given the state of disrepair of the house, confirmed by a site inspection by Council officers, further enquiry by Council would have been prudent.

56 Belatedly, there is reliance by Council on the contents of a rates notice for the land (which was not tendered at the hearing) as evidence of Mr Higgins place of residence at the date of his death. As the rates notice is not before me, I am not assisted by Council in this regard.

57 Applying clause 63.02 as liberally as possible to the material before me, I am prepared to accept, despite the state of disrepair of the house which was likely to have existed prior to July 2018, that Mr Higgins used the house as a dwelling until sometime in January 2018.

58 The relevant remaining question that then needs to be answered is whether those rights are continuing or have expired.

59 Clause 63.06 of the planning scheme provides–

> An existing use right expires if either:
>
> The use has stopped for a continuous period of 2 years, or has stopped for two or more periods which together total 2 years in any period of 3 years.
>
> In the case of a use which is seasonal in nature, the use does not take place for 2 years in succession.

60 Dealing first with the applicant's submission that the house had fallen into such a state of disrepair that it could not have been used as a dwelling for the 2 years prior to the relevant date. There is some support for the applicant's submission in this regard.

61 Attachment A of the respondents' written submissions comprise 4 photographs of the exterior of the house, which upon comparison with the

earlier photographs accompanying the planning application show an improvement to the state of the exterior of the house since acquisiton by the respondents. There are no photographs before me of the interior of the house post acquisition by the respondents.

62 The statutory declaration of Mr Charles Buchanan dated 4 February 2021 includes the following conclusionary statement in paragraph 10–

> 10. Whilst the dwelling continues to be upgraded and renovated, and since the time when Agreement No.1 commenced, the dwelling contains a functional kitchen (sink and food preparation facilities), bathroom (shower and wash basin) and toilet.

63 The statutory declaration does not contain any photographs of the 'functional kitchen' or the bathroom and toilet. Mr Charles Buchanan declares [22] that the functional kitchen, bathroom and toilet have been in existence since the time when Agreement No.1 commenced, that is, as at and from, 1 December 2018. This statement is at odds with contents of the Council officer report, particularly regarding the lack of connection between the house plumbing and the septic system as displayed in the photographs dated July 2019 and September 2019 included in the Council officer report. These two photographs show that (as was concluded by Council officers inspecting the land in September 2019) there was no connection between the house and the existing septic system. As Charles Buchanan was not available for cross-examination, or to answer any questions of the Tribunal, how the waste water and other effluent generated from Mr Buchanan's occupation of the house was effectively and responsibly collected and disposed was unexplained by the respondents.

64 The relevant chronology (post Mr Higgins occupation of the house) able to be ascertained from the material before me is as follows–

a. Late January 2018 to 23 July 2018 – house is vacant;

b. 24 July 2018 – 30 November 2018 – intermittent use of house by Charles Buchanan to assist with agricultural activities on the land;

c. 1 December 2018 –9 February 2021[23] – use of house by Charles Buchanan to assist with farm work and organising trades for the renovation of the house.

65 Acknowledging the direction in clause 63.02, the use of land for the purpose of a dwelling fundmentally involves use of the relevant structure as a place of 'residence' or a place in which to 'reside'.

66 The Macquarie Dictionary[24] includes the following relevant definitions–

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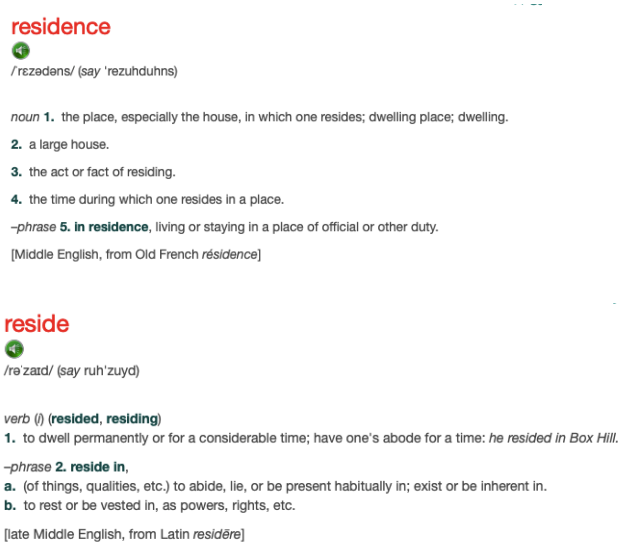
22 At [10] of his statutory declaration.
23 Date of the hearing in this proceeding.
24 Macquarie Dictionary Online – definitions downloaded on 31 March 2021.



residence

/ˈrɛzədəns/ (*say* 'rezuhduhns)

noun **1.** the place, especially the house, in which one resides; dwelling place; dwelling.

2. a large house.

3. the act or fact of residing.

4. the time during which one resides in a place.

–phrase **5. in residence**, living or staying in a place of official or other duty.

[Middle English, from Old French *résidence*]

reside

/rəˈzaɪd/ (*say* ruh'zuyd)

verb (*i*) (**resided**, **residing**)

1. to dwell permanently or for a considerable time; have one's abode for a time: *he resided in Box Hill.*

–phrase **2. reside in**,

a. (of things, qualities, etc.) to abide, lie, or be present habitually in; exist or be inherent in.

b. to rest or be vested in, as powers, rights, etc.

[late Middle English, from Latin *residēre*]

67 The Full Federal Court in *Marana v Commissioner of Taxation* (2004) 141 FCR 299[25] concluded after an extensive review that the dictionary meanings considered there[26] concluded–

> [26] Clearly, both 'reside' and 'residence' have the connotation of permanent, or at least long term commitment to dwelling in a particular place.

68 I adopt the approach of the Full Federal Court in *Marana's* case and find that the use of a structure as a dwelling must involve either the permanent or long term commitment to the occupation or habitation of the structure. Whether or not a structure is used either permanently or on a long term basis, as a residence, is a question of fact to be determined on the evidence and material before the decision maker.

69 I find that the intermittent use of the house by Mr Charles Buchanan in the period 24 July 2018 to 30 November 2018 does not constitute the use of the house as a dwelling. This is because Mr Buchanan's intermittent use of the house whilst doing farm work for his relatives does not exhibit a permanent or long term commitment to residing in a particular place. At best, it speaks of ad hoc temporary occupation whilst the house is otherwise unoccupied.

70 I find therefore that the use of the house as a dwelling stopped during the period of late January 2018 to 30 November 2018.

71 After careful consideration of the contents of Mr Buchanan's statutory declaration and the residential tenancy agreements attached to the respondents' written submissions, I accept, that the house has been used as a dwelling in the period 1 December 2018 to 9 February 2021. I do not come to this conclusion lightly, particularly given the the limited description of the use of the house by Mr Buchanan contained in his

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25 At [26].

26 In which the Full Federal Court considered the definitions for ''residence' and 'reside' in the Macquarie Dictionary (as well as the Oxford Dictionary and the Shorter Oxford Dictionary).

statutory declaration and the inability to further question him regarding the functionality of the kitchen and other amenities within the house during the first tenancy agreement. I accept however that the residential tenancy agreements provide some evidence of a long term commitment, albeit it not a full time commitment, to dwelling in a particular place.

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.

73 In concluding this part of the reasons, I feel compelled to make the observation that the evidence provided by the parties was predominantly vague, general and of limited probative value. For the most part, the material and submissions before me contained mere assertions not supported by evidence (either documentary or by witness statements regarding the existence of relevant facts). The limitations of this material has made the task of fact finding in this matter, difficult.

74 Notwithstanding s. 98(1)(b) of the Act, which provides that the Tribunal is not bound by the rules of evidence (except to the extent that it adopts those rules), parties that seek to persuade the Tribunal of a particular outcome on an issue in a proceeding should provide the Tribunal with evidence that can rationally affect the assessment of the probability of the existence of a fact in issue. Mere assertions, speculation, or analogies contained in correspondence or Council reports do not amount to probative evidence.

SHOULD THE SUBDIVISION BE APPROVED?

75 This part of the reasons examines the relevant planning provisions applying to the planning application and the appropriateness of the subdivision in light of those provisions.

76 The purposes of the Farming Zone are–

> 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.

77 Apart from the minimum subdivision area of 80 hectares and limitations on earthworks, the schedule to the Farming Zone does not impose any further requirements in respect to the use or development of the land.

78 Clause 35.07-6 contain the decision guidelines (in addition to the decision guidelines in clause 65) applicable to use or development of land within the Farming Zone. These guidelines require that, the responsible authority must consider, as appropriate, the following matters–

General issues

- The Municipal Planning Strategy and the Planning Policy Framework.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- 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.
- How the use and development makes use of existing infrastructure and services.

Agricultural issues and the impacts from non-agricultural 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.
- The capacity of the site to sustain the agricultural use.
- The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.
- Any integrated land management plan prepared for the site.

Dwelling issues

- 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.

- Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.
- 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.

Environmental issues

- The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.
- The impact of the use or development on the flora and fauna on the site and its surrounds.
- 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 including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.
- The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.

79 The parts of the Municipal Planning Strategy and the Planning Policy Framwork relevant to this application include–

a. Clause 02.03-4 – Natural Resource Management;

b. Clause 02.04 – Strategic Framework Plans;

c. Clause 14.01-1S – Protection of agricultural land (general); and

d. Clause 14.01-1L – Protection of agricultural land (applying to land in the Farming Zone, Rural Conservation Zone and Rural Activity Zone).

80 Clause 02.03-4 – Natural Resource Management, acknowledges the protection of agricultural industries to the economic and social well being of the Shire. This policy specifically–

a. 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

b. 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.

81 Under this policy the stated objectives of the management of natural resources by the responsible authority are–

Protecting high quality agricultural land

> Limiting rural and residential development that impacts viable agricultural land.
>
> Supporting grazing and cropping farming practices as preferred land uses in areas designated and 'Farmland of Strategic Significance'.
>
> Supporting farm consolidation and expansion.
>
> Supporting agricultural diversity and sustainable forestry and timber industries.
>
> Supporting the growth and operations of existing timber processing.

82 Under clause 02.04 – Strategic Framework Plans, the land is not included as 'Farmland of Strategic Significance' as detailed on the Colac Otway Shire Strategic Framework Plan map. The land is included in the north-eastern area of the Shire and is identified as having 'medium' agricultural capability with primary use for the production of beef.[27]

83 The single objective of clause 14.01-1S – Protection of agricultural land, is to protect the state's agricultural base by preserving productive farmland. A range of strategies are listed towards attainment of that objective–

> Identify areas of productive agricultural land, including land for primary production and intensive agriculture.
>
> Consider state, regional and local, issues and characteristics when assessing agricultural quality and productivity.
>
> Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.
>
> Protect productive farmland that is of strategic significance in the local or regional context. Protect productive agricultural land from unplanned loss due to permanent changes in land use. Prevent inappropriately dispersed urban activities in rural areas.
> Protect strategically important agricultural and primary production land from incompatible uses. Limit new housing development in rural areas by:
>
> - Directing housing growth into existing settlements.
> - Discouraging development of isolated small lots in the rural zones from use for dwellings or other incompatible uses.
> - Encouraging consolidation of existing isolated small lots in rural zones.
>
> Identify areas of productive agricultural land by consulting with the Department of Economic Development, Jobs, Transport and Resources and using available information.
>
> In considering a proposal to use, subdivide or develop agricultural land, consider the:

[27] See clause 2.03-4, Natural Resource Management at page 4 of 5.

- 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.

Avoid the subdivision of productive agricultural land from diminishing the long-term productive capacity of the land.

Give priority to the re-structure of inappropriate subdivisions where they exist on productive agricultural land.

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.

84 Clause 14.01-1L – Protection of agricultural land applies to all land in the Farming Zone, the Rural Conservation Zone and the Rural Activity Zone. The specific strategies for the protection of agricultural in these zones are–

Minimise ad hoc development of unserviced old and inappropriate subdivisions.

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.

Avoid localised concentration of dwellings in agricultural areas.

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.

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.

Support a mix of uses in the Rural Activity Zone on land west of Apollo Bay and in the Otway Ranges including:

Agriculture.
Tourist and recreational activities.

> Group accommodation with tourist or recreational activities (including backpacker accommodations, camping and caravan park, cabins, etc).
>
> Restaurants in association with tourist facilities or recreational activities.
>
> Policy guidelines
>
> Consider as relevant:
>
> 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.

85 The parties also referred to the Colac-Otway Shire Rural Land Strategy (RMMG) 2007 and the Colac Otway Rural Living Strategy (CPG Australia, 2011) that are both identified as background documents in the schedule to clause 72.08 of the planning scheme.

86 The Colac-Otway Shire Rural Land Strategy (RMMG) 2007 identifies the land as having medium agricultural capability which makes the land suitable to less intensive agricultural industries such as grazing and cropping.[28]

THE POSITION OF THE PARTIES

87 Council supports the proposed subdivision, subject to conditions, against the recommendation of its planning officer to refuse the application.

88 Council's position is that as proposed Lot 1 (incorporating the existing dwelling) will have an area of approximately 1.6 hectares, the loss of this area of land will not impact on the existing grazing activity on the balance of the land (particularly if a s.173 agreement is entered into prohibiting the use and development of Lot 2 for a dwelling).

89 Council also relied on the fact that the land is not identified as being 'Farmland of Strategic Significance' and submitted that the subdivision will not result in fragmentation of farming land. In addition, it was submitted by the responsible authority that "*Council was not convinced that the loss of 1.168 hectares will be detrimental to the operation of agricultural pursuits on the site or on surrounding farms. The Planning Department provided no evidence to suggest how the removal of 1.168 hectares will negatively impact on the operation of the existing farm or that on adjoining farms.*"[29]

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[28] At page 26.
[29] The written submissions of the responsible authority received 2 February 2021 at page 15; [46].

90 Critical of the applicant's submission that the excision of the house and creation of Lot 1 may impact on agricultural land values, Council submitted that the applicant *"had provided no evidence to substantiate this claim."*[30]

91 In respect to the decision guidelines applicable to applications involving land in the Farming Zone, Council submitted that–

a. the setbacks for Lot 1 ranging from 24 to 53 metres from the dwelling to the adjoining land together with additional tree plantings within Lot 1 will minimise any adverse amenity impacts on the occupants of the house;

b. occupants of the house "*need to acknowledge that the dwelling is located within a FZ and the implications of* (sic) *associated with this zone as opposed, for example to General Residential Zone"*;[31]

c. as the existing farming activities consist or broad acre grazing land and it is anticipated that this activity will continue, the amenity impacts will not be similar to those created by other farming activities such as harvesting or intensive animal husbandry.

92 On behalf of the respondents it was submitted that-

a. the respondents are genuine long term farmers of the area, and owners of adjacent land, who wish to facilitate their agricultural expansion, increased agricultural production and long-term sustainability of agricultural activities, seek to unburden themselves of the responsibility associated with owning the house;

b. there are relatively low amenity impacts associated with the agricultural activities in the surrounding land;

c. by imposing a restriction preventing further subdivision of Lot 2 or its development and use for a dwelling, the market values for farmland will be kept in check; and

d. the subdivision will not unreasonably remove a significant amount of medium capability farmland.

93 Particular reliance was placed by both Council and the respondents to the following strategy in clause 14.01.1L–

> Ensure that small lot subdivision or excisions facilitate sustainable rural production and do not prejudice surrounding rural activities.

94 Further, on the exercise of discretion, I was directed to the following passage from *Great Southern Plantations Limited v Colac Otway SC*[32]–

> 28 In exercising discretion whether to grant a permit for a house lot excision in a rural zone and in applying its policy, the responsible authority should be considering the question of whether it will

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30 Ibid at page 16; [54].
31 The written submissions of the responsible authority received 2 February 2021 at page 16; [52].
32 [2006] VCAT 468 at [28].

> adversely affect surrounding rural production activities, rather than simply taking the view that small lots with dwellings are ipso facto undesirable. It is not the small lots themselves that are a problem but what they lead to. If the consequences of creating a small lot subdivision will not adversely impact on the objectives of the policy, then there is no point in applying the policy in a proscriptive way. Policies should always be applied with an eye to their objectives and the mischief they seek to address.
>
> 29 The council's existing policy appears to be quite adequate in framing its objectives and the policies to be applied when exercising the discretion. The issues raised by a rigorous application of the policy require critical analysis and may lead to different outcomes when applied to different sets of facts. This is not a fault of the policy rather it is a product of correctly using a policy to guide decision making. Policies are not rules and do not automatically deliver answers. They are intended to guide the genuine exercise of a discretion in the interests of achieving the policy objective.

95 In addition to submitting that approval of the subdivision would be contrary to the purposes of the Farming Zone and the outcomes sought under clause 14.01-1L and clause 14.01-1S, the applicant submitted that the creation of a residential lot within the middle of the farming zone with no real connection to farming practices has a very real potential to adversely affect the future occupiers of the dwelling and other nearby farming enterprises because of the incompatibility of the two uses.

FINDINGS

96 Addressing first the reliance by the respondents on the extract above from the Tribunal's decision in *Great Southern Plantations Limited v Colac Otway SC*, I note that that decision predates amendment C46 that introduced the Farming Zone and Rural Conservation Zone into the planning scheme after a comprehensive review triggered by concern that the existing rural zones did not adequately recognise the importance of agriculture leading to increased land use conflicts by allowing a range of non-agricultural uses to establish in rural areas.[33] My findings below are based on my consideration of the planning scheme as I find it at the date of this decision.

97 A reading of the relevant provisions of the planning scheme (extracted above) as a whole supports the following conclusions:

a. Agriculture is a key economic contributor to the shire and agricultural land within the shire affords different agricultural opportunities categorised by the agricultural capability of soil in different geographical areas.[34]

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33 See page 1 of Colac Otway Planning Scheme Amendment C46 Explanatory Report.

34 Rural Land Strategy (2007).

b. The three distinct geographical areas[35] that offer different agricultural opportunities are-

   i. the north-west which is categorised as an area of "Farmland of Strategic Significance" having a 'high' agricultural capability;

   ii. the north-east, within which the land is situated, which is categorised as having 'medium' agricultural capability;

   iii. the south which is variously categorised as 'low', 'medium' and 'high' agricultural capability.

c. 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'.

d. 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'.

e. Further, the reference to 'productive agricultural land' in the purpose statement[36] 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.

f. 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 Stragetic Significance' under the Strategic Framework Plans in clause 02.04. To the contrary, clause 14.01-1S includes specific strategies applicable only to farmland of strategic significance by direct reference to the strategic significance of such farmland, differentiating this type of farming land from agricultural land of other descriptions.

g. A specific strategy of 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.

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35 See clause 02.03-4.
36 Clause 35.07 – see 3rd paragraph under 'Purpose'.

h. The decision guidelines in clause 35.07-6 apply to the extent relevant to the nature of the planning application. Those guidelines appearing under the heading "Dwelling issues" are only triggered where there is an application to use land for a dwelling. Clause 35.07-5 makes this clear when requiring such an application to include a written statement which explains how the the proposed dwelling responds to the decision guidelines for dwellings in the zone. These guidelines do not apply to the present application as it does not involve an application to use land for a dwelling, only to subdivide the land.

i. As the present application is only for the subdivision of the land, the relevant decision guidelines under clause 35.07-6 are those guidelines appearing under the headings "General issues", "Agricultural issues and impacts from non-agricultural uses", and to the extent relevant on the facts "Environmental Issues".

98 Applying my findings on the interpretation of the planning scheme provisions to this application, I further find:

a. 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. In the original planning application it was stated on behalf of the respondents that there was an existing working septic system, yet the inspection by Council officers in September 2019 revealed the contrary. My previous reservations about Mr Charles Buchanan's statement regarding the functionality of the kitchen, bathroom and toilet in light of the outcome of the inspection by Council officers in September 2019 are also relevant in this regard.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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

mechanisam does not cure or alleviate the noncompliances with the policy and strategic considerations above.

CONCLUSION

99 For the reasons given above, I am not satisfied that the grant of a permit to subdivide the land as proposed will result in an acceptable planning outcome. The decision of the responsible authority is set aside. No permit is granted.

Picha Djohan
Member

Colac Otway SHIRE

Item: 6.4

PP70/2025-1 – 245 Yeo-Yeodene Road and 190 Springs Road, Yeo

ADDRESS AND PROPERTY DETAILS	245 Yeo-Yeodene Road and 190 Springs Road YEO C/A: 81, V/F: 7539/014, Parish of Yeo Lot 2 PS333357Y, V/F: 10533/412, Parish of Yeo	**APPLICATION NUMBER**	PP70/2025-1
PROPOSAL	Two (2) Lot Re-Subdivision of Land (Including Dwelling Excision)		
PERMIT TRIGGERS	Clause 35.07-3 - two (2) lot re-subdivision of land in the Farming Zone (dwelling excision) Clause 44.01-5 - two (2) lot re-subdivision of land covered by an Erosion Management Overlay		
TRIGGER FOR DETERMINATIONBY COMMITTEE	Re-subdivision and dwelling excision in the Farming Zone		
ZONE	Farming Zone (FZ)	**OVERLAYS**	Significant Landscape Overlay, Schedule 1 (SLO1) Part Vegetation Protection Overlay (VPO1) Part Erosion Management Overlay, Schedule 1 (EMO1)
COVENANTS	Nil		
CULTURAL HERITAGE	No		

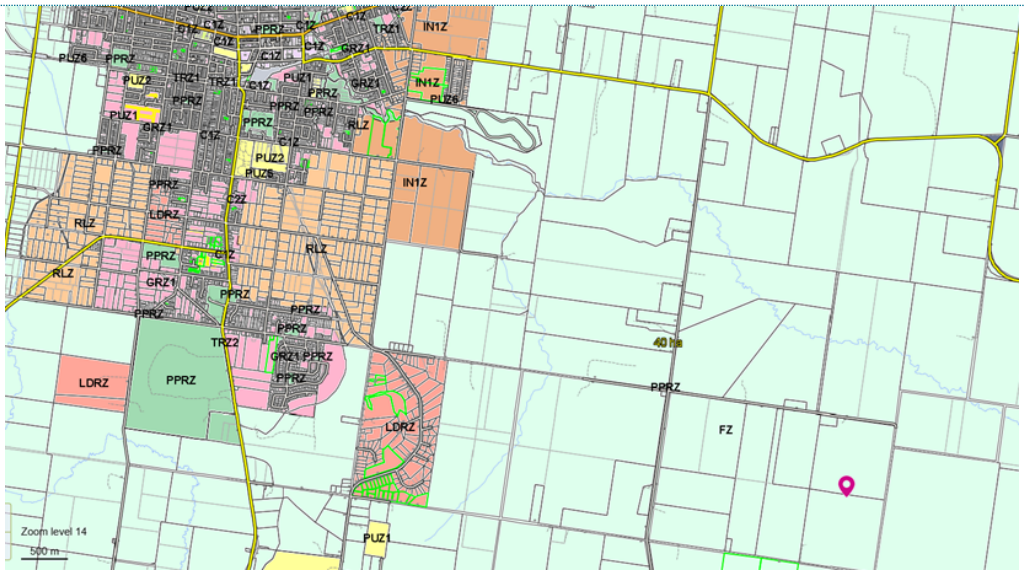
Item: 6.4

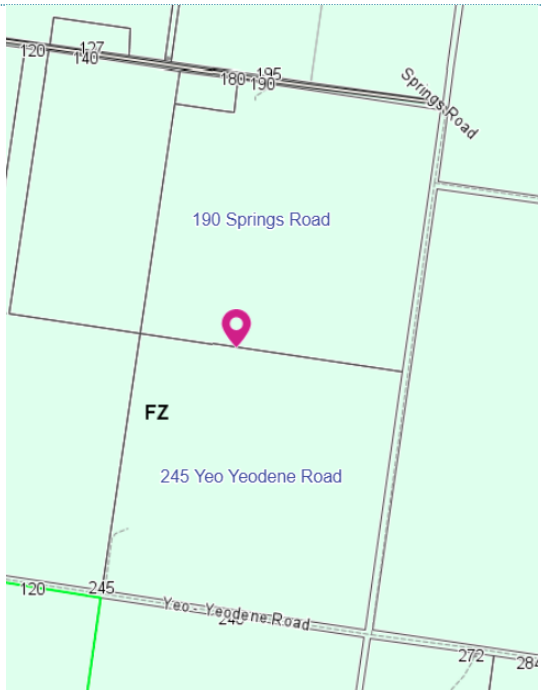
PP70/2025-1 – 245 Yeo-Yeodene Road and 190 Springs Road, Yeo

OFFICER	Bernadette McGovan	**GENERAL MANAGER**	Ian Seuren
DIVISION	Community and Economy		
ATTACHMENTS	1. Proposed Plan of Re-Subdivision [1.4.1 - 1 page]		

1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLAN




120
127
140
180
195
190
Springs Road
190 Springs Road
FZ
245 Yeo Yeodene Road
120
245
Yeo - Yeodene Road
272

AERIAL PHOTOS





Existing dwelling in south-east corner of 245 Yeo Yeodene Road

2. RECOMMENDATION

That Council resolves to grant a permit for a two (2) lot re-subdivision (including dwelling excision) of land at 245 Yeo-Yeodene Road and 190 Springs Road, Yeo (C/A: 81, V/F: 7539/014 and Lot 2 PS333357Y, V/F: 10533/412, Parish of Yeo), subject to the following conditions:

Endorsed Plan

1. The layout and site dimensions of the subdivision hereby permitted as shown on the endorsed plan, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.

Existing Services, Infrastructure and Buildings

2. Prior to the issue of statement of compliance under the Subdivision Act 1988, any existing services, infrastructure and/or buildings crossing into Lot 2 from Lot 1 must be relocated or removed to the satisfaction of the Responsible Authority and written evidence must be provided to the Responsible Authority to confirm those works have been completed.

Section 173 Agreement

3. Prior to the issue of a statement of compliance under the Subdivision Act 1988, the owner of the land must enter into an agreement under Section 173 of the Planning and Environment Act 1987 with the Responsible Authority. The agreement must be in a form to the satisfaction of the Responsible Authority, and the applicant must be responsible for the expense of the preparation and registration of the agreement, including the Responsible Authority's reasonable costs and expenses (including legal expenses) incidental to the preparation, registration and enforcement of the agreement. The agreement must contain covenants to be registered on the title of the property so as to run with the land, and must provide for the following:

a) The land will not be further subdivided so as to increase the number of lots.

The agreement will be registered on title in accordance with Section 181 of the Planning and Environment Act 1987.

Expiry

4. This permit will expire if one of the following circumstances applies:

- ***a) The plan of subdivision is not certified within two years of the date of the permit.***
- ***b) A statement of compliance is not issued within five years of the date of certification of the plan.***

The Responsible Authority may extend the period for certification referred to if a request is made in writing before the permit expires, or within six months afterwards.

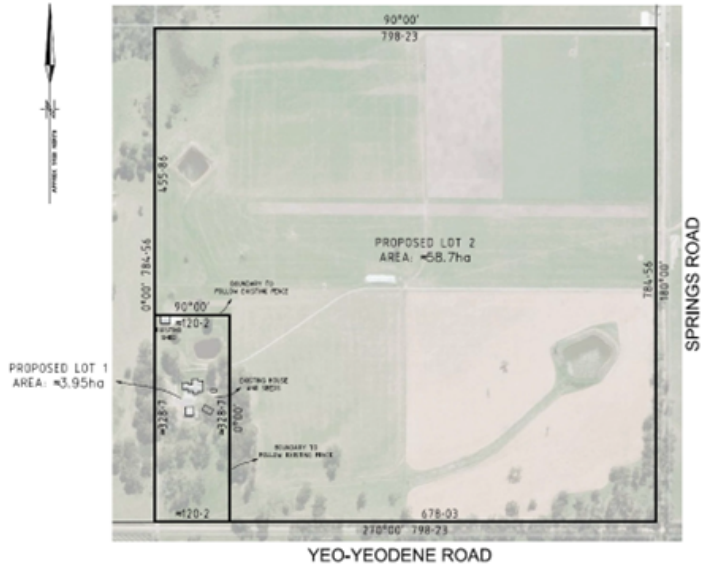
Notes

1. ***Should any part of an existing onsite wastewater system or effluent disposal field be located outside the proposed lot boundary of the dwelling it serves, or there be evidence of offsite discharge or failure, alterations to the system must be undertaken prior to the issue of statement of compliance and an application to alter the wastewater system must be submitted to Council's Health Protection Unit for approval.***

3. PROPOSAL

Background

A previous application to subdivide 245 Yeo-Yeodene Road (CA81) into two lots, in order to excise the dwelling, was refused in January 2025 (ref. PP119/2024-1). Lot 1, which would have had an area of 3.95ha, would have contained the existing dwelling and shedding. Proposed Lot 2 would have had an area of 58.7ha and was to be used for grazing (see plan below).



Following this decision, discussions took place about an alternate proposal that would be more aligned to planning policy. These discussions resulted in the submission of the current application for the excision of the dwelling at 245 Yeo-Yeodene Road and consolidation of the balance of 245 Yeo-Yeodene Road with 190 Springs Road to the north, with a section 173 agreement to prevent future subdivision of the consolidated lot.

It is noted that the refusal was issued under the officer delegations in place at the time. Those delegations had operated since a VCAT decision in April 2021, which set out in detail how dwelling excisions in the Farming Zone should be considered (*Irrewarra Estate Ltd v Colac-Otway SC [2021*], a copy of which is attached to a separate report on this agenda relating to a proposed dwelling excision at 480 Warrowie Road, Irrewarra.

Council delegations changed in February 2025 to require, inter alia, that applications for the subdivision of land in the Farming Zone to excise an existing dwelling be determined by Panning Committee or Council.

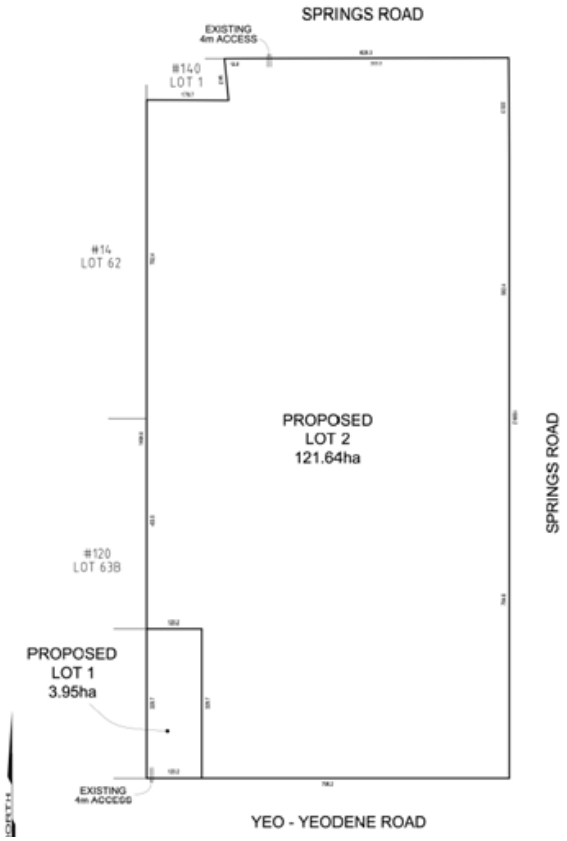
Current Proposal

A planning permit is sought for a NICO (not in common ownership) re-subdivision of two existing lots into two reconfigured lots, to excise a dwelling, as follows:

- Dwelling excision - Lot 1 would have an area of 3.95ha and would contain the existing dwelling with associated infrastructure, including two dams.
- Balance lot - Lot 2 would have an area of 121.64ha and would contain an existing dwelling and associated agricultural sheds.

The subdivision has been designed to ensure that the existing effluent disposal field associated with the dwelling on proposed Lot 1 would be contained within the lot boundaries of the dwelling. The proposed boundary also takes into account existing fence lines, infrastructure and vegetation to provide a buffer to Lot 1 from any farming operations being undertaken on the adjoining land. No vegetation would be required to be removed to facilitate the boundary realignment.

The application states that the purpose of the boundary realignment is to allow an existing beef producer (the owner of 190 Springs Road) the opportunity to purchase additional land to agist their beef cattle, whilst allowing the other farmer (the owner of 245 Yeo Yeodene Road) to retire but remain in their residence. It also states that fencing is existing; that there would be no buildings, works or vegetation removal; and that the proposal would only result in a change of ownership.





Proposed boundaries to Lot 1 – Dwelling Excision – looking south towards Yeo-Yeodene Road.

4. SUBJECT LAND & SURROUNDINGS

The properties subject to this application are not in the same ownership and are described as follows:

- 245 Yeo-Yeodene Road, Yeo – Crown Allotment 81, V/F: 7539/014, Parish of Yeo (63.27ha). This lot contains an existing dwelling constructed some 12 years ago. As noted above, a previous application (ref. PP119/2024-1) for a subdivision to excise the dwelling was refused.

- 190 Springs Road, Yeo comprises two titles:
  - the smaller parcel Lot 2 PS333357Y, V/F: 10533/412, Parish of Yeo (62.34ha) contains an existing dwelling in the northwest corner and forms part of this application.
  - the larger parcel C/A: 105 TP824230A, V/F: 00845/905 (157.1ha) contains shedding along the west boundary but does not contain a dwelling. This parcel does not form part of this application. Both lots form part of a larger beef operation comprising numerous other properties.

The dwelling at 190 Springs Road, and a previously excised dwelling to the north-west of the land at 190 Springs Road, are shown below:



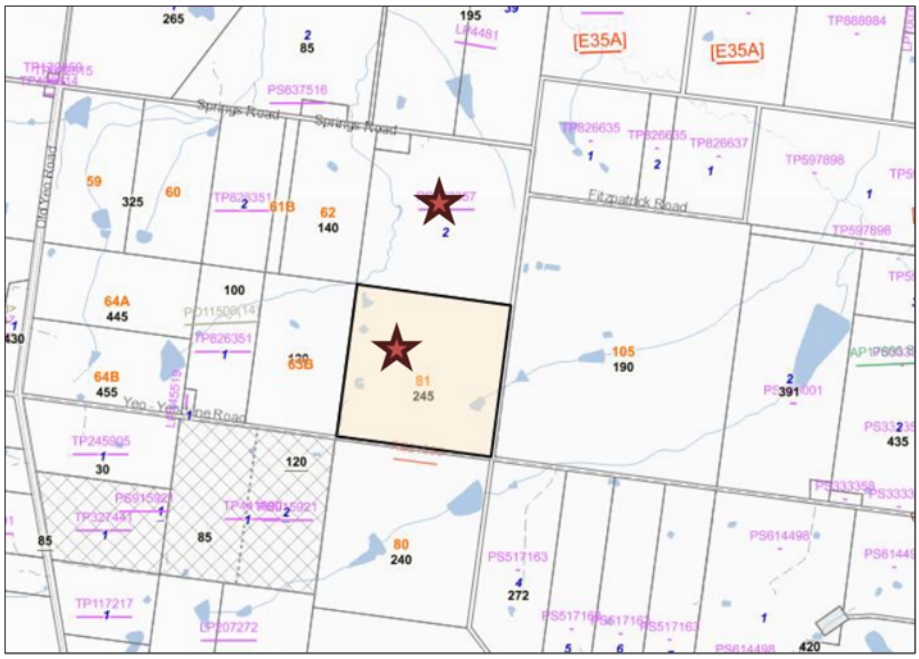
The subject sites are not affected by any restrictions, covenants or agreements on title.

245 Yeo-Yeodene Road, Yeo (CA81)
This site is located on the north side of Yeo-Yeodene Road and west of Springs Road. It is almost square in shape and has a slight fall from north to south. The site contains a large single-storey dwelling and associated farm buildings in the southwest corner. The dwelling is set back approximately 210m from Yeo-Yeodene Road. Existing vegetation provides a buffer around the dwelling and shedding. The remainder of the site is predominantly cleared and used for agriculture. The application states that the site was developed as a dairy grazing property and is now used as a dairy out paddock for fodder production. There are a few scattered trees and a number of dams located on the site.

190 Springs Road, Yeo (Lot 2 PS333357Y)
This site is located south and west of Springs Road and west of Fitzpatrick Road. It is irregular in shape due to a dwelling excision in the northwest corner (as shown in the aerial image above). It contains an existing dwelling and agricultural shedding close to the northwest boundary. It has a gentle slope from north to south and contains two waterways, with the one alongside the western boundary being vegetated. The remaining land has been cleared and used for cropping.

As detailed above, 190 Springs Road also contains a second larger parcel located to the east of Springs Road (C/A: 105, V/F: 00845/905, 157.1ha) which does not form part of this application. Both lots form part of a larger beef operation, comprising numerous other properties.

The surrounding area is rural in nature, with a mixture of large and small agricultural parcels. The majority of the lots in the area are developed with dwellings and associated buildings.



5. PLANNING SCHEME PROVISIONS

Planning Policy Framework

It is considered that the proposal generally meets the relevant objectives, strategies and policies of the Planning Policy Framework, notably:

- 02.03-4 – Natural Resource Management
- 02.04 – Strategic Framework Plan
- 11.01 – Victoria
- 11.01-1S – Settlement
- 12.01 – Biodiversity
- 12.05 – Significant Environments and Landscapes
- 13.02-4L – Erosion and Landslip
- 14.01-1S and 14.01-1L – Protection of Agricultural Land
- 14.01-2R – Agricultural Productivity - Geelong G21
- 14.01-1L – Protection of Agricultural Land

It is considered that the proposal would provide an outcome that generally aligns with relevant planning policy, as it would result in no additional dwellings and no additional lots. The proposed subdivision would excise an existing dwelling with associated infrastructure on proposed Lot 1 (3.95ha) and create a balance lot (121.64ha) also containing an existing dwelling and associated shedding. A requirement for a section 173 agreement to be registered on title is proposed to ensure no further subdivision of the larger balance lot can occur, consistent with Clause 14.01-1L.

The proposal would not result in a concentration of dwellings, or the loss of productive agricultural land, given that a dwelling currently exists on each lot. It would facilitate farming of the balance lot as part of the larger beef operation, which includes numerous other properties in this area. This is consistent with Clause 14.01-1S and 14.01-1L (Protection of Agricultural Land) which seek to protect strategically important agricultural and primary production land from incompatible uses (both dwellings are existing); and, inter alia, to limit the fragmentation of rural land by subdivision and to protect rural and agricultural areas from

the proliferation of dwellings. The proposal would specifically accord with Clause 14.01-1L which seeks to *"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".* It is not considered that the proposal would prejudice surrounding rural activities, as setbacks from lot boundaries and existing vegetation around the dwelling on proposed Lot 1 would provide a buffer to limit any impacts of adjacent agricultural activity.

The policy guidelines of Clause 14.01-1L also require consideration of whether the small lot containing the dwelling and associated infrastructure should be, as referenced in that clause, at least 0.4ha and no more than 2ha in area. In this instance, creating a lot of 3.95ha for the excised dwelling is considered acceptable as it would contain the dwelling, all existing improvements including the effluent field and fencing, and would provide a sufficient buffer as discussed above. It would be impractical to reduce this lot to less than 2ha.

Policy guidelines of Clause 14.01-1L also recommend *"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"*. A permit condition has been included in the recommendation above to achieve this outcome. The application states that the owners are willing to enter into such an agreement. A dwelling already exists on both lots and a permit would be required for any additional dwelling on Lot 2. As such, it is not necessary to enforce a 'no additional dwellings' requirement through the section 173 agreement.

Other relevant provisions

In accordance with clauses 14.01-1S and 14.01-1L (Protection of Agricultural Land), Council - through the *Rural Land Strategy* 2007 and Clause 02.04 (Strategic Framework Plan) - has identified '*Farmland of Strategic Significance'* (shown in light green hatch below in the extract from Clause 02.04 - *Colac Otway Shire Strategic Framework Plan*). The subject lots are within the identified areas of productive agricultural land as shown by the red star below. As discussed above, it is considered that this proposal would result in an acceptable rural outcome, as it would facilitate farming of the balance lot as part of the larger agricultural enterprise.



Relevant Planning Scheme amendments

N/A

6. REFERRALS

Internal Referrals

The application was referred to Council's Infrastructure Department and Health Protection Unit. No objection was raised and no permit conditions required (as both lots would contain an existing dwelling, septic/effluent system and access). A note for the permit from the Health Protection Unit is included in the recommendation above.

External Referrals

The application was not required to be referred externally.

Note: the mandatory conditions at Clause 66 of the planning scheme relating to servicing authority requirements and telecommunications are not required to be imposed in this case as the re-subdivision would create lots each of which would contain an existing dwelling, and the land is in a rural zone.

7. PUBLIC NOTIFICATION & RESPONSE

Public notice of the application was provided by means of two site notices (one on each road frontage) and letters to the owners and occupiers of adjoining land. No objections were received.

8. OFFICER'S ASSESSMENT

Farming Zone

The subject lots are within the Farming Zone. The key purpose of this zone is to provide for the use of land for agriculture, to encourage the retention of productive agricultural land, and to ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

Under Clause 35.07-3, a planning permit is required for subdivision. The minimum specified lot size for this area is 40ha. A permit may be granted to create smaller lots in a limited number of circumstances, including:

- if the subdivision is to create a lot for an existing dwelling. The subdivision must be a two lot subdivision;
- if the subdivision is the re-subdivision of existing lots and the number of lots is not increased.

The current proposal would create:

- Lot 1 - a lot (3.95ha) in the southwest corner containing the existing dwelling at 245 Yeo Yeodene Road, associated infrastructure, septic/effluent field and a dam, all within existing fence lines. Existing vegetation would provide a buffer from any farming operations on adjoining lots.
- Lot 2 - a larger balance lot (121.64ha) which would also contain an existing dwelling and associated sheds.

Despite creating what could be considered a rural lifestyle lot of less than 40ha, the proposal would satisfy Clause 35.07-3 requirements for creating smaller lots, given that it would be a two lot re-subdivision of existing lots resulting in no additional lots and no additional dwellings.

The application states that the purpose of the boundary realignment is to allow an existing beef producer the opportunity to purchase additional land (Lot 2) to agist their beef cattle, whilst allowing the current owner/farmer to retire but remain in their residence (Lot 1). The application also states that Lot 2 would provide a larger, more viable parcel that would be farmed as part of a wider beef operation that includes numerous other properties.

The proposal is considered to accord with relevant policy considerations as discussed above and would also provide an acceptable outcome against relevant Farming Zone decision guidelines as discussed below.

General issues

- As detailed above, the land is '*Farmland of Strategic Significance'* and the proposal would accord with Council's *Rural Land Strategy* 2007 and Clause 14.01-1L (Protection of Agricultural Land) which seeks to *"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***" [emphasis added]. The proposal would create a larger, more viable farming unit.
- Both lots would contain an existing dwelling and effluent field.
- The proposed re-subdivision would accord with sustainable land management by consolidating the balance lot to form part of the larger beef operation. It would facilitate the purchase of this land at a value not inflated by the dwelling and infrastructure, which are not required for the larger scale farming operation.
- The proposal would be compatible with adjoining and nearby rural uses. The dwelling to be excised would have an ample vegetated buffer.
- Existing infrastructure and services are already available to each lot.

Accommodation issues

- The proposal would not lead to a concentration or proliferation of dwellings in the area, as both lots already contain a dwelling. A planning permit would be required for the use and development of more than one dwelling on either lot under Farming Zone provisions (other than a small second dwelling if relevant Farming Zone provisions are met).

Agricultural issues and the impacts from non-agricultural uses

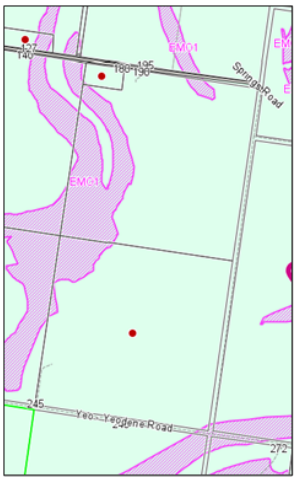
- The proposal would support and enhance agricultural production as discussed above.
- The proposal would not adversely affect soil quality or permanently remove land from agricultural production. The area containing the existing dwelling has already been removed from rural use.
- It would not limit the operation and expansion of adjoining and nearby agricultural uses. It is not considered that there would be any compatibility issues, as the existing dwelling on proposed Lot 1 (3.95ha) would have an ample vegetated buffer.
- The land is '*Farmland of Strategic Significance'* and capable of sustaining agricultural use.

Environmental issues

- The proposal would not involve buildings and works, and would have no impact on the appearance, natural physical features or resources of the area. No vegetation removal is required.

Overlays

Small areas of both lots are affected by Erosion Management Overlay, Schedule 1 (EMO1), and a permit is required for subdivision under Clause 44.01-5 of the EMO provisions. It is noted that the area around proposed Lot 1, which would contain the excised dwelling, is not affected by EMO1 (as shown below).



The application addresses EMO1 provisions stating that:

"There is no known erosion on either of the lots and no constructions works are required to be undertaken."

and that:

"No physical works need to be undertaken as all existing fencing is in place, with the only change being a change of ownership."

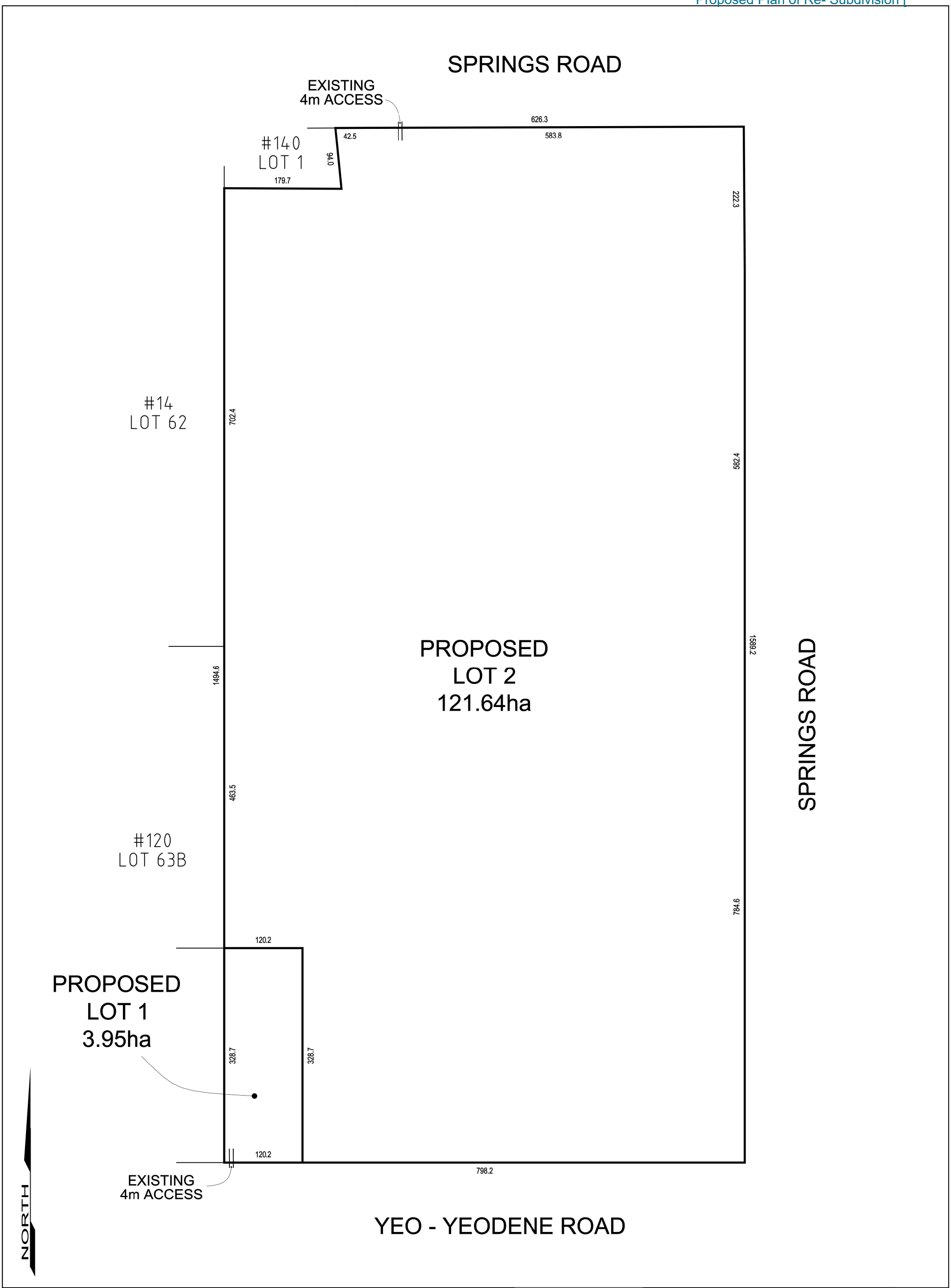
The application also confirms that there would be no soil disturbance or vegetation removal.

Clause 4.0 of schedule 1 to the EMO states that "*where, in the opinion of the responsible authority, the application for a subdivision or development will not adversely increase the landslip risk to life or property affecting the subject lot or adjoining or nearby land, a written geotechnical assessment, landslide hazard assessment or landslip risk assessment (as appropriate) is not required"*. In this case, it is considered that the proposed subdivision would not adversely increase landslip risk and therefore a Geotechnical Assessment is not required.

The application states that fencing is existing; that there would be no buildings, works or vegetation removal; and that the proposal would result in just a change of ownership. As such, a permit is not required under SLO1 or VPO1 provisions.

9. OFFICER DIRECT OR INDIRECT INTEREST

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


SPRINGS ROAD
EXISTING
4m ACCESS
626.3
42.5
583.8
#140
LOT 1
94.0
179.7
222.3
#14
LOT 62
702.4
582.4
PROPOSED
LOT 2
121.64ha
1589.2
SPRINGS ROAD
1494.6
463.5
#120
LOT 63B
784.6
120.2
PROPOSED
LOT 1
3.95ha
328.7
328.7
120.2
798.2
EXISTING
4m ACCESS
NORTH
YEO - YEODENE ROAD
LEGEND
PROPOSED BOUNDARIES
EDGE OF ROAD
WATERWAY
EXISTING LOT
EASEMENT
SCALE 1:5000
0 50 100 200
LENGTHS ARE IN METERS
REVISION A - PRELIMINARY PLAN
A 1/4/2025 ISSUED FOR PLANNING
REGIONAL PLANNING SERVICES
245 YEO - YEODENE ROAD, YEO. VIC. 3249
PROPOSED NICO CONSOLODATION
SHEET 1 OF 1

Colac Otway SHIRE

Item: 6.5

PP91/2025-1 - 210 Barrys Road BARONGAROOK WEST - Construction of Replacement Dwelling and Associated Works

ADDRESS AND PROPERTY DETAILS	210 Barrys Road BARONGAROOK WEST (C/A: 17E V/F: 8378/137 Parish of Barongarook)	**APPLICATION NUMBER**	PP91/2025-1
PROPOSAL	Construction of a Replacement Dwelling and Associated Works		
PERMIT TRIGGERS	Clause 35.07-4 – construction of a dwelling and associated works in the Farming Zone Clause 42.03-2 – construction of a dwelling and associated works on land covered by Significant Landscape Overlay, Schedule 1		
TRIGGER FOR DETERMINATION BY COMMITTEE	Dwelling in the Farming Zone		
ZONE	Farming Zone (FZ)	**OVERLAYS**	Significant Landscape Overlay, Schedule 1 (SLO1) - Valleys, Hills and Plains Landscape Precinct Vegetation Protection Overlay, Schedule 1 (VPO1) - Significant and Remnant Vegetation
COVENANTS	Nil		
CULTURAL HERITAGE	N/A		
OFFICER	Ian Williams	**GENERAL MANAGER**	Ian Seuren

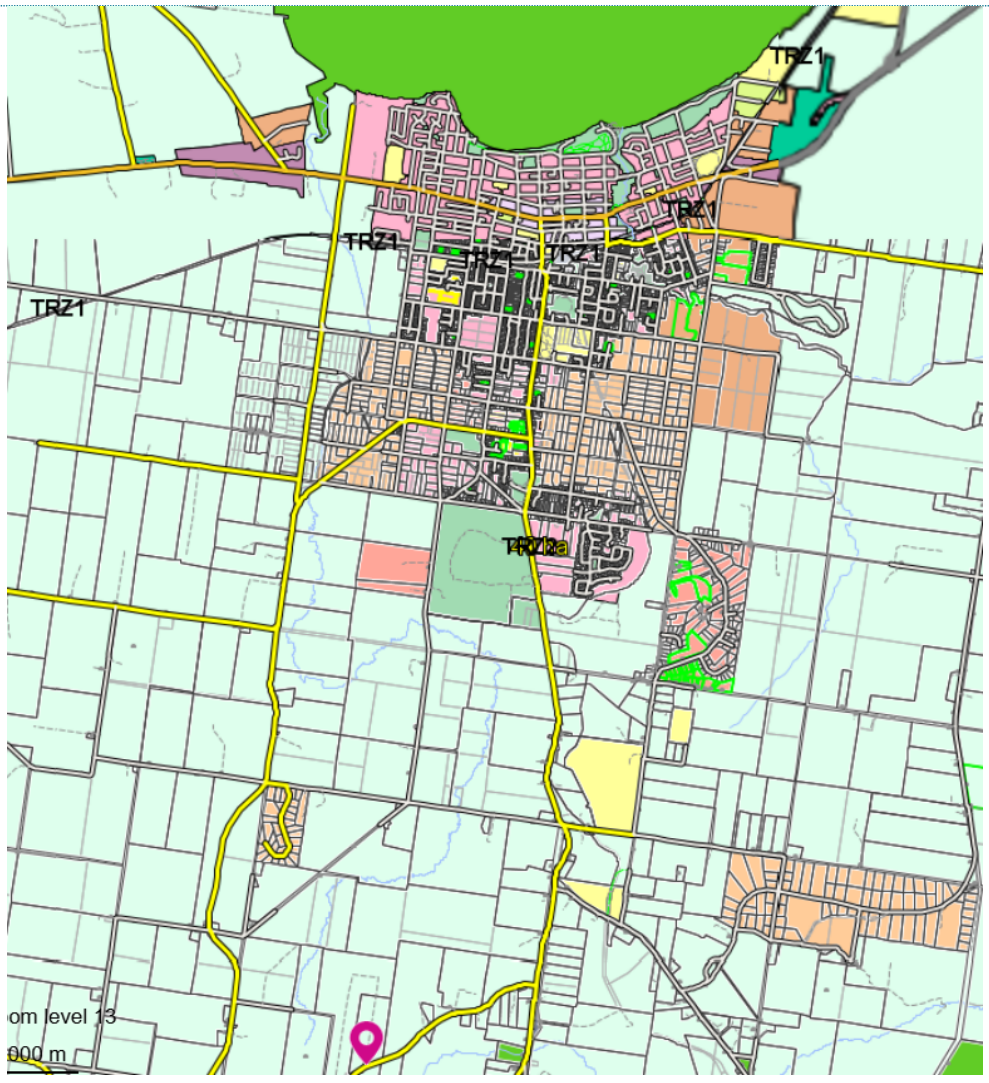
Item: 6.5

PP91/2025-1 - 210 Barrys Road BARONGAROOK WEST - Construction of Replacement Dwelling and Associated Works

DIVISION	Community and Economy
ATTACHMENTS	1. Plans [**6.5.1** - 7 pages]

1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLAN



Subject site marked with pink pin, with Colac to the north

AERIAL PHOTOGRAPHS





2. RECOMMENDATION

That Council resolves to grant a permit for the construction of a replacement dwelling and associated works at 210 Barrys Road, Barongarook West (C/A: 17E V/F: 8378/137 Parish of Barongarook) subject to the following conditions:

Endorsed Plans

1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Dwelling Infrastructure

2. Prior to the initial occupation of the replacement dwelling hereby permitted, the following must be provided to the satisfaction of the Responsible Authority:

a) Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.

b) The dwelling must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from the dwelling must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the Environment Protection Act 2017 for an on-site wastewater management system.

c) The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.

d) The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

Removal of Existing Dwelling

3. The existing dwelling must not be occupied after use of the replacement dwelling hereby permitted commences. The existing dwelling must be removed from the land within sixty days of occupation of the replacement dwelling hereby permitted to the satisfaction of the Responsible Authority.

Stormwater

4. All stormwater runoff from the development, including overflow from water storage, must be taken to a legal point of discharge to the satisfaction of the Responsible Authority.

5. During construction works, the site must be developed and managed to ensure there is no stormwater pollution through the contamination of runoff by chemicals, sediments, wastes or pollutants in accordance with 'Best Practice Environmental Management Guidelines for Stormwater Management and Construction Techniques for Sediment Pollution Control' (EPA) to the satisfaction of the Responsible Authority.

Wastewater

6. An onsite wastewater management system must be constructed concurrently with the replacement dwelling hereby permitted, so that all liquid waste is at all times contained within the curtilage of the lot. The design and installation of any wastewater disposal system for any building on the land must comply with the EPA Guidelines for Onsite Wastewater Management (May 2024, or as amended)

and the EPA Effluent Dispersal and Recycling Systems Guidance (May 2024, or as amended), to the satisfaction of the Responsible Authority.

No Gas Connection

7. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Expiry

8. This permit will expire if one of the following circumstances applies:

- ***a) The development is not commenced within two years of the date of this permit.***
- ***b) The development is not completed within four years of the date of this permit.***

In accordance with section 69 of the Planning and Environment Act 1987, an application may be made to the Responsible Authority to extend the periods referred to in this condition.

Notes

1. This permit does not authorise the commencement of any building works. Prior to the commencement of development, it will also be necessary to obtain a building permit for the proposed replacement dwelling. Approval of the demolition of the existing dwelling will also be required before demolition works commence.

2. Prior to preparing drainage plans, a legal point of discharge (LPoD) must be obtained in accordance with Building Regulation 133. A copy of the LPoD, which incurs a fee in accordance with the Building Regulations, must be submitted with the engineering plans.

3. A separate application to install an onsite wastewater management system must be submitted to and approved by Council's Health Protection Unit prior to the commencement of works. The Health Protection Unit reserves the right to request that a Land Capability Assessment prepared by a suitably qualified person be submitted for approval, to support a detailed system design at the wastewater permit application stage. Secondary treatment may be required.

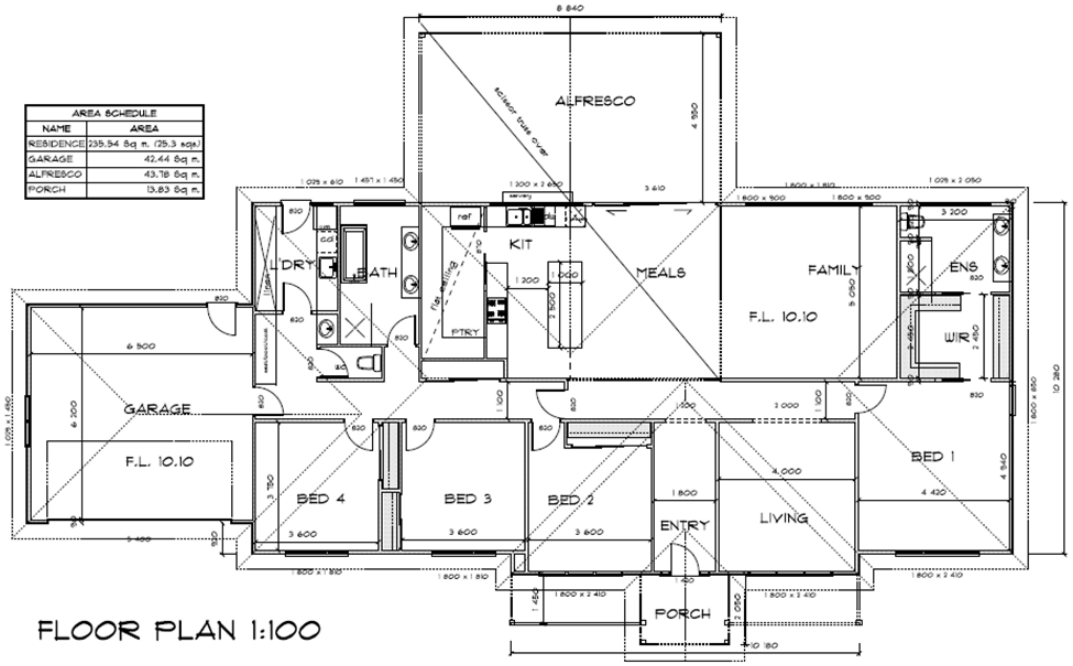
3. PROPOSAL

Planning permission is sought for the construction of a replacement dwelling and associated works at 210 Barrys Road in Barongarook. The proposed replacement dwelling would have a maximum height of 5.9m, a width of 30.5m and a depth of 18.1m. A spa bath is proposed to be located to the rear of the dwelling.

The applicant has confirmed that access to the replacement dwelling would be provided via an all-weather track. The dwelling would be connected to an approved septic system on site. Water tanks would be installed for water supply and the replacement dwelling would be connected to the available electricity supply.

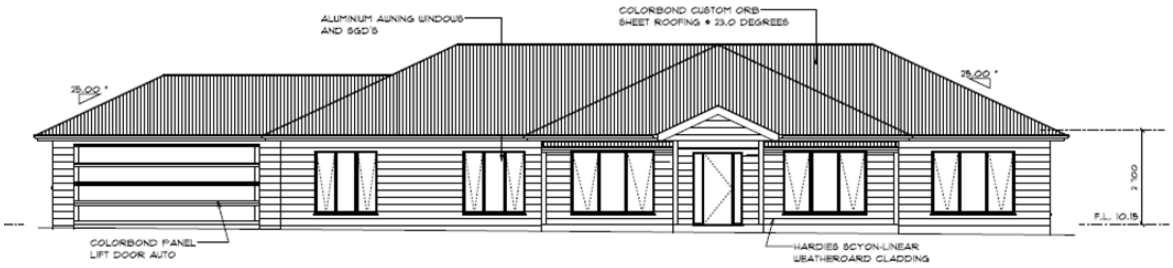
The applicant has also confirmed that it is proposed that the existing dwelling be removed from the land at the time of occupancy of the proposed dwelling. A condition has been included in the recommendation above to ensure this would occur in a timely manner.

The proposed dwelling would contain four bedrooms, plus a living room, an open plan kitchen/meals/family area and a double garage. The proposed floor plan is shown below.



FLOOR PLAN 1:100

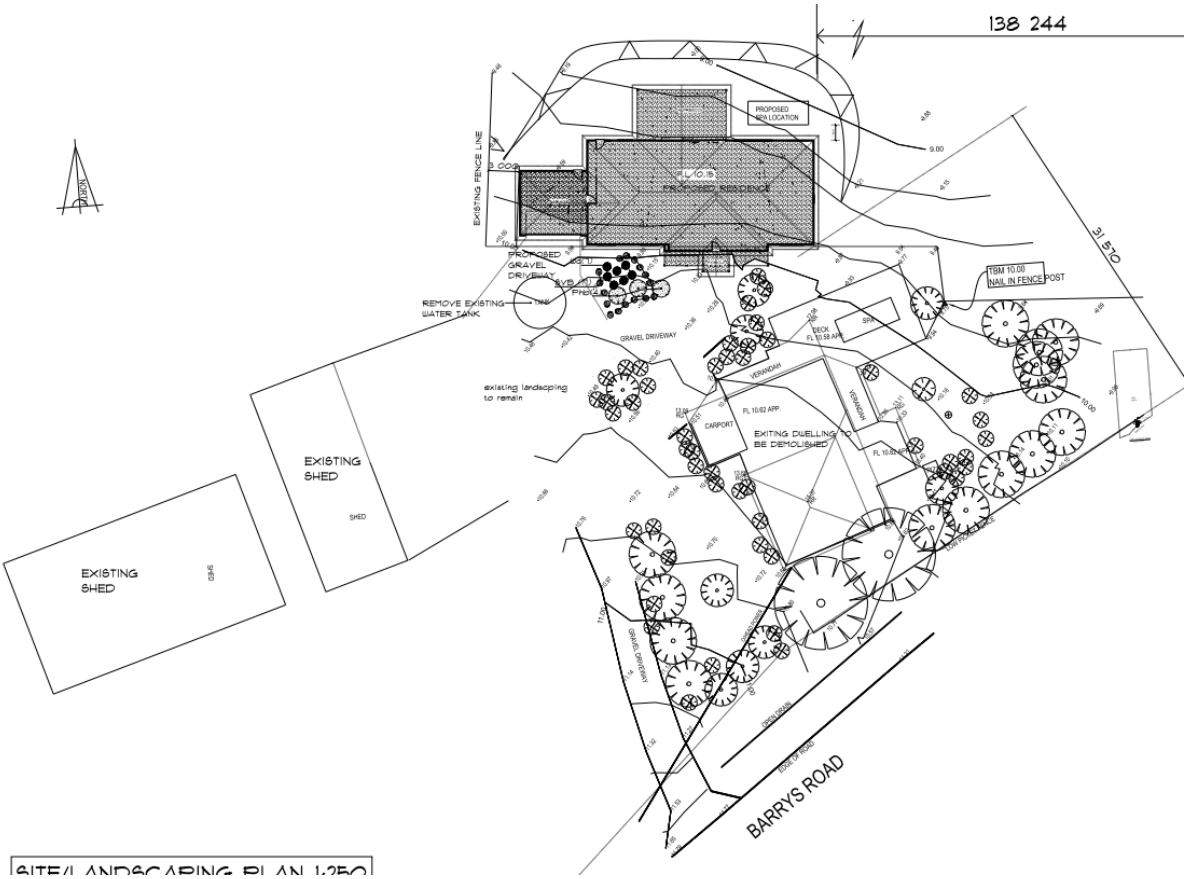
The dwelling would be single-storey and would be externally finished in weatherboard white cladding, with the roof and fascia Colorbond Monument in colour. The proposed south elevation is shown below.



SOUTH ELEVATION 1:100

The replacement dwelling would be located approximately 10.7m to the rear of the existing dwelling and would utilise the existing crossover and driveway. The dwelling would be set back 32.3m from the southern boundary to Barrys Road, 138.2m from the eastern side boundary, 159m from the western side boundary and 670m from the northern boundary. The proposed location would be over 100m from the nearest dwelling not in the same ownership (located at 175 Barrys Road).

The plan below shows the proposed siting of the replacement dwelling to the rear of the existing dwelling.



The proposed dwelling would be sited behind existing native vegetation along the road boundary. An extract of the current aerial image is provided below, with the existing dwelling highlighted.



Under the provisions of Clause 35.07-1 of the Farming Zone, a planning permit is required to construct a building and to carry out works associated with a use in Section 2 (permit required) of the table at that clause. In terms of the setbacks specified in the planning scheme, the proposed location of the replacement dwelling would meet those as set out below:

- The setback from Barrys Road would be greater than the 20m specified in the schedule to the zone (proposed to be 32.3m from the southern boundary with Barrys Road).
- The setback from the nearest dwelling not in the same ownership would be greater than the 100m specified in the schedule to the zone (332m from the dwelling at 175 Barrys Road).
- The setback from any small second dwelling not in the same ownership would be over 100 metres, as specified in the schedule to the zone.
- The setback from any waterway, wetlands or designated flood plain would be over 100 metres, as specified in the schedule to the zone (267m to the south and 270m to the northwest).

The proposed location for the replacement dwelling would not be within one kilometre of the nearest title boundary of land subject to:

- *A permit for a wind energy facility; or*
- *An application for a permit for a wind energy facility; or*
- *An incorporated document approving a wind energy facility; or*
- *A proposed wind energy facility for which an action has been taken under section 8(1), 8(2), 8(3) or 8(4) of the Environment Effects Act 1978.*

The proposed dwelling would not be located within 500 metres 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.

4. SUBJECT LAND & SURROUNDINGS

The subject site is commonly known as 210 Barrys Road, Barongarook West and is identified on title as C/A: 17E V/F: 8378/137 Parish of Barongarook. The site has an area of 24.857 hectares and currently contains a dwelling set back approximately 6m from the southern title boundary with Barrys Road and agricultural sheds to the west of the dwelling. A band of vegetation along the southern boundary screens the dwelling from the road.



Source: Google Streetview November 2024

5. PLANNING SCHEME PROVISIONS

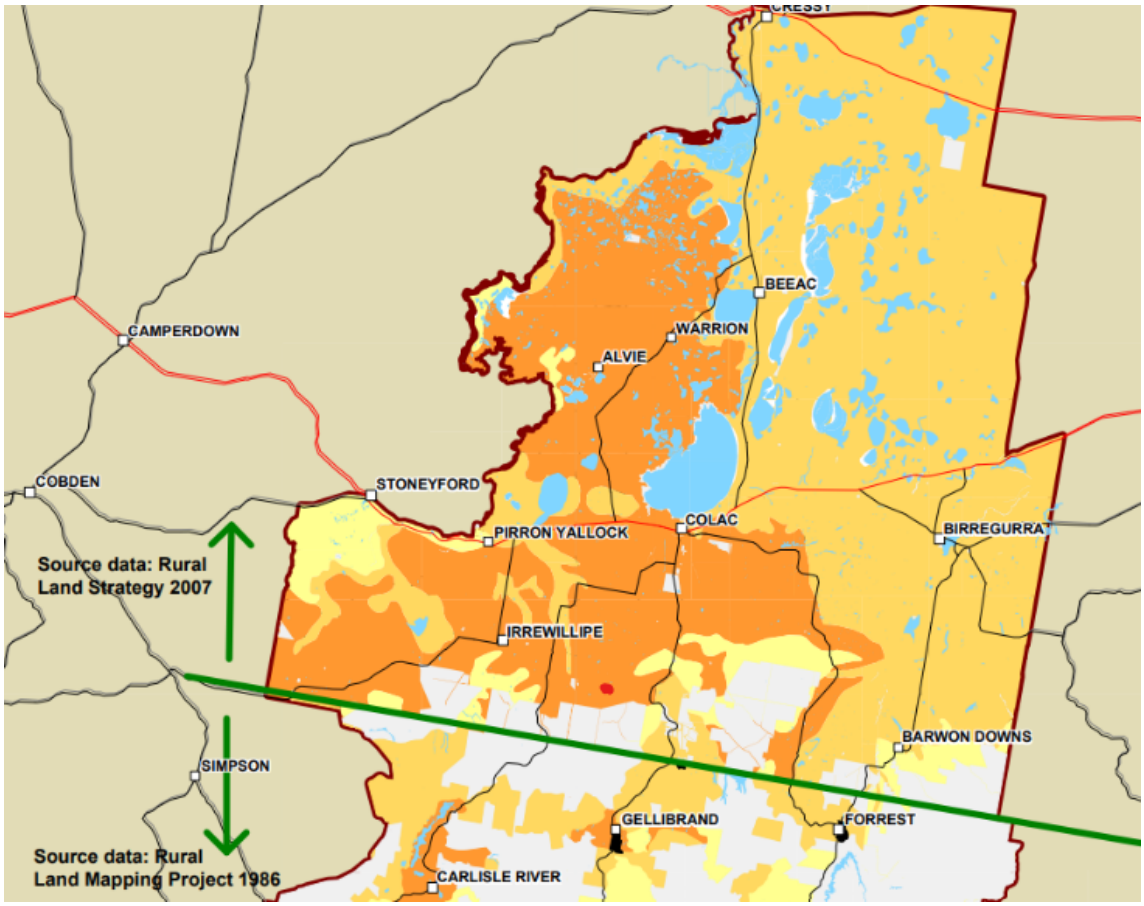
Planning Policy Framework

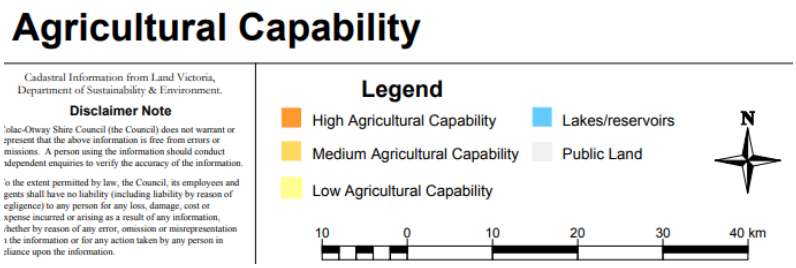
It is considered that the proposal generally meets the relevant objectives, strategies and policies of the Planning Policy Framework, notably clauses 02.02 (Vision), 02.03 (Strategic Directions), 12.05-2S and 12.05-2L (Landscapes), 13.02-1S (Bushfire Planning), 14.01-1S and 14.01-1L (Protection of Agricultural Land), 14.01-2S (Sustainable Agricultural Land Use), 14.01-2R (Agricultural Productivity - Geelong G2), 15.01-2S and 15.01-2L (Building Design),

15.01-6S and 15.01-6L (Design for Rural Areas) and 16.01-3S (Rural Residential Development).

Other relevant provisions

Council's *Rural Land Strategy* 2007 identifies the subject site as located within land of medium agricultural capability, as shown by the red dot in the extract from that document below. Council's *Rural Living Strategy* 2011 does not recommend rezoning the subject site.





Relevant Planning Scheme Amendments

N/A

6. REFERRALS

Internal Referrals

This application was referred to Council's Infrastructure Department and Health Protection Unit. No objection was raised subject to conditions, which have been included in the recommendation section earlier in this report.

External Referrals

Barwon Water was notified of the application under Section 52 of the *Planning and Environment Act* 1987 as the site is located within the Barwon Downs Wellfield Intake Special Water Supply Catchment Area. Barwon Water raised no objection, advising that the site is located outside the catchment from which it actively harvests water.

7. PUBLIC NOTIFICATION & RESPONSE

COMMUNICATION

The owners and occupiers of surrounding properties were notified of the application, and a site notice was displayed on the land for a period of 14 days. No objections were received.

8. OFFICER'S ASSESSMENT

Under the provisions of the Farming Zone, before deciding on an application to construct a building or carry out works, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate, the decision guidelines set out within Clause 35.07-6. The relevant assessment is set out below.

It must also be acknowledged that the proposal is for a replacement dwelling on the land and that the use of the land for a dwelling is established. The existing dwelling would be retained during construction works and, as such, there is no permit trigger to use the land for a dwelling.

General issues
Council's Health Protection Unit has considered the proposal and did not raise any objection, subject to a condition relating to wastewater management being included on any permit issued. On this basis, it is considered that the site would be capable of accommodating the replacement dwelling in terms of wastewater disposal.

Access to the proposed dwelling would be as existing, via Barrys Road and along the alignment of the existing driveway access. The application was referred to Council's Infrastructure Department, which has not raised any objection subject to conditions. These have been included in the recommendation earlier in this report. The applicant has advised that mains power and potable water supply is available to the site.

There is no wind energy facility within 1km of the subject site (approximately 21km to the north) and the site is not within 500 metres 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. The closest works approval site is approximately 8km to the east.

Agricultural issues and the impacts from non-agricultural uses
The proposed dwelling would replace an existing dwelling on the land. Given the size of the holding being over 24 hectares, it is considered that a replacement dwelling would maintain

the status quo and would continue to assist with agricultural production over the remainder of the land. Also of note is that the existing dwelling would be removed from the land. The replacement dwelling would be suitably sited on the lot, near the location of the existing dwelling, leaving the majority of the land to be used for future agricultural purposes. It is not considered that the proposed dwelling would be impacted by any adjoining agricultural uses.

Dwelling issues

With regard to the potential for the proposal to lead to a concentration or proliferation of dwellings in the area, whilst it is acknowledged that there are a few existing dwellings within the immediate and surrounding area which are located on similarly sized or smaller lots, it is not considered that the proposed replacement dwelling would create an undesirable precedent, with any future applications considered on their merits.

In this particular instance, as there is an existing dwelling on the land (which is currently being lived in by the owners), it is considered reasonable to allow the proposal. Given the increased setback from Barrys Road and the existing vegetation screen, it is not considered that additional landscaping along the roadside would be required to screen the dwelling.

Environmental issues (including ESO3 provisions relating to declared water catchments - with this overlay covering land to the east and south)

It is not expected that the construction of a replacement dwelling on this lot would affect soil quality. Council's Health Protection Unit raised no objection, subject to permit conditions which are included in the recommendation section of this report. Barwon Water was notified of this application given the proximity to land covered by Environmental Significance Overlay, Schedule 3 (ESO3 - Declared Water Supply Catchments). As noted earlier in this report, Barwon Water did not raise any objection or request that any conditions be included on the permit.

Design and siting issues

It is not considered that the proposed replacement dwelling would materially impact on the character and appearance of the immediate and surrounding area, being located in a similar location to the existing dwelling and of a similar height when viewed from the road. Externally the building would be finished in weatherboard white cladding with the roof Colorbond Monument in colour, which is considered to be acceptable. It is also noted that any views of the dwelling would be largely screened by the existing boundary vegetation along Barrys Road.

It is considered that the proposed dwelling would be of an acceptable scale and design and, with the existing screening, would become an integral part of the visual landscape.

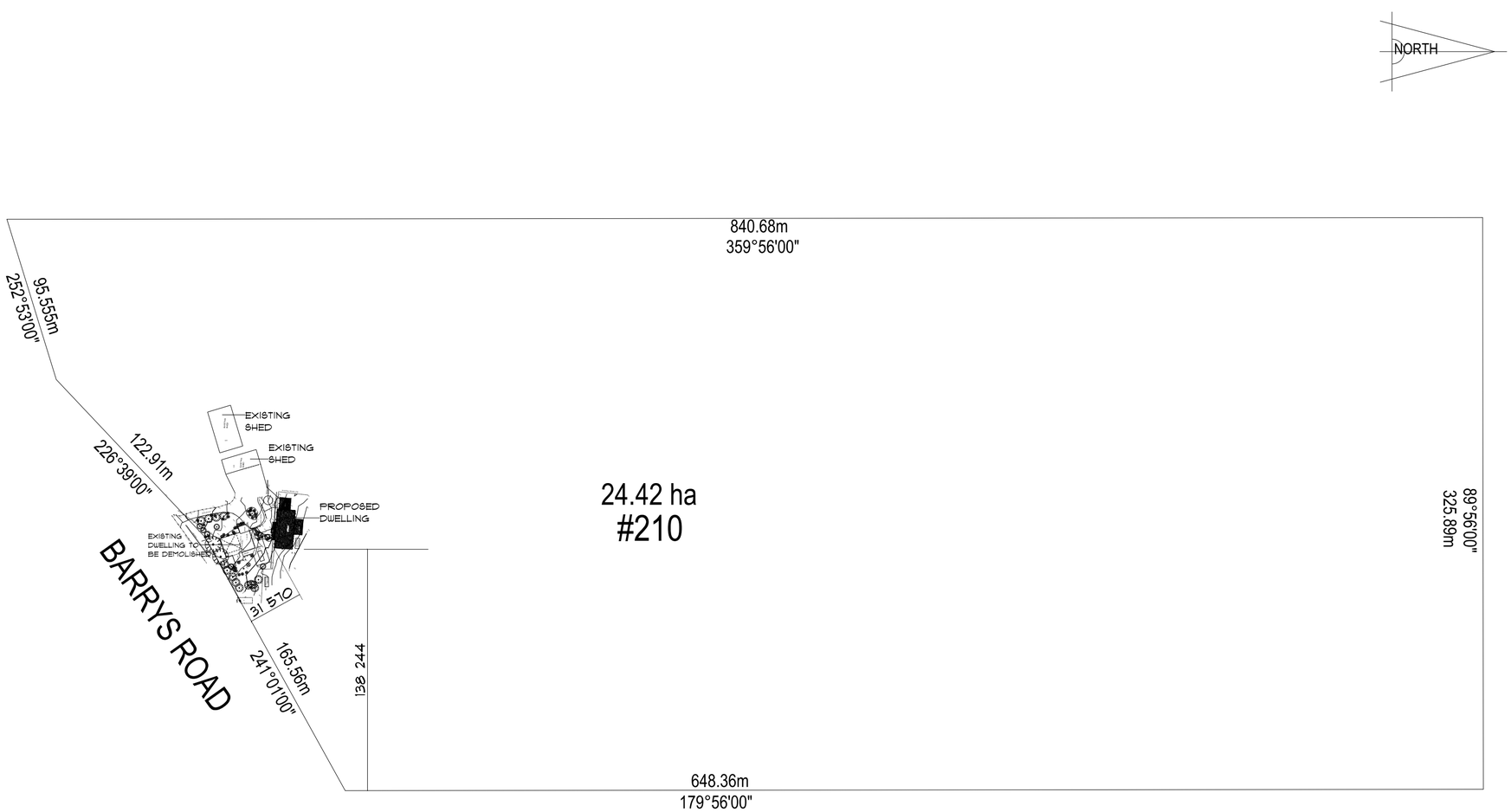
It is not considered that the proposal would have any significant impacts on the natural physical features and resources of the area, including soil, water quality, and flora and fauna or native vegetation.

It is also considered that the proposed dwelling would be acceptable in terms of the Significant Landscape Overlay, Schedule 1 (Valleys, Hills and Plains Landscape Precinct). The proposed replacement dwelling has been designed to avoid contrasting shape, colour, size and mass, and would be sited and screened to become an integral part of the visual landscape. The site is relatively flat, with the selected location for the replacement dwelling being a suitable alternative to the existing.

The applicant has confirmed that it is proposed that the existing dwelling be removed from the land at the time of occupancy of the proposed dwelling. This is considered to be an acceptable outcome.

9. OFFICER DIRECT OR INDIRECT INTEREST

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



SIT PLAN 1:2000

AMENDMENTS:

PRINTABLE PAGE A2

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PLANNING DRAWINGS

job name:

date: FEBRUARY 2022

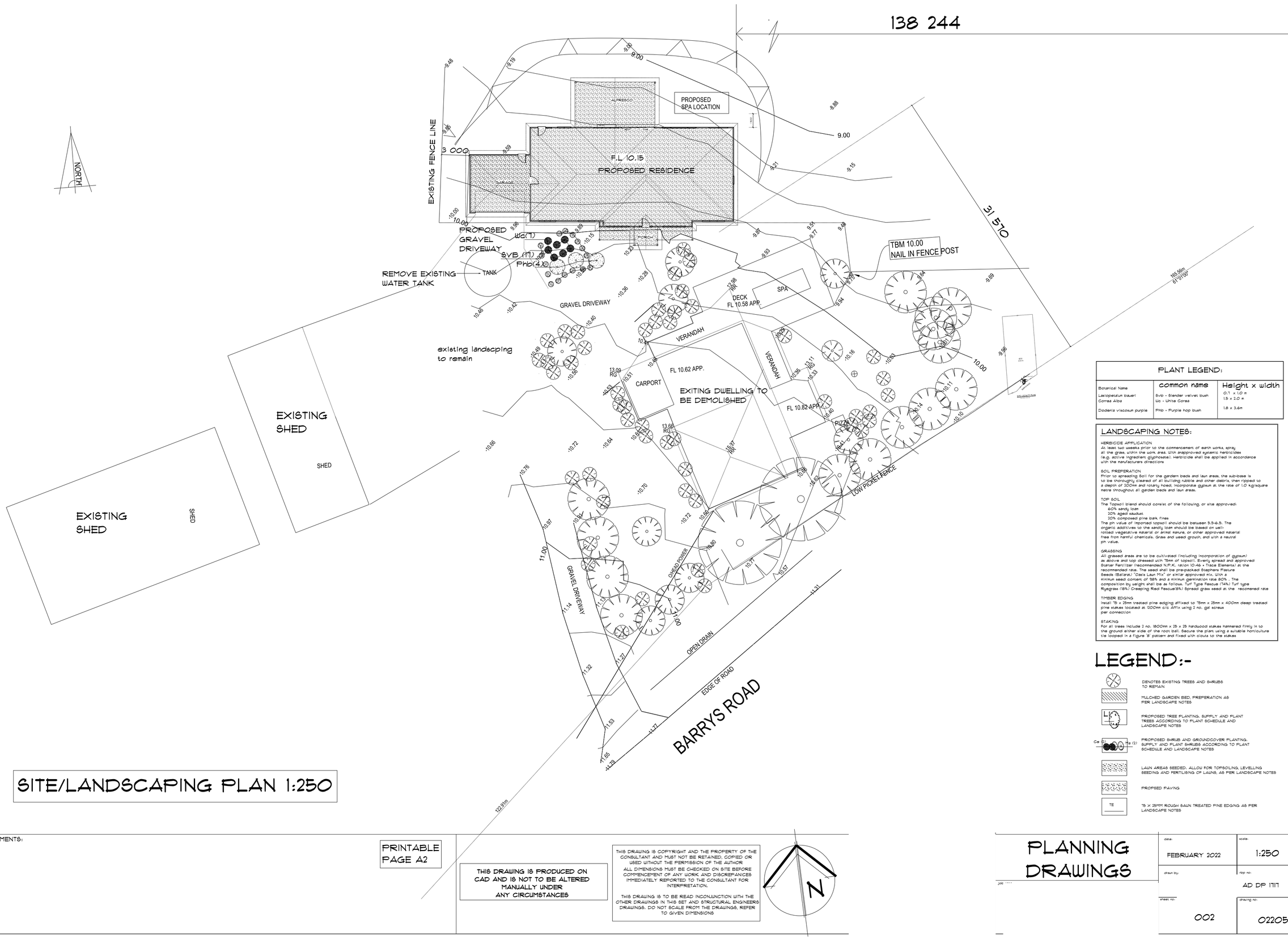
scale: 1:2000

drawn by:

map no: AD DP 17117

sheet no: 001

drawing no: 022054



SITE/LANDSCAPING PLAN 1:250

PLANT LEGEND:

Botanical Name	common name	Height x width
Lasiopetalum baueri	Svb - Slender velvet bush	0.1 x 1.0 m
Correa Alba	Wc - White Corea	1.5 x 2.0 m
Dodenia viscosum purple	Phb - Purple hop bush	1.8 x 3.6m

LANDSCAPING NOTES:

HERBICIDE APPLICATION
At least two weeks prior to the commencement of earth works, spray all the grass, within the work area, with anapproved systemic herbicides (e.g. active ingredient glyphosate). Herbicide shall be applied in accordance with the manufacturers directions

SOIL PREPERATION
Prior to spreading Soil for the garden beds and lawn areas, the sub-base is to be thoroughly cleared of all building rubble and other debris, then ripped to a depth of 200mm and rotary hoed, incorporate gypsum at the rate of 1.0 kg/square metre throughout all garden beds and lawn areas.

TOP SOIL
The Topsoil blend should consist of the following, or site approved:
60% sandy loam
20% aged sawdust
20% composed pine bark fines
The ph value of imported topsoil should be between 5.5-6.5. The organic additives to the sandy loam should be based on well-rotted vegetative material or animal manure, or other approved material free from harmful chemicals. Grass and weed growth, and with a neutral ph value.

GRASSING
All grassed areas are to be cultivated (including incorporation of gypsum) as above and top dressed with 75mm of topsoil. Evenly spread and approved Starter Fertilizer (recommended N.P.K. ration 10:46 + Trace Elements) at the recommended rate. The seed shall be pre-packed Stephens Pasture Seeds (Ballarat) "Oasis Lawn Mix" or similar approved mix, with a minimum seed content of 98% and a minimum germination rate 80% . The composition by weight shall be as follows. Turf Type Fescue (74%) Turf type Ryegrass (18%) Creeping Red Fescue(8%) Spread grass seed at the recomened rate

TIMBER EDGING
Install 75 x 25mm treated pine edging affixed to 75mm x 25mm x 400mm deep treated pine stakes located at 1200mm c/c Affix using 2 no. gal screws per connection

STAKING
For all trees include 2 no. 1800mm x 25 x 25 hardwood stakes hammered firmly in to the ground either side of the root ball. Secure the plant using a suitable horticulture tie looped in a figure '8' pattern and fixed with clouts to the stakes

LEGEND:-

- DENOTES EXISTING TREES AND SHRUBS TO REMAIN
- MULCHED GARDEN BED, PREPERATION AS PER LANDSCAPE NOTES
- PROPOSED TREE PLANTING, SUPPLY AND PLANT TREES ACCORDING TO PLANT SCHEDULE AND LANDSCAPE NOTES
- Ce (2) Ma (2) — PROPOSED SHRUB AND GROUNDCOVER PLANTING, SUPPLY AND PLANT SHRUBS ACCORDING TO PLANT SCHEDULE AND LANDSCAPE NOTES
- LAWN AREAS SEEDED, ALLOW FOR TOPSOILING, LEVELLING SEEDING AND FERTILISING OF LAWNS, AS PER LANDSCAPE NOTES
- PROPSED PAVING
- TE — 75 X 25MM ROUGH SAWN TREATED PINE EDGING AS PER LANDSCAPE NOTES

AMENDMENTS:

PRINTABLE PAGE A2

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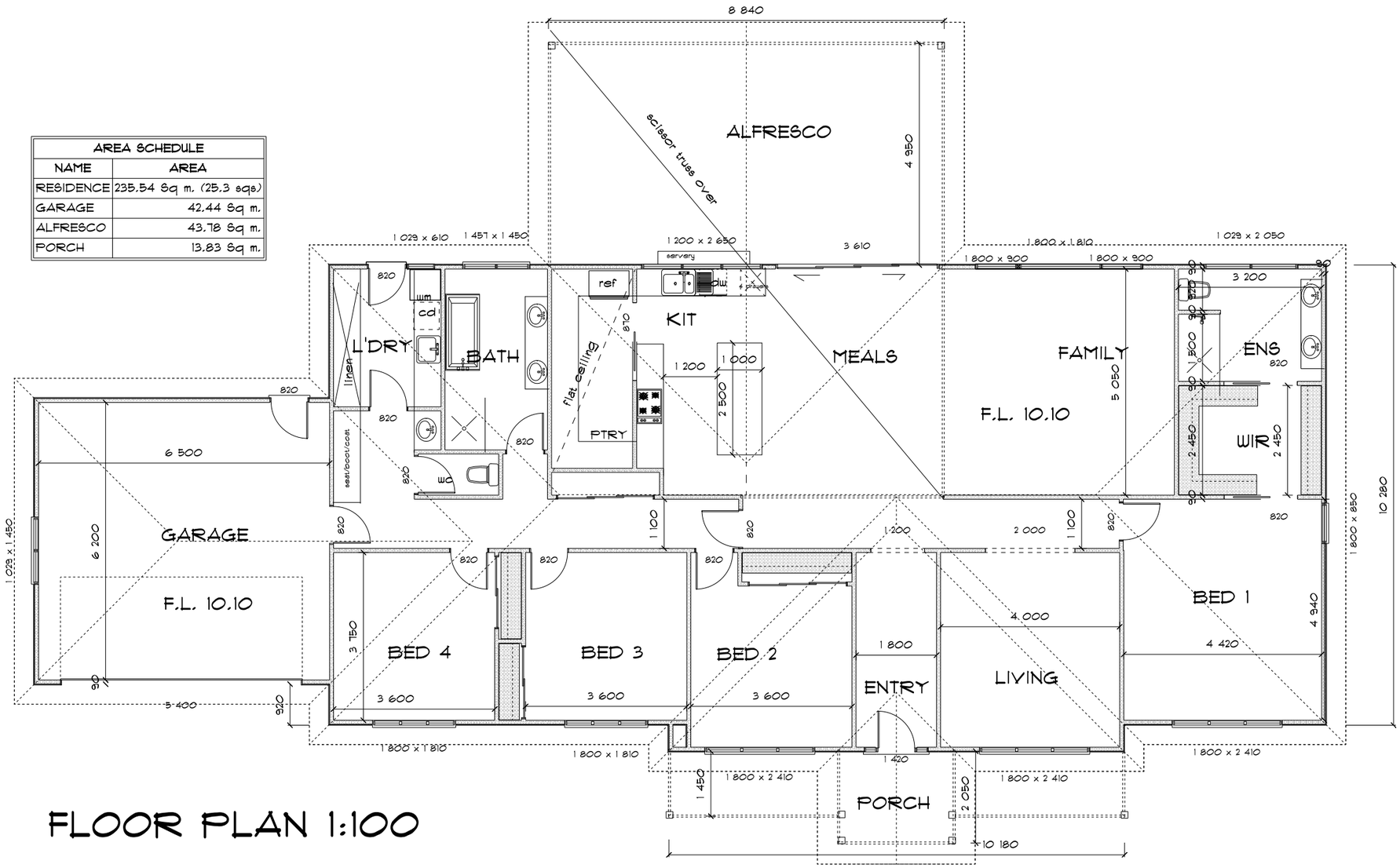
PLANNING DRAWINGS

date: FEBRUARY 2022	scale: 1:250
drawn by:	rbp no: AD DP 1717
sheet no: 002	drawing no: 022054

AREA SCHEDULE	
NAME	AREA
RESIDENCE	235.54 Sq m. (25.3 sqs.)
GARAGE	42.44 Sq m.
ALFRESCO	43.78 Sq m.
PORCH	13.83 Sq m.



FLOOR PLAN 1:100

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PLANNING DRAWINGS

job name:

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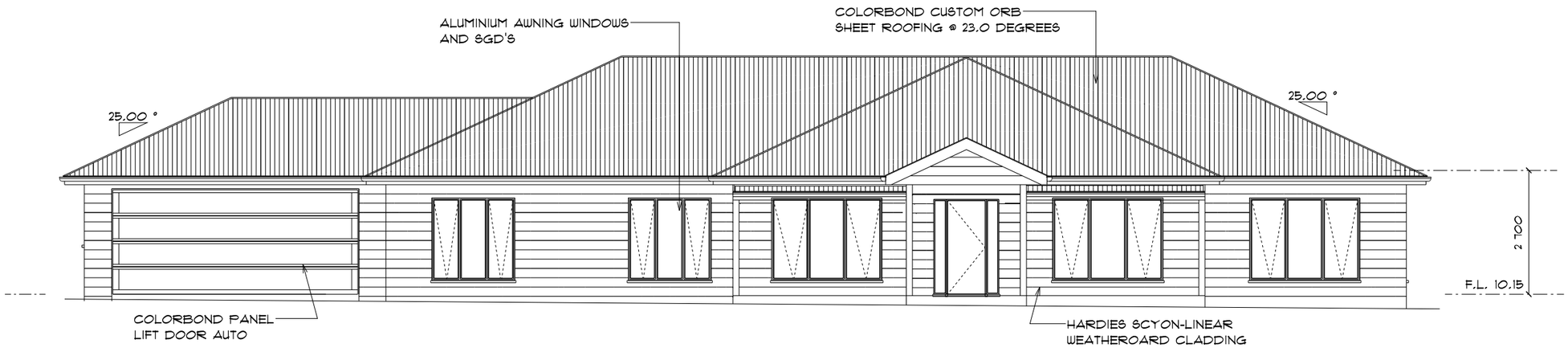
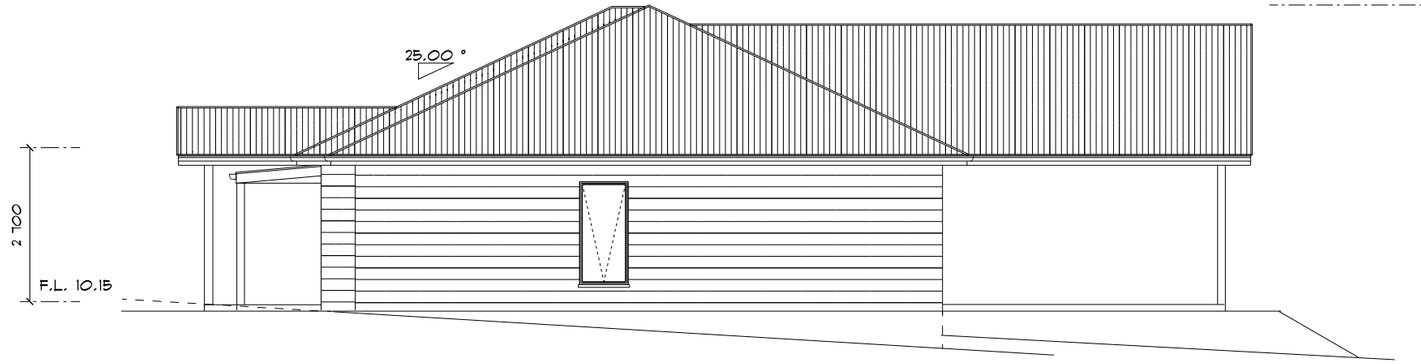
amendments:

date: FEBRUARY 2022	scale: 1:100
drawn by:	rbp no: AD DP 1717
sheet no: 03	drawing no: 022054



SOUTH ELEVATION 1:100



EAST ELEVATION 1:100

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amendments:

job name:

date: FEBRUARY 2022

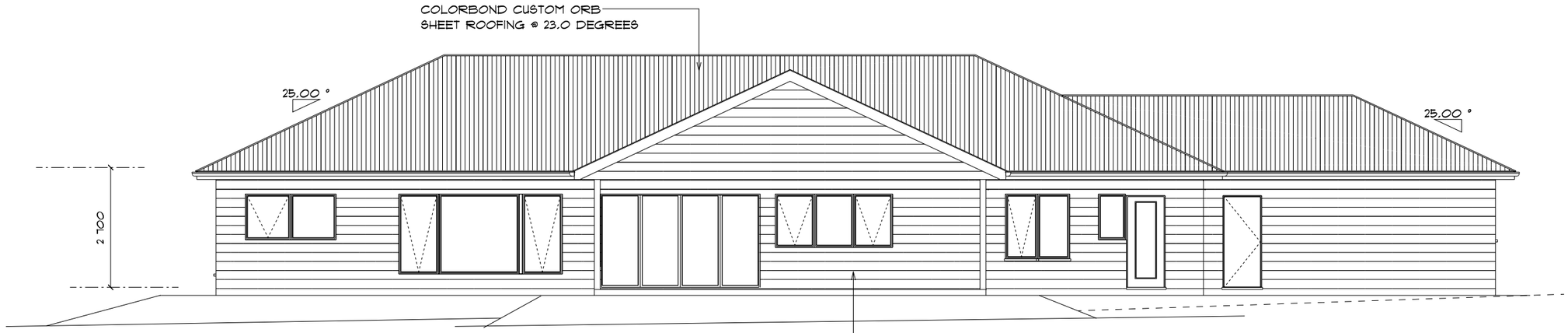
scale: 1:100

drawn by:

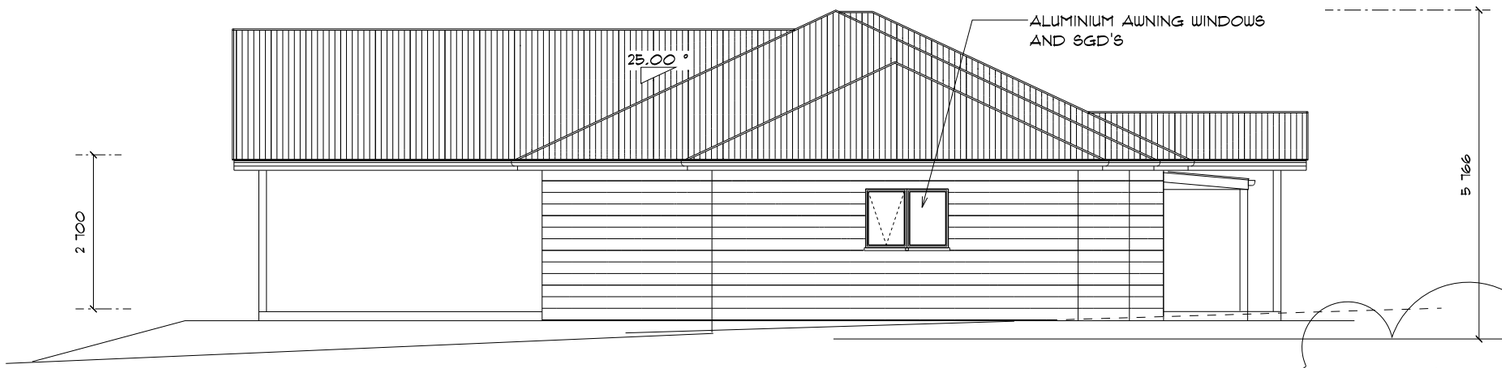
rpp no: AD DP 1717

sheet no: 04

drawing no: 022054



NORTH ELEVATION 1:100



WEST ELEVATION 1:100

COLOR SCHEDULE:

COLORBOND CUSTOM ORB ROOF SHEETING - MONUMENT
COLORBOND FASICA AND GUTTER MONUMENT
ALUMINIUM WINDOWS - WHITE
WEATHERBOARDS - DULUX WHITE
TIMBER POSTS - STAINED SPOTTED GUM

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PLANNING DRAWINGS

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amendments:
MAY 2025 COLOR SCHEDULE ADDED

job name:

date: FEBRUARY 2022	scale: 1:100
drawn by:	rap no: AD DP 1717
sheet no: 05	drawing no: 022054

alpinespas™

FIND A SWIM SPA MODEL THAT WORKS BEST FOR YOU

JET TURBO FLOW OPTIONS

Our incredible turbo flow swim jets produce a strong and consistent current to swim or exercise against. Whether you're looking to have a light swim, or a challenging water based workout, you can adjust the power of your current to maximise your exercise and your outcome.



SPLASH

The Splash Series is our entry-level swim spa. It has 1x swim pump and 2x focus swim jets. It is perfect for those looking for a gentle current, or simply an above ground pool.



ADVANCE SWIM

The Advance Swim Series is our mid-level swim spa with 3x swim pumps and 3x focus swim jets. Perfect for those recreational swimmers & families looking to get in some swimming.



PRO SWIM

The Pro Swim Series is a swim spa with 4x swim pumps and 4x focus swim jets. Perfect for the more serious swimmers who need a strong current to swim against.



COLUMBUS

A Swim Spa that goes the extra mile. Equipped with focused Swim propulsion jets and a dedicated Spa Zone featuring a luxurious recliner, Columbus is a home-gym and your personal masseur all in one tidy package.

594 x 228 x 137cm
/ 594 x 228 x 153cm

Dual Zone

Jet Turbo Flow

8x Seats



Compare Models

	SPLASH	ADVANCED SWIM	PRO SWIM
Swim Zone Pumps	**1x 3HP**	**3x 3HP**	**4x 3HP**
Swim Jets	**2**	**3**	**4**
Spa Zone Pumps	**1x 3HP**	**1x 3HP**	**1x 3HP**
Circulation Pumps	**1x Dedicated WhisperQuiet™** (Spa)	**2x Dedicated WhisperQuiet™**	**2x Dedicated WhisperQuiet™**
SpaNET® Heater	**2x 3kW**	**1x 5.25kW** (Swim) **& 1x 3kW** (Spa)	**1x 5.25kW** (Swim) **& 1x 3kW** (Spa)
Alpine Insulation™	**3 Layers**	**4 Layers**	**4 Layers**
Water Sanitisation	**Ozone**	**Ozone & UV-C**	**Ozone & UV-C**
Filters	**4x 50ft² Microban™**	**4x 50ft² Microban™**	**4x 50ft² Microban™**
SpaNET® Controllers	**2x SV-Smart**	**SV3** (Swim) **& SV-Smart** (Spa)	**SV4** (Swim) **& SV-Smart** (Spa)
Lighting	**Floodlight**	**Floodlight & Perimeter**	**Floodlight & Perimeter**
Water Feature	**No**	**6x Fountains**	**6x Fountains**
Cabinetry	**Graphite**	**Greystone**	**Greystone**
Shell	**Lucite® Cast Acrylic**	**Lucite® Cast Acrylic**	**Lucite® Cast Acrylic**
Frame	**Galvanised Steel Frame**	**Galvanised Steel Frame**	**Galvanised Steel Frame**
Water Capacity (L)	**7,640**	**7,640**	**7,640**
Dry Weight (kg)	**1,600**	**1,600**	**1,600**
Power	**15/25 Amps** (Swim) **& 15/25 Amps** (Spa)	**32/45 Amps** (Swim) **& 15/25 Amps** (Spa)	**45/60 Amps** (Swim) **& 15/25 Amps** (Spa)

Cover Options: Lockable Hard-Top or Lockable Rolling Cover
Optional Extras: Steps, Wi-fi, Heat Pump & Swimming Tether

Talk to a sales consultant about purchasing any of the above options with your swim spa.

WARRANTY: 10 Years Structural, **5** Years Acrylic Shell, Jets & Heaters, **2** Years Equipment

Item: 7.1

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 2024-25 Capital Works and Operational projects.

2. EXECUTIVE SUMMARY

The project budget adjustments presented in this report relate to the 2024-25 financial year. It seeks formal approval to adjust project budgets, create new projects where needed, or recognise that some projects are complete and can be formally closed. The report demonstrates good governance and project management practice and provides improved transparency to the community about matters that occur outside of the annual budget cycle.

3. RECOMMENDATION

That Council:

1. ***Approves the funding in Table 1 for initiation of a new project.***
2. ***Approves the project budget adjustments in Table 3a.***

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: $709,287 (Capital)
- Unallocated Discretionary Funds: $176,305 (Operational)

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

Table 1 – New projects for Council ratification

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
			Exp	Income
New WO Required - Hydration Stations - Birregurra and Gellibrand	Unallocated Discretionary Funds	Install two public drinking fountains/water hydration stations (provided by Barwon Water at no cost to Council) for Birregurra and Gellibrand.	$15,000	$0
New WO Required - Elliminyt Tennis Courts - Installation of a staircase and handrail	WO38106 - 2023-24 Capital Works Open Space Renewal - Elliminyt Tennis Court Resurfacing & Fence Repair	Installation of a staircase and handrail to improve accessibility and safety & infill concrete between courts to enhance usability, reduce trip hazards (ie improve court condition). Unused funds are being transferred from an existing work order related to Elliminyt Tennis Courts – no increase in net expenditure (ie no new funds being allocated).	$27,756	$0

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

Table 2 – Newly initiated projects for Council approval

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
			Exp	Income
Nil				

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets are open and transparent to the community. Therefore, any changes to project budgets or cash reserves are reported in Tables 3a and 3b of this report to demonstrate the diligence and transparency of the organisation's financial management principles.

Table 3a Project budgets requiring adjustment (Capital Projects)

Project name	Transfers from project account	Transfers to project account	Basis for Variation	Project budget adjustment (ex GST)	
				Exp	Income
Eastern Reserve Oval Playing Surface Relevelling	Unallocated Discretionary Funds	WO38384 – Eastern Reserve Oval Playing Surface Relevelling	Project was funded initially with $60,000 but additional funds required to complete the project.	$60,000	

Table 3b Project budgets requiring adjustment (Operational Projects)

Project name	Transfers from project account	Transfers to project account	Basis for Variation	Project budget adjustment (ex GST)	
				Exp	Income
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

Alignment to Council Plan 2021-2025:
Theme 4 – Strong Leadership and Management
Objective 1: We commit to a program of best practice and continuous improvement
Objective 2: We are a financially robust organisation

Financial Management (s101 *Local Government Act 2020)*

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

Service Performance (s106 *Local Government Act 2020)*

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

Risk Assessment

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

Communication/Implementation

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

Human Rights Charter

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

Officer General or Material Interest

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

Options

Option 1 – Approve transfers as per the recommendation.
This option is recommended as the project budgets and cash reserve transfers supports implementation of Council's strategies.

Option 2 – Not approve transfers as recommended.
This option is not recommended as transfers are necessary to allow ongoing delivery and closure of projects, which have been through a series of governance checks.

Item: 7.2

Great Ocean Road Regional Tourism Membership

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

1. PURPOSE

To inform Council of the Great Ocean Road Regional Tourism Board's response to its resolution to provide a reduced membership contribution for 2025-26 and present options for consideration.

2. EXECUTIVE SUMMARY

This report provides an update on Council's membership with Great Ocean Road Regional Tourism (GORRT), following Council's 25 March 2025 resolution to continue membership for 12 months at a reduced contribution of $80,000. In response, the GORRT Board has advised it may not be in a position to continue delivering services under the reduced funding arrangement.

Council is asked to note this position and consider the implications for the Shire's visitor economy. Officers propose that Council reconsider maintaining the full $100,000 contribution for 2025–26, with a formal review to be presented in March 2026. The report outlines the strategic value of the partnership, associated risks, and options for Council's consideration.

3. RECOMMENDATION

That Council:

1. ***Notes the resolution at its 25 March 2025 meeting which determined to remain a member of Great Ocean Road Regional Tourism for a further 12 months, with a membership subscription of $80,000.***

2. ***Notes the correspondence received and further information provided by Great Ocean Road Regional Tourism advising that services to Colac Otway Shire may not be maintained under the reduced funding arrangement of $80,000 per annum.***
3. ***Considers the strategic implications of the partnership with Great Ocean Road Regional Tourism and the potential impact on the Shire's visitor economy if Council didn't remain a member of Great Ocean Road Regional Tourism.***
4. ***Endorses a 12-month membership with Great Ocean Road Regional Tourism for the 2025–26 financial year at the full contribution of $100,000, subject to the commitment from Great Ocean Road Regional Tourism to undertake a project focussing specifically on Colac and leveraging its important role in the regional visitor economy.***
5. ***Requests that a formal review of the partnership be undertaken and presented to Council by March 2026.***
6. ***Notes that this resolution supersedes the resolution of Council at its 25 March 2025 meeting about its membership contribution to Great Ocean Road Regional Tourism.***
7. ***Authorises the Chief Executive Officer to sign any necessary agreements or documentation to formalise the membership arrangement.***

4. KEY INFORMATION

Background
Council has been a long-standing member of Great Ocean Road Regional Tourism (GORRT), contributing approximately $100,000 annually to support regional tourism initiatives in partnership with other member Councils (Surf Coast, Corangamite, Moyne and Glenelg Shires and Warrnambool City Council). Visitor Economy Partnerships such as GORRT are recognised by the Victorian Government, with funding tied to these partnerships. Individual Councils cannot receive operational funding from the Victorian Government for visitor servicing. GORRT currently receives $590,000 from the Victorian Government based on its membership of five or more Councils (would reduce to $350,000 if less than five Councils).

At its 25 March 2025 meeting, Council resolved to continue its membership for 12 months at a reduced contribution of $80,000, with a review to be undertaken by March 2026.

GORRT Board Response
GORRT has formally advised that it is unlikely to be in a position to continue delivering services to Colac Otway Shire under the reduced funding arrangement. This position was communicated via written correspondence and discussed in person during a Council Briefing attended by GORRT's Acting Chair and General Manager. GORRT has advised that their position is that Colac Otway Shire is a valued partner and they would appreciate Council continuing as an important member of the organisation. However, they may not be able to

continue to provide the service to Council at the reduced amount, which means that Council would not remain a member of GORRT.

Considerations

Strategic Value of the Partnership
GORRT plays a key role in promoting the region, attracting investment, supporting local businesses, and aligning with State and National Visitor Economy strategies. The partnership provides access to coordinated marketing campaigns, funding opportunities, and strategic planning support that would be difficult to replicate independently.

Local Impact
As of February 2025, 354 Colac Otway businesses are engaged with GORRT, with 262 utilising free online listings. Without Council's support, these businesses would not have access to the free online listings, which each listing valued at approximately $300.

GORRT has supported key local projects and businesses, including Wildlife Wonders, Forrest Brewing, and the Stevenson Falls Redevelopment.

Focus on hinterland areas, including Colac
Notably, GORRT has acknowledged Colac as a key growth area within the region and has committed to increasing its focus on the township and hinterland areas should Council remain a member of the organisation.

Should Council continue to support GORRT to a value of $100,000, GORRT has agreed to undertake a project that specifically focusses on the opportunity for Colac to play a more significant role in the regional visitor economy. This includes developing an agreed brand for Colac, identifying product development opportunities, targeted marketing, support for local tourism development initiatives, and advocacy for increased investment.

Review and Reporting:
Officers recommend a formal review of the partnership be presented to Council in March 2026, with regular updates provided throughout the membership term.

5. CONSIDERATIONS

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

This report supports the principles of good governance by recommending a decision that:

- Achieves the best outcomes for the community through strengthened tourism and economic development.
- Promotes financial sustainability by leveraging regional partnerships and avoiding higher independent costs.
- Aligns with state and national tourism strategies.
- Encourages collaboration with other councils and government bodies.
- Ensures transparency through regular reporting and a scheduled review.

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

This proposal aligns with the L*ocal Government Act* 2020, particularly the requirement for decisions to be made in accordance with relevant laws and policies. It supports the objectives of Council's Economic Development Strategy 2019–2024, which prioritises tourism growth, regional collaboration, and investment attraction. The recommendation also aligns with the

Great Ocean Road Regional Tourism Master Plan and the Victorian Visitor Economy Strategy 2021–2025.

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

The partnership with GORRT supports sustainable tourism practices, including visitor dispersal, reduced congestion in sensitive coastal areas, and promotion of responsible visitation. These efforts align with Council's commitment to environmental sustainability and climate risk mitigation. No significant environmental risks are identified.

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

Consultation has occurred specifically with GORRT representatives, including direct discussions with the Acting Chair and General Manager.

A number of submissions were received to the draft 2025-26 Budget process requesting that Council remain a member of GORRT and provide the full contribution of $100,000.

Public Transparency (s58 *LGA 2020)*

This report upholds public transparency principles by clearly outlining Council's decision-making process, financial considerations, and the implications of partnership changes with GORRT. The recommendation and supporting information will be made publicly available through Council's agenda, whilst the decision of Council will be provided through the meeting minutes, ensuring accessibility and accountability.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 1 - Strong and Resilient Community
Objective 4: Colac Otway Shire is a destination to visit

The proposal directly supports this objective by maintaining a strategic partnership with GORRT to enhance the Shire's profile as a visitor destination. Continued membership enables coordinated marketing, tourism development, and investment attraction, contributing to a vibrant local economy and increased visitation across both coastal and inland areas.

The partnership also aligns with the Economic Development Strategy 2019–2024, which prioritises tourism growth, regional collaboration, and business support.

Financial Management (s101 *Local Government Act 2020)*

The draft 2025-26 Budget currently includes a provision of $80,000 for the GORRT membership. An additional $20,000 could be included in the final 2025-26 Budget when adopted by Council without an impact on Council's overall budget position. The draft 2025-26 Budget includes an allocation for the operation of the Colac Visitor Information Centre, however Council has resolved to lease the facility to a third party and therefore these funds won't be required. The additional $20,000 for the GORRT membership could be covered from this operational budget allocation.

Service Performance (s106 *Local Government Act 2020)*

The proposed continuation of GORRT membership supports equitable and responsive service delivery by ensuring tourism services are accessible across both coastal and inland communities. The partnership provides high-quality, cost-effective marketing and development support that individual Councils could not achieve alone. Regular performance reporting and a scheduled review in March 2026 will support continuous improvement and accountability.

Risk Assessment

Key risks associated with reducing or discontinuing Council's membership with GORRT include:

- ***Loss of access to regional marketing and funding programs***, impacting local tourism businesses.
- ***Reduced visibility and competitiveness*** of Colac Otway Shire in the visitor economy.
- ***Higher costs and resource demands*** if Council were to deliver equivalent services independently. These risks have been considered in the officer recommendation. A formal risk assessment can be referenced if required.

Communication/Implementation

Officers will advise GORRT of Council's decision and updating local tourism stakeholders.

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 a 12-month membership of GORRT at $100,000, with a review by March 2026.

This option is recommended as it ensures continued access to regional tourism services, funding opportunities, and strategic marketing support. It maintains Colac Otway Shire's influence in regional tourism planning and supports local businesses and economic development.

Option 2 – Do not endorse continued membership of GORRT.

This option is not recommended as it would significantly impact the Shire's tourism sector, reduce regional visibility, and require Council to independently resource and deliver tourism services at a higher cost with reduced effectiveness.

Colac Otway
SHIRE

Item: 7.3

Adoption of Colac Otway Shire 2025-26 Budget

OFFICER	Xavier Flanagan
ACTING GENERAL MANAGER	Danny Milincic
DIVISION	Corporate Services
ATTACHMENTS	1. Draft 2025-26 Budget - to be adopted [**7.3.1** - 73 pages] 2. Draft 2025-26 Fees and Charges - to be adopted [**7.3.2** - 33 pages]

1. PURPOSE

To present the Draft Budget 2025-26, including the Draft Fees and Charges 2025-26, for Council's consideration and adoption.

2. EXECUTIVE SUMMARY

An Draft Budget for the 2025-26 financial year has been prepared to support Council's provision of important services and infrastructure that are affordable for its community. The Draft Budget 2025-26 was informed by the principles and assumptions contained in the Financial Plan along with submissions received from the community and a number of workshops and discussions with Councillors throughout 2025.

During the period 23 December 2024 through to 28 January 2025, Council invited Budget ideas and general input from the community at the start of the process for developing the Draft Budget. The submissions received were presented to Councillors for discussion and consideration. Individual Councillors also put forward suggestions for projects and initiatives through this process which were discussed alongside the community submissions.

Council endorsed the Draft Budget 2025-26 as its meeting on 29 April 2025 and the document was placed on exhibition seeking further submissions from the public.

A total of 23 written submissions were received following the public exhibition of the Draft Budget 2025-26. The public exhibition period closed on 5 June 2025. At the meeting held on Tuesday 10 June 2025, the Submissions Committee heard from submitters who requested to speak in support of their submission.

The submissions, views and feedback gathered from the community as part of the initial engagement and the exhibition period have been an important consideration for Councillors and officers. Whilst the Draft 2025-26 budget continues to prioritise funding for current services and asset renewal, provision has also been made for projects that the community has been asking for.

Average Rate Increase

The level of required rates and charges has been considered in the context of adopted Revenue and Rating Plan 2025-29 that outlines how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and planned expenditure on services and works to be undertaken for the community.

To progress Council's work on achieving its strategic objectives while maintaining service levels and investing in its nominated programs and projects, the average general rate and the municipal charge will increase by 3% in line with the Fair Go Rates system of the Victorian Government.

Amendments to the Draft Budget 2025-26, including 2025-26 Fees and Charges
Amendments to the Draft Budget 2025-26 and fees are recommended as outlined in Key Information.

Summary
All operating budgets, initiatives, and business cases have been reviewed to ensure the services identified within the Council Plan are being delivered in accordance with the proposed budget.

Key Financial Outcomes	$'000
Total Comprehensive Result – surplus/(deficit)	($3,161)
Adjusted Underlying Result – surplus/(deficit)	($3,161)
Closing Cash Balance	$21,108
Reserves balance	$13.323
New allocations to the Capital Works Program	$10.893

3. RECOMMENDATION

That Council:

1. ***Having considered all submissions received, adopts the Draft Budget 2025-26 and subsequent three (3) financial years, including Fees and Charges, annexed to this resolution as Attachment 1 and 2 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 Draft Budget 2025-26 and subsequent three (3) financial years, and write to all submitters to the Draft Budget 2025-26 to thank them and advise them of the Council's decision.***

3. ***Declares its intention to raise the following amount:***
   An amount of $38,248,444 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	*$30,171,496*
Municipal Charge	*$3,291,218*
Annual Service (Waste Management Charges)	*$4,763,230*
Tirrengower Drainage Scheme Special Charge	*$22,500*
TOTAL	*$38,248,444*

4. ***Declares a general rate in respect of the 2025-26 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 2025-26 financial year, the general rate be raised by the application of differential rates.***
   b. ***A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:***

      <u>i. Residential – Colac/Elliminyt</u>
      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.

ii. Residential - Balance of Shire

Any land whether vacant or built upon which is not 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;***
- ***c. Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt and whose highest and best use is deemed to be as residential land.***

iii. Holiday Rental

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 include motels, resorts, hotels with accommodation, caravan parks, centrally managed and promoted multi-unit developments and the like.

iv. Rural Farm

Any land 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.

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.***

v. Commercial/Industrial – Colac/Elliminyt

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***
- ***d. is used primarily for:***
  - ***i. the sale of goods or services;***
  - ***ii. other commercial purposes; or***
  - ***iii. industrial purposes, or is vacant which is vacant but zoned for commercial or industrial use.***

vi. Commercial/Industrial - Balance of Shire

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 – Balance of Shire; or***
- ***c. Holiday Rental Land; and is used primarily for:***
  - ***i. the sale of goods or services;***
  - ***ii. other commercial purposes; or***
  - ***iii. industrial purposes; or is land which is vacant but zoned for commercial or industrial use.***

c. Each differential rate will be determined by multiplying the Capital Improved Value of each piece of rateable land (categorised by the characteristics described in Clause 5(b) of this Resolution) by the relevant rate in the dollar indicated in the following table:

Rating category	*Rate in the dollar of CIV*
Residential – Colac/Elliminyt	*0.002825*
Residential – Balance of Shire	*0.002402*
Holiday Rental	*0.002967*
Rural Farm	*0.001837*
Commercial/Industrial - Colac/Elliminyt	*0.004662*
Commercial/Industrial - Balance of Shire	*0.003956*

d. It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:

- ***i. the respective:***
  - ***a. objectives;***
  - ***b. types or classes of land;***
  - ***c. use of rate;***
  - ***d. level of rate;***
  - ***e. uses of land;***
  - ***f. geographical locations;***
  - ***g. Planning Scheme zoning; and***
  - ***h. types of buildings***

of each differential rate be those specified in Section 4.1.1(n) of the 2025-26 Budget.

5. ***Declares a Municipal Charge for the 2025-26 Financial Year to contribute to the administrative costs of the Council in the amount of $216 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 2025-26 financial year:***
    a. ***An Annual Service (Waste Management) Charge of $441 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 $337 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 2025-26 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. ***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 2025;***
    b. ***30 November 2025;***
    c. ***28 February 2026;***
    d. ***31 May 2026.***

9. ***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.***

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

In 2021, Colac Otway Shire Council adopted the community vision and Council Plan 2021-2025 with the support and collaboration of its community. The Council Plan, inclusive of the Municipal Health and Wellbeing Plan, guides Council's work and has four key themes:

1. Strong and Resilient Economy
2. Valuing the Natural and Built Economy
3. Healthy and Inclusive Community
4. Strong Leadership and Management

The Budget 2025-26 includes investment across all four themes through ongoing delivery of Council's day to day operations as well as some specific initiatives and projects.

Amendments to the Draft Budget 2025-26
Amendments to the budget, fees and charges arising since the draft documents were endorsed and exhibited include:

Changes since the exhibition of the Draft Budget

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. Operating Grants – Increase in estimated grants to be received for 2025-26 were included into the draft budget.
3. Appendix B – Operational Projects – Restatement of appendix B to account for impact of operating grants.
4. Outer Year Projections – Outer year assumptions have been refined and updated.

There has been no change to the Capital income incorporated into the final budget 2025-26 in relation to Roads to Recovery (R2R) funding as Council has been advised that it will receive greater R2R income but no indication about the distribution across the financial years. If additional funding is received in 2025-26 greater than anticipated in the budget Council will consider the allocation of this at a future Council meeting.

The Draft Budget 2025-26 has been developed in accordance with the assumptions contained in the Council Plan, Financial Plan, Asset Management Plan and those presented to Council on a regular basis during the Budget development process.

The Budget provides for an average annual rate increase of 3%. The table below provides a summary of the calculation for the Draft Budget 2025-26, according to the formula prescribed by the Victorian Government.

Summary of Rate Revenue	$
Forecast Annualised Rate Revenue at 30 June 2025	$32,512,344
Forecast Number of Assessments at 30 June 2025	16,154
Forecast Base Average Rate 2024-25 per assessment	**$2,013**
Budget Rate Revenue 2025-26	$33,462,714
Capped Average Rate 2025-26 per assessment	**$2,073**
Average Rate Increase	**3%**

It is important to note that this is only an average increase, and actual increases will vary depending on the movement in the value of individual properties. As required by legislation, the rate burden must be distributed based upon the value of a property.

Major Initiatives

Council has identified major initiatives for each of the Council Plan themes to be delivered in the 2025-26 financial year which are summarised in the following table.

Council Plan 2021-25 Theme	Major Initiative	Expense Budget $'000s
Strong and Resilient Economy	Purchase of a muti-level loading race for the Colac Regional Saleyards.	170

Council Plan 2021-25 Theme	Major Initiative	Expense Budget $'000s
Valuing the Natural and Built Environment	Bluewater Leisure Centre Electrification Project.	500
Healthy and Inclusive Community	Strategic investment in footpath connections	200
Strong Leadership and Management	Content Management Upgrade.	33

These major initiatives are described in more detailed in Section 2 of the Draft Budget 2025-26.

Rates and municipal charges
This budget proposes to increase rate revenue in line with limit set by the Victorian Government through the Fair Go Rates System, which is 3.00% for the 2025-26 financial year. The cap is set by the Victorian Government and applies to the total revenue generated through general rates and the municipal charge.

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 2025-26 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.

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 3% 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 Draft Budget 2025-26.

Waste charges
Council has three key parts to its total waste and resource recovery service: kerbside collection, drop off facilities and public litter collection. Council has a four-bin kerbside collection system including: FOGO (food organic and green organics), comingled recycling, glass only and landfill. The four-bin system helps to divert materials from landfill and is in line with the State Government's Circular Economy policy for a cleaner greener Victoria with less waste and pollution. In addition to the implementation of an enhanced waste service which directly increases service costs, Council is also subject to increasing external costs including landfill levies paid to the State Government.

Council has held a position that the cost of kerbside collection services will be funded through the levying of a waste management charge, issued via the property rates notice. The balance of the waste service costs are funded through Council's general rates income along with other services.

Council recognises that waste management charge needs to increase sufficiently to cover cost increases in kerbside collection services to avoid impacting on the general rate revenue and consequently other services. With this in mind, the proposed waste charges for the 2025-26 financial year are to increase by an average of 9.7% as follows:

• Properties receiving a weekly kerbside collection will be levied a charge of $441 per annum.
• Properties receiving a fortnightly kerbside collection will be levied a charge of $337 per annum.

The proposed waste charges represent increases of $39 per annum and $30 per annum for weekly and fortnightly kerbside collections respectively, when compared to the waste management charges levied on individual properties in the 2024-25 financial year.

Adjusted Underlying Result
In addition to providing the calculation of the Net Result of Council's Budget, the regulations prescribe the method for calculating the 'Adjusted Underlying Result'. The purpose for calculating the Adjusted Underlying Result is to remove the effect on the budget of one-off (non-recurrent) revenue items that may otherwise overstate Council's normal performance. Under regulations the 2025-26 surplus/deficit is calculated as follows:

Adjusted Underlying Result	$'000
Total Comprehensive Result	($3,161)
Non-recurrent grants used to fund capital expenditure	-
Non-monetary asset contributions	-
Other contributions to fund capital expenditure	-
Adjusted Underlying Result (surplus/deficit)	($3,161)

Net Result
The budgeted net result represents all revenues less operating expenses and is further detailed in Council's formal statements in Section 3 of the Draft Budget 2025-26.
The expected net result for the 2025-26 financial year is a deficit of $3.161 million.

5. CONSIDERATIONS

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

Transparency of Council decisions, actions and information is ensured.

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

1) Council decisions are to be made and actions taken in accordance with the relevant law:
   a) The Budget 2025-26 has been:
      i. 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),
      ii. developed to ensure that it gives effect to the Council Plan (S94(2) LGA 2020),
      iii. prepared in compliance with the 3.00% average rate cap set by the State Government for the 2025-26 financial year (S94(3) LGA 2020),
      iv. 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 four Strategic Objectives Council Plan 2021-2025 (S94(2) LGA 2020),
      v. prepared in the form set out in the Local Government Model Financial Report (LGMFR) in accordance with the regulations, and

vi. developed and prepared in accordance with a rigorous schedule, discussions with Councillors through 2025 as the Draft Budget was developed, development of a community vision and Council Plan 2021-2025 with the community, and finally, a community engagement process prior to consideration by Council for adoption by 30 June (S94(1) LGA 2020).

2) Priority is to be given to achieving the best outcomes for the municipal community, including future generations:
   a) Commentary is included in section 2 of the Budget 2025-26 on how the allocation of financial resources to services and initiatives in the budget will achieve the Strategic Objectives in the Council Plan 2021-2025.
3) The ongoing financial viability of the Council is to be ensured:
   a) 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.
4) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making:
   a) 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 2021- 2025, if known at the time of preparation of the budget
5) The transparency of Council decisions, actions, and information is to be ensured:
   a) Council's Community Engagement Policy is applied to the Council budget development, including Council Fees and Charges.
   b) 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 2025 are subject to a separate State Government review process and may therefore change.

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

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:

a) A Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years by 30 June each year.
b) 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

a) 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 2021-2025.

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

In 2021, Colac Otway Shire Council adopted the community vision and Council Plan 2021-25 with the support and collaboration of its community.

A total of 23 written submissions were received in response. At the Submission Committee Meeting held on 10 June 2025, the Committee reviewed the submissions that were submitted and heard from those submitters that had indicated they wanted to speak to their submission.

Public Transparency (s58 *LGA 2020)*

The Chief Executive Officer, authorised by Council at the Council Meeting held Tuesday 29 April 2025, gave public notice via Council's website, local newspapers and social media following endorsement of the Draft Budget 2025-2026, including the Draft 2025-26 Fees and Charges.

The public notice informed the community that Council was putting the Draft Budget, including the Draft Fees and Charges, for 2025-26 out for public exhibition for a period of five weeks. Copies of the Draft Budget were available via Council's website, local newspapers and social media to view on Council's website at www.colacotway.vic.gov.au or in person at Council's Customer Service Centres in Colac (2-6 Rae Street) or Apollo Bay (100 Great Ocean Road).

At the Council Meeting on 29 April 2025, Council also scheduled the Submissions Committee meeting which was held on Tuesday 10 June 2025. This provided the opportunity for any written submissions to be considered and for nominated representatives to speak to their submissions.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 4 – Strong Leadership and Management
Objective 1: We commit to a program of best practice and continuous improvement
Objective 2: We are a financially robust organisation

Financial Management (s101 *Local Government Act 2020)*

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 Financial Plan to enable the priorities identified within the Council Plan 2021-2025 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 four Strategic Objectives in the Council Plan 2021- 2025,
c) three-year projections developed informed by assumptions developed in the Financial Plan, which was adopted by Council on 27 October 2021, 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.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

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 2025. As a consequence, the public exhibition period of five weeks was set (as provided for in Council's Community Engagement Policy), to ensure sufficient time to adopt the budget by 30 June 2025.

The financial sustainability of the Council over the long term has been a focus of this budget process 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.

Communication/Implementation

The Draft Budget was placed on public exhibition for a period of five weeks, following endorsement at this Council Meeting as per Council's Community Engagement Policy. In order to achieve the legislated deadline of adoption by 30 June 2025, submissions will be invited during May and any person wishing to be heard in support of their submission will be invited to a Submissions Committee meeting scheduled on 10 June 2025 prior to consideration and adoption of the Budget at the Council Meeting to be scheduled on 24 June 2025.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the Draft Budget 2025-26 for the financial year, and subsequent 3 financial years, including the Draft 2025-26 Fees and Charges as its final budget for 2025-26 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 Draft Budget 2025-26 for the financial year, and subsequent 3 financial years, including the 2025-26 Fees and Charges as per Attachment 1 and 2
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 Draft Budget 2025-26 incorporates important initiatives to support the community and will support ongoing service delivery.

Adoption of the Draft Budget 2025-26 at this meeting will also fulfil Council's obligations under the Local Government Act 2020.

Amendments to the Draft Budget 2025-26 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 Draft Budget 2025-26 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.

Colac Otway
SHIRE



COLAC OTWAY SHIRE

DRAFT 2025-26 BUDGET

TO BE ADOPTED

This Budget Report has been prepared with reference to Local Government Victoria (LGV) Local Government Model Financial Report (LGMFR) 2025-26.

Acknowledgement of Traditional Custodians

The Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud 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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Mayor's Message



On behalf of Council, I am pleased to present the Colac Otway Shire Budget for 2025-26, the first budget in this term of Council.

Newly-elected Councillors have developed this budget as we work with our community to review the 2050 Community Vision for Colac Otway Shire and develop our strategic priorities.

It is not a budget that will excite many and as we move forward in our term, we need to set a direction that drives down our biggest expenses to become more efficient as an organisation, while combating the State Government's cost shifting onto Councils.

This needs to be done to improve our service delivery whilst having more ratepayer money to spend on building essential infrastructure our communities need for a better future.

We know that delivering essential services and providing fit-for-purpose infrastructure will continue to be our focus, and Councillors and officers have worked to balance this with household affordability.

We have worked hard to identify funds available to deliver projects within the shire that our communities have been asking for, including allocating funds previously earmarked for carbon credits towards local initiatives.

This Budget continues to invest in maintaining Council's local road network, which supports our economies and communities every day. This includes reconstruction of three streets in Apollo Bay as well as the investment in the unsealed road network. Investment in roads will be able to grow in coming years as the Federal Government support through Roads to Recovery funding progressively increases.

Council will invest in improving functionality and safety at the Colac Regional Saleyards recognising the role that agriculture plays in our region. We will also undertake strategic work to explore the role that the Colac Airfield can play as a regional asset. We will explore an upgrade to the power supply to Lake Colac foreshore to help facilitate more events in that space. We will also see the addition of public drinking fountains at Gellibrand and Birregurra, which are community driven projects.

Council has work ahead of it to fulfil its responsibilities with respect to former landfills in the Shire and we are increasing the money we put aside for this work. Almost $0.47 million will be directed to reserves in 2025-26 as we develop our strategies to meet these obligations and ensure that our beautiful environment remains protected.

This Budget supports the youngest people in our community through increased resources for our Maternal and Child Health Program, as well as our Youth Engagement Program, which we deliver in partnership with the State Government.

Community vibrancy remains part of our Colac Otway character and Council is pleased to continue to invest in community events and community grants. We know this commitment is amplified by our many great businesses and volunteers who drive events and projects across the Shire.

To achieve these things, Council has decided to increase the total budgeted revenue from general rates and the municipal charge in line with the Fair Go Rates system. This rate cap of 3.0% for 2025-26 was set by the Victorian Government and is again set at an amount lower than recent and projected inflation rates in recognition of the financial challenges faced by the community. This Budget will also see the kerbside collection service fully funded through the Waste Charge for the first time in many years, removing the burden that this has placed on general rate revenue and other services.

To my fellow Councillors and staff, I express my appreciation for their contribution to the development of a budget that will deliver many important outcomes for our community.

Cr Jason Schram
Mayor

CEO's Introduction



The Budget 2025-26 represents a well-considered and balanced budget for the community. The incorporation of corporate overheads across service areas for the first time is an important inclusion and provides an improved understanding of the cost of services.

This Budget continues to prioritise investment in our current services and in asset renewal, however Council is able to make important investments across a variety of strategies and projects to ensure we have a future focus.

Early input from the community was important for newly elected Councillors who appreciated the many great ideas put forward and a small number were able to be included in the budget. We will continue to look for further opportunities to advocate for support by others or source external funding for those community ideas that could not be accommodated in this Budget.

For the majority of Councillors this is their first involvement in the development of a Council Budget and I thank them all for their valuable questions and thoughtful consideration as they worked through this process. I also acknowledge with appreciation the work of the many staff who have contributed to the preparation of this important document.

Summary of Key Financial Outcomes for the Budget 2025-26	$'000
Net Result (deficit)	($3,161)
Adjusted Underlying Result (deficit)	($3,161)
Closing Cash Balance	$21,108
Reserves balance	$13,323
Capital Works Program (new allocations)	$10,893
Allocation to Annual Asset Renewal Program (61% of Council adopted target)	$10,372

Andrew Tenni

Acting Chief Executive Officer

Executive Summary

Rates and municipal charges

This budget increases rate revenue in line with the limit set by the Victorian Government through the **Fair Go Rates System**, which is 3.00% for the 2025-26 financial year. This rate cap is set by the Victorian Government and applies to the total revenue generated through general rates and the municipal charge.

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 2025-26 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.

Summary of Rate Revenue	$
Forecast Annualised Rate Revenue at 30 June 2025	$32,512,344
Forecast Number of Assessments at 30 June 2025	16,154
Forecast Base Average Rate 2024-25 per assessment	**$2,013**
Budget Rate Revenue 2025-26	$33,462,714
Capped Average Rate 2025-26 per assessment	**$2,071**
Average Rate Increase	**3%**

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 3% 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 2025-26 document.

Waste charges

Council has three key parts to its total waste and resource recovery service:

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

Council has a four-bin kerbside collection system including: FOGO (food organic and green organics), comingled recycling, glass only and landfill. The four-bin system helps to divert materials from landfill and is in line with the State Government's Circular Economy policy for a cleaner greener Victoria with less waste and pollution. In addition to the implementation of an enhanced waste service which directly increases service costs, Council is also subject to increasing external costs including landfill levies paid to the State Government.

Council has held a position that the cost of kerbside collection services will be funded through the levying of a waste management charge, issued via the property rates notice. The balance of the

costs of providing Council's waste service are funded through Council's general rates income along with other services.

Council recognises that the waste management charge needs to increase sufficiently to cover cost increases in kerbside collection services to avoid impacting on the general rate revenue and consequently other services. With this in mind, the waste charges for the 2025-26 financial year are to increase by an average of 9.7% as follows:

- Properties receiving a weekly kerbside collection will be levied a charge of **$441** per annum
- Properties receiving a fortnightly kerbside collection will be levied a charge of **$337** per annum

When compared to the waste management charges levied on individual properties in the 2024-25 financial year, the increases to waste charges above equates to the following:

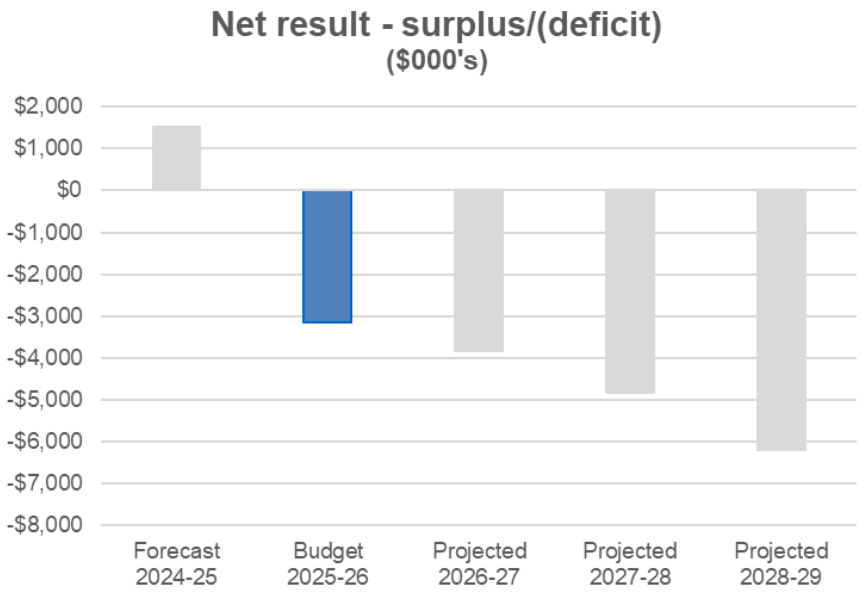
- $39 per annum (or an average of 75 cents per week) for weekly kerbside collection
- $30 per annum (or an average of 58 cents per week) for fortnightly kerbside collection.

The budget includes increases to the kerbside waste charges that are higher than in recent years, and higher than the average increase in general rates. This aims to ensure that the costs of the kerbside collection service are funded from those receiving the service and are not subsidised by general rate revenue in accordance with Council's policy.

Net Result

The budgeted net result represents all revenues less operating expenses and is further detailed in Council's formal statements (section 3).

The expected net result for the 2025-26 financial year is a deficit of ($3.16 million).



With respect to the Forecast 2024-25 surplus of $1.54 million (refer to the previous graph), this includes approximately $10.30 million of capital income compared to the adopted Budget 2024-25 that is tied to specific projects and outcomes.

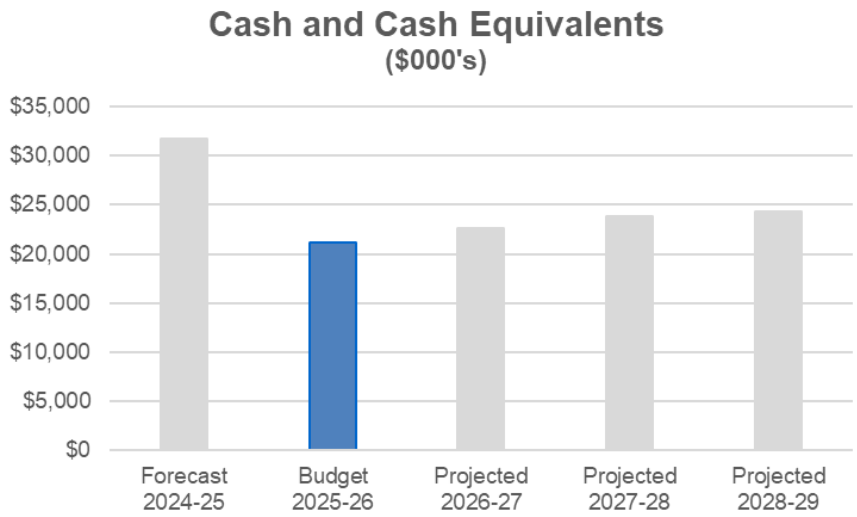
Adjusted Underlying Result

In addition to providing the calculation of the Net Result of Council's Budget, the regulations prescribe the method for calculating the 'Adjusted Underlying Result'. The purpose for calculating the Adjusted Underlying Result is to remove the effect on the budget of one-off (non-recurrent) revenue items that may otherwise overstate Council's normal performance. Under regulations the 2025-26 surplus/deficit is calculated as follows:

Adjusted Underlying Result	$'000
Total Comprehensive Result	($3,161)
Non-recurrent grants used to fund capital expenditure	-
Non-monetary asset contributions	-
Other contributions to fund capital expenditure	-
Adjusted Underlying Result (surplus/deficit)	($3,161)

Cash and Investments

Cash and investments are expected to decrease by $10.57 million during the 2025-26 financial year to $21.11 million. This reflects the budget assumption that there is no carry over projects at the end of 2025-26. Cash balances are expected to increase over the four year projection as Council allocates funds to cash reserves to enable it to fulfill its landfill rehabilitation obligations. This major expenditure will occur outside the projection period at which the time the cash balances will reduce.



While Council's cash balance is expected to remain at moderate levels, the funds are already committed to achieving Council priorities and obligations. At this time Council has limited capacity to put aside unallocated cash for unforeseen events or discretionary allocations when opportunities arise.

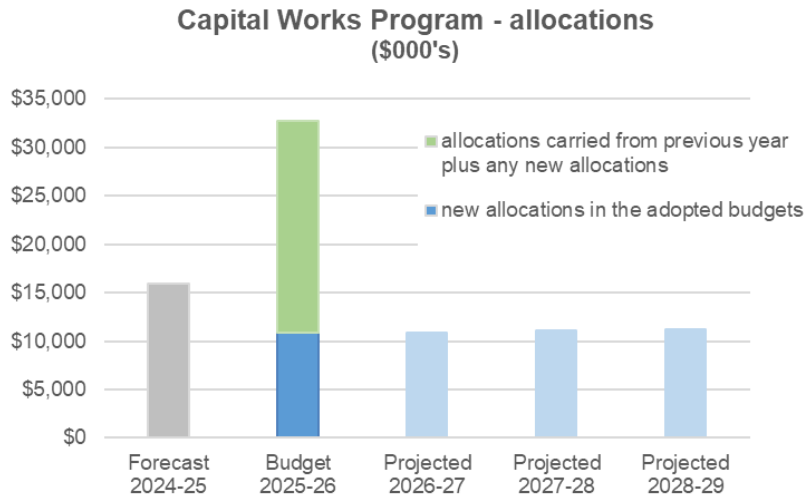
Capital Works Program

In any financial year the total program allocation for Council's Capital Works Program comprises:

- New project commitments;
- The portion of the Capital Works Program that was not completed before the end of the previous financial year (project budgets 'carried forward'); and
- Any new projects arising throughout the year.

An estimate of projects to be carried forward, of $21.86 million, is included in Note 4.5.3 and the final amount will be calculated as part of the end of year process and incorporated into the Forecast 2025-26 as part of the first quarter of the next financial year.

With the inputs of a capital program allocation in 2025-26 of $10.89 million, and projected carry forward of $21.86 million, the forecast for the total allocation to Council's Capital Works Program in 2025-26 is $32.75 million.

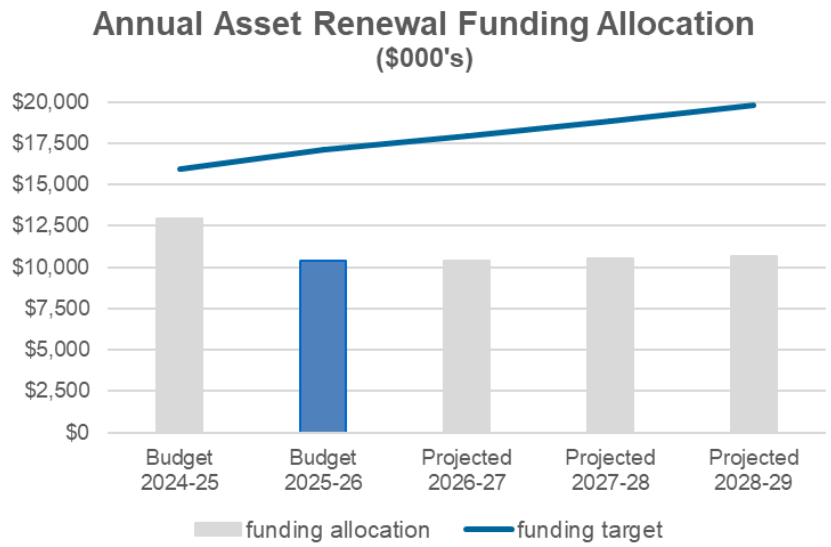


Asset Renewal Funding

Council's Asset Renewal Funding Strategy is incorporated into its adopted Asset Plan. The strategy establishes the overall allocation to asset renewal that Council aims to make each year so that it can fund reconstruction and renewal works when assets need this type of intervention. A prioritised strategic approach to the asset renewal allocation avoids renewal requirements having to compete for funding against new priorities.

Council's Asset Renewal Funding Strategy uses annual depreciation as a proxy for the annual funding that Council should commit if it is to have funds available to respond to the anticipated asset renewal demands. When the value of demands exceeds the accumulated funds available, Council will have an 'asset renewal backlog' and when Council has an excess of funds committed it should quarantine the funds in a cash reserve to draw on funds when needed.

The Budget 2025-26 allocates $10.37 million to the asset renewal program in a total capital program of $10.89 million.



Council is not able to fund its desired asset renewal funding allocation in 2025-26, with the target being an allocation equivalent to 110% of depreciation in the budget year. This means that the unfunded value of assets with a condition that has reached desired intervention, referred to as the 'asset backlog', will increase until Council can address this in 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

Council also invests in non-infrastructure projects each year across a range of activities and initiatives that help inform Council's decisions, plan for the future, or deliver important outcomes today for the community. Important examples of Operational Projects include development of strategies, policies, masterplans and supporting advocacy priorities. Council is allocating $1.10 million to operational projects in 2025-26 and these are listed in more detail in Appendix B.

Debt Management

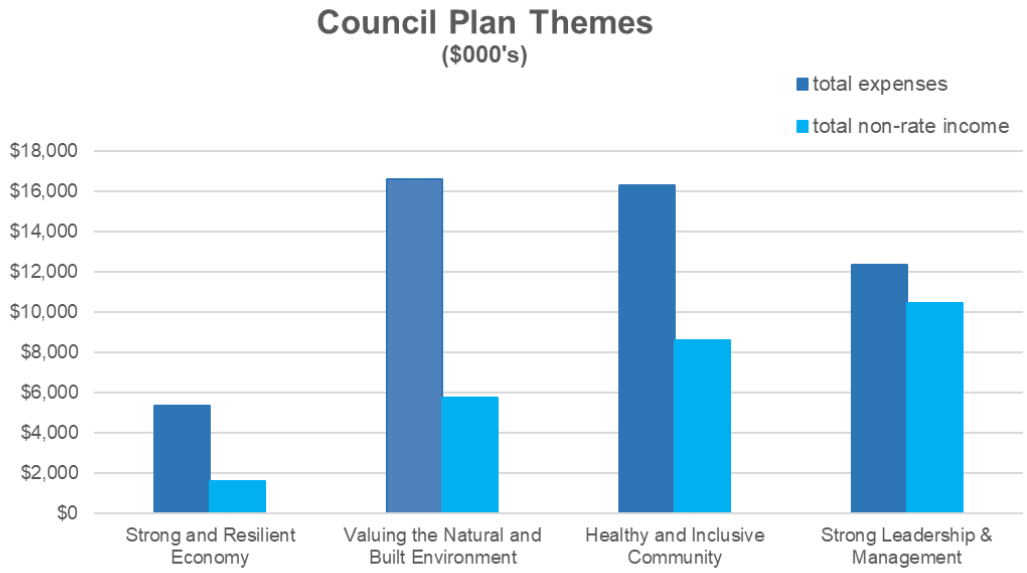
Council has included the procurement of a loan of $500,000 in the year 2025-26 for the Bluewater Leisure Centre Electrification project. Council has been successful in securing a Federal Government Grant and this loan enables Council to meet its co-contribution.

The budget anticipates borrowing the funds mid 2025-26, which is the earliest it is expected that Council may be in a position to enter a construction contract for this project, albeit the expenditure might not occur until 2026-27. This approach is consistent with Council's resolution on 10 April 2024.

Section 4.2 of this document contains further information about Council's debt profile.

Strategic objectives

The Council Plan 2021-2025 sets out the strategic objectives that Council will focus on for this Council term. The Council Plan has four key themes with corresponding strategic objectives and outcomes. The following graph outlines Council's total planned expense and non-rate income for each theme. These are detailed further in sections 1 and 2 of this Budget report.



Where service-specific income streams do not generate enough revenue to fully cover the costs of services and projects in that theme, the costs are covered through Council's general rates revenue and in effect all ratepayers are funding the services.

Major Initiatives

Council has identified major initiatives for each of the Council Plan themes to be delivered in the 2025-26 financial year which are summarised in the following table.

Council Plan 2021-25 Theme	Major Initiative	Expense Budget $'000s
Strong and Resilient Economy	Purchase of a muti-level loading race for the Colac Regional Saleyards.	170
Valuing the Natural and Built Environment	Bluewater Leisure Centre Electrification Project.	500
Healthy and Inclusive Community	Strategic investment in footpath connections	200
Strong Leadership and Management	Content Management Upgrade.	33

These major initiatives are described in more detail in section 2.

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	2025-26 Target
Service Indicators		
Governance Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	55
Roads 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	100%
Statutory planning Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time/Number of decisions made	85%
Waste management Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins	54%
Financial Indicators		
Liquidity Working Capital	Current assets/current liabilities	156.86%
Obligations Asset renewal	Asset renewal and upgrade expense/Asset depreciation	70.11%
Stability Rates concentration	Rate revenue/adjusted underlying revenue	64.14%
Efficiency Expenditure level	Total expenses/ no. of property assessments	4,102

1 Link to the Council Plan and Community Vision

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

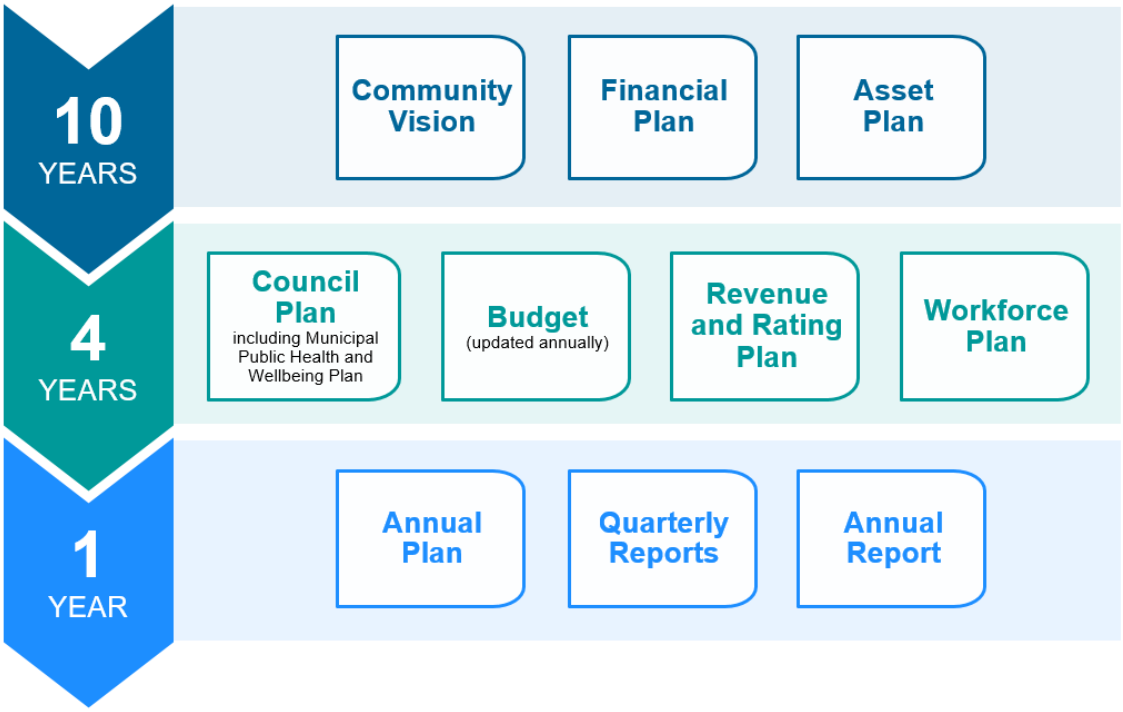
Council developed a vision statement with the community in 2021. This statement is found inside the cover of this budget document.

1.1 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 guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget), and then holding itself accountable (Annual Report).



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.

1.2 Council Plan Themes and Strategic Objectives

Council delivers activities and initiatives under major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan 2021-2025.

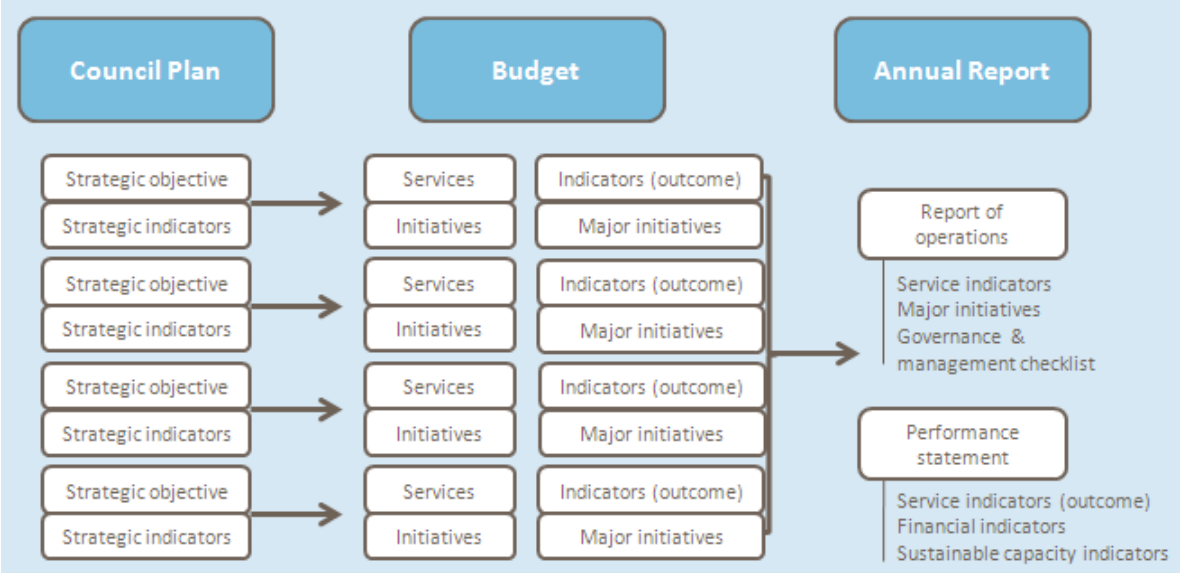
The following table lists the four Strategies Objectives as described in the Council Plan.

THEME	DESCRIPTION	STRATEGIC OBJECTIVES
STRONG AND RESILIENT ECONOMY	We are committed to expanding our diverse industries, vibrant arts community, world-renowned tourism, and professional health services. A healthy, growing economy will provide sustainable industries and jobs, and opportunities for all ages.	• Affordable and available housing will support our growing community and economy • Attract, retain and grow business in our Shire • Key infrastructure investment supports our economy and liveability • Colac Otway Shire is a destination to visit • Grow the Colac Otway Shire's permanent population by at least 1.5%
VALUING THE NATURAL AND BUILT ENVIRONMENT	We will protect our natural environment and communities, by maintaining and providing resilient infrastructure, and being leaders in sustainable living, modelling innovation and best practice.	• We mitigate impacts to people and property arising from climate change • We operate sustainably with a reduced carbon footprint • Protect and enhance the natural environment • We will satisfy our community's reasonable expectations to reduce waste going to landfill, increase resource recovery and minimise waste charges • Provide and maintain an attractive and safe built environment
HEALTHY AND INCLUSIVE COMMUNITY	We will continue to be a great place to live. We embrace our diverse community, take care of our older community and prepare our children for success. We care for each other, are friendly and welcoming, and enjoy a vibrant and active lifestyle. We are a small population with big hearts.	• All people have the opportunity to achieve and thrive in our shire • People are active and socially connected through engaging quality spaces and places • We are a safe, equitable and inclusive community
STRONG LEADERSHIP AND MANAGEMENT	We will be leaders in good governance, transparency and strive for ongoing improvement.	• We commit to a program of best practice and continuous improvement • We are a financially robust organisation • We provide exceptional customer service • We support and invest in our people

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 2025-26 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 Environment, Land, Water and Planning.

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 2.4 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 2025-26 represent general recurrent operations and operational projects, but do not include non-cash items such as depreciation/amortisation.

2.1 Council Plan Theme 1 - Strong and Resilient Economy

This theme represents Council's commitment to supporting the expansion of the Shire's diverse industries, vibrant arts community and world-renowned tourism.

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

Service area	Description of services provided		2023-24 Actual $'000	2024-25 Forecast $'000	2025-26 Budget $'000
Colac Regional Saleyards	This service provides a vital link in our rural infrastructure by providing a marketplace for buying and selling livestock.	*Expenditure*	394	387	451
		Overheads	84	88	99
		Revenue	(557)	(523)	(576)
		NET	**(79)**	**(48)**	**(26)**
Economic Development	This service facilitates a healthy and resilient economy by providing effective leadership, advocacy, and partnership, by working with government business and the community.	*Expenditure*	1,146	1,369	1,075
		Overheads	182	202	206
		Revenue	(151)	(84)	-
		NET	**1,177**	**1,487**	**1,281**
Tourism	This service provides economic benefit by promoting the Shire as a location for visitors to enjoy, explore and return to. Visitor information is provided via Council's two Visitor Information Centres and via media.	*Expenditure*	765	837	840
		Overheads	143	158	161
		Revenue	(177)	(184)	(153)
		NET	**731**	**811**	**848**
Events	This service provides for active community involvement in the provisioning of management and support for community entertainment and events.	*Expenditure*	109	132	140
		Overheads	24	26	27
		Revenue	(6)	(5)	(5)
		NET	**127**	**153**	**162**
Arts and Culture	This service is responsible for running the Colac Otway Performing Arts and Cultural Centre, plus providing support to the arts via events, grants and space provision.	*Expenditure*	816	842	868
		Overheads	307	335	358
		Revenue	(70)	(440)	(442)
		NET	**1,053**	**737**	**784**
Statutory Planning	This service fulfils Council's statutory obligations in being the responsible authority for the management and regulation of land use and development, with the aim of achieving sustainable outcomes in the interests of current and future generations.	*Expenditure*	1,414	1,558	1,650
		Overheads	218	257	267
		Revenue	(456)	(471)	(403)
		NET	**1,176**	**1,344**	**1,514**
Strategic Planning	This service ensures that land use planning is undertaken to meet the sustainable long term needs of current and future generations.	*Expenditure*	507	1,748	341
		Overheads	239	260	270
		Revenue	(437)	(318)	-
		NET	**309**	**1,690**	**611**

Major initiatives in 2025-26 relating to this theme of a Strong and Resilient Economy

A focus on the theme of a Strong and Resilient Economy is Council's is supporting the farming industry through investment in improvements to the Colac Regional Saleyards. The purchase of a muti-level loading race as well as funding the renewal of facilities and other improvements to the yards themselves will further enhance safety at the saleyards. Council is ensuring that the Colac saleyards are able to continue to support critical agricultural trade in the district.

Other Initiatives – Capital Projects

- Colac Regional Saleyards - Renewal of the administrative building
- Colac Regional Saleyards – Installation of new forcing yards at existing loading ramps
- Colac Regional Saleyards– Extension of the truck turning area for the loading of animals
- Apollo Bay Visitor Information Centre renewal project

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Development of a Colac Airfield Strategy

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Service	Indicator	Performance Measure	2023-24 Actual	2024-25 Forecast	2025-26 Target
Statutory planning	Decision making	Statutory planning Decision making Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	66%	100%	100%

2.2 Council Plan Theme 2 - Valuing the Natural and Built Environment

This theme represents Council's commitment to protecting our natural environment and communities, by maintaining and providing resilient infrastructure, and being leaders in sustainable living, modelling innovation and best practice.

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

Service area	Description of services provided		2023-24 Actual $'000	2024-25 Forecast $'000	2025-26 Budget $'000
Building services	These services support maintaining a safe built environment by overseeing compliance with building development controls.	*Expenditure*	305	316	341
		Overheads	20	27	28
		Revenue	(119)	(112)	(109)
		NET	**206**	**231**	**260**
Emergency Management	This service provides for the necessary support for the community in the case of an emergency event occurring.	*Expenditure*	325	337	326
		Overheads	104	113	122
		Revenue	(15)	(67)	(16)
		NET	**414**	**383**	**432**
Environment Sustainability	This service provides for management of our natural environment to the betterment and enjoyment of all members of our community.	*Expenditure*	633	646	866
		Overheads	77	74	101
		Revenue	(0)	-	(0)
		NET	**710**	**720**	**967**
Civil infrastructure and building maintenance	The civil works team is responsible for the construction, maintenance and day-to-day operation of Council's sealed and unsealed road, bridges, drainage and pathways. The Building maintenance team is responsible for a wide range of Council facilities and associated infrastructure (e.g. indoor sports facilities, recreation, early years, public toilets, community halls).	*Expenditure*	7,080	8,895	8,421
		Overheads	2,318	2,493	2,681
		Revenue	(4,578)	(19,533)	(392)
		NET	**4,820**	**(8,145)**	**10,710**
Waste	This service provides for the efficient and effective control of waste products produced by our community. It includes the provision of waste collection services as well as for disposal to landfill.	*Expenditure*	5,370	6,529	6,634
		Overheads	671	742	802
		Revenue	(4,107)	(4,796)	(5,219)
		NET	**1,934**	**2,475**	**2,217**

Major initiatives in 2025-26 relating to this theme of Valuing the Natural and Built Environment

Council has been successful in securing a grant to facilitate the full electrification of the Shire's Bluewater Leisure Centre.

It is anticipated that the $2.7 million project will avoid 379 tonnes of CO2 currently produced by the Bluewater Leisure Centre operations, approximately 22% of Council's current residual emissions. The project will significantly advance Council towards meeting its aspirations for net zero emissions in its Environmental Sustainability Strategy and Climate Change Action Plan, both adopted in October 2023.

The budget supports this exciting project through the inclusion of borrowings of up to $500,000 that would supplement Council's cash contribution to the project.

Other Initiatives – Capital Projects

- Road Reconstruction Projects:
  - Costin Street, Apollo Bay – from Pengilley Avenue to Montrose Avenue
  - Pengilley Avenue, Apollo Bay – from Costin Street to Gallipoli Parade
  - Montrose Avenue, Apollo Bay – from McLachlan Street to Costin Street
  - Ramsden Avenue, Apollo Bay – from Pengilly Avenue to Montrose Avenue
  - Sarsfield Street, Separation Creek – from Great Ocean Road to Harrington Road
- Guardrail Replacement Program
- Kerb and Channel Renewal Program
- Heavy Plant Replacement Program
- Light Fleet Vehicle Replacement Program
- Sealed Road Resealing Program
- Sealed Road Major Patching Program
- Unsealed Road Re-sheeting Program
- Bridge Renewal Program
- Asphalt Overlay program
- Memorial Square Asphalt Footpath Renewal
- Storm Water Drainage Renewal Works
- Asset Renewal Funds for unplanned works

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Street Tree Planting Program
- Sealed Road Network Strategy
- Design for an upgrade of Duck Creek Bridge, Hordern Vale
- Waste and Resource Recovery 10-year Strategy

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Service	Indicator	Performance Measure	2023-24 Actual	2024-25 Forecast	2025-26 Target
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	52%	52%	53%
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	40	40	42

2.3 Council Plan Theme 3 - Healthy and Inclusive Community

This theme represents Council's commitment to ensuring that Colac Otway Shire continues to be a great place to live. Council commits to embrace our diverse community, take care of our older community and prepare our children for success.

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

Service area	Description of services provided		2023-24 Actual $'000	2024-25 Forecast $'000	2025-26 Budget $'000
Parks gardens and reserves management	The parks and gardens team cares for and manages the maintenance of landscaping in streetscapes and open space areas for the enjoyment of all community members, including the Colac Botanical Gardens.	*Expenditure*	2,788	2,857	2,631
		Overheads	536	613	635
		Revenue	-	(0)	-
		NET	**3,324**	**3,470**	**3,266**
Children and Family Services	This service provides support to our children, families and youth to encourage and nurture their grow th and development. Council's early years service delivery has a focus on kindergartens, family day care and maternal and child health services, and continues to supporting young people through delivery of state-funded programs.	*Expenditure*	1,036	1,059	1,262
		Overheads	438	455	456
		Revenue	(698)	(715)	(748)
		NET	**776**	**799**	**970**
Aged Care Services	This service provides support to older persons and people w ith disabilities to w ith services and support that helps people to live independently in their ow n home for as long as possible.	*Expenditure*	5,281	5,651	4,600
		Overheads	995	1,057	1,059
		Revenue	(5,922)	(5,649)	(5,374)
		NET	**354**	**1,059**	**285**
Recreation Services	This service provides for active community involvement and the promotion of healthy lifestyles by providing for suitable sporting and recreational facilities.	*Expenditure*	281	355	441
		Overheads	23	30	35
		Revenue	-	-	-
		NET	**304**	**385**	**476**
Leisure centre	This service provides for active community involvement and the promotion of healthy lifestyles by providing for suitable sporting and recreational facilities.	*Expenditure*	2,141	2,454	2,464
		Overheads	890	1,045	1,098
		Revenue	(1,463)	(1,636)	(1,840)
		NET	**1,568**	**1,863**	**1,722**
Community Places	This service provides the delivery of high quality, sustainable community health and w ellbeing services that lead to a healthier and more active community.	*Expenditure*	1,645	1,838	2,466
		Overheads	513	578	674
		Revenue	(176)	(201)	(75)
		NET	**1,982**	**2,215**	**3,065**
Library Services	The library service provides resources and oversight to the Corangamite Regional Library Corporation for the provision of information, education, recreation and enrichment for the community.	*Expenditure*	826	1,008	935
		Overheads	-	-	-
		Revenue	-	-	100
		NET	**826**	**1,008**	**1,035**

Service area	Description of services provided		2023-24 Actual $'000	2024-25 Forecast $'000	2025-26 Budget $'000
Local Laws and Animal Management	This service provides for community safety and health by providing for a framework for behaviours which affect our community well-being. The work of the team is supported by Council's Local Laws that control general amenity matters. The team also undertakes animal management, helping lost pets be returned to their families and lost stock to be returned to farmers.	*Expenditure*	840	789	885
		Overheads	281	307	331
		Revenue	(445)	(397)	(411)
		NET	**676**	**699**	**805**
Environmental Health	This service promotes a healthy and safe lifestyle by actively promoting and policing public health issues.	*Expenditure*	619	698	630
		Overheads	200	219	236
		Revenue	(325)	(317)	(259)
		NET	**494**	**600**	**607**

Major initiative in 2025-26 relating to this theme of a Healthy and Inclusive Community

In recognising Council's commitment to ensuring the shire continues to be a great place to live, strategic investments are being made in 2025-26 in improving footpath connections across the shire. Council is also investing in public halls, recreations facilities and events, all of which bring people together and contribute to strengthening the health and inclusivity of the community.

Other Initiatives – Capital Projects

- Strategic investment in footpath connections
- Colac Maternal and Child Health building structural strengthening works
- Apollo Bay Old Cable Station Museum Driveway Renewal
- Public Hall renewal program
- Public Toilets renewal program (including Meredith Park)
- Central Reserve Spectators Shed Renewal
- Colac Botanic Garden Tearooms Access Ramp and Minor Repair Works
- COPACC Roof Restoration
- Eastern Reserve Lighting Renewal
- Open Space Renewal Program
- Playground Rubber Softfall Renewal Program
- Public and Building CCTV renewal

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Youth Engagement Program
- Lake Colac Foreshore, scoping of electrical supply
- Lake Colac Oval Clubrooms, design
- Forrest Playspace, design
- Community led event support funding
- Christmas Events (Year 2)
- Investment in Aged Care Transition (Year 2)

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Service	Indicator	Performance Measure	2023-24 Actual	2024-25 Forecast	2025-26 Target
Libraries	Participation	Active library members. (Percentage of the municipal population that are active library members)	24%	25%	26%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)	6.40	6.60	6.80
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled w ho participate in the MCH service)	76%	77%	78%
Food safety	Health and safety	Critical and major non-compliance notifications. (Percentage of critical and major non-compliance notifications that are follow ed up by Council)	95%	100%	100%
Animal Management	Health and safety	Animal management prosecutions. (Number of successful animal management prosecutions)	0% (Note: there w ere no prosecutions in 2023-24)	100%	100%

2.4 Council Plan Theme 4 - Strong leadership and management

This theme represents Council's commitment to be leaders in good governance, transparency and strive for ongoing improvement. This section outlines the activities and initiatives for Council services and key strategic activities.

Service area	Description of services provided		2023-24 Actual $'000	2024-25 Forecast $'000	2025-26 Budget $'000
Councillors and Chief Executive Office	This area of governance includes the Mayor, Councillors, Chief Executive Officer, Business Improvement Officer and Public Relations Team and associated support which cannot be easily attributed to the direct service provision areas.	*Expenditure*	994	1,177	1,071
		Overheads	160	140	149
		Revenue	-	(148)	-
		NET	**1,154**	**1,169**	**1,220**
Procurement and Contract Management	This service provides oversight and governance on contractual and procurement services undertaken by Council.	*Expenditure*	324	341	378
		Overheads	(423)	(423)	(525)
		Revenue	-	-	-
		NET	**(99)**	**(82)**	**(147)**
Financial	This service has the responsibility to generate revenue for Council via rate, levies and charges and to provide sustainable and accountable financial management of Council's resources.	*Expenditure*	1,544	1,788	2,165
		Overheads	(1,470)	(1,156)	(1,202)
		Rev - Rates	(31,919)	(32,913)	-
		Rev - Other	(1,739)	(9,272)	(10,456)
		NET	**(33,584)**	**(41,552)**	**(9,493)**
Information Services	This services provides management and governance of information flows, storage and retrieval within the organisation in accordance with appropriate legislation and standards.	*Expenditure*	2,349	3,565	3,416
		Overheads	(2,019)	(3,015)	(2,963)
		Revenue	-	-	-
		NET	**330**	**550**	**453**
Corporate Services Management	This service has the responsibility to maintain strong governance and administrative systems and to ensure that these systems are responsive, accountable and transparent to internal users and community needs.	*Expenditure*	729	710	895
		Overheads	(415)	(473)	(583)
		Revenue	(1)	(150)	-
		NET	**313**	**87**	**312**
Governance, Customer and Communications	This service has the responsibility to provide the first point of contact between Council and the public through Council's Customer Service Centres. The service provides overall corporate customer service to the wider community and assists all areas of Council with the provision of corporate responsibility.	*Expenditure*	2,047	2,648	2,050
		Overheads	(2,626)	(2,815)	(2,882)
		Revenue	(10)	(1)	(1)
		NET	**(589)**	**(168)**	**(833)**
People and Culture	This service provides and develops a culture of high performance, productivity and accountability across the organisation.	*Expenditure*	1,198	1,346	1,392
		Overheads	(1,166)	(1,022)	(1,318)
		Revenue	-	-	-
		NET	**32**	**324**	**74**
Risk management	This service has the responsibility to identify, record and manage all business risk associated with Council's activities. This service manages Council's insurance portfolio.	*Expenditure*	892	982	975
		Overheads	(305)	(315)	(322)
		Revenue	(250)	(13)	(13)
		NET	**337**	**654**	**640**

Major initiative in 2025-26 relating to this theme of Strong Leadership and Management

The major investment under this theme in 2025-26 will be in upgrading Council's Content Management System (CMS). CMS facilitates the effective management of Council's documents and records.

There are no other specific allocations under this theme in the 2025-26 year.

Service Performance Outcome Indicators relevant to this theme

Service	Indicator	Performance Measure	2023-24 Actual	2024-25 Forecast	2025-26 Target
Governance	Satisfaction	Satisfaction w ith Council decisions. (Community satisfaction rating out of 100 w ith how Council has performed in making decisions in the interests of the community)	45	47	50

2.5 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 2025-26 Annual Report.

2.6 Reconciliation of Council Plan themes to the Income Statement

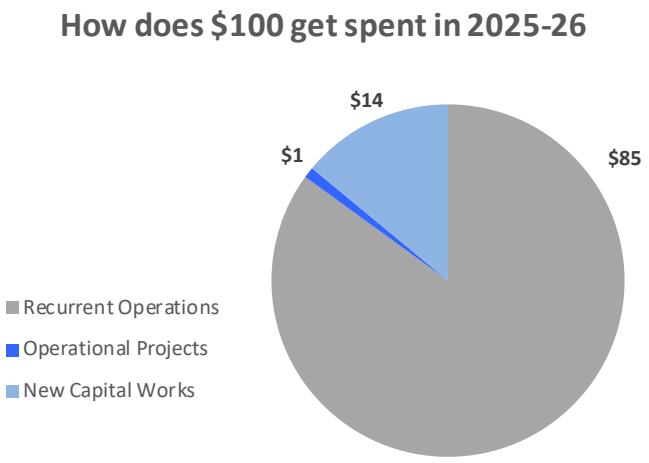
This section outlines the activities and initiatives for Council services and key strategic activities.

	Net Cost (Revenue)	Expenditure	Revenue
	$'000	$'000	$'000
Strong and Resilient Economy	3,786	5,364	(1,578)
Valuing The Natural and Built Environment	10,853	16,589	(5,736)
Healthy and Inclusive Community	7,708	16,313	(8,605)
Strong Leadership & Management	1,871	12,341	(10,470)
Total	**24,218**	**50,607**	**(26,389)**
Expenses added in:			
Depreciation	15,538		
Amortisation - right of use assets	101		
Finance costs	14		
Deficit before funding sources	**39,871**		
Funding sources added in:			
Rates and charges revenue (excluding Waste)	(33,985)		
Capital grants	(2,725)		
Total funding sources	**(36,710)**		
Operating (surplus)/deficit for the year *	**3,161**		

*The above result is a deficit of **($3.161 million)**, as presented in the Comprehensive Income Statement at 3.1.

Each $100 of expenditure in Council's budget for the 2025-26 financial year is allocated as follows:

- $85 will be spent delivering Council's regular **services** and activities (recurrent operations that occur each year)
- $15 will is committed to new **initiatives** (capital and operational projects and one-off initiatives)



2.7 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	25,000	Recreation reserves maintained	5
Total service centre visits	4,500	Recreation reserves supported	14
Number of transactions receipted	8,750	Playgrounds and skate parks maintained	29
Governance functions		**Aquatic facilities**	
Freedom of information requests p.a.	15	Bluewater annual members	1,500
Community Asset Committees supported	18	Bluewater learn to swim enrolments	460
Positive aging and community care		**Statutory Planning**	
In home care hours delivered	40,716	Applications determined	380
Number of individual clients receiving service	188	Planning compliance matters addressed	20
Children's Services		**Local Laws and Rangers Services**	
Family Day Care (hours provided)	25,000	Dog registrations	4,500
New babies supported by M&CH	231	Cat registrations	1,621
Consultations with 0-3.5 year olds	1,976		
Regulatory Building Services		**Road services**	
Property Information requests	715	Total length of roads maintained	1,628 kms
Building permits received for lodgement	435	**Waste services**	
Environmental Health Services		Urban bins collected kerbside	10,675
Food premises inspections	275	Rural bins collected roadside	167
Registered food businesses	275	Waste to landfill (tonnes)	6,970
Immunisation vaccinations delivered	2,258	Recyclables collected (tonnes)	1,960
		Glass collected (tonnes)	450
Saleyards		Food and Organics collected (tonnes)	4,110
Cattle throughput	31,000	**Library services**	
		Active library borrowers	5,400
COPACC activities		Physical library collection items loaned	120,125
Performances hosted annually	55		
Annual attendance at performances	13,000	**Parks and gardens**	
Business events hosted annually	250	Street trees planned to be planted	200
Annual participation in business events	8,000		
		Community Grants	
		Community/business initiatives supported	78

3 Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2025-26 has been supplemented with projections to 2028-29.

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2029

	NOTES	Forecast Actual 2024-25 $'000	Budget 2025-26 $'000	Projections 2026-27 $'000	2027-28 $'000	2028-29 $'000
Income / Revenue						
Rates and charges	4.1.1	37,228	38,748	40,031	41,359	42,734
Statutory fees and fines	4.1.2	930	1,003	1,018	1,033	1,049
User fees	4.1.3	8,243	9,242	9,623	9,999	10,388
Grants - Operating	4.1.4	11,922	10,281	10,538	10,801	11,072
Grants - Capital	4.1.4	10,304	2,725	3,236	3,406	3,491
Contributions - monetary	4.1.5	132	25	25	25	25
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		(383)	-	-	-	-
Share of net profits/(losses) of associates and joint ventures		(100)	(100)	(100)	(100)	(100)
Other income	4.1.6	1,799	1,175	1,175	1,175	1,175
Total income / revenue		**70,075**	**63,099**	**65,546**	**67,698**	**69,834**
Expenses						
Employee costs	4.1.7	25,442	26,538	27,600	28,704	29,852
Materials and services	4.1.8	26,214	22,264	23,498	24,690	26,172
Depreciation	4.1.9	15,082	15,538	16,315	17,131	17,987
Depreciation - right of use assets	4.1.10	101	101	101	101	101
Bad and doubtful debts		10	5	10	10	10
Borrowing costs		-	14	23	21	19
Finance Costs - leases		10	-	-	-	-
Other expenses	4.1.11	1,678	1,800	1,836	1,873	1,910
Total expenses		**68,537**	**66,260**	**69,383**	**72,530**	**76,051**
Surplus/(deficit) for the year		**1,538**	**(3,161)**	**(3,837)**	**(4,832)**	**(6,217)**
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain /(loss)		-	-	-	-	-
Share of other comprehensive income of associates and joint		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods (detail as appropriate)		-	-	-	-	-
Total other comprehensive income		**-**	**-**	**-**	**-**	**-**
Total comprehensive result		**1,538**	**(3,161)**	**(3,837)**	**(4,832)**	**(6,217)**

3.2 Balance Sheet

For the four years ending 30 June 2029

	NOTES	Forecast Actual 2024-25 $'000	Budget 2025-26 $'000	Projections 2026-27 $'000	2027-28 $'000	2028-29 $'000
Assets						
Current assets						
Cash and cash equivalents		31,680	21,108	22,655	23,863	24,370
Trade and other receivables		3,934	4,013	4,120	4,230	4,343
Inventories		177	177	177	177	177
Non-current assets held for sale		-	-	-	-	-
Other assets		254	267	267	267	267
Total current assets	4.2.1	**36,045**	**25,565**	**27,219**	**28,537**	**29,158**
Non-current assets						
Property, infrastructure, plant & equipment		547,591	600,957	595,766	589,924	583,397
Investments in associates, joint arrangement and subsidiaries		147	147	147	147	147
Right-of-use assets	4.2.4	2,766	2,673	2,564	2,460	2,359
Total non-current assets	4.2.1	**550,504**	**603,777**	**598,477**	**592,530**	**585,903**
Total assets		**586,549**	**629,342**	**625,697**	**621,068**	**615,061**
Liabilities						
Current liabilities						
Trade and other payables		4,565	4,656	4,889	5,134	5,390
Trust funds and deposits		1,600	1,600	1,600	1,600	1,600
Provisions		9,719	10,042	10,042	10,042	10,042
Lease liabilities	4.2.4	-	-	-	-	-
Total current liabilities	4.2.2	**15,884**	**16,298**	**16,531**	**16,775**	**17,032**
Non-current liabilities						
Provisions		4,694	5,077	5,077	5,077	5,077
Interest-bearing liabilities	4.2.3	-	477	436	394	348
Lease liabilities	4.2.4	-	-	-	-	-
Total non-current liabilities	4.2.2	**4,694**	**5,554**	**5,513**	**5,471**	**5,425**
Total liabilities		**20,578**	**21,852**	**22,044**	**22,246**	**22,457**
Net assets		**565,971**	**607,490**	**603,653**	**598,821**	**592,604**
Equity						
Accumulated surplus		148,899	145,422	141,272	136,106	129,533
Reserves	4.3	417,072	462,068	462,381	462,715	463,071
Total equity		**565,971**	**607,490**	**603,653**	**598,821**	**592,604**

3.3 Statement of Changes in Equity

For the four years ending 30 June 2029

	NOTES	Total $'000	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000
2025 Forecast Actual					
Balance at beginning of the financial year		547,494	138,693	387,127	21,674
Surplus/(deficit) for the year		1,538	1,538	-	-
Net asset revaluation gain /(loss)		16,939	-	16,939	-
Transfers to other reserves		-	22,191	-	(22,191)
Transfers from other reserves		-	(13,523)	-	13,523
Balance at end of the financial year		**565,971**	**148,899**	**404,066**	**13,006**
2026 Budget					
Balance at beginning of the financial year		565,971	148,899	404,066	13,006
Surplus/(deficit) for the year		(3,161)	(3,161)	-	-
Net asset revaluation gain /(loss)		44,679	-	44,679	-
Transfers to other reserves	4.3	-	(317)	-	317
Transfers from other reserves	4.3	-	-	-	-
Balance at end of the financial year	4.3	**607,490**	**145,422**	**448,745**	**13,323**
2027					
Balance at beginning of the financial year		607,490	145,422	448,745	13,323
Surplus/(deficit) for the year		(3,837)	(3,837)	-	-
Net asset revaluation gain /(loss)		-	-	-	-
Transfers to other reserves		-	(313)	-	313
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		**603,653**	**141,272**	**448,745**	**13,636**
2028					
Balance at beginning of the financial year		603,653	141,272	448,745	13,636
Surplus/(deficit) for the year		(4,832)	(4,832)	-	-
Net asset revaluation gain /(loss)		-	-	-	-
Transfers to other reserves		-	(334)	-	334
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		**598,821**	**136,106**	**448,745**	**13,970**
2029					
Balance at beginning of the financial year		598,821	136,106	448,745	13,970
Surplus/(deficit) for the year		(6,217)	(6,217)	-	-
Net asset revaluation gain /(loss)		-	-	-	-
Transfers to other reserves		-	(356)	-	356
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		**592,604**	**129,533**	**448,745**	**14,326**

3.4 Statement of Cash Flows

For the four years ending 30 June 2029

	Notes	Forecast Actual 2024-25 $'000	Budget 2025-26 $'000	Projections 2026-27 $'000	2027-28 $'000	2028-29 $'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		37,228	38,748	40,031	41,359	42,734
Statutory fees and fines		930	1,003	1,018	1,033	1,049
User fees		8,243	9,242	9,623	9,999	10,388
Grants - operating		11,922	10,281	10,538	10,801	11,072
Grants - capital		10,304	11,946	3,236	3,406	3,491
Contributions - monetary		132	25	25	25	25
Trust funds and deposits		602	-	-	-	-
Other receipts		1,799	1,175	1,069	1,065	1,061
Employee costs		(25,442)	(26,538)	(27,600)	(28,704)	(29,852)
Materials and services		(25,471)	(22,264)	(23,498)	(24,690)	(26,172)
Other payments		(1,678)	(1,800)	(1,836)	(1,873)	(1,910)
Net cash provided by/(used in) operating activities	4.4.1	**18,568**	**21,818**	**12,606**	**12,424**	**11,885**
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(15,917)	(32,753)	(10,895)	(11,053)	(11,214)
Proceeds from sale of property, infrastructure, plant and equipment		(383)	-	-	-	-
Payments for investments		-	(100)	(100)	(100)	(100)
Net cash provided by/ (used in) investing activities	4.4.2	**(16,300)**	**(32,853)**	**(10,995)**	**(11,153)**	**(11,314)**
Cash flows from financing activities						
Finance costs		-	(14)	(23)	(21)	(19)
Proceeds from borrowings		-	500	-	-	-
Repayment of borrowings		-	(23)	(41)	(42)	(46)
Interest paid - lease liability		(10)	-	-	-	-
Net cash provided by/(used in) financing activities	4.4.3	**(10)**	**463**	**(64)**	**(63)**	**(65)**
Net increase/(decrease) in cash and cash equivalents		2,258	(10,572)	1,547	1,208	507
Cash and cash equivalents at the beginning of the financial year		29,422	31,680	21,108	22,655	23,863
Cash and cash equivalents at the end of the financial year		**31,680**	**21,108**	**22,655**	**23,863**	**24,370**

3.5 Statement of Capital Works

For the four years ending 30 June 2029

	Notes	Forecast Actual 2024-25 $'000	Budget 2025-26 $'000	Projections 2026-27 $'000	2027-28 $'000	2028-29 $'000
Property						
Land		-	-	-	-	-
Buildings		2,259	1,081	1,081	1,081	1,081
Total land and Buildings		**2,259**	**1,081**	**1,081**	**1,081**	**1,081**
Total property	4.5.2	**2,259**	**1,081**	**1,081**	**1,081**	**1,081**
Plant and equipment						
Plant, machinery and equipment		2,350	2,152	2,000	2,000	2,000
Fixtures, fittings and furniture		113	-	-	-	-
Computers and telecommunications		528	40	42	44	46
Total plant and equipment	4.5.2	**2,991**	**2,192**	**2,042**	**2,044**	**2,046**
Infrastructure						
Roads		7,326	6,265	6,390	6,518	6,648
Bridges		61	610	622	635	647
Footpaths and cycleways		883	375	383	390	398
Drainage		1,124	40	41	42	42
Other infrastructure		1,273	330	337	343	350
Total infrastructure	4.5.2	**10,667**	**7,620**	**7,772**	**7,928**	**8,086**
Total capital works expenditure		**15,917**	**10,893**	**10,895**	**11,053**	**11,214**
Represented by:						
New asset expenditure		603	200	200	203	206
Asset renewal expenditure		12,972	10,372	10,374	10,524	10,677
Asset upgrade expenditure		2,342	321	321	326	330
Total capital works expenditure		**15,917**	**10,893**	**10,895**	**11,053**	**11,214**
Funding Sources represented by:						
Grants		10,304	2,725	3,236	3,406	3,491
Contributions		-	-	-	-	-
Council Cash		2,419	6,010	5,159	5,647	5,723
Council Reserves		3,195	2,158	2,000	2,000	2,000
Borrowings		-	-	500	-	-
Total capital works expenditure*		**15,917**	**10,893**	**10,895**	**11,053**	**11,214**

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 2029

	Notes	Forecast Actual 2024-25 $'000	Budget 2025-26 $'000	Projections 2026-27 $'000	2027-28 $'000	2028-29 $'000
Staff expenditure						
Employee costs - operating		25,442	26,538	27,600	28,704	29,852
Employee costs - capital		964	902	938	976	1,015
Total staff expenditure		**26,406**	**27,440**	**28,538**	**29,680**	**30,867**
		FTE	**FTE**	**FTE**	**FTE**	**FTE**
Staff numbers						
Employees		245.5	250.9	250.9	250.9	250.9
Total staff numbers		**245.5**	**250.9**	**250.9**	**250.9**	**250.9**

Including casual staff, the total staff FTE for 2025-26 is 250.9. However, the FTE of permanent full-time and part-time staff has reduced in 2025-26 to 244.6 from 245.5 in 2024-25.

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

Department	Budget 2025-26 $'000	Comprises Permanent Full Time $'000	Permanent Part time $'000	Casual $'000	Temp $'000
Chief Executive Office	1,920	1,506	384	30	-
Corporate Services	4,120	3,661	409	50	-
Community and Economy	10,478	5,950	4,138	390	-
Infrastructure and Environment	10,020	9,630	358	32	-
Total staff expenditure	**26,538**	**20,747**	**5,289**	**502**	**-**
Capitalised labour costs	902				
Total expenditure	**27,440**				

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

Department	Budget 2025-26	Comprises Permanent Full Time	Permanent Part time	Casual	Temp
Chief Executive Office	15	11	4	0	-
Corporate Services	35	30	4	1	-
Community and Economy	98	48	45	5	-
Infrastructure and Environment	103	97	5	1	-
Total staff	**251**	**186**	**58**	**7**	**-**

3.7 Summary of Planned Human Resources Expenditure

A summary of human resources expenditure categorised according to the organisational structure of Council for 2025-26 is included in the following table.

For the four years ending 30 June 2029

	Budget	Projections		
	2025-26	2026-27	2027-28	2028-29
	$'000	$'000	$'000	$'000
Chief Executive Office				
Permanent - Full time	1,506	1,566	1,629	1,694
Women	977	1,016	1,057	1,099
Men	346	360	374	389
Vacant positions	183	190	198	206
Permanent - Part time	384	399	415	431
Women	260	270	281	292
Men	63	66	68	71
Vacant positions	61	63	66	68
Total Chief Executive Office	**1,890**	**1,965**	**2,044**	**2,125**
Corporate Services				
Permanent - Full time	3,661	3,807	3,959	4,118
Women	1,381	1,436	1,494	1,553
Men	1,977	2,056	2,138	2,224
Vacant positions	303	315	327	341
Permanent - Part time	409	425	442	460
Women	202	210	218	227
Men	166	173	180	187
Vacant positions	41	42	44	46
Total Corporate Services	**4,070**	**4,232**	**4,401**	**4,578**
Community and Economy				
Permanent - Full time	5,950	6,188	6,436	6,694
Women	3,315	3,447	3,585	3,729
Men	2,042	2,124	2,209	2,297
Vacant positions	593	617	642	668
Permanent - Part time	4,138	4,303	4,475	4,654
Women	3,684	3,831	3,984	4,144
Men	171	178	185	192
Vacant positions	283	294	306	318
Total Community and Economy	**10,088**	**10,491**	**10,911**	**11,348**
Infrastructure and Environment				
Permanent - Full time	9,630	10,016	10,416	10,833
Women	1,632	1,698	1,766	1,836
Men	7,311	7,603	7,907	8,224
Vacant positions	687	715	743	773
Permanent - Part time	358	373	387	403
Women	294	306	318	331
Men	64	67	69	72
Vacant positions	0	0	0	0
Total Infrastructure and Environment	**9,988**	**10,389**	**10,803**	**11,236**
Casuals, temporary and other expenditure	502	523	545	565
Capitalised labour costs	902	938	976	1,015
Total staff expenditure	**27,440**	**28,538**	**29,680**	**30,867**

A summary of human resources full-time equivalent (FTE) employees, categorised according to the organisational structure of Council for 2025-26, is included in the following table.

	Budget 2025-26 FTE	Projections 2026-27 FTE	2027-28 FTE	2028-29 FTE
Chief Executive Office				
Permanent - Full time	11.0	11.0	11.0	11.0
Women	7.0	7.0	7.0	7.0
Men	3.0	3.0	3.0	3.0
Vacant positions	1.0	1.0	1.0	1.0
Permanent - Part time	4.1	4.1	4.1	4.1
Women	2.6	2.6	2.6	2.6
Men	0.8	0.8	0.8	0.8
Vacant positions	0.7	0.7	0.7	0.7
Total Chief Executive Office	**15.1**	**15.1**	**15.1**	**15.1**
Corporate Services				
Permanent - Full time	30.0	30.0	30.0	30.0
Women	13.0	13.0	13.0	13.0
Men	14.0	14.0	14.0	14.0
Vacant positions	3.0	3.0	3.0	3.0
Permanent - Part time	3.7	3.7	3.7	3.7
Women	1.9	1.9	1.9	1.9
Men	1.4	1.4	1.4	1.4
Vacant positions	0.4	0.4	0.4	0.4
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	28.0	28.0	28.0	28.0
Men	15.0	15.0	15.0	15.0
Vacant positions	5.0	5.0	5.0	5.0
Permanent - Part time	45.2	45.2	45.2	45.2
Women	40.4	40.4	40.4	40.4
Men	2.0	2.0	2.0	2.0
Vacant positions	2.8	2.8	2.8	2.8
Total Community and Economy	**93.2**	**93.2**	**93.2**	**93.2**
Infrastructure and Environment				
Permanent - Full time	90.7	90.7	90.7	90.7
Women	15.0	15.0	15.0	15.0
Men	70.5	70.5	70.5	70.5
Vacant positions	5.2	5.2	5.2	5.2
Permanent - Part time	4.9	4.9	4.9	4.9
Women	4.3	4.3	4.3	4.3
Men	0.6	0.6	0.6	0.6
Vacant positions	0.0	0.0	0.0	0.0
Total Infrastructure and Environment	**95.6**	**95.6**	**95.6**	**95.6**
Casuals and temporary staff	6.3	6.3	6.3	6.3
Capitalised labour	7.0	7.0	7.0	7.0
Total staff numbers	**250.9**	**250.9**	**250.9**	**250.9**

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 2025-26 the rates cap has been set at 3.00%. 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 3% increase because of changes to their property value relative to that of other ratepayers' properties.

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

	2024-25 Forecast $'000	2025-26 Budget $'000	Change $'000	%
General rates*	29,216	30,171	955	3.27%
Municipal charge*	3,196	3,291	95	2.97%
Waste management charge	4,315	4,763	448	10.4%
Special rates and charges	23	23	-	0.00%
Supplementary rates and rate adjustments	100	120	20	-
Revenue in lieu of rates	258	260	2	0.78%
Interest on rates and charges	120	120	-	-
Total rates and charges	**37,228**	**38,748**	**1,521**	**4.08%**

* These items include supplementary rates, which are not subject to the rate cap, and 2024-2025 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	2024-25 cents/$CIV	2025-26 cents/$CIV	Change
Residential - Colac/Elliminyt	0.002585	0.002825	9.3%
Residential - Balance Of Shire	0.002197	0.002402	9.3%
Holiday Rental	0.002585	0.002967	14.8%
Rural Farm	0.001939	0.001837	(5.3%)
Commercial/Industrial - Colac/Elliminyt	0.004265	0.004662	9.3%
Commercial/Industrial - Balance Of Shire	0.003619	0.003956	9.3%

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	2024-25	2025-26	Change	
	$	$	$	%
Residential - Colac/Elliminyt	7,771,819	8,298,010	526,191	6.8%
Residential - Balance Of Shire	9,707,547	10,143,628	436,081	4.5%
Holiday Rental	1,288,938	1,400,150	111,212	8.6%
Rural Farm	7,300,321	6,622,471	(677,850)	(9.3%)
Commercial/Industrial - Colac/Elliminyt	2,165,157	2,522,434	357,277	16.5%
Commercial/Industrial - Balance Of Shire	1,082,233	1,184,803	102,570	9.5%
Total amount to be raised by general rates	**29,316,016**	**30,171,496**	**855,480**	**2.9%**

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	2024-25 Number	2025-26 Number	Change Number	Change %
Residential - Colac/Elliminyt	5,996	6,045	49	0.8%
Residential - Balance Of Shire	5,551	5,690	139	2.5%
Holiday Rental	538	485	(53)	(9.9%)
Rural Farm	2,970	2,925	(45)	(1.5%)
Commercial/Industrial - Colac/Elliminyt	674	677	3	0.4%
Commercial/Industrial - Balance Of Shire	329	332	3	0.9%
Total number of assessments	**16,058**	**16,154**	**96**	**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	2024-25 $	2025-26 $	Change $	Change %
Residential - Colac/Elliminyt	2,980,987,000	2,936,938,000	(44,049,000)	(1.5%)
Residential - Balance Of Shire	4,356,478,000	4,223,721,000	(132,757,000)	(3.0%)
Holiday Rental	520,870,000	471,961,000	(48,909,000)	(9.4%)
Rural Farm	3,767,061,000	3,606,015,000	(161,046,000)	(4.3%)
Commercial/Industrial - Colac/Elliminyt	501,118,000	541,074,000	39,956,000	8.0%
Commercial/Industrial - Balance Of Shire	299,792,000	299,529,000	(263,000)	(0.1%)
Total value of land	**12,426,306,000**	**12,079,238,000**	**(347,068,000)**	**(2.8%)**

2025-26 Capital Improved Values (CIV's) in the above table represent Stage 3 valuations from the Valuer General. These CIV's will be updated to Stage 4 values, once received from Valuer General.

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 2024-25 $	Per Rateable Property 2025-26 $	Change $	Change %
Municipal Charge	210	216	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	2024-25 $	2025-26 $	Change $	Change %
Municipal Charge	3,196,328	3,291,218	94,890	3.0%

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 2024-25	Per Rateable Property 2025-26	Change	
	$	$	$	%
Weekly Kerbside collection	402	441	39	9.7%
Fortnightly Kerbside collection	307	337	30	9.7%

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	2024-25	2025-26	Change	
	$	$	$	%
Weekly Kerbside collection	4,264,416	4,706,995	442,579	10.4%
Fortnightly Kerbside collection	50,962	56,235	5,273	10.3%
Total	**4,315,378**	**4,763,230**	**447,852**	**10.4%**

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:

	2024-25	2025-26	Change	
	$	$	$	%
General rates	29,316,016	30,171,496	855,480	2.9%
Municipal charge	3,196,328	3,291,218	94,890	3.0%
Kerbside collection and recycling	4,315,378	4,763,230	447,852	10.4%
Tirrengow er Drainage Scheme	22,500	22,500	-	-
Total Rates and charges	**36,850,222**	**38,248,444**	**1,398,222**	**3.8%**

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.

	2024-25	2025-26
Forecast Annualised Rate Revenue From Prior Year	$ 31,476,606	$ 32,512,344
Number of rateable properties	16,058	16,154
Base Average Rate	$ 1,960	$ 2,013
Maximum Rate Increase (set by the State Government)	**2.75%**	**3.00%**
Capped Average Rate	$ 2,014	$ 2,073
Maximum General Rates and Municipal Charges Revenue	$ 32,342,213	$ 33,487,714
Budgeted General Rates and Municipal Charges Revenue	$ 32,512,344	$ 33,462,714
Budgeted Supplementary Rates	$ 100,000	$ 120,000
Budgeted Total Rates and Municipal Charges Revenue	$ 32,612,344	$ 33,582,714

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 2024-25: $100,000)
- 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 2025 to 30 June 2026.

4.1.2 Statutory fees and charges

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Statutory Planning Operations	390	392	2	0.5%
Public Health Operations	225	226	2	0.7%
Infrastructure Customer Services	83	141	58	69.4%
Building Services Operations	107	103	(4)	(3.7%)
Local Laws Operations	80	83	3	3.8%
Property & Rates Operations	37	41	3	8.4%
Planning Compliance	4	10	6	150.0%
Emergency Management Operations	5	7	2	40.0%
Total statutory fees and fines	**930**	**1,003**	**72**	**7.8%**

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 increase for Infrastructure Customer Services as a result of additional subdivision engineering fees budgeted in 2025-26.

4.1.3 User charges

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Aged Care Management Administration	4,677	5,371	693	14.8%
Bluewater Fitness Centre Operations	1,611	1,803	191	11.9%
Colac Regional Saleyards Operations	523	576	53	10.1%
Waste Management Administration	425	455	30	7.0%
COPACC Management Operations	342	336	(6)	(1.7%)
Local Laws Operations	267	289	22	8.3%
Great Ocean Road VIC Operations	182	151	(31)	(17.0%)
Strategic Asset & Property Services Operations	77	118	41	53.7%
Family & Children`s Services Operations	58	61	4	6.3%
Airfield Operations	32	32	0	0.8%
Infrastructure Development	32	32	0	-
Building Services Operations	5	6	1	13.8%
Public Health Operations	4	4	0	-
Events Operations	4	4	0	-
Financial Services Operations	2	2	0	3.9%
Risk Management Operations	1	1	0	-
Statutory Planning Operations	1	1	0	-
Total user charges	**8,243**	**9,242**	**999**	**12.1%**

Revenue from user fees is budgeted to increase by 12.1% or approximately $1.00 million compared to 2024-25. The budgeted increase in Aged Care Services is due to an anticipated increase in number of clients using the Home Care Services (and transitioning to the new Support at Home program in 2025-26) creating an increase in revenue of $693,000. This increase is partially offset by the costs to deliver the additional packages, as shown in the analysis in section '4.1.7 Employee Cost'. It is also anticipated that members at Bluewater Leisure Centre (BWLC) will continue to grow in 2025-26, resulting in increased user fees of $191,000. It is expected that Colac Regional Saleyards will increase by $53,000 due to additional throughput numbers.

4.1.4 Grants: operating and capital

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	10,579	12,259	1,680	15.9%
State funded grants	11,647	747	(10,901)	(93.6%)
Total grants received	**22,226**	**13,006**	**(9,221)**	**(41.5%)**
(a) Operating Grants				
Recurrent - Commonwealth Government				
Family & Children's Services Operations	210	240	30	14.3%
Other	66	36	(30)	(45.5%)
Victorian Grants Commission	8,600	9,258	658	7.7%
Recurrent - State Government				
Aged Care Management Administration	103	3	(100)	(97.1%)
Maternal & Child Health Operations	576	447	(129)	(22.4%)
COPACC Management Operations	95	95	0	-
School Crossing Supervision Operations	50	33	(17)	(34.0%)
Revenue Services	50	53	3	6.0%
Public Health Operations	27	29	2	7.4%
Bluewater Leisure Centre Operations	-	12	12	-
Family & Children's Services Operations	-	1	1	-
Total recurrent grants	**9,777**	**10,207**	**399**	**4.1%**
Non-recurrent - Commonwealth Government				
Non-recurrent - State Government				
Aged Care Management Administration	1,140	-	(1,140)	(100.0%)
Health Active Communities Operations	211	74	(137)	(64.9%)
Recreation Operations	198	-	(198)	(100.0%)
Maternal & Child Health Operations	130	-	(130)	(100.0%)
Strategic Planning Operations	349	-	(349)	(100.0%)
Environment and Community Safety Operations	62	-	(62)	(100.0%)
Waste Management Operations	55	-	(55)	(100.0%)
Total non-recurrent grants	**2,145**	**74**	**(2,071)**	**(96.6%)**
Total operating grants	**11,923**	**10,281**	**(1,642)**	**(13.8%)**
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,703	2,725	1,022	100.0%
Recurrent - State Government				
Total recurrent grants	**1,703**	**2,725**	**1,022**	**60.0%**
Non-recurrent - Commonwealth Government				
Non-recurrent - State Government				
Local Roads and Community Infrastructure Funding	4,081	-	(4,081)	(100.0%)
Community Facilities	922	-	(922)	(100.0%)
Local Roads Infrastructure	3,576	-	(3,576)	(100.0%)
Road Safety	22	-	(22)	(100.0%)
Total non-recurrent grants	**8,601**	**-**	**(8,601)**	**(100.0%)**
Total capital grants	**10,304**	**2,725**	**(7,579)**	**(73.6%)**
Total Grants	**22,226**	**13,006**	**(9,221)**	**(41.5%)**

The reduction in 2025-26 budgeted recurrent operating grants against the 2024-25 forecast is driven by Council's decision to discontinue the Commonwealth Home Support Program (CHSP), which is offset by a reduction in material and services.

The budgeted capital grants have decreased compared to 2024-25 by ($7.58 million). The reduction in expected capital grants is reflected in the reduced capital works program (refer to section 4.5 Capital works program).

The 2025-26 capital grants include funding for Roads to Recovery of $2.73 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 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Monetary	132	25	(107)	(81.1%)
Non-monetary	-	-	-	-
Total contributions	**132**	**25**	**(107)**	**(81.1%)**

Monetary contributions are expected to decrease in 2025-26 in comparison to the 2024-25 Forecast as 2024-25 contributions relate to one-off projects and anticipated public open space contributions being received. 2024-25 project contributions relate to the Colac Civic Precinct Plan ($90,000), Bluewater Leisure Centre Venue Hire ($25,000), and various projects ($17,000).

4.1.6 Other income

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Interest	1,565	1,060	(505)	(32.3%)
Other income	181	60	(122)	(67.1%)
Reimbursements	40	38	(2)	(6.2%)
Rates Legal Costs Recovered	13	17	4	26.9%
Total other income	**1,799**	**1,175**	**(624)**	**(34.7%)**

The budget for other income is expected to decrease by 34.7% or ($624,000) mainly due to a decrease in interest income, driven by expected decrease in term deposit interest rates.

4.1.7 Employee costs

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Salaries and Wages	18,726	17,830	(897)	(4.8%)
Employee Leave	2,010	3,057	1,047	52.1%
Superannuation	2,453	2,798	346	14.1%
Casual Staff	733	502	(231)	(31.6%)
Sick Leave	691	1,056	366	53.0%
Other Employee Benefits	18	22	4	23.2%
Fringe Benefits Tax	175	200	25	14.3%
WorkCover	637	1,072	435	68.3%
Total employee costs	**25,442**	**26,538**	**1,096**	**4.3%**

Primary drivers of the change between the 2024-25 and 2025-26 financial years include:

- The total combined budget for i. Salaries and Wages, ii. Employee Leave and iii. Sick leave has increased by $516,000 compared to prior year. Which represents an increase of 2.4% this reflects the net of reduction in permanent staff and the incorporation of EBA increments and allowances
- Increase in superannuation from 11.5% to 12.0%, and
- Increase in WorkCover premiums.

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

4.1.8 Materials and services

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Contractors	10,684	10,430	(254)	(2.4%)
Materials	5,111	4,018	(1,093)	(21.4%)
Subscriptions and memberships	3,027	2,884	(143)	(4.7%)
Utilities	1,182	1,087	(96)	(8.1%)
Consultants	3,213	1,143	(2,069)	(64.4%)
Agency staff	1,183	761	(422)	(35.7%)
Insurances	1,025	878	(147)	(14.3%)
Training costs	426	432	7	1.5%
Plant and equipment (maintenance & internal charge)	192	405	213	111.3%
Legal costs	168	221	53	31.5%
Other expenditure	(2)	2	4	(214.3%)
Permits	2	2	0	-
Merchant Fees	5	1	(4)	(78.7%)
Total materials and services	**26,214**	**22,264**	**(3,951)**	**(15.1%)**

Materials and services is budgeted to decrease by (15.1%) or ($3.95 million) compared to 2024-25. Consultants are budgeted to decrease by (34.5%) or ($1.11 million) due to one-off expenses relating to Apollo Bay Structure Plan Review, Deans Creek Precinct Structure Plan and Key Worker Housing Feasibility in Apollo Bay, that are not budgeted to reoccur in 2025-26. Materials are budgeted to decrease by (21.4%) or ($1.09 million) due to one-off expenses in 2024-25 relating to the Climate Change Resilient Community Assets Project and Promoting Colac Otway Shire Recycling System, that will not reoccur in 2025-26.

4.1.9 Depreciation

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Buildings	2,275	2,263	(12)	(0.5%)
Plant & equipment	2,076	2,191	115	5.5%
Infrastructure	10,730	11,084	353	3.3%
Total depreciation	**15,082**	**15,538**	**456**	**3.0%**

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 deprecation for the 2025-26 budget are expected due to a number of projects being finalised in 2024-25, and the impact of Council's asset revaluation process.

4.1.10 Depreciation - Right of use assets

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Right of use assets	101	101	-	-
Total depreciation - right of use assets	**101**	**101**	**-**	**-**

Amortisation measures the allocation of an intangible asset over its useful life for the tip air space and leases (right of use assets). Amortisation of right of use assets include the Apollo Bay Early Years Hub, and Colac Library.

4.1.11 Other expenses

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	Change %
Grants and donations paid	804	729	(74)	(9.3%)
Elected Members Allow ances	325	342	17	5.2%
Other costs	354	442	88	24.9%
Fire service levy	70	140	70	100.0%
Auditors remuneration	73	95	22	29.4%
Animal registration levy	24	24	0	-
Elected Member Mileage Allow ance per km	15	15	0	-
Royalties and commissions	9	9	0	-
Remote Area Councillor Travel Allow ance	3	3	0	-
Corporate Card Expenses	1	1	0	-
Total other expenses	**1,678**	**1,800**	**122**	**7.3%**

Other expenses are budgeted to increase by 7.3% or $122,000. Grants and donations paid are budgeted to decrease by (9.3%) or ($74,000), as in 2025-26 a contribution will not be paid to Great Ocean Road Health ($40,000) and Community Grants not used in prior years of ($51,000) have now been allocated to community groups. Councillor's Allowances are budgeted to increase by 5.2% or $17,000 in line with Victorian Independent Remuneration Tribunal determination for Councillor allowances. The Fire Service Property Levy (to be replaced by the Emergency Services Volunteer Fund levy), paid by Council to State government, on properties council is responsible for, has been increased in keeping with growth rates indicated by the State Revenue Office.

4.2 Balance Sheet

4.2.1 Assets

Assets will increase in 2025-26 with cash and cash equivalents expected to decrease. Property, infrastructure, plant and equipment comprise 96.2% of Council's total assets and the increase is largely due to the asset revaluation process.

4.2.2 Liabilities

Liabilities will increase in 2025-26, across the board. The lease liabilities are now zero reflecting no remaining liability as lease for equipment was paid out in 2024-25.

4.2.3 Borrowings

Council is only allowing for one loan in the Budget 2025-26, which is specifically to support the Bluewater Leisure Centre Electrification project.

The table below shows information on borrowings specifically required by the Regulations.

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Budget 2026-27 $'000	Budget 2027-28 $'000	Budget 2028-29 $'000
Amount borrowed as at 30 June of the prior year	-	-	477	436	394
Amount proposed to be borrowed	-	500	-	-	-
Amount projected to be redeemed	-	(23)	(41)	(42)	(46)
Amount of borrowings as at 30 June	**-**	**477**	**436**	**394**	**348**

4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast 2024-25 $'000	Budget 2025-26 $'000
Right-of-use assets		
Property	2,754	2,671
Plant and equipment	12	2
Total right-of-use assets	**2,766**	**2,673**

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities.

4.3 Statement of Changes in Equity

Reserve Name	Reserve Type	Forecast 2024-25 $'000	Budget 2025-26 $'000
Asset Revaluation Reserve	Discretionary	404,066	448,745
Colac Livestock Selling Centre Reserve	Discretionary	147	3
Financial Assistance Grants Received in Advance	Discretionary	-	-
Waste Management Reserve	Discretionary	1,704	1,704
Landfill Rehabilitation (Alvie) Reserve	Discretionary	827	1,319
Long Service Leave Reserve	Discretionary	3,001	3,070
Plant Replacement Reserve	Discretionary	3,435	3,229
Recreational Lands Reserve	Statutory	2,155	2,180
Rehabilitation Reserve	Discretionary	1,115	1,174
Water Sensitive Urban Design	Discretionary	89	89
Strategic Projects Reserve	Discretionary	436	436
Tirrengow er Drainage Scheme Reserve	Contractual	98	121
Total Equity Reserves		**417,072**	**462,068**

See Appendix D for purpose of reserves

4.4 Statement of Cash Flows

4.4.1 Net Cash Provided from Operating Activities

There is a increase in cash provided by operating activities in 2025-26 compared to the forecast 2024-25 financial year as the capital program is budgeted to reduce in 2025-26, and carried forward projects from 2023-24 are completed in 2024-25 financial year.

4.4.2 Cash Flows from Investing Activities

New capital works budgeted in 2025-26 is higher than the 2024-25 forecast program of $15.91 million by $16.84 million. This increase in 'Payments for property, infrastructure, plant and equipment' mainly reflects the carried forward projects from 2024-25 being completed in full in 2025-26 financial year.

4.4.3 Cash Flows from Financing Activities

Cash outflows from financing activities is a net inflow for 2025-26, due to the inclusion of the borrowings for the Bluewater Leisure Centre Electrification Project. Future flows reflect payment of this loan over 10 years.

4.5 Statement of Capital Works

This section provides a summary of the planned capital expenditure and funding for the 2025-26 year classified by expenditure type and funding source.

4.5.1 Summary

	Forecast 2024-25 $'000	Budget 2025-26 $'000	Change $'000	%
Property	2,259	**1,081**	(1,178)	**-52.15%**
Plant and equipment	2,991	**2,192**	(799)	**-26.71%**
Infrastructure	10,667	**7,620**	(3,047)	**-28.56%**
Total	**15,917**	**10,893**	**(5,024)**	**-31.56%**

	Project Cost	Asset expenditure types			Summary of Funding Sources				
		New	Renewal	Upgrade	Grants	Contrib.	Council cash	Council Reserves	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Property	**1,081**	-	911	170	-	-	911	170	-
Plant and equipment	**2,192**	-	2,041	151	-	-	204	1,988	-
Infrastructure	**7,620**	200	7,420	-	2,725	-	4,895	-	-
Total	**10,893**	**200**	**10,372**	**321**	**2,725**	**-**	**6,010**	**2,158**	**-**

The 2024-25 forecast figures include capital works expected to be completed in the 2024-25 year only. The 2024-25 capital works program has increased from the Adopted Budget of $11.52 million to a budget of $37.78 million. The above table for the 2025-26 budget does not include capital works carried forward from 2024-25 of $21.86 million. For further details relating to carry forwards, refer to note 4.5.3.

4.5.2 Current Budget

Capital Works Area	Project Cost	Asset expenditure types			Summary of Funding Sources				
		New	Renewal	Upgrade	Grants	Contrib.	Council cash	Council Reserves	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
PROPERTY									
Buildings									
Apollo Bay VIC Renewal Project	**95**	-	95		-	-	95	-	-
Apollo Bay Old Cable Station Museum Driveway Renewal	**100**	-	100		-	-	100	-	-
Elliminyt Depot Main Workshop and Office Component Renewal	**50**	-	50		-	-	50	-	-
Colac Livestock Selling Centre Office Components and Toilet Renewal	**50**	-	50		-	-	50	-	-
Public Hall Renewal Program	**100**	-	100		-	-	100	-	-
Public Toilets Renewal Program	**50**	-	50		-	-	50	-	-
HWS&AC Reactive renewal	**25**	-	25		-	-	25	-	-
Reactive Renewal for Unplanned Building Works	**50**	-	50		-	-	50	-	-
Central Reserve Spectators Shed Component Renewal	**15**	-	15		-	-	15	-	-
Meredith Park Public Toilets Component Renewal	**25**	-	25		-	-	25	-	-
Cororooke Maternal & Child Health Centre Component Renewal	**30**	-	30		-	-	30	-	-
Colac Botanic Gardens Tearooms Access Ramp and Minor Repair works	**15**	-	15		-	-	15	-	-
COPACC West area Roof Restoration with Rust Proofing and Heat Reflective Coating	**100**	-	100		-	-	100	-	-
Colac MCH Structural Strengthening works	**100**	-	100		-	-	100	-	-
Colac Regional Saleyards - Multi-Deck Loading Race	**170**	-	-	170	-	-	-	170	-
Colac Regional Saleyards - Forcing Yards Renewal	**106**	-	106		-	-	106	-	-
TOTAL PROPERTY	**1,081**	**-**	**911**	**170**	**-**	**-**	**911**	**170**	**-**
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Heavy Fleet Replacement Program 2024-2025	**1,575**	-	1,575	-	-	-	-	1,575	-
Light Fleet Vehicle Replacement Program 2024-2025	**413**	-	413	-	-	-	-	413	-
Workshop Fleet Diagnostic Tool	**13**		13				13	-	
Replacement Bluewater Gym Equipment	**151**		-	151			151	-	
Computers and Telecommunications									
Public and Building CCTV Maintenance	**40**	-	40	-	-	-	40	-	-
TOTAL PLANT AND EQUIPMENT	**2,192**	**-**	**2,041**	**151**	**-**	**-**	**204**	**1,988**	**-**

Current Budget (cont.)

Capital Works Area	Project Cost	Asset expenditure types			Summary of Funding Sources				
		New	Renewal	Upgrade	Grants	Contrib.	Council cash	Council Reserves	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
INFRASTRUCTURE									
Roads									
Colac Regional Saleyards Turning Extention	**25**	-	25	-	-	-	25	-	-
2025-26 Unsealed Road Resheeting Program	**1,000**	-	1,000	-	800	-	200	-	-
2025-26 Asphalt Overlay Program	**520**	-	520	-	-	-	520	-	-
2025-26 Guard Rail Replacement Program	**75**	-	75	-	-	-	75	-	-
2025-26 Kerb and Channel Renewal Program	**150**	-	150	-	-	-	150	-	-
2025-26 Sealed Road Major Patching Program	**650**	-	650	-	525	-	125	-	-
Ramsden Avenue Reconstruction (From Pengilley to McLachlan)	**520**	-	520	-	-	-	520	-	-
Montrose Avenue Reconstruction (From McLachlan to Costin)	**800**	-	800	-	600	-	200	-	-
Costin Street Reconstruction - 1 (From Pengilley to Montrose)	**475**	-	475	-	-	-	475	-	-
Pengilley Avenue Reconstruction- 2 (From Costin to Gallipoli)	**774**	-	774	-	-	-	774	-	-
Sarsfield Street Upgrade (From Great Ocean Road to Harrington Road)	**276**	-	276	-	-	-	276	-	-
2025-26 Sealed Road Resealing Program	**1,000**	-	1,000	-	800	-	200	-	-
Bridges									
Apollo Bay Recreation Reserve (J Coles Access) - Bridge Decommission	**60**	-	60	-	-	-	60	-	-
Joiner Reserve Footbridge Renew als	**50**	-	50	-	-	-	50	-	-
Boundary Road Bridge Renew al - Construction stage	**400**	-	400	-	-	-	400	-	-
Lanes Access Bridge Shared Asset Contribution	**100**	-	100	-	-	-	100	-	-
Footpaths and Cycleways									
Expansion of Current Foothpath Network	**200**	200	-	-	-	-	200	-	-
Memorial Square Asphalt Footpath Renewal	**150**	-	150	-	-	-	150	-	-
2025-26 Tactile Renewal	**25**	-	25	-	-	-	25	-	-
Drainage									
2025-26 Storm Water Drainage Reactive Renewals	**40**	-	40	-	-	-	40	-	-

Current Budget (cont.)

Capital Works Area	Project Cost	Asset expenditure types			Summary of Funding Sources				
		New	Renewal	Upgrade	Grants	Contrib.	Council cash	Council Reserves	Borrowings
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Other infrastructure									
Eastern Reserve Lighting Renewal	**100**	-	100	-	-	-	100	-	-
Red Rock Reserve Stairs Renewal	**150**	-	150	-	-	-	150	-	-
Open Space Renewal Program	**50**	-	50	-	-	-	50	-	-
Softfall Renewal Program	**30**	-	30	-	-	-	30	-	-
TOTAL INFRASTRUCTURE	**7,620**	**200**	**7,420**	**-**	**2,725**	**-**	**4,895**	**-**	**-**
TOTAL NEW CAPITAL WORKS	**10,893**	**200**	**10,372**	**321**	**2,725**	**-**	**6,010**	**2,158**	**-**

4.5.3 Works carried forward from the 2024-25 year

Capital Works Area	Project Cost	Asset expenditure types		
		New	Renewal	Upgrade
	$'000	$'000	$'000	$'000
PROPERTY				
Buildings	**3,541**	-	855	2,686
TOTAL PROPERTY	**3,541**	**-**	**855**	**2,686**
PLANT AND EQUIPMENT				
Annual Heavy Plant Replacement Program	**680**	-	680	-
Annual Light Fleet Replacement Program	**165**	-	165	-
Fixtures, Fittings and Furniture	**60**	-	60	-
Computers and Telecommunications	**130**	-	130	-
TOTAL PLANT AND EQUIPMENT	**1,035**	**-**	**1,035**	**-**
INFRASTRUCTURE				
Roads	**11,384**	1,449	9,903	32
Bridges	**60**	-	60	-
Footpaths and Cycleways	**80**	80	-	-
Drainage	**5,581**	5,396	185	-
Other infrastructure	**180**	-	180	-
TOTAL INFRASTRUCTURE	**17,285**	**6,925**	**10,328**	**32**
TOTAL CARRIED FORWARD CAPITAL WORKS 2024-25	**21,861**	**6,925**	**12,218**	**2,718**

Table 4.5.3 provides a summary of the anticipated value of projects to be carried from the 2024-25 financial year into the budget year of 2025-26. The figures in Table 4.5.3 are not integrated into the other tables in the budget document are for information only.

The amount of $21.86 million capital projects to be carried forward, in addition to the new 2025-26 Capital Works Program of $10.89 million creates an anticipated total program allocation of $32.75 million.

Council anticipates that its underlying capital works program expenditure, largely self-funded by Council, will remain in the order of $10.00 million to $12.00 million annually for future years.

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

4.6 Summary of Planned Capital Works Expenditure

For the year ending 30 June 2027

2026-27	Total	Asset Expenditure Types				Funding Sources				
		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	1,081	-	760	-	321	1,081	-	-	581	-	500
Total Buildings	1,081	-	760	-	321	1,081	-	-	581	-	500
Total Property	**1,081**	**-**	**760**	**-**	**321**	**1,081**	**-**	**-**	**581**	**-**	**500**
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	42	-	42	-	-	42	-	-	42	-	-
Total Plant and Equipment	**2,042**	**-**	**2,042**	**-**	**-**	**2,042**	**-**	**-**	**42**	**2,000**	**-**
Infrastructure											
Roads	6,390	-	6,390	-	-	6,390	3,236	-	3,154	-	-
Bridges	622	-	622	-	-	622	-	-	622	-	-
Footpaths and cycleways	383	-	383	-	-	383	-	-	383	-	-
Drainage	41	-	41	-	-	41	-	-	41	-	-
Other infrastructure	337	200	137	-	-	337		-	337	-	-
Total Infrastructure	**7,772**	**200**	**7,572**	**-**	**-**	**7,772**	**3,236**	**-**	**4,536**	**-**	**-**
Total Capital Works Expenditure	**10,895**	**200**	**10,374**	**-**	**321**	**10,895**	**3,236**	**-**	**5,159**	**2,000**	**500**

Colac Otway SHIRE

For the year ending 30 June 2028

2027-28	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	1,081	-	755	-	326	1,081	-	-	1,081	-	-
Total Buildings	1,081	-	755	-	326	1,081	-	-	1,081	-	-
Total Property	**1,081**	**-**	**755**	**-**	**326**	**1,081**	**-**	**-**	**1,081**	**-**	**-**
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	44	-	44	-	-	44	-	-	44	-	-
Total Plant and Equipment	**2,044**	**-**	**2,044**	**-**	**-**	**2,044**	**-**	**-**	**44**	**2,000**	**-**
Infrastructure											
Roads	6,518	-	6,518	-	-	6,518	3,406	-	3,112	-	-
Bridges	635	-	635	-	-	635	-	-	635	-	-
Footpaths and cycleways	390	-	390	-	-	390	-	-	390	-	-
Drainage	42	-	42	-	-	42	-	-	42	-	-
Other infrastructure	343	203	140	-	-	343	-	-	343	-	-
Total Infrastructure	**7,928**	**203**	**7,725**	**-**	**-**	**7,928**	**3,406**	**-**	**4,522**	**-**	**-**
Total Capital Works Expenditure	**11,053**	**203**	**10,524**	**-**	**326**	**11,053**	**3,406**	**-**	**5,647**	**2,000**	**-**

Colac Otway SHIRE

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	1,081	-	751	-	330	1,081	-	-	1,081	-	-
Total Buildings	1,081	-	751	-	330	1,081	-	-	1,081	-	-
Total Property	**1,081**	**-**	**751**	**-**	**330**	**1,081**	**-**	**-**	**1,081**	**-**	**-**
Plant and Equipment											
Plant, machinery and equipment	2,000	-	2,000	-	-	2,000	-	-	-	2,000	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	46	-	46	-	-	46	-	-	46	-	-
Total Plant and Equipment	**2,046**	**-**	**2,046**	**-**	**-**	**2,046**	**-**	**-**	**46**	**2,000**	**-**
Infrastructure											
Roads	6,648	-	6,648	-	-	6,648	3,406	-	3,242	-	-
Bridges	647	-	647	-	-	647	-	-	647	-	-
Footpaths and cycleways	398	-	398	-	-	398	-	-	398	-	-
Drainage	42	-	42	-	-	42	-	-	42	-	-
Other infrastructure	350	206	144	-	-	350	-	-	350	-	-
Total Infrastructure	**8,086**	**206**	**7,881**	**-**	**-**	**8,086**	**3,406**	**-**	**4,680**	**-**	**-**
Total Capital Works Expenditure	**11,214**	**206**	**10,677**	**-**	**330**	**11,214**	**3,406**	**-**	**5,808**	**2,000**	**-**

5 Indicators

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

5.1 Targeted Performance Indicators – Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	+/o/-
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	48	50	55	60	63	65	+
Roads									
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	2	98%	98%	100%	100%	100%	100%	o
Statutory planning									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	62%	62%	85%	85%	85%	85%	+
Waste management									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	52%	52%	54%	55%	57%	58%	+

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	+/o/-
Liquidity									
Working Capital	Current assets / current liabilities	5	229.32%	226.92%	156.86%	164.66%	170.12%	171.20%	+
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	75.08%	105.54%	70.11%	66.78%	64.52%	62.34%	+
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	60.89%	54.42%	64.14%	63.69%	63.62%	63.65%	+
Efficiency									
Expenditure level	Total expenses / no. of property assessments	8	$4,091	$4,268	$4,102	$4,236	$4,367	$4,516	-

1. Satisfaction with community consultation and engagement

Council plans to hold a number of 'Community Conversation' sessions in 2025 and 2026 to create opportunities for local discussions across the Shire.

2. Sealed local roads below the intervention level

Council should always plan for, and strive to achieve, 100% compliance with the Road Management Plan.

3. Planning applications decided within the relevant required time

Process improvements are being introduced to provide greater efficiencies that aim to improve customer experience and reduce turnaround times.

4. Kerbside collection waste diverted from landfill

Council introduced kerbside collection of glass in 2021 and continues to assist the community with information and facilities that increase diversion of materials from landfill. Council's Waste Strategy includes a target of 72% total diversion from landfill by 2028-29.

5. Working Capital

Council aims to maintain a consistent level of liquidity.

6. Asset renewal

Council depreciation has increased significantly over recent years and through revaluations and market increases, and therefore this target is below 100% to reflect estimated financial capacity.

7. Rates concentration

Council aims to maintain a consistent level of liquidity.

8. Expenditure level

Target reflects the anticipated increase in revenue for rates and charges.

5.2 Financial Performance Indicators

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	+/o/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	-13.30%	-11.49%	-9.33%	-5.85%	-7.14%	-8.90%	+
Liquidity									
Unrestricted cash	Unrestricted cash / current liabilities	10	16.54%	16.18%	15.77%	15.55%	15.32%	15.09%	o
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	11	0.00%	0.00%	1.29%	0.00%	0.00%	0.00%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.00%	0.00%	0.00%	0.16%	0.15%	0.15%	o
Indebtedness	Non-current liabilities / own source revenue		10.02%	9.76%	11.09%	10.65%	10.23%	9.82%	o
Stability									
Rates effort	Rate revenue / CIV of rateable properties in the municipality	12	0.29%	0.30%	0.32%	0.32%	0.31%	0.31%	o
Efficiency									
Revenue level	General rates and municipal charges / no. of property assessments	13	$1,972	$2,018	$2,071	$2,114	$2,158	$2,203	+

9. Adjusted underlying result

Council's budget projects ongoing negative Operating Position due primarily to the high value of depreciation driving an ongoing deficit result, however this measure is an important indicator of the sustainable operating result required to enable Council to generate enough cash from operations and future projects including asset renewal. The results are showing underlying deficit results in 2025-26 and future years.

The budgeted deficit indicates that Council is generating less revenue from sources it can control, increasing reliance on funding from external sources such as grant funding. This is not considered to be sustainable in the long term, however adjusted underlying deficits are sustainable in the short term, providing other indicators remain healthy.

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.

10. Unrestricted Cash

This shows an increase in the available unrestricted cash. This is due to the improvement in cash and cash equivalents levels over the period. This trend is consistent and reflective of the adjusted underlying result and working capital.

11. Debt compared to rates

Council has included the procurement of a loan of $500,000 in the year 2025-26 for the Electrification of the Bluewater Leisure Centre. There is no further plan to borrow any money in 2026-27 and future years. The loan is expected to be settled in 10 years.

12. Rates effort

This indicator remains relatively stable and typical of other councils that are of similar scale to Colac Otway Shire.

13. Revenue level

Efficiency is projected to increase in future years due to the relatively low increase in the number of property assessments.

Appendix A – Council Contributions to External Parties

Organisations Contribution	2025-26
G21 Region Alliance	$30,000
SouthWest Victoria Alliance	$25,750
Rural Councils Victoria	$5,500
Timber Towns Victoria	$2,750
Municipal Association of Victoria	$34,000
ALGWA	$400
Barwon South West Climate Alliance	$15,525
VICSES Colac Unit	$10,000
Keep Australia Beautiful Victoria	$1,500
Partnership and Memberships commitments	**$125,425**
Community Grants (Includes Garden Awards funding)	$316,500
Student Achievement Awards	$1,000
Christmas Events	$30,000
Installation of Street Art	$20,000
Community and Business Programs	**$367,500**
Apollo Bay P12 College - Aquatic Centre	$244,500
Great Ocean Road Regional Tourism	$80,000
Lavers Hill K-12 College - Leisure Centre	$22,965
Life Saving Victoria	$62,830
Geelong Regional Library Corporation	$885,000
Old Beechy Rail Trail landowner insurance	$27,810
Mt Gellibrand Fire Tower Lookout Committee	$1,500
Apollo Bay P12 College for support of back-up emergency power supply	$4,120
Play audits - GORCAPA managed assets	$1,135
Contributions to others providing services to community	**$1,329,860**
Apollo Bay Recreation Reserve	$7,730
Alvie Recreation Reserve	$6,080
Beeac Recreation Reserve	$2,270
Birregurra Recreation Reserve	$8,290
Beech Forest Recreation Reserve	$1,650
Carlisle River Recreation Reserve	$3,370
Cressy River Recreation Reserve	$1,520
Forrest Recreation Reserve	$3,570
Gellibrand Recreation Reserve	$4,000
Irrewillipe Recreation Reserve	$6,080
Pirron Yallock Recreation Reserve	$2,290
Warrion Recreation Reserve	$2,290
Warrowie Recreation Reserve	$4,910
Colac Secondary College	$4,410
Contributions to others managing Council and non-Council recreation reserves	**$58,460**

Organisations Contribution	2025-26
Apollo Bay Neighbourhood House	$3,610
Colac Neighbourhood House	$3,610
Forrest Neighbourhood House	$3,610
Gellibrand Neighbourhood House	$3,610
Barwon Network of Neighbourhood Houses	$3,610
Neighbourhood Houses	**$18,050**
Total contributions to partners and community	**$1,889,295**

Appendix B – Operational Projects 2025-26

In 2025-26 Council plans to fund $1.10 million of operational projects with a particular focus on waste and recovery strategy as well as final aged care review implementation activities.

Operational Projects 2025-26	Council Cash $'000s	Income $'000s	Total $'000s
Aged Care Transition	$97	$0	$97
Youth Engagement Program	$165	($74)	$91
Street Tree Planting Program - 2024-25	$60	$0	$60
Christmas Events	$30	$0	$30
Waste and Resource Recovery - 10 year strategy	$200	$0	$200
Content Manager Upgrade	$33	$0	$33
Old Beechy Rail Trail Audit/Risk Assessment for Insurance	$20	$0	$20
Community led event support funding	$20	$0	$20
Colac Airfield Strategy	$50	$0	$50
Sealed Road Network Strategy	$50	$0	$50
Lake Colac Foreshore Electricity Upgrade - Scope	$10	$0	$10
Bridge Upgrade – Duck Creek Bridge (Design only)	$40	$0	$40
New clubrooms - Lake Colac Oval (Design only)	$40	$0	$40
Forrest Playspace Stage 1 – Detailed Design to be funding ready	$15	$0	$15
Project Scoping (for Funding Applications)	$30	$0	$30
Annual Community Grants Program	$311	$0	$311
Total	**$1,171**	**($74)**	**$1,097**

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.

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.

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.

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.

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.

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:

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.

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

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.

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

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.

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



COLAC OTWAY SHIRE

2025-26 Fees and Charges

TO BE ADOPTED

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Colac Otway Shire				
Corporate Services				
Financial Services				
Land Information Certificate				
Fee	S	$28.95	$30.00	3.63%
Replacement Rate Notice				
Fee	C	$30.20	$31.30	3.64%
Payment Dishonour Fee (All Other)				
Admin Fee	C	$29.00	$30.50	5.17%
Payment Dishonour Fee (Direct Debit)				
Admin Fee	C	$11.00	$11.50	4.55%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Governance				
Governance				
Freedom of Information				
Per application	S	$30.60	$30.60	0.00%
Printing Fee - Per Page	S	$0.20	$0.20	0.00%
Search Time - Per Hour	S	$22.90	$22.90	0.00%
Supervision of Inspection - Per Hour	S	$22.90	$22.90	0.00%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Community and Economy Services				
Bluewater Leisure Centre				
Aquatic – Daily Charges				
Swim, Spa and Sauna				
Adult	C	$14.40	$15.00	4.17%
Adult Concession	C	$11.50	$12.00	4.35%
Pool Casual Entry				
Adult	C	$8.40	$8.80	4.76%
Child	C	$6.00	$6.30	5.00%
Adult Concession	C	$6.70	$7.00	4.48%
Family	C	$25.20	$26.30	4.37%
Parent/Toddler	C	$6.70	$7.00	4.48%
School Group	C	$6.00	$6.30	5.00%
Aqua Membership (Aquatics Only)				
Adult				
12 months	C	$718.00	$753.00	4.87%
Direct Debit	C	$27.60	$28.90	4.71%
Concession				
12 months	C	$575.00	$602.00	4.70%
Direct Debit	C	$22.10	$23.10	4.52%
Family				
12 months	C	$1,077.00	$1,130.80	5.00%
Direct Debit	C	$41.40	$43.40	4.83%
Childcare				
Member - BWLC				
10 Multi Visit Pass (Visit per Hour)	C	$73.00	$77.00	5.48%
30 Multi Visit Pass (Visit per Hour)	C	$207.00	$217.00	4.83%
Member - Additional Child (per hr)	C	$7.70	$8.10	5.19%
Child 1 hr (per hour)	C	$8.10	$8.50	4.94%
Non-member - BWLC				
Non Member - Additional Child (per hr)	C	$14.60	$15.30	4.79%
Non Member 10 Multi Visit Pass (Visit per Hour)	C	$139.00	$145.00	4.32%
Non Member 30 Multi Visit Pass (Visit per Hour)	C	$393.00	$411.00	4.58%
Child 1 hr	C	$15.40	$16.10	4.55%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Health Club & Group Fitness				
Platinum Entry (Gym and Swim)				
Adult	C	$18.80	$19.60	4.26%
Adult Concession	C	$15.00	$15.70	4.67%
Group Fitness Casual Entry				
Adult	C	$17.30	$18.00	4.05%
Adult Concession	C	$13.90	$14.40	3.60%
Group Entry (Schools)	C	$12.10	$12.60	4.13%
Living Active (Senior Program)	C	$8.65	$9.00	4.05%
Personal Training				
1 session personal training (45 min)	C	$75.50	$60.00	-20.53%
1 on 1 Personal Training - 10 sessions	C	$679.00	$480.00	-29.31%
1 on 1 Personal Training - 5 sessions	C	$359.00	$270.00	-24.79%
Platinum Membership (Full Centre)				
Youth 14 - 17 years old				
Direct Debit (Fortnightly)	C	$31.10	$32.60	4.82%
Off-Peak Full Facility Access (8.30am-4.30pm)				
Direct Debit	C	$31.10	$32.60	4.82%
Adult				
12 months	C	$1,079.00	$1,132.00	4.91%
Direct Debit	C	$41.50	$43.50	4.82%
Concession				
12 months	C	$864.00	$907.00	4.98%
Direct Debit	C	$33.20	$34.80	4.82%
Family				
12 months	C	$1,622.00	$1,702.80	4.98%
Direct Debit	C	$62.40	$65.50	4.97%
Gold Membership (Gym Only)				
Adult				
12 months	C	$962.00	$1,009.00	4.89%
Direct Debit	C	$37.00	$38.80	4.86%
Concession				
12 months	C	$770.00	$807.00	4.81%
Direct Debit	C	$29.60	$31.00	4.73%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Family				
12 months	C	$1,520.00	$1,596.00	5.00%
Direct Debit	C	$58.50	$61.40	4.96%
Membership Fee				
Direct Debit Joining Fee				
Adult	C	$57.00	$59.00	3.51%
Multipass				
Adult				
10 Ticket Group Fitness	C	$156.00	$162.00	3.85%
10 Ticket Gym	C	$170.00	$177.00	4.12%
10 Ticket Swim	C	$75.00	$80.00	6.67%
Concession				
10 Ticket Group Fitness	C	$124.80	$130.00	4.17%
10 Ticket Swim	C	$60.00	$63.00	5.00%
10 Ticket Gym	C	$136.00	$142.00	4.41%
Other Charges				
Instructor hire/hr aquatic or dry				
Instructor Hire	C	$75.50	$79.00	4.64%
Swim School				
30 min Private Lesson				
30 Min Group SS 2 on 1 (per person)	C	$44.40	$46.40	4.50%
30 Min Group SS 3 on 1 (per person)	C	$38.80	$40.60	4.64%
30 Min Group SS 4 on 1 (per person)	C	$33.30	$34.80	4.50%
Swim School	C	$55.50	$58.00	4.50%
30 min group lesson				
Swim School - Concession	C	$14.60	$15.20	4.11%
Swim School - Paid in Full (per lesson)	C	$18.20	$19.00	4.40%
Swim School	C	$18.20	$19.00	4.40%
Schools Swim & Survive Program Entry				
Program Entry	C	$5.20	$5.50	5.77%
Venue Hire				
Pool Hire				
Lane hire/hr (during normal operating hrs)	C	$39.70	$41.30	4.03%
Whole pool full day 4+ hrs (during normal operating hours)	C	$678.00	$706.00	4.13%
Program Pool Hire - half pool per hr	C	$43.80	$45.60	4.11%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Pool Hire [continued]				
Program Pool Hire - full pool per hr	C	$73.00	$76.00	4.11%
Commercial Room Hire				
Program Room Single	C	$48.00	$50.00	4.17%
Program Room Double	C	$71.00	$74.00	4.23%
Meeting Room	C	$48.00	$50.00	4.17%
Community Room Hire				
Program Room Single	C	$32.30	$33.60	4.02%
Program Room Double	C	$49.00	$51.00	4.08%
Meeting Room	C	$32.30	$33.60	4.02%
Stadium Hire				
All day hire	C	$809.00	$842.00	4.08%
Off Peak court hire/hr	C	$49.00	$51.00	4.08%
Peak court hire/hr	C	$57.30	$60.00	4.71%
Stadium - Daily Charges				
Stadium Casual Entry				
Stadium Entry	C	$8.40	$3.00	-64.29%
Community Services - Family Day Care				
Family Day Care Administration Levy				
Educators Levy				
Carers Levy per week	C	$13.00	$13.50	3.85%
Rate per child per hour				
Rate per child per hour	C	$2.20	$2.30	4.55%
Family Day Care Charges				
8am to 6pm Monday to Friday				
Per hour per child - Lower Limit	C	$10.40	$11.40	9.62%
Per hour per child - Upper Limit	C	$10.90	$12.00	10.09%
Per hour per child - Diploma qualified Educator Upper Limit	C	$11.50	$12.50	8.70%
Before 8 am and after 6 pm				
Mon - Fri (per hour per child) - Lower Limit	C	$10.90	$11.90	9.17%
Mon - Fri (per hour per child) - Upper Limit	C	$11.40	$12.40	8.77%
Mon-Fri (per hour per child) – Diploma qualified Educator Upper Limit		$13.50	$14.50	7.41%
Saturday, Sunday and Public Holidays				
Per hour per child - Lower Limit	C	$10.90	$11.90	9.17%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Saturday, Sunday and Public Holidays [continued]				
Per hour per child - Upper Limit	C	$11.40	$12.40	8.77%
Sat, Sun, Public Holidays (per hour per child) – Diploma qualified Educator Upper Limit	C	$13.50	$14.50	7.41%
Meals (per meal)				
Meals	C	$8.00	$8.50	6.25%
Snacks	C	$4.00	$4.50	12.50%
Trips				
Fee	C	$6.50	$6.70	3.08%

Community Services - Family and Children

MCH Room Hire

Apollo Bay Early Years Hub

Full day hire	C	$88.00	$94.00	6.82%
Half day hire	C	$47.00	$47.00	0.00%

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	$550.00	$570.00	3.64%
Oval lights use per hour	C	$44.00	$46.00	4.55%

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	$44.00	$46.00	4.55%

Central Reserve Pavillion Hire Commercial

Cleaning surcharge if hirer not cleaning	C	$135.00	$140.00	3.70%
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	$220.00	0.00%

Central Reserve Pavillion Hire Community

Cleaning surcharge if hirer not cleaning	C	$135.00	$140.00	3.70%
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%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Central Reserve Pavillion Hire Community [continued]				
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	$182.00	0.00%
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%
Netball court light use per hour	C	$32.00	$33.00	3.13%
Central Reserve Netball change rooms Hire				
Cleaning surcharge if hirer not cleaning	C	$75.00	$78.00	4.00%
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	$42.00	$44.00	4.76%
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	$44.00	$46.00	4.55%
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	$32.00	$33.00	3.13%
COPACC				
Marketing				
Additional Boosted Post – on top of Marketing Packages	C	$0.00	$20.00	∞
Additional EDM – on top of Marketing Packages	C	$0.00	$90.00	∞
Complimentary Marketing Package	C	$0.00	$0.00	0.00%
Gold Marketing Package	C	$416.00	$430.00	3.37%
Silver Marketing Package	C	$208.00	$215.00	3.37%
Auditorium 1 - 4 Hour Minimum Hire				
Commercial Hire				
Holding Fee - per non usage day	C	$208.00	$215.00	3.37%
4 Hour Hire	C	$1,144.00	$1,180.00	3.15%
8 Hour Hire	C	$1,716.00	$1,770.00	3.15%
Additional Hour	C	$200.20	$207.50	3.65%
Community From Colac Otway				
4 Hour Hire	C	$858.00	$885.00	3.15%
8 Hour Hire	C	$1,286.00	$1,330.00	3.42%
Additional Hour	C	$150.00	$155.00	3.33%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Catering				
Biscuits - Per Head	C	$2.60	$2.70	3.85%
Catering booked by COPACC on behalf of client Charge – Item cost plus 15%	C	$0.00	$0.00	0.00%
Tablecloth Hire - COPACC Black - per cloth	C	$13.35	$13.50	1.12%
Tea, Coffee & Mints - per head	C	$4.50	$4.60	2.22%
Juice - Apple/Orange per Jug	C	$7.50	$7.70	2.67%
Civic Hall				
Commercial Hire				
4 Hour Hire	C	$551.00	$570.00	3.45%
8 Hour Hire	C	$834.00	$865.00	3.72%
Additional Hour	C	$99.00	$103.00	4.04%
Community From Colac Otway				
4 Hour Hire	C	$448.00	$465.00	3.79%
8 Hour Hire	C	$698.00	$725.00	3.87%
Additional Hour	C	$84.00	$88.00	4.76%
Equipment Hire				
Civic Hall presenter package/day	C	$184.00	$190.00	3.26%
Civic Hall presenter package/week	C	$322.40	$335.00	3.91%
Consumables Charge- Item cost plus 15%	C	$0.00	$0.00	0.00%
Large Stage Build - per section	C	$36.40	$37.00	1.65%
Minor Equipment Charge	C	$15.60	$16.00	2.56%
PA System - Intermediate	C	$288.20	$300.00	4.09%
Projector Hire - per day	C	$124.00	$180.00	45.16%
Projector Hire – per week	C	$280.00	$450.00	60.71%
Small Stage Build - per section	C	$31.20	$32.00	2.56%
Yoda (Yell out digital assistant)	C	$30.20	$31.00	2.65%
Haze Machine - Daily	C	$47.00	$49.00	4.26%
Haze Machine - Weekly	C	$232.00	$240.00	3.45%
Mirror Ball	C	$93.00	$96.00	3.23%
PA System - Advanced	C	$463.00	$480.00	3.67%
PA System - Basic	C	$122.00	$126.00	3.28%
Wireless Microphone - per additional day	C	$31.00	$32.00	3.23%
Wireless Microphone - per day	C	$59.30	$62.00	4.55%
Green Room Hourly Rate				
Commercial Hire				
After Hours, Weekends and Public Holidays	C	$78.00	$80.00	2.56%
Between 8:30am & 5pm	C	$48.00	$50.00	4.17%
Community From Colac Otway				
After Hours, Weekends and Public Holidays	C	$67.00	$70.00	4.48%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Community From Colac Otway [continued]				
Between 8:30am & 5pm	C	$36.00	$37.50	4.17%
Kitchen Hourly Rate				
Commercial Hire				
After Hours, Weekends and Public Holidays	C	$79.00	$82.00	3.80%
Between 8:30am & 5pm	C	$61.00	$63.00	3.28%
Community From Colac Otway				
After Hours, Weekends and Public Holidays	C	$67.60	$70.00	3.55%
Between 8:30am & 5pm	C	$42.00	$44.00	4.76%
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	$76.00	$79.00	3.95%
Event staff - Additional Hour (per hour)	C	$100.00	$104.00	4.00%
Technical staff - First 8 Hours (per hour)	C	$76.00	$79.00	3.95%
Technical staff - Additional Hour (per hour)	C	$100.00	$104.00	4.00%
Meeting Room/s Hourly Rate				
Commercial Hire				
Double Room (After Hours, Weekends and Public Holidays)	C	$125.00	$130.00	4.00%
Double Room (Between 8:30am & 5pm)	C	$86.00	$89.00	3.49%
Single Room (After Hours, Weekends and Public Holidays)	C	$86.00	$89.00	3.49%
Single Room (Between 8:30am & 5pm)	C	$59.00	$61.00	3.39%
Community From Colac Otway				
Double Room (After Hours, Weekends and Public Holidays)	C	$106.00	$110.00	3.77%
Double Room (Between 8:30am & 5pm)	C	$74.00	$77.00	4.05%
Single Room (After Hours, Weekends and Public Holidays)	C	$74.00	$77.00	4.05%
Single Room (Between 8:30am & 5pm)	C	$50.00	$52.00	4.00%
Other Charges				
Background Music - Soundtrack your Band		$30.20	$31.00	2.65%
Cancellation of show after ticket build	C	$165.00	$170.00	3.03%
Major changes after ticket build	C	$165.00	$170.00	3.03%
Medium changes after ticket build		$82.70	$85.00	2.78%
Minor changes after ticket build		$0.00	$0.00	0.00%
Soundtrack your Brand (inc Migration of Spotify Playlist)	C	$40.55	$42.00	3.58%
Ticket Commission	C	$3.65	$3.75	2.74%
Ticket Exchange Fee (Subject to Ticketing T's & C's)	C	$0.00	$3.00	∞

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Other Charges [continued]				
Ticket Refund Fee (subject to Ticketing T's & C's)		$0.00	$3.00	∞
Commercial & Community Hire				
Grand Piano Community	C	$0.00	$0.00	0.00%
Admin Fee	C	$207.00	$215.00	3.86%
Grand Piano	C	$120.00	$350.00	191.67%
Major Cleaning	C	$255.00	$265.00	3.92%
Minor Cleaning	C	$191.00	$198.00	3.66%
Test & Tag Services - per item	C	$11.85	$12.00	1.27%
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	$78.50	$82.00	4.46%
Between 8:30am & 5pm	C	$54.00	$56.00	3.70%
Community From Colac Otway				
After Hours, Weekends and Public Holidays	C	$67.00	$70.00	4.48%
Between 8:30am & 5pm	C	$46.00	$48.00	4.35%
Rehearsal Room Hourly Rate				
Commercial Hire				
After Hours, Weekends and Public Holidays	C	$105.60	$89.00	-15.72%
Between 8:30am & 5pm	C	$73.00	$61.00	-16.44%
Community From Colac Otway				
After Hours, Weekends and Public Holidays	C	$89.00	$77.00	-13.48%
Between 8:30am & 5pm	C	$61.00	$52.00	-14.75%
Customer Service				
A3 sheet	C	$1.00	$1.00	0.00%
A4 sheet	C	$0.50	$0.50	0.00%
Coloured copy – A3 sheet	C	$2.50	$2.50	0.00%
Coloured copy – A4 sheet	C	$1.50	$1.50	0.00%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Economic Development Events				
Events				
Event in a public place permit	C	$220.00	$230.00	4.55%
Event trailer hire - Commercial	C	$330.00	$345.00	4.55%
Event trailer hire - not-for-profit	C	$110.00	$115.00	4.55%
Consumption of Liquor in a Public Place Permit	C	$195.00	$205.00	5.13%
Planning & Building				
Bonds				
Bond for Demolition or Removal of Building (Reg 323)				
Bond for Demolition or Removal of Building (Reg 323) - per sqm of floor area; OR - cost of works, whichever is the lesser	S	$100.00	$105.00	5.00%
Bond for Re-erection of Building (Reg 323)				
Bond for Re-erection of Building (Reg 323) - Fee; OR - cost of works	S	$10,000.00	$10,000.00	0.00%
Building Control Charges				
Application for Place of Public Entertainment (PoPE) Permit or Temporary Structure				
PoPE Single Event				
Application for Place of Public Entertainment (PoPE) Permit <500 persons	C	$311.00	$319.00	2.57%
Application for Place of Public Entertainment (PoPE) Permit 500-2000 persons	C	$650.00	$670.00	3.08%
Application for Place of Public Entertainment (PoPE) Permit >2000 persons	C	$985.00	$1,000.00	1.52%
PoPE Multi year event (In addition to single event fee for additional years)				
Application for Place of Public Entertainment (PoPE) Permit <500 persons, additional per year fee	C	$169.00	$176.00	4.14%
Application for Place of Public Entertainment (PoPE) Permit 500-2000 persons, additional per year fee	C	$225.00	$234.00	4.00%
Application for Place of Public Entertainment (PoPE) Permit >2000 persons, additional per year fee	C	$281.00	$292.00	3.91%
Application for Siting of Temporary Structure associated with PoPE (In addition to PoPE fee)				
Application for Place of Public Entertainment (PoPE) Permit & Temporary Structure Siting Permit per structure	C	$92.00	$95.00	3.26%
Application for PoPE & Siting of Temporary Structure Multi year Event max 5 year (In addition to single event fee)				
Application for Place of Public Entertainment (PoPE) Permit & Temporary Structure Siting Permit per structure <500 persons, additional per year fee	C	$169.00	$175.00	3.55%
Application for Place of Public Entertainment (PoPE) Permit & Temporary Structure Siting Permit per structure 500-2000 persons	C	$225.00	$234.00	4.00%
Application for Place of Public Entertainment (PoPE) Permit & Temporary Structure Siting Permit per structure >2000 persons	C	$281.00	$290.00	3.20%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Application for Siting of Temporary Structure not associated with a PoPE				
Application for Temporary Structure Siting Permit - Single Event per structure	C	$163.00	$169.00	3.68%
Application for Temporary Structure Siting Permit - Single Event, plus per multi year event per structure	C	$109.00	$113.00	3.67%
Late Application for PoPE or Siting of Temporary Structure				
Application for Place of Public Entertainment (PoPE) or Temporary Structure Siting Permit made less than 21 days from the scheduled event (in additional to application fee)	C	$575.00	$600.00	4.35%
Information charges				
Building plans, plan search	C	$128.00	$133.00	3.91%
Building plans/plan search (archival search)	C	$254.00	$263.00	3.54%
Property Information Certificate				
Property information Application	S	$48.80	$48.80	0.00%
Lodgement fees				
Building permit lodgement - private building surveyor	S	$125.80	$125.80	0.00%
Registration of Swimming Pool				
Application for Registration	C	$32.30	$32.30	0.00%
Information Search	C	$47.90	$47.90	0.00%
Lodgement of Certificate - Pool Barrier Compliant	C	$20.70	$20.70	0.00%
Lodgement of Certificate - Pool Barrier Non-Compliant	C	$390.70	$390.70	0.00%
Swimming Pool/Spa Compliance Audit for Land Owner	C	$770.00	$800.00	3.90%
Building Permit Amendments				
Permit Amendments	C	$230.00	$275.00	19.57%
Extensions of Time	C	$230.00	$275.00	19.57%
Building Permit Application Fee				
All other classes of Occupancy 2-9 inclusive (construction and/or demolition)				
Does not exceed $5,000	C	$1,045.00	$1,220.00	16.75%
Does not exceed $10,000	C	$1,465.00	$1,630.00	11.26%
Does not exceed $20,000	C	$2,215.00	$2,475.00	11.74%
Does not exceed $50,000	C	$3,190.00	$3,550.00	11.29%
Does not exceed $100,000	C	$4,950.00	$5,550.00	12.12%
Does not exceed $200,000	C	$6,340.00	$7,000.00	10.41%
Does not exceed $500,000	C	$7,850.00	$8,800.00	12.10%
Does not exceed $600,000	C	$9,410.00	$10,500.00	11.58%
Does not exceed $700,000	C	$10,980.00	$12,150.00	10.66%
Does not exceed $800,000	C	$10,960.00	$12,100.00	10.40%
Does not exceed $900,000	C	$14,140.00	$15,600.00	10.33%
Does not exceed $1,000,000	C	$14,420.00	$16,100.00	11.65%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
All other classes of Occupancy 2-9 inclusive (construction and/or demolition) [continued]				
Does not exceed $1,500,000	C	$21,490.00	$23,900.00	11.21%
Does not exceed $2,000,000	C	$26,290.00	$29,200.00	11.07%
Does exceed $2,000,000	C	$31,860.00	$35,400.00	11.11%
Domestic – class 1a Dwellings (construction and demolition), where the value of building work:				
Does not exceed $5,000	C	$815.00	$900.00	10.43%
Does not exceed $10,000	C	$1,105.00	$1,230.00	11.31%
Does not exceed $15,000	C	$1,510.00	$1,675.00	10.93%
Does not exceed $25,000	C	$1,865.00	$2,060.00	10.46%
Does not exceed $50,000	C	$2,920.00	$3,255.00	11.47%
Does not exceed $75,000	C	$3,380.00	$3,750.00	10.95%
Does not exceed $100,000	C	$4,080.00	$4,530.00	11.03%
Does not exceed $150,000	C	$4,355.00	$4,810.00	10.45%
Does not exceed $200,000	C	$5,340.00	$5,900.00	10.49%
Does not exceed $250,000	C	$5,760.00	$6,400.00	11.11%
Does not exceed $300,000	C	$6,340.00	$7,050.00	11.20%
Does exceed $300,000	C	$7,490.00	$8,300.00	10.81%
Minor Works - Class 10a, 10b & 1ai: Garages, carports, pool/spas & fence where value of work:				
Less than $5000	C	$815.00	$900.00	10.43%
Between $5,000 to $10,000	C	$1,105.00	$1,230.00	11.31%
Between $10,001 to $20,000	C	$1,810.00	$2,000.00	10.50%
More than $20,000	C	$2,085.00	$2,300.00	10.31%
Minor works - Class 10b: Safety Barrier (without pool/spa) & Alterations to Safety Barrier.	C	$580.00	$660.00	13.79%
Inspections				
Additional Inspection (charged where additional inspections are required)				
Additional Inspection (Domestic) - within 20km radius of Colac	C	$256.00	$305.00	19.14%
Additional Inspection (Commercial)	C	$320.00	$360.00	12.50%
Additional Travel per km (in addition to additional inspection fee) - more than 20km from Colac	C	$1.30	$1.35	3.85%
Essential Safety Measures Assessments				
Essential Safety Measures Determination				
Fee	C	$745.00	$765.00	2.68%
Report and Consent Fees				
Demolition fee (s. 29A)				
Fee	S	$91.40	$91.40	0.00%
Report & Consent Application				
Report & Consent Application	S	$311.80	$311.80	0.00%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Report & Consent Application [continued]				
Report & Consent Application - Charge per notice sent to adjoining properties	C	$26.00	$30.00	15.38%
Planning Fees & Charges – Other				
Advertising				
Advertising notice sent to individual property owners per letter	C	$8.60	$8.60	0.00%
Advertising sign erected on site	C	$369.00	$369.00	0.00%
Application for approval of amended plans under secondary consent				
Fee	C	$200.00	$207.00	3.50%
Application for Certification of subdivision under Subdivision Act				
Application for Certification of subdivision under Subdivision Act; plus	S	$187.60	$187.60	0.00%
Application for Certification of subdivision under Subdivision Act - cost per lot	S	$20.00	$20.00	0.00%
Required alteration of plan	S	$119.20	$119.20	0.00%
Application for Plan of Consolidation				
Fee	S	$187.60	$187.60	0.00%
Application for Recertification of Plan of Subdivision				
Fee	S	$151.00	$151.00	0.00%
Engineering Plan prepared by Council				
Fee	S			3.50% **Last year fee** 3.50%
Extension of time to planning permits				
1st Extension of time to planning permits	C	$126.00	$130.00	3.17%
2nd Extension of time to planning permits	C	$189.00	$195.00	3.17%
Each additional extension of time to planning permits	C	$252.00	$260.00	3.17%
Property Enquiry				
Does not require extensive research	C	$0.00	$0.00	0.00%
Extensive research	C	$0.00	$0.00	0.00%
Satisfaction Matters				
Satisfaction matters as specified by planning scheme	S	$349.80	$349.80	0.00%
Supervision of Works				
Supervision of Landscaping works associated with Subdivision (percentage of estimated Works)	S			2.50% **Last year fee** 2.50%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Section 173 Agreements				
Amendment to an existing agreement	S	$707.50	$707.50	0.00%
Removal of an existing agreement	S	$707.50	$707.50	0.00%
Written consent to vary something registered on title.	S	$765.00	$765.00	0.00%
Certificates of compliance				
Fee	S	$349.80	$349.80	0.00%
Permit for use of land				
Application where only the land use is changed.	S	$1,415.10	$1,415.10	0.00%
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 if the estimated cost of development included in the application is:				
Excluding VicSmart applications				
$100,000 to $500,000	S	$1,383.30	$1,383.30	0.00%
$10,000 or less	S	$214.60	$214.60	0.00%
$10,000 - $100,000	S	$675.70	$675.70	0.00%
$500,000 - $1,000,000	S	$1,494.60	$1,494.60	0.00%
$1,000,000 - $2,000,000	S	$1,605.90	$1,605.90	0.00%
NEW FEE Vic smart applications				
Single dwelling				
$10,000 or less	S	$214.60	$214.60	0.00%
More than S10,000	S	$461.10	$461.10	0.00%
Subdivision or consolidation	S	$214.60	$214.60	0.00%
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	$1,232.20	0.00%
$100,000 - $1,000,000	S	$1,661.50	$1,661.50	0.00%
$1,000,000 - $5,000,000	S	$3,664.90	$3,664.90	0.00%
$5,000,000 - $15,000,000	S	$9,341.20	$9,341.20	0.00%
$15,000,001 - $50,000,000	S	$27,546.70	$27,546.70	0.00%
More than $50,000,000	S	$61,914.60	$61,914.60	0.00%
To subdivide an existing building	S	$1,415.10	$1,415.10	0.00%
To subdivide land into two lots	S	$1,415.10	$1,415.10	0.00%
To effect a realignment of a common boundary between lots or to consolidate two or more lots	S	$1,415.10	$1,415.10	0.00%
All other subdivisions per 100 lots created	S	$1,415.10	$1,415.10	0.00%
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	$1,415.10	0.00%
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	$1,415.10	0.00%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is: [continued]				
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	$1,415.10	0.00%
A permit not otherwise provided for in the Fee regulations	S	$1,415.10	$1,415.10	0.00%
(b) Amendments to Permits – Set by Statute				
1				
Change of use only	S	$1,415.10	$1,415.10	0.00%
2				
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	$1,415.10	0.00%
3				
Single dwelling ($10,000 or less)	S	$214.60	$214.60	0.00%
4				
Single dwelling ($10,000 - $100,000)	S	$675.70	$675.70	0.00%
Single dwelling ($100,000 - $500,000)	S	$1,383.30	$1,383.30	0.00%
Single dwelling ($500,000 - $2,000,000)	S	$1,494.60	$1,494.60	0.00%
5				
VicSmart - $10,000 or less	S	$214.60	$214.60	0.00%
VicSmart - development more than $10,000	S	$461.10	$461.10	0.00%
VicSmart - subdivision or consolidation	S	$214.60	$214.60	0.00%
6				
Other developments (less than $100,000)	S	$1,232.20	$1,232.20	0.00%
8				
Other developments ($100,00 - $1,000,000)	S			1661.50 **Last year fee** 1661.50
Other developments ($1,000,000 - $50,000,000)	S	$3,664.90	$3,664.90	0.00%
9				
Amendment to a permit not otherwise provided for in the fee regulation	S	$1,415.10	$1,415.10	0.00%
Subdivision - common boundary realignment, consolidation of two or more lots, existing buildings and two lot subdivisions (other than VicSmart)	S	$1,415.10	$1,415.10	0.00%
Subdivision (other than VicSmart, two lot subdivisions and boundary realignments)	S	$1,415.10	$1,415.10	0.00%
Creation, variation and removal of restrictions, easements and rights of way	S	$1,415.10	$1,415.10	0.00%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
(c) Planning Scheme Amendment Fees – Set by Statute				
i.				
Considering a request for an Amendment	S	$3,275.40	$3,275.40	0.00%
ii.				
For considering up to 10 submissions	S	$16,233.90	$16,233.90	0.00%
For considering 11-20 submissions	S	$32,436.00	$32,436.00	0.00%
For considering in excess of 20 submissions	S	$43,359.30	$43,359.30	0.00%
iii.				
Adoption of Amendment by Responsible Authority	S	$516.80	$516.80	0.00%
iv.				
Consideration of a request to approve an Amendment (by the Minister for Planning)	S	$516.80	$516.80	0.00%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %

Infrastructure and Environment Services

Infrastructure Development

Asset Protection Permit Fee

Permit Fee	C	$165.00	$170.00	3.03%

Check Engineering Plans

These fees apply to developments/subdivions that do not require the construction of new Council roads.

Up to 2 Dwellings	C	$163.00	$168.00	3.07%
3 to 5 Dwellings	C	$270.00	$278.00	2.96%
6 to 12 Dwellings	C	$433.00	$446.00	3.00%
13 to 19 Dwellings	C	$595.00	$613.00	3.03%
20 to 30 Dwellings	C	$757.00	$780.00	3.04%
31+ Dwellings	C	$973.00	$1,002.00	2.98%
Apartment, motel, hotel building (per 10 units)	C	$270.00	$278.00	2.96%
Small commercial developments (<500m2 + floor area)	C	$270.00	$278.00	2.96%
Medium commercial developments (500-2,000m2 + floor area)	C	$595.00	$613.00	3.03%
Large commercial developments (2,001m2 + floor area)	C	$1,028.00	$1,059.00	3.02%
1 industrial/factory/warehouse buildings/lots	C	$162.00	$167.00	3.09%
2-5 industrial/factory/warehouse buildings/lots	C	$433.00	$446.00	3.00%
6+ industrial/factory/warehouse buildings/lots	C	$649.00	$668.00	2.93%
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	$149.40	$160.00	7.10%

Special Charge Scheme

Contract administration	C			2.50% **Last year fee** 2.50%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
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	$142.20	$152.00	6.89%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	$91.75	$98.00	6.81%
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	$659.00	$704.00	6.83%
Not conducted on any part of the roadway, shoulder or pathway (23.5 units)	S	$359.35	$384.00	6.86%
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	$142.20	$152.00	6.89%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	$91.60	$98.00	6.99%
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	$358.60	$384.00	7.08%
Not conducted on any part of the roadway, should or pathway (6 units)	S	$91.60	$98.00	6.99%
Standpipe water fee				
Per kilolitre	C	$6.50	$6.70	3.08%
Facilities				
Aerodrome Landing Fees				
Colac				
Per landing	C	$12.60	$13.10	3.97%
Colac Regional Saleyards Centre				
Agents (with leased office space) special sale				
Fee	C	$219.00	$228.00	4.11%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Agents (with leased office space) weekly fee				
Fee	C	$219.00	$228.00	4.11%
Agents (without office space) per sale fee				
Fee	C	$600.00	$624.00	4.00%
All horses				
Fee	C	$19.30	$20.50	6.22%
All other cattle				
Fee	C	$14.70	$15.30	4.08%
Annual licence and rental				
Fee	C	$2,595.00	$2,700.00	4.05%
Bobby calves				
Fee	C	$6.50	$6.80	4.62%
Bulls flat rate				
Fee	C	$20.40	$21.21	3.97%
Cows and calves weigh fee				
Weigh Fee per Animal	C	$4.50	$4.70	4.44%
Dairy cattle				
Fee	C	$14.70	$15.30	4.08%
Pigs				
Fee	C	$3.85	$4.00	3.90%
Private weigh				
Fee	C	$8.00	$8.40	5.00%
Sheep and lambs				
Fee	C	$2.40	$2.50	4.17%
Stud cattle				
Fee	C	$20.40	$21.30	4.41%
Weighed cattle				
Fee	C	$14.70	$15.30	4.08%
Other miscellaneous fees				
Round Bale	C	Equivalent market price plus 10% **Last year fee**		

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Other miscellaneous fees [continued]				
Transit Fee (loading/unloading cattle) per beast	C	$2.30	$2.40	4.35%
Store Sale weigh admin fee (per animal)	C	$1.10	$1.16	5.45%
Ear Tag Replacement	C	$11.00	$11.45	4.09%
Truck wash per minute	C	$1.25	$1.30	4.00%
Small bale of Hay	C	$17.20	$23.00	33.72%
Facility hire	C	$458.00	$477.00	4.15%
Agistment for cattle per day per beast	C	$4.60	$4.80	4.35%
Public Health				
Health Protection Administration (Registration Fees)				
CLASS 1 Food Premises				
Class 1 - Not For Profit Renewal or New	C	$339.00	$346.00	2.06%
Class 1 Renewal or New	C	$680.00	$694.00	2.06%
Class 1 Change of Ownership	C	$341.00	$348.00	2.05%
CLASS 2 Food Premises				
Class 2 Major Renewal or New	C	$1,263.00	$1,288.00	1.98%
Class 2 Major Transfer of Registration	C	$635.00	$650.00	2.36%
Class 2 Not for Profit Renewal or New	C	$287.00	$293.00	2.09%
Class 2 Not for Profit Transfer of Registration	C	$147.00	$150.00	2.04%
Class 2 General Renewal or New	C	$571.00	$582.00	1.93%
Class 2 General Change of Ownership	C	$286.00	$292.00	2.10%
CLASS 3 Food Premises				
Class 3 General Renewal or New	C	$352.00	$359.00	1.99%
Class 3 General Transfer of Registration	C	$175.00	$179.00	2.29%
Class 3 Not for Profit Renewal or New	C	$178.00	$182.00	2.25%
Class 3 Not for Profit Change of Ownership	C	$89.00	$91.00	2.25%
Additional Temporary/Mobile Food Registration				
Class 2 Streatrader Additional Component	C	$139.00	$142.00	2.16%
Class 3 Streatrader Additional Component	C	$78.00	$80.00	2.56%
Community Group Support				
Class 2 or 3 - Not For Profit - Community Service Club	C	$52.00	$53.04	2.00%
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	$339.40	$346.19	2.00%
Transfer of category 1 aquatic facilities	C	$339.40	$346.19	2.00%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Personal Appearance Services				
Beauty Therapies				
Beauty Therapy/Ear Piercing (Med Risk) Renewal or New	C	$175.00	$179.00	2.29%
Beauty Therapy/Ear Piercing (Med Risk) Transfer of Registration	C	$88.00	$90.00	2.27%
Hairdressers				
Hairdresser/Makeup (Low Risk) New - One Off Reg Fee	C	$223.00	$227.00	1.79%
Skin Penetration (Tattooists, body piercing)				
Dry Needling and Other therapeutic Skin Penetration Procedures (allied health/ non APHRA registered i.e. Myotherapy)	C	$0.00	$120.00	∞
Tattooist/Body Piercing (High Risk) Rewenal or New	C	$236.00	$241.00	2.12%
Tattooist/Body Piercing (High Risk) Transfer of Registration	C	$118.00	$120.00	1.69%
Miscellaneous				
Conveyance Enquiries for regulated businesses				
Pre Purchasing Inpsection	C	$253.00	$259.00	2.37%
Water Sampling				
Professional service fee	C	$161.00	$164.00	1.86%
Actual testing fee	C			Actual cost **Last year fee** Actual cost
Immunisation				
Immunsiation Service Fee Flu Vaccine	C	$28.50	$29.50	3.51%
Replacement Certificate				
Fee	C	$46.50	$47.50	2.15%
Express Service				
Within 5 days	C	$230.00	$235.00	2.17%
Professional Service				
Additional compliance inspection	C	$162.00	$166.00	2.47%
Prescribed Accommodation				
6 to 10 persons				
Prescribed Accommodation up to 10 Renewal or New	C	$373.00	$380.00	1.88%
Prescribed Accommodation up to 10 Transfer of Registration	C	$186.70	$190.43	2.00%
11 to 20 persons				
Precribed Accomodation 10 -20 persons Rewewal or New	C	$483.00	$493.00	2.07%
Precribed Accomodation 11-20 persons Transfer of Registration	C	$242.00	$247.00	2.07%

Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
20+ persons				
Prescribed Accomodation 20+ persons Rewewal or New	C	$593.00	$605.00	2.02%
Prescribed Accomodation 20+ persons Transfer of Registration	C	$296.00	$302.00	2.03%
Caravan Parks per site				
Fee	S	$15.90	$16.33	2.70%
Public Health - Septic Tanks				
Additional inspections				
additional hours for OWMS approval per hour	S	$95.20	$99.94	4.98%
Septic tank alterations				
Minor Alterations	S	$592.30	$608.29	2.70%
Septic tanks system				
Construct, install or alter	S	$777.20	$798.21	2.70%
Septic tank amend a permit				
Amend a permit	S	$165.05	$169.51	2.70%
Transfer a septic tank permit				
Fee	S	$157.90	$162.15	2.69%
Renew a septic tank permit				
Fee	S	$132.15	$135.70	2.69%
Septic tank exemption				
Fee	S	$233.25	$239.56	2.71%
Environment & Community Safety				
Animal Control				
Registration				
All other (refer Sch 2 of Domestic Animal Act 1994)	C	$48.00	$50.00	4.17%
Cat registration - full	C	$128.00	$132.00	3.13%
Cat registration - micro chipped and de-sexed	C	$24.00	$25.00	4.17%
Cat registration - micro chipped only	C	$41.00	$43.00	4.88%
Dog registration - full	C	$150.00	$155.00	3.33%
Dog registration - micro chipped and de-sexed	C	$33.00	$35.00	6.06%
Dog registration - micro chipped only	C	$48.00	$50.00	4.17%
Pensioner discount of registration fee	C			50.00% **Last year fee** 50.00%
Working farm dog	C	$33.00	$33.00	0.00%
Declared Dangerous & Menacing Dogs	C	$165.00	$170.00	3.03%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Registration [continued]				
Pet Shop - Breeding/Boarding Facility Audit Fee	C	$260.00	$270.00	3.85%
Pound Release Fees				
Cats - Initial impoundment plus	C	$50.00	$52.00	4.00%
Cats - per head per day	C	$13.00	$14.00	7.69%
Cattle/horses - Initial impoundment plus	C	$115.00	$120.00	4.35%
Cattle/horses - per head per day	C	$22.00	$24.00	9.09%
Dogs - Initial impoundment plus	C	$80.00	$85.00	6.25%
Dogs - per head per day	C	$23.00	$25.00	8.70%
Sheep/pigs - Initial impoundment plus	C	$50.00	$52.00	4.00%
Sheep/pigs - per head per day	C	$18.00	$20.00	11.11%
All other - Initial impoundment plus	C	$38.00	$40.00	5.26%
All other - per head per day	C	$16.00	$17.00	6.25%
Fire Prevention				
Administrative fee block slashing				
Fee (plus cost of slashing)	C	$200.00	$500.00	150.00%
Local Law Infringement fee – burning of offensive material (2 penalty units)				
Infringement fee - burning of offensive material (2 penalty units)	S	$385.00	$395.00	2.60%
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	$1,923.00	$1,976.00	2.76%
Local Laws				
Local Law No 1				
Bench Table and Seats - Annually from 1st November	C	$0.00	$160.00	∞
Bulk Rubbish Container - 3 Square Metres per permit application	C	$0.00	$44.00	∞
Bulk Rubbish/Shipping Container - Cost per week	C	$0.00	$44.00	∞
Shipping Containers - per permit application	C	$0.00	$75.00	∞
Tear Drop Flags/Banners - Annually from 1st November	C	$0.00	$75.00	∞
Umbrellas - Annually from 1st November	C	$0.00	$75.00	∞
Alcohol infringement fee (2 penalty unit)	S	$385.00	$395.00	2.60%
Goods for sale per Square Metre - Annually from 1st November	C	$80.00	$82.00	2.50%
Signs (A fame) - Charitable Organisations - Annually from 1st November	C	$80.00	$80.00	0.00%
Signs (A frame) - Other - Annually from 1st November	C	$160.00	$160.00	0.00%
Tables and chairs - 1st table and 4 chairs - Annually from 1st November	C	$155.00	$155.00	0.00%
Tables and chairs - Then per seat thereafter - Annually from 1st November	C	$45.00	$45.00	0.00%
Using Council land - Permit /admin fee	C	$72.00	$75.00	4.17%
Plus Cost Per Week				
Using Council land - Cost per week	C	$42.00	$44.00	4.76%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Local Law No 1 [continued]				
Vegetation	C	$0.00	$75.00	∞
Other				
Abandoned or derelict vehicles				
Pickup fee	C	$310.00	$320.00	3.23%
Plus Transport and Storage Costs				
Transport and storage costs	C			At Cost **Last year fee** At Cost
All other permits				
Busking - 90 Days	C	$0.00	$110.00	∞
Excess Animal Permit	C	$0.00	$74.00	∞
Spruiking, Door Knocks and Temporary Dwellings Permit - Cost per week	C	$105.00	$110.00	4.76%
Impoundment Fee				
Fee	C	$170.00	$175.00	2.94%
Public Protection				
Hoarding Application fee	C	$44.00	$46.00	4.55%
Plus Per m2 fee				
Hoarding - Per m2 fee	C	$23.00	$24.00	4.35%
Hoarding - Plus per week	C	$0.00	$100.00	∞
Work Zone / Timed Parking Permit (per bay per week)	C	$52.00	$54.00	3.85%
Parking				
All day parking permit (Payable in 6 monthly blocks - Johnstone's Carpark only)				
Per week	C	$26.00	$27.00	3.85%
Car parking fines				
Fine	C	$90.00	$95.00	5.56%
Apollo Bay Market				
Apollo Bay Community Saturday Market 1/2 Day permit (per annum)	C	$40.00	$40.00	0.00%
Waste Management				
Waste Management Additional Service Change/Bin				
360 Litre Recycle additional bin	C	$132.00	$145.20	10.00%
Additional Glass Bin 120 Litre	C	$66.00	$72.00	9.09%
240 litre garbage additional service charge/bin	C	$404.00	$444.00	9.90%
240 litre organic additional service charge/bin	C	$140.00	$154.00	10.00%

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Name	Council / Statutory	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (incl. GST)	Increase %
Waste Management Additional Service Change/Bin [continued]				
240 litre recycle additional service charge/bin	C	$114.00	$125.00	9.65%
Upgrade to 240 litre Garbage Bin	C	$169.00	$186.00	10.06%
Upgrade to 360 litre Recycling bin	C	$25.50	$28.00	9.80%
All waste receival sites				
240L Comingled Recycling (Charging from 1 January 2022)	C	$4.40	$4.80	9.09%
Chemical drums (each)	C	$1.55	$1.70	9.68%
Commercial fully co-mingled recyclables (per m3)	C	$96.00	$106.00	10.42%
Commercial fully co-mingled recyclables (per tonne)	C	$185.00	$204.00	10.27%
Mattresses each	C	$36.30	$40.00	10.19%
Putrescibles (incl mixed rubbish) per m3	C	$58.00	$64.00	10.34%
Putrescibles (incl mixed rubbish) 1st 240 litre bin or less	C	$12.60	$14.00	11.11%
Putrescibles (incl mixed rubbish) 2nd 240 litre bin	C	$0.00	$0.00	0.00%
Putrescibles (incl mixed rubbish) per tonne	C	$277.00	$305.00	10.11%
Tree pruning's (per m3)	C	$63.00	$70.00	11.11%
Tree pruning's (per tonne)	C	$151.00	$166.00	9.93%
Car tyre	C	$11.50	$12.60	9.57%
Car tyre on rim	C	$18.90	$20.80	10.05%
Commercial batteries each (more than 2)	C	$8.50	$9.40	10.59%
Light truck tyre	C	$22.00	$24.00	9.09%
Tractor tyre 1 - 2m	C	$270.00	$297.00	10.00%
Tractor tyre up to 1m	C	$128.30	$141.00	9.90%
Truck tyre	C	$57.50	$63.00	9.57%
10 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	$96.00	$105.00	9.38%
25 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	$202.00	$222.00	9.90%
15 tickets up to 240L, Waste, Recycling Disposal	C	$22.00	$24.00	9.09%
30 tickets up to 240L, Waste, Recycling Disposal	C	$44.00	$48.00	9.09%
Kerbside Bin Fees				
Additional Bin	C	$88.00	$97.00	10.23%
Bin change over fee (all bins)	C	$36.50	$40.00	9.59%
Lost or stolen bins – 120/240 litre	C	$69.00	$76.00	10.14%

Colac Otway
SHIRE

Item: 7.4

Alvie Landfill Rehabilitation Plan

OFFICER	Dora Novak
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Operations
ATTACHMENTS	1. Alvie Landfill Cap Design (Retaining transfer stations) [**7.4.1** - 12 pages]

1. PURPOSE

To endorse the rehabilitation plan prepared for the former Alvie Landfill and the proposed timeline for undertaking the rehabilitation works in response to the EPA Environmental Action Notice No. 5595-2.

2. EXECUTIVE SUMMARY

Council is responsible for the closed Alvie landfill at 977 Corangamite Lake Road, Coragulac. The site has two facilities that provide a public transfer station and an industrial transfer station to aggregate collected kerbside waste and recycling prior to bulk haulage to landfill and recycling facilities. The EPA license for the landfill was issued in 2000 and requires the landfill to be rehabilitated. Rehabilitation includes capping the landfill with specific impermeable materials that prevent water from entering the waste contained within the landfill. Whilst the landfill closed in 2011 rehabilitation of the site is yet to occur.

Council was issued an Environment Action Notice (EAN) in November 2023 by the EPA requiring that Council prepares a rehabilitation plan for the site within a specified period and commits to a time frame for commencement of works to rehabilitate the land. The compliance date for this EAN has been extended twice by the EPA and Council's current compliance date is now 30 June 2025.

Council engaged environmental engineers, McKenzie Environmental P/L, to develop the rehabilitation plan and has separately engaged SLR an Environmental Auditor, accredited by the EPA, to ensure compliance with EPA landfill rehabilitation standards as required in the EAN. Attached is a design indicating retention of the transfer station facilities but it is noted that endorsement of this plan does not commit Council to these facilities. A pending review of the Resource Recovery and Waste Management Strategy will allow Council to consult the community and determine the future of the facilities. The outcome of that decision will

significantly influence the project cost. The four year time frame to commence works will allow time for Council to develop a funding strategy for the works.

Council at the time of writing this report had not yet received the auditor report which may result in minor amendments to the plan. A resolution of Council to endorse the rehabilitation design in principle, and the timeline for construction, is necessary for Council to meet the obligations of the EAN notice.

3. RECOMMENDATION

That Council:

1. ***Notes that Council received an Environmental Action Notice (EAN) late in 2023 which requires Council to prepare and submit to the EPA a rehabilitation design for the landfill, with approval by an EPA accredited auditor, together with timebound milestones for commencement of works.***
2. ***Notes that following two extensions of time from the EPA, the rehabilitation design is required to be submitted by 30 June 2025 and the auditor's report supporting the design is to be submitted by 7 July 2025.***
3. ***Commits to commencing construction of the Alvie Landfill rehabilitation works in the 2029-30 financial year.***
4. ***Resolves to endorse in principle the rehabilitation design option prepared by McKenzie Environmental P/L and attached to this report which documents retention of the transfer stations at the site, noting that a final decision on the location and replacement of the transfer stations will be made at a later time through the review of the Resource Recovery and Waste Management Strategy.***
5. ***Notes that Council is yet to receive the final auditor report in relation to this plan, and that this process may result in minor amendments to the plan.***
6. ***Authorises officers to make any changes to the design options that respond to the recommendations or outcomes of the Audit report.***
7. ***Authorises officers to submit the rehabilitation design drawings, the auditor report (when it is received) and the committed timelines for constructing the works to the EPA at the earliest opportunity to satisfy the EAN Notice.***

4. KEY INFORMATION

Background

Council is responsible for the care and maintenance of the closed Alvie landfill at 977 Corangamite Lake Road, Coragulac which accepted waste from at least the 1980s until it closed in 2011. The site has operated as a public transfer station since 2011 and is currently used by the Council's kerbside collection contractor Wheelie Waste to consolidate the collected kerbside waste and recycling for haulage to landfills and recycling facilities outside the Shire.

The EPA license for the landfill was issued in 2000 and requires it to be progressively rehabilitated. Rehabilitation includes capping the landfill with specific impermeable materials that prevent water from entering the waste contained within the landfill. Reducing water ingress into landfills prevents the generation of leachate and landfill gas.

While earth has been placed to provide general cover to the landfill, no engineered or approved rehabilitation of the site has occurred to date. Notwithstanding this, Council complies with EPA requirements for annual monitoring of landfill gas emissions and groundwater leachate.

Environmental Action Notice

Council was issued an Environment Action Notice (EAN) in November 2023 by the EPA requiring that the Council prepares a rehabilitation plan for the site within a specified period and commits to a time frame for construction works to rehabilitate the site. The compliance date for this EAN has been extended twice by the EPA and Council's current compliance date is now as follows:

- By 30 June 2025:
  1. Advise of time bound milestones for implementation of the rehabilitation plan for the Alvie landfill.
  2. Prepare a rehabilitation plan for the former landfill (including a current contour plan) in accordance with EPA publication 788.3 – Siting, Design, Operation and Rehabilitation of Landfills; and

- By 07 July 2025:
  1. Obtain a report from an Environmental Auditor that the Alvie Landfill Rehabilitation Plan is in accordance with EPA publication 788.3.

Preparation of Rehabilitation Plan

Council has engaged consulting environmental engineers, McKenzie Environmental P/L, to develop the rehabilitation plan and has separately engaged SLR Consulting Australia P/L as the Environmental Auditor accredited by the EPA, to ensure compliance with EPA landfill rehabilitation standards as required in the EAN. McKenzie Environmental has been requested to prepared two design options for the landfill rehabilitation which provide for:

1. Potential reinstatement of transfer station(s) at the current site; and
2. No reinstatement of the transfer station(s) at the current site.

No decision on the future of these transfer station facilities at this time is required. Council only needs to submit a rehabilitation plan to the EPA in accordance with the EAN Notice, with or without transfer station facilities on the site. The EPA has advised that to comply with the EAN only one 'rehabilitation design' will be accepted.

The current public transfer station and kerbside transfer station facilities at Alvie need to be removed to allow for the rehabilitation capping to occur. The future options for these facilities, either to reinstate them on the site after completion of the capping works or to relocate the facilities to another site, is able to be addressed in a review of the Resource Recovery and Waste Management Strategy that has been included in the draft 2025/26 budget. This proposed review is the appropriate process for a future decision on these options.

The EPA may not accept the design that includes a transfer station on top of a capped landfill however the transfer station facilities already exist and are located on the landfill. If this eventuates, Council has prepared a second design which does not include the transfer stations being reinstated, and such a decision from the EPA would further inform Council's considerations as part of the Waste Strategy Review.

If the Resource Recovery and Waste Management Strategy Review and the development of Council's new Waste Management Service Contract recommends the Alvie transfer stations be either relocated or closed Council can then, prior to the proposed construction date, submit to the EPA the alternative design and audit reports that has no transfer station buildings on the capped landfill.

Importantly, the current endorsement of a rehabilitation plan only commits Council to rehabilitation capping of the landfill, not to any decision concerning the future of the Alvie transfer stations.

Timing of Rehabilitation Works

It is proposed that rehabilitation works commence in 2029-30, giving time for Council to accumulate the funds required to support these works, given the scope of funding required for the project. Should this approach not be supported by the EPA and a smaller time frame be given to Council for commencement of works, Council would then need to plan for this to occur in an earlier budget and adjust its financial strategy accordingly.

Creation of Officer/Councillor working group

It has been raised by a Councillor through the Audit and Risk Committee at its meeting on 15 May 2025 that there would be value in a small working group being formed to help guide Council's approach to the rehabilitation of the Alvie landfill, to give reassurance to Council that the information being presented on obligations of Council and its options for this project are well founded. Officers propose that the working group comprise:

- Relevant Council staff
- One or two Councillors appointed by Council
- Independent expert in landfill rehabilitation

Officers will work with Councillors to establish this group. It would be intended that this work would not influence the endorsement of the rehabilitation plan and advice to EPA in response to the EAN but would enable meetings as required over a subsequent period as deemed necessary to support the process and further Council decisions.

5. CONSIDERATIONS

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

Council needs to comply with EPA regulations and legislation via the EPA Environmental Action Notice issued to Council. This report is seeking to finalise the actions for Council to meet its responsibilities and comply with the EPA EAN 5595-2 notice.

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

Council will need to comply with the EPA Environmental Action Notice EAN-5595-2 served on Council under the *EPA Act 2017*. The rehabilitation design needs to meet the requirements of *EPA publication 788.3 – Siting, Design, Operation and Rehabilitation of Landfills.*

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

Council is required to rehabilitate closed landfills that are in its ownership under a General Environmental Duty in compliance with the *Environment Protection Act 2017*. The capping of

the former landfill will reduce the potential for environmental impact to groundwater as a result of waste in the landfill.

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

The preparation of a landfill rehabilitation plan is largely a technical process. There has thus not been any community engagement through the project. The upcoming review of the Resource Recovery and Waste Management Strategy will be an opportunity to engage the community on whether a public transfer station is re=established at Alvie following the rehabilitation works.

Public Transparency (s58 *LGA 2020)*

The reporting of the outcome of this work to Council ensures there is public transparency concerning actions taken in response to the EPA Notice.

Alignment to Plans and Strategies

The waste management service provides for the efficient and effective control of waste products produced by our community. It includes the provision of waste collection services as well as for disposal to landfill. Rehabilitation works for the Alvie landfill will need to be in accordance with plan endorsed by the EPA.

Financial Management (s101 *Local Government Act 2020)*

The draft 2025-26 budget does not include any financial commitments for the works given the timeframe for commencement of rehabilitation sits beyond the four years indicated in the budget. The Financial Plan to be developed over the next few months will need to include the relevant costs in its ten-year budget projections.

Rehabilitation of the landfill (and rebuilding of the transfer stations if that occurs) is a significant expense. The following are cost estimates provided by the consultant and include a degree of contingency:

1. Capping of landfill - $4.5M
2. Construction of a new Kerbside Transfer Station - $4.5M
3. Refurbishment of the existing residential transfer station - $1.8M if at Alvie, or $4.5M for more substantial facility at a different location.

Council has some funds held in reserve for rehabilitation of its landfills, but this will not be sufficient to cover the project cost. A funding strategy will need to be developed to enable the balance of funds to be accrued for the works.

Later decisions by Council on the future of the transfer station facilities arrived at through the proposed Waste Strategy Review may alter the estimated future financial obligations associated with the project, and the Financial Plan can be adjusted accordingly.

Service Performance (s106 *Local Government Act 2020)*

Council is obligated under the *EPA Act 2017* to rehabilitate closed landfills that it has control over because the land is or may be contaminated. Council in providing the information and time bound commitments to the EPA as required by the EAN notice is maintaining these obligations.

Risk Assessment

There is a high risk of adverse publicity and financial penalties from the EPA if Council does not comply with the EPA issued Notice. Council's endorsement of the plan and establishment of a time frame for conducting rehabilitation works will ensure that the Notice requirements are met, subject to confirmation of the independent auditor. The consultant McKenzie Environmental is a specialist in this field and has ensured that the design meets the EPA requirements.

Communication/Implementation

Subject to a resolution of Council on this report, implementation of the rehabilitation works will occur in the 2029-30 financial year as indicated in the draft financial plan.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Endorse in principle the attached rehabilitation design drawings and the recommended time frames for construction of landfill rehabilitation works at Alvie

This option is recommended by officers. The rehabilitation plan and associated timelines have been developed over a number of months, have been guided by Councillors participating in briefing sessions, informed by expert landfill rehabilitation specialists and guided by the prescribed and regulated EPA landfill rehabilitation standards and requirements. It is critical that Council submit a rehabilitation design as attached to the report, along with a commitment to construct the works by 2029-30, to meet he obligations of the Notice.

Option 2 – Do not endorse the rehabilitation plan and associated milestones

This option is not recommended by officers as failure to comply with the EAN notice may attract substantial financial penalties under the *EPA Act.* Regardless of whether the requirements of the Notice are met, the rehabilitation works would still be required, and Council would then face additional costs from any fines plus the cost of the rehabilitation works. There is no reasonable option other than to comply with the EAN 5595-2 notice.

ALVIE LANDFILL CAP DESIGN
(INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)



LOCALITY PLAN

DRAWING INDEX

DRAWING No.	DRAWING TITLE
201	LOCALITY PLAN, DRAWING INDEX AND GENERAL NOTES
202	EXISTING CONDITIONS
203	TOP OF SOIL COVER LAYOUT
204	LANDFILL GAS VENTING SYSTEM LAYOUT
205	GCL AND DRAINAGE LAYER LAYOUT
206	TOP OF CAP LAYOUT
207	SECTIONS AND DETAILS - SHEET 1 OF 6
208	SECTIONS AND DETAILS - SHEET 2 OF 6
209	SECTIONS AND DETAILS - SHEET 3 OF 6
210	SECTIONS AND DETAILS - SHEET 4 OF 6
211	SECTIONS AND DETAILS - SHEET 5 OF 6
212	SECTIONS AND DETAILS - SHEET 6 OF 6

NOTES:

1. ALL ELEVATIONS ARE EXPRESSED IN METRES AND TO AUSTRALIAN HEIGHT DATUM (AHD), COORDINATE GRID IS AUSTRALIAN MAP GRID ZONE 54, USING DGA 2020 DATUM.
2. DO NOT SCALE OFF DRAWINGS.
3. DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SPECIFIED.
4. ALL DIMENSIONS, SETOUT AND LEVELS TO BE CHECKED ONSITE PRIOR TO THE COMMENCEMENT OF ANY WORK AND ANY DISCREPANCIES TO BE REPORTED TO THE SUPERINTENDENT.
5. DRAWINGS BASED ON:
   - SURVEY AND AERIAL PHOTO FROM LANDAIR "2240601-DETAIL.dwg" DATED 17.06.2024
   - AERIAL PHOTO FROM NEARMAP (UNDATED)

Rev	Drawn By	Approved By	Date	REVISION RECORD
A	H. SMITH	T. CLINGAN	23.04.2025	DRAFT

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Job Number: 241025 | A3
CAD File Number: 241025-201
Drawing Number: 201 | Rev A
Status: DRAFT
Client: COLAC OTWAY SHIRE COUNCIL
Scale:
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title: LOCALITY PLAN, DRAWING INDEX AND GENERAL NOTES

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-201.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date: 23.04.2025 2:46:30 PM

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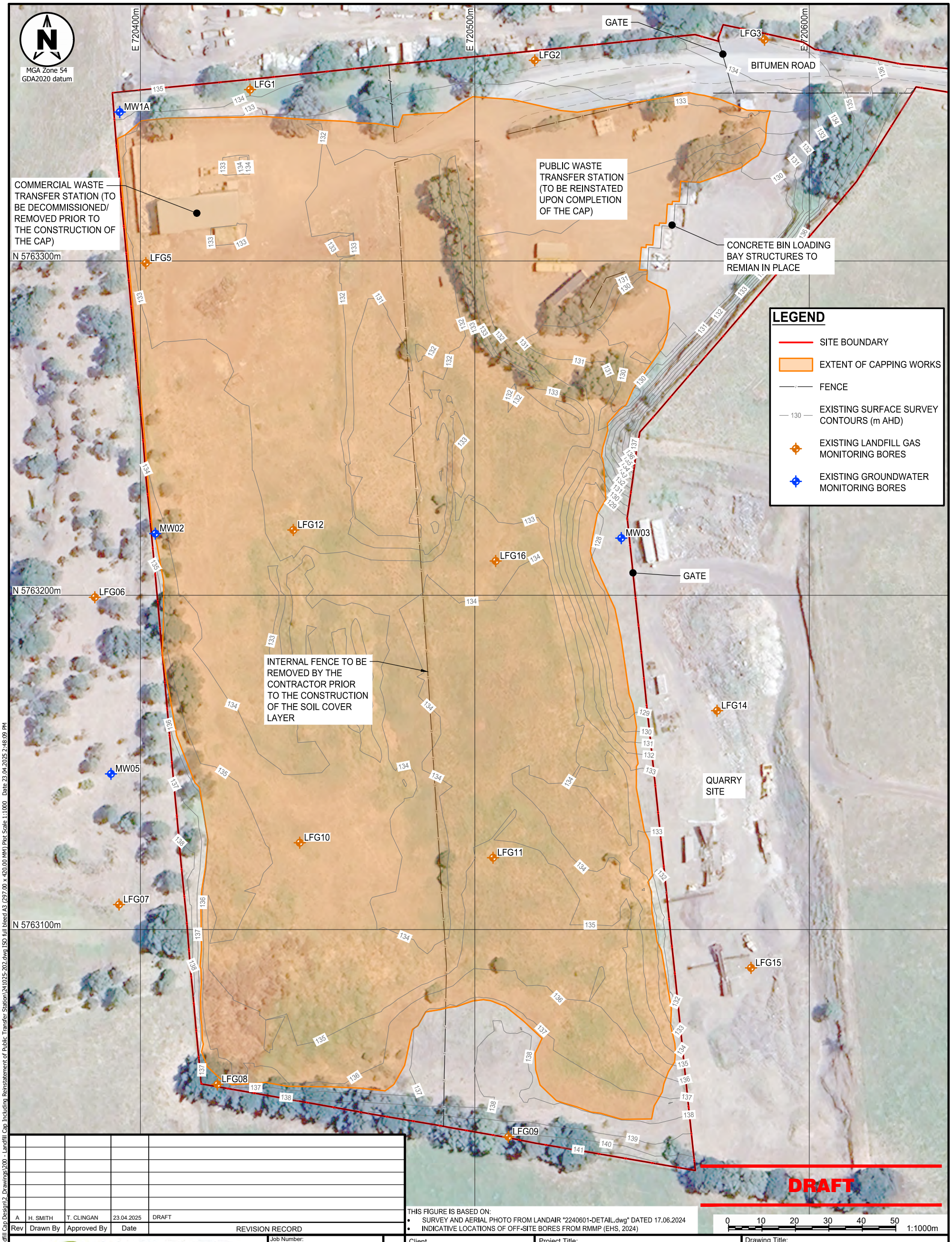

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Job Number: 241025	A3
CAD File Number: 241025-202	
Drawing Number: 202	Rev A
Status: DRAFT	
Client: COLAC OTWAY SHIRE COUNCIL	
Scale: 1:1000	
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)	
Drawing Title: EXISTING CONDITIONS	

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-202.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:48:09 PM

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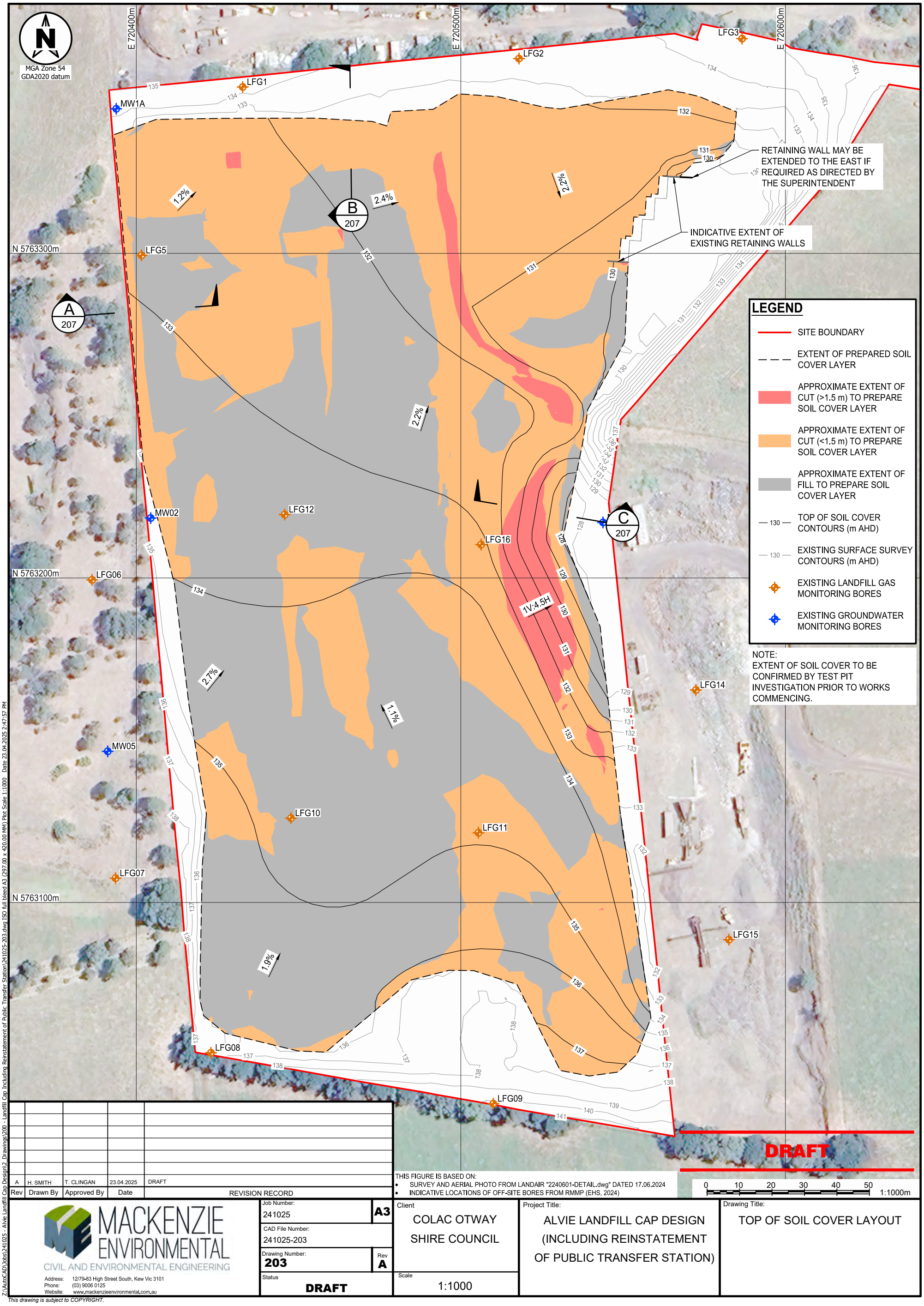

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Job Number: 241025	A3
CAD File Number: 241025-203	
Drawing Number: 203	Rev A
Status: DRAFT	
Client: COLAC OTWAY SHIRE COUNCIL	
Scale: 1:1000	
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)	
Drawing Title: TOP OF SOIL COVER LAYOUT	

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-203.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:47:57 PM

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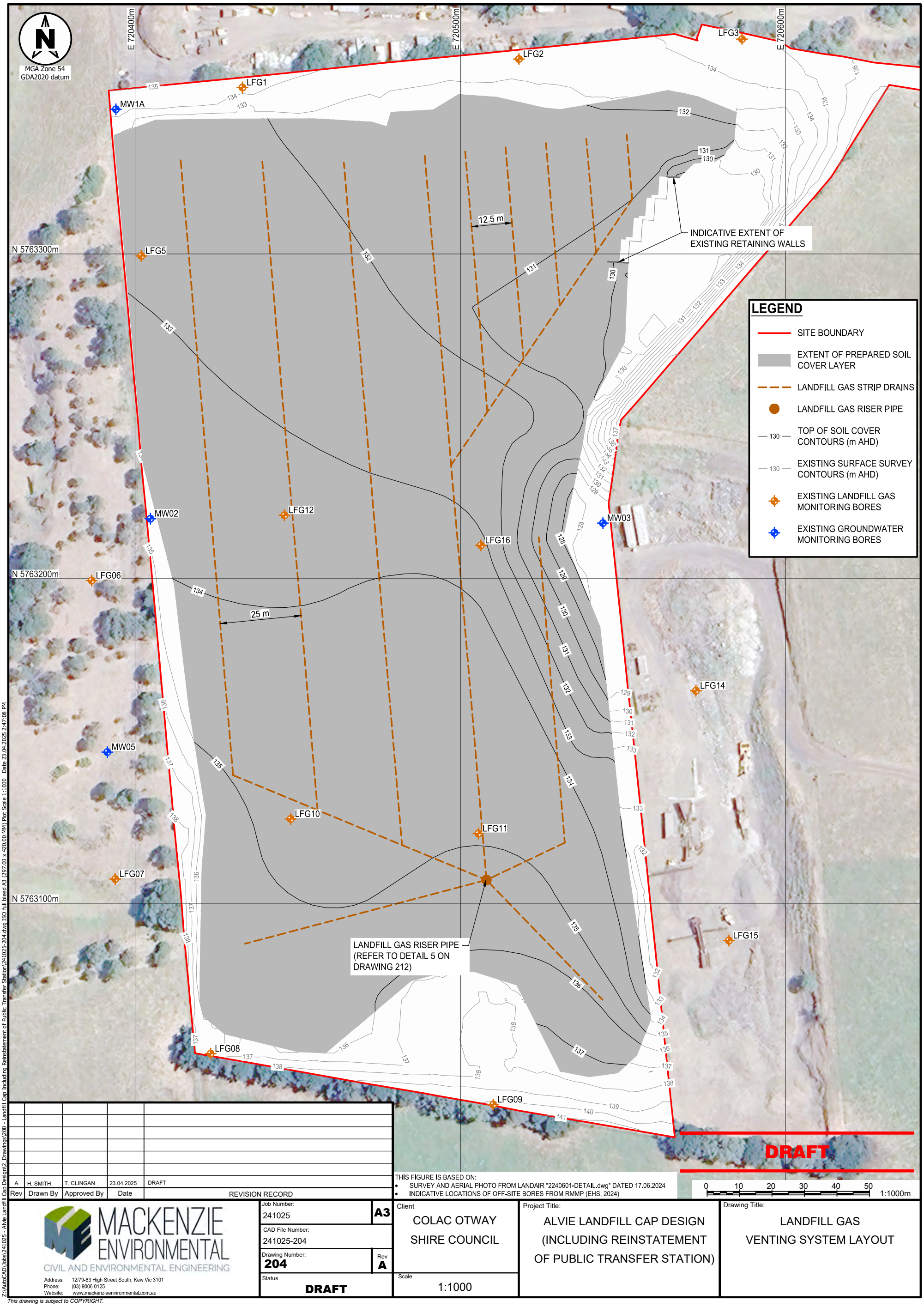

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Job Number:	241025
Sheet Size:	A3
CAD File Number:	241025-204
Drawing Number:	204
Rev	A
Status	DRAFT
Client	COLAC OTWAY SHIRE COUNCIL
Scale	1:1000
Project Title:	ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title:	LANDFILL GAS VENTING SYSTEM LAYOUT

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-204.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:47:08 PM

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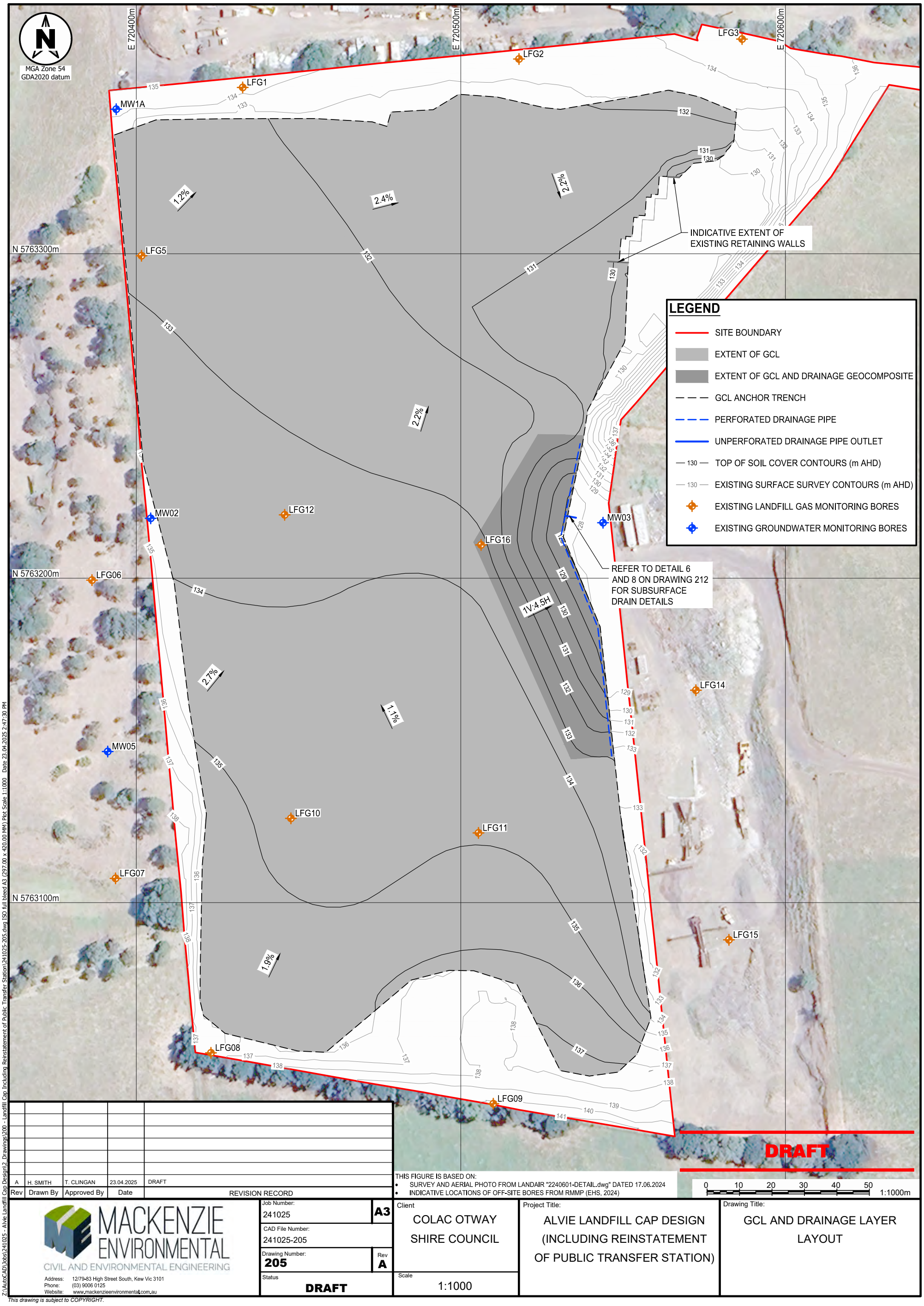

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Job Number: 241025	A3
CAD File Number: 241025-205	
Drawing Number: 205	Rev A
Status: DRAFT	
Client: COLAC OTWAY SHIRE COUNCIL	
Scale: 1:1000	
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)	
Drawing Title: GCL AND DRAINAGE LAYER LAYOUT	

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-205.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:47:30 PM

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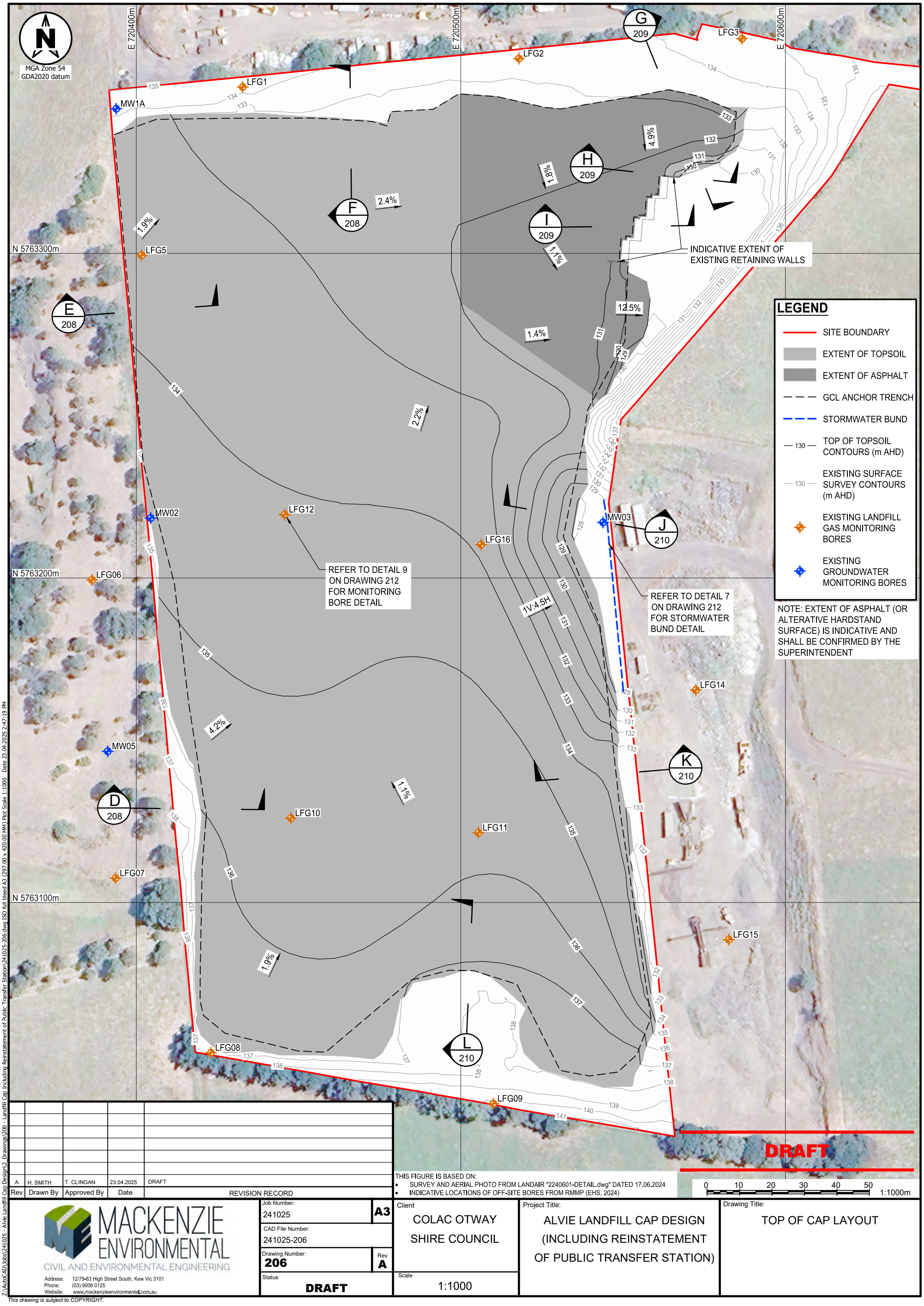

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Job Number: 241025	A3
CAD File Number: 241025-206	
Drawing Number: 206	Rev A
Status: DRAFT	
Client: COLAC OTWAY SHIRE COUNCIL	
Scale: 1:1000	
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)	
Drawing Title: TOP OF CAP LAYOUT	

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-206.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:47:19 PM

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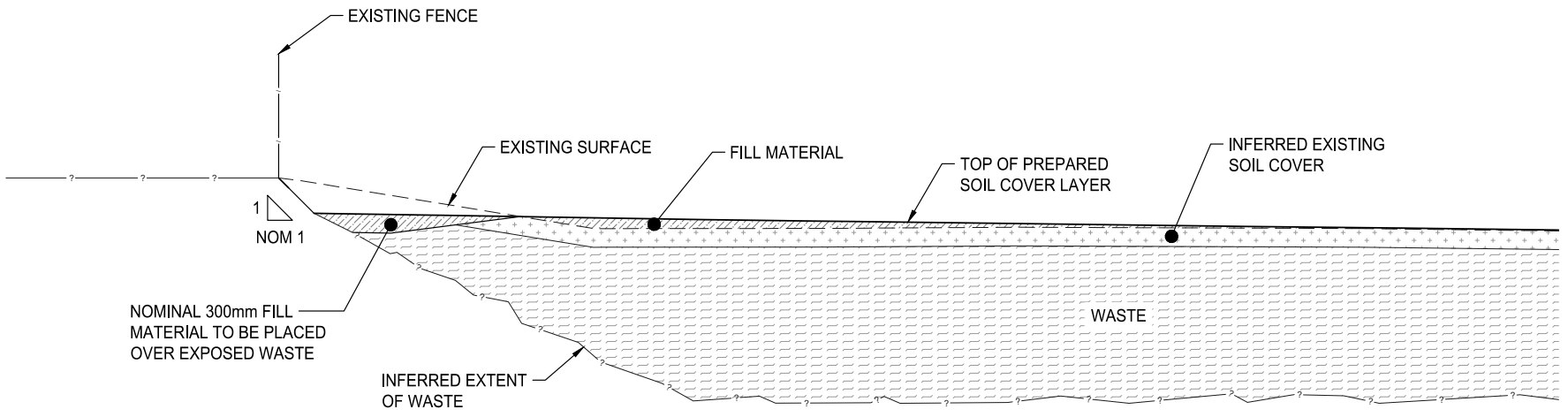
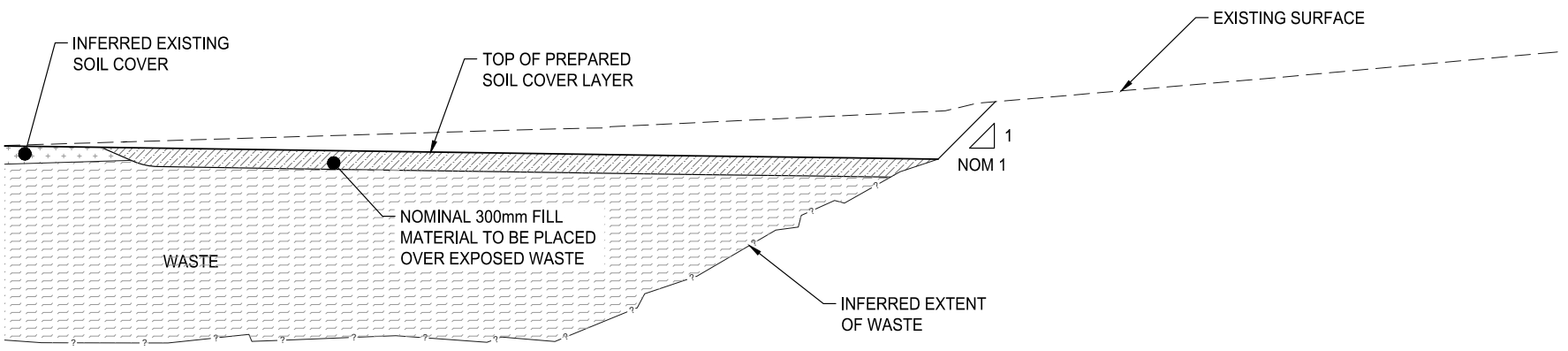
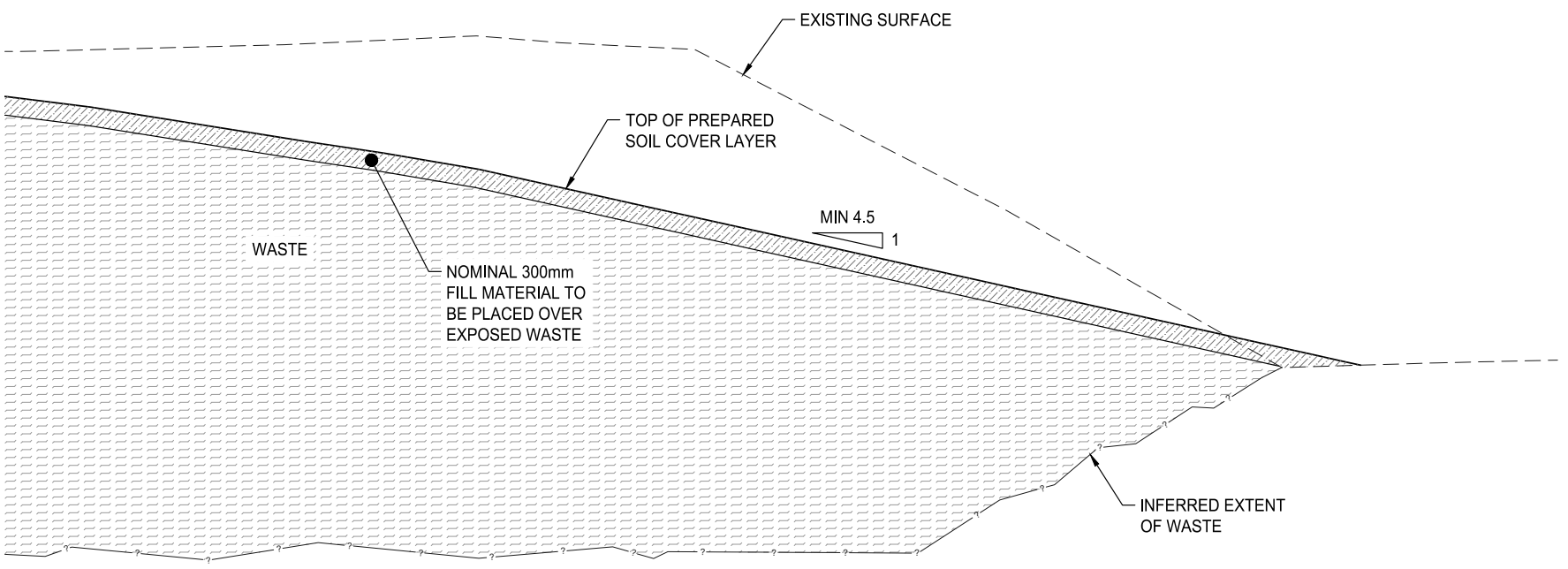


SECTION A 203 WESTERN EDGE OF SOIL COVER
SCALE 1:100



SECTION B 203 NORTHERN EDGE OF SOIL COVER
SCALE 1:100



SECTION C 203 EASTERN EDGE OF SOIL COVER
SCALE 1:100

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0 1 2 3 4 5 1:100m

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Job Number: 241025 — A3
CAD File Number: 241025-207_212
Drawing Number: 207 — Rev A
Status: DRAFT
Client: COLAC OTWAY SHIRE COUNCIL
Scale: 1:100
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title: SECTIONS AND DETAILS SHEET 1 OF 6

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-207_212.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:48:35 PM

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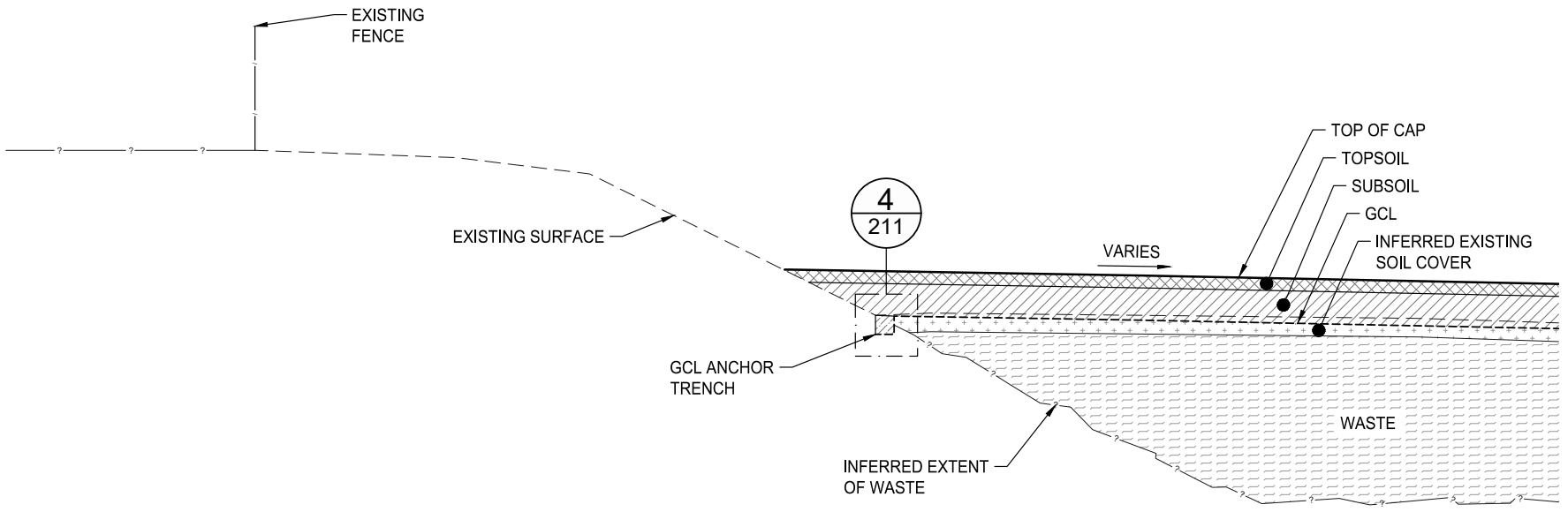
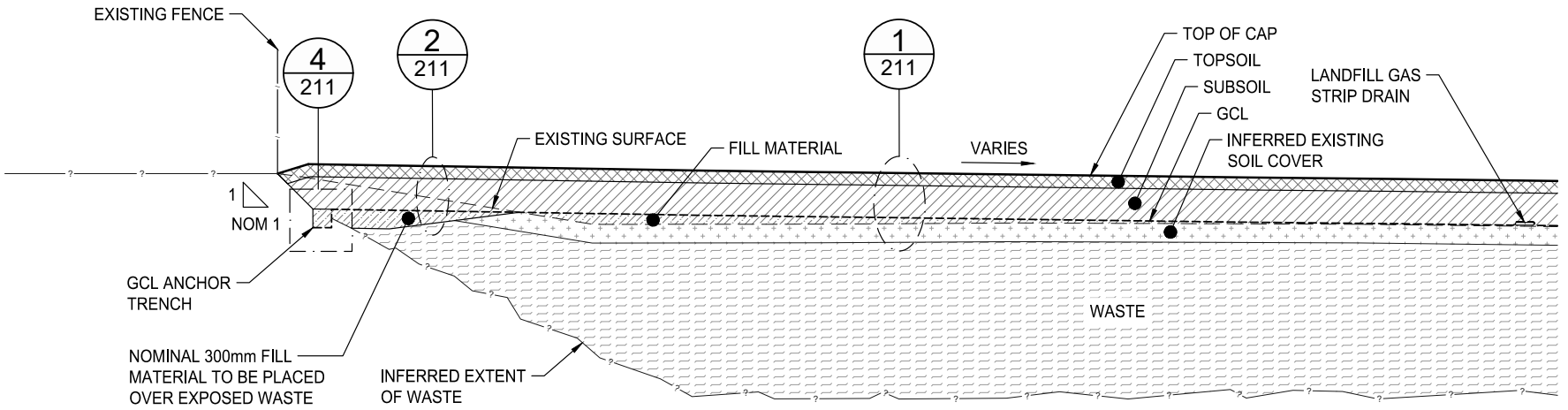
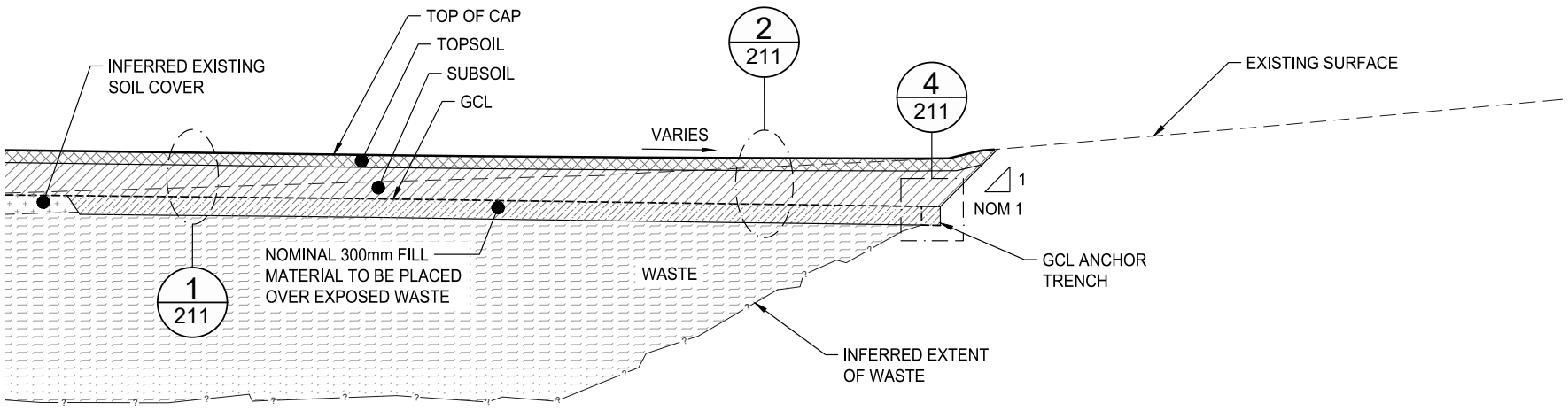


SECTION D 206 WESTERN CAP EDGE (SOUTH SECTION)
SCALE 1:100



SECTION E 206 WESTERN CAP EDGE (NORTH SECTION)
SCALE 1:100



SECTION F 206 NORTHERN CAP EDGE
SCALE 1:100

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0 1 2 3 4 5 1:100m

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Job Number: 241025 A3
CAD File Number: 241025-207_212
Drawing Number: 208 Rev A
Status: DRAFT
Client: COLAC OTWAY SHIRE COUNCIL
Scale: 1:100
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title: SECTIONS AND DETAILS SHEET 2 OF 6

Z:\AutoCAD\Jobs\241025 - Alvie Landfill Cap Design\2_Drawings\200 - Landfill Cap Including Reinstatement of Public Transfer Station\241025-207_212.dwg ISO full bleed A3 (297.00 x 420.00 MM) Plot Scale 1:1000 Date 23.04.2025 2:47:44 PM

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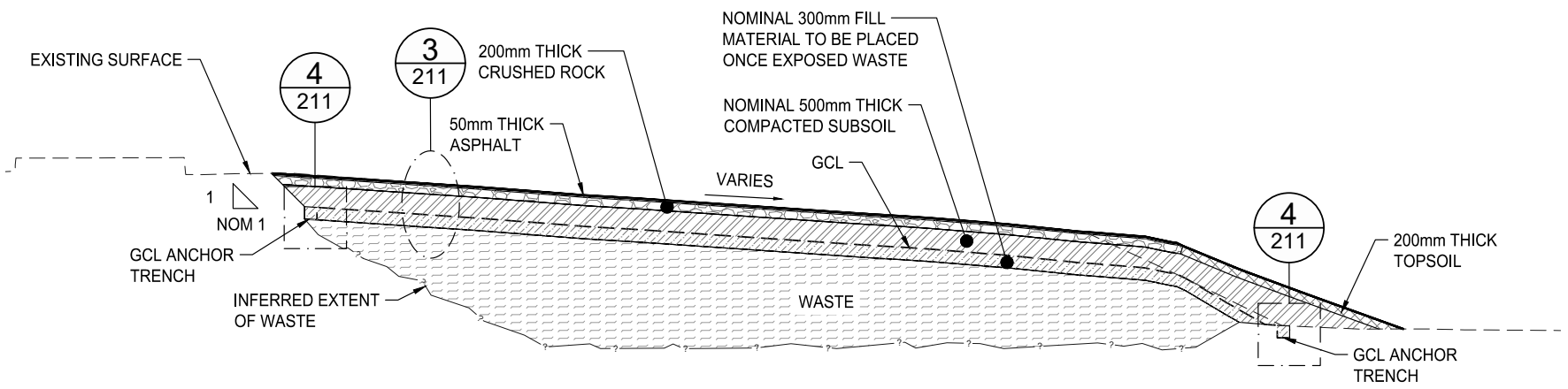
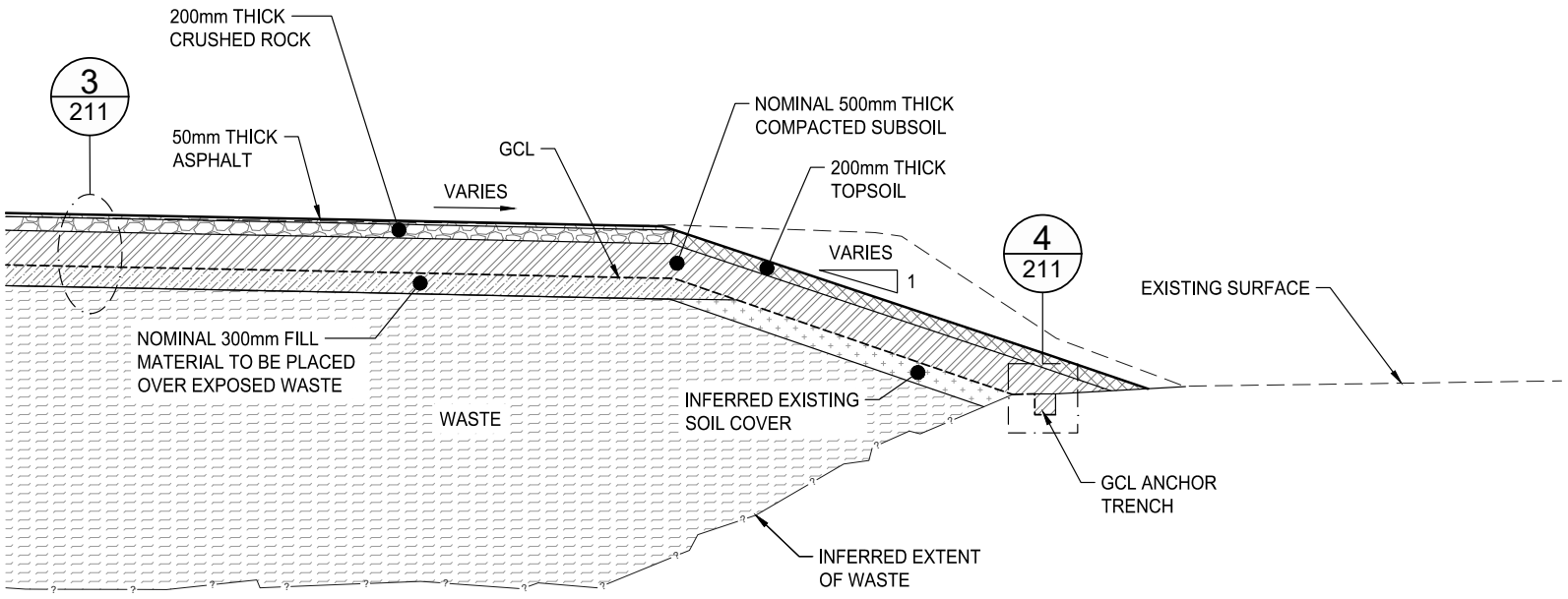


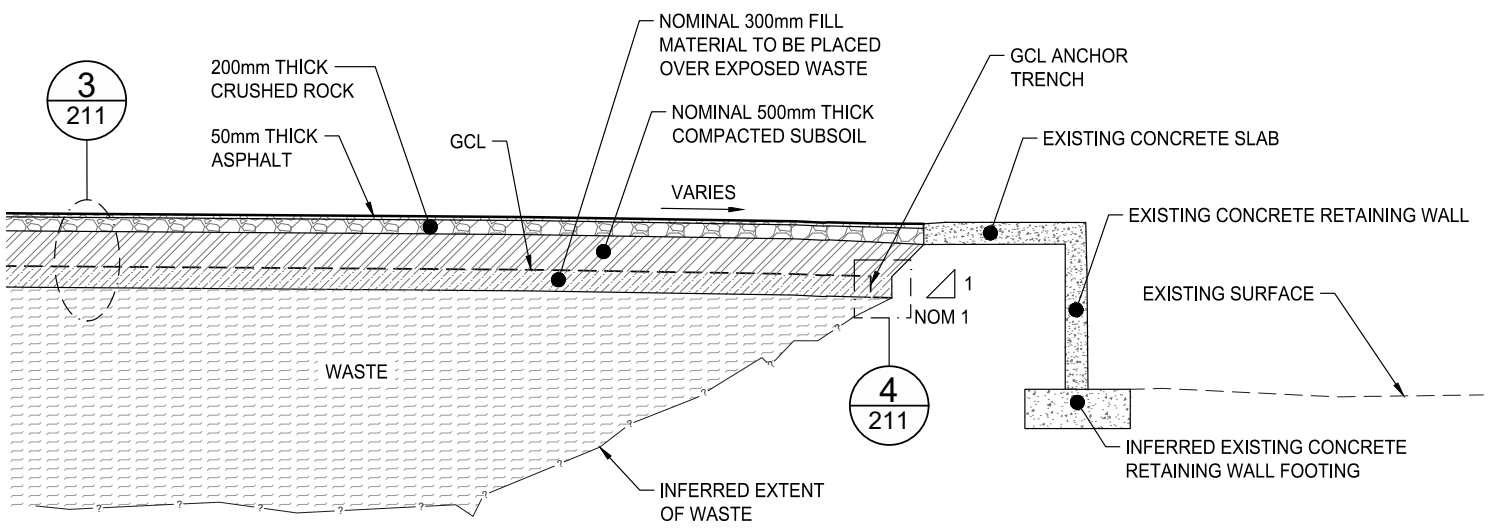
SECTION G 206 PUBLIC TRANSFER STATION (NORTH SOUTH SECTION)

SCALE 1:150



SECTION H 206 PUBLIC TRANSFER STATION (EAST WEST SECTION)

SCALE 1:100



SECTION I 206 PUBLIC TRANSFER STATION (BIN LOADING BAY)

SCALE 1:100

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0 1 2 3 4 5 1:100m

0 1,5 3 4,5 6 7,5 1:150m

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Job Number: 241025 — A3
CAD File Number: 241025-207_212
Drawing Number: 209 — Rev A
Status: DRAFT
Scale: AS SHOWN

Client: COLAC OTWAY SHIRE COUNCIL

Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)

Drawing Title: SECTIONS AND DETAILS SHEET 3 OF 6

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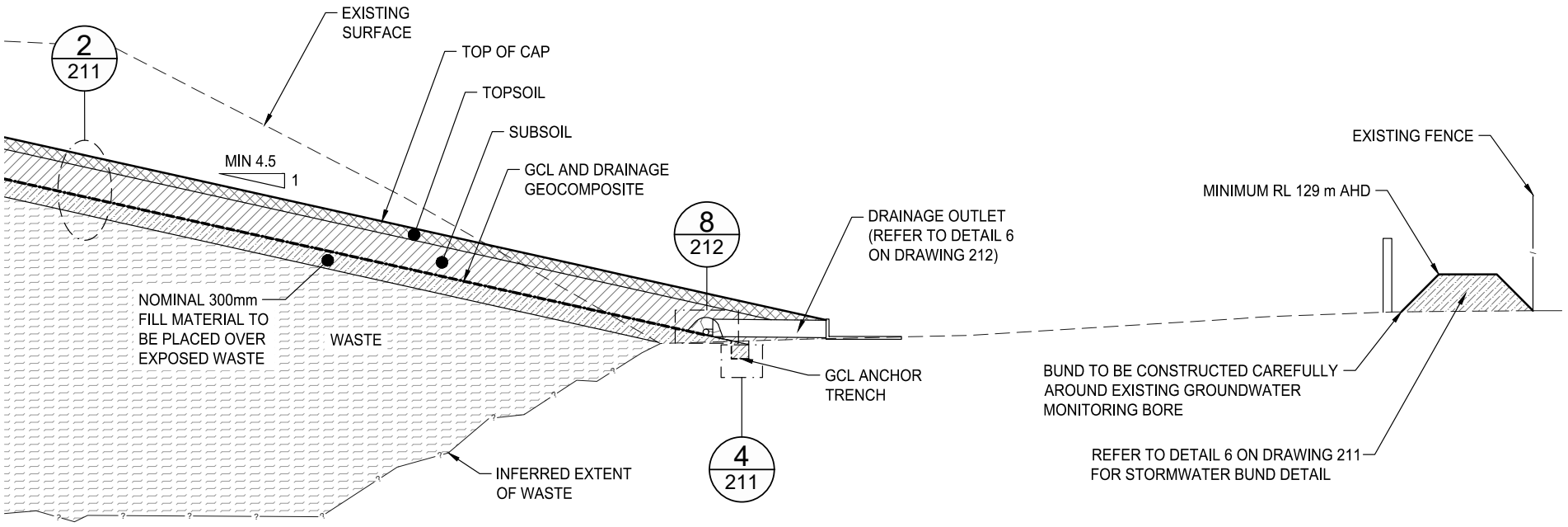
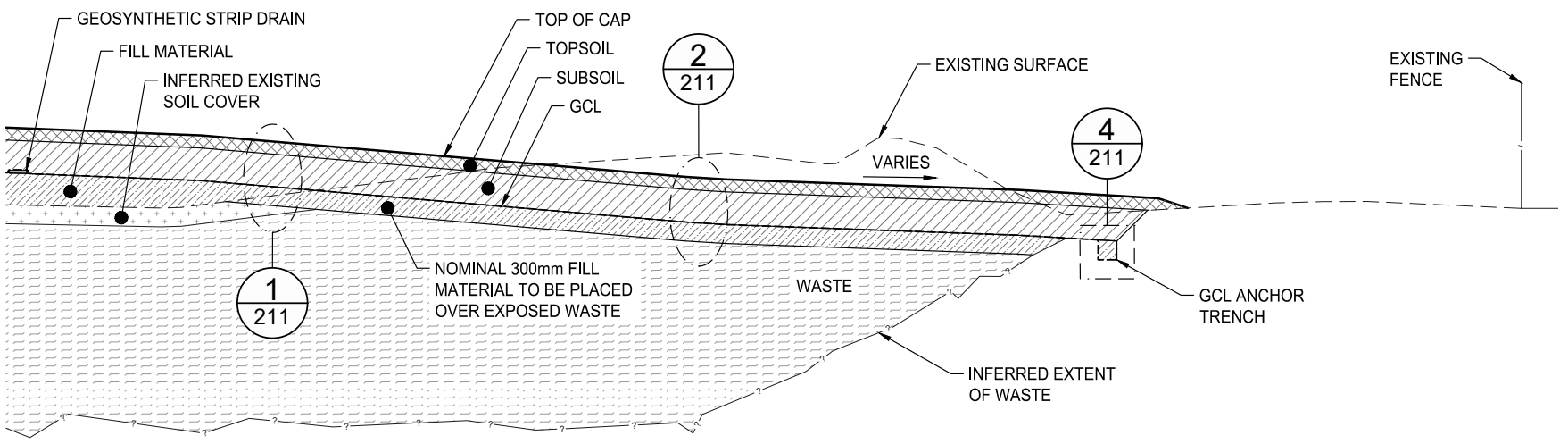
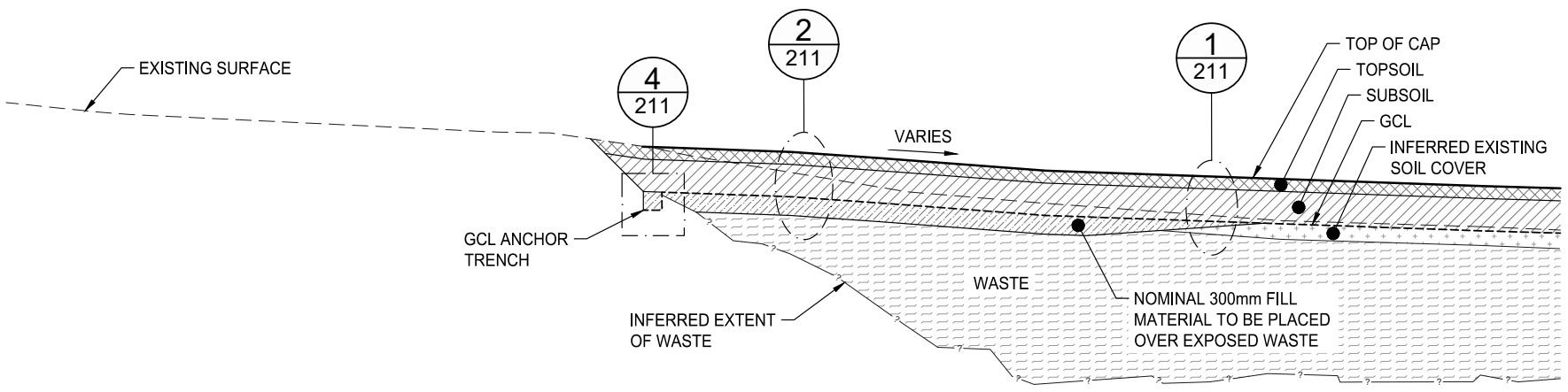


SECTION J 206 EASTERN CAP EDGE (CENTRAL SECTION)
SCALE 1:100



SECTION K 206 EASTERN CAP EDGE (SOUTH SECTION)
SCALE 1:100



SECTION L 206 SOUTHERN CAP EDGE
SCALE 1:100

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0 1 2 3 4 5 1:100m

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Job Number: 241025 A3
CAD File Number: 241025-207_212
Drawing Number: 210 Rev A
Status: DRAFT
Client: COLAC OTWAY SHIRE COUNCIL
Scale: 1:100
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title: SECTIONS AND DETAILS SHEET 4 OF 6

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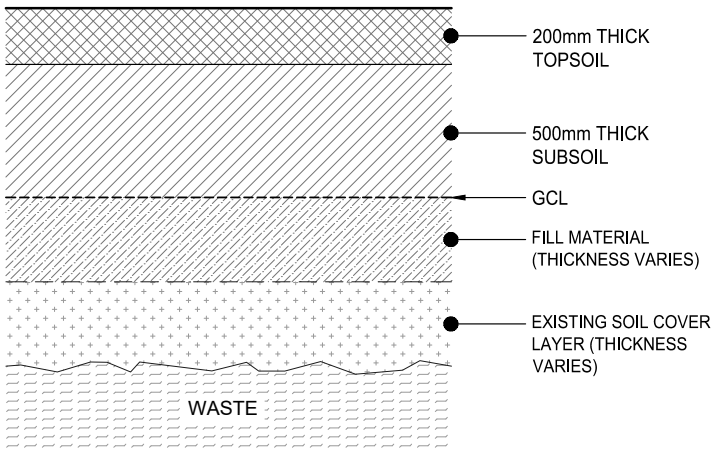
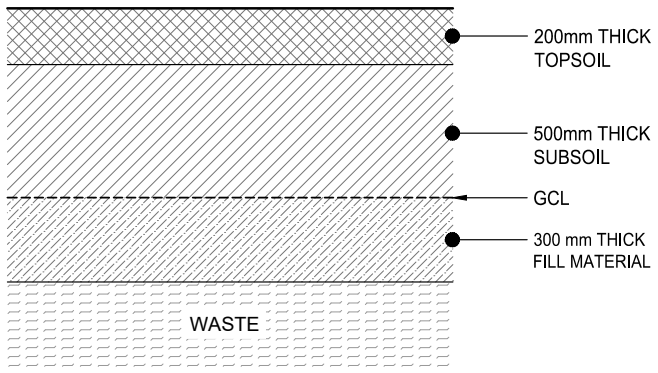
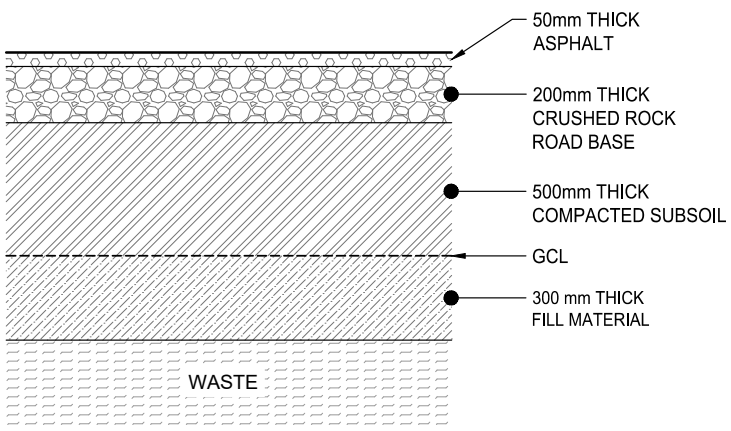


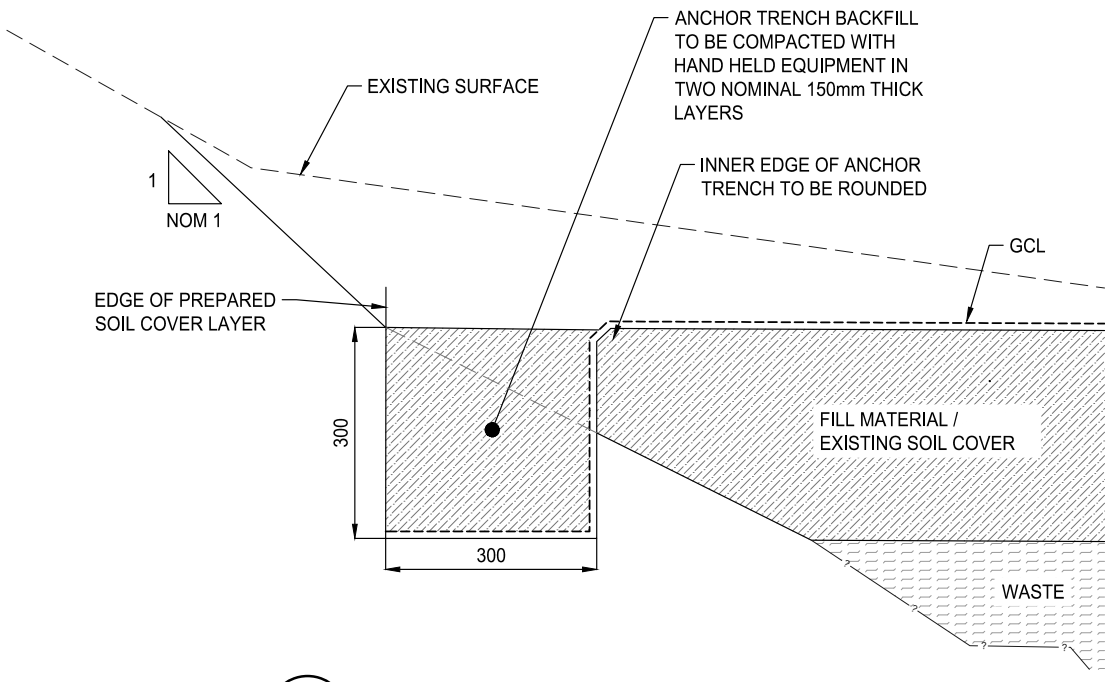
DETAIL 1 (208, 210) TYPICAL CAP PROFILE (AREAS OF FILL)
SCALE 1:25



DETAIL 2 (208, 210) TYPICAL CAP PROFILE (AREAS OF CUT)
SCALE 1:25



DETAIL 3 (209) TYPICAL CAP PROFILE (PUBLIC TRANSFER STATION)
SCALE 1:25



DETAIL 4 (208-210) TYPICAL ANCHOR TRENCH DETAIL
SCALE 1:10

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0 0.1 0.2 0.3 0.4 0.5 1:10m
0 0.25 0.50 0.75 1.00 1.25 1:25m

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Job Number: 241025 A3
CAD File Number: 241025-207_212
Drawing Number: 211 Rev A
Status: DRAFT
Client: COLAC OTWAY SHIRE COUNCIL
Scale: AS SHOWN
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)
Drawing Title: SECTIONS AND DETAILS SHEET 5 OF 6

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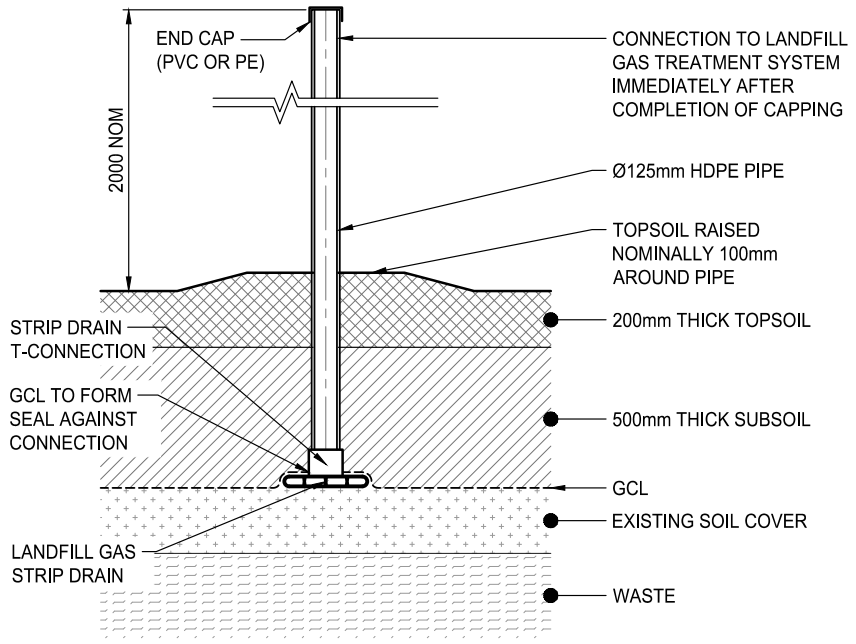
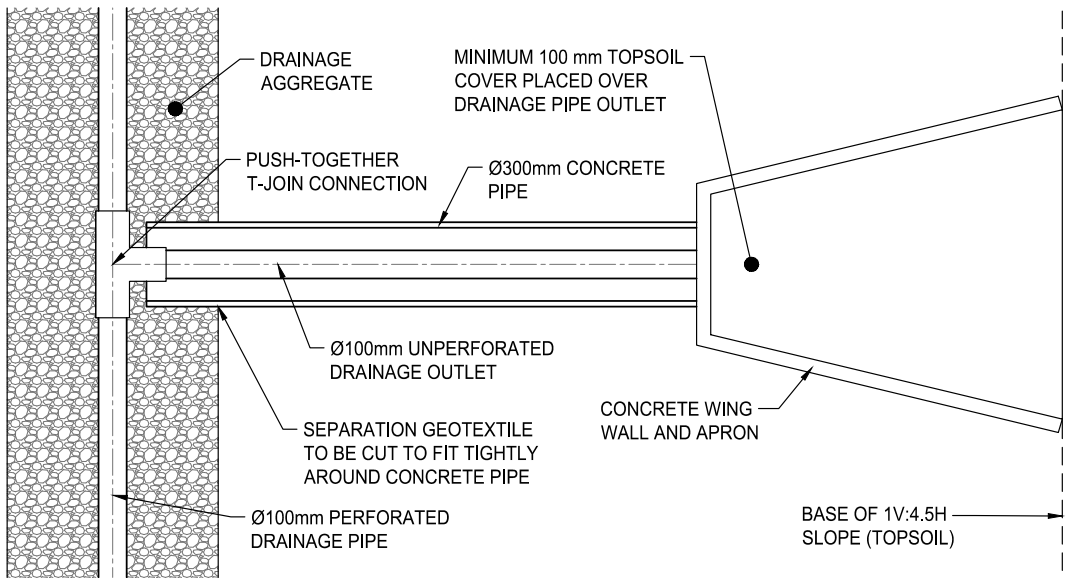
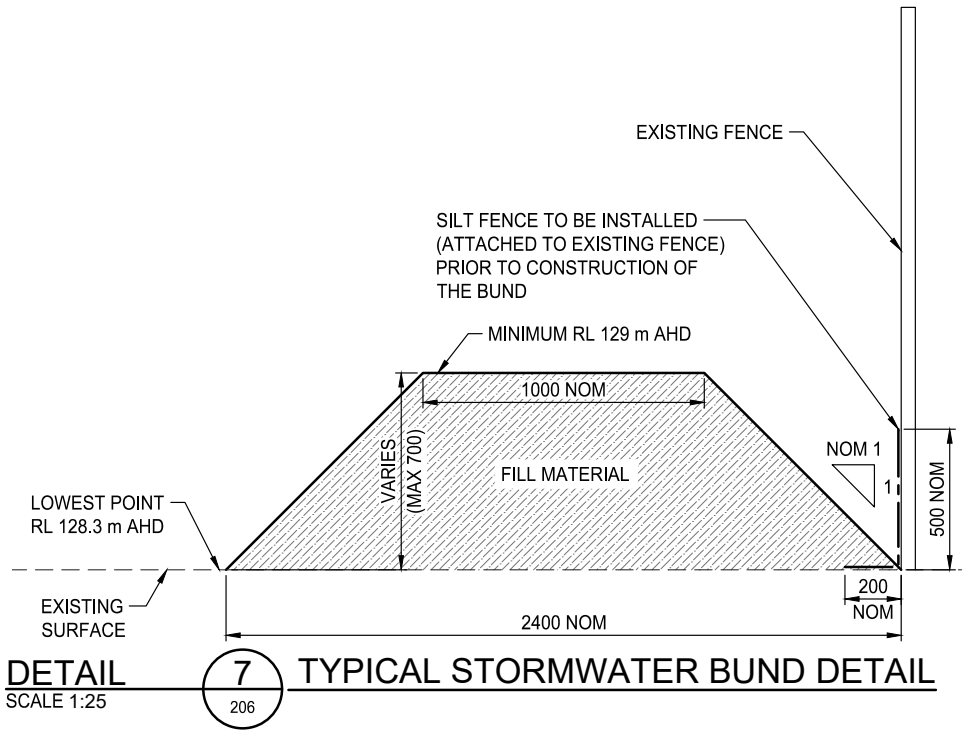


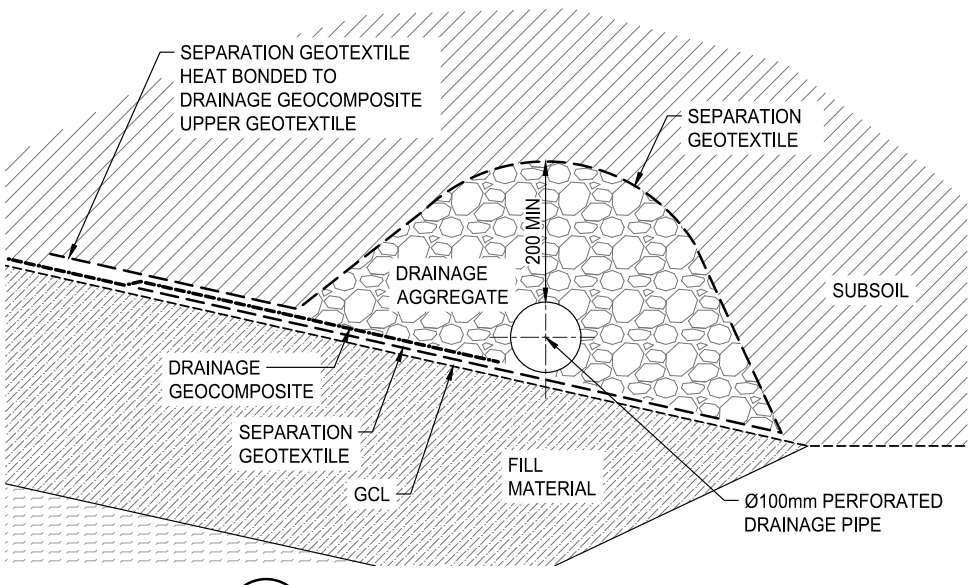
DETAIL 5 LANDFILL GAS RISER PIPE DETAIL
SCALE 1:25 — 204



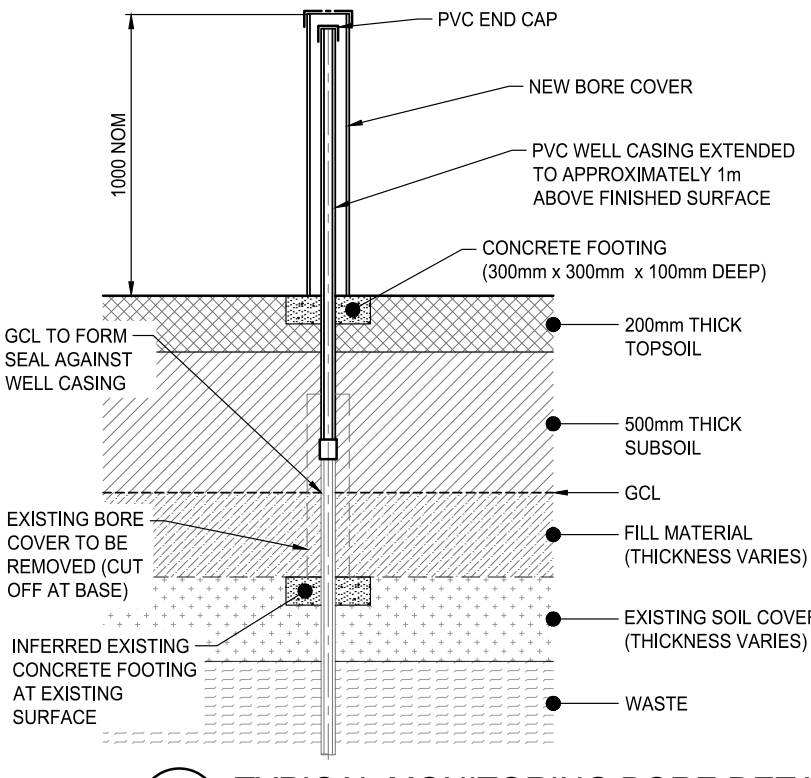
DETAIL 6 DRIANAGE PIPE OUTLET DETAIL
SCALE 1:25 — 205&210



DETAIL 7 TYPICAL STORMWATER BUND DETAIL
SCALE 1:25 — 206



DETAIL 8 TYPICAL SUBSURFACE DRAIN DETAIL
SCALE 1:10 — 205&210



DETAIL 9 TYPICAL MONITORING BORE DETAIL
SCALE 1:25 — 206

Rev	Drawn By	Approved By	Date	REVISION RECORD
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0 0.1 0.2 0.3 0.4 0.5 1:10m
0 0.25 0.50 0.75 1.00 1.25 1:25m

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Job Number: 241025	A3
CAD File Number: 241025-207_212	
Drawing Number: 212	Rev A
Status: DRAFT	
Client: COLAC OTWAY SHIRE COUNCIL	
Scale: AS SHOWN	
Project Title: ALVIE LANDFILL CAP DESIGN (INCLUDING REINSTATEMENT OF PUBLIC TRANSFER STATION)	
Drawing Title: SECTIONS AND DETAILS SHEET 6 OF 6	

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Item: 7.5

Award of Contract 2508 - Provision of Trade Services

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

1. PURPOSE

To consider the award of Contract 2508 for the establishment of a panel of contractors for the provision of trade services to Council.

2. EXECUTIVE SUMMARY

Council utilises trade service contractors to support the delivery of minor maintenance, renewal and upgrade and replacement works within the annual adopted budget of Council. This undertaken most effectively by establishing a panel of suitable contractors at agreed rates so that engagement can occur as and when required in an efficient and effective manner.

The Colac Otway Shire Trade Services Panel provides a framework that facilitates the procurement of trade services. It provides Council an avenue to quickly and efficiently source services from pre-approved suppliers, reducing the time and cost associated with traditional procurement processes.

The existing contracts that make up the Colac Otway Shire Trade Services have recently expired.

A Request for Tender (RFT) was recently advertised to create new contracts for the Provision of Trade Services Panel for a duration of three years with two times one-year extensions available (to a maximum of five years).

Proponents were able to submit for one, or more, of the seven trades listed including Carpentry, Electrical, General Maintenance, Heating Ventilation and Air Conditioning (HVAC), Locksmiths, Painting and Plumbing.

A Tender Briefing session was held on 17 February 2025 to provide information about the panel contract to interested suppliers, with five businesses represented.

Following an evaluation of the tenders against the tender criteria it is recommended that the Council award contracts to fifteen trade service contractors as outlined in the recommendation. These were the highest ranked in each trade category against criteria including price, capacity and local content. The preferred contractors selected will provide Council with suitable options to support the delivery of minor maintenance, renewal and upgrade and replacement works.

3. RECOMMENDATION

That Council:

1. ***Awards Contract 2508 – Provision of Trade Services, on the basis of a Schedule of Rates, to the following contractors (as listed in the confidential attachment to this report), under the following trades:***
    a. ***Carpentry***
        - ***Tenderer Number 2***
        - ***Tenderer Number 9***
        - ***Tenderer Number 14***
    b. ***Electrical***
        - ***Tenderer Number 3***
        - ***Tenderer Number 4***
        - ***Tenderer Number 7***
        - ***Tenderer Number 11***
        - ***Tenderer Number 14***
    c. ***General Maintenance***
        - ***Tenderer 2***
        - ***Tenderer 9***
        - ***Tenderer 14***
    d. ***Heating Ventilation and Air Conditioning (HVAC)***
        - ***Tenderer 2***
        - ***Tenderer 19***
    e. ***Locksmiths***
        - ***Tenderer 2***
        - ***Tenderer 20***
    f. ***Painting***
        - ***Tenderer 2***
        - ***Tenderer 13***

- ***Tenderer 14***
- ***Tenderer 15***
- ***Tenderer 16***

g. Plumbing

- ***Tenderer 2***
- ***Tenderer 6***
- ***Tenderer 12***
- ***Tenderer 22***

2. ***Authorises the Chief Executive Officer to sign the contracts following award of Contract 2508 – Provision of Trade Services.***
3. ***Authorises the Chief Executive Officer to perform all roles of the Principal.***
4. ***Notes that the successful tenderers and the contract prices will be listed on Council's website promptly after the unsuccessful tenderers are advised of the outcome of the tender process.***

4. KEY INFORMATION

Tender Process
The Request for Tender (RFT) for Contract 2508 – Provision of Trade Services was advertised through the online portal, eProcure. The Public Tender was released on 31 January 2025 with the submission period closing at 2pm Wednesday 12 March 2025. It was also advertised in the Colac Herald and the Apollo Bay News.

At the close of the submission period twenty-two submissions had been lodged via the online portal eProcure and opened by the Senior Procurement and Contracts Officer who audited the evaluation process and confirmed the process was conducted in a fair and proper manner.

The term of the proposed contracts for the Trade Services Panel is for a duration of three years with two times one-year extensions available (to a maximum of five years).

Evaluation Process
The evaluation process was conducted in alignment with Council's Procurement, Quotation, Tendering and Purchasing Procedure. The Request for Tender (RFT) invited submissions across seven trade categories: Carpentry, Electrical, General Maintenance, Heating Ventilation and Cooling (HVAC), Locksmiths, Painting, and Plumbing.

Tenders were evaluated against the following criteria: Price (30%), Capability (30%), Capacity (30%) and Local Content (10%).

Proponents were able to submit for one, or more, of the seven trades listed including Carpentry, Electrical, General Maintenance, Heating Ventilation and Air Conditioning (HVAC), Locksmiths, Painting and Plumbing.

Submissions for Pressure Washing and Pest Control were received under the General Maintenance category, but these services differ from typical maintenance tasks. They were not clearly listed in the original tender, which may have limited supplier participation and market competition. Only one submission was received for each, including these contractors in the process did not meet Council's procurement standards for fairness and competitiveness. A separate procurement process to establish a dedicated panel (or preferred suppliers) for these services may be considered at a later date.

Pricing Criteria – Evaluation Methodology

To ensure a fair and consistent comparison of tender submissions, a standardised quantitative assessment was conducted within each relevant trade category. This approach accounted for likely pricing variations across different trades and ensured that each submission was evaluated in a contextually appropriate and comparable manner. Each contractor's pricing was assessed using a standardised cost model, designed to simulate a typical workload.

This pricing model provided a transparent, consistent, and equitable basis for evaluating cost competitiveness across all submissions within each relevant trade.

A copy of the tender evaluation has been provided as a confidential attachment. Split across seven different trades the top fifteen rated tenderers are recommended to be included on the trade service panel. By including a diverse panel of contractors, Council will have flexibility to handle numerous situations effectively within a Council environment.

5. CONSIDERATIONS

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

The establishment of a Trade Services contractor panel through the current tender process is consistent with the Governance principles by ensuring that Council has the capacity to efficiently and effectively utilise suitably qualified and experienced trade service contractors to support its operational and maintenance services as required. This is particularly important given the challenges in the availability of suitably qualified trades in rural and regional Victoria, the significant fluctuations in workload that occur over time, and the varying nature of projects undertaken.

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

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

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

Utilising a panel of trade service contractors can lead to more efficient use of resources. Contractors with specialised skills and experience can complete projects more quickly and with less waste, potentially reducing the environmental footprint of each project.

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

Not applicable.

Public Transparency (s58 *LGA 2020)*

Council is meeting public transparency principles by undertaking an open tender process to establish a trade services panel.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Healthy and Inclusive Community: Reliable trade services are crucial for maintaining community facilities and infrastructure, which in turn supports the health and wellbeing of residents. This aligns with the Council's commitment to creating a healthy and inclusive community.

Strong Leadership and Management: Implementing a trade services panel demonstrates strong governance and efficient management. It ensures that Council can quickly and effectively respond to maintenance and operational needs, maintaining high service standards.

Financial Management (s101 *Local Government Act 2020)*

There are no financial commitments arising from the establishment of the panel as no work is guaranteed to any of the tenderers. Any engagement of trade service contractors from the appointed panel would be undertaken in accordance with operational and project budgets and service management.

Service Performance (s106 *Local Government Act 2020)*

A panel of diverse and qualified trade service contractors can ensure that services are provided fairly and Council can quickly respond to the varying needs of the community. It ensures that the selection of contractors is based on quality and cost standards and that the council can ensure that the services provided offer good value to the community. This helps in maintaining high standards while managing costs effectively.

Risk Assessment

Ensuring that all contractors on the panel are suitably qualified and experienced helps mitigate risks related to poor workmanship, safety violations, and non-compliance with regulations.

Communication/Implementation

Successful tenderers will be formally notified by a signed letter from the Chief Executive Officer. Notice of the contract award will be published on the Council's website.

Human Rights Charter

No impact.

Officer General or Material Interest

All members of the Tender Evaluation Panel (TEP) have completed and signed Guarantee of Confidentiality and Declaration forms, with no conflicts of interest declared.

Options

Option 1 – Adopt the officer recommendation for award of trade service panel contracts to the specified contractors.

This option is recommended as the tender has been thoroughly evaluated against criteria including price, capacity, capability and local content.

Option 2 – Abandon the RFT process and do not proceed with a trade service panel

This option is not recommended as a panel of diverse and qualified trade service contractors can ensure that services are provided fairly and can quickly respond to the varying needs of the community.

Colac Otway SHIRE

Item: 7.6

Award of Contract 2511 - Infrastructure, Backup and Disaster Recover as a Service (IaaS, BaaS and DRaaS)

OFFICER	Rikk Price
ACTING GENERAL MANAGER	Danny Milincic
DIVISION	Corporate Services
ATTACHMENTS	Nil

1. PURPOSE

To consider the award of Contract 2511 for the provision of Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS).

2. EXECUTIVE SUMMARY

Contract 2511 pertains to the provision of IT Infrastructure, Data Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS).

Council's current technology infrastructure is on-premise and facilitated by the purchasing of physical servers and operating backup drives and a disaster recovery site. The equipment is located in a number sites across council. The existing equipment is well past its replacement date and requires a substantial capital investment to refresh it. The set up exposes Council to a number of risks and vulnerabilities.

This contract enables Council to move to a 'cloud based' service solution which addresses a number of those risks and vulnerabilities.

A request for tender was issued, attracting seven submissions. This report references tenderers by number (e.g. Tenderer 3) based on the order of tender opening, without implying ranking or other considerations.

The recommended tenderer submitted a high-quality submission demonstrating a good understanding of the service requirements and achieved the highest score for both qualitative and quantitative (price) assessment.

The tender covers the provision of the Infrastructure, Backup and Disaster recovery with a tender price of $164,099 (ex GST) per annum. In addition is it recommended that the optional internet connectivity is also accepted at a price of $57,094 (ex GST) per annum.

3. RECOMMENDATION

That Council:

1. ***Award Contract 2511 – Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS) to Tenderer three (as per the confidential attachment to this report) for the amount of $1,105,979 (ex GST) over five years, for the provision of the Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS, DRaaS) at the tendered price of $820,479 and for the optional provision of Internet connectivity at each site for $285,500.***
2. ***Authorises the Chief Executive Officer to sign the contract following award of Contract 2511 – Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS)***
3. ***Authorises the Chief Executive Officer or their delegate to perform all roles of the Principal.***
4. ***Notes that the successful tenderer and contract price will be listed on Council's website promptly after unsuccessful tenderers are advised of the outcome of the tender process.***

4. KEY INFORMATION

Council's current approach to its Information Technology (IT) capabilities involved the purchase and ownership of physical servers and backup drives. Council also operates a separate and mirrored disaster recovery site at Bluewater Leisure Centre (BLWC). The current IT server infrastructure at Council is beyond the replacement date. The current backup system is out of maintenance and support. The Disaster Recovery site at BWLC has issues in relation to the proximity to the production site as well as exposure to humidity and chemical storage.

Councils' current IT infrastructure and arrangements present significant risk, exposure and vulnerabilities that need to be addressed. These risks and vulnerabilities have been identified as part of recent audits and other work reviewing Council's security controls and profile.

In order to address these risks and vulnerabilities, it is proposed to move to a secure cloud-based services and infrastructure. This will enhance several shortcomings that the current approach has including:

- Significantly reducing the risk of equipment failure
- 24/7 management and incident response
- Site security
- Backup power and redundancy

- Divergent feeds for all services (improving resilience)

The cloud-based service will also include enhanced disaster recover infrastructure that will be independent, secure, fully managed and regularly tested by a service provider.

A request for tender was released on to the Municipal Association of Victoria panel which comprises 86 vendors. The tender sought the provision of Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS) over a five-year period.
The tender was released on 10 January 2025 with the submission period closing on 5 March 2025. Council received seven submissions by the closing date. As part of the assessment process, interviews were conducted with shortlisted submitters and reference checks were made with peer councils who were already using services from those providers.

The recommended tenderer provided a high-quality submission demonstrating good value for money, a thorough understanding of the service requirements, previous experience with similar contracts, and the availability of suitable infrastructure and technical resources to undertake and carry out the contract. The tenderer demonstrated that contracts with other Councils had been renewed multiple times and that consistently high standards of service were provided.

The recommended tenderer provided a high level of confidence to the evaluation panel that there would be strong oversight of the provisioning, migration and delivery of all the required services. They presented a well-structured migration plan and a high level of support during the contract period.

The new contract would begin in mid-August 2025 at the completion of proof-of-concept testing through July 2025. The Tender Evaluation Panel (TEP) report is attached as a Confidential Attachment to this report.

The alternative to moving to a cloud strategy would be to continue to invest in, and maintain, on-premise infrastructure. The estimated cost of this approach would be around $2 million across five years.

5. CONSIDERATIONS

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

This report aligns with the overarching governance principles by ensuring decisions are made in accordance with the law, prioritising the best outcomes for the community, and promoting economic and social sustainability.

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

The tender process complies with the *Local Government Act 2020* and Council's Procurement Policy, ensuring legal and policy alignment.

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

Tenderers have been required to submit information demonstrating that they have appropriate environmental and quality management plans and associated systems.

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

The procurement process does not include community engagement. The public will be informed of the outcome of the process upon award of the contract.

Public Transparency (s58 *LGA 2020)*

The contract is being considered in an open Council meeting and the relevant contract details will be published on Council's website upon award of the tender.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 4 – Strong Leadership and Management
Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 *Local Government Act 2020)*

A budget allocation for the move to a cloud-based solution was provided for in the 2024-25 budget. The ongoing amount of $200,000 per annum for IaaS, BaaS and DRaaS is again budgeted for in the 2025–26 budget and $165,000 per year will be budgeted in future years. Budget allocations of $60,000 per annum for Internet connectivity at all the Council sites have been made.

Service Performance (s106 *Local Government Act 2020)*

The provision is IaaS, BaaS and DRaaS will be responsive to needs of Council. The quality and cost standards set by the Council provide good value and the contract includes mechanisms for continuous improvement and flexibility in service delivery. A service desk and account management escalation process for handling issues and complaints about the provision of services will be in place. During implementation and go live, hyper care will be in place and that will revert to standard processes in a period after go live, with regular account management and performance review meetings.

Risk Assessment

The provision of IaaS, BaaS and DRaaS is essential to ensure that Council is able to deliver reliable and secure core systems and services to all customers that are fit for purpose.

The existing Disaster Recovery site has been identified as not fit for purpose and a significant risk to Council due to the close geographic proximity to the primary production site and the environment that it operates in.

Communication/Implementation

The outcome of this contract will be published on the Council's website. Staff will work with the successful vendor to ensure there is a smooth transition at the commencement of the contract to ensure the continuity of IT services. The implementation timeline will include milestone dates for delivery, installation, and go live.

Human Rights Charter

It is considered that in the provision of the services outlined in this report there are no impacts to Human Rights.

Officer General or Material Interest

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

Options

Option 1 – Award Contract 2511 to the recommended tenderer.
It is recommended that Council award Contract 2511 to Tenderer three for the supply of Infrastructure, Backup and Disaster Recovery as a Service (IaaS, BaaS and DRaaS) for a

five-year period. This option ensures provision of reliable and secure core systems. It is financially viable, offering annual payments without requiring a capital investment. Additionally, it leverages the extensive capabilities and positive track record of an experienced provider in supplying IaaS, BaaS and DRaaS for other local governments.

Option 2 – Award Contract 2511 to an alternative tenderer.
This option is not recommended as Tenderer three was assessed as providing both the best service and the lowest price, resulting in the best value for money.

Option 3 – Do not award contract 2511
This option is not recommended by officers as Council would then need to invest in new hardware requiring a substantial capital investment and Council would continue to be exposed to the risks identified.

Item: 7.7

Allocation of Funds - Colac Otway Shire Grants Program 2025-2026

OFFICER	Heidi Taylor
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Recommended - All streams - Grants Program 2025-2026 - Council OCM [**7.7.1** - 4 pages] 2. Guidelines - Colac Otway Shire Grants Program 2025/2026 [**7.7.2** - 27 pages]

1. PURPOSE

To seek Council's endorsement of the recommended grant allocations under the 2025–2026 Colac Otway Shire Grants Program.

2. EXECUTIVE SUMMARY

The 2025–2026 Colac Otway Shire Grants Program has a proposed budget allocation of $311,500, subject to Council's adoption of the 2025–2026 Budget. The program opened for applications on 28 February 2025 and closed on 11 April 2025, following a six-week application period.

A total of 94 applications were received, requesting a combined $416,558 in funding. All applications were assessed against the program's published guidelines and evaluation criteria.

This report recommends that $338,500 be allocated to 73 community organisations, clubs, event organisers, and businesses across the program's three funding streams: Community Grants, Events Grants, and Business Grants.

The recommended projects represent a total community contribution of $2,112,796, demonstrating strong local investment and collaboration. The program was oversubscribed by $105,058, reflecting high demand and community engagement.

To support the program, it is proposed that $22,000 in unspent funds from the 2024–2025 program and $5,000 from the discontinued Garden Awards budget be transferred to the 2025–2026 funding pool, increasing the total available funds to $338,500.

3. RECOMMENDATION

That Council:

1. ***Approves the allocation of $22,000 in returned funds from the 2024–2025 Grants Program to the 2025–2026 Grants Program funding pool.***
2. ***Approves the reallocation of the discontinued Garden Awards budget of $5,000 to the 2025–2026 Grants Program, thereby increasing the ongoing program budget to $316,000 in future years.***
3. ***Endorses the allocation of grants under the 2025–2026 Colac Otway Shire Grants Program – Community Grants stream:***

Item No	***Applicant***	***Project Title***	***Grant Recommended $***
1	Apollo Bay Ocean Rescue Inc.	Safety Equipment	$4,613
2	South Sudanese Community residing in Colac	Colac South Sudanese Community Cultural Activities Program	$8,099
3	Colac Maker's Space	All Fired Up – Electrical Upgrade	$5,000
4	Creative Otways Inc.	Art Fun – Trial Program	$5,000
5	Colac Community Road Safety Council Trading as RoadSafe Otway	Marquees and free community 'safe plate days'	$4,952
6	Parkrun auspice by Rotary Club of Colac	Equipment Kit and Defibrillator to establish Parkrun Lake Colac	$3,500
7	Southern Otway Landcare Network (SOLN)	Reimagining the Barham – Video documentary and art workshops	$8,050
8	Colac & District Adult Riding Club Inc.	Rally & Event Equipment Trailer	$8,000
9	Wye River Separation Creek Community Association	Wye River Water Quality Monitoring Project	$5,812
10	Colac & District Family History Group	Future Proof Collection. Update computer equipment.	$5,536
11	Let's Talk Colac	Mental Health First Aid Training	$5,804
12	Forest Public Reserves Committee	Neighbourhood House Window Safety Upgrade	$7,160
13	Colac Football Netball Club	ALC Stadium Central Reserve Behind Goal Netting	$10,000
14	Gellibrand Community House Inc	Outdoor Seating	$8,500
15	Scouts Vic – 3rd 4th Colac Scout Group	New Shade Gazebos	$5,500
16	South Colac Sports Club	Upgrade Public Seating at Netball Court	$4,031
17	Wye River Surf Lifesaving Club	Painting Clubhouse	$9,786
18	Colac & District Cricket Assoc.	Pitch Covering Project	$8,414

Item No	Applicant	Project Title	Grant Recommended $
19	Colac Riding for the Disabled	Riding and Coaching Carriage Training	$3,500
20	Colac Yacht Club	Refurbish Hansa Boats for Sail-ability Program	$3,779
21	Colac Pony Club	Cross Country Course Upgrade	$3,460
22	Red Rock District Progress Assoc Inc.	Planting, Landscaping and Sign at Cororooke Open Space	$4,720
23	Colac Swimming Club	Colac Annual Swim Meet	$2,000
24	Irrewarra Cricket Club	New Centre Wicket Pitch	$4,456
25	Warncoort Tennis Club	Court Cleaning	$1,085
26	West Warrion Cricket Club	Women's Team Equipment Upgrade	$2,200
27	Western Eagles Football Netball Club	Around Ground Seating	$7,151
28	OCR FM	Production Computer	$733
29	Alvie Football Netball Club	Netball Court Warm Up Court Surface	$6,600
30	Colac Unearthed	Unearthed Bites – Equipment and Floor covering	$10,000
31	Friends of Colac Botanic Gardens	New Website	$5,000
32	Colac Clay Target Shooters (Colac Gun Club)	Update Automated Clay Throwing Traps	$8,890
33	Birregurra Men's Shed Inc	Heating Men's Shed	$3,815
34	Colac Woodcrafters Guild	New Compound Mitre Saw	$700
35	Forrest Horse Riding Club	Garmin GPS device	$550
36	Cake Decorators Assoc of Vic – Colac Branch	Specialist Teaching	$1,152
37	Lions Club of Birregurra & District	Lawn Mower	$7,600
38	Colac Mallet Sports Club Inc.	Upgrade Clubroom Kitchen Appliances	$771
39	Colac Fire Brigade	Restoration of historic Shand Mason	$10,000
40	Birregurra Football & Netball Club	New Kitchen Fryers	$8,541
41	Irrewarra-Beeac Football Netball Club Inc.	Netball Court Seating for Spectators	$1,648
42	Otway Harvest Trail (OHT)	Develop a Business Plan for OHT	$1,500
43	Red Rock Regional Theatre and Gallery	The Big Lift Tree Planting	$4,000
44	Warrowie Recreation Reserve Irrewarra	Kitchen Upgrade of Equipment	$2,673
		Total	**$224,281**

4. ***Endorses the allocation of grants through the 2025-2026 Colac Otway Shire Grants Program – Events Grants stream:***

Item No	Applicant	Event Title	Grant Recommended $
1	Colac Orchid Club	Colac Annual Orchid Show and Sales 2025	$1,500
2	Colac Area Health Foundation	Otways Winter Festival 2025	$4,825
3	Elliminyt Primary School	School Production 2025	$2,500
4	Southern Exposure Eco Adventure Sports	Run Forrest Trail Run 2026	$5,000
5	Colac West Primary School	School Concert 2025	$2,316
6	Birregurra Motor Enthusiasts Club Inc.	Birregurra Motor Show 2026	$5,000
7	Colac City Band Inc.	Colac City Band Carols By Candlelight 2025	$5,000
8	Birregurra Community Group Inc.	Birregurra Community Day 2025	$4,357
9	Rapid Ascent	Otway Odyssey and Great Otway Gravel Grind 2026	$5,000
10	Apollo Bay WORDfest under Apollo Bay Arts Inc.	Apollo Bay WORDfest 2025: Real and Imagined	$5,000
11	Rotary Club of Colac	AKD Otway Trail Run 2026	$5,000
12	Rotary Club of Colac West	Say No to Domestic Violence Awareness Parade	$2,000
13	Colac Chamber of Commerce	Otway Otway Business Awards	$5,000
14	International Management Group of America	Great Ocean Road Running Festival 2026	$5,000
15	Beeac Progress Association	Beeac Community Market Season 2025-2026	$5,000
16	Conservation Ecology Centre	Otways Ecological Research Forum 2025	$4,703
17	Warrnambool Citizens Road Race Committee	Dirty Warrny 2025	$5,000
18	Community Hub Inc.	Colac Otway Volunteer Expo 2026	$2,108
19	Swim Apollo Bay Inc.	Swim Apollo Bay 2026	$5,000
20	Wye to Wongarra Landcare Group Inc	Petticoat Creek Rockpool Ramble	$867
21	Colac Kana Festival Inc.	Colac Kana Festival 2026	$5,000
22	Birregurra Recreation Reserve Committee of Management	The Next Big Gig!	$5,000
23	Colac Truck and Ute Show auspice by Colac Fire Brigade	Colac Truck and Ute Show 2026	$5,000
24	Apollo Bay and Otway District Agricultural Show Society	Apollo Bay and Otway District Agricultural Show 2026	$4,043
		Total	**$99,219**

5. ***Endorses the allocation of grants through the 2025-2026 Colac Otway Shire Grants Program – Business Grants stream:***

Item No	*Applicant*	*Project Title*	*Grant Recommended $*
1	Colac Tenpin Bowl	Bromfield Street Exterior Repaint	$3,000
2	Owner 86 Murray St Colac	Facade Improvement	$3,000
3	Dar-Teta	Facade/Outdoor Dining Improvement	$3,000
4	Forrest MTB Hire	Repair Facade and Verandah	$3,000
5	AK & ME Beale	Cororooke Bakery Facade Improvement	$3,000
		Total	**$15,000**

6. ***Authorises the Chief Executive Officer to redistribute any funds returned from the 2025–2026 Grants Program, with priority given to eligible but unfunded applications as listed in the confidential attachment to this report. Redistribution of funds will be undertaken in accordance with the Colac Otway Shire Grants Program Guidelines.***

4. KEY INFORMATION

The Colac Otway Shire Grants Program provides financial support across three streams: **Community Grants**, **Events Grants**, and **Business Grants**, in accordance with the adopted Grants Program Guidelines. The Community and Events Grants streams require applicants to provide a matching contribution, either in cash and/or in-kind. The Business Grants stream requires a matching cash contribution on a dollar-for-dollar basis.

Application Assessment Process

- **Eligibility Review:** All applications are reviewed against the program guidelines to confirm eligibility, including verification of matching contributions and budget accuracy.
- **Internal Referral:** Eligible applications are referred to relevant Council departments for comment on matters such as statutory requirements, permits, environmental considerations, and risk management.
- **Assessment Panel:** Applications are assessed by a panel comprising senior Council officers from various departments and an independent external member. The panel evaluates each application against the published assessment criteria and may seek clarification from applicants where required.
- **Recommendations:** Based on the assessment outcomes, funding recommendations are presented to Council for consideration and endorsement.

Unallocated or Returned Funds

Occasionally, grant funds are returned due to projects not proceeding. In such cases, and subject to Council resolution, these funds may be redistributed to other eligible projects or carried forward to a future grant round. For example, in 2024–2025, four Events Grants totalling **$22,000** were not expended and are proposed to be reallocated to the 2025–2026 Grants Program.

Applications and Funding Summary

The table below provides a summary of applications received, total funding requested, and recommended allocations across the three grant streams: Community Grants, Events Grants, and Business Grants (Building Façade Improvement).

Stream	App. Received #	Requested $	Nominal Budget (%)		Recommend #	Recommend ($)
			Nominal	Actual		
Community Grants	56	$272,829	60%	66%	44	$224,281
Events Grants	25	$105,089	35%	29%	24	$99,219
Business Grants (Building Facade)	13	$38,640	5%	5%	5	$15,000
Totals	**94**	**$416,558**	**100%**		**73**	**$338,500**

Funding Demand and Cut-Off
A total of 94 applications were received, requesting $416,558 in funding. As the available budget is limited, the program is oversubscribed by $105,058, and not all applications can be recommended for funding.

Applications were assessed and scored against the published criteria and subsequently ranked. Based on available funding, 12 applications requesting a combined total of $41,725 fall below the funding cut-off and are not recommended for support in this round.

Partial funding
Eight applications are recommended for partial funding. Adjustments were made in accordance with the Grants Program Guidelines and based on the following considerations:

- Alignment of the grant amount with eligible expenditure and supporting documentation (e.g. quotes).
- Corrections to budget errors identified during assessment.
- Adjustments to reflect updated maximum grant limits for specific streams.
- Modifications to ensure compliance with the required matching contribution.
- Placement on the funding cut-off line following assessment.

Applications Not Recommended
Nine applications are not recommended for funding based on the following reasons:

- Non-compliance with eligibility criteria.
- Insufficient or missing supporting documentation (e.g. quotes or substantiated costs).
- Application submitted to an incorrect funding stream and withdrawn prior to assessment.

Applicants will be provided with feedback to support future submissions.

5. CONSIDERATIONS

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

The Colac Otway Shire Grants Program supports not-for-profit community organisations and eligible businesses in delivering initiatives that align with Council's strategic objectives and benefit the broader community. The program is designed to ensure equitable access to funding across a diverse range of projects and events, and to support economic and social outcomes within the municipality.

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

Colac Otway Shire Grant Program Guidelines as attached to this report.

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

The Colac Otway Shire Grants Program supports the delivery of environmental and sustainability outcomes by including dedicated criteria for such initiatives within 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.

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 Council Meeting on 24 June 2025, a comprehensive communications plan has been prepared to support the public release of the 2025–2026 Colac Otway Shire Grants Program outcomes.

The communications 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 2025–2026 Colac Otway Shire Grants Program aligns with the strategic objectives outlined in the Council Plan 2021–2025, supporting a broad range of community, environmental, economic, and governance outcomes.

Alignment to Council Plan 2021-2025:
Theme 1 - Strong and Resilient Community
Objective 2: Attract, retain and grow business in our Shire
Objective 3: Key infrastructure investment supports our economy and liveability
Objective 4: Colac Otway Shire is a destination to visit

Theme 2 - Valuing the Natural and Built Environment
Objective 1: We mitigate impacts to people and property arising from climate change

Objective 3: Protect and enhance the natural environment
Objective 5: Provide and maintain an attractive and safe built environment

Theme 3 – Healthy and Inclusive Community
Objective 1: All people have the opportunity to achieve and thrive in our shire
Objective 2: People are active and socially connected through engaging quality spaces and places

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

Financial Management (s101 *Local Government Act 2020)*

The Draft 2025–2026 Colac Otway Shire Budget includes a proposed allocation of **$311,500** for the Grants Program. It is proposed that this be supplemented by:

- **$22,000** in returned funds from the 2024–2025 Grants Program; and
- **$5,000** from the discontinued Garden Awards budget.

This would bring the total available funding pool to **$338,500** for the 2025–2026 program.

The Grants Program continues 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 supports consistent decision-making and reduces reliance on individual officers.

Communication/Implementation

The 2025–2026 Colac Otway Shire Grants Program was promoted extensively throughout the municipality during March and April 2025. 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 1,200 community groups, clubs, and businesses;
- Radio advertising; and
- Two online information sessions to provide an overview of the program and respond to applicant queries.

Individual support was also made available via in-person meetings, email, and phone to assist prospective applicants 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 early July 2025 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 is 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 2025–2026 Colac Otway Shire Grants Program:

- A Council officer declared a general conflict of interest due to a family member's involvement with a sporting club that submitted an application. The officer did not participate in the discussion or assessment of that application.

- An independent assessment panel member declared a general conflict of interest due to a personal association with an organisation that submitted an application. The panel member did not participate in the discussion or assessment of that application.

- A Council officer declared a general conflict of interest due to an extended family member being named in a business grant application. The officer did not participate in the discussion or assessment of that application.

- Mr Ian Seuren, General Manager Community and Economy declared a general conflict of interest due to his involvement with the Colac Football Netball Club, who submitted an application to the 2025-2026 Grants Program. Mr Seuren was not involved in the assessment of applications to the 2025-2026 Grants Program.

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 Program 2025-2026.

This option is recommended as all applications have been assessed 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 2025-2026 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 – Not endorse the recommended allocations for the Grants Program 2025-2026.

This option is not recommended. The Grants Program is included in the Draft 2025–2026 Budget (subject to adoption at the 24 June 2025 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 2025-26

	Organisation	Title	Recommended $
1	Apollo Bay Ocean Rescue Inc.	Safety Equipment - 2 x Defibrillators (AED) and 2 x First Aid kits	$4,613
2	South Sudanese Community residing in Colac	Colac South Sudanese Community Cultural Activities Program	$8,099
3	Colac Maker' Space	All Fired Up - Electrical upgrade to allow for kiln installation	$5,000
4	Creative Otways Inc	Art Fun - Pilot Project - Trial Two Models of Low-Cost Art Programs	$5,000
5	Colac Community Road Safety Council trading as RoadSafe Otway	Marquees and Free Community 'Safe Plate' Days	$4,952
6	Parkrun Australia Ltd auspice by Rotary Club of Colac	Parkrun Lake Colac Start Up Event Equipment & Defibrillator	$3,500
7	Southern Otway Landcare Network	Reimagining the Barham - Video Documentary & Community Art Workshops	$8,050
8	Colac & District Adult Riding Club Inc	Rally & Event Equipment Trailer	$8,000
9	Wye River Separation Creek Community Association	Wye River Water Quality Monitoring Equipment Project	$5,812
10	Colac & District Family History Group Inc	Computers to Future Proof Colac Family History Collection	$5,536
11	Let's Talk Colac	Mental Health First Aid Training	$5,804
12	Forrest Public Reserves Committee	Neighbourhood House Window Safety Upgrade	$7,160
13	Colac Football Netball Club	Behind Goal Netting at ALC Stadium Central Reserve	$10,000
14	Gellibrand Community House Inc	Outdoor Seating for Gellibrand Hall’s New Community Garden	$8,500
15	Scouts Victoria- 3rd 4th Colac Scout Group	New Shade Gazebos	$5,500
16	South Colac Sports Club	Upgrade of Public Seating at South Colac Netball Court	$4,031
17	Wye River Surf Lifesaving Club	Wye River SLSC Clubhouse Painting: Enhancing Infrastructure, Safety, and Connection	$9,786
18	Colac and District Cricket Association	CDCA Pitch Covering Project	$8,414
19	Colac Riding for the Disabled	Riding and Carriage Coaching	$3,500
20	Colac Yacht Club	Refurbishing Hansa Boats for SailAbility Program	$3,779
21	Colac Pony Club	Cross Country Course Jumps Upgrade to Safety Standards	$3,460
22	Red Rock District Progress Assoc Inc	Cororooke Open Space Planting, Landscaping & History Sign Project	$4,720
23	Colac Swimming Club	Colac Annual Swim Meet Event in Colac	$2,000
24	Irrewarra Cricket Club	New Centre Wicket Pitch	$4,456
25	Warncoort tennis Club	Warncoort Tennis Club Court Cleaning	$1,085
26	West Warrion Cricket Club	West Warrion Cricket Club Women's Team Equipment upgrade	$2,200
27	Western Eagles Football & Netball Club	Western Eagles Around the Ground Seating	$7,151
28	OCR FM	Production Computer	$733
29	Alvie Football Netball Club Inc.	Netball Court 'Warm Up' Court Surface	$6,600
30	Colac Unearthed	Unearthed Bites - Equipment & Floor Covering Upgrade 'office/to/class 4 food service conversion'	$10,000
31	Friends of Colac Botanic Gardens	New Website for the Friends of Colac Botanic Gardens	$5,000
32	Colac Clay Target Shooters (Colac Gun Club)	Update Automated Clay Throwing Traps	$8,890
33	Birregurra Men's Shed Incorporated	Heating Men's Shed	$3,815

	Organisation	Title	Recommended $
34	Colac Woodcrafters Guild	New Compound Mitre Saw	$700
35	Forrest Horse Riding Club	Garmin GPS Device	$550
36	Cake Decorators Association of Victoria Colac Branch	Engage Specialist Teachers	$1,152
37	Lions Club of Birregurra and District	Purchase of Lawn Mower	$7,600
38	Colac Mallet Sports Club Inc	Upgrade Clubroom Kitchen Appliances	$771
39	Colac Fire Brigade	Restoration of Historic Shand Mason for Community Display	$10,000
40	Birregurra Football and Netball Club	New Fryers in the Clubroom Kitchen	$8,541
41	Irrewarra-Beeac Football Netball Club Inc.	Netball Court Seating for Spectators	$1,648
42	Otway Harvest Trail	Develop a Business Plan for the Otway Harvest Trail	$1,500
43	Red Rock Regional Theatre And Gallery	The Big Lift' Tree Planting Project at RRRTAG	$4,000
44	Warrowie Recreation Reserve Irrewarra	Kitchen Equipment Upgrade	$2,673
45		**Totals**	**$224,281**
46	Partial Funding		

Recommended - Events Grants 2025/26

	Organisation	Event Title	Recommended $
1	Colac Orchid Club	Colac Annual Orchid Show and Sales 2025	$1,500
2	Colac Area Health Foundation	Otways Winter Festival 2025	$4,825
3	Elliminyt Primary School	Elliminyt Primary School Production 2025	$2,500
4	Southern Exposure Eco Adventure Sports	Run Forrest Trail Run 2026	$5,000
5	Colac West Primary School	Colac West Primary School Concert 2025	$2,316
6	Birregurra Motor Enthusiasts Club Inc	Birregurra Motor Show 2026	$5,000
7	Colac City Band Inc.	Colac City Band Carols by Candlelight 2025	$5,000
8	Birregurra Community Group Inc	Birregurra Community Day 2025	$4,357
9	Rapid Ascent	Otway Odyssey & Great Otway Gravel Grind 2026	$5,000
10	Apollo Bay WORDfest a subgroup of Apollo Bay Arts Inc	Apollo Bay WORDfest 2025: Real & Imagined	$5,000
11	Rotary Club of Colac	AKD Otway Trail Run 2026	$5,000
12	Rotary Club of Colac West	Say No to Domestic Violence Awarness Parade	$2,000
13	Colac Chamber of Commerce	Colac Otway Business Awards	$5,000
14	International Management Group of America	Great Ocean Road Running Festival 2026	$5,000
15	Beeac Progress Association	Beeac Community Market 2025/26 season	$5,000
16	Conservation Ecology Centre	Otways Ecological Research Forum 2025	$4,703
17	Warrnambool Citizens Road Race Committee	Dirty Warrny 2025	$5,000
18	Community Hub Inc	Colac Otway Volunteer Expo 2026	$2,108
19	Swim Apollo Bay	Swim Apollo Bay 2026	$5,000
20	Wye to Wongarra Landcare Group Inc	Petticoat Creek Guided Rockpool Ramble	$867
21	Colac Kana Festival Inc	Colac Kana Festival Inc 2026	$5,000
22	Birregurra Recreation Reserve Committee of Management	The next Big Gig! Rec Reserve Facilities Upgrade Fundraising event	$5,000
23	Colac Fire Brigade	Colac Truck & Ute Show 2026	$5,000
24	Apollo Bay & Otway District Agricultural Show Society	Apollo Bay & Otway District Agricultural Show 2026	$4,043
25			**$99,219**
26	Partial Funding		

Recommended - Business Grants 2025-2026

	Organisation	Project Title	Recommended $
1	Colac Tenpin Bowl	Colac Tenpin Bowl Bromfield Street Exterior Repaint	$3,000
2	Owner 86 Murray Street Colac	Facade Improvements	$3,000
3	Dar Teta	Facade / Outdoor Dining Improvement	$3,000
4	Forrest MTB Hire	Repair facade and verandah	$3,000
5	AK & ME Beale	Cororooke Bakery Façade improvements	$3,000
6			**$15,000**

GRANTS PROGRAM 2025/26

Guidelines

Colac Otway Shire Grants Program

Colac Otway SHIRE

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Acknowledgement

Colac Otway Shire Council proudly acknowledges the Gulidjan and Gadubanud peoples, past, present and emerging, as the traditional custodians of the Colac Otway region.

1. Objective

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

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

2. Funding Streams

Colac Otway Shire Grants Program offers three funding streams:

Funding Stream	Grant Name	Grant Details	Amount
Community Grants	**Community Grants**	Assist community groups to fund a broad range of community development projects, services, activities, equipment or new initiatives across Colac Otway Shire. These may address the following: • Environment • Arts & culture • Sport & recreation • Health & wellbeing, access, equity & Inclusive • Strategic Planning & Training • Community placemaking, Streetscape, Open Space infrastructure • Equipment • Facility upgrades	$10,000 max $500 minimum
Events Grants	**Community Events**	• Established community events • New one-off or start-up event	$5,000 max $2,000 max $500 minimum
	Tourism Events	Established tourism event • Major community organised • Commercial event organiser • New event held by experienced major event organiser	$10,000 max $ 5,000 max $ 5,000 max $500 minimum
	COPACC Hire Assistance	50% standard room hire for eligible schools within Colac Otway Shire.	$5,000 max $500 minimum
Business Grants	**Building Façade Improvement Grant**	Façade improvements may include: • External Painting • Replace signage in poor condition • Replace hoardings • Cleaning the façade • Minor repairs, maintenance or reinstatement of missing elements • Minor repairs to existing façade tile or stone accents • Minor repairs to structural façade elements and awnings • New, repairs and replacements of verandah	$3,000 max $500 minimum

3. Align with the Council Plan 2021-2025

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

THEME 1 – STRONG & RESILIENT ECONOMY

- Key infrastructure investment supports our economy and liveability.

THEME 2 – VALUING THE NATURAL & BUILT ENVIRONMENT

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

THEME 3 – HEALTHY & INCLUSIVE COMMUNITY

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

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

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

5. To Apply

Funding round	Applications open	Applications close
2025-2026 financial year	**28 February 2025 at 9.00am**	**11 April 2025 at 5.00pm**

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

Prepare early for your application.

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

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

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

Receipt of Application acknowledged
A Smartygrants acknowledgement email will be sent when your application has been submitted. Check that emails delivered from 'noreply@smartygrants.com.au' are not blocked or directed to your junk/spam folder.

6. Timelines

Applications open: 28 February 2025

Applications close: 11 April 2025

Notification of outcome: Late June/early July 2025

Funding agreements signed: July 2025

Projects commence: July 2025 onwards

Grants Presentation Ceremony: July 2025

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

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

7. Application Process

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

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

8. Budget

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

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

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

The budget income and expenditure totals must balance.

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

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

Eligible for In-kind contribution:

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

Ineligible for In-Kind contribution:

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

An in-kind contribution will be:

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

In-kind contributions received

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

9. Funding Details

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

- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- **If you (or Auspice) are registered for GST**, you should not include GST in the budget expenses. Where applicable, Colac Otway Shire will pay the grant amount plus GST. A Tax Invoice must be provided to Colac Otway Shire. The budget provided in your application should be exclusive of GST.

  For example, if Contractors have quoted $9,900 including GST, then you will request $9,000 only.
- **If you (or Auspice) are not registered for GST,** ensure that the budget provided in your application covers the total cost of your expenses including GST where applicable (Eg include the impact of any GST on your purchase).

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

  For example, if contractors have quoted $9,900 including GST, then request the full $9,900.
- For grants above $5,000, payments will be made in two instalments:
  - 90% paid upfront on signing the Agreement or when specific funding conditions have been met. Specific funding conditions may apply to your project or event, and these must be met prior to the release of the grant funds.
  - 10% paid upon satisfactory completion of the acquittal report.

10. Acknowledging Council's support and promoting success

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

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

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

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

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

11. Acquittal

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

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

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

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

12. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au 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

13. Contact us

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

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

Community Grants

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

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

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

14.1 Who can apply?	
Applicant organisation located within the Colac Otway Shire boundary	✓

Any of the following applicant organisations:
• **Community Group**
  ○ Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary & Community Groups have the following characteristics:
  ○ *Organised.* A voluntary and community group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'.
  ○ *Self-governing and independent* from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.
  ○ *Not for Profit.* No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.
  ○ *Voluntary*. Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.
  ○ *Public/community benefit*. The group will carry out activities which benefit a particulate group of people within the community.
• **Community Asset Committee** established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall committee
• **Not-for-profit, non-government** organisation.
	✓

Incorporated Organisations. If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice's consent letter in the application.	✓
Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.	✓

14.2 Who cannot apply?	

• Individuals
• Businesses
• Event organisers
• Schools or Parents & Friends or similar groups affiliated with schools
• Churches or other religious organisations
• Non-incorporated groups who do not have an Auspice
• Elected members (Councillors), Council employees (staff)
Note: Guidance and advice for grant applicants is available through Council's Grants Officer.
• Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):
  ○ 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. Contact Council's Grants Officer if you need to check.	✗

14.3 What may be funded?	
Environmental projects – natural or built	✓
Energy Audits Type 1 for community facilities	✓
Arts & cultural projects	✓
Sport & recreation programs & projects	✓
Community programs and projects that encourage physical activity, health and wellbeing, improve equity, access and inclusion	✓
Strategic Planning activities e.g. master plans, feasibility plans, action plans or business plans for: • Community Asset Committees of Council facilities/land/infrastructure • Other not-for-profit organisations on land /assets which are not owned or managed by Council, Government or other Authority may be considered.	✓
Workshops, training, specialist skills programs, education or coaching courses for officials, administrators or general community members.	✓
Community infrastructure - Place making, streetscape and open space	✓
Equipment purchases that enhance the facility, are designed to remain part of a facility or which provide general benefit to the applicant organisation.	✓

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

Information you will need to provide as part of your application

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

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

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

14.5 Assessment Criteria – Community Grants

Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community and alignment to Council Plan objectives? (Weighting 50%)
In your response, please describe:

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

Assessment Criteria 2 – Why is this project needed? (Weighting 20%)
In your response, please describe:

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

Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)
Applications must clearly demonstrate the capacity of the applicant to deliver the project.
In your response, please describe:

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

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

Assessment Criteria 4 – Who is involved? (Weighting 15%)
In your response, please describe:

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

Events
Grants

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

Events can include but are not limited to:

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

15.1 Community Events

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

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

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

15.2 Tourism Events

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

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

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

15.3 Who can apply?	
Event Organiser definition - any individual, community group or entity who undertakes the planning, control, management and/or implementation of an event.	✓
Community groups/Clubs/Not-for-profit organisations based within Colac Otway Shire are eligible to apply for a Community Events grant, which may include COPACC venue hire.	✓
Applicant organisation must be one of the following: • **Community Group** Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary & Community Groups have the following characteristics:	✓

Organised. A voluntary and community group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'. *Self-governing and independent* from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee. *Not for Profit.* No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group. *Voluntary*. Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities. *Public/community benefit*. The group will carry out activities which benefit a particulate group of people within the community. • **Community Asset Committee** established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall Committee • **Not- for-profit, non-government** organisations • **Commercial Event Organiser** who is a legal business entity holding an event with **substantial** community benefit in the Colac Otway Shire.	✓
Must be incorporated (except for Commercial Event Organiser legal business entity) If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice's consent letter in the application.	✓
Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.	✓
Primary/Secondary Schools based within Colac Otway Shire are eligible to apply for COPACC Hire Assistance only. Schools may apply for venue hire at their local Hall for annual school production performance if not feasible to attend COPACC.	✓

15.4 Who cannot apply?	
• Elected members (Councillors), Council employees (staff) • Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): o any illegal activity o any activity not in accordance with relevant legislation; permitting; regulations etc o tobacco o offensive or sexually explicit material o discrimination on the grounds of race, gender or religion o activities violating human rights o political parties o gambling	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗

15.5 What may be funded?	
Community Events that benefit Colac Otway Shire's residents and businesses and have a strong community focus.	✓
Tourism Events that attract significant numbers of out of area visitors, with major branding/ promotional opportunities for the host town & Colac Otway Shire.	✓
Performing arts and cultural activities/events at COPACC	✓
Hire of entertainers & performers	✓
Traffic management plans and personnel for the event	✓
Promotional material for the event	✓
Event infrastructure and equipment hire costs (e.g. sound equipment, lighting, staging, portable toilets, fencing etc.). Use of local suppliers is encouraged	✓
Events that are inclusive and embrace, celebrate and promote diversity to connect our community.	✓
Commercial events subject to **substantial** community benefit in the Colac Otway Shire	✓
Events must include: • Environmentally sustainable initiatives to restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water. • Waste management plans that demonstrate a level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling) • Consideration of the environmental impact on the site selected. Events that include environmental waste initiatives to address waste reduction will be prioritised in the assessment stage.	✓
Hire of Council's Events Trailer	✓
Venue Hire	✓
15.6 What may not be funded?	
Applications received after the closing date/time will not be considered	✗
Requests for retrospective funding. The event expenditure cannot have occurred prior to signing the funding agreement.	✗
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including administration, staffing costs, insurances and permits.)	✗
Public Liability or other Insurance	✗
Events conducted completely outside of the Colac Otway Shire boundary	✗
Fundraising Events Events that are held primarily for the purpose of fundraising with the majority of profit generated distributed to a third-party organisation, agency or charity and that provide limited direct benefits to Colac Otway Shire residents/visitors, are not eligible for grant funding. Applications may be considered where fundraising is a secondary purpose and the proposed event: • will attract substantial local/visitor attendance, • provides direct benefit to Colac Otway Shire residents and • aligns with the Council Plan.	✗

A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding	✗
Event management costs	✗
Events held outside of the funding (financial year) period	✗
• Weddings • Private / Family events • Events do not open to the general public • Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers	✗
COPACC Hire Assistance does not include: • Additional Cleaning fee • Box office fees • Security • Catering • Piano Tuning • Additional Labour charges • Specialised lighting	✗
Events which are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2021-2025	✗
Contingency costs	✗
Purchase of alcohol	✗
Activities and events held in a licensed gaming venue	✗
Food & drink is not usually eligible, however, it may be considered for funding if demonstrated to be integral to the delivery of a project.	✗

Information you will need to provide as part of your application

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

15.7 Assessment Criteria - Community Events

Assessment Criteria 1 – Social opportunities (Weighting 50%)
Detail the community benefits provided by the event – short and long-term including:
In your response, please describe:

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

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

Assessment Criteria 2 - Environmental Sustainability (Weighting 20%)
In your response, please describe:

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

Assessment Criteria 3 – Event delivery (Weighting 15%)
Application must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

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

  If you are unsure what permits and other approvals your event may require, please contact Council's Events Officer on 5232 9400 or inq@colacotway.vic.gov.au to discuss your event. Approvals required may include any of the following:

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

Assessment Criteria 4 – Economic return and who is involved (Weighting 15%)
In your response, please describe:

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

15.8 Assessment Criteria - Tourism Events

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

Describe how the event will stimulate the economy including:

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

Assessment Criteria 2 - Social opportunities (Weighting 25%)
Detail the community benefits provided by the event – short and long-term including:

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

Assessment Criteria 3 - Environmental sustainability (Weighting 20%)

Does the event plan for and contribute to:

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

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

Assessment Criteria 4 – Event delivery? (Weighting 15%)
Must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

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

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

Business Grants

Council supports local businesses through Business Grants.

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

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

16.1 Building Façade Improvement Program

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

16.1.1 Who can apply?	
Businesses located in the commercial area of towns within the Colac Otway Shire	✓
Business must have street frontage	✓
Building owner or Lessee/Business owner	✓
16.1.2 Who cannot apply?	
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisation (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): • 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. Contact the Grants Officer if you need to check.	✗

16.1.3 What may be funded?	
Commercial building façade improvements may include: • Exterior painting of retail business building façade • Cleaning the existing façade • Removal or replacement of redundant signage, air conditioning units and hoardings • Replacement of signage in disrepair • Minor repairs, maintenance or reinstatement of missing elements • Minor repairs to existing façade tile or stone accents • Minor repairs to structural façade elements and awnings	✓

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

Information you will need to provide as part of your application

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

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

16.1.5 Assessment Criteria - Building Façade Improvement

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

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

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

Assessment Criteria 2 – Economic Return (Weighting 10%)

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

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

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

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

Item: 7.8

Lease of Council facilities for the provision of Kindergarten Services

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

1. PURPOSE

To seek Council's endorsement to undertake an Expression of Interest process for the provision of Kindergarten services through the lease/licence of three Council-owned sites and the sub-lease of the Apollo Bay Kindergarten on School Site (KOSS).

2. EXECUTIVE SUMMARY

Council currently supports the delivery of kindergarten services through four sites, as follows:

- Wydinia Kindergarten (Council owned)
- Winifred Nance Kindergarten (Council owned)
- Colac East Kindergarten (Council owned)
- Apollo Bay Kindergarten (Kindergarten on school site where Council leases the site from the Department of Education)

Kindergarten services in Colac through Council-owned sites are currently delivered by Meli via an existing 10-year agreement which expires in 2026, whilst the Apollo Bay service is delivered by One Tree Community Services, and that agreement is also expiring in 2026.

Council will need to undertake an open and transparent process for the future provision of kindergarten services through its facilities. To pursue this, Council support is sought to lease out the facilities for the delivery of kindergarten services and release an Expression of Interest in mid-2025 seeking service providers from 2027 onwards.

3. RECOMMENDATION

That Council:

1. ***Endorses the use of the following Council properties to deliver Kindergarten and Early Years Services by an Early Years Management organisation/s through a lease/licence agreement:***
    a. ***1 Polwarth Street, Colac***
    b. ***5 Gilmartin Street, Colac***
    c. ***19 Dunoon Street, Colac***
2. ***Endorses the use of the property leased by Council at the Apollo Bay P-12 College to deliver Kindergarten and Early Years Services by an Early Years Management organisation through a sub-lease/licence agreement.***
3. ***Endorses the release of an Expression of Interest for the lease/licence of properties listed in points 1 and 2 inclusive of the following key terms:***
    a. ***Commencement to be the start of the 2027 calendar year.***
    b. ***Lease period to be three years with an option for an additional two-year period at the discretion of Council.***
    c. ***Tenant to be responsible for all outgoings including utilities, rates and charges.***
    d. ***Tenant to be responsible for all cleaning of the facilities.***
    e. ***Tenant to hold $20 million public liability insurance.***
4. ***Notes that the Expression of Interest will be a competitive process soliciting each submitter to propose a rent that they are prepared to pay for use of the facilities.***
5. ***Authorises officers to evaluate submissions to the Expression of Interest and enter negotiations with preferred proponent/s before presenting final leases to Council for approval in accordance with the provisions of the Local Government Act 2020.***

4. KEY INFORMATION

Council currently supports the delivery of kindergarten services through four sites, as follows:

- Wydinia Kindergarten (Council owned)
- Winifred Nance Kindergarten (Council owned)
- Colac East Kindergarten (Council owned)
- Apollo Bay Kindergarten at the Apollo Bay P-12 College site (Kindergarten on school site where Council is leasing the site from the Department of Education)

Kindergarten services in Colac through Council-owned sites are currently delivered by Meli via an existing 10-year agreement which expires in 2026, whilst the Apollo Bay service is delivered by One Tree Community Services, and that agreement is also expiring in 2026.

Council will need to undertake a process to secure a service provider for the Council owned/managed sites to continue to deliver kindergarten services. To pursue this, Council will need to resolve to lease out the facilities for the delivery of kindergarten services and release an Expression of Interest publicly in mid-2025 seeking service providers from 2027 onwards.

Council has historically made the three sites in Colac available for the delivery of Kindergarten and Early Years services to the community, through different mechanisms.

The original agreements for the Colac sites were with Barwon Child Youth & Family (BCYF), which transitioned across to Meli Kindergarten in 2023 due to the merger of BCYF and Bethany for the provision of services for the remainder of the lease agreement, which concludes in 2026. The Apollo Bay Kindergarten agreement with One Tree Community Services was signed in 2022 and also concludes in 2026.

All four service agreements are concluding, and new agreements will need to be established with providers for the continuation of services from 2027 onwards. Early Years Managers (EYMs) must announce admissions into kindergartens well in advance and it is necessary for Council to decide on preferred candidates and have agreements in place by the end of 2025.

Kindergarten Infrastructure and Services Plan

In mid 2022, the Victorian Government announced new early year's policy reform which included an increase in four-year-old kindergarten provision from 15 to 30 hours per week starting from 2025 in selected locations. This was accompanied by commitments for further investment in kindergarten infrastructure. Colac Otway Shire is listed to transition to offer between 16 to 25 hours of four-year-old kindergarten hours from 2027. Aboriginal children can access up to 30 hours of four-year-old kindergarten anywhere in Victoria from 2026, as well as other children categorised as vulnerable.

In May 2023, the Department of Education and Training (DET) provided a grant of $42,000 to Council to assist with the update of the Colac Otway Shire's (COS) Kindergarten Infrastructure and Services Plan (KISP). The purpose of updating the KISP was to understand whether the shire's existing kindergarten infrastructure has the physical capacity to accommodate a doubling of four-year-old kindergarten provision from 15 hours a week to 30 (known as pre-prep).

Council engaged the services of Sociologic, a company that specialises in community infrastructure planning. Sociologic has engaged with internal and external stakeholders of Council to ascertain the capacity of Colac Otway Shire's infrastructure to provide 3-year-old and 4-year-old children a place to participate in a kindergarten program against the population forecast outlined by Council's 2050 Growth Plan. This has also included the analysis of growth areas in the Shire, to identify any unmet demand that may be encountered in future, given the existing numbers of early years' service sites across the shire and their ability to provide funded kindergarten programs.

Sociologic conducted a fit for purpose analysis of all early year's infrastructure owned by Council, community, and private sector, across Colac Otway Shire to determine if current infrastructure could meet the needs of the community based on the increase in hours of funded kindergarten that would be offered to the community up to 2039. The analysis has

highlighted some deficits within the sectors' infrastructure, particularly in Council owned facilities that will need to be addressed over the course of the reform if the sector is going to meet its capacity targets.

A key issue is that Wydinia Kindergarten is becoming no longer fit for purpose due to aging infrastructure, land restrictions that limit redevelopment or expansion, and the inability to offer
additional kindergarten places as demanded by the reforms. Wydinia will need to be assessed for replacement on another site in consultation with the Department of Education and the Victorian School Building Authority (VSBA). Winifred Nance will also have limited capacity and will require uplift in the future to remain viable.

Based on the challenges associated with the medium-term provision of services through the Wydinia Kindergarten, and to a lesser extent Winifred Nance Kindergarten, it is recommended that the EOI includes a tenure for the facilities is for a period of three years with an option for a further two years.

5. CONSIDERATIONS

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

This approach aligns with the overarching governance principles as it ensures that important community services are delivered adequately with consideration given to the long-term benefit of the community.

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

Retail Leases Act 2003
Residential Tenancies Act 1987
Local Government Act 2020
Local Government (General) Regulations 2021

13.7 Asset Management Policy
12.1 Reserves Maintenance and Development Policy
4.2 Property Leasing and Licensing Policy

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

The Expression of Interest documentation outlines Council's commitment to reducing its environmental impacts and operating in a socially, financially, and environmentally responsible manner.

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

A Communication Plan will be developed to inform all stakeholders of the Expression of Interest process and any outcomes. This will involve stakeholders such as but not limited to:

- Meli Kindergarten as the current holder of the lease for the Colac Kindergarten sites.
- One Tree Community Services as the current holder of the sub-lease agreement for the Apollo Bay Kindergarten site.
- Participants of kindergarten programs at each of the kindergarten facilities such as Parents and Guardians.
- User groups who sub-lease or hire portions of the kindergarten faculties such as Supported Playgroup at Wydinia Kinder, MCH at Colac East Kindergarten and Apollo

Bay Kindergarten and any hirers of designated hiring spaces at Apollo Bay Kindergarten & MCH community spaces.
- Potential candidates of the EOI process.
- Council.
- Broader community.

Public Transparency (s58 *LGA 2020)*

The Expression of Interest process will be facilitated through eProcure to allow for transparency and a fair and equitable process.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 3 – Healthy and Inclusive Community
Objective 1: All people have the opportunity to achieve and thrive in our shire
Objective 2: People are active and socially connected through engaging quality spaces and places
Objective 3: We are a safe, equitable and inclusive community

The aim of this EOI process is to make sure that the children within our community receive the best possible start to their early education journey by engaging with Early Years Management Services to provide high quality and child focused kindergarten programs.

Financial Management (s101 *Local Government Act 2020)*

The EOI process is expected to clarify for Council on its ongoing financial obligations in relation to the delivery of kindergarten services through the Council owned and managed sites. The competitive process which will seek a response from submitters about a rental amount that they are prepared to pay, is anticipated to generate some level of revenue for Council.

Service Performance (s106 *Local Government Act 2020)*

All early years services provided through Council owned and managed facilities are based on transparent decisions made by Council based on its policies. The services are provided in an equitable manner and in accordance with Victorian Government principles for the delivery of early years kindergarten services.

Risk Assessment

Wydinia Kindergarten is becoming no longer fit for purpose due to aging infrastructure, land restrictions that limit redevelopment or expansion, and the inability to offer additional kindergarten places as demanded by the Victorian Government reforms. Wydinia will need to be assessed for replacement on another site in consultation with the Department of Education and the Victorian School Building Authority (VSBA). Winifred Nance will also have limited capacity and will potentially require uplift in the future to remain viable.

Communication/Implementation

The EOI process will be publicly announced and managed through Council's eProcure system.

Following the assessment of submissions, a report will be presented to Council to award leases/licences to an EYM.

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 – Support the release of an Expression of Interest seeking a proponent to deliver kindergarten services through the Council owned and managed facilities until 2029.

This option is recommended as there is increasing ongoing demand for kindergarten services in the Shire and the Council facilities are vital to maintain the delivery. Kindergarten services at Council owned/operated facilities have been successfully delivered by an external provider for many years and it is recommended that this approach continues.

Option 2 – Do not support an Expression of Interest process for the future delivery of kindergarten services.

This option is not recommended as discontinuation of any service is expected to have immediate and significant negative impact to the community. Alternatively, Council may then have to deliver kindergarten services in-house which it is not currently equipped to do.

Item: 7.9

Expression of Interest - Future Management of COPACC

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

1. PURPOSE

To seek Council's support to release an Expression of Interest (EOI) for the lease of the Colac Otway Performing Arts and Cultural Centre (COPACC).

The aim is to test the market for a high-quality entertainment provider, enhance the centre's utilisation and financial sustainability, and ensure equitable access for the community.

2. EXECUTIVE SUMMARY

The Colac Otway Shire Council is the registered proprietor of the Colac Otway Performing Arts and Cultural Centre (COPACC), a key community asset that includes a 350-seat auditorium used for both performing arts and cinema, as well as a separate, dedicated cinema space. Since COPACC's opening in 2000, Council has leased the cinema operations to a private operator.

In early 2025, Council conducted an Expression of Interest (EOI) process focused solely on the provision of cinema services. After reviewing the submissions received, Council resolved not to proceed with any of the proposals and formally concluded that EOI process.

Council is now considering the broader future management of COPACC, including the delivery of cinema services and performing arts programming. As part of this process, it is recommended that Council test market interest in alternative operating models that could enhance the centre's utilisation, improve financial sustainability, and continue to support equitable community access.

3. RECOMMENDATION

That Council:

1. ***Endorses the release of an Expression of Interest for the lease of the Colac Otway Performing Arts and Cultural Centre inclusive of the following key terms:***
    - ***The tenant must provide a diverse and high-quality entertainment offering for the public including cinema and performing arts events and activities.***
    - ***Council will have exclusive access to the two meeting rooms once a week for a full day, and additionally, once a month for an extra full day.***
    - ***Community groups and local businesses must be given reasonable and impartial opportunities to use the facilities.***
    - ***Submissions must clearly demonstrate financial benefits to the Council.***
    - ***The lease period to be at least five years.***
    - ***Tenant to be responsible for all outgoings.***
    - ***Tenant to be responsible for cleaning of the facility.***
    - ***Tenant to hold $20 million public liability insurance.***
2. ***Notes that Council will consider proposals that request alterations to the key terms proposed in the Expression of Interest document.***
3. ***Authorises officers to evaluate submissions to the Expression of Interest and enter negotiations with preferred proponent/s before presenting a final lease to Council for approval in accordance with the provisions of the Local Government Act 2020.***

4. KEY INFORMATION

Purpose of the EOI

The purpose of the EOI will be to explore market interest in leasing the entire COPACC facility to a third-party operator who is capable of delivering a high-quality, diverse entertainment offering that meets the needs and expectations of the Colac Otway community.

Current Operations and Facilities of COPACC

COPACC currently includes the following facilities:

- **Auditorium:** The centre features an auditorium with over 340 seats, suitable for large performances and events. The auditorium also provides for cinema.
- **Cinema:** There is a cinema with approximately 120 seats, providing a venue for film screenings and related activities.

- **Meeting Rooms:** COPACC includes multiple meeting rooms that can be used for various community and business functions.
- **Civic Hall:** The Civic Hall is a versatile space that can accommodate a wide range of events, including performing arts, community gatherings and business conferences.
- **Candy Bar:** The centre includes a candy bar, which provides refreshments for both cinema and performing arts patrons.
- **Commercial Kitchen:** A commercial kitchen is available, supporting catering for events and functions.
- **Common Areas:** Various common areas are available for informal gatherings and social interactions.
- **Office Space/Toilets/Amenities**

Council is currently responsible for the overall management of the centre including delivery of the performing arts program, hiring of facilities and the servicing of external hirers.

COPACC currently operates with its cinema services leased to a third party. The existing lease for these cinema services has been extended and is set to expire in May 2026.

It is recommended that Council seek interest from the market for the management of all services associated with COPACC including performing arts, external hiring and cinema.

Note: This History Centre is subject to a separate lease and therefore, would not be included in the offering as part of the EOI.

Objectives and Key Terms

The objectives and key terms of the proposed EOI would include:

- **Entertainment Offering:** The lessee must provide a high-quality entertainment offering for the community including cinema and performing arts events and activities.
- **Council Access:**
    a. Full access to the two meeting rooms once a week for the entire day.
    b. Additional access once a month for the entire day.
- **Community Access:** Community groups and local businesses must be given reasonable and impartial opportunities to use the facilities.
- **Financial Benefits:** Submissions must demonstrate clear financial benefits to the Council.
- **Lease Period:** The lease must be for a minimum period of five years.
- **Tenant to:**
    - Pay all outgoings.
    - Be responsible for cleaning of the facility.
    - Hold $20 million public liability insurance.

Through the EOI process, Council seeks to identify a qualified proponent capable of effectively managing COPACC and delivering high-quality services that meet the needs of our community. Ideal proponents will possess strong industry expertise and demonstrate the capacity to provide a diverse and engaging entertainment program, encompassing both performing arts and cinema.

It will be important to seek submissions that ensure that the facilities will be provided in a manner that ensures fairness and inclusivity for all community groups and local businesses.

It should be noted that undertaking an EOI process does not commit Council to any future arrangement. If no suitable interest is received, Council has the option of determining an alternative management model for components of the service.

5. CONSIDERATIONS

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

Seeking EOI's for the management of COPACC aligns with the overarching governance principles as it seeks to provide important services through a partnership arrangement and in a more financially sustainable way. This approach is based on seeking innovative submissions and continuing to improve on how services are delivered.

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

This proposal aligns with the *Local Government Act* 2020 and Council's Property Leasing Policy. S115 of the *Local Government Act* 2020 provides Councils with the power to lease land.

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

Not applicable

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

The provision of arts and cultural activities continues to remain important to our community. This has been recently identified through the Council Plan community engagement process, which has reiterated the importance of these services to our community.

Public Transparency (s58 *LGA 2020)*

The proposal addresses the following public transparency principles:

1. Transparent Decision-Making:
    a. Council decision-making processes will be transparent, except when dealing with confidential information as defined by law.
2. Public Availability of Information:
    a. Information related to the EOI process will be made publicly available unless it is confidential or contrary to the public interest.
3. Understandable and Accessible Information:
    a. Council information will be presented in a manner that is understandable and accessible to all members of the municipal community.
4. Facilitating Public Awareness:
    a. Efforts will be made to ensure the public is aware of the availability of Council information.

These principles ensure that the EOI process for leasing COPACC is conducted openly and transparently, fostering trust and engagement within the community.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 3 – Healthy and Inclusive Community
Objective 2: People are active and socially connected through engaging quality spaces and places

The proposal to seek EOI's for the lease COPACC aligns with the Council Plan 2021-2025 by:

- Promoting Social Connectivity: Continuing to provide a high-quality entertainment offering that encourages community gatherings and social interactions.
- Enhancing Community Spaces: Ensuring COPACC remains a vibrant and accessible venue for various community activities.
- Supporting Active Lifestyles: Offering diverse programs and events that engage residents and promote active participation.

Financial Management (s101 *Local Government Act 2020)*

Like many Council services, the COPACC service is subsidised by Council. An objective of the EOI process is to seek submissions that demonstrate clear financial benefits to the Council.

Service Performance (s106 *Local Government Act 2020)*

The EOI process would seek submissions from third party operators to provide a required service to our community including the provision of performing arts events and activities and cinema services.

Proposals would need to address the following service performance principles:

- Equitable Services: Services to be provided in an equitable manner, responsive to the diverse needs of the municipal community.
- Accessibility: Services will be accessible to all members of the municipal community for whom they are intended.
- Quality and Value: Services will meet quality and cost standards, ensuring good value for the community.
- Continuous Improvement: The Council will seek to continuously improve service delivery based on performance monitoring.
- Complaint Handling: Service delivery will include a fair and effective process for considering and responding to complaints.

The EOI process will ensure that the lessee provides services that meet these principles. Regular monitoring and feedback mechanisms would be established to ensure continuous improvement and responsiveness to community needs.

Risk Assessment

The following risks have been identified when considering an EOI process:

1. Financial Risk:
    a. Potential for insufficient financial benefits from the lease agreement.
    b. Mitigation: Conduct thorough financial analysis and due diligence on potential lessees.
2. Operational Risk:
    a. Disruption to current operations during the transition period.
    b. Mitigation: Develop a detailed transition plan to minimise disruptions.
3. Community Impact:
    a. Possible negative feedback from the community if access to facilities is perceived as limited.
    b. Mitigation: Ensure clear communication and maintain equitable access for community groups.
4. Legal and Compliance Risk:
    a. Risk of non-compliance with relevant laws and regulations.
    b. Mitigation: Regular legal reviews and compliance checks.

5. Market Risk:
    a. Lack of interest from potential lessees.
    b. Mitigation: Extend the EOI period and actively market the opportunity.

Communication/Implementation

A communication plan will be important to adequately seek interest from the market.

Internal Communication:

- Staff Briefings: Regular briefings to ensure staff are informed about the EOI process.
- Council Updates: Provide updates to Councillors on the progress and key milestones of the EOI process.

External Communication:

- Marketing of the EOI opportunity: Promote the EOI and issue public announcements through local media, the Council website, and social media to inform the community about the EOI.
- Stakeholder Engagement: Engage with key stakeholders, including community groups and local businesses, to gather input and keep them informed.

Implementation Timeline:

1. Finalise the EOI document and communication plan.
2. Issue the EOI and begin the public announcement campaign, ensuring suitable marketing of the opportunity.
3. Evaluate the submissions and shortlist potential lessees.
4. Make a final decision based on the financial and community benefits offered by the proposals.

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 – Release an Expression of Interest seeking submissions from third party providers for the management of COPACC.

This option is recommended. An EOI would seek market interest in managing COPACC, potentially enhancing utilisation and financial sustainability, while ensuring high-quality entertainment and equitable community access.

Option 2 – Release an Expression of Interest seeking submissions from third party providers for the management of COPACC with amendments to the key terms.

Council could amend the key terms proposed by officers in the EOI. The key terms identified in the officer recommendation is seen to adequately cover the key objectives outlined in the EOI for the potential management of COPACC.

Option 3 – Do not seek Expressions of Interest for the management of COPACC.

If this option is taken, it could result in missed opportunities for better utilisation and financial benefits, impacting community services. Council could though determine an alternative management model such as the in-house management of all services related to COPACC.

Colac Otway
SHIRE

Item: 7.10

Adoption - Asset Accounting Policy

OFFICER	Xavier Flanagan
ACTING GENERAL MANAGER	Danny Milincic
DIVISION	Corporate Services
ATTACHMENTS	1. Draft Asset Accounting Policy - Review June 2025 [**7.10.1** - 15 pages] 2. 16.6 Asset Accounting Policy - Final - adopted 28 July 2021 [**7.10.2** - 9 pages] 3. Policy Review - Policy Changes - Asset Accounting 16.6 [**7.10.3** - 3 pages]

1. PURPOSE

To provide Council's revised Asset Accounting policy for adoption.

2. EXECUTIVE SUMMARY

Council's Asset Accounting Policy was last reviewed 28 July 2021. As per the policy, is should be reviewed every 4 years.

The revised Asset Accounting Policy was reviewed by the Audit and Risk Committee on 15 May 2025. The Audit and Risk Committee recommends that Council adopt the updated Council Policy 16.6 - Asset Accounting Policy.

Changes of note that have been made include:

- Changes and additions to Policy Purposes made to provide greater clarity and detail with respect to the intention of the Policy
- Updating the Accounting Standards and legislation referred to within the policy.
- The addition of a 'Definitions' section within the policy to provide greater clarity and understanding of financial terms used throughout the document, and to bring greater clarity and reduce confusion relating to the policy.

3. RECOMMENDATION

That Council notes the review undertaken and adopts the revised Asset Accounting Policy 16.6.

4. KEY INFORMATION

The revised Policy is at Attachment 1.

The revised Asset Accounting Policy contributes to the better management of Council assets by providing guidance for capitalisation, depreciation, valuations and other financial accounting practices in accordance with Australian Accounting Standards, particularly *AASB116* and *AASB13*.

This policy addresses the accounting treatment of non-current assets that provide future economic benefit to the Colac Otway Shire Council and the community in a consistent, state-wide, reporting standard.

The current Asset Accounting Policy is at Attachment 2.

Details of changes made to the current policy and reasons for each of the changes are provided in a table below (and at Attachment 3):

Policy Section	Section status	Nature of Change	Reason for change/Comments
PURPOSE	No Change	No Change	No Change
SCOPE	Change	**Scope Moved:** • Remove reference to land under roads **Scope Unchanged:** • Remaining	Reference to land under roads moved to more appropriate Section - 1.3 Contributed Assets
REFERENCES	Addition & Removal	**References Added:** **State Government Regulations** • *Local Government (Planning and Reporting) Regulations 2020* **Australian Accounting Standards** • *AASB 1031 – Materiality* • *AASB 1051 – Land Under Roads* • *AASB 1058 – Income of Not-for-Profit Entities* **Australian Accounting Standards Board - Urgent Issues Group (UIG)** • UIG Interpretation 1030: Depreciation of Long Lived Physical Assets – Condition-Based Depreciation and Related Methods	References added to bring greater clarity of legislation, standards and regulations influencing the policy.

Policy Section	Section status	Nature of Change	Reason for change/Comments
		• UIG Interpretation 1055: Accounting for Road Earthworks **References Removed:** • *AASB 5 – Non Current Assets Held for Sale & Discontinued Operations* • Council Documents	
DEFINITIONS	Addition	Additional Definitions included for the following terms: • Asset Register • Capital Expansion • Capital Expenditure • Capital – New • Capital – Renewal • Capital – Upgrade • Fair Value • Fair Value Hierarchy • Found Assets • Greenfields Methodology • Intangible Asset • Maintenance Expenditure • Materiality • Operating Expenditure • Useful Life	Definitions added to the policy to provide greater clarity and understanding of financial & Engineering terms used throughout the document. Definitions were moved from Policy sections to Definitions section to allow for better flow of policy statement. Changed to *AASB13* taken into account.
STATEMENT OF POLICY – INTRODUCTION	Removed	Removed	Covered in Purpose/Scope of Policy
STATEMENT OF POLICY – RECOGNITION – EXPENDITURE DEFINITIONS	Removed	Relocated Definitions to Definitions section	Definitions were moved from Policy sections to Definitions section to allow for better flow of policy statement
STATEMENT OF POLICY – RECOGNITION – INITITAL RECOGNITION/ CAPITALISATION	Additions	**Policy Sub-Section Additions:** • Subsequent Costs • Contributed Assets • Recognition & Measurement of Found Assets • Recognition of Intangible Assets Updated measurement costs to account for changes in *AASB13*	Sub Sections were added to provide greater detail and structure to the policy . Sections were added to cover off all relevant aspects of asset recognition. Changed to *AASB13* taken into account.
STATEMENT OF POLICY – THERSHOLDS	Addition & Change	**Policy Changes** • Change to Threshold limits in table • Change to wording of purpose of thresholds	Thresholds updated to reflect advise from Asset & Engineering Team and to more accurately reflect process

Policy Section	Section status	Nature of Change	Reason for change/Comments
STATEMENT OF POLICY – DEPRECIATION - ASSESSMENT OF USEFUL LIFE	Change	Rewording of policy section	To provide clarity and include reference to appropriate accounting Standards and Guidelines
STATEMENT OF POLICY – DEPRECIATION – CONDITION ASSESSEMENTS	Removed	Section Removed	Condition Assessments removed as not within scope of this policy. May be more appropriate within the Asset management policy
STATEMENT OF POLICY – VALUATIONS /REVALUATIONS	Addition Changes Remove	**Policy Sub-Section Additions:** • General • Valuation Model • Clearer explanation of how Fair value is to be determined (As per *AASB13*) • Frequency of Revaluation • Revaluation Reserve Accounting **Policy Sub-Section Changes:** • 'Componentisation' Changed to 'Revaluation of asset Components ' **Policy Sub-Section Removals:** • External Valuations • Internal Valuation • Materiality • Impairment of Assets	Sub Sections were added to provide greater detail and structure to the policy. Sections were added to cover off all relevant aspects of asset revaluation. Tables were inserted to provide clear, unambiguous intention of the policy.
STATEMENT OF POLICY – IMPAIRMENT OF ASSETS	New Section	Impairment of assets changed from a subsection of Valuations/Revaluations to its own Section	Impairment of assets set as a stand-alone section as per policies in other councils
STATEMENT OF POLICY – DISPOSAL	Addition & Removal	**Policy Sub-Section Additions:** • Disposal • Nett Gain or Loss Arising from Disposal **Policy Sub-Section no Changes:** • Elected Members and Employees **Policy Sub-Section Removals:** • Dumping • Donation • Buyers Risk	Sub Sections were added to provide greater detail and structure to the policy. Sections were added to cover off all relevant aspects of asset disposal. Changes were also made to include reference to Accounting Standards. Sub Sections removed as they were already incorporated into existing subsections (i.e. dot points a to f)
STATEMENT OF POLICY – MISCELLANEOUS	New Section	**Policy Sub Sections Added** • Reporting • Review of Asset Register	Added to reflect requirement to report to Audit and Risk Committee annually and best practice for Asset Accounting
RELATED DOCUMENTS	Removed		Related documents contained in references section
IMPLEMENTATION AND REVIEW	New Section		Section Added as a part of policy structure.

Policy Section	Section status	Nature of Change	Reason for change/Comments
DOCUMENT CONTROL	Change	Policy owner Title Change and Dates updated	Administrative Update

5. CONSIDERATIONS

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

The Asset Accounting Policy has been revised considering the following overarching governance principles:

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

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

The Asset Accounting Policy is revised in accordance relevant accounting standards.

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

Not applicable.

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

This policy is operational in nature and does not require community consultation and engagement.

Public Transparency (s58 *LGA 2020)*

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 4 – Strong Leadership and Management
Objective 1: We commit to a program of best practice and continuous improvement
Objective 2: We are a financially robust organisation

Financial Management (s101 *Local Government Act 2020)*

The Asset Accounting policy will have an impact on organisational asset recognition, valuation and depreciation.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

The Asset Accounting policy will have an impact on organisational Asset Accounting, and compliance with Accounting Standards and relevant legislation.

Communication/Implementation

This policy will be made available to the public via the Council's website, and Officers via the intranet

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 Asset Accounting Policy as presented

This option is recommended by officers as the attached policy has been developed through benchmarking with other councils and a review of best practices.

Option 2 – Adopt the Asset Accounting Policy with amendments

This option is not recommended by officers as careful consideration has been taken by officers recommending a policy which reflects best practice, and it is considered that the policy is effective and complete in the proposed form.

Option 3 – Do not adopt the Asset Accounting Policy

This option is not recommended by officers as significant improvements have been made to the policy and the review process has been informed by Councillor feedback.



Council Policy

16.6 ASSET ACCOUNTING POLICY

PURPOSE

The purpose of this policy is to contribute to the better management of Council assets by providing guidance for capitalisation, depreciation, valuations and other financial accounting practices in accordance with Australian Accounting Standards, particularly AASB116 and AASB13.

This policy addresses the accounting treatment of non-current assets that provide future economic benefit to the Colac Otway Shire Council and the community in a consistent, state-wide, reporting standard.

SCOPE

This policy provides a framework to align engineering and accounting perspectives with service delivery and reporting requirements.

This policy includes the accounting treatment of all Council's non-current physical assets including, but not limited to: roads, bridges, footpaths, drains, reserves and buildings used by the community.

Australian Accounting Standards require a distinction to be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide service over more than one financial year.

The recording of expenditure on an asset means that it is recorded in the Council's balance sheet and the details are entered into the corporate asset register. Such expenditure on assets is referred to as capital expenditure.

Importantly, capital expenditure is divided between renewal, upgrade, expansion and new expenditure classifications. This distinction provides information to assist the organisation to determine whether it is maintaining assets sustainably.



REFERENCES

This policy has been developed with reference to the following legislation and Regulations:

State Government Legislation

- Local Government Act 2020

State Government Regulations

- Local Government (Planning and Reporting) Regulations 2020

Australian Accounting Standards

- AASB 13 – Fair Value Measurement
- AASB 101 – Presentation of Financial Statements
- AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors
- AASB 116 – Property, Plant and Equipment
- AASB 117 – Leases
- AASB 136 – Impairment of Assets
- AASB 138 – Intangible Assets
- AASB 1031 – Materiality
- AASB 1051 – Land Under Roads
- AASB 1058 – Income of Not-for-Profit Entities

Australian Accounting Standards Board - Urgent Issues Group (UIG)

- UIG Interpretation 1030: Depreciation of Long-Lived Physical Assets – Condition-Based Depreciation and Related Methods
- UIG Interpretation 1055: Accounting for Road Earthworks

DEFINITIONS

AASB

Australian Accounting Standards Board is the entity that reviews and provides the standards to which Australian companies must meet in providing General Purpose Financial Statements

Asset

An asset is a resource with economic value that can be measured reliably that is owned or controlled by Council with the expectation that it will provide future economic benefits.

Asset Class

Assets similar in nature and characteristics. They are revalued simultaneously to avoid ambiguity in the reporting of values in the financial statements.

Asset Register

A register listing details of key data for each asset behind general ledger balances



Capital – Expansion
Expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing users

Capital Expenditure
Is generally but not always large (material) expenditure, which has benefits (service potential), expected to last for more than 12 months. In addition to new assets capital expenditure includes renewal/replacement and expansion/upgrade of existing assets.

Capital – New
Capital Expenditure to supply "additional" service levels

Capital – Renewal
Restores the service potential to the original capacity of the asset.

Capital – Upgrade
Works which provide a higher level of service capacity and increasing the life of the asset beyond its original useful life.

Capitalisation Threshold
The amount at which items of expenditure will be recognised as assets in Council's balance sheet.

Collective Assets
Certain assets that are made up of collections of many individual items, each of which is individually below any reasonable capitalisation threshold, similar to network assets.
Depreciation - The systematic allocation of the depreciable amount of an asset over its useful life to reflect the remaining service potential.

Depreciation
The systematic allocation of the depreciable amount of an asset over its useful life; also known as Annual Depreciation or Depreciation Charge.

Expense
When expenditure produces no future economic benefits (an asset) or when, future economic benefits do not qualify, or cease to qualify, for recognition in the balance sheet as an asset.

Fair Value
The amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms-length transaction in the following market conditions:
a. active & liquid market – current market price
b. active & liquid market not available – current market prices for assets that are similar in use, type and condition
c. specialised assets (where no market evidence of its market selling price) – replacement cost of the assets remaining future economic benefits

Fair Value Hierarchy



AASB 13 establishes a fair value hierarchy that categorises into three levels the inputs to valuation techniques used to measure fair value. It gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Found Assets
Existing assets identified for the first time (and not recognised in a previous reporting period)
Impairment - The Amount by which the carrying amount of an asset exceeds its recoverable amount

Greenfields Methodology
A Greenfields Valuation estimates the cost to replace an asset, assuming there are no existing constraints, such as underground services or adjacent infrastructure, that will adversely affect the cost of reconstructing or replacing the asset. In this Valuation Method unit rates are based on the cost to acquire/construct the asset in a 'greenfield' (undeveloped) location.

Intangible Asset
Per AASB 138 - An intangible asset is an identifiable non-monetary asset without physical substance. Intangible assets typically include software assets.

Maintenance Expenditure
A component of operating expenditure, specifically on an asset, which is periodically required as part of the anticipated schedule of works needed to ensure that the asset achieves its estimated useful life and is normally relatively low cost compared to the asset value. Maintenance expenditure includes reactive maintenance and repairs such as pothole patching, blocked drains, repairs to broken fixtures; or planned maintenance which occurs on a schedule: painting a building every 5 years, annual servicing of equipment

Materiality
Per AASB 1031 Information is material if its omission, misstatement or non-dis-closure has the potential, individually or collectively

a) Influence the economic decisions of users taken on the basis of the financial statements; or
b) Affect the discharge of accountability by management or Council.

The size or nature of the item, or a combination of both, could be the determining factor.

Network Assets
Assets which form part of a network that, depending on individual size, could fall below any reasonable capitalisation threshold such as kerbs, footpaths or drainage

Operating Expenditure
are the day-to-day expenses associated with providing the service during a year of operations. It may include expenditure such as power, fuel, telephone, employee costs, materials, cleaning, minor equipment, overheads, materials and depreciation. When compared to the income over the same period a surplus or deficit can be calculated.

Useful Life
The passage of time that the expected consumption of asset services is available to an entity.

VAGO

Uncontrolled when printed

CM reference	D24/174083	Date of adoption	



Victorian Auditor-General's Office - plays a key role in preserving the financial integrity of the state's system of government. Who plan and conduct audits, oversee the work undertaken by contracted audit service providers.



STATEMENT OF POLICY

1. Recognition

1.1 Initial Recognition

AASB 116 states:

The cost of an item of property, plant and equipment shall be recognised as an asset only if:

- It is probable that future economic benefits associated with the item will flow to the entity; and
- The cost of the item can be measured reliably.

Assets are capitalised at the completion of the project or issuing of acceptance of works.

In accordance with AASB 116, an item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost. These costs include:

- Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Any costs directly attributable to bring the assets to the location and condition necessary for it to be capable of operating in the manner intended by management.
- Costs of disruption during the construction of asset including any relocation of services and restoration costs of assets of another entity
- Costs of dismantling, removing and site restoration; and
- Cost of labour and staff time on the project including design and project management.

1.2 Subsequent Costs

Costs Subsequent to the initial recognition of an asset shall in accordance with AAS116 treatments in that the Expenditure will be costed as maintenance or classified as Capital renewal or Capital Upgrade

1.3 Contributed Assets

Where an asset is acquired at no cost, or for a nominal cost (as is the case with developer and other contributed assets), it is recognised at fair value. Council must be able to demonstrate that the value ascribed to a developer contribution is the fair value to Council. In determining fair value, developer contributions require individual valuations of contributed infrastructure assets and adjustments accounted for as operating income.

Contributed assets are recognised by Council when:

(a) Land – Title passes to Council

(b) Roads & Tarmac – Title passes to Council and a practical completion inspection has been undertaken

As of 1 July 2008, Council elected not to recognise the value of land under road reserves acquired before the commencement of AASB1051 Land Under Roads. Only that which was received post-2008 is recognised.

1.4 Recognition & Measurement to Found Assets

Where the date of recognition occurred in a prior period and the asset has not yet been recognised, this is classed as a prior period error under AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors.

Material errors in a prior period may require correction of opening balances. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The cumulative total asset value of prior period errors will be assessed when determining materiality. Found assets are typically recognised as revenue (other income), where changes in accounting estimates are immaterial, unless there is a significant reporting error affecting one or more financial reporting periods.

Found assets identified for the first time should be referred to the valuer for assessment and valuation at fair value if the size and nature is material, otherwise a found asset can be recognised in the scheduled revaluation process.



1.5 Recognition of Intangible Assets

An intangible asset is recognised when:

it is capable of being departed or divided from the entity or from a contractual or other legal right; and
the entity controls the future economic benefits flowing form the asset; and the cost of the asset can be measured reliably.

Intangible assets are measured initially at cost, or where an intangible asset is acquired at no costs or a nominal cost, the cost is its fair value as at the date of acquisition. After initial recognition, intangible assets will be carried at cost, less any accumulated amortisation and impairment losses.

2. Capitalisation Thresholds

Council will apply capitalisation thresholds when recognising assets. The purpose of setting capital expenditure threshold levels is to recognise that costs for accounting for large numbers of low-cost assets (even when aggregated) would exceed information benefits and are not material in the context of councils' total equity. Where a non-current asset is not material and as such is not capitalised, it is referred to as a minor asset.

Where the value of individual assets falls below the asset capitalisation threshold, consideration will be given to capitalising a group of like assets (Collective Assets) based on whether the aggregate value of those assets exceeds the capitalisation threshold. Acquisition costs of assets less than these values are considered minor assets and are treated as an operating expense.

The thresholds are listed in the Annual Financial Report which is reviewed annually. Below are the current thresholds for capitalisation.

Asset recognition thresholds and depreciation periods	**Depreciation Period**	**Threshold Limit $**
Land		
land	-	-
land under roads	-	-
land improvements	-	5,000
Buildings		
heritage buildings	90 - 180 years	10,000
buildings	10 - 120 years	10,000
shelters	10 - 90 years	10,000
building improvements	10 - 180 years	10,000

Asset recognition thresholds and depreciation periods	Depreciation Period	Threshold Limit $
leasehold improvements	10 - 180 years	10,000
Plant and Equipment		
Furniture		
artwork	0 - 100 years	4,000
indoor furniture	5 - 30 years	4,000
Plant		
heritage plant and equipment	-	10,000
fixed plant, machinery and equipment	3 - 50 years	10,000
fleet (vehicles)	3 - 30 years	10,000
major plant	3 - 50 years	10,000
minor plant	3 - 10 years	4,000
Equipment		
appliances	3 - 60 years	4,000
fixed equipment / fixtures and fittings	5 - 55 years	4,000
computers and telecommunications	3 - 21 years	4,000
leased plant and equipment	-	4,000
Infrastructure		
Roads		
road and tarmac formation and earthworks	-	10,000
road and tarmac pavements	10 - 100 years	10,000
road and tarmac seals	10 - 80 years	10,000
road and tarmac kerb, channel and minor culverts	45 - 80 years	2,500
footpaths and cycleways	15 - 50 years	2,500
off-street car parks	25 - 100 years	10,000
aerodromes	25 - 100 years	10,000
Bridges		
bridges deck	10 - 90 years	10,000
bridges substructure	10 - 90 years	10,000
bridges major culverts	50 - 90 years	10,000
Drainage		
Open drainage network	10 – 100 years	10,000

Asset recognition thresholds and depreciation periods	Depreciation Period	Threshold Limit $
pit and pipe network	40 - 100 years	5,000
water retention structures	80 - 100 years	10,000
Other Infrastructure		
gardens and landscaping	5 - 50 years	10,000
playing surfaces	10 - 50 years	10,000
retaining structures (roads)	10 - 70 years	10,000
other structures	10 - 70 years	10,000
playgrounds	10 - 50 years	10,000
sports ancillaries	10 - 40 years	4,000
fences and barriers	10 - 40 years	4,000
surfaces	10 - 60 years	10,000
signs & signposts	10 - 40 years	4,000
guard rails	10 - 40 years	5,000
lighting & electrical	10 - 40 years	4,000
irrigation	10 - 60 years	4,000
public art and monuments	10 - 70 years	4,000
outdoor furniture and accessories (e.g. bins, drinking fountains, fitness equipment, bike racks)	10 - 40 years	4,000
Intangible assets		
software	5 years	4,000

3. Depreciation

3.1 General

AASB 116 Property, Plant and Equipment requires buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives to be systematically depreciated over their useful lives in a manner which reflects consumption of the service potential embodied in those assets. UIG Interpretation 1030: Depreciation of Long Lived Physical Assets – Condition-Based Depreciation and Related Methods provides further guidance to the local government sector on appropriate methods of depreciation for long-lived physical assets (infrastructure assets).

The useful life of each asset and asset class is reviewed on a regular basis over the life of the asset considering condition, deterioration rates and any new information about future economic value. Adjustments resulting from this review will be made prospectively as changes in accounting estimates (i.e., adjustments to depreciation charges will be



made to future periods with no allowable adjustment to prior periods). A change in accounting estimates is not necessarily deemed an error if the adjustment to the estimate is a result of new information or developments.

An entity may choose to dispose of an asset prior to all future economic benefits having been consumed, this decision will be based on the most economical or opportunistic time an entity deems appropriate to dispose or replace the asset. There are many factors that contribute to the assessment of an asset's useful life. The overall performance and life expectancy of these assets is influenced by external as well as internal factors. The useful life will be further influenced by the type of materials used in construction, usage volume, normal wear and tear, damage, and known industry standards and established consultancy studies. The useful life may also be cut short as a result of Council determining the service the asset provides is no longer required.

4. Valuations / Revaluations

4.1 General

Council recognises and values assets and liabilities at fair value in accordance with AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment. Valuation methodologies applied by Council are appropriate to the asset categories and classes consistent with those applied across the Victorian local government sector. A consistent approach across the sector reduces complexity by providing definitions of fair value, consistent methodologies for fair value measurement, and comparable disclosure requirements.

4.2 Valuation Model

AASB 116 Property, Plant and Equipment requires Council to choose either of the following valuation models to be applied to an entire class of property, plant and equipment after initial recognition:

a) Cost Model
After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

b) Revaluation Model
After recognised as an asset, an item of property, plant or equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent impairment losses.

Fair value is determined by:

1. Assessing the appropriate valuation technique:

(a) Market Approach – are there any similar assets to provide observable market prices? If no.

(b) Income Approach – is the asset used to generate cash flows? If no,
(c) Cost Approach – what a market participant (e.g. another council) looking to obtain a similar service capacity would consider it costs to build a facility

2. Calculating Fair value using the cost approach by including:
(a) Referencing gross asset replacement cost (see checklist below)
(b) Subtracting physical obsolescence (adjusting for the asset's current condition)
(c) Adjusting for functional obsolescence (does it still meet current needs)
(d) Adjust for economic obsolescence (is there an oversupply of service capacity or reduced demand)



Costs included in determining the unit rate to calculate gross replacement cost include:

(a) All costs of the physical asset
(b) Site preparation costs
(c) Removal of existing structures
(d) Disruption costs
(e) Relocation of services
(f) Restoration costs of assets of another entity
(g) Assessment costs (eg: environment/cultural heritage)
(h) Decontamination costs

Council will use the following models across its asset classes –

Asset Class	**Model**
Land	Revaluation – Market Based
Buildings	Revaluation – Market Based/Condition Based
Plant	Cost
Equipment	Cost
Furniture	Cost
Roads & Tarmac	Revaluation - Unit Rate/Condition Based
Bridges & Major Culverts	Revaluation - Unit Rate/Condition Based
Footpaths, Cycleways & Trails	Revaluation - Unit Rate/Condition Based
Kerb & Channel	Revaluation - Unit Rate/Condition Based
Other Infrastructure Structures	Revaluation - Unit Rate/Condition Based
Software	Cost
Drainage Network	Revaluation - Unit Rate/Condition Based



4.3 Frequency of Revaluation

Asset class revaluations are required with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.

Maximum asset revaluation frequencies by Assets Class are provided in table below:

Asset Class	Maximum Revaluation Frequencies
Land	4 years
Buildings	4 years
Plant	Not subject to revaluations
Equipment	Not subject to revaluations
Furniture	Not subject to revaluations
Roads & Tarmac	4 years
Bridges & Major Culverts	4 years
Footpaths, Cycleways & Trails	4 years
Kerb & Channel	4 years
Other Infrastructure Structures	4 years
Software	Not subject to revaluations
Drainage Network	4 years

For Roads, Bridges, Pathways, Drainage, and Other Infrastructure asset classes, condition assessments should be performed at the same time as revaluations of the same asset class.

Council is required to annually assess if there has been a material change in the fair valuation of an asset class. Any material change will require an indexation for an asset class from the last revaluation, if it is considered to be a more reasonable basis for its fair value.

A material change in the fair valuation of an asset class is assessed as a movement in the asset value (increase or decrease) of 10% or more.

Plant and equipment assets are not subject to cyclical asset revaluations.

4.4 Revaluation of Asset Components

Where assets have separate identifiable components that are subject to regular replacement, these components should be assigned distinct useful lives, residual values and a separate depreciation rate.

4.5 Revaluation Reserve Accounting

Accounting for movements in asset values as a result of revaluation will be accounted for in accordance with AASB 116 via asset revaluation reserves.



5. Impairment of assets

5.1 Impairment

AASB 136 Impairment of Assets requires that Council assess at each reporting date whether there is any indication that an asset may be impaired. If any such indication exists, Council shall estimate the recoverable amount of the asset.

Indications of impairment may include:

a) External

- An asset's value has declined significantly more than would be expected as a result of the passage of time or normal use.
- The carrying amount of the net asset is more than its market capitalisation or depreciated replacement cost.

b) Internal

- Evidence is available of obsolescence or physical damage of an asset.
- Significant changes with an adverse effect on Council have taken place during the period or are expected to take place in the near future, in the extent to which, or manner in which, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the previously expected date, and reassessing the useful life an asset as finite rather than indefinite.
- Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount of an asset is measured as the higher of an assets fair value less costs to sell, or its value in use.

For assets whose economic benefits are not dependant on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, the value in use (infrastructure assets) is the depreciated replacement cost.

6. Disposal of Assets

6.1 Disposal

Disposal of assets should be open and result in effective competition. Council must give fair and equitable consideration to all prospective purchasers and Council must aim to achieve the best value for money in disposing of assets. The concept of value for money is not restricted to price alone. Council will behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations.

In undertaking any disposal activities, Council will encourage environmentally responsible activities and ensure all disposal activities comply with relevant law.

Council will also retain the right to enter into a contract with an employee which supersedes the below conditions. For example, an employee may negotiate the purchase of their council vehicle on termination of employment at the current market value.



An asset may be disposed of in the following ways:

a) Sold, traded-in, or auctioned if part of an asset replacement program
b) By replacement with another asset
c) Written off, if the asset is identified as having reached the end of useful life
d) Scrapped if they are of little or no value. Scrapped assets may be disposed of by either recycling, E-waste or landfill. Recycling of goods is to be considered prior to disposing to landfill
e) Donated when surplus or redundant and only after exploring all avenues for recouping a fair value for the Council or any alternative use within Council. Donations to a community group or not-for-profit organisation will be favoured in priority to other individuals or organisations. Donation of assets may only be made with the authorisation of the Chief Executive Officer
f) Transferred to another entity/authority to meet a legal or contractual obligation.

6.2 Elected Members and Employees

Elected members, employees, volunteers or contractors of the Council will not be permitted to take assets at no cost. Nor will they be able to purchase assets unless the purchase is via an open tender process or a public auction, and the tender submitted, or bid made is the highest. In such circumstances, the officer responsible for the disposal of the asset must ensure the principles of impartiality and confidentiality with respect to the process and outcome of the purchase are strictly observed. Please note that any contractual obligations which are entered into between Council and an employee supersedes this clause.

6.3 Net Gain or Loss Arising from Disposal

AASB 116 Property, Plant and Equipment requires the net gain or loss arising from the disposal or write-off of property, infrastructure, plant and equipment to be recognised as income or expenses depending on the net impact in a given year.

7. Miscellaneous

7.1 Reporting

A report should be presented to the Audit and Risk Committee prior to 30 June each year that outlines the:

- Requirements of this policy with respect to property, infrastructure assets, plant and equipment
- Approach to assessing the fair value of each class of property, infrastructure assets, plant and equipment, including the engagement of an expert valuer and key milestones, and
- Likely outcomes for the respective reporting cycle, such as the expected movements in fair value and resultant impact on the financial report.

7.2 Review of Asset Register

An annual review of the asset register shall be undertaken to identify assets that may have reached the end of useful life and therefore should be removed from the register.

IMPLEMENTATION AND REVIEW

This policy will be implemented by Council and is subject to review every 4 years.



DOCUMENT CONTROL

Policy owner	Manager Financial Services	Division	Corporate Services
Adopted by council		Policy Number	16.6
File Number	D24/174083	Review date	

Council Policy

ASSET ACCOUNTING POLICY

PURPOSE

The aim of this policy is to contribute to the better management of Council assets by providing guidance for capitalisation, depreciation, valuations and other financial accounting practices in accordance with Australian Accounting Standards, particularly AASB116 and AASB13.

This policy addresses the accounting treatment of non-current assets that provide future economic benefit to the Colac Otway Shire Council and the community in a consistent, state-wide, reporting standard.

SCOPE

This policy provides a framework to align engineering and accounting perspectives with service delivery and reporting requirements.

This policy includes the accounting treatment of all Council's non-current physical assets including, but not limited to: roads, buildings, land, fleet and artwork. As of 1 July 2008, Council elected not to recognise the value of land under road reserves acquired before the commencement of AASB1051 Land Under Roads. Only that which was received post-2008 is recognised.

Australian Accounting Standards require a distinction to be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide service over more than one financial year.

Typical non-current physical assets managed by Council include: roads, bridges, footpaths, drains, reserves and buildings used by the community.

The recording of expenditure on an asset means that it is recorded in the Council's balance sheet and the details are entered into the corporate asset register. Such expenditure on assets is referred to as capital expenditure.

Importantly, capital expenditure is divided between renewal, upgrade, expansion and new expenditure classifications. This distinction provides information to assist the organisation to determine whether it is maintaining assets sustainably.



DEFINITIONS

AASB - Australian Accounting Standards Board is the entity that reviews and provides the standards to which Australian companies must meet in providing General Purpose Financial Statements
Asset - An asset is a resource with economic value that can be measured reliably that is owned or controlled by Council with the expectation that it will provide future economic benefits.
Asset Class - Assets similar in nature and characteristics. They are revalued simultaneously to avoid ambiguity in the reporting of values in the financial statements.
Capitalisation Threshold - The amount at which items of expenditure will be recognised as assets in Council's balance sheet.
Collective Assets - Certain assets that are made up of collections of many individual items, each of which is individually below any reasonable capitalisation threshold, similar to network assets.
Depreciation - The systematic allocation of the depreciable amount of an asset over its useful life to reflect the remaining service potential.
Expense - When expenditure produces no future economic benefits (an asset) or when, future economic benefits do not qualify, or cease to qualify, for recognition in the balance sheet as an asset.
Network Assets - Assets which form part of a network that, depending on individual size, could fall below any reasonable capitalisation threshold such as kerbs, footpaths or drainage
VAGO - Victorian Auditor-General's Office plays a key role in preserving the financial integrity of the state's system of government. Who plan and conduct audits, oversee the work undertaken by contracted audit service providers.

REFERENCES

State Government Legislation

- Local Government Act 2020

Australian Accounting Standards

- AASB 5 – Non-current Assets held for Sale and Discontinued Operations
- AASB 13 – Fair Value Measurement
- AASB 101 – Presentation of Financial Statements
- AASB 116 – Property, Plant and Equipment
- AASB 117 – Leases
- AASB 136 – Impairment of Assets
- AASB 138 – Intangible Assets
- AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors

Council Documents

- Asset Management Policy
- Asset Accounting Procedures
- Asset Management Plans

STATEMENT OF POLICY

This Policy and associated procedures aim to provide guidance, clarity, consistency and clear directions to management, staff and Council in relation to the accounting treatments used to report on the construction and management of Council's assets and accounting practices that:



- Ensures that Council's recording of financial transactions; are in accordance with its legislative and common law responsibilities; and
- Provides accurate and reliable information to all users.

Recognition

Expenditure Definitions

Operating expenditure
These costs are the day-to-day expenses associated with providing the service during a year of operations. It may include expenditure such as power, fuel, telephone, employee costs, materials, cleaning, minor equipment, overheads, materials and depreciation. When compared to the income over the same period a surplus or deficit can be calculated.

Maintenance expenditure
A component of operating expenditure, specifically on an asset, which is periodically required as part of the anticipated schedule of works needed to ensure that the asset achieves its estimated useful life, and is normally relatively low cost compared to the asset value. Maintenance expenditure includes reactive maintenance and repairs such as pothole patching, blocked drains, repairs to broken fixtures; or planned maintenance which occurs on a schedule: painting a building every 5 years, annual servicing of equipment.

Capital Expenditure
Is generally but not always large (material) expenditure, which has benefits (service potential), expected to last for more than 12 months. In addition to new assets capital expenditure includes renewal/replacement and expansion/upgrade of existing assets.

Capital Renewal is expenditure on an existing asset, which restores the service potential and extends the life of the asset beyond that which it had originally. As it extends the life of the asset any income generated from it will likewise be extended. Future operating and maintenance expenditure may be reduced if completed at the optimum time, e.g., resurfacing or re-sheeting part of a road network, replacing a section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital Upgrade is expenditure, which enhances an existing asset to provide a higher level of service. This is discretionary and although may not result in additional revenue unless direct user charges apply, it will increase operating and maintenance expenditure, including depreciation, in the future because of the increase in the council's asset base, e.g., widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility, building extension etc.

Capital New involve the creation of new assets to meet additional service level requirements, e.g., new building for a new service. This results in an increase of the asset base and additional future operating and maintenance costs. However, may also increase revenue.

Capital Expansion means expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries.



Initial Recognition / Capitalisation

The cost of an item of property, plant and equipment shall be recognised as an asset only if:

- It is probable that future economic benefits associated with the item will flow to the entity; and
- The cost of the item can be measured reliably.

Assets are capitalised at the completion of the project or issuing of acceptance of works. In accordance with AASB 116, an item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost. These costs include:

- Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
- Any costs directly attributable to bring the assets to the location and condition necessary for it to be capable of operating in the manner intended by management;
- Costs of dismantling, removing and site restoration; and
- Cost of labour and staff time on the project including design and project management.

Where an asset is acquired at no cost, or for a nominal cost (as is the case with developer and other contributed assets), it is recognised at fair value as at the date of acquisition, or at statement of compliance (subdivisions). Existing assets identified as not being reported in the financial statements for the preceding financial reporting period (found assets) will also be recognised at fair value, but at the opening date for the reporting period.



Thresholds

The purpose of setting capital expenditure threshold levels is to provide a balance between the benefit of precise records and the cost of administrative effort. The thresholds are listed in the Annual Financial Report which is reviewed annually. Below are the current thresholds for capitalisation.

	Depreciation Period	Threshold Limit
Asset recognition thresholds and depreciation periods		
Land		
land	-	-
land under roads	-	-
land improvements	-	5,000
Buildings		
heritage buildings	90 - 180 years	5,000
buildings	10 - 120 years	5,000
shelters	10 - 90 years	5,000
building improvements	10 - 180 years	5,000
leasehold improvements	10 - 180 years	5,000
Plant and Equipment		
Furniture		
art work	0 - 100 years	4,000
indoor furniture	5 - 30 years	4,000
playground equipment	10 - 40 years	4,000
Plant		
heritage plant and equipment	-	10,000
fixed plant, machinery and equipment	3 - 50 years	10,000
fleet (vehicles)	3 - 30 years	10,000
major plant	3 - 50 years	10,000
minor plant	3 - 10 years	4,000

Equipment		
appliances	3 - 60 years	4,000
fixed equipment / fixtures and fittings	5 - 55 years	4,000
computers and telecommunications	3 - 21 years	4,000
leased plant and equipment	-	4,000
Infrastructure		
Roads		
road and tarmac formation and earthworks	-	1
road and tarmac pavements	10 - 80 years	1
road and tarmac seals	10 - 60 years	1
road and tarmac kerb, channel and minor culverts	45 - 80 years	1
footpaths and cycleways	15 - 50 years	1
Bridges		
bridges deck	10 - 70 years	1
bridges substructure	10 - 70 years	1
bridges major culverts	50 - 70 years	1
Drainage		
pit and pipe network	40 - 100 years	1
water retention structures	80 - 100 years	1
Other Infrastructure		
gardens and landscaping	5 - 25 years	1
playing surfaces	10 - 70 years	1
retaining structures	10 - 45 years	1
off street car parks	25 - 100 years	1
aerodromes	25 - 100 years	1
Intangible assets		
software	5 years	4,000

Where the value of individual assets falls below the asset capitalisation threshold, consideration will be given to capitalising a group of like assets (Collective Assets) based on whether the aggregate value of those assets exceeds the capitalisation threshold. Acquisition costs of assets less than these values are considered minor assets and are treated as an operating expense.

Valuations / Revaluations

Council values assets and liabilities at fair value as required by Australian Accounting Standards. AASB13 aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

These standards require assets to be revalued on a regular basis to assess their carrying value against their fair value at the reporting date. A revaluation is undertaken when the annual unit rate assessment determines there is a material change in the asset class or that the assets' carrying value is materially different from its fair value. The date of the revaluation is effective 30 June.



Council determines whether transfers have occurred between asset classes and levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period. Council will use the Greenfields method to calculate the fair value of assets during the revaluation process.

External Valuations

Where there is an actual market for the asset class, such as land and buildings, the Fair Value of assets are determined from market-based evidence by appraisal, undertaken by professionally qualified valuers. The Manager Financial Services is responsible for the specification, tender and appointment of this contractor. These values are reviewed internally prior to acceptance and are considered level 2 or 3 in the Fair Value Hierarchy.

Internal Valuations

For infrastructure assets where no market exists such as roads, footpaths and specialised buildings (Fair Value Hierarchy 3), the best indicator of Fair Value is Depreciated Replacement Cost (DRC) determined in-house by Council's Assets and Project Management department. Consultants or Quantitative Valuers are engaged to assist with internal valuations and unit rate reviews where time and budget allows. When internal valuations occur the use of *'Greenfield'* values will be used. Please refer to the Asset Valuation Working Document for further information.

Componentisation

Although assets are reported on at a high level such as "Roads", valuations are undertaken at the component level to identify the differences in function, unit rate and useful life on a much finer scale. These figures are provided to Council's management for review prior to acceptance.

Materiality

As defined by AASB 1031, omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

In the context of materiality, it is not necessary to recognise every non-current asset. Where a non-current asset is not material and as such is not capitalised, it is referred to as a minor asset. The purpose of setting capital expenditure threshold levels is to provide the greatest balance between efficiency in administrative effort associated with maintaining records.

Impairment of assets

Fixed assets will be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use). For assets whose economic benefits are not dependant on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, the value in use (infrastructure assets) is the depreciated replacement cost.



Depreciation

Assessment of Useful Life

The useful life of an asset is defined as the passage of time that the expected consumption of asset services is available to an entity. The useful life is reviewed on a regular basis over this period taking into account condition, deterioration rates and any new information about future economic value. Adjustments resulting from this review will be made prospectively as changes in accounting estimates (i.e., adjustments to depreciation charges will be made to future periods with no allowable adjustment to prior periods). A change in accounting estimates is not necessarily deemed an error if the adjustment to the estimate is a result of new information or developments.

An entity may choose to dispose of an asset prior to all future economic benefits having been consumed, this decision will be based on the most economical or opportunistic time an entity deems appropriate to dispose or replace the asset. There are many factors that contribute to the assessment of an asset's useful life. The overall performance and life expectancy of these assets is influenced by external as well as internal factors. The useful life will be further influenced by the type of materials used in construction, usage volume, normal wear and tear, damage, and known industry standards and established consultancy studies. The useful life may also be cut short as a result of Council determining the service the asset provides is no longer required.

Condition Assessments

Council undertakes an intensive condition audit on its infrastructure assets between 3-5 years. The frequency and methodology vary for each asset class. General guidelines are provided in Asset Management Plans, but the method is thoroughly scoped when the project goes to tender. Rates of deterioration are assessed annually from samples of assets between the full audit frequencies as well as any impact of capital works on condition or remaining useful life.

Disposal of Assets

Disposal of assets should be open and result in effective competition. Council must give fair and equitable consideration to all prospective purchasers and Council must aim to achieve the best value for money in disposing of assets. The concept of value for money is not restricted to price alone. Council will behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations. In undertaking any disposal activities, Council will encourage environmentally-responsible activities and ensure all disposal activities comply with relevant law. Council will also retain the right to enter into a contract with an employee which supersedes the below conditions. For example, an employee may negotiate the purchase of their council vehicle on termination of employment at the current market value.

Dumping

Goods may be dumped (deposit or disposed of by either recycling, E-waste or landfill) if they are of little or no value. Dumping of goods is to be treated as any other disposal method including the requirement to maintain appropriate records. Recycling of goods is to be considered prior to disposing to landfill.

Donation

Donations of surplus or redundant assets may only be made with the authorisation of the Chief Executive Officer and only after exploring all avenues for recouping a fair value for the Council or any alternative use within Council. Donations to a community group or not-for-profit organisation will be favoured in priority to



other individuals or organisations. Council staff should consider donations in response to a written submission or by the way of best value for the community's needs.

Buyers Risk

Irrespective of the disposal methods applied, purchasers or donation/charity recipients of assets must be required to agree in writing that before purchasing or receipt of any asset that no warranty is given or implied by the Council in respect of the suitability and condition of the asset for the purchaser or recipient and that Council will not be responsible for the asset in any respect following the sale.

Elected Members and Employees

Elected members, employees, volunteers or contractors of the Council will not be permitted to take assets at no cost. Nor will they be able to purchase assets unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest. In such circumstances, the officer responsible for the disposal of the asset must ensure the principles of impartiality and confidentiality with respect to the process and outcome of the purchase are strictly observed. Please note that any contractual obligations which are entered into between Council and an employee supersedes this clause.

RELATED DOCUMENTS

TBC

DOCUMENT CONTROL

Policy owner	Senior Accountant	Division	Corporate Services
Adopted by council	28 July 2021	Policy Number	16.6
File Number	D21/162788	Review date	28 July 2025

16.6 ASSET ACCOUNTING POLICY – REVIEW: POLICY CHANGES

Policy Section	Section status	Nature of Change	Reason for change/Comments
PURPOSE	No Change	No Change	No Change
SCOPE	Change	**Scope Moved:** • Remove reference to land under roads **Scope Unchanged:** • Remaining	Reference to land under roads moved to more appropriate Section - 1.3 Contributed Assets
REFERENCES	Addition & Removal	**References Added:** **State Government Regulations** • Local Government (Planning and Reporting) Regulations 2020 **Australian Accounting Standards** • AASB 1031 – Materiality • AASB 1051 – Land Under Roads • AASB 1058 – Income of Not-for-Profit Entities **Australian Accounting Standards Board - Urgent Issues Group (UIG)** • UIG Interpretation 1030: Depreciation of Long Lived Physical Assets – Condition-Based Depreciation and Related Methods • UIG Interpretation 1055: Accounting for Road Earthworks **References Removed:** • AASB 5 – Non Current Assets Held for Sale & Discontinued Operations • Council Documents	References added to bring greater clarity of legislation, standards and regulations influencing the policy.
DEFINITIONS	Addition	Additional Definitions included for the following terms: • Asset Register • Capital Expansion • Capital Expenditure • Capital – New • Capital – Renewal • Capital – Upgrade • Fair Value • Fair Value Hierarchy	Definitions added to the policy to provide greater clarity and understanding of financial & Engineering terms used throughout the document. Definitions were moved from Policy sections to Definitions section to allow for better flow of policy statement. Changed to AASB13 taken into account.

Policy Section	Section status	Nature of Change	Reason for change/Comments
		• Found Assets • Greenfields Methodology • Intangible Asset • Maintenance Expenditure • Materiality • Operating Expenditure • Useful Life	
STATEMENT OF POLICY – INTRODUCTION	Removed	Removed	Covered in Purpose/Scope of Policy
STATEMENT OF POLICY – RECOGNITION – EXPENDITURE DEFINITIONS	Removed	Relocated Definitions to Definitions section	Definitions were moved from Policy sections to Definitions section to allow for better flow of policy statement
STATEMENT OF POLICY – RECOGNITION – INITITAL RECOGNITION/CAPITALISATION	Additions	**Policy Sub-Section Additions:** • Subsequent Costs • Contributed Assets • Recognition & Measurement of Found Assets • Recognition of Intangible Assets Updated measurement costs to account for changes in AASB13	Sub Sections were added to provide greater detail and structure to the policy . Sections were added to cover off all relevant aspects of asset recognition. Changed to AASB13 taken into account.
STATEMENT OF POLICY – THERSHOLDS	Addition & Change	**Policy Changes** • Change to Threshold limits in table • Change to wording of purpose of thresholds	Thresholds updated to reflect advise from Asset & Engineering Team and to more accurately reflect process
STATEMENT OF POLICY – DEPRECIATION - ASSESSMENT OF USEFUL LIFE	Change	Rewording of policy section	To provide clarity and include reference to appropriate accounting Standards and Guidelines
STATEMENT OF POLICY – DEPRECIATION – CONDITION ASSESSEMENTS	Removed	Section Removed	Condition Assessments removed as not within scope of this policy. May be more appropriate within the Asset management policy
STATEMENT OF POLICY – VALUATIONS /REVALUATIONS	Addition Changes Remove	**Policy Sub-Section Additions:** • General • Valuation Model • Clearer explanation of how Fair value is to be determined (As per AASB13) • Frequency of Revaluation • Revaluation Reserve Accounting **Policy Sub-Section Changes:**	Sub Sections were added to provide greater detail and structure to the policy. Sections were added to cover off all relevant aspects of asset revaluation. Tables were inserted to provide clear, unambiguous intention of the policy.

Policy Section	Section status	Nature of Change	Reason for change/Comments
		• 'Componentisation' Changed to 'Revaluation of asset Components ' **Policy Sub-Section Removals:** • External Valuations • Internal Valuation • Materiality • Impairment of Assets	
STATEMENT OF POLICY – IMPAIRMENT OF ASSETS	New Section	Impairment of assets changed from a subsection of Valuations/Revaluations to its own Section	Impairment of assets set as a stand-alone section as per policies in other councils
STATEMENT OF POLICY – DISPOSAL	Addition & Removal	**Policy Sub-Section Additions:** • Disposal • Nett Gain or Loss Arising from Disposal **Policy Sub-Section no Changes:** • Elected Members and Employees **Policy Sub-Section Removals:** • Dumping • Donation • Buyers Risk	Sub Sections were added to provide greater detail and structure to the policy. Sections were added to cover off all relevant aspects of asset disposal. Changes were also made to include reference to Accounting Standards. Sub Sections removed as they were already incorporated into existing subsections (i.e. dot points a to f)
STATEMENT OF POLICY – MISCELLANEOUS	New Section	**Policy Sub Sections Added** • Reporting • Review of Asset Register	Added to reflect requirement to report to Audit and Risk Committee annually and best practice for Asset Accounting
RELATED DOCUMENTS	Removed		Related documents contained in references section
IMPLEMENTATION AND REVIEW	New Section		Section Added as a part of policy structure.
DOCUMENT CONTROL	Change	Policy owner Title Change and Dates updated	Administrative Update

Item: 7.11

Colac Visitor Information Centre Lease update

OFFICER	David Butterfield
ACTING GENERAL MANAGER	Martin Cutter
DIVISION	Corporate Services
ATTACHMENTS	1. Colac Visitor Centre (EO I) - Confirmed-Minutes- Council- Meeting [**7.11.1** - 2 pages]

1. PURPOSE

To inform Councillors of the progress regarding the Council Resolution dated 25 February 2025 to enter into a lease with Submitter 1 (as contained in the Confidential attachment) for the use of 58 Queen Street, Colac, as a Visitor Information Centre (Colac VIC), and to recommend a variation to the resolution to accommodate delays in the lease execution process.

2. EXECUTIVE SUMMARY

Council previously resolved to lease the facility at 58 Queen Street, Colac, to Submitter 1 for use as a Visitor Information Centre. However, due to delays in the appointment of Colac Otway Shire Council as the Committee of Management by the Department of Energy, Environment and Climate Action (DEECA), the lease cannot be executed by the intended date of 30 June 2025.

To ensure continuity of service, it is proposed that the Council enter into an interim Contractor Agreement with Submitter 1, allowing operations to commence from 1 July 2025. A variation to the original resolution is recommended to reflect this interim arrangement and to amend the lease commencement date.

3. RECOMMENDATION

That Council:

1. ***Authorise the Chief Executive Officer to enter into a Contractor Agreement with Submitter 1 for the operation of the Visitor Information Centre at 58 Queen Street, Colac, until the formal lease is executed.***
2. ***Authorises the extension of the lease commencement date from before "no later than 30 June 2025" to "as soon as practicable."***
3. ***Approve the public release of the name of the successful Submitter.***

4. KEY INFORMATION

Background

On 25 February 2025, Council resolved to grant a lease to Submitter 1 for the use of 58 Queen Street, Colac, as a Visitor Information Centre. The lease was to commence no later than 30 June 2025 and be executed using DEECA's leasing template and special conditions. The Chief Executive Officer was authorised to execute the lease and related documents, with public disclosure of the lessee's name and lease terms following execution.

The land is Crown Land managed by DEECA, and the lease execution was contingent upon DEECA's consent and administrative processes.

Delay in Lease Execution

DEECA has since advised that it cannot issue the lease until Colac Otway Shire Council is formally appointed as the Committee of Management for the site. This appointment is a prerequisite under the Crown Land Leasing Framework and must be completed before the lease can proceed.

Interim Arrangements

To maintain uninterrupted Visitor Information Services, it is proposed that Council enter into a Contractor Agreement with Submitter 1 to provide Visitor Information Services. This agreement would:

- Commence on 1 July 2025.
- Remain in effect until the formal lease is executed.
- Automatically terminate upon lease execution.

Extension of Council Resolution

To enable the interim arrangement, the Council resolution from February 2025 needs to updated to make the commencement date of the lease "as soon as practicable."

This approach ensures continuity of service while aligning with DEECA's leasing requirements and timelines.

Although Council has not issued a formal announcement, the name of Submitter 1 is already publicly available.

5. CONSIDERATIONS

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

Priority is to be given to achieving the best outcomes for the municipal community, including future generations – The Officer recommendation provides for continuity of Visitor Information Service.

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

Colac Otway Shire Council, Procurement Policy

Crown Land (Reserves) Act 1978

Colac Otway Shire Council, Council Property Leasing Policy

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

Not applicable.

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

Community Engagement is not required in relation to the officer recommendation.

Public Transparency (s58 *LGA 2020)*

This Report does not raise any matters that warrant a departure from full public transparency.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 1 - Strong and Resilient Community
Objective 4: Colac Otway Shire is a destination to visit

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

Financial Management (s101 *Local Government Act 2020)*

The officer's recommendation to amend the Council resolution dated 24 February and proceed with a contractor agreement will result in a contractual payment of $10 per week to the contractor.

Service Performance (s106 *Local Government Act 2020)*

The officer's recommendation will ensure the uninterrupted delivery of Colac Visitor Information Services.

Risk Assessment

The officer's recommendation will mitigate risk by establishing a contractor relationship with Submitter 1 that clearly defines Council's expectations and objectives.

Communication/Implementation

Should Council resolve in accordance with the officer's recommendation, the identity of Submitter 1 will be publicly disclosed.

Human Rights Charter

The authors of this report have reviewed the Charter of Human Rights and Responsibilities and confirm that the rights of all individuals have been upheld."

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 officer recommendation
This option is recommended by officers as it addresses delays in finalising the lease and ensures the continued provision of Visitor Information Services.

Option 2 – Adopt the officer recommendation with amendments

This option is not recommended by officers, as DEECA has not provided a timeline for the appointment of Council as Committee of Management.

Option 3 – Do not adopt the officer recommendation

This option is not recommended by officers, as it would result in a disruption to the delivery of Visitor Information Services.

Colac Otway SHIRE

Item: 7.7

Colac Visitor Information Centre - Expression of Interest

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

RESOLUTION

Moved Cr Schram, Seconded Cr Potter

That Council:

1. ***Notes the Expression of Interest process inviting submissions for the lease to operate the Colac Visitor Information Centre.***
2. ***Notes the submissions received in response to the Expression of Interest invitation:***
    a. ***Are provided for Councillors information as confidential attachments to this agenda; and***
    b. ***Have been assessed against the criteria included in the 'Invitation for Expression of Interest' document.***
3. ***Grants a lease to Submitter 1 (as per the confidential attachment to this report) to use the facility located at 58 Queen Street Colac as a visitor information centre, with the following key terms:***
    a. ***Commencement no later than 30 June 2025.***
    b. ***Lease in accordance with the Department Energy, Environment and Climate Action's leasing template and special conditions.***
    c. ***Term of lease is 2 years with 2 options for a further 2 years each.***
    d. ***Rent to be $1 (exclusive of GST) per year.***
    e. ***Tenant to pay all outgoings.***

f. *Tenant to hold $20 million Public Liability Insurance.*
g. *Tenant responsible for all building maintenance, as per the council property leasing policy.*
h. *The Centre opens as a visitor service:*
    i. *At least 5 days per week, including weekends (other than Christmas Day).*
    ii. *Opening hours minimum 10am to 4pm.*
i. *The Tenant provides equitable advertising access for all businesses in municipality.*
j. *The Tenant incorporates a volunteer program to enable community members to support visitor servicing through the Centre.*
k. *The employees or volunteers of the Tenant that are responsible for delivery of visitor servicing will participate in training/product awareness at least one (1) day per quarter.*
l. *The visitor information centre service provision aligns to local and regional visitor servicing strategies and campaigns.*

4. *Authorises the Chief Executive Officer to execute the lease and any ancillary documents on behalf of Council.*
5. *Releases the name of the successful lessee and publishes key terms on Council's lease register promptly following execution of the lease.*

CARRIED 7 : 0

Colac Otway SHIRE

Item: 7.12

Council Internal Resolution Procedure

OFFICER	Anita Craven
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Council Internal Resolution Procedure 1 [**7.12.1** - 7 pages]

1. PURPOSE

The purpose of this report is to present the Council Internal Resolution Procedure (CIRP) (Attachment 1) to Council for adoption.

2. EXECUTIVE SUMMARY

Under Section 140 of the *Local Government Act 2020* and Schedule 1A of the Local Government (Governance and Integrity) Regulations 2020, Council is required to implement and adopt a Council Internal Resolution Procedure (CIRP) by 1 July 2025.

The CIRP is to be observed when dealing with alleged breaches of the Model Councillor Code of Conduct that all Councillors are required to observe.

3. RECOMMENDATION

That Council adopts the Council Internal Resolution Procedure at Attachment One.

4. KEY INFORMATION

From 26 October 2024, all councillors are required to observe the Model Councillor Code of Conduct (MCCC). The MCCC is prescribed in Schedule 1 to the *Local Government (Governance and Integrity) Regulations 2020* (Regulations).

The MCCC replaced the previous statutory requirement for each Council to develop its own Councillor Code of Conduct which incorporated these standards of conduct.

Disputes between Councillors may arise in a variety of circumstances. In accordance with section 140 of the Act and Schedule 1A to the Regulations, Council must implement and adopt

a Council Internal Resolution Procedure (CIRP) by 1 July 2025, to be observed when dealing with alleged breaches of the MCCC.

The procedure must include a conciliation process that is to be conducted by the mayor and may include any other process that the council considers appropriate.

Whilst the CIRP must provide an avenue for dealing with alleged breaches of the MCCC, it may also provide councils with an effective option for addressing other types of complaints or disputes that may arise. These may include interpersonal disputes or complaints about serious misconduct. Councillors are strongly encouraged to attempt to resolve any complaint through the CIRP procedure in the first instance.

The CIRP only applies to disputes in which one Councillor (the Complainant) alleges that another Councillor (the Respondent) has breached the MCCC. The CIRP does not relate to disputes between Council officers and Councillors.

Further, the Act requires the Chief Executive Officer to appoint a person in writing to be a Councillor Conduct Officer (CCO) and to notify the PCCR of that appointment. The person appointed to this position is Anita Craven, Executive Officer Governance.

In practice, the CCO provides administrative and operational support associated with the council's internal resolution procedure and councillor conduct framework processes to councillors, arbiters, councillor conduct panels and the PCCR. However, while a CCO can provide procedural support to councillors, a CCO cannot assist one party in a way that would give them an advantage over another party. This means that a CCO cannot provide advice to councillors about the merits of making an application, tell them what to include or how to write an application or how they may respond to an application.

5. CONSIDERATIONS

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

Adoption by Council of the Council Internal Resolution Procedure (CIRP) provides for Council to meet statutory requirements under Section 140 of the *Local Government Act 2020* and Schedule 1A of the *Local Government (Governance and Integrity) Regulations* 2020.

It provides for a clear and transparent process for Councillors to follow for alleged breaches of the Model Councillor Code of Conduct.

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

Section 140 of the Local Government Act 2020 and Schedule 1A of the Local Government (Governance and Integrity) Regulations 2020.

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

Not applicable

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

Not applicable

Public Transparency (s58 *LGA 2020)*

Not applicable

Financial Management (s101 *Local Government Act 2020)*

Not applicable

Service Performance (s106 *Local Government Act 2020)*

Not applicable

Risk Assessment

Not applicable.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the Council Internal Resolution Procedure
This option is recommended by officers as provides for Council to meet statutory requirements under Section 140 of the Local Government Act 2020 and Schedule 1A of the Local Government (Governance and Integrity) Regulations 2020.

Council Internal Resolution Procedure

Responsible Officer:	Anita Craven, Executive Officer Governance	Due for Review:	30 June 2028

1. Purpose

This Internal Resolution Procedure (**Procedure**) is adopted under and in accordance with section 140 of the Local Government Act 2020 (**Act**) and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020*.

This Procedure will be observed when dealing with alleged breaches of the Model Councillor Code of Conduct.

2. Internal Resolution Procedure

Disputes between Councillors may arise in a variety of circumstances. This Procedure is to apply to those disputes in which one Councillor (**the Complainant**) alleges that another Councillor (**the Respondent**) has breached the Model Councillor Code of Conduct.

This Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

This Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.

It is acknowledged that this Procedure will not be suitable for resolution of all disputes between Councillors.

An overview of the Procedure is annexed, in the form of a flowchart.

3. First Stage of Internal Resolution Procedure - Discussion

A Complainant is encouraged to raise their issue directly with the Respondent in a respectful and courteous manner, either in person or in writing, where they feel comfortable to do so.

Councillors are encouraged to recognise that:

(a) certain behaviours and communications may be perceived by others to be causing issues or offence that may not have been intended;

(b) it can provide useful insight to reflect on their own behaviour or motivation and possible contribution to the dispute, whether intended or not; and

(c) dealing with the dispute early is more likely to avoid the issue escalating and resolve it before it threatens the effective operation of Council.

It is useful to frame any issue from the Councillor's perspective (eg "I felt disrespected when you said / did …"), rather than accusing another person of holding a particular position or taking a negative action deliberately. A Councillor should let the other Councillor know how they feel and ask for an explanation, rather than making accusations or assumptions.

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4. Second Stage of Internal Resolution Procedure - Conciliation

Where a direct conversation between Councillors has not been successful in resolving the dispute, or a Councillor does not feel comfortable communicating directly with another Councillor, the second stage of this Procedure is conciliation.

4.1. Initiating conciliation

A Complainant initiating conciliation must notify the Mayor and the Respondent of the dispute by completing a Conciliation Application Form. That form (see Attachment 1 to this Procedure) must:

(a) specify the names of the Complainant and Respondent;

(b) specify the provision (or provisions) of the Model Councillor Code of Conduct alleged to have been breached;

(c) detail what was said or done by the Respondent to constitute a breach of the Model Councillor Code of Conduct;

(d) attach any supporting information to provide examples of the behaviour complained of (eg screenshots or emails); and

(e) be dated and signed by the Complainant.

4.2. Participating in conciliation

Councillors are not obliged to engage in conciliation but should only decline to participate if they honestly and reasonably believe that their participation would adversely affect their health or wellbeing or would otherwise be unsafe.

A Respondent declining to participate in the conciliation must advise the Complainant and the Mayor of their unwillingness to participate, and the reasons for it. That advice must be provided no more than one week after receiving the Conciliation Application Form.

4.3. Conduct of conciliation

Conciliation is to be conducted by the Mayor except when the Mayor is a party to the dispute or otherwise unavailable to conduct conciliation. In that case the Deputy Mayor will assume the role of the Mayor in the conciliation process. If both the Mayor and the Deputy Mayor are parties

to the dispute or otherwise unavailable to conduct the conciliation, the role of the Mayor must be performed by a Councillor jointly chosen for the purpose by the parties.

When, in this Procedure, reference is made to the Mayor it includes:

(a) the Deputy Mayor; and

(b) a Councillor jointly chosen for the purpose by the parties,

when the Mayor and/or the Deputy Mayor are parties to the dispute or otherwise unavailable to conduct a conciliation.

Councillors may have a support person present during any conciliation meetings. It is the Councillors responsibility to advise the Mayor that a support person will be attending the conciliation meeting with them. It is the Mayor's responsibility to inform other Councillor's that a support person will be present.

4.4. Roles and responsibilities

The role of the Mayor is to provide guidance to the parties to the dispute about the Standards of Conduct in the Model Councillor Code of Conduct, and actively explore whether the dispute can be resolved by agreement between them.

The role of the Complainant and Respondent is to explain their respective positions and, in a show of goodwill, actively explore the possibility of resolving the dispute by agreement.

All Councillors are responsible for conducting themselves in a courteous and respectful manner at all times during the conciliation.

The role of the Councillor Conduct Officer is to provide the Mayor with the administrative support necessary to arrange and conduct the conciliation

4.5. Support from Council

Council, through the Councillor Conduct Officer, will provide administrative assistance to the Mayor when arranging a time and place for conciliation, including any technical assistance that may be required. Council will make a venue available to the Councillors within Council's offices that is private and suited to the conciliation process.

Council will not provide any substantive information, documents, guidance or advice about the subject matter of the dispute, or pay the costs of legal advice or representation for any Councillor in connection with this Procedure. Parties to a dispute may seek their own legal or other advice at their own cost, if they choose to do so.

4.6. End or termination of conciliation

Conciliation will end or be terminated if any of the following occurs:

(a) the parties cannot jointly choose a Councillor to conduct the conciliation within one week of being asked to do so;

(b) the Respondent notifies the Mayor that they do not wish to participate in conciliation, and the reasons for it, within one week of receiving the Conciliation Application Form;

(c) the Respondent does not respond to the Conciliation Application Form at all within two weeks of receiving it;

(d) conciliation has not occurred within four weeks of the Complainant submitting the conciliation Application Form;

(e) conciliation has occurred and the parties have been unable to resolve the dispute; or

(f) the dispute has been resolved.

The time for conciliation may be extended by agreement between the parties to the dispute, whether or not the matter has been escalated to one of the formal dispute resolution procedures outlined in the Act.

4.7. Confidentiality

Parties and other participants are expected to maintain confidentiality concerning the dispute and the operation of this Procedure.

4.8. Record of outcome

The Mayor must document any agreement that is reached between the Complainant and Respondent. The agreement must be signed by the Complainant, Respondent and Mayor. Copies must be provided to the Complainant and Respondent, and the original must be retained by the Mayor. Again, parties and the Mayor are expected to maintain the confidentiality of the agreement reached.

5. External Mediation

Notwithstanding the availability of other processes to resolve disputes under this Internal Resolution Process, if at any time a Complainant, a Respondent or the Mayor feels that the dispute will be better addressed through an external mediator, then they can make that request in writing of the Mayor, or in the case of the Mayor, the Chief Executive Officer for an external mediation (external mediation).

At the time the request is made, notice should also be provided to the other parties, by the requesting Councillor.

If all parties agree to an external mediation, then the Mayor or the Chief Executive Officer will ask the Councillor Conduct Officer to facilitate an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator will document any agreement reached at the end of the external mediation, with copies provided to all parties.

6. Internal Resolution Procedure does not Apply in these Circumstances

The following disputes are not covered by this Procedure:

(a) differences between Councillors in relation to policy or decision making, which are appropriately resolved through discussion and voting in Council meetings;

(b) complaints made against a Councillor or Councillors by a member or members of Council staff, or by any other external person;

(c) allegations of sexual harassment;

(d) disclosures made about a Councillor under the *Public Interest Disclosures Act 2012*, which can only be made to the Independent Broad-based Anti-corruption Commission; and

(e) allegations of criminal misconduct, which should be immediately referred to Victoria Police or the relevant integrity authority.

7. Formal Dispute Resolution Procedure

This Procedure operates alongside, and does not replace, the formal dispute resolution procedures outlined in the Act.

The formal dispute resolution procedure applies to misconduct, serious misconduct and gross misconduct.

Section 141 of the Act provides for an internal arbitration process concerning a breach of the Standards of Conduct set out in the Model Councillor Code of Conduct.

Related Documents

Local Government Act 2020

Local Government (Governance and Integrity) Regulations 2020

Model Councillor Code of Conduct

Document History

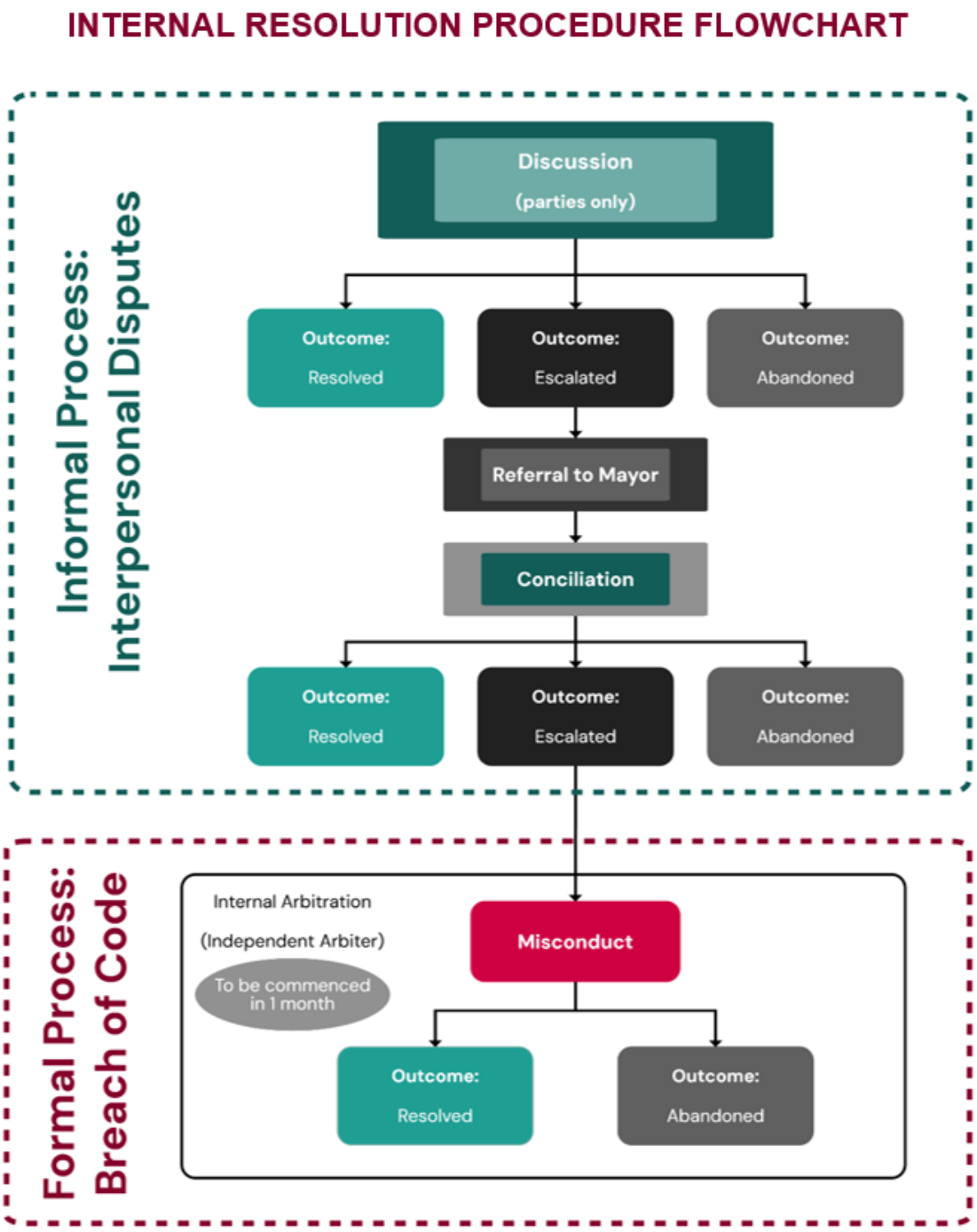
Version	Document History	Approved by	Date

Attachment 1: Conciliation Application Form

Complainant:	
Respondent:	
Provisions of Model Councillor Code of Conduct breached:	
Action constituting breach: *(Include dates, times and detailed descriptions of the action complained of. Attach further documents as necessary)*	

Signed by Complainant: _____ on _____/_____/_____

Annexure


INTERNAL RESOLUTION PROCEDURE FLOWCHART
Informal Process: Interpersonal Disputes
Discussion
(parties only)
Outcome: Resolved
Outcome: Escalated
Outcome: Abandoned
Referral to Mayor
Conciliation
Outcome: Resolved
Outcome: Escalated
Outcome: Abandoned
Formal Process: Breach of Code
Internal Arbitration
(Independent Arbiter)
To be commenced in 1 month
Misconduct
Outcome: Resolved
Outcome: Abandoned

Item: 7.13

Instrument of Appointment and Authorisation - Planning and Environment Act 1987 - Julia Repusic

OFFICER	Belinda Rocka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. For Resolution of Council Instrument of Authorisation Planning and Environment Act [**7.13.1** - 1 page]

1. PURPOSE

The purpose of this report is for Council to appoint Julia Repusic, Statutory Planner, as an authorised officer under section 147(4) of the *Planning and Environment Act 1987*.

2. EXECUTIVE SUMMARY

The *Planning and Environment Act 1987* (the *Act*) establishes a framework for planning the use, development, and protection of land in Victoria in the present and long-term interests of all Victorians. Officers are required to undertake assessments, give advice, or investigate various issues in relation to the *Act*. In order to do this, authorisation under the *Act* is required.

3. RECOMMENDATION

That Council, in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987, resolves that:

1. ***The members of Council staff referred to in the Instrument attached be appointed and authorised as set out in the Instrument.***
2. ***The Instrument is to be sealed using the common seal in accordance with Colac Otway Shire Council's Governance Local Law No 4 – 2020.***
3. ***The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until:***

a. ***Council determines to vary or revoke the Instrument; or***
b. ***The member of Council staff ceases to be employed in a position at Colac Otway Shire Council that requires this authorisation, at which point the instrument will be revoked by the Chief Executive Officer.***

4. KEY INFORMATION

Julia Repusic commenced employment as a Statutory Planner on 2 June 2025 with Council.

Statutory Planners are required to undertake assessments, give advice, or investigate various issues in relation to the *Act*. To undertake these assessments legally, particularly during issues of noncompliance, authorisation under the *Act* is required.

The officer nominated to be appointed as an Authorised Officer under the *Act* has been employed to fulfil specific roles and responsibilities as documented in their position description. Their experience and capabilities that enable them to fulfil their duties have been assessed through the recruitment process, and accordingly they are deemed to be suitable for appointment as an Authorised Officer.

Legal advice recommends authorised officers be appointed by Council using an instrument to address specific authorisation provisions of s 147(4) of the *Act* versus the broader authorisations of section 224 of the *Local Government Act 1989*.

5. CONSIDERATIONS

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

The overarching governance principles are: a) Council decisions are to be made and actions taken in accordance with the relevant law. b) the municipal community is to be engaged in strategic planning and strategic decision making. c) innovation and continuous improvement is to be pursued. d) regional, state, and national plans and policies are to be taken into account in strategic planning and decision making. e) the transparency of Council decisions, actions and information is to be ensured.

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

Planning and Environment Act 1987.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 *LGA 2020)*

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

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

Financial Management (s101 *Local Government Act 2020)*

Not applicable.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The attached Instruments of Appointment and Authorisation (P*lanning and Environment Act 1987*) come into force immediately upon execution.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Appoint the Officer as an Authorised Officer. This option is recommended by officers as various staff members within the Planning team are required to undertake assessments, give advice, or investigate various issues in relation to the *Act*. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the *Act* is required.

Colac Otway Shire Council

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Julia Repusic

By this instrument of appointment and authorisation Colac Otway Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*;

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Colac Otway Shire Council on 3 June 2025.

Date:

Colac Otway
SHIRE

Item: 7.14

Instrument of Delegation for Beech Forest Hall

OFFICER	Belinda Rocka
MANAGER	Anita Craven
DIVISION	Executive
ATTACHMENTS	1. Rob Henry - Belinda Rocka - Beech Forest CAC - SES Shed - Re Amend Instrument of Delegation [**7.14.1** - 2 pages]

1. PURPOSE

To seek for Council to extend the purpose of the Beech Forest Hall Community Asset Community to include an additional building 'SES Shed'. The SES Shed is located on the same site as the hall and is currently being informally managed by the Beech Forest Hall Community Asset Committee.

2. EXECUTIVE SUMMARY

Council's role is to appoint a Community Asset Committee (CAC) to a Council owned asset and provide the authority on the purpose of the CAC. Once a resolution is provided, the Chief Executive Officer then has the authority from Council to create an Instrument of Delegation (IoD) to the individual CAC members formalising their position and outlining the responsibilities and assets under the Committee's care.

On 26 August 2020, Council resolved to establish the Beech Forest Hall (CAC) to oversee the management and operation of the Beech Forest Hall.

Located within the area of the Beech Forest Hall is a structure commonly referred to as the "SES Shed." This building was previously used by the State Emergency Service (SES) but has since been vacated and is no longer required for emergency service purposes. The SES confirmed this with Council in 2022.

The SES Shed was not explicitly listed in the resolution passed on 26 August 2020. However, the shed is located on the same parcel of land adjacent to the Hall. This has led to a longstanding assumption by the Beech Forest Hall CAC that the shed falls within their area of responsibility. As a result, the Committee has informally managed the building for several years, maintaining its condition and facilitating its use for community purposes.

In recent years, the SES Shed has taken on increased significance within the community. It currently houses a reconstructed historic Bakers Oven—an initiative that was supported by the Beech Forest Progress Association, the Beech Forest Historical Society, and the Beech Forest Hall CAC. This project was funded through a Tidy Towns grant and received prior approval from Colac Otway Shire. The shed was identified as a suitable location for the oven due to its proximity to the Hall and its perceived inclusion within the CAC's management scope.

The presence of the Bakers Oven has enhanced the cultural and historical value of the site, and the local community has expressed strong interest in further developing the SES Shed for broader community use. Proposed future uses include heritage displays, community baking events, and additional storage or activity space to support Hall functions.

To ensure clarity, accountability, and appropriate governance, the Beech Forest Hall CAC meet on 2 June 2025 and formally passed a resolution to formally request that the SES Shed to be explicitly included in the IoD (attachment 1). This amendment would formalise the Committee's role in managing the building and support the ongoing development of the site as a valued community asset.

3. RECOMMENDATION

That Council:

1. ***Resolves to extend the purpose of the Beech Forest Hall Community Asset Committee to include managing the SES Shed***
2. ***Notes that under Section 47 of the Local Government Act 2020 the CEO will update the Beech Forest Hall Community Asset Committee Instrument of Delegation to include managing the SES Shed***
3. ***Thanks the Beech Forest Hall Community Asset Committee volunteers for their time and effort in managing a Council owned facility***

4. KEY INFORMATION

The Beech Forest Hall CAC was established in August 2020 to manage the Beech Forest Hall. Adjacent to the Hall, the former SES Shed was not explicitly listed and has been informally managed by the CAC.

The shed now houses a community-funded Bakers Oven project, supported by local groups and previously approved by Council. The CAC has requested the shed be explicitly included in the IOD to clarify management responsibilities and support future community use.

Should Council support the request, the Instrument of Delegation for the Beech Forest Hall CAC will be amended to explicitly include the former SES Shed. This will formalise the Committee's management responsibilities and support future community use and development of the site.

5. CONSIDERATIONS

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

Priority is to be given to achieving the best outcomes for the municipal community, including future generations

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

Local Government Act 2020 s65 and s47

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:
Theme 4 – Strong Leadership and Management
Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 *Local Government Act 2020)*

Not applicable.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

Including the SES Shed within the remit of the Instrument of Delegation will provide for the CAC to be adequately insured.

Communication/Implementation

The Beech Forest CAC provided a resolution from their committee meeting held on 2 June 2025 seeking to have the SES Shed included as part of the Instrument of Delegation. The CAC have been kept informed Council will seek resolution of Council at this Council meeting and the outcome will be communicated to the CAC.

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 resolution as presented
This option is recommended by officers as including the SES Shed in the Instrument of Delegation provides the Beech Forest CAC an additional facility.

Option 2 – Adopt the resolution with amendments
This option is not recommended by officers as it will need to be clear whether the SES Shed is included in the Instrument of Delegation or not.

Option 3 – Do not adopt the resolution
This option is not recommended by officers as including the SES Shed within the Beech Forest Hall CAC Instrument of Delegation benefits the local community.

From: Beech Forest Hall
Sent: Tue, 3 Jun 2025 09:58:19 +1000
To: Community Asset Committees; Stephen Parker
Cc: Jackie Zapelli
Subject: Re: Amend Instrument of Delegation

Morning Belinda and Stephen,

We hope you are all well. We are pleased to inform that a resolution was passed at our Beech Forest CAC meeting last night with all in favour of including the (old) SES Shed within the Instrument of Delegation. We shall provide a copy of the Minutes as required.

We look forward to discussing further.

Kind regards,

Rob

> On 29 May 2025, at 12:07 pm, Community Asset Committees <cac@colacotway.vic.gov.au> wrote:
>
> Hi Rob,
>
> If the Beech Forest Hall Community Asset Committee (CAC) would like to have included, what is known as, the SES Shed in the Instrument of Delegation (IoD), we will need a resolution from the CAC.
>
> I can then write a report to Council seeking the SES Shed be managed by the CAC. This would occur at the 24 June Council meeting.
>
> Please advise of the outcome of the discussion about this at your next Committee meeting.
>
> Thank you

Colac Otway SHIRE **Belinda Rocka** | Governance Officer
Phone: (03) 5232 9486
Email: belinda.rocka@colacotway.vic.gov.au
www.colacotway.vic.gov.au



The Colac Otway Shire proudly acknowledges the Gulidjan and Gadubanud peoples, past, present and emerging, as the traditional custodians of the Colac Otway Region.

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Item: 8.1

Great Ocean Road Regional Trails Strategy

OFFICER	Stephen Parker
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. GOR Regional Trails Strategy FINAL 18022025 [**8.1.1** - 78 pages]

1. PURPOSE

To consider the Great Ocean Regional Trails Strategy 2025-2035 that has been developed by the Great Ocean Road Coast and Parks Authority.

2. EXECUTIVE SUMMARY

The Great Ocean Road Coast and Parks Authority (GORCAPA) has developed the Great Ocean Road Regional Trails Strategy 2025-2035 (the Strategy) to guide state and local government agencies in the development, maintenance, and promotion of trails in the Great Ocean Road region.

The Strategy aims to build on previous investment and planning documents to establish the Great Ocean Road region as one of Australia's outstanding trail destinations.

The Strategy presents a shared vision "to be an outstanding trails region renowned for its diverse, high-quality trail experiences that celebrate our unique natural and cultural landscapes, strengthen the economy and enhance community health and well-being", together with the principles, goals, and actions required to achieve identified outcomes over the next 10 years.
The Strategy has been adopted by the GORCAPA Board as owner of the Strategy and is now presented to Council for noting.

3. RECOMMENDATION

That Council:

1. ***Notes the Great Ocean Road Regional Trails Strategy 2024-2034 developed by the Great Ocean Road Coast and Parks Authority (Attachment 1).***
2. ***Notes that the Great Ocean Road Coast and Parks Authority is the lead agency for implementation of the Great Ocean Road Regional Trails Strategy 2024-2034.***
3. ***Supports the implementation of actions within the Strategy that relate to Council owned/managed assets, subject to future budget considerations and community engagement.***

4. KEY INFORMATION

The Great Ocean Road Coast and Parks Authority (GORCAPA) received funding from the Department of Energy, Environment and Climate Action (DEECA) to develop the Strategy.

The Strategy aims to build on previous investments to establish the Great Ocean Road Region as one of Australia's outstanding trail destinations.

The Strategy presents a shared vision "to be an outstanding trails region renowned for its diverse, high-quality trail experiences that celebrate our unique natural and cultural landscapes, strengthen the economy and enhance community health and well-being", together with the principles, goals, and actions required to achieve identified outcomes over the next 10 years.

Trails within the Great Ocean Road region are currently managed by a variety by local and State government agencies, each with their own planning, maintenance, and marketing approaches. The Strategy addresses the lack of coordination between the agencies which has resulted in an inconsistent experience for trail users and a disconnected trail network.

Given the considerable number of formal and informal trails within the region, the Strategy identifies specific trails that contribute to the 'Great Ocean Road product.' This includes trails within the Authority's existing and proposed service area, and significant trails located outside the Authority's service area.

In summary, the Strategy provides a framework for co-ordinated planning, management and promotion of trails in the region.

The trails included in this Strategy are (bold trails are relevant to Colac Otway Shire):

- Anglesea Mountain Bike Trail Network (including the Anglesea Bike Park)
- Camperdown to Timboon Rail Trail
- **Forrest Mountain Bike Network**
- **Great Ocean Road Coastal Trail***
- **Great Ocean Walk**
- **Otway Walks and Waterfalls****
- **Old Beechy Rail Trail**
- Port Fairy to Warrnambool Rail Trail
- **Otway Hinterland Horse Trail**

- Surf Coast Walk
- Twelve Apostles Trail
- Warrnambool Foreshore Promenade

**in planning / construction phase*

*** Stevenson's Falls, Beauchamp Falls, Hopetoun Falls, Lake Elizabeth Walk, Triplet Falls, Maits Rest Rainforest Walk, Melba Gully, Sabine Falls, Carisbrook Falls, Erskine Falls, She Oak Falls, Phantom Falls, Henderson Falls*

There are also actions in the Strategy that explore potential new trail connections within Colac Otway Shire including:

- Reviewing options to connect Great Ocean Road Coastal Trail with Great Ocean Walk including coastal and non-coastal options (this takes in Wild Dog to Skenes Creek).
- Continuing to investigate new trail opportunities in the Apollo Bay region including the proposed Les Noseda Highview Trail.

The focus of the Strategy is on the GORCAPA land management polygon (and surrounds).

The development of the Strategy has been led by GORCAPA in collaboration and coordination with the Eastern Maar Aboriginal Corporation, the Wadawurrung Traditional Owners Aboriginal Corporation, State Government Departments and agencies including DEECA, Parks Victoria, Department of Transport and Planning, Department of Jobs, Skills, Industries and Regions, the local government areas of Colac Otway Shire, Corangamite Shire, Moyne Shire, Surf Coast Shire and Warrnambool City, and Great Ocean Road Regional Tourism.

GORCAPA will be responsible for the implementation of the Strategy. Council is linked to specific trails owned/managed by COS.

A key recommendation is to establish a Regional Trails Forum to inform and coordinate a response to the actions within the Strategy, which Colac Otway Shire has been invited to participate.

The draft Strategy was recently presented to a Councillor Briefing session on 4 March 2025 by GORCAPA. The final Strategy was endorsed by the GORCAPA Board on 2 April 2025.

5. CONSIDERATIONS

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

The Strategy was developed in collaboration with multiple stakeholders, including local Councils, state government agencies, and community groups, ensuring a coordinated and integrated approach. The Strategy provides a strategic direction for the development and management of trails across the Great Ocean Road region, providing long term economic and social benefits.

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

Not applicable to this report.

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

The Strategy emphasises the conservation and protection of natural landscapes and ecosystems. By promoting sustainable trail development, it helps to preserve the region's biodiversity.

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

Development of the Strategy has been supported by a governance structure involving stakeholders across the region. This includes representatives from the Eastern Maar Aboriginal Corporation, Wadawurrung Traditional Owners Aboriginal Corporation, Department of Energy, Environment and Climate Action, Parks Victoria, Department of Transport and Planning, Regional Development Victoria, five local governments (Colac Otway, Corangamite, Moyne, Surf Coast and Warrnambool) and Great Ocean Road Regional Tourism.

GORCAPA undertook community engagement on the draft Strategy which occurred over a 7-week period between September and November 2024. This extended engagement period accounted for local government elections and the associated caretaker period.

The objectives of this engagement were to:

- Gather data on trail users and what trails they enjoy.
- Gather aspirations for the future of the Great Ocean Road trail network.
- Understand community sentiment on the characteristics of an outstanding trails destination.
- Provide adequate detail on the Strategy that enables the community to provide informed feedback on elements of the Strategy that are negotiable.

The feedback gathered through the community engagement phase has influenced the final Strategy.

Public Transparency (s58 *LGA 2020)*

The Strategy has been publicly exhibited by GORCAPA and feedback sought from the community and key stakeholders.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

- Community Wellbeing: The Council Plan focuses on creating healthy, connected, and inclusive communities. The Strategy supports this by providing recreational opportunities that encourage physical activity and social interaction
- Economic Development: The Strategy aims to boost tourism and local economies by establishing the region as a premier trail destination. This aligns with the Council Plan's goal of fostering a strong and innovative economy.

Alignment to the broader goals of the Colac Otway Open Space Strategy 2011:

- Providing local open spaces that connect to regional trails, enhancing the overall trail network.
- Supporting the environmental and recreational goals of the regional strategy through local initiatives.

- Ensuring that local community needs are met while contributing to the regional vision of a connected and accessible trail system

Financial Management (s101 *Local Government Act 2020)*

There are no immediate financial implications for Council in noting the Strategy. It will be important to clearly communicate with GORCAPA and the broader community about the financial constraints and the steps being taken to manage the trails within available budgets. Any upgrades or improvements to trails that are the responsibility of Council will be subject to future budget considerations.

Service Performance (s106 *Local Government Act 2020)*

The Strategy includes mechanisms for monitoring trail usage and community feedback, which helps in continuously improving the trail network. This aligns with the principle of responding to performance monitoring to enhance service delivery.

Risk Assessment

Ensuring long-term maintenance and management of the trails requires continuous funding and resources. GORCAPA have ultimate responsibility for the deliverable actions within the Strategy.

Communication/Implementation

The actions in the Strategy will be led by GORCAPA and will be subject to the resource availability and priority of each participating land manager.

Human Rights Charter

The Strategy incorporates principles of universal design to ensure that trails are accessible to people of all abilities. This includes providing guidance regarding the necessary amenities such as accessible entry points, signage and rest areas.

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 Great Ocean Road Regional Trails Strategy 2024-2034 developed by GORCAPA.

This option is recommended as the Strategy provides long term strategic guidance to the development and maintenance of trails in the Great Ocean Road region.

The coordinated approach ensures that the land managers' plans and initiatives are aligned with regional goals, promoting a cohesive approach to trail development and management across the region.

Option 3 – Do not support/note the Great Ocean Road Regional Trails Strategy 2024-2034 developed by GORCAPA.

This option is not recommended as the Strategy directly benefits destination trails within Colac Otway Shire.

Great Ocean Road

Regional Trails Strategy 2025-2035



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

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ACKNOWLEDGEMENT

We acknowledge and respect the separate and distinct Eastern Maar and Wadawurrung Peoples as the Traditional Owners of the Great Ocean Road's land, waters, seas and skies and acknowledge their cultural knowledge that has led to sustainable practices and has cared for Country over tens of thousands of years. We honour Elders past and present and express gratitude for their sharing of wisdom that has ensured the continuation of Culture and Traditional practices. We are committed to genuinely partner and meaningfully build relationships that reflect self-determination and enable us to work together with Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices, and together deliver on their broader assertions in the 21st century and beyond.

This Strategy is built on valuable insights from Traditional Owners, trail industry specialists, collaboration with local land managers, and feedback from the community, visitors and stakeholders. Their contributions have shaped the vision strategies and actions that are inclusive, practical and impactful.

TRAIL DEFINITION

For this Strategy, the term 'trails' encompasses both single use trails (walking, hiking, cycling and mountain biking) and shared use (any combination of walking, hiking, cycling, horse riding and mountain biking). Several of the region's trails are multiple purpose where horse riders share the trails with walkers and, in some cases, cyclists. The terms 'tracks' and 'trails' are used interchangeably recognising that they might hold different meanings for different individuals.

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Acronyms

CoM	Committee of Management
DEECA	Department of Energy, Environment and Climate Action
EMAC	Eastern Maar Aboriginal Corporation
GORCAPA / The Authority	Great Ocean Road Coast and Parks Authority
GORRT	Great Ocean Road Regional Tourism
GORRTF	Great Ocean Road Regional Trails Forum
LGA	Local Government Area
MTB	Mountain Bike
PV	Parks Victoria
WTOAC	Wadawurrung Traditional Owners Aboriginal Corporation

Executive Summary

The Great Ocean Road region has long been recognised as an exceptional destination for nature based tourism, with its trails being a major attraction for visitors and an asset for residents. These trails offer opportunities for walking and cycling, providing access to areas of outstanding natural beauty, cultural landscapes and unique recreational experiences. They promote an active, outdoor lifestyle that enhances physical and spiritual well-being, offering spaces for families and friends to connect. The trails contribute significantly to residents' quality of life and the region's economic prosperity by generating income and jobs that sustain vibrant communities year-round.

Maximising the potential of the region's diverse and accessible landscapes, coupled with its extensive network of trails, provide an ideal platform from which to build stronger and more sustainable trails. With sufficient investment to improve the quality of trail experiences and associated products and services, the region has an opportunity to attract visitors, grow regional economies and create jobs, while also delivering social, environmental and cultural benefits for local communities. Trail assets also assist in measures that promote seasonal and geographic visitor dispersal across the region.

The Great Ocean Road Regional Trails Strategy 2025-2035 (the Strategy) provides a framework for co-ordinated planning, management and promotion of trails in the region as shown in Figure 1. The Strategy applies to trails in the area from Torquay in the east to Port Fairy in the west, bound by the coast to the south and Colac and Camperdown to the north.

The trails included in this Strategy are:

- Anglesea Mountain Bike Trail Network (including the Anglesea Bike Park)
- Camperdown to Timboon Rail Trail
- Forrest Mountain Bike Network
- Great Ocean Road Coastal Trail
- Great Ocean Walk
- Otway Walks and Waterfalls
- Old Beechy Rail Trail
- Port Fairy to Warrnambool Rail Trail
- Otway Hinterland Horse Trail
- Surf Coast Walk
- Twelve Apostles Trail
- Warrnambool Foreshore Promenade.

This Strategy recognises the vital role that local trails and short walks play in fostering community health by providing accessible spaces for physical activity, social interaction and connection to nature. They encourage active lifestyles, reduce stress and improve mental well-being, while offering safe and inclusive environments for people of all ages and abilities. By promoting regular outdoor activity, local trails contribute to healthier, happier and more resilient communities.

Accompanying this Strategy are the Great Ocean Road Regional Trail Guidelines, offering guidance on trail planning, design and management for all stakeholders. Together the Strategy and Guidelines aim to support the many organisations and interests involved in the trail network. It presents a shared vision along with the principles, goals and actions required to achieve this vision over the next ten years.

This Strategy has been prepared by the Great Ocean Road Coast and Parks Authority (the Authority) in consultation with rightsholders, land managers and key stakeholders. The Authority will lead the implementation of the Strategy in collaboration with all involved agencies.

Our Vision

Our vision is for an outstanding trails region renowned for its diverse, high-quality trail experiences that celebrate and protect our unique natural and cultural landscapes, strengthen the economy and enhance community health and well-being.



Goals

To achieve our vision, this Strategy contains six goals. Each goal has a set of priority actions.

Integrated Governance, Planning and Management

We will adopt a strategic, coordinated approach to trail planning, management and maintenance through stakeholder collaboration, prioritising investment and resource allocation.

Sustainable Funding Model and Investment Framework

We will source sustainable funding for trail development, maintenance and management while providing guidance to organisations seeking investment.

Eastern Maar and Wadawurrung Partnerships

We will partner with the Eastern Maar and Wadawurrung Peoples to achieve joint objectives in land management and trail network development.

High Quality and Sustainable Trails

We will provide outstanding trail experiences that protect the region's natural and cultural landscapes.

Information and Marketing

We will offer consistent, reliable trail information to highlight experiences and enable confident exploration.

Accessible and Inclusive Trails

We will ensure trails are inclusive, accessible and support the needs of visitors and communities.



1. Introduction



The Great Ocean Road region's rich and varied landscape is crisscrossed by hundreds of kilometres of trails. Located on the lands of the Eastern Maar and Wadawurrung Peoples, it is home to some of Australia's finest coastline, forests, national parks and marine sanctuaries. It boasts a network of trails that enable visitors and residents to experience these inspiring landscapes.

For this Strategy, the region is defined as the area from Torquay in the east to Port Fairy in the west, bound by the coast to the south and Colac and Camperdown to the north. This area encompasses those critical trails that contribute to the Great Ocean Road trail network (refer Figure 1).

The region has long been recognised as an exceptional destination for nature based tourism. The region's trails are a major attraction for visitors and an asset for residents, offering opportunities for walking and cycling, and providing access to areas of outstanding natural beauty, cultural landmarks and unique recreational experiences.

The trails offer residents and visitors opportunities to engage in an active, outdoor lifestyle that promotes physical and spiritual wellbeing. They provide spaces for families and friends to be active together and to connect, enhancing the vibrancy and appeal of the region's communities. These trails contribute to the quality of life for residents and the economic prosperity of the region.

Trails also strengthen the visitor economy, generating income and jobs that sustain our vibrant communities year-round. For more detailed information on the regional context and significance of the region's trails, please refer to Appendix A.

The trails in the region are planned and managed by a combination of state and local government entities, and in some cases, in partnership with the local community management committees. Considerable resources have been invested in strengthening the trail network in recent years.

1.1 THE REGIONAL STRATEGY

The Strategy provides a framework to guide state and local government agencies in the development of trails in the region. It presents a shared vision along with the principles, goals and actions required to achieve this vision over the next ten years. The Strategy aims to build on previous investments to establish the Great Ocean Road region as one of Australia's premier trail destinations.

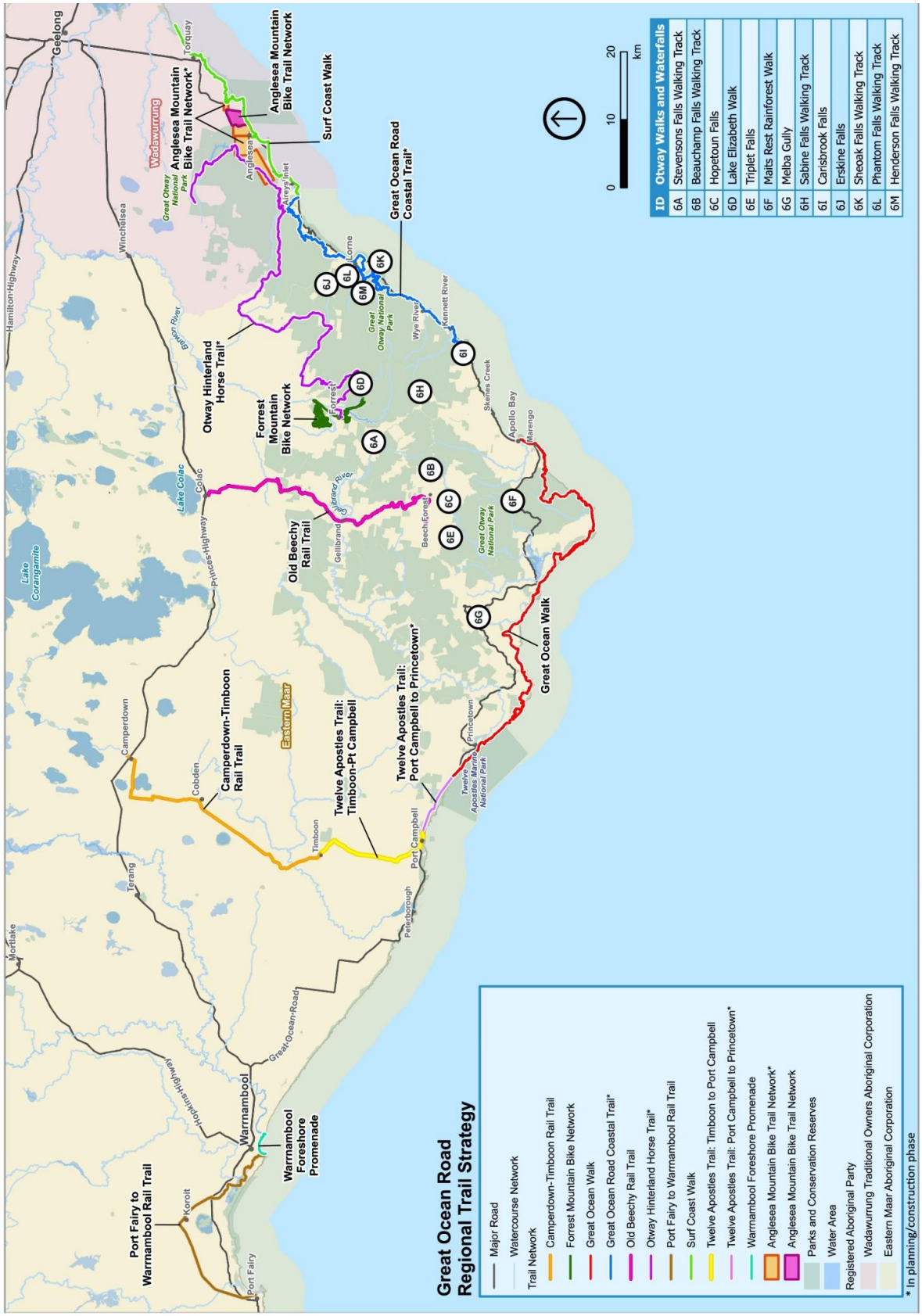
The Strategy sets the strategic direction for planning, developing, maintaining, managing, marketing and utilising an integrated network of trails in the region over the next decade. Accompanying this Strategy are the Great Ocean Road Regional Trail Guidelines, which offer guidance on trail planning, design and management for all stakeholders involved in trails across the region.

Both the Strategy and the Guidelines are designed to unify the diverse range of organisations and interests working independently on individual trails, bringing them together under a shared vision to develop and manage an outstanding network of trails across the region.

This Strategy has been prepared by the Authority in consultation with the Eastern Maar Aboriginal Corporation, the Wadawurrung Traditional Owners Aboriginal Corporation, the local government areas of Colac Otway Shire, Corangamite Shire, Moyne Shire, Surf Coast Shire and Warrnambool City, State Government Departments and agencies managing the region's land (Department of Energy, Environment and Climate Action and Parks Victoria), and Great Ocean Road Regional Tourism.

As the lead agency, the Authority will work in consultation and collaboration with all involved agencies and our communities to realise the Strategy's vision and goals.

Figure 1. Great Ocean Road Regional Trails Strategy – Area of Focus



REGIONAL CONTEXT

Custodians of the lands, waters and skies

The Eastern Maar and Wadawurrung Peoples are the custodians of the lands, waters and skies encompassed by the Great Ocean Road region and have been for millennia.

131,030 residents

Most residents live in Surf Coast Shire and Warrnambool City.

Victoria's most popular destination outside of Melbourne

In 2023/24:

- Total Nights: 6.6 million.
- Total Day Visitors: 3.0 million.
- Most visitors are from Victoria.

In 2033:

- Total Visitors: 9 million visitors (forecast).

Outstanding Natural and Cultural Landscapes

2 national parks, 170,000 ha of Crown Land, 2 marine parks and 5 marine sanctuaries.

Multiple trails that showcase the region

Short Walks

- Otway Walks & Waterfalls.

Shared Use Trails

- Surf Coast Walk.
- Twelve Apostles Trail.
- Warrnambool Foreshore Promenade.

Mountain Bike Trails

- Forrest Mountain Bike Network.
- Anglesea Mountain Bike Trail Network (including the Anglesea Bike Park).

Long Distance Walks

- Great Ocean Walk.
- Great Ocean Road Coastal Trail (proposed).

Rail and Horse Trails

- Camperdown to Timboon Rail Trail.
- Port Fairy to Warrnambool Rail Trail.
- Old Beechy Rail Trail.
- Otway Hinterland Horse Trail (proposed).

2. The Existing Trail Network



2.1 THE EXISTING TRAIL NETWORK

The Great Ocean Road region possesses a unique advantage. Our communities are surrounded by extensive public lands containing a network of exceptional trails that are used, valued and cared for by government agencies and local communities.

Across the region, there is growing recognition that the existing trail network present significant opportunities for enhancing the wellbeing of residents and the prosperity of communities.

Trails are integral to the landscape, fostering meaningful connections between people and nature. The region's extensive trail network currently offers:

- A good geographical spread of trails and connections to townships along the Great Ocean Road and its national parks.
- Access to a range of landscape and coastal settings, from urban to natural environments and from the coast through to the hinterland. Beautiful beaches and forests form part of a superb experience.
- A variety of trail types, including walking trails and multi-use trails for walking, cycling and horse riding.

Short Walks

The region has many high-quality short walks. Some occur in 'clusters', including walks in the Great Otway National Park. The walks traverse a range of high-quality natural areas.

Mountain Bike Trails

The region boasts several quality mountain bike trail networks at Forrest and Anglesea. These are generally managed in partnership between the land managers and local clubs affiliated with AusCycling.

Long Distance Walking Trails

The region has several significant long-distance walks, including the Great Ocean Walk and the planned Great Ocean Road Coastal Trail.

Shared Use Trails

Several of the region's trails are multiple purpose with walkers and cyclists sharing the trail. This includes the Surf Coast Walk and the recently constructed Twelve Apostles Trail (stage one).

Rail Trails

Rail trails are a feature of the region and include the Camperdown to Timboon Rail Trail, Port Fairy to Warrnambool Rail Trail and the Old Beechy Rail Trail.

2.2 TRAILS INCLUDED IN THIS STRATEGY

The trails included in this Strategy are presented in Figure 2 and Figure 3 and include:

- Anglesea Mountain Bike Trail Network (including the Anglesea Bike Park)*
- Camperdown to Timboon Rail Trail
- Forrest Mountain Bike Network
- Great Ocean Road Coastal Trail*
- Great Ocean Walk
- Otway Walks & Waterfalls
- Old Beechy Rail Trail
- Port Fairy to Warrnambool Rail Trail
- Otway Hinterland Horse Trail*
- Surf Coast Walk
- Twelve Apostles Trail**
- Warrnambool Foreshore Promenade.

**In planning/construction phase*

***includes the Twelve Apostles Trail Stage 2 (Port Campbell to Princetown via Twelve Apostles Visitor Centre).*

For a comprehensive overview and assessment of the existing trail network and an assessment of each individual trail including recommended actions, please refer to Appendix B.

These trails have been selected because they:

- Are of a regional geographic scale and link the settlements, activities and environments along the Great Ocean Road corridor.
- Offer diverse user experiences capturing the region's unique character and features of the region (natural, cultural, heritage and landscape values).
- Serve the whole of the community, including visitors and regional residents.
- Support the economic and social development of communities and support a prosperous and liveable region.
- Are environmentally and culturally sustainable.
- Are accessible from several points along their length and particularly to key parts of the trail where there is associated trailhead infrastructure.
- Offer a cluster of short-walk experiences that are located within proximity to one another, showcase the values of the region, promote visitor dispersal and are collectively regarded as a 'walking attraction'.

This Strategy recognises the vital role that local trails and short walks play in fostering community health by providing accessible spaces for physical activity, social interaction and connection to nature. They encourage active lifestyles, reduce stress and improve mental well-being, while offering safe and inclusive environments for people of all ages and abilities. By promoting regular outdoor activity, local trails contribute to healthier, happier and more resilient communities. These local trails and short walks will be maintained in accordance with each land manager's maintenance guidelines.

2.3 TRAIL MANAGEMENT

More than 14 public entities are responsible for trail development, infrastructure delivery, asset maintenance, emergency management, destination promotion, and the management of biocultural landscapes across the region. Appendix B provides a summary of the land managers responsible for each trail.

Each entity must comply with the State's legislative and policy framework, as well as strategic planning guidelines. Appendix A provides a summary of the legislation, plans and strategies relevant to the development of trails across the region.

The Great Ocean Road Coast and Parks Authority

The Authority is an independent statutory authority established on 1 December 2020 to enhance the protection and management of Victoria's iconic Great Ocean Road coast and parks.

In partnership with the Eastern Maar Aboriginal Corporation and the Wadawurrung Traditional Owners Aboriginal Corporation, the Authority's purpose is to care for, protect and manage the coast and parks along the Great Ocean Road, ensuring they can be enjoyed by all, now and for generations to come. The Authority's ambition is for the Great Ocean Road to thrive environmentally, economically, socially and culturally as one integrated living entity.

Before the Authority's establishment, thirty organisations held responsibilities along the Great Ocean Road. This fragmented management model created barriers to coordinated future planning and delivery, a key challenge identified by stakeholders.

The role of the Authority is to streamline the fragmented and conflicting management of public land within the Great Ocean Road coast and parks, and to deliver on a shared vision for the region's future.

This includes:

- Guiding sustainable tourism, supporting local employment, and enhancing the visitor experience.
- Strengthening the protection of land and seascapes from the impacts of climate change.
- Improving economic development to create a prosperous and liveable region.

Management responsibility for an estimated 150,000 hectares of parks and public land within the Great Ocean Road region is being progressively transferred to the Authority, with completion expected by 1 November 2025. This area of land, referred to in this Strategy as the Authority's service area, may include some of the trails covered by this Strategy. Appendix B lists the respective land managers for each trail and identifies those that might be transferred.

The transfer of land will not alter the existing management tenure or conservation objectives of the land under our control. The land management objectives and obligations are defined by the reservation purpose under the Crown (Land) Reserves Act and other statutory requirements, such as land management plans approved by the Minister for Environment and State policies. These objectives and obligations will remain unchanged.

The Authority is required to reinvest all revenue generated from the land it manages back into the protection and enhancement of the Great Ocean Road coast and parks, ensuring their enjoyment and appreciation by current and future generations. This includes improvements in environmental education, conservation, visitor services, and the management and maintenance of the trail network.

Other Agencies

Several trails are located outside of the Authority's service area (Figure 1). These trails are managed by stakeholders involved in the development of this Strategy, including Parks Victoria, DEECA, and the five local governments. Some stakeholders, such as Parks Victoria, have documents (standards, guidelines, etc.) that guide the management of their trail networks. The vision, principles, and actions identified in this Strategy, along with the Great Ocean Road Regional Trail Guidelines, are designed to align with each agency's guidelines and standards. Together, these documents will provide trail managers, organisations, and other interest groups with readily available, current and relevant guidance for trail development and management.

Committees of Management and Clubs

Several Committees of Management have been established to manage assets on behalf of the relevant local Council, including assets owned by the Council or Crown Land for which the Council is the Committee of Management. These committees consist of volunteers who contribute significantly to trail management, construction and use. Examples of volunteer groups involved in the trail network include the Port Fairy to Warrnambool Rail Trail Committee Inc. and the Surf Coast Mountain Bike Club.

The Eastern Maar and the Wadawurrung Peoples

There are two recognised Registered Aboriginal Parties within the region this Strategy encompasses, the Eastern Maar Aboriginal Corporation (EMAC) and the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC). Figures 2 and 3 show the boundary of each Registered Aboriginal Party.

The Eastern Maar are the Traditional Owners of south-western Victoria. Through their Country Plan, the Eastern Maar Aboriginal Corporation asserts to be the public land manager for trails on their country.

The Wadawurrung People are the Traditional Owners of the land and waters that run from the Great Dividing Range in the north to the coast in the

south, from Werribee River in the east to along the Surf Coast.

Through their Country Plan, the Wadawurrung would like co-management to be a pathway to full management for areas identified by Wadawurrung.

The intended aim is to ensure that First Nations people and their representative bodies are engaged in all elements of trail management and will have co-design and co-management principles applied to their partnership with land managers.

Trail Related Businesses

Business groups with an interest in trails and trail management extend throughout the region. These groups include bike servicing, repair and rental businesses, event management and ownership groups, accommodation providers, transport services, and food businesses linked to trail use. Many of these businesses are connected to the trail network through clubs, chambers of commerce, and peak bodies representing industry and business regionally.

The Authority is committed to working in consultation, collaboration and partnership with all agencies involved in the development of this Strategy to realise the vision.

This Strategy is intended to serve as the hub of a wheel, connecting the broad range of organisations and initiatives that have historically worked independently. By drawing them together under a shared vision, the Strategy aims to establish the region as an outstanding trails destination.



Figure 2. Great Ocean Road East

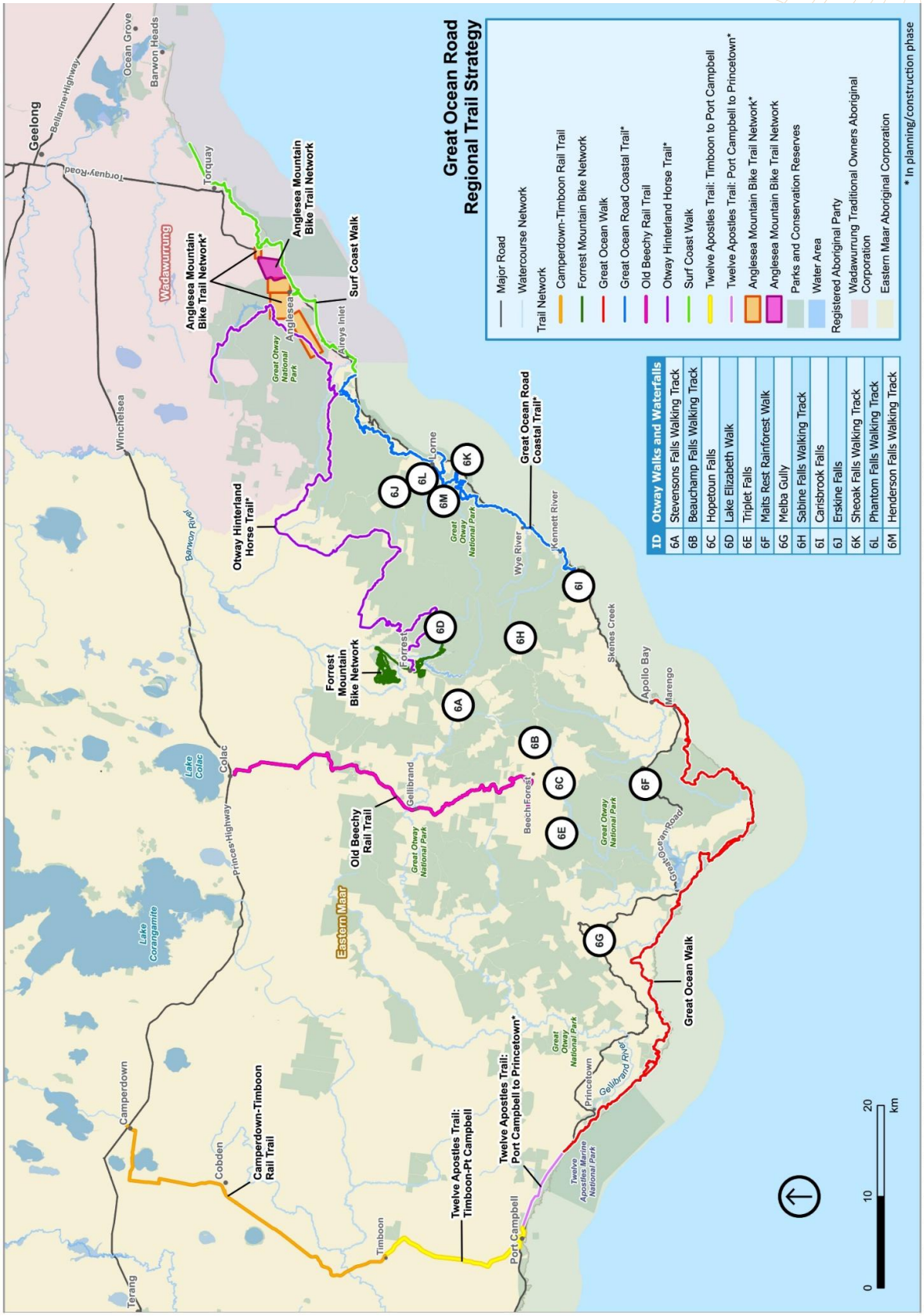


Figure 3. Great Ocean Road West



3. Characteristics of Outstanding Trail Destinations



3.1 CHARACTERISTICS OF OUTSTANDING TRAIL DESTINATIONS

An outstanding trail destination features a series of exceptional trails designed to showcase the natural and cultural landscapes of the area that are accessible to a wide range of users. It also offers a range of trail-related services to enhance the user experience for both residents and visitors.

The following factors characterise outstanding trail destinations:

Diversity of Trail Types

A diversity of trails can be achieved in several ways, catering to various trail markets such as walking, hiking, multi-use, cycling and mountain biking. In addition to offering different types of trails, they should accommodate people with varying fitness levels, skill and ability levels, and equipment needs. This diversity may include:

Degree of Difficulty: Trails with varying levels of challenge to suit beginners, intermediate and advanced users.

Trail Length: Options ranging from short, easy walks to longer, more demanding hikes or rides.

Rest Points: Multiple locations along the trails where users can stop to rest.

Technical Features: Trails designed with specific technical challenges for those with advanced equipment or skills, such as mountain biking trails with jumps and obstacles.

By offering a variety of trails, the region can ensure an inclusive and enjoyable experience for all visitors.

Concentration of Trail Opportunities

Transport between trails can be a barrier for visitors seeking a multi-day trail experience in a region. Ideally, trails should be close to a trailhead or an area that provides accommodation and a service hub.

Short loop trails near townships boost community health and well-being while supporting local economies by promoting higher-yield slow tourism and longer visitor stays.

In cases where trails are not in proximity, good transport connections are essential to enable visitors to enjoy the area without having to travel long distances to begin their experiences. Ideally, trails should lead from a well-designed trailhead, ensuring convenience and accessibility for all users.

High Quality Design and Infrastructure

Trails and their infrastructure should be designed and managed to ensure safety for all proposed uses, including shared-use trails. There should be clear, accessible information on orientation and wayfinding, trail standards, difficulty ratings, appropriate user behaviour, and journey length, available on physical signs as well as online.

High-quality design also includes consideration of Universal Design Principles, gender impact and accessibility requirements. Additionally, it should accommodate residents and visitors for whom English is a second language. This ensures that trails are inclusive and accessible to a diverse range of users.

Modern trail construction methods and new trail-building guidelines emphasise good design, environmentally sustainable material selection and user experience. High quality and sustainable trails that are planned, designed, constructed and maintained to best practice provide a sense of place. They complement and showcase their surrounds, they are photogenic, they create a connection to their natural and cultural environment, they appeal to all age groups and are built to last. Accordingly, trail design and infrastructure should be fit for purpose and climate resilient.

Supporting infrastructure includes trailheads, toilets, information boards, car parks and other amenities. For example, hinterland trails may require significantly less infrastructure compared to high-volume short walking tracks in coastal areas.

Suitable Access

Trails need to provide appropriate access to their relevant target market. For instance, constructing a high-quality day walk trail is of little use if there is no access for day users. Transport and access must align with the markets using the trail.

Key considerations include:

- Suitable Road Access: where possible locate trailheads convenient to road access points.
- Public Transport: where possible locate trailheads convenient to public transport options

All-Ability Access: Designing trails and infrastructure to be accessible to people of all abilities where possible, encouraging use across all sectors of the community.

By aligning transport and access with the needs of trail users, we can ensure that trails are utilised and enjoyed by a diverse range of people.

Respect for Cultural Landscapes

Trails often traverse cultural landscapes and sites of cultural significance. Outstanding trail destinations respect and preserve cultural values, offering high-quality interpretation and storytelling that provide trail users with meaningful insights into the cultural landscapes they traverse. This helps build understanding of their significance and underscores the need for their protection.

Outstanding Natural Landscapes

The setting in which a trail is located is crucial for attracting visitors. Outstanding trail destinations leverage the natural landscape, showcasing breathtaking views and key features, while providing quality interpretation along the trail. Trails are designed and constructed to minimise negative environmental impacts from both construction and ongoing use.

Quality Pre-trip Information

Increasingly, visitors independently research their trips based on online content, which can be formally curated by responsible organisations (such as tourism boards, land managers or councils) or user-generated content found on mapping and outdoor activity portals, online media, blogs and social media. Some of this content may lack quality control for accuracy and appropriateness of pre-trip information.

Quality pre-trip information, including accurate trail maps, is essential to provide prospective visitors with the details they need to choose their trail destinations. A "one-stop shop" website would be ideal, allowing visitors to research accommodation, transport, maps, digital navigation files and more. Other sites can then be used for verification.

Range of Quality Support Services

Successful trail destinations provide a range of services that meet the needs of diverse trail users, ensuring they can access and enjoy the trails seamlessly. These services handle the logistics of accessing trails, transporting people and equipment, and finding accommodation, recognising the special needs of trail visitors.

Many trail destinations now provide walker or bike-friendly schemes where service and accommodation providers offer products and packages tailored to trail users. This includes secure bike and equipment storage, clothes and equipment washing, packed lunches, and convenient opening hours.

Typical trail destination support services include:

- **Transport Services**: Providing transport for people, equipment and luggage to and from trailheads and accommodation.
- **Guided and Self-Guided Tours**: Offering a range of tour options for trail users.
- **Equipment Services**: Offering bike hire, repair, and retail services for hiking and other needs.
- **Car Rental Services**: Facilitating the transport of equipment and bikes.
- **Long-Stay Parking**: Providing long-stay car parking at or near trailheads.
- **Trail-Friendly Accommodation**: Offering accommodations that cater specifically to walkers and riders.

By providing these support services, the region can enhance the overall experience for visitors, making it

easier and more enjoyable for them to explore and appreciate the trails.

Strong positioning and marketing

Strong marketing is essential for a trails destination to stand out in an increasingly crowded marketplace. Each destination must effectively position itself by aligning its core strengths and experiences with the market and promoting them accordingly.

Consistent application of a brand across the destination and among all partners involved is critical to avoid mixed signals and inconsistent messaging. This ensures a unified and clear identity that resonates with the target audience.

Strong planning and collaboration between partners, land managers, businesses, and the broader tourism industry are vital to successful marketing and positioning. By working together, these stakeholders can create and deliver compelling marketing strategies that highlight the unique attributes of the trail destination.

Strong Governance and Sustainable Funding

Good governance is crucial for making well-informed, evidence-based decisions in a collaborative manner, all aligned with a strong vision and long-term planning. An effective governance structure and mechanism tailored to each destination is essential. Key elements of a good governance model include:

- **Clear Vision:** Partners and operators share a clear vision for the destination.
- **Defined Roles and Accountabilities:** Partners understand their roles and responsibilities and work collaboratively within this framework.
- **Skilled Teams:** Teams possess the right skills and experience to drive desired outcomes.
- **Resource Access**: Ensuring there is adequate financial, human and support resources allocated for destination development.

Many trail destinations in Australia face challenges in securing ongoing maintenance funding. This is partly because many trails are on land managed by National Park and/or Forest Authorities, whose business models typically do not include service fees that directly contribute to trail maintenance.

Community Engagement and Partnerships

Engaging with local communities about plans, issues, and opportunities is critical to ensure that the destination's trail experiences are effectively delivered by land managers, businesses and the community together. Community engagement also ensures that local needs are considered in trail management, development and planning.

A Vibrant Events Calendar

A robust events calendar can invigorate a trail destination, generate significant economic benefits, and raise marketplace awareness, particularly during shoulder and off-seasons. Events attract time-specific visitors during the event period and encourage extended visits as attendees often return to the region after being exposed to it through the event or its coverage. This, in turn, boosts trail-related businesses and provides income stability within the region. Additionally, events positively impact the local community by stimulating activity, promoting health and wellbeing, enhancing lifestyle quality, and improving overall regional liveability.

This Strategy recognises the vital role of volunteers and community members, whose dedication ensures the success of many events that would not exist without their contributions in the Great Ocean Road region.

3.2 REGIONAL ASSESSMENT

Appendix B includes an assessment of the region's trail network against the characteristics of outstanding trail destinations. The main issues and opportunities are summarised below.

Issues

Lack of Consistent Standards and Limited Resources: Absence of uniform standards and adequate resources hampers the development and maintenance of a high-quality trail network. There is minimal revenue return from use of the trail network.

Trail Maintenance: Many existing trails suffer from inadequate maintenance due to rising costs, an increase in extreme weather events and limited human and financial resources.

Complex Regulatory Framework and Multiple Entities Involved in Management: The involvement of numerous entities and a complex regulatory framework complicates efficient trail management and development.

Insufficient Data on Trail Use: Limited data collection leads to underestimation of the trails' values, threats and usage, impacting decision-making and resource allocation.

Inadequate Trail and Transport Connections: Poor connections between trails and transport networks, particularly for bikes, limit the seamless trail experience.

Unmapped Existing Trails: Numerous trails are not properly mapped, making them difficult for users to navigate and enjoy.

Lack of a Single Information Source: The absence of a centralised information hub creates confusion for users seeking trail-related information.

Opportunities

Governance: The establishment of the Great Ocean Road Coast and Parks Authority has created an opportunity for regional governance and enhanced collaboration among stakeholders involved in trail management.

Partner with Traditional Owners: Collaborate with EMAC and WTOAC to incorporate their knowledge, cultures, and values into trail management, and create economic opportunities for Traditional Owners.

Develop Sustainable Funding Models: Explore funding mechanisms, grants, sponsorship and partnerships to ensure consistent financial support for trail development and maintenance.

Implement a Climate Adaptation Strategy for Trails: Develop and apply strategies to enhance the resilience of trails against climate change impacts, ensuring long-term sustainability and usability.

Focus Investment on Improving the Standard of Existing Trails: Prioritise improving the quality and appeal of all trails and elevate the commercial opportunities for a select number of key trails.

Foster a Collaborative Trail Community for Resource Coordination: Unite trail managers, users and stakeholders to share resources and knowledge, enhancing the overall effectiveness and efficiency of trail management.

Enhance Capacity Building and Resource Support for Volunteers: Provide training, tools and resources to support and empower volunteers, ensuring their efforts are sustainable and impactful.

Improve Linkages Between Existing Products, Infrastructure, and Trails: Strengthen connections within the trail network and related amenities, promoting a cohesive and integrated experience for users with connections to public transport throughout the region.

Quantify the Economic Benefit of Trails: To assist in understanding the value of the trail system to local regions and communities.

4. Vision, Principles and Goals



OUR VISION

To be an outstanding trails region renowned for its diverse, high-quality trail experiences that celebrate and protect our unique natural and cultural landscapes, strengthen the economy and enhance community health and well-being.

OUR PRINCIPLES

- Intrinsic Connection to Country
- Resilient, High Quality and Diverse Trails
- A Connected Trail Network
- Protect and Respect for Nature and Culture
- Regional Collaboration
- A Thriving Trail Economy

OUR GOALS

- Integrated Governance, Planning and Management
- Sustainable Funding and Investment Framework
- Eastern Maar and Wadawurrung Partnerships
- High Quality and Sustainable Trails
- Information and Marketing
- Accessible and Inclusive Trails

WE WILL KNOW WE ARE SUCCESSFULL WHEN

- The region is recognised nationally as an outstanding trails region with high quality, well maintained and diverse trails.
- Quality trail experiences are enhancing the wellbeing and economic prosperity of our communities.
- EMAC and WTOAC are involved in trail planning and management across the region.
- Trail users respect and care for our natural and cultural landscapes.
- Agencies, organisations and community groups are working collaboratively to achieve our shared vision.

4.1 OUR VISION

To be an outstanding trails region renowned for its diverse, high-quality trail experiences that celebrate and protect our unique natural and cultural landscapes, strengthen the economy and enhance community health and well-being

Our vision is based upon a foundation of sustainability that aligns with the Authority's founding principles - General and Economic, Aboriginal Inclusion, Environmental and Social Benefits. This means:

- **Inclusive Trail Management:** The Eastern Maar and Wadawurrung Peoples are involved in all aspects of trail management.
- **Community Vibrancy and Prosperity:** Trails are contributing to the vibrancy, prosperity and connectivity of communities.
- **Economic Prosperity**: Quality trail experiences are enhancing the regional economy.
- **Sustainable and Valued Trail Network:** The network of trails is varied, valued and sustainable over the long term.
- **Knowledge and Appreciation of Natural and Cultural Values:** Trails are advancing knowledge, appreciation, and care of the region's natural and cultural values.
- **Aligned and Collaborative Trail Community:** Agencies, organisations and community groups involved with trails are more aligned with their vision and support knowledge sharing and collaboration.



4.2 GUIDING PRINCIPLES

The following guiding principles are intrinsic to achieving this vision. They will guide decision-making for trail planning, development and management, and help authorities take a collective and consistent approach to future investment in trails across the region. A commitment to them by all agencies and organisations involved in trails will facilitate progress toward an outstanding trails destination.



Intrinsic Connection to Country

The intrinsic connection of EMAC and WTOAC to Country is acknowledged through partnerships and involvement in planning, construction and management of the trail network.



Resilient, High Quality and Diverse Trails

Our trails and associated infrastructure support a range of users and abilities in a safe and risk-managed environment. The design and construction of the trail network will be consistent with Australian standards for walking tracks and mountain bike trails and aim to be low impact, low maintenance and resilient to the impacts of a changing climate.



A Connected Trail Network

Our trail network connects people and places to support active dispersal and increase yield and length of stay throughout the region. We provide outstanding experiences by immersing people in the natural and cultural landscape.



Protect and Respect for Nature and Culture

Our trail network presents opportunities to build greater awareness and understanding of our natural and cultural landscapes, leading towards advocacy, protection and respect.



Regional Collaboration

By developing regional partnerships through an effective governance model, we can maximise access to resources, increase efficiency and scale our efforts to provide our vision of outstanding trail opportunities. This regional collaboration and partnerships extend to local communities and volunteers who play an important role in the operation and maintenance of our trails.



A Thriving Trail Economy

Our trail network is a significant regional asset that supports a prosperous visitor economy, contributes to the health, wellbeing and quality of life of our communities, provides direct opportunities for Eastern Maar and Wadawurrung Peoples and for investment by the private sector.



4.3 OUR GOALS

This Strategy is based on six goals. Each goal has several actions to ensure the growth and success of the trail network.

Integrated Governance, Planning and Management

We will adopt a strategic and coordinated approach to trail planning, management and maintenance through stakeholder collaboration with prioritised investment and appropriate allocation of resources across the region. We will continue to strengthen partnerships with local communities for trail development and maintenance.

Sustainable Funding Model and Investment Framework

We will source sustainable funding for the development, maintenance and management of the region's trails and provide guidance and support to organisations, community groups and volunteers to seek investment in existing and future trails.

Eastern Maar and Wadawurrung Partnerships

We will partner with the Eastern Maar and Wadawurrung Peoples and prioritise resources to achieving joint objectives that enable their assertions about land management and the trail network.

High Quality and Sustainable Trails

Together we will provide outstanding trail experiences that ensure the safety of trail users and the protection of the region's natural and cultural landscapes.

Information and Marketing

We will work together to provide consistent and reliable trail information that highlights the outstanding experiences on offer and enable users to confidently explore the region.

Accessible and Inclusive Trails

We will strive to ensure our trails are inclusive and accessible and support the needs of our visitors and communities.

4.4 GOALS AND PRIORITY ACTIONS

Each goal has several recommended actions which have been defined by their priority as follows:

- **High Foundational**
  Definition: Actions that are critical to the success of the strategy and must be implemented as a priority to establish a strong base for future initiatives.
  Characteristics:
  - Essential for long-term sustainability.
  - Forms the core framework for conservation and tourism initiatives.
  - Without these actions, other strategies may fail or be significantly less effective.
- **High**
  Definition: Actions that have a significant impact on achieving the objectives and should be implemented in the short to medium term.
  Characteristics:
  - Contributes to core strategic goals.
  - Strongly supports conservation, visitor experience, or operational success.
  - Requires substantial resources and coordination.
- **Medium**
  Definition: Actions that are important but can be phased in over time and do not require immediate implementation.
  Characteristics:
  - Supports overall strategy but not urgent.
  - Can be implemented after foundational and high-priority actions.
  - May require additional resources, partnerships, or research before execution.
- **Ongoing**
  Definition: May be considered business as usual but is important enough to be listed in this Strategy.

This Strategy will be used to guide and coordinate action across the region, with the delivery of some actions subject to grants and external funding. Trails located outside the Authority's service area and their associated actions are the responsibility of respective land managers.



Goal: Integrated Governance, Planning and Management

OUR AIM

We will adopt a strategic and coordinated approach to trail planning, management and maintenance through stakeholder and community collaboration with prioritised investment and appropriate allocation of resources across the region.

WHY IS IT IMPORTANT?

To harness the immense potential for trails and related tourism products, the region requires an agreed framework to guide a whole-of-government approach to trail planning, development and management. This is particularly important considering:

- The Great Ocean Road region is subject to land transitions between us and other stakeholders, which may include some of the trails within this Strategy. Multi agency coordination to deliver the vision and goals of the Strategy is needed given the large number of stakeholders in the Great Ocean Road region.
- The EMAC and WTOAC have assertions involving all aspect of trail management.
- Other stakeholders with an interest in the trail network include the Great Ocean Road Regional Tourism Board (GORRT), community groups, first responder emergency services, transport agencies and volunteers.
- The Great Ocean Road Visitor Economy Master Plan[1] identifies nature based and trail tourism as a key pillar of the region's tourism offering. It recognises that the trail network is a competitive advantage when compared to other Victorian and interstate regions.
- There are currently low levels of coordination across the region between the key stakeholders including community groups and volunteers with an interest in the trail network and those responsible for their management.
- Considering the competitive pressure from other regions within Victoria, across Australia, and from our international neighbours like New Zealand, it is essential to enhance trail coordination (governance) from a regional perspective.
- A sustainable trail network requires coordinated government action at the state and local level to direct investment to priority areas so that the region can sustainably manage growth and benefit from it.
- There is a shortage of data and information on trail usage, which is crucial for guiding investment and decision-making, as well as for measuring the satisfaction of residents and tourists.
- A region wide trail monitoring system that generates reliable, standardised and pertinent information on trail use is critical to sustainable trail planning and management.

[1] https://greatoceanroadtourism.org.au/strategies/visitor-economy-master-plan/

A REGIONAL TRAILS FORUM

The aim of establishing the Great Ocean Road Regional Trails Forum (GORRTF) is to provide a coordinated response to many of the actions contained in this Strategy and to collectively advocate for resources to advance the regional trails network. The focus of the regional coordinating structure, will be on the national and regional trails identified in the Strategy.

The following set of principles are recommended for inclusion in the terms of reference for the Great Ocean Road Regional Trails Forum:

- Provide advice and assistance in obtaining funds and investment for national and regional trail development and centralised management of funds for these priority trails.
- Improve maintenance of all trails across the region through the implementation and alignment of the Regional Trail Guidelines with each stakeholder and their respective trail management guidelines, where applicable.
- Provide advice and assistance in building the capacity of trail stakeholders and partners to implement trail and experience improvements.
- Work with GORRT on the development and implementation of a Regional Trails Marketing Strategy (as recommended in this Strategy).
- Respect the role and accountabilities under legislation and policy of land managers and trail managers.
- Respect the democratic functions, in local and State Government, that impact resource allocation and decisions.
- Encourage communication, information sharing, learnings and trail intelligence, in addition to collectively engage with industry, community groups, GORRT and other trail partners as necessary.

Other amendments and monitoring the implementation of this Strategy would also fall into the terms of reference.



TABLE 1: ACTIONS FOR INTERGRATED GOVERNANCE, PLANNING AND MANAGEMENT

ACTION NO.	ACTION	PRIORITY	WHO
Action 1.1	**Coordinating Body:** Formalise the structure of the Regional Trails Forum and include regional representation as well as community organisations that support the trails sector across the region. Establish the Terms of Reference and embed the implementation of the Regional Trails Strategy as the key role of the GORRTF under the leadership of the Authority.	High Foundational	GORCAPA in collaboration with EMAC, WTOAC, LGAs, Trail and Land Managers and GORRT
Action 1.2	**Strategy Implementation:** Establish and implement regular reporting of progress in the implementation of the Strategy and provide feedback to stakeholder organisations at agreed times.	High	GORCAPA in collaboration with GORRTF
Action 1.3	**Trail Stewardship:** Host, on an as-needs base, a regional trails forum that includes industry and community groups to discuss and enable implementation of elements of the Strategy.	Medium	GORCAPA in collaboration with GORRTF
Action 1.4	**Trail Capacity:** To enable coordinated implementation of the Great Ocean Road Regional Trail Guidelines, develop and present trail design, construction, visitor risk management and maintenance workshops to trail management organisations and user groups across the different types of trails and uses.	Medium	GORCAPA in collaboration with GORRTF
Action 1.5	**Integrated Planning:** Embed the vision and goals of the Strategy into broader regional planning and budget processes (e.g. tourism plans/destination management plans, strategic plans, development plans, open space plans, transport plans).	Medium	GORCAPA in collaboration with GORRTF
Action 1.6	**Monitoring and Evaluation:** Establish a region wide monitoring and evaluation system to measure the success of the trails network through usage monitoring (i.e. observations, trail counters), user experience surveys and assessment of the achievement of trail management objectives.	High	GORCAPA in collaboration with GORRTF

Goal: Sustainable Funding Model and Investment Framework

OUR AIM

We will source and create sustainable funding models for the development, maintenance and management of the region's trails and provide guidance and support to organisations to seek investment in existing and future trails.

WHY IS IT IMPORTANT?

Resourcing and funding for planning, development and maintenance of trails is a major impediment to the management of existing trails within the region. To create sustainable trails, better models of funding and cost recovery must be employed.

Most of the current funding for trail development comes from state and local government budgets or grants awarded on a project-by-project basis.

However, funding programs are a finite resource with many competing applicants. Additionally, once trails are developed there are often limited ongoing resources for trails maintenance and organisational support. Trails management organisations in other destinations have been able to diversify funding sources and utilise partnerships to obtain resources for development and management of high-quality trails.

To ensure the development of high-quality trails it is important that the region has an agreed framework for prioritising trail investment and maintenance. This framework recognises the economic, social, cultural and environmental contribution of each trail to locals and visitors alike. A consistent approach to the assessment of trail developments will be achieved through the:

- Classification of trails and trail networks according to their significance at national, regional and local level as presented in Table 2. This classification is subject to review and modification, pending changes to investment in individual trails and other variables.
- Application of criteria to assess the feasibility of trail developments (for existing and proposed trails) and prioritise them for investment.

An investment framework will also facilitate:

- The self-determination assertions of the Eastern Maar and Wadawurrung Peoples.
- Advocacy for resources by the public and private sectors at a regional level. Noting that at times trail managers are competing for the same resources to develop new or improve existing trails.
- The opportunity to promote the economic benefits of the regional trail network making investment decisions easier.
- Improved understanding of the economic benefits of the trail network to encourage engagement and investment in trails by the public and private sectors.
- Strategic planning for necessary resources to address climate change impacts on the trail network and likely increases in maintenance costs, trail closures and longer recovery periods.
- Investment in high quality trails that can compete with other national and international trail-based tourism destinations.
- Improved understanding of the economic, social, cultural and environmental benefits of the trail network to encourage greater engagement and investment in trails by both the public and private sectors.
- The opportunity to promote the economic, social (health and wellbeing), cultural and environmental benefits of the regional trail network, making investment decisions easier.

TRAIL CATEGORISATION – GREAT OCEAN ROAD REGION

Trail Category	Attributes	Recommended Trails
State and Nationally Significant Trails	A trail that is of sufficient quality, showcasing the natural and cultural landscapes of Victoria with appropriate facilities, products and services to be recognised beyond the State and to attract visitors to Victoria. Criteria includes: • Exemplars of the competitive strengths of Victoria and Australia as a trail destination. • Uniquely representative of Victoria's natural and cultural landscape values. • High priority government support at the State level for trail development and management and listed as a priority within State plans and strategies. • Support viable high yield trail-based accommodation and associated products and services. • Directly and indirectly provide economic benefits to the region and the State.	Great Ocean Road Coastal Trail Great Ocean Walk
Regionally Significant Trails	A major trail or trail network that services a population centre or large regional community, with facilities and services of a standard and appeal that could attract visitors from outside the region. Criteria includes: • Representative of the region's natural and cultural landscapes. • Government support at a regional level within regional plans and strategies. • Support viable trail-based and associated regional tourism products, services, and events. • Directly or indirectly provide economic benefits to the region.	Forrest MTB Trails Otway Waterfall Walks Surf Coast Walk Anglesea MTB Trail Network (proposed) Camperdown to Timboon Rail Trail Old Beechy Rail Trail Port Fairy to Warrnambool Rail Trail Twelve Apostles Trail
Locally Significant Trails	A trail that services the local community and provides facilities suited to local use. Some local trail may have potential for development to regional status. Criteria includes: • Many are located within proximity to residential areas and are often connected to community services and open space areas. • Representative of the region's natural and cultural landscapes. • Provide access to a diversity of trails of varying difficulty, length, and type. • Provide opportunities for different trail-user groups for active recreation, health and wellbeing. • Recognised by residents as a popular trail and/or trail network and frequented by people from the surrounding region.	Warrnambool Foreshore Promenade Otway Hinterland Horse Trail (proposed)

TABLE 2: ACTIONS TO ESTABLISH A SUSTAINABLE FUNDING MODEL AND INVESTMENT FRAMEWORK

ACTION NO.	ACTION	PRIORITY	WHO
Action 2.1	**Funding Model:** Establish a funding model that: • Reflects the many benefits of trails and their role in advancing the objectives and priorities of government. • Provides dedicated sources of funding, allocating them based on clear criteria that are consistent with the goals of the Strategy. • Ongoing management including maintenance, long term sustainability and the promotion of trails. • Responds to the need for large infrastructure projects.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.2	**Cost/Benefit Analysis:** Undertake a cost benefit analysis of trails to further develop advocacy material for the reinvestment of funds trail development and maintenance.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.3	**Advocacy Platform:** From the analysis produce an advocacy document that succinctly and powerfully, informs decision makers of the evidence-based case for public support of trails development and maintenance. It should describe the economic, environmental, community, health and cultural benefits of supporting a varied and quality trails network.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.4	**Prioritisation of Investment:** Implement the region wide trail categorisation system for trails to define their relative state and regional significance and broad developmental needs.	High	GORCAPA in collaboration with the GORRTF
Action 2.5	**Investment Partnerships:** Assist trails organisations and managers to identify appropriate partnerships for trail development, experiences, maintenance and management. Investigate philanthropic opportunities.	Medium	GORCAPA in collaboration with the GORRTF
Action 2.6	**Investment Support:** Provide trails organisations with access to a centralised pool of research and information to assist in the assessment of trails development needs, the preparation of funding applications and seeking investment partners.	Medium	GORCAPA in collaboration with the GORRTF
Action 2.7	**Trail Categorisation Review**: Ensure that the Regional Trails Strategy recognises and integrates new trails and GORRTF revises the trail categorisation as required.	Ongoing	GORCAPA in collaboration with the GORRTF
Action 2.8	**Volunteer Programs**: Develop and support programs for community and user group involvement in trail development, maintenance and management.	Medium	GORCAPA in collaboration with the GORRTF

Goal: Traditional Owner Partnerships

Eastern Maar Aboriginal Corporation partnership

OUR AIM

We will partner with the Eastern Maar Peoples and prioritise resources to achieving joint objectives that enable their assertions about land management and the trail network.

Eastern Maar

The Eastern Maar are the Traditional Owners of south-western Victoria. The Eastern Maar People have looked after these places for tens of thousands of years. Eastern Maar First Nations people are represented by the Eastern Maar Aboriginal Corporation (EMAC).

Through their Country Plan, the Eastern Maar Aboriginal Corporation has assertions to be the public land manager for trails.

Wadawurrung Traditional Owners Aboriginal Corporation partnership

OUR AIM

We will partner with the Wadawurrung Peoples and prioritise resources to achieving joint objectives that enable their assertions about land management and the trail network.

Wadawurrung

The Wadawurrung People are the Traditional Owners of the land and waters that run from the Great Dividing Range in the north to the coast in the south, from Werribee River in the east to along the Surf Coast. The Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) is the Registered Aboriginal Party (RAP) for the area. They have statutory authority for the management of Aboriginal heritage values and culture, under the Victorian Aboriginal Heritage Act 2006.

WHY IS IT IMPORTANT?

The Eastern Maar Aboriginal Corporation and the Wadawurrung Traditional Owners Corporation are the custodians of the lands and waters encompassed by the Great Ocean Road region and have been for millennia.

Both EMAC and WTOAC have assertions outlined in Wadawurrung's Healthy Country Plan (Paleert Tjaara Dja) and Eastern Maar's Country Plan (Meerreengeeye Ngakeepoorryeey).

These assertions relate to the management of the cultural landscape which includes the trail network, and the development of tourism businesses that generate revenue and employment, respect and healing for Country.

Improving our understanding of the threats to Country in the context of the trail network and the opportunity to partner with the Eastern Maar and Wadawurrung people will help to strengthen the health of country, people and cultures.

Together with land managers, EMAC and WTOAC can implement strategies to protect and conserve Aboriginal cultural heritage across the trail network.

The trail network presents an opportunity to promote Eastern Maar and Wadawurrung cultures to visitors through interpretation and storytelling across the cultural landscape.

TABLE 3: ACTIONS TO ACHIEVE EASTERN MAAR AND WADAWURRUNG PARTNERSHIP

ACTION NO.	ACTION	PRIORITY	WHO
Eastern Maar Aboriginal Corporation (EMAC)			
Action 3.1	**GORRTF**: Ensure EMAC are a partner in the Great Ocean Road Regional Trails Forum (GORRTF).	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.2	**Tourism Operations**: Seek to work with EMAC on the development of tourism operations according to their assertions.	Medium Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.3	**Storytelling:** Establish EMAC priorities for helping visitors understand Country through interpretation and storytelling.	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.4	**Cultural Sensitivity**: Build a joint understanding of where trails may be impacting Country or places of significance for EMAC and remove the threats wherever possible.	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.5	**Direct Involvement and Capacity Building:** Seek opportunities for involving EMAC in all aspects of trail planning and management and build capacity together.	High Foundational	EMAC supported by GORCAPA and GORRTF
Wadawarrung Traditional Owners Aboriginal Corporation (WTOAC)			
Action 3.6	**GORRTF**: Ensure WTOAC are a partner in the Great Ocean Road Regional Trails Forum (GORRTF).	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.7	**Tourism Operations**: Work with WTOAC on the development of tourism operations according to their assertions.	Medium	WTOAC supported by GORCAPA and GORRTF
Action 3.8	**Storytelling:** Establish WTOAC priorities for helping visitors understand Country through interpretation and storytelling and implement actions together.	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.9	**Cultural Sensitivity**: Build a joint understanding of where trails may be impacting Country or places of significance for WTOAC and remove the threats wherever possible.	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.10	**Direct Involvement and Capacity Building:** Seek opportunities for involving WTOAC in all aspects of trail planning and management and build capacity together.	High Foundational	WTOAC supported by GORCAPA and GORRTF



Goal: High Quality and Sustainable Trails

OUR AIM

Together we will provide outstanding trail experiences that ensure the safety of trail users and the protection of the region's natural and cultural landscapes.

WHY IS IT IMPORTANT?

A fundamental aspect of a sustainable trail system is to ensure that trails are constructed and maintained to national and international standards. This includes avoiding, minimising and/or mitigating adverse impacts to sensitive ecosystems, species at risk, soils, water, wildlife and native vegetation.

An ongoing issue and critical risk is the plant pathogen *Phytophthora cinnamomi* which causes dieback in susceptible native plants. The pathogen and the disease it causes are recognised as one of the key threatening processes to Australia's biodiversity and is one of the highest environmental risks for trails in the region. The potential to spread the pathogen to other uninfested areas locally, and in Victoria from trail use and construction is high.

Providing information to trail users on ways to protect the natural and cultural values of the trails is critical. A focus on sustainable, low impact ecotourism should influence marketing approaches and guide the development of supporting services for trail users. Trails events should also be used as an opportunity to communicate with event organisers and participants about minimal impact trail use.

High-quality, sustainable trails are complemented by low-impact, thoughtfully designed infrastructure that enhances the visitor experience. This includes well-maintained amenities, watering points, transport and parking facilities, diverse accommodation options (from camping to cabins and eco-lodges), support services, scenic lookouts and rest areas, equipment hire, and clear wayfinding and interpretive signage. Appropriate and sustainable trail maintenance and monitoring is required to ensure continued environmental and social sustainability of the trail network. This includes designing and maintaining all trails to ensure the protection of the region's natural and cultural landscapes and supporting community involvement and the work of volunteer trail groups in maintaining these standards. It involves:

- Enabling a regional approach to implementing Australian Standards for Walking Tracks (Standards Australia AS 2156) and the Mountain Bike Technical Difficulty Rating System and Australian Mountain Bike Guidelines through implementation of the *Great Ocean Road Region Guidelines for Trail Planning, Design and Management.*
- Educational efforts focusing on responsible trail development and use, supported by compliance and enforcement programs, assist in ensuring unapproved trail construction is reduced.
- Assisting trail organisations and groups to build their capacity to plan and maintain trails. Such support will create longevity and sustainability in trail organisations, empower community and volunteer groups and encourage better resourcing around trails management.
- Reducing the impact of emergencies and number of incidents for trail users by designing and managing trails in accordance with the trail standards and regional guidelines.

TABLE 4: ACTIONS TO ACHIEVE HIGH QUALITY AND SUSTAINABLE TRAILS

ACTION NO.	ACTION	PRIORITY	WHO
Action 4.1	**Implement Priority Actions:** For individual trails (Appendix B) as resources allow.	High	GORCAPA in collaboration with GORRTF
Action 4.2	**Trail Audits**: Conduct regular trail audits to determine the physical condition and maintenance issues across the regional trail network.	High Foundational	GORCAPA in collaboration with GORRTF
Action 4.3	**Regional Trail Guidelines:** Implement the Great Ocean Road Trail Management Guidelines and the Wild Otways guidelines for Phytophthora Management for trail design, construction management and maintenance of trails across the region (where existing guidelines do not apply).	High	GORCAPA in collaboration with GORRTF
Action 4.4	**Capacity Building:** Ensure that information and training on the regional guidelines and best practice sustainable trail design, construction and maintenance is available to current and potential trail developers, managers and organisations.	Medium	GORCAPA in collaboration with GORRTF
Action 4.5	**Maintenance and management program:** Identify funding opportunities for ongoing maintenance budget allocations and advocate where required.	High	GORCAPA in collaboration with GORRTF
Action 4.6	**Trail Maintenance Sub Committee**: Establish a Trails Maintenance subcommittee from the GORRTF to address and trail maintenance actions and issues.	Medium	GORCAPA in collaboration with GORRTF
Action 4.7	**Trail Condition Reporting:** Investigate and, as appropriate, implement trail user/community social media 'app' or mechanism (such as snap send solve) for reporting trail conditions and issues (risks).	Medium	GORCAPA in collaboration with GORRTF
Action 4.8	**Trail Safety and Risk Management:** Ensure that safety signage is installed at hazardous locations along recreational trails and that trail infrastructure aligns with AS2156.2	High	GORCAPA in collaboration with GORRTF
Acton 4.9	**Safey Information:** Engage trail users and the community through regular trail 'bulletins' and media informing people of planned actions, risks, issues and opportunities for volunteerism.	High Foundational	GORCAPA in collaboration with GORRTF
Action 4.10	**Emergency Planning:** Seek to better utilise the existing Emergency Management Planning Committees at a Regional and Municipal level for planning for emergency response, including trigger level standardisation.	High	GORCAPA in collaboration with GORRTF

ACTION NO.	ACTION	PRIORITY	WHO
Action 4.11	**Trigger Points:** Through the existing emergency planning forums, coordinate and standardise trigger points for public land closures and trail-use restrictions across all LGAs and public land managers.	High	GORCAPA in collaboration with GORRTF
Action 4.12	**MTB Safety:** Continue to improve MTB safety through skills development in skills parks, and by good trail design, including trail filters near the beginning of trails.	Medium	GORCAPA in collaboration with GORRTF
Action 4.13	**Unplanned Trails:** Reduce the number of unplanned trails and work with MTB groups to stop the development of, and to decommission, unplanned MTB trails.	High	GORCAPA in collaboration with GORRTF
Action 4.14	**Compliance and Enforcement:** Develop a compliance approach to stop illegal trail creation in protected areas including National Parks.	Medium	GORCAPA in collaboration with GORRTF
Action 4.15	**Visitor Safety:** Provide visitor information on trail routes, conditions and emergency access points in in a way that is accessible to all trail users including non-English speaking visitors. Ensure trail markers are well placed and easily identified. Reduce interactions between trail users and vehicles or bikes where necessary.	Medium	GORCAPA in collaboration with GORRTF
Action 4.16	**Trail connectivity:** Investigate options to link hinterland and coastal trails at key locations including Lorne, Apollo Bay and Forrest.	Medium	GORCAPA in collaboration with GORRTF
Action 4.17	**Ensure supporting infrastructure is thoughtfully designed**, well-constructed, and regularly maintained to prioritise user safety and enhance the visitor experience. This includes well-maintained bridges, steps, amenities, watering points, rest areas, lookouts, transport and parking facilities.	High	GORCAPA in collaboration with GORRTF

Goal: Information and Marketing

OUR AIM

We will work together to provide consistent and reliable trail information that highlights the outstanding experiences on offer and enable users to confidently explore the region.

WHY IS IT IMPORTANT?

Marketing of trails requires targeting different markets, use of content and messages appropriate to markets, multiple communication methods and the cooperation of the different agencies and trail partners. Effective marketing requires a more consistent and collaborative approach.

As a focus of visitor activity, trails provide opportunities to develop knowledge and respect for both the trail itself and the natural and cultural environments through which it passes.

This can be done using information messages, interpretation and community education programs. A focus on sustainable, low impact ecotourism should influence marketing approaches and guide the development of supporting services for trail users. Trails events are also an opportunity to communicate with trail users.

Improving access, signage, trailhead facilities and ways of telling the stories of the places and people through which trails pass will provide a more appealing experience for existing users and to attract new users.

This will involve:

- Positioning the region as a quality trails destination with a sustainable tourism offering.
- Developing a single point of information that visitors and residents can use to understand, find and access the trail network and ensure they are doing their part to protect it.
- Encouraging greater use of trails in the shoulder seasons to maximise the benefits and reduce crowding.
- Providing quality interpretation and storytelling about the region's natural and cultural landscapes.
- Supporting ongoing development of the region's trail economy and associated businesses.

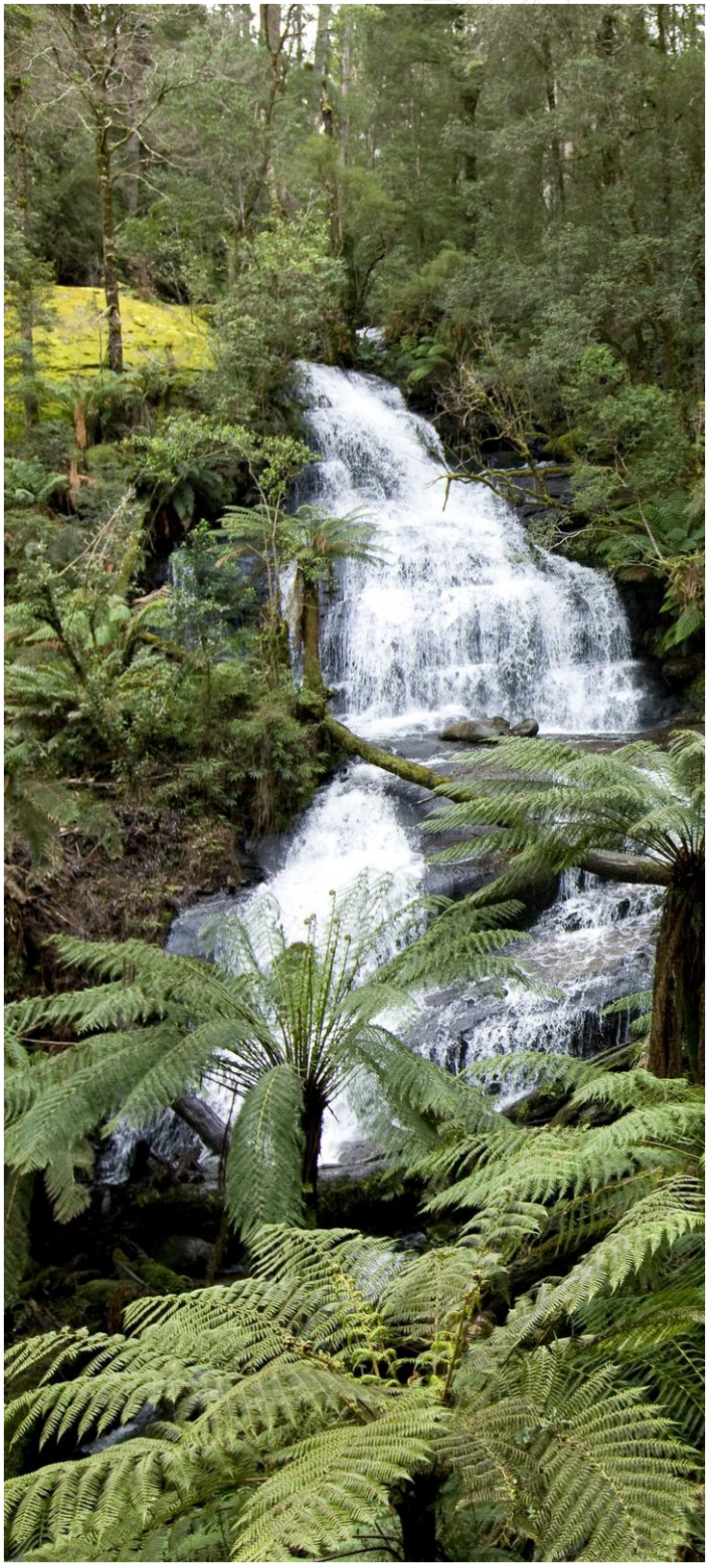


TABLE 5: ACTIONS FOR INFORMATION AND MARKETING

ACTION NO.	ACTION	PRIORITY	WHO
Action 5.1	**Regional marketing:** Include regional trails as part of the region's tourism offering and include in regional marketing initiatives.	High Foundational	GORRT in collaboration with GORRTF
Action 5.2	**Consumer Website:** Include as part of the existing consumer website information about trail opportunities across the region. Consideration to be given to the development of well-designed and consistent downloadable resources and interactive mapping and access via mobile apps.	High	GORRT in collaboration with GORRTF
Action 5.3	**Digital Maps/Information:** Develop and maintain a contemporary trail resource which details the trail network in line with the region's branding. Include clearly articulated trail information (including maps and safety advice).	Medium	GORRT in collaboration with GORRTF
Action 5.4	**Third-party Information Platforms:** Where possible work with third-party information platforms (e.g. Strava, Trailforks, Maps, Google Maps) to ensure consistent information on the current status of all trails. Regularly assess relevance and reliability of information provided by users and engage with new and emerging platforms as appropriate.	Medium	GORRT in collaboration with GORRTF
Action 5.5	**Trail Related Businesses:** Develop a 'trail friendly business program' with industry, including presentation of commercial opportunities around the continued development of trails-related businesses.	High	GORRT in collaboration with GORRTF
Action 5.6	**Trail Related Programs and Events:** Support service providers and the community to consistently manage the range of trail-related programs and events offered across the region (e.g. parkrun, charity events, fun runs, programs promoting walking/cycling/trail running etc.).	Medium	GORRT in collaboration with GORRTF
Action 5.7	**Foster business opportunities**, including travel packages, ecotourism, low-impact services, and shuttle bus operations, through collaboration with local tour operators.	High	GORRT in collaboration with GORRTF
Action 5.8	**EMAC Business Enablement** Support and partner where appropriate the EMAC in developing tourism offerings on and around the trail network.	High	EMAC in collaboration with GORRTF
Action 5.9	**WTOAC Business Enablement** Support and partner where appropriate the WTOAC in developing tourism offerings on and around the trail network.	High	WTOAC in collaboration with GORRTF

Goal: Accessible and Inclusive Trails

OUR AIM

Ensure our trails are inclusive and accessible, designed to cater to the diverse needs, abilities and aspirations of all visitors and communities.

WHY IS IT IMPORTANT?

Everyone deserves the opportunity to enjoy our natural environment, regardless of physical, cognitive, or sensory differences. Guided by the social model of disability, we recognise that exclusion is often the result of physical barriers and discriminatory attitudes. At the Authority, we are deeply committed to breaking down these barriers, empowering people with disabilities, older adults, and those with chronic illnesses to fully access and experience our trails.

The current level of knowledge about what accessibility issues and opportunities may be present on the region's trails is limited, as many of the existing trails are legacy trails that have not been developed or managed with contemporary accessibility and inclusivity or Universal Design.

The Whole of Victorian Government Universal Design Policy was recently released and mandates Universal Design Principles across all government initiatives. The policy has been developed to support Victorian Government departments, agencies and delivery partners to incorporate Universal Design Principles consistently across infrastructure projects.

The current information available on accessibility to trails and outdoor activities is limited within the region, and there is limited ability for people to easily report opportunities for improvement on trails (i.e., no consistent web or app based approach).

THIS WILL BE ACHIEVED THROUGH:

- Improving the physical accessibility of trails, including surfacing, gradient and adequate seating.
- Designing and managing trails in accordance with the Australian Standards for Walking Tracks and Adaptive Guidelines (Mountain Biking), with all elements utilising Universal Design Principles. Provide comprehensive pre-trip information and inclusive trail signage that empowers people to make informed decisions, giving them greater choice and control over their trail experiences.
- Ensure alternative formats for websites and social media channels are accessible to people with disabilities or limited mobility, priority population groups and CALD backgrounds.
- Conducting accessibility training, and accessibility audits of trails, providing reports and implementing opportunities and improvements.
- Seeking feedback about the trail network from people with disabilities to improve inclusion for people with diverse physical, sensory, cognitive, mental health and neurodivergent needs.

TABLE 6: ACTIONS TO ACHIEVE GREATER ACCESSIBILITY AND INCLUSIVENESS

ACTION NO.	ACTION	PRIORITY	WHO
Action 6.1	**Trail Classification:** Ensure that all trail information sources classify the correct Trail Classification System (i.e. Australian Walking Track Grading System) to allow prospective users to make an informed decision to enter the trail with knowledge about the trail's level of difficulty and risks.	Medium	GORCAPA in collaboration with GORRTF
Action 6.2	**Provide trailheads and associated facilities:** that are easy to locate and ideally serviced by public transport, are welcoming, safe, maintained to accessibility standards, provide relevant information and utilise digital applications and are relevant to, and accommodating for, a diversity of users from different backgrounds and with differing abilities.	High	GORCAPA in collaboration with GORRTF
Action 6.3	**Conduct an accessibility audit of all trails, facilities, and services:** to identify any opportunities to access and inclusion for people with disabilities or limited mobility, priority population groups and Culturally and Linguistically Diverse (CALD) backgrounds.	High Foundational	GORCAPA in collaboration with GORRTF
Action 6.4	Based on the findings of the accessibility audit, **implement prioritised improvements** to make trails, facilities, and services more accessible and inclusive for people with disabilities or limited mobility, priority population groups, and CALD backgrounds.	High	GORCAPA in collaboration with GORRTF
Action 6.5	**Provide accessibility training:** for all staff and volunteers to ensure that they are aware of accessibility and inclusion issues and how to provide inclusive services to visitors with disabilities or limited mobility, priority population and CALD backgrounds.	High Foundational	GORCAPA in collaboration with GORRTF
Action 6.6	**Provide trail communication information and pre-trip planning information materials that are accessible and inclusive:** ensuring that adequate information is provided so people with disability can have choice and control over their trail experience. Ensure alternative formats for websites and social media channels are accessible to people with disabilities or limited mobility, priority population groups, and CALD backgrounds.	High	GORRT in collaboration with GORRTF
Action 6.7	**Utilise an Accessibility and Inclusion Advisory Group:** on an as needs/project basis. Actively seek feedback from visitors with disabilities or limited mobility, priority population groups and CALD backgrounds to identify areas for improvement, ensure that accessibility remains a priority, and ensure that any issues or concerns are addressed promptly.	High	GORCAPA in collaboration with GORRTF
Action 6.8	**Investigate opportunities to improve the public transport system:** that services trails in the Great Ocean Road region.	Medium	GORCAPA in collaboration with GORRTF

Appendices



Appendix A – Regional Context

THE REGION'S RESIDENTS

Residents live in the Surf Coast Shire, Colac Otway Shire, Corangamite Shire, Moyne Shire and Warrnambool City.

The region has a population of 131,030.[2] The majority of residents live in Surf Coast Shire and Warrnambool City.

An analysis of population data[3] indicates:

- 23.95% of the population is aged under 19.
- 27.10% is aged between 22-44.
- 27.12% is aged between 45-64.
- 21.84% is aged over 65.
- 5.55% of people in the region need help or assistance in one or more of the three core activity areas of self-care, mobility and communication.
- 3.52% speaks a language other than English at home.

Interestingly, 31.09% of the population aged 15 or over did voluntary work through an organisation or group in the 12 months prior to the 2021 Census – though recently there has been a significant decline in volunteering across Australia.[4] This is higher than the state average of 19%. This is a potential opportunity for land managers and organisations to mobilise community in delivering services or experiences.

This diversity is particularly relevant for trail managers as many visitors to the region are from Melbourne and likely to come from cultural and linguistically diverse backgrounds.

FORECAST POPULATION GROWTH

Victoria is projected to add 4.7 million people from 2018 to 2056, reaching a population of 11.2 million. This represents annual average growth of 125,000 people, at a rate of 1.5% per annum. Base-case population estimates project Melbourne's new growth areas to rapidly increase in coming decades, with around 770,000 more residents between 2018 and 2036. The region will also experience growth, particularly in Surf Coast Shire (refer Table 7). This will place increasing pressure on the trail network.

Table 7: Study Area Population Change[5]

LGA	Population (2023)	Average Rate p.a. (to 2036)
Surf Coast Council	39,290	1.6%
Colac Otway Council	22,270	0.5%
Corangamite Council	15,950	-0.3%
Warrnambool Council	35,910	0.6%
Moyne Shire	17,610	0.7%
TOTAL	**131,030**	

TOURISM AND THE REGION

The visitor economy is a dominant driver of the region's economy. In 2022/23 the Great Ocean Road region had a Gross Regional Product of $1,221 million (+73% change from 2018/19 estimates). The region had 13,800 filled tourism jobs (-2.1% change from 2018/19 estimates), which represents over 17% of the state's regional tourism jobs.[6]

[2] https://mapshare.vic.gov.au/demography-map/

[3] https://www.rdv.vic.gov.au/information-portal/regional-snapshot

[4] https://www.aihw.gov.au/reports/australias-welfare/volunteers

[5] https://www.planning.vic.gov.au/__data/assets/pdf_file/0022/703453/DTP0552-Victori-in-Future-2023-report.PDF, and https://mapshare.vic.gov.au/demography-map/

[6] https://tourism.vic.gov.au/__data/assets/pdf_file/0007/2297068/2022-23- Value-of-Tourism-to-Victoria-and-its-regions-SUMMARY.pdf

In year ending September 2024, the region had 5.5 million domestic visitors (6.61 million visitor nights) with $1.92 billion in expenditure. The Great Ocean Road and the Twelve Apostles is regional Victoria's top attraction.[7]

The region's most popular visitor activities are:

- Going to the beach.
- Eating out.
- Bushwalking.
- Sightseeing.
- Visiting friends and relatives.
- Visiting National Parks.

FORECAST TOURISM GROWTH

Total visitor spend in Victoria is forecast to reach $50.9 billion in 2029, with growth of 27% over the next 5 years. Visitors to Victoria are expected to reach 105.2 million in 2029, up 21% from 2024 estimates. Visitors are projected to be back above 2019 levels by 2028, with domestic visitor demand projected to be softer than previously expected due to household budget pressures and increased outbound travel.[8]

GLOBAL TRAIL TRENDS

With the arrival of specialised equipment (such as e-bikes) and improved comfort and the functionality of walking/hiking gear, a greater demand for trail-based recreation has emerged over the past decade. World-wide trends around being active in nature indicate this demand will continue to grow.

With trails now an integral part of many community lifestyles and tourism destinations, user expectations have changed. They expect trails to be accessible, to connect them to the places they wish to visit, to be an engaging experience (whether for a leisurely stroll or a longer journey), to be safe, and to be sustainably designed, managed and maintained. Importantly, people also expect trails to deliver what they promise, whether it be through consistent application of standards, good signage and navigation aids, or products and services that enhance their experience. They are anticipating ease of planning and fact finding, accessible, high quality, regularly maintained infrastructure, facilities and services, and complementary packaged options, including accommodation, food and beverage and other value-add activities. As such, it is important that the user experience is central to each element of trail design and management.

Globally, trails and trail networks are being offered as 'total experiences', in which the visitors' use, and enjoyment of a trail and its distinctive character is facilitated by quality information and signage, booking and support services, accommodation, linked activities and attractions.

DIFFERENT TYPES OF TRAIL EXPERIENCES

The experiences offered to trail users will inform the type of access, materials, trail width, design and grading. The overall trail experience will need to be carefully packaged with trail and user type at the front of mind. This includes facilities, signage, products and services and value-add activities. It is likely that there won't only be one type of user on the trails, and it is important to cater for the needs of multiple user groups and user capacity where appropriate.

[7] business.vic.gov.au - Regional-Victorias-Top-Attractions-year-ending-December-2019.pdf

[8] https://tourism.vic.gov.au/__data/assets/pdf_file/0010/2334637/Victorias-Tourism-Forecast-2024-to-2029.pdf

TRAIL MARKET ANALYSIS

The various types of trails and their respective markets are discussed briefly below. Horse trails and water trails are not covered, due to the emphasis of this Strategy on walking, running and cycling. They are, however, important from a local community perspective.

THE WALKING MARKET

Bushwalking

- Bushwalking is currently rated in sixth position of the top 20 physical activities undertaken by Australians.
- 1.3 million Australian adults (6.4% of the population) and 21,000 children participate in bushwalking activities annually, with 18% of participants undertaking bushwalking activities at least once per week.
- Peak participation age for men is 55-64 years and for women is 25-34 years.
- 50% of Australian bushwalking participants walk for three hours or more on average.[9]
- From an international perspective, overseas visitors engaging in bushwalking and rainforest walks increased by 7% to 1.9 million per annum (2018).[10]

Recreational Walking

- Recreational walking is currently rated in first place of the top 20 sports and physical activities undertaken by Australians.
- 8.9 million Australian adults (44.4% of the population) and 18,900 children participate in recreational walking activities annually, with 91% of participants undertaking recreational walking activities at least once per week.
- Peak participation is by women 65+ years (closed followed by women 55-64 years) and men over 65 years.
- On average, most walkers spend 62 minutes on each walking occasion.
- Since 2001, participation in recreational walking by Australians has increased by 14.4%.[11]

The Running Market

- Estimated at 20 million participants since 2010, trail running is one of the world's fastest growing sports, according to the International Track and Field Federation.[12] Since the mid-1990s, the popularity of trail running has grown at a rate of 15% each year.[13]
- Records show a 1,000% increase in trail running events in the last decade.[14]
- The largest trail running event in Australia (Ultra Trail Australia, 7,000 participants) is seven times as big as the largest mountain biking event (Otway Odyssey, 1,000 participants).
- There are four times as many trail running events (450-500) as mountain biking events in Australia and the average trail running event attracts 2-4 times participation (600-800).
- A report in 2021 showed that entry fees for trail running events alone generated approx. $13 million in direct entry fee revenue across 331 trail running events, accounting for 154,113 registrations.

[9] Ausplay National Sports and Physical Activity survey, Bushwalking Participation December 2020
[10] TRA International Visitors in Australia – Year ending September 2018.
[11] Ausplay Participation Trends since 2001
[12] https://theconversation.com/the-trail-running-community-faces-its-biggest-challenges-yet-156260
[13] https://www.worldathletics.org/disciplines/trail-running/trail-running
[14] https://www.theguardian.com/lifeandstyle/2018/apr/02/ultrarunner-ultramarathon-racing-100-miles

New Walking Experiences in Australia

New walking experiences in iconic and scenic locations are under development in nearly every state and territory, and increasingly from international destinations. In the Eastern States, in addition to Queensland's plans for the introduction of five new signature walks, the Tasmanian government is introducing a sixth new premium walk, and the NSW Government has committed to bringing forward nine new major trail experiences.

This is also the case for mountain biking, with new developments in recent years in Tasmania (Derby, Maydena, Hollybank) Victoria (Warburton, Creswick, Omeo) as well as NSW (Mogo, Tathra, Eden).

Key Points

- Population growth in the region will drive demand for trails, noting the demographic of the population represents an active cohort.
- Increasing populations across the region create a strong argument for investment in regional trails and trails that connect with existing facilities and attractions.
- The growth of visitors to the region will also increase demand for high quality trail experiences.
- Consideration should be given to prioritising regional trail connections between existing trails to reduce vehicle use and increase length of stay, particularly in high growth areas.



THE CYCLING MARKET

- Shared paths are the most common form of off-road cycling facility in Australia.[15]
- While over a third of Victorians have cycled in the last year, most of them did so for recreational purposes rather than transport.[16]
- The popularity of electric bikes, or e-bikes, is growing rapidly. An e-bike allows people of various fitness levels to cycle together and take on greater distances and inclines with ease.[17] Furthermore, e-bikes may also suit people who have stopped cycling because of injury, illness or age.
- Research suggests that cycle visitors stay longer. On average, cycling tourists also spend more on their visit when compared to all visitors, and this pattern has continued throughout recent years.[18] [19]

Mountain Biking

In Australia, the mountain biking (MTB) market size has been estimated at 388,900, just under 2% of the population. Almost 3 million people (14% of the population) participate in cycling of some sort[20] and around 4 million overnight trips including cycling are made each year.[21] Of these, just over 1 million trips were made that include MTB.

The Victorian population engages in cycling at a greater rate when compared to other states and territories. An estimated 34% of Victorian residents spent money on cycling in 2020, compared to the national average of 29%.[22] Over 30% of all cyclists chose to ride off-road on a mountain bike trail.

From a tourism perspective, the MTB market of those who travel to mountain bike is broadly divided into:

- 'Holiday first' Holiday Mountain Bikers. This is the market of people who go on holiday for any reason other than the express purpose of mountain biking, and then, whilst on holiday or during their overall planning, decide to mountain bike as part of a broad holiday experience.
- 'Passion first' Destination Mountain Bikers.[23] This market includes those who travel for their passion first – for the express purpose of mountain biking. Typically, but not always, they will bring their mountain bikes with them on their trip and will value transport and accommodation that provides safety and security for their bikes.

Although the travel and biking behaviour of these two segments are considerably different, they are both important to the success of a destination.

Electric mountain bikes (e-bikes) have been gaining serious traction in the mountain biking world. They have been credited with a second wave in popularity of mountain biking, as riders are reinvigorated to get back on trails without worrying about fitness levels or their capacity for uphill efforts. E-bikes encourage users who would otherwise not have considered cycling as a preferred recreation due to concerns about age or fitness. Further, they are significantly extending the upper age limit of riders and increasing their overall average usage, leading to health and wellbeing gains. E-bike riders typically seek a recreational experience, more than a competitive one, valuing high-quality, accessible, nature based experiences that offer some degree of support (via township and service integrations, and inclusive charging points for longer-distance journeys). One in three bikes sold in Europe is an 'e-bike'.[24] It is estimated that more than 40 million e-bikes are expected to be sold each year by 2023 in Europe.

[15] Victoria Walks (2015). Shared paths – the issues, Melbourne, Victoria Walks
[16] Victorian Cycling Strategy 2018-2028. Transport for Victoria
[17] https://worldexpeditions.com/2019-adventure-travel-trends
[18] https://www.tourismnewzealand.com/media/1764/cycling-tourism_profile.pdf
[19] https://www.tourismnewzealand.com/markets-stats/sectors/special-interest/cycling-and-mountain-biking/
[20] AusPlay (2020)
[21] Until 2019. Tourism Research Australia (2021)
[22] WeRide: The Australian Cycling Economy Report 2020
[23] TRC (2017)
[24] www.abc.net.au/news/2019-07-06/electric-motors-might-change-congestion-cycle/11282384

Figure 4: Summary of Different Types of Trail Experiences

Walking/Hiking 	This can vary from a leisurely stroll to enjoy the coastline and forests to a more intense and strenuous hike through rugged terrain. Walking can be done for commuting or exercising with the dog, in urban areas or in national parks and reserves. It can also offer an overnight experience. Walkers undertaking a more remote activity are generally looking to immerse in nature or challenge themselves on an adventure hike.
Running 	As with walking, runners can use a range of trail types, from urban and hard settings to more remote and wild settings, running through challenging terrain. Trail running continues to grow in popularity, with new trail running events occurring internationally. Trail running adventures can also include orienteering and rogaining challenges.
Cycling 	Cyclists may use urban trails for commuting, however, they may also enjoy longer cycle trails for short breaks and weekends, independently or with family and friends. There are also cycle tourists (domestic and international) who travel from place to place with their bicycle to better explore a region.
Mountain Biking 	Mountain biking applies to a range of users, from beginners and family groups to more adventurous cross-country and downhill riders. Mountain biking may be done for leisure locally or can also attract major international competitions and visitors.
Horse Riding 	Horse riding users can also be categorised into short recreational riders, undertaking a few hours' ride on a weekend; endurance riders, who participate in riding competitions and may use trails for training purposes; and long-distance riders, who enjoy an overnight experience or longer journey on horseback.

LEGISLATION

The management and operation of the trail network is governed and informed by a range of legislation outlined below.

The *Great Ocean Road and Environs Protection Act 2020* and associated regulations legislates for the management responsibility of approximately 1,000 parcels of Crown land and their associated assets to be transferred to the Authority across five Local Government Areas and three other crown land managers. This is set to be completed by 1 November 2025.

The vision is for a thriving Great Ocean Road region through integrated land management and infrastructure planning, and a strategic approach to visitation, environmental forces, severe weather events and climate change along the stretch of coastline.

The *National Parks Act 1975* provides for the management of the State's National Parks and various classes of reserves. The Act and its Regulations prescribe the permitted use and regulation of activity in Parks, ensuring the protection of individual park values while providing for safe and enjoyable use.

The *Forests Act 1958* sets the management framework for the State Forest. The Act includes firefighting and fire management guidance and for recreation activities as well as commercial management of forests.

The *Crown Land (Reserves) Act 1978* and the *Land Act 1958* provide the legislative framework for the management of Crown Land in Victoria. Specifically, they provide for regulations governing use and the provision to create Committees of Management, relevant to Councils for managing rail trails and other areas of Crown Land for recreation or tourism.

The Traditional Owner Settlement Act 2010 (VIC) and the *Native Title Act 1993 (Cth)* both apply to the study area, along with the *Aboriginal Heritage Act 2006*.

Various other acts influence land use planning, including the *Marine and Coastal Act 2018 (Vic), Climate Change Act 2017 (Vic), Heritage Act 2017 (Vic), Environmental Protection and Biodiversity Conservation Act 1999 (Cth), Planning and Environment Act 1987 (Vic), and the Flora and Fauna Guarantee Act 1988 (Vic)*.

STRATEGIES AND PLANS

Country Plans

The Eastern Maar Country Plan – Meerreengeeye Ngakeepoorryeeyt 2015 contains goals relating to Country which includes strengthening culture and identity, ensuring healthy Country and natural resources, thriving communities, and creating a future for young people.

The EMAC would like to see its people employed in the care and management of Country and other enterprises such as tourism. The regional trails network can support inter-generational knowledge transfer and the sharing and strengthening of cultural identity. The development of the Regional Trails Strategy is the vehicle for Eastern Maar, the Authority and its partners to co-design these opportunities and to offer outstanding experiences for trail users.

The *Wadawurrung Country Plan: Let's Make Country Good Together 2020-2030* outlines the shared vision and aspirations for the future of Wadawurrung people and Country. It reflects what matters most to the Wadawurrung community, providing a roadmap for preserving cultural heritage and advancing broader Caring for Country goals. The plan emphasises strengthening cultural knowledge and education to guide sustainable land development. Through this framework, the Wadawurrung people aim to actively participate in the management of all known cultural sites, while fostering enterprise and creating meaningful employment opportunities.

Victoria's Resilient Coast – Adapting for 2100+

Victoria's Resilient Coast – Adapting for 2100+ provides a framework, guidelines, and support for Local Government, land managers and their communities to enable place-based, best practice and long-term coastal hazard risk management and adaptation. It also builds on the directions in the Marine and Coastal Policy 2020.

Tourism Plans

The Visitor Economy Master Plan for the Great Ocean Road region 2021-2030 provides a roadmap for regional visitor economy recovery from Covid-19 from 2024 to 2030. The planning pathway builds on recovery, to foster growth in the visitor economy. The plan emphasises that the high volume in visitation has significantly under delivered in-region yield and has resulted in congestion and poor visitor experience. It specifically refers to Twelve Apostles revitalisation.

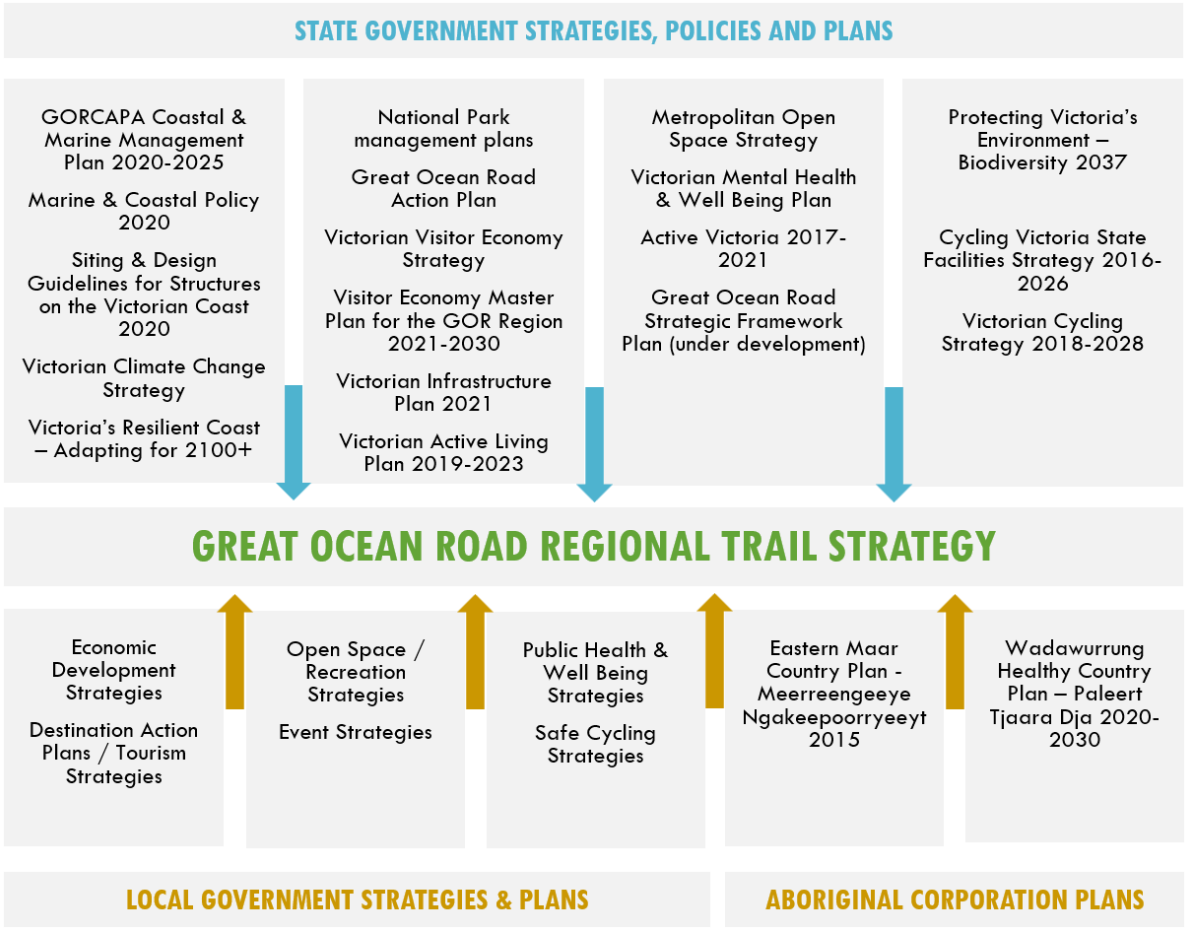
Land Management Plans

Parks Victoria's relevant plans and strategies include the Great Otway National Park and Otway Forest Park Management Plan 2009, amended 2019. The plan contains policies, actions and provisions for protection of the park and for the provision of recreation activities and associated infrastructure. Other documents relevant to trails include Parks Victoria Signage Manual 2022 and the Track and Trail Grading Manual.

The Authority's current plans and strategies include the Great Ocean Road Action Plan and the Coastal and Marine Management Plan 2020–2025, that aim to establish an integrated and coordinated approach to protecting and managing coastal Crown land and the adjacent marine environment.

The vision is to create world-leading environmental protection and coastal experiences for all.

Figure 5: Strategies and Plans Impacting the Great Ocean Road Region



Appendix B – Assessment of the Trail Network

TRAIL NETWORK OVERVIEW

TRAIL NAME	DESCRIPTION	LAND MANAGER	OTHER ASSOCIATED
Anglesea MTB Trail Network (incorp. Anglesea Bike Park).	Located on Wadawurrung Country, the Anglesea MTB Network is an extensive collection of formal (sanctioned) and informal (unsanctioned) mountain biking trails encircling the township of Anglesea. The formal network consists of the 'Eumeralla Trails – Hurst Road' network which is approx. 25km of predominantly International Mountain Biking Association (IMBA) blue-rated trails complemented by a number of green shared-use (walk/run) trails, and another 46kms of tracks, trails and management vehicle only (MVO) tracks of varying rideability and appeal to riders. Within the total of 71kms formal trails, 65km are managed by Parks Victoria with trail maintenance, volunteer engagement and support via the Surf Coast Mountain Bike Club. The Anglesea MTB Trail Network Concept Plan, developed in 2021, highlights the potential for an expansion to the existing formal network and an enhancement to the quality of trail provision including rideability and connections. The proposed network includes 36 trails and 107km of dedicated and shared use trails, spanning from Aireys Inlet to Torquay, with Anglesea in the centre. The scope of the Plan would deliver new trails (approx.16km), formalise illegal trails (approx. 19km), improve existing trails, improve/create new trail heads, develop supporting amenities, ensure closure of illegal trails, and implement signage and promotion of the network. The use of the formal Eumeralla Trails network has increased significantly over recent years. Runners, walkers and hikers also enjoy the existing shared-use trail sections and many more will enjoy a vastly improved network. It should be noted that the Anglesea Mountain Bike concept is located within the Anglesea heathland which contains vegetation of high quality. Infrastructure siting is to avoid as best possible areas of importance and minimise infrastructure in sensitive areas. Funding is essential for the Concept Plan project, with the next key stages prior to construction being to undertake vegetation and cultural heritage assessments (including wider community consultation), determine the feasibility of all new trails, and obtain Land Manager approval for all trails. Given the size of the network and the number and location of trails across different areas, there is potential to undertake the project in stages. The popular Anglesea Bike Park, located on the outskirts of the township, is on Alcoa freehold land, with a lease provided to the Surf Coast Shire as land manager up to June 2024. The long-term future of the bike park in its current location remains unresolved.	Eumeralla is managed by Parks Victoria with trail maintenance volunteer engagement and support via the Surf Coast Mountain Bike Club. Surf Coast Shire is the land manager for the bike park. This trail may be subject to transitional arrangements with GORCAPA	WTOAC Surf Coast Mountain Bike Club Anglesea Bike Park Community Asset Committee

TRAIL NAME	DESCRIPTION	LAND MANAGER	OTHER ASSOCIATED
Forrest MTB Trail	Located on Eastern Maar Country, the Forrest MTB (FMTBT) trails showcase the natural beauty of the Otways, passing through tall eucalypt forests, dry heathy scrub and dense fern gullies. The trails have been designed around the village of Forrest and offer experiences for beginners as well as more experienced MTB fanatics. The trails have traditionally been cross country (XC) in riding style, however a recent revitalisation project has increased sustainability outcomes while broadening the rider demographic, with wider, more groomed trails, suitable for all skill levels, including family, beginner and all abilities adaptive MTB access. The trails also host Australia's largest MTB event and generate considerable returns to the Otway region.	DEECA (primary maintenance) Barwon Water	EMAC Forrest MTB Club Colac Otway Shire
Great Ocean Walk	Located on Eastern Maar Country, the Great Ocean Walk (GOW) is a 110 km walking trail with a promoted east to west end-to-end walk, shadowing the Cape Otway coastline and the Great Ocean Road. GOW was Victoria's first appointed and promoted Great Walk. The entire point to point journey takes walkers 2–7 days, showcasing a range of coastal environments, flora and fauna, and European pioneer heritage with a strong (but underrepresented) Aboriginal cultural heritage. Many walkers take on shorter sections, from half to full day walks, often out and back from an access car park, as there are limited loop walks.	Parks Victoria This trail may be subject to transitional arrangements with GORCAPA	EMAC
Otway Walks and Waterfalls	Located on Eastern Maar Country, the Otway Waterfall and Walks Network (OWWN) is a set of trails exploring the valleys, ridges, canyons and waterfalls of Otway Ranges hinterland. Walks include short nature walks, loop walks and longer point-to-point walks, many interacting with 13+ feature waterfalls dotted across an area bounded by Lorne, Cape Otway/Lavers Hill and Forrest. Several trailheads located along the Great Ocean Road make for easy access, including direct from the Lorne township. There are also numerous major trailheads located inland and picnic grounds and some campsites. Waterfalls or water bodies (i.e., Lake Elizabeth) form the focal destination features for the walks, however they also showcase a range of unique landscapes and ecological environments including canyons, fern and moss jungles, historical tramways and lookouts. This collection of short walks provides significant benefits to visitors allowing exploration of the region's outstanding natural environment.	Parks Victoria DEECA Trails within the Otway Walks and Waterfalls may be subject to transitional arrangements with GORCAPA	EMAC

TRAIL NAME	DESCRIPTION	LAND MANAGER	OTHER ASSOCIATED
Old Beechy Rail Trail	Located on Eastern Maar Country, the Old Beechy Rail Trail (OBRT) is a shared use trail following one of the state's former narrow-gauge railways from Colac to Beech Forest and Ferguson, located high in the Otway Ranges. The trail journeys through scenic forest, rich farmland and rolling hills, with the coast relatively close. There is excellent bird life, rainforest pockets, magnificent eucalypts and blackwoods shading the lush understorey, and plenty of railway history enroute. The route begins with 12km of road riding (from Colac) before joining the railway alignment. Reaching the small township of Gellibrand, the line begins a long climb up the range, reaching for Beech Forest, before a dash down to Ferguson and its café (often closed). The Trail is located on a combination of Council owned land, private land and Crown Land.	Colac Otway Shire	EMAC Colac Otway Shire Friends of Old Beechy Rail Trail
Port Fairy to Warrnambool Rail Trail	Located on Eastern Maar Country, the Port Fairy – Warrnambool Rail Trail (PWRT) is a continuous 37km shared use walking/cycling pathway, making its way through rural landscapes and farming communities between Port Fairy and Warrnambool. It journeys through remnant forest, skirts nearby a 25,000 year-old volcano (Tower Hill) and traverses wetlands and coastal sand dunes. It encompasses the historic towns of Port Fairy and Koroit, rural countryside, woodlands and native vegetation, extensive sea views of Killarney, extensive woodlands, coastal sand dunes, the Merri River wetlands and Warrnambool breakwater precinct. The trail has a gentle gradient and is suitable for use by cyclists and walkers of all ages and levels of fitness. Township sections are bitumen, allowing for use by mobility scooters, wheelchairs and the elderly.	Port Fairy to Warrnambool Rail Trail CoM	EMAC Moyne Shire Warnambool Shire
Camperdown to Timboon Rail Trail	Located on Eastern Maar Country, the Camperdown to Timboon Rail Trail (CTRT) runs from Camperdown, through Naroghid, Cobden, Glenfyne and Curdies to Timboon. Over 34kms, riders and walkers traverse volcanic features, farmland, wooded grassland and tall wet forest on descent into the wooded Timboon valley. Many original historic features remain along the trail, including brick culverts and remnants of the many bridges. The Curdies River pile (trestle) bridge has undergone some restoration and is listed with Heritage Victoria. The trail now directly connects to the recently opened Twelve Apostles Trail, enabling users to reach Port Campbell.	DEECA and Camperdown Timboon Rail Trail CoM	EMAC

TRAIL NAME	DESCRIPTION	LAND MANAGER	OTHER ASSOCIATED
Surf Coast Walk	Located on Wadawurrung Country and Eastern Maar Country, the Surf Coast Walk (SCW) is a 44km multi-use trail located at the start of the Great Ocean Road Region, stretching from Torquay to Aireys Inlet. Following clifftops beyond the edge of Victoria's Great Ocean Road with meandering hinterland forest sections, the trail's easy access with twelve trailheads makes it perfect for short, long or multi-day village to village walks or rides. Features the Torquay promenade, Anglesea River mouth, Jan Juc's clifftop lookouts, the world-famous surfing mecca Bells Beach, eucalypt forests of Ironbark Basin, wild beach sections, and the historical Split Point Lighthouse, on family-friendly, easy to navigate shared paths. The Surf Coast Walk is also host to a number of high-profile pedestrian (walk and run) events, including Surf Coast Trail Marathon, Surf Coast Century, Surf Coast Walk, Roo Run and Bells Bash.	GORCAPA Parks Victoria Surf Coast Shire This trail may be subject to transitional arrangements with GORCAPA	WTOAC EMAC Bells Beach Committee
The Twelve Apostles Trail	Located on Eastern Maar Country, the Twelve Apostles Trail is a recently completed (Stage 1) 20km shared use trail linking Timboon to Port Campbell with an all off road alignment taking in forest reserves, farmland and ocean vistas on approach to the terminus at Port Campbell. The trail links directly to the Camperdown to Timboon Rail trail, effectively offering a total 60km journey. The planned Stage 2 will pass beyond Port Campbell to link to the Twelve Apostles Visitor Information Centre and potentially other visitor nodes (i.e., Loch Ard Gorge). Completion of Stage 2 would likely create a State significant trail.	Corangamite Shire Parks Victoria GORCAPA This trail may be subject to transitional arrangements with GORCAPA	EMAC
Warrnambool Foreshore Promenade	Located on Eastern Maar Country, the Warrnambool Foreshore Promenade (WFP) is a 7km dual direction shared use concrete pathway that runs parallel to the beaches from the Warrnambool Breakwater in the south to Point Ritchie in the north. It diverts inland to cross the Hopkins River, before tracking Logans Beach Road to finish at the popular Logans Beach Whale Watching Platform. A popular recreational trail for walkers, runners, riders, scooters and those with prams, the trail makes most of spectacular lookouts as it gently climbs into the dunes and back down to Point Ritchie. There are numerous access points to the popular Warrnambool Beach, including at the Surf Lifesaving Club. Facilities enroute include lookout platforms, showers, water bubblers, seating and picnic spots on the hinterland side. The trail accesses popular Warrnambool recreation and conservation reserves along with family friendly attractions such as the Adventure Playground and associated trails. It has numerous car parking zones along its length and within walking distance to various accommodation (including two holiday parks), catering and other township services.	Warrnambool City Council	EMAC

TRAIL NAME	DESCRIPTION	LAND MANAGER	OTHER ASSOCIATED
Great Ocean Road Coastal Trail	Located on Eastern Maar Country, the Great Ocean Road Coastal Trail (GORCT) is a planned trail along the Otway coast, with views from suspension bridges and lookouts, as well as boardwalks, river crossings and day visitor areas. Sections of new trail will connect with existing walking and management vehicle tracks that will provide a 6-day 5-night hike, day walks, half-day walks and create shorter loop walks. The State government has invested $25.5 million to plan the new trail between Fairhaven and Grey River and construct the new trail between Fairhaven and Jamieson Creek.	GORCAPA Parks Victoria This trail may be subject to transitional arrangements with GORCAPA	EMAC DEECA
Otway Hinterland Horse Trail (proposed)	Located on Eastern Maar Country, the proposed Otway Hinterland Horse Trail (OHHT) is a 105km long-distance lineal trail that passes through public land in the Great Otway National Park, Otway Forest Park and other land managed by Parks Victoria, DEECA, Surf Coast Shire and Colac Otway Shire. Open Trails Australia (OTA) completed an audit assessment of the route in April 2022, that focused on the requirements to enable the trail to be operational and promoted for use by horse riders for single or multi day experiences. The audit identified potential risks to all OHHT users and provided recommendations on how to best manage those risks. The OHHT route alignment was provided by Parks Victoria based on advice by key horse riding advocates. It was assessed as a dual direction lineal trail and subsequently classified as an advanced horse riding trail given the gradients, distances and remote location. The route follows public open roads, and seasonal management tracks of varying surface qualities.	Parks Victoria, DEECA, Surf Coast Shire and Colac Otway Shire This trail may be subject to transitional arrangements with GORCAPA	EMAC

INDIVIDUAL TRAIL ASSESSMENT

A high-level assessment of each of the region's existing trails and trailheads was undertaken as part of this project.

The trail assessment found that the region features a diverse variety of long and short distance trails.

The condition of the trails vary, with most requiring some level of maintenance and improvement to infrastructure and signage to meet Australian Standards requirements and enhance trail safety and sustainability. The summary results are presented below. Specific actions for each trail to address the issues and opportunities identified are also provided.

Table 8: Summary of Trail Assessment

TRAIL	CHALLENGES
Anglesea MTB Trail Network Approximately 71km of formalised trails.	Erosion and water impact on some sections. Cinnamon (*Phytophthera Cinnamomi*) Fungus spread. Car parking limitations. Limited stock of trails restricting overall appeal for inter-regional riders. No capacity for event staging on site. No toilets associated with Eumeralla MTB Network. No picnic or rest areas within park. No water supply.
Forrest MTB Trail 26 trails over 70km.	Build complexity with sensitive wet-ground environment. Rising cost of infrastructure. Requires new funding streams. Old school style of trails (XC), contrasting with new market demand for flow and gravity (some attendance to this in new trails for Forrest network).
Camperdown to Timboon Rail Trail Rail Trail multi-use over 40km point to point.	A connection between Naroghid (current trail head) and Camperdown that allows users to access the trail without travelling on road should be considered. Trail widening between Glenfyne and the Trestle Bridge would benefit users. The Trestle Bridge is a significant asset for the trail and will require funding to maintain it to an appropriate standard. Major trailhead and wayfinding signage would improve the user experience.
Great Ocean Walk 98km (105km inc alternatives) one way	Lack of adequate maintenance capacity. Ageing infrastructure – campsites, car park, toilets, boardwalks, stairs bridges all require replacement now or in near future, etc. Full infrastructure asset condition audit is required. Concentrated use and impacts on popular/accessible sections.
Otway Waterfall Walks Network Approx 60km of single walks with fire track access links.	Ageing infrastructure – campsites, bridges, walkways, some damaged by treefall / weather events. Rapid degradation of infrastructure due to environment. Lack of adequate maintenance capacity. Adequate access for maintenance. Some sites are at capacity (e.g. Erskine Falls).
Old Beechy Rail Trail 50km Point to point rail trail.	Lack of major trailhead, toilet and picnic facilities at Maggios Road (start point for car-based visitation). 12km of alignment prior is undesirable road section only suited for train-based rider access. Road section from Colac Train Station to Maggios Road (start of railway alignment) is a poor experience. Steep sections/climbing profile places this trail in a different category (more challenging) than most rail trails.
Otway Hinterland Horse Trail 105km horse riding on road verges.	Motor bike and 4WD interactions and other user interactions raises safety and potential conflict for riders, walkers, runners. 1km section of road between Deans Marsh township and the Bambra Cemetery Road and Winchelsea Deans Marsh Road intersection is not safe for horse and rider to traverse. Lack of water or specific facilities for horses.

TRAIL	CHALLENGES
Surf Coast Walk **44km point to point shared use trail.**	Clifftop degradation risks (Rocky Point, Anglesea, Aireys Inlet). General erosion (trails and clifftops), guttering and trail degradation due to trail inundation and rain events. High season trail user conflict, especially in township areas (i.e., bikes, walkers, runners, dog walkers).
Twelve Apostles Trail – Timboon to Port Campbell **Shared use trail – 20km linking to rail trail.**	No audit undertaken as this trail was under construction during this time.
Warrnambool Foreshore Promenade Walk **Walk and ride – 7.5km point to point.**	Popular trail with potential safety issues between bikes and walkers. Maintenance costs are high due to infrastructure exposed to ocean air environment. Limited online information/directives regarding trail use. Full extension of pathway not shown on most online mapping.

SPECIFIC RECOMMENDATIONS FOR INDIVIDUAL TRAILS

Table 9: Forrest Mountain Bike Network Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
FMTB1	Seek funding for Yaugher network of trails and upgrade Tiger Rail Trail.	High Action	Colac-Otway LGA and GORRTF
FMTB2	Develop collective Beach to Bush MTB marketing plan in cooperation with Anglesea MTB destination.	High Enabling	GORRT in collaboration with GORRTF
FMTB3	Encourage more event operators to consider Forrest as a suitable staging ground.	Medium	Colac Otway LGA and GORRTF
FMTB4	Investigate curation of long-distance ride route to link Anglesea (without requiring new trail build, i.e. gravel grind).	Medium Enabling	GORRTF
FMTB4	Investigate and encourage further connectivity between Forrest and Anglesea MTB including shuttle services between the two parks to improve regional positioning.	Medium Enabling	GORRTF

Table 10: Great Ocean Road Coastal Trail (Planned) Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
GORCT1	Undertake detailed design and planning preparation and submission.	High	DEECA supported by GORCAPA and EMAC
GORCT2	Continue community consultation and communication as project proceeds.	High	GORCAPA supported by DEECA and EMAC
GORCT3	Commence new trail construction following completion of detailed design and existing trail upgrades.	High Enabling	DEECA supported by GORCAPA and EMAC
GORCT4	Develop and implement branding and signage along route.	High Enabling	GORCAPA supported by DEECA and EMAC
GORCT5	Early-stage risk management planning for trail operations.	Medium Enabling	GORCAPA supported by DEECA and EMAC
GORCT6	Early-stage development of trail specific maintenance and operations plan.	Medium Enabling	GORCAPA supported by DEECA and EMAC
GORCT7	Identify and implement priority actions from the Business Activation Plan.	Medium Enabling	GORCAPA, EMAC supported by DEECA
GORCT8	Review options to connect GORCT with GOW including coastal and non-coastal options.	High Enabling	GORRTF
GORCT9	Continue investigating new trail opportunities in the Apollo Bay region including the proposed Les Noseda Highview Trail.	Medium Enabling	Colac Otway Shire in collaboration with GORRTF

Table 11: Great Ocean Walk Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
GOW1	Revisit RDV Business Case for realignment of dirt roads.	High Enabling	GORCAPA supported by the GORRTF
GOW2	Improve engagement with, and operational trail planning alongside EMAC.	High Enabling	Parks Victoria, GORCAPA, EMAC
GOW3	Develop short walk offerings/curation including identification of viable loop walk experiences from trailheads.	High	GORCAPA supported by the GORRTF
GOW4	Develop a strategic plan for off trail-adjacent nodes: Cape Otway Lightstation and Princetown precincts.	Medium Enabling	GORCAPA supported by the GORRTF
GOW5	Promote new Fiji Monument Trail (potential for short walk in/out visitation).	Medium Enabling	GORRT in collaboration with the GORRTF
GOW6	Establishment of a Climate Change Impacts – Trail Management, Resilience and Retreat Plan.	Medium	GORCAPA in collaboration with the GORRTF

Table 12: Otway Waterfall Walks Network Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
OWWN1	General review/trail audit and maintenance requirement report for all trails included in the network/	High Enabling	Parks Victoria supported by GORRTF
OWWN2	Sabine Falls upgrade identified including review of viewing platform experience.	High	Parks Victoria supported by GORRTF
OWWN3	Kalimna Falls Walk/s trail upgrades identified, including boardwalks.	High	Parks Victoria supported by GORRTF
OWWN4	Include Little Aire Falls as focus promotion target (already linked to Triplet Falls via short out and back).	High	GORRT in collaboration with GORRTF
OWWN5	Investigate scope for sensory walks for people with disabilities, 'curated' around sound, smells, touch.	High Enabling	GORRTF
OWWN6	Investigate potential parking expansion (trail linked) above Erskine Falls to north.	High	Parks Victoria supported by GORRTF
OWWN7	Investigate linking Allenvale Mill Site to Sheoak Picnic Area. Likely delivered by Great Ocean Road Coastal Trail alignment.	Medium Enabling	DEECA
OWWN8	Increase promotion of walk to Erskine Falls from Lorne township and/or investigate solutions for support transfers.	Medium Enabling	GORRT supported by the GORRTF for actions

Table 13: Surf Coast Walk Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
SCW1	Initiate 10–20 year trail management plan including climate change response.	High Enabling	GORCAPA supported by GORRTF
SCW2	Implement planning and accountability structures for new maintenance guidelines and programming.	High Enabling	GORCAPA supported by GORRTF
SCW3	Formalise and structure process for engaging volunteer groups for defined maintenance roles.	High Enabling	GORCAPA supported by GORRTF
SCW4	Upgrade trail infrastructure to integrate more sustainable and maintenance-friendly design solutions.	High	GORCAPA supported by GORRTF
SCW5	Review Interpretation Signage and focus points for development of cultural interpretation i.e., Point Roadknight. Investigate interactive experiences along the walk to enhance and diversify the user experience.	Medium	WTOAC, EMAC supported by GORCAPA and GORRTF
SCW6	Investigate primary SCW trailhead at Whites Beach/terminus of Esplanade – better end-to-end experience.	Medium	GORCAPA supported by GORRTF
SCW7	Investigate options for improving shuttle service offerings along SCW.	Medium Enabling	GORCAPA supported by GORRTF
SCW8	Develop missing trail alignments linking to Torquay addressing connectivity and safety concerns.	High	GORRTF

Table 14: Anglesea MTB Trail Network Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
AMTN1	Progress Anglesea MTB Trail Network Concept Plan – undertake required assessments, engagement and approvals, re-assess for alignment revisions, secure project funding, progress to formalisation and build phases (potential for a staged approach).	High Enabling	Surf Coast Shire, DEECA, GORRTF, Alcoa and Anglesea Mountain Bike Park Community Asset Committee
AMTN2	Develop missing trail alignments linking to Torquay addressing connectivity and safety concerns.	High	GORRTF
AMTN3	Confirm long-term future of Anglesea Bike Park	High Enabling	Surf Coast Shire, DEECA, GORRTF and the Alcoa and Anglesea Mountain Bike Park Committee of Management
AMTN4	Accessibility trail audit to identify appropriate adaptive MTB routes within network.	Medium Enabling	GORRTF

Table 15: Camperdown to Timboon Rail Trail Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
CTRT1	Complete replacement of 5 bypass bridges:	High Enabling	DEECA/CoM and GORRTF
CTRT2	Curdies Trestle Bridge – obtain funding to enable assessment and repair.	High Enabling	DEECA/CoM
CTRT3	Track Surface upgrade between Curdies Trestle Bridge and Timboon – grant for funding (RDV) has been submitted.	High Enabling	DEECA/CoM
CTRT4	Upgrade Trail surface and increase trail width between Bridges 11 and 15.	Medium Enabling	DEECA/CoM
CTRT5	Re-investigate and develop a strategy for realignment of trail alongside Lake Bullen Merri (west side), linking to lake facilities (noting current private landholder status and associated Doctorate of Accretion). Further connection link west alongside Naroghid Rd (southern side).	Medium Enabling	DEECA/CoM and GORRTF
CTRT6	Identify potential participatory walk/ride events linking towns.	Medium Enabling	DEECA/CoM supported by GORRT
CTRT7	Identify and install major trailhead signage and in/out township wayfinding at and in Cobden.	Medium Enabling	DEECA/CoM
CTRT8	Seek improved bike hire options for Camperdown.	Medium	DEECA/CoM – trailhead signage Cobden Progress Association – wayfinding signage

Table 16: Old Beechy Rail Trail Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
OBRT1	Resolve closure of Wimba to Beech Forest section.	High	Colac Otway Shire Council
OBRT2	Assess potential for development of Maggios Road as primary user trailhead including car park and facilities.	High	Colac Otway Shire Council
OBRT3	Assess location and potential for picnic facility between Gellibrand and Beech Forest.	High Enabling	Colac Otway Shire and GORRTF
OBRT4	Identify and support potential event activations, recreational and/or competitive.	Medium	Colac Otway Shire and GORRTF
OBRT5	Identify and promote potential gravel grind route connection to Forrest.	Medium Enabling	Colac Otway Shire and GORRTF
OBRT6	Update marketing material for better promotion and facilitation.	Medium	GORRT in collaboration with Colac Otway Shire
OBRT7	Identify relevant tour operations with potential to leverage the trail for new experiences.	Medium	Colac Otway Shire and GORRTF

Table 17: Port Fairy to Warrnambool Rail Trail Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
PWRT1	Identify and develop new parallel route from Koroit Township to lip of Tower Hill Reserve to add connectivity and significant tourism value.	High Enabling	Moyne Shire supported by the CoM
PWRT2	Assess and rectify trail levels to solve current inundation issues on outskirts of Warrnambool (from Millers Lane through Swinton Street and Merri River alignment).	High	Warrnambool City Council
PWRT3	Identify feasible and appropriate picnic facility sites outside township nodes.	Medium	CoM supported by LGAs
PWRT4	Identify potential event concepts and operators.	Medium	CoM supported by LGAs
PWRT5	Promote route and attractions to gravel grind and bikepacking markets.	Medium	GORRT in collaboration with CoM and LGAs

Table 18: Twelve Apostles Trail Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
TAT1	Confirm alignment and experience design of missing link Port Campbell to Princetown.	High Enabling	GORCAPA and Corangamite Shire Council
TAT2	Explore on-trail accommodation options including farm stay or public recreation reserve repurposed – i.e., Paaratte Recreation Reserve	Medium Enabling	Corangamite Shire Council supported by GORRT
TAT3	Identify potential pathway to establishing hire bike operations including e-bike charter.	Medium Enabling	Corangamite Shire Council
TAT4	Ensure future promotion planning accounts for extension of trail to Princetown.	Medium Enabling	Corangamite Shire Council supported by GORRT
TAT5	Seek funding to activate research findings and interpretation potential from Indigenous culture studies/data set.	Medium Enabling	Corangamite Shire Council
TAT6	Identify potential opportunities for and operators of events suitable for trail experience (likely non-competitive given road crossings).	Medium Enabling	Corangamite Shire Council supported by GORRT

Table 19: Warrnambool Foreshore Promenade Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
WFP1	Redevelop Surf Lifesaving Club.	High Action	Warrnambool City Council
WFP2	Assess trail section Blue Hole Rd to Whale Watching for realignment or improved experience.	High	Warrnambool City Council
WFP3	Identify relevant proximal events and opportunities for activating trail.	Medium Enabling	Warrnambool City Council
WFP4	Develop improved online information pertaining to trail.	Medium Enabling	GORRT in collaboration with Warrnambool City Council

Table 20: Otway Hinterland Horse Trail Actions

ACTION NUMBER	ACTION	PRIORITY AND ACTION TYPE	WHO
OHHT1	Undertake a feasibility study to address the challenges identified in trail audit.	Medium Enabling	PV and GORRTF
OHHT2	Assess capacity for shared use with gravel grind (noting majority on road alignment).	Medium	PV and GORRTF
OHHT3	Consider production of stage one digital route guide with relevant pre-trip information and safety caveats.	Medium Enabling	PV and GORRTF

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ASSESSMENT OF TRAILS AGAINST THE KEY CRITERIA

The following table assesses the region's trails and trail experiences against the key criteria for an outstanding trails destination.

CRITERIA	RANKING	GAPS AND ISSUES	OPPORTUNITIES
	1. Performs well | 2. Average performance with room to improve. | 3. Significant improvements required.		
Diversity of Trail Types	1	• Diversity in the network is good, including 'top end' trail experiences designed to bring visitors to the region, family friendly options (rail trails) and cycling/shared use trails. • Two mountain bike parks tend to have limited diversity. • Lack of a high-quality MTB multi-day experience. • Shorter walks are appealing for broad market – but some are not maintained to high standard. • Accessibility across the network is limited and patchy.	• Marketing more-easily accessible walks to help disperse visitors across the region. • Connecting trail network with local communities and other trails/attractions. • Implementation and development of the Mountain Bike Master Plans and Concept Plans, to provide a strong mountain bike trail offering.
State/National Trails	1	• GOW and the proposed GORCT and other signature trails identified will require ongoing funding to support the visitor economy. • Lack of a regional approach to trail classification. Signature trail experiences are not agreed across the region or promoted as visitor drawcards. • Strong mountain bike networks provide a strong regional trail offering and could be leveraged further. • Existing rail trails offer a strong product, but they are not linked and, in most cases, have large expanses between products and services.	• Adopt an agreed regional classification of trails as national, regional and local, as a basis for experience development prioritisation and promotion. • Focus on development of smaller number of great experiences. • National trails investment needs to be increased, protected and maintained. • Revitalise the GOW and planned GORCT offering and other signature trails with improved maintenance and infrastructure upgrades. • Create a 'GORR Rail Trail Product' that provides a consistent high-class multi-use rail trails network linking attractions.
Concentration of Trails	2	• The region has a good concentration of trails and visitors can stay in one place to enjoy several days of trail use. • The Rail Trails are poorly connected around the region and offer disparate experiences to different standards.	• Connectivity of the rail trail and 'multi-use' trail network would improve usage from visitors and communities. • Continue to develop trail 'clusters' where market demand continues to grow. This includes day walk hubs in Otways. • Develop the concept of a marketing MTB experiences together – Forrest, Anglesea and potentially

CRITERIA	RANKING 1. Performs well | 2. Average performance with room to improve. | 3. Significant improvements required.	GAPS AND ISSUES	OPPORTUNITIES
			You Yangs to give critical mass to offering combined with other trail experiences in the region to increase length of stay.
High Quality Infrastructure	**2**	• Trail infrastructure varies by trail type and across the region. • Inconsistent trail standards (difficulty, use) and signage across the region. • Some trail standards differ across the region for similar type trails and similar users. • Ageing infrastructure across most trails. • Different quality and level of interpretation.	• Trail head facilities and visitor information can be improved - some newer trails have high quality infrastructure. • Develop innovative models to assist land and trail manager with trail maintenance. • Consider closing or rehabilitating several lower priority trails to enable a focus on the trails with the highest visitor economy and community outcomes. • Consider a design or brand to help with market penetration and an understanding what the region can offer to trail users.
Accessibility	**2**	• Public transport connecting trails is lacking. • Many trails are not accessible by all ability standards.	• Work with transport authorities to develop a walk/bike friendly transport service on buses and trains on selected routes in peak periods. • Use strong design guidelines to develop all-ability trail and trail infrastructure where appropriate and as a general rule. • Develop a regional map and approach to all abilities access.
Distinctive Experiences	**1 for walking 2 for MTB**	• Mountain bike trails are generally of a regional level. • Many walking trails are unique and showcase the environment of the region. • The rail trail and multi-use trails are variable and have sections that are unique to the region while other sections are variable.	• The trails would significantly benefit from exceptional interpretation and cultural experiences. • The ability to connect into other trails from existing trails would make the region an outstanding trails region.
Attractive Natural or Cultural Context	**1**	• Coastal and hinterland trails pass through sensitive environments and volume of use places pressure on these values. Managing use and dispersal of visitors to ensure protection of the important values is critical. • Aboriginal cultural heritage is paramount to First Nations Peoples in the region and decisions	• Signature experiences to be constructed and developed in outstanding natural areas. • Developing a strong partnership with the Aboriginal corporations and communities in the region to bring culture alive on the trails and to include the community in associated enterprises and management.

CRITERIA	RANKING 1. Performs well | 2. Average performance with room to improve. | 3. Significant improvements required.	GAPS AND ISSUES	OPPORTUNITIES
		on any impact or interpretation need to be made by those groups.	
Quality Pre-Trip Information	**3**	• Parks Victoria and DEECA have information on walks and trails on their land within their corporate websites. • A search of trails, national parks and walks (attractions) on the Australian Tourism Data Warehouse (Australia's online marketplace for tourism information) shows limited trails listed. Parks Victoria have a number of listings; however, the hierarchy is unclear and there are some key products missing. • Individual Councils have their own information through printed material, and websites. • There is no central source of information on regional trails easily accessible in one location for consumers and visitors. • There is little, if any, mobile digital information that enables storytelling or support for experiences.	• A single source website that had information on trail tourism in the region – even with links back to detailed information on the individual land manager's websites – would be a significant improvement for visitors being able to find information. • A regional brand for the significant trails and experiences in the region might be a valuable tool to enable visitors to seek out relevant information more easily and to know what to expect within that branding.
Range of Quality Support Services	**3**	• The region has several commercial operators using the trail network. • Many of the best-known attractions of the region can be linked to tracks and trails. • In addition to outdoor recreation, the region offers a variety of non-commissionable and commissionable activities for residents and visitors. There are several organised walking and cycle tour opportunities.	• Investigate a 'Regional Trail Friendly' accreditation scheme to help encourage and promote trail visitor friendly businesses.
Support Businesses in Food, Beverage etc.	**3**	• There are very few trail-specific food and beverage businesses and products. • Most of the services are in towns and can be some distance from trail-based experiences. • Some farm gate and small producers are close to trails and could be aligned to trail visitors.	• Economic development activation across the trail network (at scale) will benefit all areas and connect to marketing approach of GORRT as a trails destination.

CRITERIA	RANKING 1. Performs well | 2. Average performance with room to improve. | 3. Significant improvements required.	GAPS AND ISSUES	OPPORTUNITIES
Strong Regional Positioning and Marketing	2	• Many sources of information about trails in the region – often conflicting. • Generally, there is no region-wide alignment of trail-based experiences. • GORRT provides regional products on their website without significant branding and positioning of the region.	• One regional owner promoting and business activation of trails-based experiences and products. • Develop a single portal/website for trails-based information.
Effective Governance	3	• Limited funding means all trail managers are competing for funds. Collaboration occurs between land managers and Councils on a local level. • Limited connection with EMAC and WTOAC • Rail Trails are reliant on Committees of Management with limited succession. • There's no formal mechanism to develop a regional approach to trail management and development.	• Develop and implement a region-wide governance structure that enables strong regional decision making on strategic priorities. • Hold a regular regional trails forum and encourage private industry to seek out business opportunities on trails. • Formal governance structure involving Traditional Owners.
Community Engagement	2	• Strong community engagement occurs at local government level particularly around individual Council trail and pathway plans, and economic development plans. • Land managers undertake community engagement and develop stakeholder relationships with trail user groups around specific parks or trails.	• With the development of an agreed region-wide governance mechanism, develop community information and consultation forums that do not override the need for Councils or land managers to undertake this.
Events	1	• High number of trail-based events – there remains capacity in low and shoulder season for events.	• Develop a regional umbrella event to celebrate trails and align it to the Regional Events Strategy.

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

STRENGTHS

- The natural and cultural landscapes and seascapes are outstanding.
- Diverse range of trails.
- Active and supportive community.
- The opportunity to capitalise on strengths.
- Strong and well-known offerings.
- Close to Melbourne visitor markets.
- Great Ocean Road touring route acts as main route to access trails.
- Different markets, with some served well.
- Large number of existing gravel tracks suitable for riding and touring.

WEAKNESSES

- Lack of consistent standards and resources to support quality network.
- Lack of data on use, and therefore its values and threats are underestimated.
- Region positioning as trail destination does not exist.
- Accessibility patchy and not visible to market.
- Trail and transport connections between trails are poor and often bike unfriendly.
- Many existing trails are struggling to receive the necessary maintenance and governance.
- Many existing trails are not mapped.
- No single source of information – confusing.
- Many entities and complex bureaucracy.

OPPORTUNITIES

- A sustainable funding model.
- Climate adaptation strategy for trails across the region.
- Rationalise investment to bring a smaller number of trails to a higher standard.
- Income streams to finance trail maintenance.
- Bring together trail community for more effective resource coordination.
- Capacity building and resource support for volunteers.
- Connect the trail community to improve linkages existing products, infrastructure, and trails.
- Partner with Eastern Maar Aboriginal Corporation and the Wadawurrung Traditional Owners Corporation, promote respect and understanding of Wadawurrung and Eastern Maar knowledges, cultures and values, and to create economic opportunities.

THREATS

- Climate change.
- Emergencies, including fires, close areas or destroy infrastructure.
- The region falls behind other Victorian regions and destinations that offer high quality market-aligned products due to lack of funding for maintaining trails to a quality standard.
- Complexity of land management across boundaries and the regulations that apply.
- Lack of funding, capital and operational.
- Diversity (lack of, or not focusing on, product strengths).
- Policy differences between partners.
- Threat of lack of funding resulting in a poor user experience and future lower visitation.

Appendix C – Actions in Order of Priority

ACTIONS FOR INTERGRATED GOVERNANCE, PLANNING AND MANAGEMENT

ACTION NO.	ACTION	PRIORITY	WHO
Action 1.1	**Coordinating Body:** Formalise the structure of the Regional Trails Forum and include regional representation as well as community organisations that support the trails sector across the region. Establish the Terms of Reference and embed the implementation of the Regional Trails Strategy as the key role of the Great Ocean Road Regional Trails Forum (GORRTF) under the leadership of the Authority.	High Foundational	GORCAPA in collaboration with EMAC, WTOAC, LGAs, Trail and Land Managers and GORRT
Action 1.2	**Strategy Implementation:** Establish and implement regular reporting of progress in the implementation of the Strategy and provide feedback to stakeholder organisations at agreed times.	High	GORCAPA in collaboration with GORRTF
Action 1.6	**Monitoring and Evaluation:** Establish a region wide monitoring and evaluation system to measure the success of the trails network through usage monitoring (i.e. observations, trail counters), user experience surveys and assessment of the achievement of trail management objectives.	High	GORCAPA in collaboration with GORRTF
Action 1.3	**Trail Stewardship:** Host, on an as-needs base, a regional trails forum that includes industry and community groups to discuss and enable implementation of elements of the Strategy.	Medium	GORCAPA in collaboration with GORRTF
Action 1.4	**Trail Capacity:** To enable coordinated implementation of the Great Ocean Road Regional Trail Guidelines, develop and present trail design, construction, visitor risk management and maintenance workshops to trail management organisations and user groups across the different types of trails and uses.	Medium	GORCAPA in collaboration with GORRTF
Action 1.5	**Integrated Planning:** Embed the vision and goals of the Strategy into broader regional planning and budget processes (e.g. tourism plans/destination management plans, strategic plans, development plans, open space plans, transport plans).	Medium	GORCAPA in collaboration with GORRTF

ACTIONS TO ESTABLISH A SUSTAINABLE FUNDING MODEL & INVESTMENT FRAMEWORK

ACTION NO.	ACTION	PRIORITY	WHO
Action 2.1	**Funding Model:** Institute a funding model that: • Reflects the many benefits of trails and their role in advancing the objectives and priorities of government. • Provides dedicated sources of funding, allocating them based on clear criteria that are consistent with the goals of the Strategy. • Ongoing management including maintenance, long term sustainability and the promotion of trails. • Responds to the need for large infrastructure projects.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.2	**Cost/Benefit Analysis:** Undertake a cost benefit analysis of trails to further develop advocacy material for the reinvestment of funds trail development and maintenance.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.3	**Advocacy Platform:** From the analysis produce an advocacy document that succinctly and powerfully, informs decision makers of the evidence-based case for public support of trails development and maintenance. It should describe the economic, environmental, community, health and cultural benefits of supporting a varied and quality trails network.	High Foundational	GORCAPA in collaboration with the GORRTF
Action 2.4	**Prioritisation of Investment:** Implement the region wide trail categorisation system for trails to define their relative state and regional significance and broad developmental needs.	High	GORCAPA in collaboration with the GORRTF
Action 2.5	**Investment Partnerships:** Assist trails organisations and managers to identify appropriate partnerships for trail development, experiences, maintenance and management. Investigate philanthropic opportunities.	Medium	GORCAPA in collaboration with the GORRTF
Action 2.6	**Investment Support:** Provide trail organisations with access to a centralised pool of research and information to assist in the assessment of trails development needs, the preparation of funding applications and seek investment partners.	Medium	GORCAPA in collaboration with the GORRTF
Action 2.7	**Trail Categorisation Review**: Ensure that the Regional Trails Strategy recognises and integrates new trails and GORRTF revises the trail categorisation as required.	Ongoing	GORCAPA in collaboration with the GORRTF
Action 2.8	**Volunteer Programs**: Develop and support programs for community and user group involvement in trail development, maintenance and management.	Medium	GORCAPA in collaboration with the GORRTF

ACTIONS TO ACHIEVE EASTERN MAAR AND WADAWURRUNG PARTNERSHIP

ACTION NO.	ACTION	PRIORITY	WHO
Eastern Maar Aboriginal Corporation (EMAC)			
Action 3.1	**GORRTF**: Ensure EMAC are a partner in the Great Ocean Road Regional Trails Forum (GORRTF).	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.3	**Storytelling:** Establish EMAC priorities for helping visitors understand Country through interpretation and storytelling	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.4	**Cultural Sensitivity**: Build a joint understanding of where trails may be impacting Country or places of significance for EMAC and remove the threats wherever possible.	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.5	**Direct Involvement and Capacity Building:** Seek opportunities for involving EMAC in all aspects of trail planning and management and build capacity together.	High Foundational	EMAC supported by GORCAPA and GORRTF
Action 3.2	**Tourism Operations**: Seek to work with EMAC on the development of tourism operations according to their assertions.	Medium	EMAC supported by GORCAPA and GORRTF
Wadawarrung Traditional Owners Aboriginal Corporation (WTOAC)			
Action 3.6	**GORRTF**: Ensure WTOAC are a partner in the Great Ocean Road Regional Trails Forum (GORRTF).	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.8	**Storytelling:** Establish WTOAC priorities for helping visitors understand Country through interpretation and storytelling and implement actions together.	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.9	**Cultural Sensitivity**: Build a joint understanding of where trails may be impacting Country or places of significance for WTOAC and remove the threats wherever possible.	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.10	**Direct Involvement and Capacity Building:** Seek opportunities for involving WTOAC in all aspects of trail planning and management and build capacity together.	High Foundational	WTOAC supported by GORCAPA and GORRTF
Action 3.7	**Tourism Operations**: Work with WTOAC on the development of tourism operations according to their assertions.	Medium	WTOAC supported by GORCAPA and GORRTF

ACTIONS TO ACHIEVE HIGH QUALITY AND SUSTAINABLE TRAILS

ACTION NO.	ACTION	PRIORITY	WHO
Action 4.2	**Trail Audits:** Conduct regular trail audits to determine the physical condition and maintenance issues across the regional trail network.	High Foundational	GORCAPA in collaboration with GORRTF
Acton 4.9	**Safey Information:** Engage trail users and the community through regular trail 'bulletins' and media informing people of planned actions, risks, issues and opportunities for volunteerism	High Foundational	GORCAPA in collaboration with GORRTF
Action 4.1	**Implement Priority Actions:** For individual trails (Appendix B) as resources allow.	High	GORCAPA in collaboration with GORRTF
Action 4.3	**Regional Trail Guidelines:** Implement the Great Ocean Road Trail Management Guidelines and the Wild Otways guidelines for Phytophthora Management for trail design, construction management and maintenance of trails across the region (where existing guidelines do not apply).	High	GORCAPA in collaboration with GORRTF
Action 4.5	**Maintenance and management program:** Identify funding opportunities for ongoing maintenance budget allocations and advocate where required.	High	GORCAPA in collaboration with GORRTF
Action 4.8	**Trail Safety and Risk Management:** Ensure that safety signage is installed at hazardous locations along recreational trails and that trail infrastructure aligns with AS2156.2	High	GORCAPA in collaboration with GORRTF
Action 4.10	**Emergency Planning:** Seek to better utilise the existing Emergency Management Planning Committees at a Regional and Municipal level for planning for emergency response, including trigger level standardisation.	High	GORCAPA in collaboration with GORRTF
Action 4.11	**Trigger Points:** Through the existing emergency planning forums, coordinate and standardise trigger points for public land closures and trail-use restrictions across all LGAs and public land managers.	High	GORCAPA in collaboration with GORRTF
Action 4.13	**Unplanned Trails:** Reduce the number of unplanned trails and work with MTB groups to stop the development of, and to decommission, unplanned MTB trails.	High	GORCAPA in collaboration with GORRTF
Action 4.17	**Ensure supporting infrastructure is thoughtfully designed, well-constructed, and regularly maintained** to prioritise user safety and enhance the visitor experience. This includes well-maintained bridges, steps, amenities, watering points, rest areas, lookouts, transport and parking facilities.	High	GORCAPA in collaboration with GORRTF

Action 4.4	**Capacity Building:** Ensure that information and training on the regional guidelines and best practice sustainable trail design. construction and maintenance is available to current and potential trail developers, managers and organisations.	Medium	GORCAPA in collaboration with GORRTF
Action 4.6	**Trail Maintenance Sub Committee:** Establish a Trails Maintenance subcommittee from the GORRTF to address and trail maintenance actions and issues.	Medium	GORCAPA in collaboration with GORRTF
Action 4.7	**Trail Condition Reporting:** Investigate and, as appropriate, implement trail user/community social media 'app' or mechanism (such as snap send solve) for reporting trail conditions and issues (risks).	Medium	GORCAPA in collaboration with GORRTF
Action 4.12	**MTB Safety:** Continue to improve MTB safety through skills development in skills parks, and by good trail design, including trail filters near the beginning of trails.	Medium	GORCAPA in collaboration with GORRTF
Action 4.14	**Compliance and Enforcement:** Develop a compliance approach to stop illegal trail creation in protected areas including National Parks.	Medium	GORCAPA in collaboration with GORRTF
Action 4.15	**Visitor Safety:** Provide visitor information on trail routes, conditions, and emergency access points in in a way that is accessible to all trail users including non-English speaking visitors. Ensure trail markers are well placed and easily identified. Reduce interactions between trail users and vehicles and bikes where necessary.	Medium	GORCAPA in collaboration with GORRTF
Action 4.16	**Trail connectivity:** Investigate options to link hinterland and coastal trails at key locations including Lorne, Apollo Bay and Forrest.	Medium	GORCAPA in collaboration with GORRTF

ACTIONS FOR INFORMATION AND MARKETING

ACTION NO.	ACTION	PRIORITY	WHO
Action 5.1	**Regional marketing:** Include regional trails as part of the region's tourism offering and include in regional marketing initiatives.	High Foundational	GORRT in collaboration with GORRTF
Action 5.2	**Consumer Website:** Include as part of the existing consumer website information about trail opportunities across the region. Consideration to be given to the development of well-designed and consistent downloadable resources and interactive mapping and access via mobile apps.	High	GORRT in collaboration with GORRTF
Action 5.5	**Trail Related Businesses:** Develop a 'trail friendly business program' with industry, including presentation of commercial opportunities around the continued development of trails-related businesses.	High	GORRT in collaboration with GORRTF
Action 5.7	**Foster business opportunities:** including travel packages, ecotourism, low-impact services, and shuttle bus operations, through collaboration with local tour operators.	High	GORRT in collaboration with GORRTF
Action 5.8	**EMAC Business Enablement:** Support and partner where appropriate the EMAC in developing tourism offerings on and around the trail network.	High	EMAC in collaboration with GORRTF
Action 5.9	**WTOAC Business Enablement:** Support and partner where appropriate the WTOAC in developing tourism offerings on and around the trail network.	High	WTOAC in collaboration with GORRTF
Action 5.3	**Digital Maps/Information:** Develop and maintain a contemporary trail resource which details the trail network in line with the region's branding. Include clearly articulated trail information (including maps and safety advice).	Medium	GORRT in collaboration with GORRTF
Action 5.4	**Third-party Information platforms:** Where possible work with third-party information platforms (e.g. Strava, Trailforks, Maps, Google Maps) to ensure consistent factual information on the current status of all trails. Regularly assess relevance and reliability of information provided by users, and engage with new and emerging platforms as appropriate.	Medium	GORRT in collaboration with GORRTF
Action 5.6	**Trail-related programs and events:** Support service providers and the community to consistently manage the range of trail-related programs and events offered across the region (e.g. parkrun, charity events, fun runs, programs promoting walking/cycling/trail running etc.).	Medium	GORRT in collaboration with GORRTF

ACTIONS TO ACHIEVE GREATER ACCESSIBILITY AND INCLUSIVENESS

ACTION NO.	ACTION	PRIORITY	WHO
Action 6.3	**Conduct an accessibility audit of all trails, facilities, and services:** to identify any opportunities to access and inclusion for people with disabilities or limited mobility, priority population groups and Culturally and Linguistically Diverse (CALD) backgrounds.	High Foundational	GORCAPA in collaboration with GORRTF
Action 6.5	**Provide accessibility training:** for all staff and volunteers to ensure that they are aware of accessibility and inclusion issues and how to provide inclusive services to visitors with disabilities or limited mobility, priority population and CALD backgrounds.	High Foundational	GORCAPA in collaboration with GORRTF
Action 6.2	**Provide trailheads and associated facilities:** that are easy to locate and ideally serviced by public transport, are welcoming, safe, maintained to accessibility standards, provide relevant information and utilise digital applications and are relevant to, and accommodating for, a diversity of users from different backgrounds and with differing abilities.	High	GORCAPA in collaboration with GORRTF
Action 6.4	Based on the findings of the accessibility audit, **implement prioritised improvements to make trails, facilities, and services more accessible and inclusive** for people with disabilities or limited mobility, priority population groups, and CALD backgrounds.	High	GORCAPA in collaboration with GORRTF
Action 6.6	**Provide trail communication information and pre-trip planning information materials that are accessible and inclusive:** ensuring that adequate information is provided so people with disability can have choice and control over their trail experience. Ensure alternative formats for websites and social media channels are accessible to people with disabilities or limited mobility, priority population groups, and CALD backgrounds.	High	GORRT in collaboration with GORRTF
Action 6.7	**Utilise an Accessibility and Inclusion Advisory Group:** on an as needs/project basis. Actively seek feedback from visitors with disabilities or limited mobility, priority population groups and CALD backgrounds to identify areas for improvement, ensure that accessibility remains a priority, and ensure that any issues or concerns are addressed promptly.	High	GORCAPA in collaboration with GORRTF
Action 6.1	**Trail Classification:** Ensure that all trail information sources classify the correct Trail Classification System (i.e. Australian Walking Track Grading System) to allow prospective users to make an informed decision to enter the trail with knowledge about the trail's level of difficulty and risks.	Medium	GORCAPA in collaboration with GORRTF
Action 6.8	**Investigate opportunities to improve the public transport system:** that services trails in the Great Ocean Road region.	Medium	GORCAPA in collaboration with GORRTF

GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Item: 8.2

Audit and Risk Committee Meeting - Unconfirmed Minutes - 15 May 2025

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Unconfirmed Minutes - Audit and Risk Committee Meeting - 15 May 2025 [**8.2.1** - 24 pages]

1. PURPOSE

To provide for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 15 May 2025.

2. EXECUTIVE SUMMARY

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 as 'unconfirmed minutes'.

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

The unconfirmed minutes of the ARC meeting held on 15 May 2025 are presented at **Attachment 1.**

3. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 15 May 2025.

4. KEY INFORMATION

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

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

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

The ARC will confirm its minutes at its next meeting (scheduled for 15 May 2025) and will become the 'final minutes'. Final minutes will only be presented to a Council meeting if there are significant changes to the unconfirmed minutes (i.e. changes other than minor administrative changes).

5. CONSIDERATIONS

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

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

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

e) innovation and continuous improvement is to be pursued
g) the ongoing financial viability of the Council is to be ensured.

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

Audit and Risk Committee Charter
Local Government Act 2020

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

Not applicable.

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

Not applicable.

Public Transparency (s58 *LGA 2020)*

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

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

Financial Management (s101 *Local Government Act 2020)*

Not applicable.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Receive for information the Colac Otway Shire Audit and Risk Committee Unconfirmed Minutes dated 15 May 2025

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

Option 2 – Do not receive for information the Colac Otway Shire Audit and Risk Committee Unconfirmed Minutes dated 15 May 2025

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

Colac Otway
SHIRE

AUDIT AND RISK COMMITTEE MEETING

MINUTES

Thursday 15 May 2025

at 9:00 AM

COPACC

95 - 97 Gellibrand Street, Colac

Unconfirmed

COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Thursday 15 May 2025

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Unconfirmed

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Unconfirmed

COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

MINUTES of the ***AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE*** held at COPACC on Thursday 15 May 2025 at 9:00 AM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Melissa Field (Chair)
Richard Trigg
John Sutherland
Cr Jason Schram (arrived at 9.50am)
Cr Phil Howard
Andrew Tenni, Acting Chief Executive Officer
Martin Cutter, Acting General Manager Corporate Services
Doug McNeill, General Manager Infrastructure and Operations
Ian Seuren, General Manager Community and Economy
Steven O'Dowd, Manager Customer and Communications
Xavier Flanagan, Manager Financial Services
Anita Craven, Executive Officer Governance
Natasha Skurka, Risk and Insurance Officer
Andrew Zavitsanos, Internal Auditor, Crowe
Mark Cervantes, Internal Auditor, Crowe (Online)
Nick Bell, External Auditor RSD Audit (Online)

3 APOLOGIES

John Gavens
Belinda Rocka

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES

- **Audit and Risk Committee Meeting held on 13 March 2025.**

Recommendation

That the Audit and Risk Committee confirm the minutes from the Audit and Risk Committee Meeting held on 13 March 2025.

RESOLVED UNANIMOUSLY

6 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

Unconfirmed

Item: 7.1

Chief Executive Officer Update

OFFICER	Andrew Tenni
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

OUTCOME/ACTION

That the Audit and Risk Committee receives and notes the Chief Executive Officer's verbal report.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.2

Legislative Compliance Survey - July 2024 to December 2024 - Identified Risks and Challenges

OFFICER	Belinda Rocka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

OUTCOME/ACTION

This report has been deferred. It will be presented at the 21 August 2025 Meeting

Unconfirmed

Colac Otway SHIRE

Item: 7.3
Financial Reporting - Review significant accounting and reporting issues

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	Nil

OUTCOME/ACTION

That the Audit and Risk Committee notes the significant accounting or reporting issues raised in this report.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.4
Quarterly Performance Report - 1 January 2025 to 31 March 2025

OFFICER	Belinda Rocka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. ARC - March 2025 Quarterly Reports [**7.4.1** - 3 pages] 2. Quarterly Performance Report 2024-25 - Q 3 - January to March 2025 [**7.4.2** - 35 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes the Quarterly Performance Report for the third quarter 2024-25, the period 1 January 2025 – 31 March 2025.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.5

Financial Reporting - Review of framework and content

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. ARC Reporting review timeline [**7.5.1** - 1 page]

OUTCOME/ACTION

That the Audit and Risk Committee;

1. ***Note the proposed process to review and improve the framework and content of financial reporting provided to the Committee.***
2. ***Provide any further recommendations for improvement work that could be undertaken.***

RESOLVED UNANIMOUSLY

Unconfirmed

Item: 7.6

Internal Control Environment - Asset Accounting Policy Review

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Asset Accounting Policy - May 2025 - Draft with tracked changes [**7.6.1** - 15 pages] 2. 16.6 Asset Accounting Policy - Current [**7.6.2** - 9 pages]

OUTCOME/ACTION

That the Audit and Risk Committee recommends that Council adopt the updated Council Policy 16.6 - Asset Accounting Policy.

RESOLVED UNANIMOUSLY

Unconfirmed

Item: 7.7

Review of Risk Based Approach to Outstanding Internal Audit Recommendations

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Incomplete Audit Actions 2019-2023 - Crowe - Including EMT recommendations [**7.7.1** - 31 pages] 2. Incomplete Audit Actions 2023-2024 - Moore - Including EMT recommendations [**7.7.2** - 18 pages]

Unconfirmed

OUTCOME/ACTION

That the Audit and Risk Committee:

1. ***Subject to review by the Executive Officer Governance, recommends that incomplete action items categorised as "1. Actions that are monitored and actioned through alternative processes and not necessary for ongoing Committee tracking" are no longer reported to the ARC on a regular basis.***

2. ***Subject to review by the Executive Officer Governance, recommends that incomplete action items categorised as "2. Actions that are recommended to be closed because they: are no longer relevant, superseded by other actions, too minor to offer return on effort, other reason" are marked as complete in the audit actions matrix.***

3. ***Subject to review by the Executive Officer Governance, recommends that action items categorised as "3. Actions remaining that require ongoing monitoring by the Audit and Risk Committee" are reported to the Audit and Risk Committee to***

monitor their progress on an annual basis and included in the workplan and consideration of reporting by Strategic Risk relevance.

4. ***Recommends that action items uncategorised in any of these ways continue to be reported regularly to the Audit and Risk Committee.***

RESOLVED UNANIMOUSLY

Unconfirmed

Item: 7.8

Internal Audit - Detailed update on audit into Property Management

OFFICER	David Butterfield
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	Property Audit Actions

OUTCOME/ACTION

That the Audit and Risk Committee notes progress against recommendations for the Internal Audit into Property Management.

RESOLVED UNANIMOUSLY

Unconfirmed

Item: 7.9

Internal Audit - Progress Report on Delegations and Authorisations Internal Audit Recommendations

OFFICER	Belinda Rocka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Delegations and Authorisations Tracking Register Recommendations f [**7.9.1** - 8 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes the progress on the recommendations from the completed Internal Audit to date.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.10

Internal Audit - Progress Report on Internal Audits

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Colac Internal Audit Progress Report - Crowe [**7.10.1** - 1 page]

OUTCOME/ACTION

That the Audit and Risk Committee notes the progression of the 3-year strategic internal audit plan

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.11

Internal Audit – Privacy Management Report

OFFICER	Belinda Rocka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Crowe - COS C- Privacy Management Report - v Final [**7.11.1** - 30 pages]

OUTCOME/ACTION

That the Audit and Risk Committee receives the Internal Audit Report on Privacy Management noting management comments.

RESOLVED UNANIMOUSLY

Unconfirmed

Item: 7.12

Internal Audit - Sample Scope - Landfill Rehabilitation

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Colac Otway Landfill Rehabilitation MAP Draft v1 0 AZ (1) [**7.12.1** - 6 pages]

OUTCOME/ACTION

That the Audit and Risk Committee discuss the scope provided by Crowe Horwath for a Landfill Rehabilitation internal audit and provide a recommendation on how to progress this matter.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.13

Interim Audit Update - 2024-25 Financial Year

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Interim Management Letter 2024-25 Audit COSC Final [**7.13.1** - 25 pages]

OUTCOME/ACTION

That the Audit and Risk Committee note the Interim Management Letter.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.14

External Audit - Progress on recommendations from VAGO

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. External Audit VAGO Management Letter Recommendations Progress Rep [**7.14.1** - 12 pages]

OUTCOME/ACTION

That the Audit and Risk Committee note the progress made against the recommendations from the VAGO Management letter.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.15

Compliance Management - Internal Auditor Curious Eyes Publication

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Crowe Publication of Interest January March 2025 [**7.15.1** - 12 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes this report.

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.16

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

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. ARC Chair Draft Biannual Report December 24 and March 25 Report to [**7.16.1** - 8 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

1. ***Receives for information the Colac Otway Shire Audit and Risk Committee biannual report dated 15 May 2025.***

2. ***Requests the Chief Executive Officer table the Colac Otway Shire Audit and Risk Committee biannual report dated 15 May 2025, at the Council meeting scheduled for 24 June 2025 in accordance with the requirements of the Local Government Act 2020.***

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.17

Asset Revaluation Update Report - 2024-25 Financial Year

OFFICER	Xavier Flanagan
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Asset Revaluation Update Report - 2024-25 Financial Year [**7.17.1** - 13 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

1. ***Endorses use of updated asset valuations.***
2. ***Notes changes to Asset Accounting standards (AASB13) and their impact on the valuation process.***

RESOLVED UNANIMOUSLY

Unconfirmed

Colac Otway SHIRE

Item: 7.18

Meeting Schedule: Review Audit and Risk Committee 2025 Work Plan

OFFICER	Natasha Skurka
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. 2025 ARC Work Plan - Current 2025 [**7.18.1** - 3 pages] 2. 2025 ARC Work Plan - 21 August 2025 workplan [**7.18.2** - 3 pages] 3. Completed ARC Meeting Res'ns Actions - ARC report - 15 May 2025 [**7.18.3** - 4 pages] 4. ARC Incomplete Meeting Resolutions and Actions - 15 May 2025 [**7.18.4** - 3 pages]

OUTCOME/ACTION

That the Audit and Risk Committee:

1. ***Notes the updated 2025 Audit and Risk Committee Work Plan at Attachment 1, incorporating the updated Audit and Risk Committee Charter and associated work plan to match.***
2. ***Notes the items listed in the 2025 Audit and Risk Committee Work Plan for 21 August 2025 meeting at Attachment 2.***
3. ***Notes the Audit and Risk Committee complete and incomplete resolutions and actions since 6 December 2023 at Attachments 3 and 4.***

RESOLVED UNANIMOUSLY

Unconfirmed

The meeting was declared closed at 11.17AM.

***CONFIRMED AND SIGNED** at the meeting held on 21 August 2025.*

*.....**CHAIR***

Unconfirmed

Colac Otway
SHIRE

Item: 8.3

Report of Informal Meetings of Councillors

OFFICER	Council Business
ACTING CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Informal meeting of Councillors Record - Council Meeting Prep - 27 May 2025 [**8.3.1** - 3 pages] 2. Informal Meeting of Councillors Ondit Quarry 28 May 2025 [**8.3.2** - 2 pages] 3. Informal Meeting of Councillors - 3 June 2025 - Councillor Briefing [**8.3.3** - 3 pages] 4. Informal Meeting of Councillors - Councillor Briefing 10 June 2025 [**8.3.4** - 3 pages] 5. Informal Meeting of Councillors Record - Councillor Briefing 17 June 2025 [**8.3.5** - 2 pages]

1. PURPOSE

To report the Informal Meetings of Councillors.

2. EXECUTIVE SUMMARY

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

If there is a meeting of Councillors that:

- *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors*
- *is attended by at least one member of Council staff*
- *is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.

3. REPORTING

The Informal Meetings of Councillors reported are:

Council Meeting Preparation	***27 May 2025***
Ondit Quarry Meeting	***28 May 2025***
Councillor Briefing	***3 June 2025***
Councillor Briefing	***10 June 2025***
Councillor Briefing	***17 June 2025***

4. KEY INFORMATION

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

Council Meeting Preparation	***27 May 2025***
Ondit Quarry Meeting	***28 May 2025***
Councillor Briefing	***3 June 2025***
Councillor Briefing	***10 June 2025***
Councillor Briefing	***17 June 2025***

5. OFFICER GENERAL OR MATERIAL INTEREST

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

Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 27 May 2025

Time: 10am

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, Steve O'Dowd, Martin Cutter, 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, Steve O'Dowd, Martin Cutter, Anita Craven, Dave Thornburg, Simon Clarke, Blaithin Butler, Rhiannon Biezen, Kendrea Pope, Ashish Sitoula.
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 10.02am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Ian Seuren	General	Closed Session Item – Support at Home Pricing	Parents may seek to use services
Doug McNeill	General	Item 7.3 – Adoption of Rating and Revenue Plan 2025-29	Partner made a submission to the draft plan
Cr McCrickard	General	Item 7.5 – Award of Contract 2419 Elliminyt Wetlands Project	Purchasing a block of land near the site

Pre Council Meeting – 27 May 2025 (continued)		
Time	**Item**	**Attendees**
10.02am	Item 7.1 – Project budget adjustments and cash reserve transfers	
10.04am	Item 7.2 – Update on traffic safety in Conns Lane, Birregurra	
10.08am	Item 7.3 – Adoption of revenue and rating plan 2025-29	
10.20am	Item 7.4 – Award of Contract 2510 – Panel for the Provision of Tree Services	Dave Thornburg
10.25am	Item 7.5 – Award of Contract 2419 – Elliminyt Wetlands Project Cr McCrickard left the room at 10.25am after declaring a COI. Returned at 10.34am when discussion on the item had concluded.	
10.35am	Item 7.6 – Birregurra Structure Plan Review – Exhibition	Simon Clarke Blaithin Butler Rhiannon Biezen
10.44am	Item 6.1 – 95 Barholme Lane Murroon – Use and Development of the land for a dwelling	Simon Clarke Blaithin Butler Rhiannon Biezen
10.46am	Item 6.2 – 115 Collyers Road Warncoort – Use and development of dwelling and outbuilding and associated works	Simon Clarke Blaithin Butler Rhiannon Biezen
10.48am	Item 7.7 – Response to Monitors Report	Kendrea Pope
	Item 7.8 – Calling Unscheduled Council Meeting – 3 June 2025 *This item was withdrawn from the agenda.*	
10.54am	Item 7.9 – Councillor attendance at the Australian Local Government Associations National General Assembly	
11.05am	Item 8.1 – Quarterly performance report	

Pre Council Meeting – 27 May 2025 (continued)		
11.05am	Item 8.2 – Informal Meetings of Councillors Records	
11.06am	Urgent Business – CEO Matters Acting CEO Andrew Tenni left the room upon declaring a COI, returned at 11.14pm after discussion had finished.	Kendrea Pope
11.14am	Item 10.1 – Notice of Motion 356 24-25 – Cr Potter – Emergency Services Levy	
11.20am	Item 10.2 – Notice of Motion 358 24-25 – Cr McCrickard – Pound Road: Social Housing Development (Homes Victoria)	
11.25am	Closed Session Item: Support at Home Pricing	Ashish Sitoula
11.26am	General Business: • Update on successful grants • Hillview – update on site visit • Planning matters – request from Councillors to have a briefing on the planning scheme	
11.29am	Meeting Closed	

Informal Meeting of Councillors Record

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

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

Meeting Details

Meeting name: Ondit Quarry Consultative Committee Meeting

Date: 28/05/2025 **Time:** 10.30am

Meeting Location: Colac Otway Shire Offices – 2-6 Rae Street, Colac

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

Matter/s Discussed: Matters relating to Colac Quarry in Ondit, with focus on progress with the recent Ministerial planning permit for 170 Ondit-Warrion Road, Ondit

(eg. Discussions with property owners and/or residents; Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay; Council Plan steering committee with Councillors and officers.)

In Attendance:

Councillors:
Cr. Chris Potter (chair)
Officers:
Bláithín Butler

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

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

Completed by: Bláithín Butler

D20/214663 (form template updated 24 October 2020)



Informal Meetings of Councillors Records

An Informal Meetings of Councillors record must be completed for the following meetings:

- An internal advisory committee meeting where the minutes are not reported to a Council meeting (Central Reserve Advisory Committee, Colac Regional Saleyards Advisory Committee, Friends of the Colac Botanic Gardens Advisory Committee, Colac Municipal Aerodrome Advisory Committee and Lake Colac Co-ordinating Committee)

- A meeting of Councillors which is scheduled or planned for the purpose of discussing business of Council or briefing Councillors, and is attended by at least one member of Council staff.

The records are to be tabled at the next practicable Council meeting and recorded in the minutes of that Council meeting.

Declaration of a Conflict of Interest

Section 126 of the *Local Government Act 2020* defines conflicts of interest as being either a general conflict of interest or a material conflict of interest.

General Conflict of Interest
A person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

Material Conflict of Interest
A person has a material conflict of interest in a matter if they would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss incurred either directly or indirectly, or in a pecuniary or non-pecuniary form. You would also have a material conflict of interest when one or more of the following would gain a benefit or suffer a loss depending on the outcome of the matter:

- A family member of the relevant person. A family member is defined as:
    a) A spouse or domestic partner; or
    b) A parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child of you or your spouse or domestic partner; or
    c) Any other relative that regularly resides with you.
- A body corporate of which you or your spouse or domestic partner is a Director or a member of the governing body;
- Your employer(s), unless the employer is a public body;
- Your business partner(s);
- A person for whom you are a consultant, contractor or agent;
- A beneficiary under a trust or an object of discretionary trust of which you are a trustee;
- A person from whom you have received a disclosable gift. A disclosable gift is defined as one or more gifts with a total value of $500 or more that is received from the person in the five years preceding the decision on the matter. Gifts are relevant if you were a Councillor when the gift was received or if the gift was required to be disclosed as an election campaign donation. This does not include the value of any reasonable hospitality received at an event or function that you attended in the official capacity as a Councillor.

Informal Meeting of Councillors Record

Councillor Briefing

Date: 3 June 2025

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O'Dowd, Martin Cutter, 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, Doug McNeill, Ian Seuren, Steve O'Dowd, Martin Cutter, Anita Craven, Heidi Taylor, Richard Russell, Dora Novak, Fiona Swan, Leanne Haslem, Stephen Parker, Vikram Kumar, Blaithin Butler, Rashil Pradhan, Mark McLennan, David Butterfield, Xavier Flanagan, Rebecca Wolfe.
External attendees:
GORRT – Liz Price (General Manager) and John Maher (Acting Chair)
Apologies:
Andrew Tenni
Absent:
Nil.

Meeting Commenced at: 10.12am

Declarations of Interest: N/A

Council Briefing Meeting – 3 June 2025 (continued)		
Time	**Item**	**Attendees**
10.12am	1.1 - GORRT Partnership Fees - Report and Externals attending	John Maher, Acting Chair and Liz Price, General Manager Heidi Taylor (COS Officer)
10.49am	1.2 - Annual Event Calendar and Permit Review Update	Heidi Taylor
11.11am	1.3 - Alvie Landfill Rehabilitation Plan and Transfer Station Upgrade	Richard Russell, Dora Novak
11.27am	1.4 - Draft Domestic Animal Management Plan	Fiona Swan, Leanne Haslem
11.49am	1.5 - Meredith Park Management and Future Use Cr Potter left the meeting at 12pm, returned during the lunch break.	Stephen Parker, Fiona Swan
12.02pm	Lunch	
12.48pm	1.6 - PP205/2024-1 - 378-386 Murray Street COLAC - Construction of a Convenience Restaurant (Hungry Jacks), Signage and Alteration of Access - Additional Briefing	Vikram Kumar, Rashil Pradhan, Blaithin Butler
1.06pm	1.7 - Proposed Licence to Hill and Perkins- Boat Ramp Car Park Colac Cr Howard left the room at 1.06pm, returned 1.08pm. Cr Howard left the room again at 1.16pm, returned 1.19pm. Cr Howard left the meeting at 1.22pm and did not return.	Mark McLennan, David Butterfield
1.22pm	1.8 – Council Internal Resolution Procedure	
1.27pm	General Business • Event at Saleyards Friday 6 June. MixxFM to attend. Drought relief for farmers. Financial councillors to be in attendance. 9.30am to 1.30pm • Concert on 22 June. 11am - 3pm at Showgrounds. Growers market, kids activities etc. Guest speakers with local artists. Drought relief and mental health awareness. "Hey mate, we got your back"	

Council Briefing Meeting – 3 June 2025 (continued)		
1.52pm	Financial Plan Workshop Cr De Deugd left the room at 1.58pm, returned 2.02pm	Xavier Flanagan, Rebecca Wolfe
2.48pm	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 10 June 2025

Time: 10am

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, Steve O'Dowd, Martin Cutter, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd (Videoconference), Doug McNeill, Ian Seuren, Steve O'Dowd, Martin Cutter, Anita Craven (Videoconference), Jen Featherstone, Xavier Flanagan, Sharyn Ryan, Ashish Sitoula, Heidi Taylor, Katrina Kehoe, Rikk Price, David Butterfield, Mark McLennan, Rhiannon Biezen, Blaithin Butler.
External attendees:
Tim Gleeson and Barry Walder – Council Valuers
Apologies:
Cr Charlie Buchanan Andrew Tenni, Acting Chief Executive Officer
Absent:
Nil.

Meeting Commenced at: 10.06am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Hudgell	General	Item 1.4 - COPACC Expression of Interest Key Terms. Item 1.8 - PP253/2024-1 - 480 Warrowie Road IRREWARRA - Two Lot Subdivision - Excision of Dwelling	Item 1.4 – owner of Red Door which is a frequent user of COPACC facilities. Item 1.8 – Partner is the applicant.



Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 1.3 - Colac Otway Shire Grants Program 2025 - 2026 - Allocation of Funds	Mother is a member of the Rotary Club which has applied for a Council grant.
Ian Seuren	General	Item 1.3 - Colac Otway Shire Grants Program 2025 - 2026 - Allocation of Funds	Is a member of Colac Footy Club which has applied for a Council Grant.

Council Briefing Meeting – 10 June 2025 (continued)		
Time	**Item**	**Attendees**
10.08am	Valuation Presentation - External presenters Tim Gleeson and Barry Walder	Xavier Flanagan, Jan Coventry, Tim Gleeson, Barry Walder
10.41am – 10.46am	Break Cr Potter left the meeting at 10.41am	
10.46am	Item 1.1 - KISP	Sharyn Ryan, Ashish Sitoula
11.08am	Item 1.2 - Lease of Council facilities for provision of Kindergarten Services provision Cr Schram left the meeting at 11.24am, returned at 11.25am	Sharyn Ryan, Ashish Sitoula
11.25am	Item 1.3 - Colac Otway Shire Grants Program 2025 - 2026 - Allocation of Funds Cr Schram left the meeting at 11.31am after declaring a COI, returned at 11.32am once discussion had concluded.	Heidi Taylor Katrina Kehoe
11.43am	Item 1.4 - COPACC Expression of Interest Key Terms Cr Hudgell left the meeting at 11.43am after declaring a COI, returned at 11.54am once discussion had concluded.	Heidi Taylor
11.54am – 11.59am	Break	
11.59am	Item 1.5 - Great Ocean Road Regional Tourism - follow up discussion Cr Potter returned to the meeting at 12.12pm	Heidi Taylor
12.14pm – 1.15pm	Lunch	

Council Briefing Meeting – 10 June 2025 (continued)		
1.15pm	Item 1.6 - Infrastructure, Backup and Disaster Recover as a Service (IaaS, DRaaS, BaaS) Council Tender Recommendation	Rikk Price, David Butterfield
1.19pm	Item 1.7 - Colac Otway Shire Council Lease and Licence- Councillor Update	David Butterfield, Mark McLennan
1.37pm	Item 1.8 - PP253/2024-1 - 480 Warrowie Road IRREWARRA - Two Lot Subdivision - Excision of Dwelling	Rhiannon Biezen, Blaithin Butler
1.51pm	Item 1.9 - PP226/2024-1 - 25 Whytcross Lane BIRREGURRA - Use and Development of a Dwelling and Associated Works	Rhiannon Biezen, Blaithin Butler
2.00pm	General Business • Cr Hudgell: Discussion on Saleyards event last Friday. • Homes Victoria coming to Councillor Briefing next week (17 June).	
2.07pm	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 17 June 2025

Time: 9.30am

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, Steve O'Dowd, Danny Milincic, 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, Steve O'Dowd, Danny Milincic, Anita Craven, Xavier Flanagan, Darcy Lambert
External attendees:
Fiona McAllister Homes Victoria – Simon Newport and Cara Bawden
Apologies:
Absent:

Meeting Commenced at: 9:30am

Declarations of Interest: Nil

Council Briefing Meeting – 17 June 2025 (continued)		
Time	**Item**	**Attendees**
9.30am	Session with Fiona McAllister	Fiona McAllister
12.00pm	Lunch	
12.30pm	Item 1.1 - Council Plan workshop – Priority Setting	
1.30pm	Item 1.2 – Adoption of Colac Otway Shire Budget 2025-26	Xavier Flanagan Darcy Lambert
2.15pm	Meeting with Homes Victoria	Simon Newport Cara Bawden
	General Business - 2025 Community Satisfaction Survey Results	
3.12pm	Meeting Closed	

Item 10.1

NOM 359 24-25: Cr Howard - Declaration of Drought Natural Disaster

COUNCILLOR	Cr Howard
ATTACHMENTS	Nil

1. NOTICE OF MOTION

That Council:

1. ***Delegate the Mayor to write to the Prime Minister to request that Victoria is to be declared a "Natural Disaster Area" due to the ongoing horrific drought conditions and provide the necessary initial and ongoing funding as allocated for these natural disaster events to the communities in desperate need, such as Colac Otway Shire and other Local Government Areas (LGAs).***
2. ***Notes this is consistent with the Australian Federal National Emergency Management Agency's four objectives:***
    a. ***Leading and coordinating national action and assistance across the emergency management continuum.***
    b. ***Building scalable, coordinated emergency management capability for nationally significant, cross jurisdictional and international crises.***
    c. ***Building evidence, intelligence and insights to empower communities, leaders and stakeholders to make effective decisions.***
    d. ***Contributing to saving lives, reducing harm, and maintaining public trust to mitigate the consequences of disasters and build back better through investment in people, capabilities and communities.***

2. COUNCILLOR COMMENT

The Australian Federal National Emergency Management Agency purpose is "To enable more secure, stronger and resilient communities before, during and after emergencies." The current drought situation in Victoria is a national emergency which is and will continue to affect all Australians in relation to food security, mental health and the Gross Domestic Product.

CLOSED SESSION

RECOMMENDATION

That pursuant to the provisions of Section 66 of the Local Government Act 2020, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	***REASON***	***SECTION OF ACT***
Minutes of the Closed Session Council Meeting held on 27 May 2025	This matter deals with confidential meeting information, being records of meetings closed to the public under section 66 (2)(a)	Section 3(1)(h)
Approval of Licence - Hill and Perkins - Boat Ramp Car Park Colac	This matter deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.	Section 3(1)(a)