



ORDINARY COUNCIL MEETING

AGENDA

Wednesday 27 May 2020

at 4:00 pm

COPACC

95 - 97 Gellibrand Street, Colac

Next Council Meeting: 24 June 2020



COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

Wednesday 27 May 2020

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COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on Wednesday 27 May 2020 at 4:00 pm.

AGENDA

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

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

AMEN

2 PRESENT

3 APOLOGIES AND LEAVES OF ABSENCE

4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

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

Please note: All Council and Committee meetings will be audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

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).

Audio recordings of meetings will be available to the public on Council's website as soon as practicable following the meeting and may be circulated by other means also. Audio recordings are also taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. Original audio recordings will be retained by Council for a period of four years.

As stated in Local Law 4, other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be permitted without specific approval by resolution of the relevant Council Meeting.

In response to the COVID-19 pandemic and in accordance with the Stay at Home Directions issued by the Chief Health Officer of Victoria that are in place at the time of the publication of this agenda, Council advises only Councillors and Council staff will be permitted to attend this Ordinary Council meeting.

5 QUESTION TIME

Colac Otway Shire encourages community input and integral to this is the opportunity provided to ask questions at Council Meetings. A maximum of 30 minutes is usually allowed for question time however, in response to the COVID-19 pandemic and in accordance with the Stay at Home Directions issued by the Chief Health Officer of Victoria, only those people who are working are permitted to attend this Ordinary Council Meeting. Only Councillors and Council staff will be permitted to attend this Ordinary Council Meeting.

Questions and responses to questions that are submitted in writing by 5pm of the Monday preceding this Ordinary Council Meeting will be included in the minutes of this meeting.

6 TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

Nil.

7 PETITIONS / JOINT LETTERS

Nil

8 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.

9 CONFIRMATION OF MINUTES

- Ordinary Council Meeting held on 22 April 2020
- Special Council Meeting held on 13 May 2020

Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on 22 April 2020.

That Council confirm the minutes of the Special Council Meeting held on 13 May 2020.

Item: 10.1

Amendment C90cola - Consideration of Planning Panel report and approval of Amendment

OFFICER	Sean O'Keeffe
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	<ol style="list-style-type: none">1. C90 Panel Report [10.1.1 - 31 pages]2. Land Subject to Inundation Schedule [10.1.2 - 2 pages]3. Floodway Overlay Schedule [10.1.3 - 2 pages]4. Map 1 [10.1.4 - 1 page]5. Map 2 [10.1.5 - 1 page]6. Map 3 [10.1.6 - 1 page]7. Map 4 [10.1.7 - 1 page]8. Map 5 [10.1.8 - 1 page]
PURPOSE	To consider the Planning Panel's report on Amendment C90 and to resolve to refer the Amendment to the Minister for Planning for approval.

1. EXECUTIVE SUMMARY

Council considered submissions received to the public exhibition of Amendment C90 (Deans Creek and Barongarook Creek Flood Study 2017) at its 28 August 2019 Ordinary Meeting. At this meeting Council resolved to refer all submissions for consideration by an Independent Planning Panel appointed by the Minister for Planning.

The Panel conducted a public hearing on 30 January 2020, and considered all submissions received. Three submitters attended the Panel Hearing.

Council has now received the completed Panel report. The Panel supports Amendment C90 and recommends that the Amendment be adopted with changes that reflect Council's previously endorsed position. Council must now consider the Panel report and resolve to adopt the Amendment with or without changes or abandon the Amendment.

It is recommended that Council adopt the Amendment with changes and submit it to the Minister for Planning for approval.

2. RECOMMENDATION

That Council:

- 1. Note the extensive community consultation undertaken in the preparation of Deans Creek and Barongarook Creek Flood Study and Amendment C90;***
- 2. Pursuant to section 27(1) of the Planning and Environment Act 1987, consider the Amendment C90 Panel report received;***
- 3. Adopt the Deans Creek and Barongarook Creek Flood Study (August 2017);***
- 4. Pursuant to section 29(1) of the Planning and Environment Act 1987, adopt Amendment C90 in full, with changes;***
- 5. Pursuant to section 31(1) of the Planning and Environment Act 1987, submit Amendment C90 to the Minister for Planning for approval;***
- 6. Pursuant to section 35(1) of the Planning and Environment Act 1987, request the Minister for Planning approve Amendment C90 with changes.***

3. KEY INFORMATION

Colac Otway Planning Scheme Amendment C90 seeks to implement the findings of the *Deans Creek and Barongarook Creek Flood Study (August 2017)*. The Amendment is the culmination of the combined efforts of Council, the Corangamite Catchment Management Authority (CCMA) and the Department of Environment Land Water and Planning (DELWP) since 2015. It involved extensive investigations on the potential for flooding in Colac, Elliminyt and surrounds.

In October 2017, Council resolved to place Amendment C90 on public exhibition for a period of six weeks. A total of 23 submissions were received during the exhibition period. The submissions revolved around several key themes. These ranged from disputing the flood mapping accuracy, concerns over land values and insurance premiums, concerns regarding the ability to develop or improve land in the future, comments that recent development is exacerbating flooding in Colac and Elliminyt, and an overall lack of maintenance of waterways and lack of investment in Council's drainage networks. Several submissions generally supported the Amendment.

At its meeting on 28 August 2019, Council resolved to consider all submissions received, amend the exhibited flood mapping and Land Subject to Inundation Schedule (Attached) and refer any unresolved submissions to an Independent Planning Panel.

A Panel Hearing was subsequently held on 30 January 2020 in Colac. Three submitters and the CCMA attended the hearing. The final Panel report was forwarded to Council on 4 March 2020 (Panel report attached).

In summary, the Independent Panel fully supports Amendment C90 and recommends that it be adopted as exhibited, subject to the changes previously endorsed by Council.

The Independent Panel noted that Council had worked closely with the CCMA to prepare the post exhibition changes to the Land Subject to Inundation (LSIO) Schedule and the CCMA submitted that they endorsed these changes. The Panel accepted that the changes to the post exhibited LSIO Schedule will decrease the planning permit burden on applicants and authorities, whilst delivering on strategic flood protection outcomes.

The Panel considered the Amendment to be well-founded and strategically justified and noted that the Amendment involved comprehensive background work by Council leading to the flood mapping proposed as part of the planning controls of Amendment C90. This also included detailed consultation with the community. The Panel further noted the undertaking by both Council and the CCMA to resolve the submissions received, and that the permit exemptions proposed by Council will reduce the burden of planning permit applications whilst enabling orderly planning outcomes regarding flood protection.

The Panel concludes that the introduction of the Flood Overlay (FO), post exhibition LSIO Schedule and updated mapping will provide certainty and greater clarity to permit applicants at the outset of the land development process and ensures that new developments respond appropriately to flood issues.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The local community was consulted in the preparation of the *Deans Creek and Barongarook Creek Flood Study 2017* and their comments were incorporated into the Study.

Amendment C90 was placed on formal public exhibition from 29 January to 9 March 2018. The Amendment was advertised in the local newspaper and on Council's website. All affected landowners were directly notified by Council in writing.

As part of the formal exhibition process, and as resolved by Council, community information sessions were held on 12 and 15 February 2018. Staff from Council's planning and infrastructure department and CCMA officers attended and provided advice at these sessions. Approximately 120 interested persons attended the sessions.

Submitters to the Amendment were directly contacted by Council officers and encouraged to discuss their specific concerns after the exhibition period. Council and CCMA officers also met on-site with submitters.

A Planning Panel Hearing was conducted on 30 January 2020. All submitters were invited to attend the hearing and present to the Panel. Three submitters attended the Panel hearing.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1- Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.
2. Support a thriving economy and industries.
3. Strengthen partnerships with key stakeholders to benefit the whole community.

Theme 2 - Our Places

2. Our places are managed for long-term sustainability.
4. Leadership in natural environment through good management practices.
5. Emergency management is coordinated locally and on a regional basis

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Environmental

By accurately reflecting the flood risk areas in the Planning Scheme, Amendment C90 protects designated flood paths and riverine areas from inappropriate development and encroachment from other activities. It also contributes to minimising flood risks to people, assets and properties.

Social and Cultural

The Amendment will have indirect implications to the Colac community by protecting communities and public and private assets from flood risks/damage. It may impose planning controls over some land currently not impacted by controls, which will influence the way in which development can occur on that land in future, and for others it may remove the current permit controls, benefitting those owners.

Economic

While there are no direct economic implications of the Amendment, the updated flood controls in Colac are considered to have indirect economic benefits to the local economy. The revised flood mapping combined with proposed streamlined changes to the planning controls will reduce planning permit triggers within the LSIO. This will facilitate minor developments without needing to go through planning permit processes, which saves money and time for developers. Furthermore, the removal of the LSIO from areas that are not affected by flooding will allow those areas to be developed to their capacity as allowed by respective zone and overlay controls.

With respect to property values, research suggests that where such controls have been introduced elsewhere, there is little evidence of any significant financial impact. However, it should be noted that impacts on property values cannot be considered in decisions on planning matters, instead the focus must remain on the planning merits of the Amendment. Council has a duty to apply the flood-based overlays to areas where it is aware that flooding could occur.

LEGAL & RISK

Council has an obligation to the community to ensure that its planning controls accurately reflect risk. If Council does not pursue the mapping update, it could result in risks for Council and the community. For instance:

1. People could buy land that they later learn has limited development potential.
2. People could sell land, believing that the development potential is limited, when it later becomes apparent that the development potential was far greater than they had known at the time of sale.
3. People could unknowingly develop their land which is subject to flooding.

There are properties in Birregurra that have flooded in recent years, which are not covered by the flood overlays. This is a good example of where improved mapping of overlays could have contributed to those houses being designed in a way to increase floor levels above the flood level, thereby limiting flood damage to the dwellings.

FINANCIAL & BUDGETARY

Council received \$30,000 of financial assistance from DELWP to progress the Amendment. The CCMA also worked with Council in processing the Amendment.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Submitters will be notified on the outcome of the meeting.

TIMELINE

Proposed key milestones:

1. April 2020 – Lodge Amendment C90 with the Minister for Planning.
2. July 2020 – Minister for Planning approves Amendment C90.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Planning and Environment Act 1987

Panel Report

**Colac Otway Planning Scheme Amendment C90
Deans Creek and Barongarook Creek Flood controls**

4 March 2020

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the Act

Colac Otway Planning Scheme Amendment C90

Deans Creek and Barongarook Creek Flood controls

4 March 2020

A handwritten signature in black ink, appearing to read 'M. Elliott', with a long horizontal stroke extending to the right.

Mandy Elliott

Chair

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Glossary and abbreviations

Act	<i>Planning and Environment Act 1987</i>
ARI	Average Recurrence Interval
CCMA	Corangamite Catchment Management Authority
Council	Colac Otway Shire Council
DELWP	Department of Environment, Land, Water and Planning
FMA	Floodplain Management Australia
FME	Feature Manipulation Engine
FO	Floodway Overlay
LPPF	Local Planning Policy Framework
LSIO	Land Subject to Inundation Overlay
MSS	Municipal Strategic Statement
PPF	Planning Policy Framework
Study	<i>Deans Creek and Barongarook Creek Flood Study (2017)</i>
VPPs	Victoria Planning Provisions

Overview

Amendment summary	
The Amendment	Colac Otway Planning Scheme Amendment C90
Common name	Deans Creek and Barongarook Creek Flood controls
Brief description	The Amendment proposes to implement the findings of the <i>Deans Creek and Barongarook Creek Flood Study (August 2017)</i> by introducing planning controls that seek to improve the performance of the Colac Otway Planning Scheme in responding to flood events in and around Colac.
Subject land	Land within Deans Creek and Barongarook Creek catchments in Colac that is affected by floodwater during a 1 in 100 year average recurrence interval (ARI) flood event.
The Proponent	Colac Otway Shire Council and Corangamite Catchment Management Authority
Planning Authority	Colac Otway Shire Council
Authorisation	1 November 2017
Exhibition	29 January – 9 March 2018
Submissions	Number of Submissions: 23 Opposed: 21
Panel process	
The Panel	Mandy Elliott
Directions Hearing	Colac, 14 November 2019
Panel Hearing	Colac, 30 January 2020
Site inspections	Unaccompanied, 30 January 2020
Appearances	<p>Mr Sean O’Keefe, Strategic Planning Consultant representing Colac Otway Shire Council and Dr Geoff Taylor, Floodplain Statutory Manager, Corangamite Catchment Management Authority (CCMA) called the following expert evidence:</p> <ul style="list-style-type: none"> Mr D Lyons, BMT WBM regarding flood modelling <p>Mr Philip Lang</p>
Citation	Colac Otway PSA C90 [2020] PPV
Date of this Report	4 March 2020

Executive summary

Colac Otway Planning Scheme Amendment C90 (the Amendment) seeks to implement the findings of the *Deans Creek and Barongarook Creek Flood Study (August 2017)* by introducing planning controls that seek to improve the performance of the Colac Otway Planning Scheme in responding to flood events in and around Colac. The *Deans Creek and Barongarook Creek Flood Study* responds to strategic planning policy at both a State and local level. The Amendment seeks to update flood mapping with more updated and accurate data.

The Amendment has been jointly prepared with the Corangamite Catchment Management Authority (CCMA).

Key issues raised in submissions included:

- Accuracy of the flood mapping
- Impact on land values and insurance premiums
- Ability to develop or improve the land into the future
- Lack of maintenance and management of waterways and the drainage network; and
- Flood overlays only impact a very small portion of a submitters land.

Some of the issues raised in submissions were resolved by micro-siting of the overlay on individual land parcels; mostly removing 'slivers' of the Land Subject to Inundation Overlay (LSIO) and Floodway Overlay (FO) on a number of sites. These changes are considered by the CCMA and Council to not impact upon the integrity of the flood mapping, of which the Panel accepts and agrees. The post exhibition revised mapping was provided to the Panel as part of the Amendment documentation.

Those submissions not resolved were generally around land development concerns, ongoing drainage issues, and the lack of maintenance and management of Colac's waterways.

The exhibited LSIO Schedule has been amended post exhibition to reflect submissions regarding development restrictions on land. The post exhibition changes now exempt new buildings from the requirements of a planning permit if certain criteria are met.

The Panel notes that Council has worked closely with the CCMA to prepare the post exhibition changes to the LSIO Schedule and the CCMA submitted that they endorsed these changes. The Panel accepts that the changes to the post exhibited LSIO Schedule will decrease the planning permit burden on applicants and authorities, whilst delivering on strategic flood protection outcomes.

The proposed changes to the FO and LSIO mapping and the LSIO Schedule will contribute to the protection of life and property in areas at risk of flooding.

There were no submissions regarding the proposed changes to the LPPF and the Panel concludes that the changes as exhibited are appropriate.

Recommendations

Based on the reasons set out in this Report, the Panel recommends:

- 1. Amendment C90 to the Colac Otway Planning Scheme be adopted as exhibited subject to the following changes:**

- a) **Include the Panel agreed post exhibition changes to the Land Subject to Inundation Overlay Schedule as provided in Appendix C to this report.**
- b) **Include the agreed post exhibition changes to the Land Subject to Inundation Overlay and Floodway Overlay mapping as provided in Appendix D to this report.**

1 Introduction

1.1 The Amendment

(i) Amendment description

The proposed planning controls seek to improve the performance of the Colac Otway Planning Scheme in responding to flood events in and around Colac. The Amendment includes changes to the Land Subject to Inundation Overlay (LSIO) mapping and applying Floodway Overlay (FO) mapping, changes to the Schedules and the Local Planning Policy Framework (LPPF) and including a new reference document.

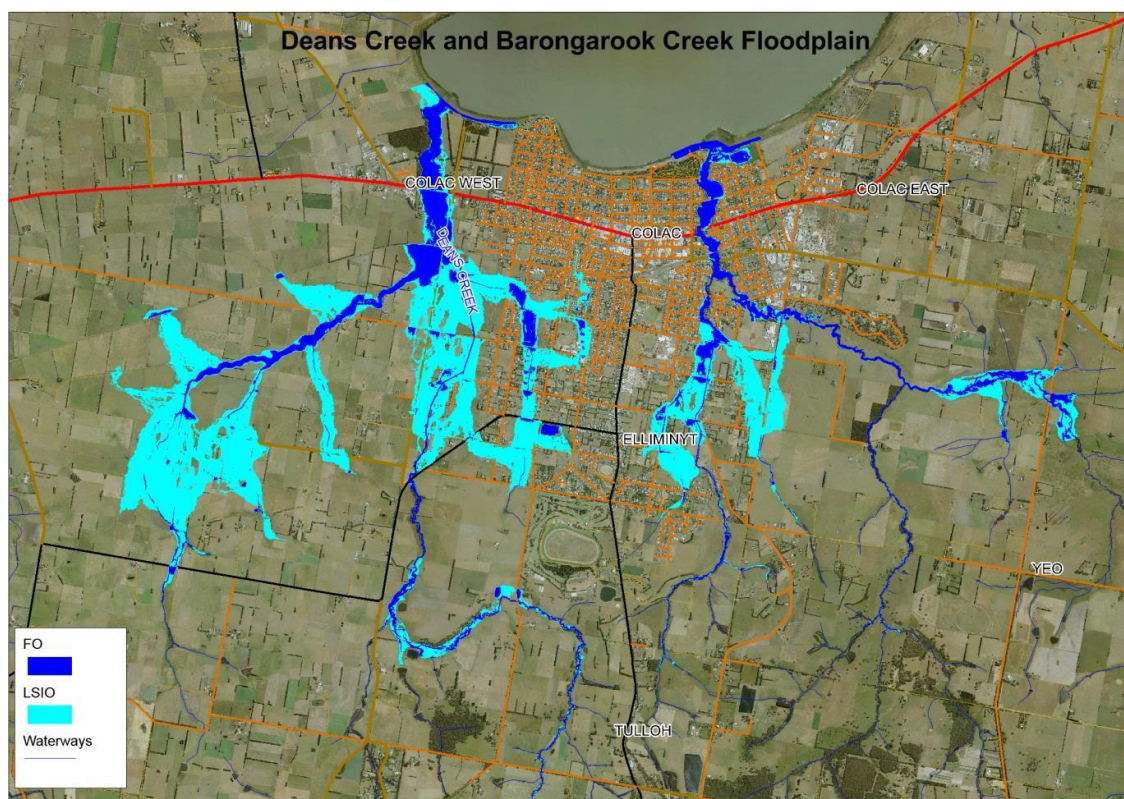
In particular, the Amendment proposes to implement the recommendations of the *Deans Creek and Barongarook Creek Flood Study (2017)* prepared by BMT WBM, by:

- Changes to the Local Planning Policy Framework:
 - Amending Clause 21.03 (Settlement) to ensure that development of land affected by flooding from the Deans Creek and Barongarook Creek catchments respond to the risks associated with flooding and inundation.
 - Amending Clause 21.04 (Environment) to ensure that the environmental risks associated with flooding and inundation are addressed.
 - Amending Clause 21.07 (Reference Documents) to insert the Deans Creek and Barongarook Creek Flood Study as a Reference Document in the Colac Otway Planning Scheme.
- Overlay changes:
 - Amending the Schedule to Clause 44.03 Floodway Overlay to improve its performance in responding to flooding and flood related land development and subdivision matters.
 - Amend the Schedule to Clause 44.04 Land Subject to Inundation Overlay to improve its performance in responding to flooding and flood related land development and subdivision matters.
- Changes to the LSIO and FO mapping:
 - Amend Planning Scheme Map Nos 5LSIO-FO, 9LSIO-FO, 11LSIO-FO, 15LSIO-FO and 16LSIO-FO.

(ii) The subject land

The Amendment applies to land in the Deans Creek and Barongarook Creek catchments in Colac that is affected by floodwater during a 1 in 100-year average recurrence interval (ARI) flood event, as identified in the *Deans Creek and Barongarook Creek Flood Study (2017)*. Specifically, it applies to land in the current LSIO in Colac and its immediate surrounds.

The Amendment applies to land shown in Figure 1.

Figure 1: Deans Creek and Barongarook Creek Floodplain

1.2 Background

The Amendment is the result of the combined work of the Colac Otway Shire (Council), the Corangamite Catchment Management Authority (CCMA) and the Department of Environment, Land, Water and Planning (DELWP).

The Amendment was initiated as a response to the 2010-2011 Victorian Floods, when the State Government undertook a series of reviews including:

- Victorian Floods Review (December 2011)
- Environment and Natural Resources Committee Inquiry into flood mitigation infrastructure (August 2012)
- Draft Victorian Flood Strategy (2014).

A key recommendation from these reviews was that:

- *“the State ... undertake a strategic review to identify areas at risk from flash or riverine flooding ...”*
- *“... maps should extend where appropriate to include Probable Maximum Flood over a range of Annual Exceedance Probability levels ...”*

DELWP commissioned flooding consultants BMT WBM to undertake a study to provide new flood mapping for the Deans Creek and Barongarook Creek drainage catchments in Colac in May 2015. DELWP selected the Deans Creek and Barongarook Creek catchments as there was an incomplete picture of flooding, a noted short response time during a flood events, ongoing development pressures within Colac and lack of available quality data. The purpose of the Study was to update the existing flood mapping in Colac so that it more accurately

reflects the geographical extent and depth of flood waters in Colac associated with riverine flooding and that it quantifies the risks associated with such flood events.

The proposed amendment seeks to update the LSIO mapping reflecting the latest data. It also identifies land within the LSIO that has a greater risk of flooding and/or the implications of flooding are more severe. This land has been included in the Floodway Overlay (FO) mapping.

Consultation was undertaken with the community as part of the preparation of the study, including a community drop-in session to provide the community and interested parties with the opportunity to share their detailed knowledge and history of flooding within the Colac region and provide comments on the draft flood mapping available.

The draft *Deans Creek and Barongarook Creek Flood Study* was completed in early 2016 and finalised in 2017 in response to a local flood event in Colac.

1.3 Summary of issues raised in submissions

The key issues raised in submissions were:

- Accuracy of the flood mapping;
- Impact on land values and insurance premiums;
- Ability to develop or improve the land into the future;
- Lack of maintenance and management of waterways and the drainage network;
- Flood Overlays only impact a very small portion of a submitters land.

After close of submissions, it was resolved by Council at its Ordinary Council Meeting of 23 May 2018, to defer consideration of Amendment C90 until further work was undertaken by Council officers and the CCMA to avoid imposing further restrictions on land parcels. Council officers directly contacted submitters to discuss their concerns, including on site meetings with Council and CCMA drainage engineers. Following this process, two submissions (submissions 9 and 12) were formally withdrawn and seven submissions were resolved (submissions 1, 7, 8, 13, 14, 20 and 21). Some of the issues were resolved by micro-siting of the overlay on individual land parcels. Those submissions not resolved were generally around land development concerns, ongoing drainage issues, and the lack of maintenance and management of Colac's waterways.

The Panel has assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme.

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, and submissions, evidence and other material presented to it during the Hearing. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Planning context
- Key issues.

1.4 Limitations

The Panel has not considered issues such as potential impacts on land values or ongoing Council maintenance issues with drainage and waterway management. Land values are generally not considered a planning matter.

The Panel notes, through submissions from Council, that issues with existing drainage and waterway management in the Colac Otway Shire will be considered as part of the recently released *Colac Stormwater Development Strategy 2019*. Matters of existing drainage and waterway management will not be taken further as part of Amendment C90.

2 Planning context

2.1 Planning policy framework

Council submitted that the Amendment is supported by various clauses in the Planning Policy Framework, which are summarised below.

2.1.1 Victorian planning objectives

The Amendment proposes to implement State policy objectives by:

- Section 6(2)(e) of the Act allows for a planning scheme to:
 - regulate or prohibit any use or development in hazardous areas or in areas which are likely to become hazardous areas.
- Section 12(2)(b) of the Act requires a planning authority in preparing a planning scheme or amendment to:
 - take into account any significant effects which it considers the scheme or amendment might have on the environment or which it considers the environment might have on any use or development envisaged in the scheme or amendment.

Clause 11 (Settlement)

The Amendment supports Clause 11 by:

- Support sustainable development of the regional centres of Ararat, Bacchus Marsh, Bairnsdale, Benalla, Castlemaine, Colac, Echuca, Gisborne, Hamilton, Kyneton, Leongatha, Maryborough, Portland, Sale, Swan Hill, Warragul/Drouin and Wonthaggi.

12.03-15 - River corridors, waterways, lakes and wetlands

The Amendment supports Clause 12.03-15 by protecting and enhancing river corridors, waterways, lakes and wetlands. In particular:

- Strategies
 - Protect the environmental, cultural and landscape values of all water bodies and wetlands.
 - Ensure development responds to and respects the significant environmental, conservation, cultural, aesthetic, open space, recreation and tourism assets of water bodies and wetlands.
 - Ensure development does not compromise bank stability, increase erosion or impact on a water body or wetland's natural capacity to manage flood flow.

13.01-15 – Natural hazards and climate change

The Amendment supports Clause 13.01-15 by minimising the impacts of natural hazards and adapting to the impacts of climate change through risk-based planning. In particular:

- Strategies
 - Consider the risks associated with climate change in planning and management decision making processes.
 - Identify at risk areas using the best available data and climate change science.
 - Integrate strategic land use planning with emergency management decision making.

- Direct population growth and development to low risk locations.
- Develop adaptation response strategies for existing settlements in risk areas to accommodate change over time.
- Ensure planning controls allow for risk mitigation or risk adaptation strategies to be implemented.
- Site and design development to minimise risk to life, property, the natural environment and community infrastructure from natural hazards.

13.03-1S – Natural hazards and climate change

The Amendment supports Clause 13.03-1S by protecting life, property and community infrastructure from flood hazard. In particular:

- Strategies
 - Identify land affected by flooding, including land inundated by the 1 in 100 year flood event or as determined by the floodplain management authority in planning schemes.
 - Avoid intensifying the impact of flooding through inappropriately located use and development.
 - Locate emergency and community facilities (including hospitals, ambulance stations, police stations, fire stations, residential aged care facilities, communication facilities, transport facilities, community shelters and schools) outside the 1 in 100 year floodplain and, where possible, at levels above the height of the probable maximum flood.
 - Locate use and development that involve the storage or disposal of environmentally hazardous industrial and agricultural chemicals or wastes and other dangerous goods (including intensive animal industries and sewage treatment plants) outside floodplains unless site design and management is such that potential contact between such substances and floodwaters is prevented, without affecting the flood carrying and flood storage functions of the floodplain.

19.03-3S - Integrated water management

The Amendment supports Clause 19.03-3S by sustainably managing water supply, water resources, wastewater, drainage and stormwater through an integrated water management approach. In particular:

- Strategies
 - Plan and coordinate integrated water management, bringing together stormwater, wastewater, drainage, water supply, water treatment and re-use, to:
 - Take into account the catchment context.
 - Protect downstream environments, waterways and bays.
 - Minimise flood risks
 - Provide urban environments that are more resilient to the effects of climate change.

2.2 Local Planning Policy Framework (LPPF)

Amendment C90 gives effect to the Local Planning Policy Framework of the Colac Otway Planning Scheme, particularly Clause 21.03-1 Settlement, which notes the susceptibility of

Colac to flooding, and seeks to protect the floodway and new development from the impact of flood.

The Amendment also gives effect to Clause 21.04-1 Catchment Management, which identifies the importance of floodplains, Clause 21.04-2 Water, which seeks to protect water catchments and Clause 21.04-6 Flooding, which seeks to minimise environmental hazards. In particular:

21.03 - Settlement

Landscape Setting and Environment

- Recognise and protect ecological values and avoid development in areas at risk from the effects of flooding, wildfire, acid sulphate soil disturbance, erosion, landslip and salinity.

21.04-6 Flooding

Overview

- The Colac Otway Planning Scheme currently has a Land Subject to Inundation Overlay that reflects the floodways in the Shire.
- Flooding is a significant threat north of the Otway Ranges particularly associated with the Barwon River and the lakes system of the Volcanic Plains.

Objectives

- To minimise environmental hazards.

Strategies

- Promote floodplain management policies, which minimise loss and damage, maintain the function of the floodway to convey and store floodwater and protect areas of environmental significance.
- Encourage the use of "constructed wetlands" as a means of storing floodwater, improving water quality and adding to natural habitats.

2.3 Planning scheme provisions

The VPPs includes a number of planning controls to ensure that risks associated with the development and subdivision of floodplain land are recognised and responded to appropriately via the planning permit application process.

The FO and LSIO are based on the degree of hazard identified in different parts of the floodplains. They consider factors such as flood depth, velocity, natural storage, flood duration and warning time during the 1% AEP design flood event.

The FO denotes floodway land. Floodway is the component of the floodplain required to provide adequate flood conveyance and storage and should remain free from obstruction during major flood events. Floodway land is generally the high hazard portion of the floodplain where deep and fast flowing floodwater can be expected. Placement of buildings and other structures on floodway land substantially increases risk to life and community wellbeing and should therefore be avoided.

The LSIO generally denotes the fringe of the floodplain where flooding is shallower than the FO and slower moving during a flood event. The level of hazard in this part of the floodplain is lower relative to the FO. Development (buildings and works) and subdivision on land

within the overlay can be considered provided a permit application meets the requirements of the Responsible Authority and the flood plain manager.

The use of Schedules to the flooding overlays allow a Planning Authority to modify permit triggers.

2.4 Ministerial Directions and Practice Notes

Ministerial Directions

The Explanatory Report discusses how the Amendment meets the relevant requirements of Ministerial Direction 11 (Strategic Assessment of Amendments) and *Planning Practice Note 46: Strategic Assessment Guidelines*, August 2018 (PPN46). That discussion is not repeated here.

Planning Practice Notes

The proposed controls have been applied according to level of risk, consistent with *Planning Practice Note 12 'Applying the Flood Provisions in Planning Schemes – A Guide for Councils'*.

2.5 Discussion and conclusion

The Panel agrees with Council that the Amendment will create a regulatory environment that will help to facilitate the free passage of floodwaters in active floodways. The new controls will assist in preventing inappropriate development in the floodways that could reduce the capacity of the floodplain to store and convey floodwater, or divert floodwater to other land not normally inundated by floodwater. In addition, the Amendment will facilitate the continued use of the floodways as stream habitats and wildlife corridors.

The proposed changes to the FO and LSIO mapping and the LSIO Schedule will contribute to the protection of life and property in areas at risk of flooding. The Amendment proposes to apply development controls in areas that are affected by flooding and to mitigate against risk to life and property.

No submissions raised concerns regarding the proposed changes to the Local Planning Policy Framework. The Panel supports the exhibited changes to Clauses 21.03, 21.04-6, and 21.06.

For the reasons set out in the following chapters, the Panel concludes that Amendment C90 is supported by, and implements, the relevant sections of the PPF, and is consistent with the relevant Ministerial Direction and Practice Notes. The Amendment is well founded and strategically justified, and should proceed.

3 Key issues

3.1 The issues

There are two key issues that remain unresolved in submissions:

- Accuracy of the flood mapping
- Ability to develop land subject to the LSIO.

Issues regarding the maintenance and management of waterways or drainage within the Colac region were raised in a number of submissions. Whilst it is acknowledged that this is causing some frustration within the community, these are not matters that this Amendment is addressing. The Panel acknowledges the recent *Colac Stormwater Development Strategy 2019* that seeks to address some of these drainage and waterway management issues.

3.1.1 Accuracy of the flood mapping

(i) Evidence and submissions

Council submit that the Amendment is the result of a rigorous technical process that will provide the planning controls necessary to guide the future development of flood affected land in the Deans and Barongarook Creek catchments.

Council submitted that the Amendment:

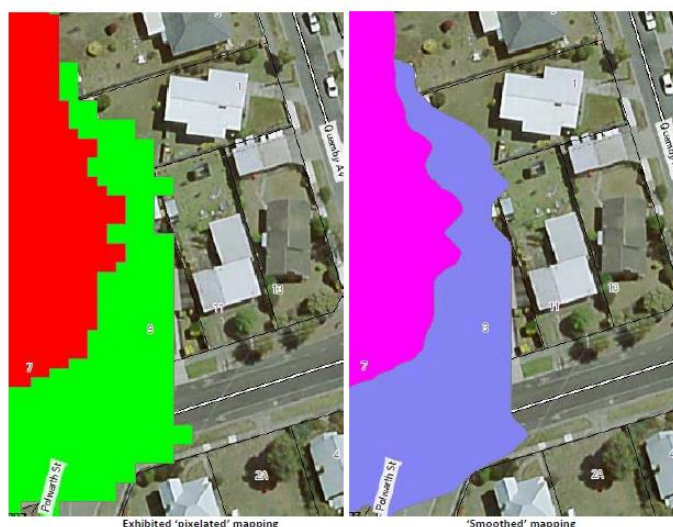
- Is strategically justified having regard to the framework for addressing the issue of flooding in the Victorian planning system
- Is the result of a rigorous technical process, leading to a robust flood study
- The proposed planning controls will properly implement the findings of the study; and
- The proposed planning controls will achieve an appropriate balance between the purpose of protecting human safety, assets and property and the environment and the consequence of imposing planning controls on landowners and managers.

Submissions from landowners raised concerns including the mapping being in only small sections of their land and whether this could be removed; accuracy of the mapping and whether recent flood events have been considered; and whether the control could be changed from FO to LSIO on their property.

In regard to the issues raised in submissions about the accuracy of the LSIO and FO mapping, Council and the CCMA closely examined the mapping supplied in the *Deans Creek and Barongarook Creek Flood Study (August 2017)* by BMT WBM at an individual lot level. Council submitted that this process discovered that the mapping boundaries were of a pixelated nature that were somewhat cumbersome and artificial and not reflective of natural flood boundaries. The Council stated:

Following exhibition, FME (Feature Manipulation Engine) computer software was used to smooth the flood extents as per Melbourne Water Technical Specifications. This process made the mapping more realistic, legible and workable, and resulted in very minor changes to the mapping. No new properties were included in the amendment as a result of this process.

An example of this process is shown below in Figure 2.

Figure 2: Pixelated mapping and post exhibition Smoothed Mapping

As part of this process, the Council and the CCMA established a process where small areas, or slivers, of a site could be removed without impacting the integrity of the flood mapping. These include where the LSIO encroached into less than 20 square metres of a property and was located on the periphery of a property and, if was located on a front boundary, did not require access into a roadway that was abutting a FO (to ensure safe escape routes and emergency response access). These mapping changes resulted in some submissions being resolved and withdrawn.

Figure 3: Removing slivers post exhibition from mapping

The CCMA submitted that there is a long history of flooding in the Colac region and particularly along the lower reaches of Deans Creek. The CCMA reviewed the *Deans Creek*

and *Barongarook Creek Flood Study* and its mapping outputs and submitted that the proposed LSIO and FO mapping is as accurate as possible.

An expert witness on flood modelling for Council and the CCMA, Mr Lyons, stated in his expert witness statement report that a principal outcome of the flood study is the understanding of flood behaviours in the catchment and in particular design flood information to be used to set appropriate flood planning controls for the study area. A hydrologic model was developed to simulate the rate of storm water runoff from the catchment. The model predicts the amount of runoff from rainfall and the attenuation of the flood wave as it travels down the catchment. Mr Lyons explained to the Panel that the design flood results are based on having a probability of occurrence specified as Annual Exceedance Probability (AEP) expressed as a percentage, or flood planning often uses a 1:100 year hypothetical flood event.

Mr Lyons explained how the hydrological and hydraulic models were developed for the study, including the calibration of the model. The model calibration and validation included a check against a flood event which occurred in Colac in September 2016 in order to determine the effectiveness of the calibration parameters that had already been selected. He informed the Panel that *'overall, the model performed quite well'*.

Mr Lang submitted that he was concerned about the ongoing drainage and maintenance issues regarding Cants Road and that if these were resolved, the flood mapping could be altered. He submitted that Cants Road is *'effectively a dam wall'*. Council suggested that the matters raised by Mr Lang may be addressed through the recently released *Colac Stormwater Development Strategy 2019* and both Council and CCMA officers offered to meet with Mr Lang onsite to discuss his drainage concerns.

Mr Lang asked Mr Lyons about the relative magnitude of the 2016 Colac flood event compared to the current mapping for 1:100 flood event. Mr Lyons' response via email on 3 February 2020 was that he estimated the 2016 Colac flood to be approximately a 1 in 50 year return period. Through questioning from the Panel, Mr Lyons explained that there is often a misunderstanding of the community of the comparison between a 1:100 year event (or 1% probability) and a flood event (for example the Colac 2016 flood).

Mr Lyons stated the benefits of putting flood mapping into the planning scheme are that they can guide and control future development in such areas; risks can be identified; and emergency planning can be better undertaken.

When asked by the Panel whether the Amendment maps reflect the outcome of the flood modelling, Mr Lyons replied that the mapping in the Amendment is a *'correct representation'*.

(ii) Discussion and Conclusions

There is a demonstrated comprehensive background of work by both Council and the CCMA leading to the flood mapping proposed as part of the planning controls of Amendment C90, which also included consultation with the community.

The Panel notes the undertaking by both Council and the CCMA to resolve submissions, in particular those of landowners that had small slivers, or islands, of land that were proposed to be subject to the FO and LSIO. This has resulted in revised FO and LSIO mapping, some

submissions being resolved and two withdrawn and the agencies should be acknowledged for this.

The Panel agrees with the CCMA that the proposed planning controls represent best practice and have identified areas that are subject to riverine flooding which will enable safer developments to occur within Colac.

The Panel accepts the submission from the CCMA that the flood modelling and subsequent flood mapping that underpins the Amendment (particularly the proposed LSIO and FO mapping) is accurate for planning scheme use.

3.1.2 Ability to develop land subject to the LSIO

(i) Evidence and submissions

Some submitters expressed concern that the proposed flood controls, in particular the Schedule to the LSIO, constrains their ability to develop the land in the future. This issue is mostly related to building houses, extensions and sheds on their property.

The CCMA submitted that the *'flood controls determine whether an area is within 'safe' or 'unsafe' flood limits, enabling the Corangamite CMA to make informed assessments on the suitability of developments within those areas'*.

Following concerns raised in some land owner submissions, Council and the CCMA agreed to a revised LSIO Schedule which states that a planning permit would not be required for the development of a dwelling in the LSIO, providing the finished floor level is built 300 millimetres above the applicable flood level, the building is constructed on stumps or piers and that cladding to the subfloor has openings to allow for the passage of flood waters.

Council submitted the following post exhibition changes to the LSIO Schedule which have been agreed with the CCMA:

- If the floor level of the building is finished at least 300 mm above the 100 year ARI flood level and meets the safety hazard of FMA, and
- If the new building is constructed on stumps (or piers) and bearers, and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event, and
- Any earthworks including any driveways, paths or services that do not alter the natural ground level.

Council submitted that the proposed changes to the LSIO Schedule further refine and encourage appropriate development in the LSIO and that any future application to develop land within the LSIO would be considered on its merits. They stated that the changes seek to decrease the planning permit burden on applicants, whilst delivering on strategic flood protection outcomes.

There were no changes to the FO Schedule post-exhibition.

(ii) Discussion and conclusions

The submissions of both Council and the CCMA describe a thorough post exhibition process that they have been involved in to reduce the planning permit burden of the LSIO Schedule on not only land owners but also on themselves as regulators.

The Panel agrees with Council and the CCMA that the post exhibition LSIO Schedule, which identifies permit exemptions, will reduce the burden of planning permit applications whilst enabling orderly planning outcomes in regard to flood protection.

The Panel concludes that the introduction of the FO, LSIO and the post exhibition LSIO Schedule will provide certainty and greater clarity to permit applicants at the outset of the land development process and ensures that new developments respond appropriately to flood issues. The post exhibition changes to the Amendment (LSIO and FO mapping and LSIO Schedule) are appropriate.

3.2 Recommendations

The Panel recommends:

Adopt Amendment C90 as per the Panel agreed post exhibition changes to the LSIO Schedule as shown in Appendix C to this report.

Adopt Amendment C90 as per the agreed post exhibition changes to the LSIO and FO mapping as provided in Appendix D to this report.

Appendix A Submitters to the Amendment

No.	Submitter
1	Mr Houghton
2	Mr Crook
3	Mr Paatsch and Ms Spokes
4	Mr and Ms Boyd
5	Mr and Ms Prascevic
6	Mr Thwaites
7	Ms Marriner
8	Mr and Ms McAdam
9	Mr Ware
10	Mr and Ms Tomkins
11	Mr Connor
12	Mr and Ms Simmons
13	Ms Ivens
14	Ms Foster and Ms De Vercelli
15	Mr Rooney
16	Mr and Ms Learey
17	Mr Walsh
18	Department of Environment, Land, Water and Planning
19	Ms Tomkinson
20	Mr Kelly
21	Mr Lawson
22	Mr Lang
23	Mr Riordan MP – Member for Polwarth

Appendix B Document list

No.	Date	Description	Provided by
1	30/01/2020	Council submission	Mr S O’Keeffe, Council advocate
2A	30/01/2020	Proposed FO and LSIO areas	Mr O’Keeffe
2B	30/01/2020	Location of submitters map	Mr O’Keeffe
2C	30/01/2020	Location of unresolved submitters map	Mr O’Keeffe
3	23/01/2020	Mr Lyons expert witness statement	Mr O’Keeffe
4	30/01/2020	Corangamite Catchment Management Authority submission	Dr G Taylor, Floodplain Statutory Manager, CCMA
5	03/02/2020	Email from Mr Lyons regarding flood question raised by submitter	Mr S Clarke Coordinator Strategic Planning, Colac Otway Shire

Appendix C Panel agreed post exhibition changes to LSIO Schedule

COLAC OTWAY PLANNING SCHEME

—/—/20—
Proposed C90

SCHEDULE TO CLAUSE 44.04 LAND SUBJECT TO FLOOD INUNDATION OVERLAY

Shown on the planning scheme map as **LSIO**.

1.0 Permit requirement

—/—/20—
Proposed C90

A permit is not required for the following:

Replacement Buildings

- If the footprint of the replacement building(s) is the same or less than the original building(s); and
- If the floor level of the building is finished at least 300 mm above the 100 year ARI flood level; and
- If the replacement building is constructed on stumps (or piers) and bearers; and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event.

New buildings, including extensions

- If the floor level of the building is finished at least 300 mm above the 100 year ARI flood level and meets the safety hazard of FMA; and
- If the new building is constructed on stumps (or piers) and bearers; and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event; and
- Earthworks including any driveways, paths or services that do not alter the natural ground level.

External alterations to existing buildings

- If the original building footprint remains the same.

Ground-level extensions to existing buildings

- If the floor level of the extension is at least 300mm above the applicable 100-year ARI flood level; and
- The extension of the building is constructed on stumps (or piers) and bearers; and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event.
- If the floor level of the extension is not lower than the existing floor level and the combined ground floor area of extensions since 31 December 2018 is no greater than 20sqm.

Upper-level extensions to existing buildings

- If there is no increase in the ground floor building footprint other than the floor area exempted above and except for any additions or alterations to the footings to support the extensions to the upper level.

Repairs and routine maintenance of existing fences

- If the fence design and material remains the same

New or replacement fence

- A post and wire fence with:
 - Post spacing no less than three metres apart
 - Single wires spaced no more than one horizontal strand per 200mm.

COLAC OTWAY PLANNING SCHEME

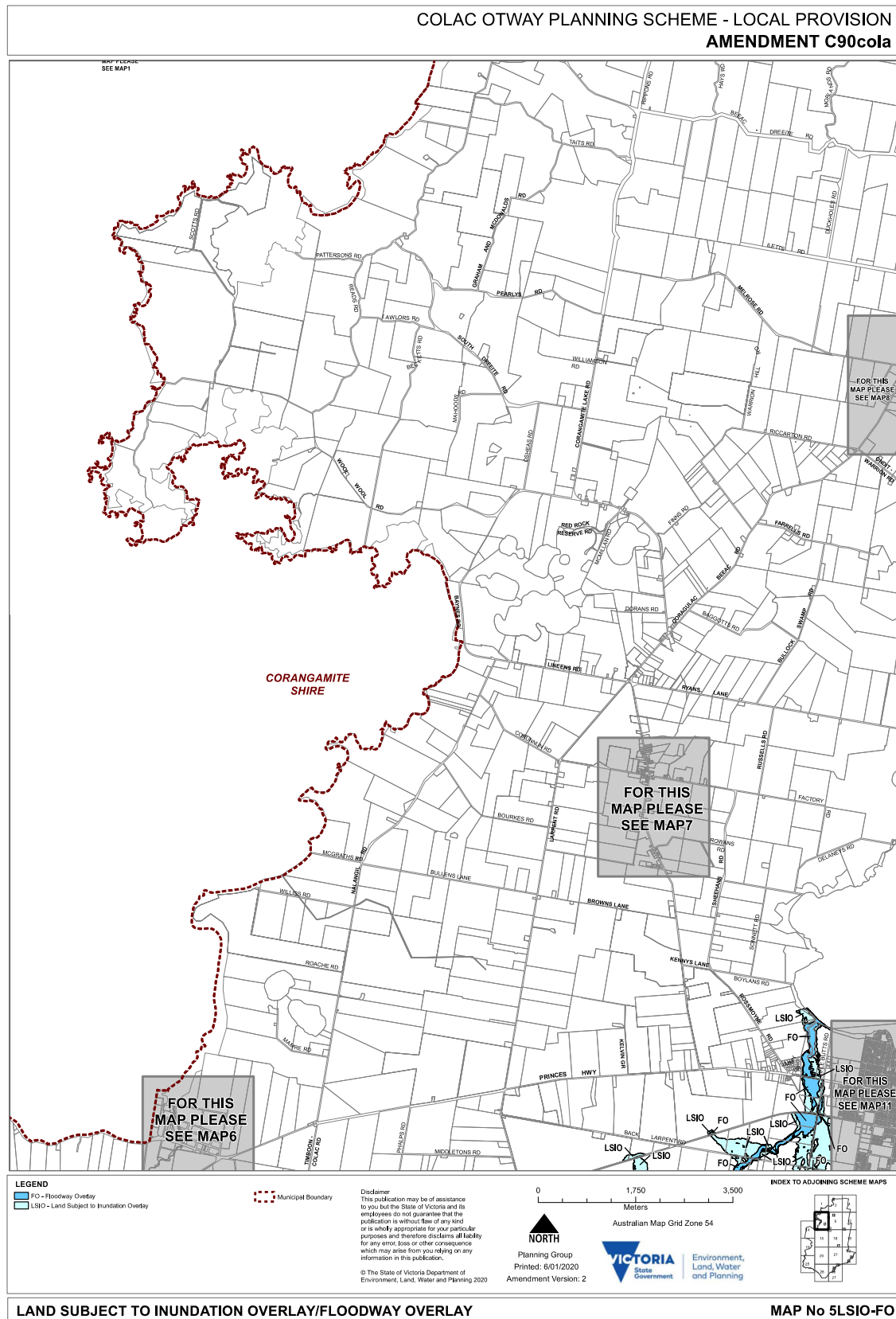
- A post and rail fence with:
 - Post spacing no less than three metres apart
 - Rails no more than 150mm wide
 - Rails spaced no less than 200mm apart
 - Bottom rail no less than 150mm off the ground.
- Tubular steel/pool fencing
- Other buildings and works**
 - A building which is open on all sides including a pergola, carport, domestic shed, animal enclosure outbuildings, stockyard or agricultural sheds with unenclosed foundations.
 - A ramp, verandah or decking and similar structures with a floor raised on stumps or piers and with unenclosed foundations
 - Road works or works including footpath/shared paths, bicycle path, car parks, access ways, [pathways](#) or driveways (public or private) that do not change the natural ground level.
 - A mast, antenna, satellite dish, power pole, light pole, or telecommunication tower
 - An outdoor advertising sign/structure provided it does not alter flood flows or floodplain storage capacity
 - Repairs and routine maintenance that do not affect the height, length, width or location of a levee or embankment
 - A rainwater tank with a capacity of not more than 5000 litres
 - A shed of 20sqm or less gross floor area
 - An in-ground domestic swimming pool or spa, and associated mechanical and safety equipment, providing that:
 - The excavated spoil is removed from within the 100 year ARI floodplain; and
 - The perimeter edging of the pool is finished at natural ground level; and
 - Security pool fencing is of an open style.
 - A sportsground, racecourse or recreation area, pathways and trails constructed at general natural surface elevation, playground, open picnic shelter, picnic table, drinking tap, rubbish bin, barbecue and or similar works associated with a park, recreation area and or public places.

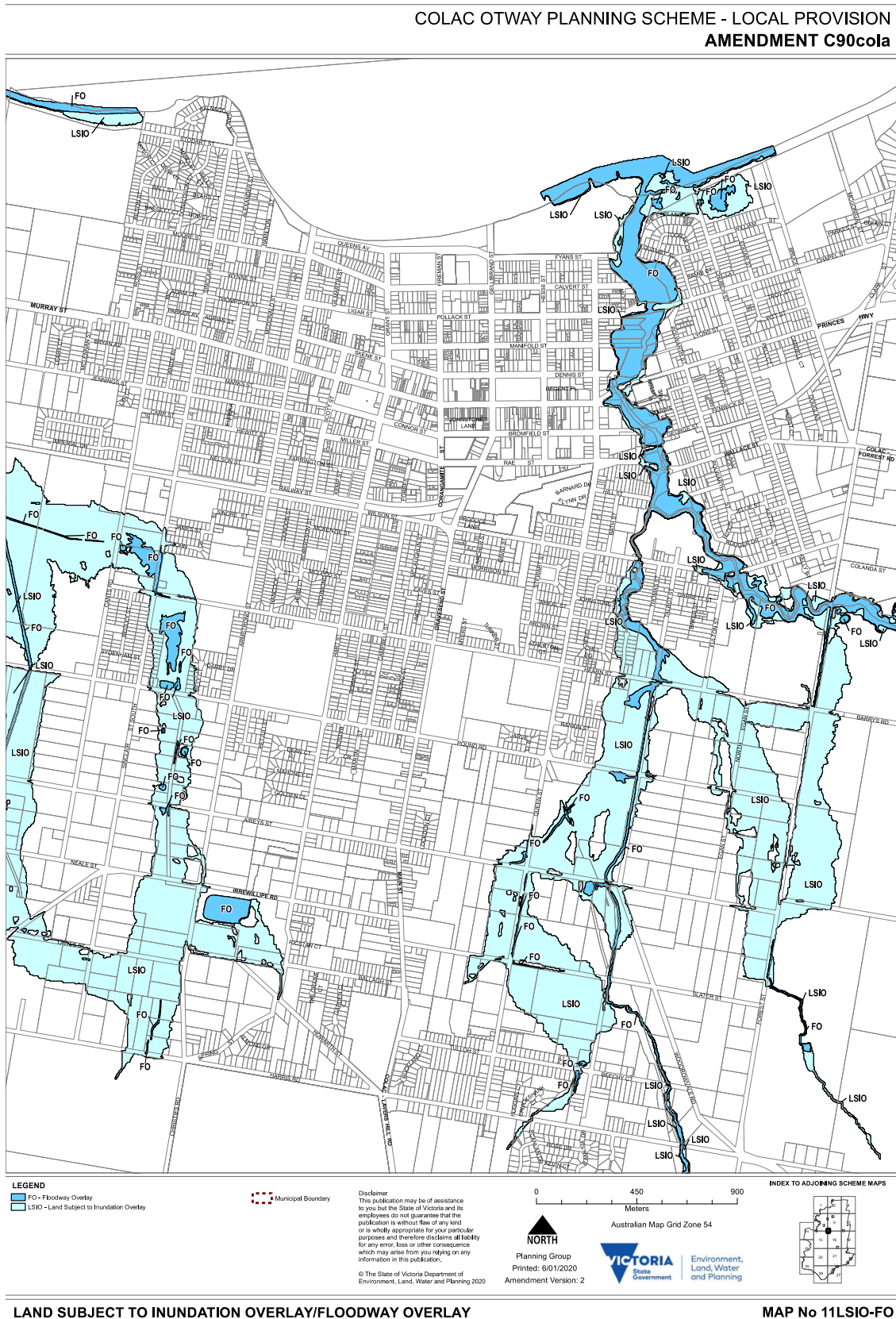
Referral of applications

An application does not have to be referred to the relevant flood plain management authority under section 55 of the Act providing it is:

- Accompanied by the relevant floodplain management authority's written approval. The written approval must:
 - Be granted not more than three months prior to lodging with the Responsible Authority
 - Quote the reference number, revision number and date of the approved plans
 - State the applicable flood level and required floor levels
 - Include any conditions to be included in any planning permit.

Appendix D Agreed post exhibition changes to LSIO and FO mapping











COLAC OTWAY PLANNING SCHEME

--/--/20--
Proposed C90

SCHEDULE TO CLAUSE 44.04 LAND SUBJECT TO INUNDATION OVERLAY

Shown on the planning scheme map as **LSIO**.

1.0 Permit requirement

--/--/20--
Proposed C90

A permit is not required for the following:

New buildings

- If the floor level of the building is finished at least 300 mm above the 100 year ARI flood level and meets the safety hazard of FMA, and
- If the new building is constructed on stumps (or piers) and bearers, and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event., and
- No earthworks associated with any driveways, paths or services alter the natural ground level.

External alterations to existing buildings

- If the original building footprint remains the same

Ground level extensions to existing buildings

- If the floor level of the extension is at least 300mm above the applicable 100 year ARI flood level, and
- The extension of the building is constructed on stumps (or piers) and bearers, and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event.
- If the floor level of the extension is not lower than the existing floor level and the combined ground floor area of extensions since 31 December 2018 is no greater than 20sqm.

Upper level extensions to existing buildings

- If there is no increase in the ground floor building footprint other than the floor area exempted above and except for any additions or alterations to the footings to support the extensions to the upper level.

Repairs and routine maintenance of existing fences

- If the fence design and material remains the same

New or replacement fence

- A post and wire fence with:
 - Post spacing no less than three metres apart
 - Single wires spaced no more than one horizontal strand per 200mm.
- A post and rail fence with:
 - Post spacing no less than three metres apart
 - Rails no more than 150mm wide
 - Rails spaced no less than 200mm apart
 - Bottom rail no less than 150mm off the ground.
- Tubular steel/pool fencing

COLAC OTWAY PLANNING SCHEME

Other buildings and works

- A building which is open on all sides including a pergola, carport, domestic shed, animal enclosure outbuildings, stockyard or agricultural sheds with unenclosed foundations.
- A ramp, verandah or decking and similar structures with a floor raised on stumps or piers and with unenclosed foundations
- Road works or works including footpath/shared paths, bicycle path, car parks, access ways, pathways or driveways (public or private) that do not change the natural ground level.
- A mast, antenna, satellite dish, power pole, light pole, or telecommunication tower
- An outdoor advertising sign/structure provided it does not alter flood flows or floodplain storage capacity
- Repairs and routine maintenance that do not affect the height, length, width or location of a levee or embankment
- A rainwater tank with a capacity of not more than 5000 litres
- A shed of 20sqm or less gross floor area
- An in-ground domestic swimming pool or spa, and associated mechanical and safety equipment, providing that:
 - The excavated spoil is removed from within the 100 year ARI floodplain; and
 - The perimeter edging of the pool is finished at natural ground level; and
 - Security pool fencing is of an open style.
- A sportsground, racecourse or recreation area, pathways and trails constructed at general natural surface elevation, playground, open picnic shelter, picnic table, drinking tap, rubbish bin, barbecue and or similar works associated with a park, recreation area and or public places.

Referral of applications

An application does not have to be referred to the relevant flood plain management authority under section 55 of the Act providing it is:

- Accompanied by the relevant floodplain management authority's written approval. The written approval must:
 - Be granted not more than three months prior to lodging with the Responsible Authority
 - Quote the reference number, revision number and date of the approved plans
 - State the applicable flood level and required floor levels
 - Include any conditions to be included in any planning permit.

COLAC OTWAY PLANNING SCHEME

--/--/20--
Proposed C90

SCHEDULE TO CLAUSE 44.03 FLOODWAY OVERLAY

Shown on the planning scheme map as **FO**.

1.0 Permit requirement

--/--/20--
Proposed C90

A permit is not required for the following:

Replacement buildings

- If the footprint of the replacement building(s) is the same or less than the original building(s), and
- If the floor level of the building is finished at least 300 mm above the 100 year ARI flood level, and
- If the replacement building is constructed on stumps (or piers) and bearers, and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event.

External alterations to existing buildings

- If the original building footprint remains the same

Ground level extensions to existing buildings

- If the floor level of the extension is at least 300mm above the applicable 100 year ARI flood level, and
- The extension of the building is constructed on stumps (or piers) and bearers, and
- Cladding to the subfloor structure of the extension has openings or is of an open style (such as spaced timber boards) to allow automatic entry and exit of flood water for all floods up to the 1 per cent AEP event.
- If the floor level of the extension is not lower than the existing floor level and the combined ground floor area of extensions since 31 December 2018 is no greater than 20sqm.

Upper level extensions to existing buildings

- If there is no increase in the ground floor building footprint other than the floor area exempted above and except for any additions or alterations to the footings to support the extensions to the upper level.

Repairs and routine maintenance of existing fences

- If the fence design and material remains the same.

New or replacement fence

- A post and wire fence with:
 - Post spacing no less than three metres apart
 - Single wires spaced no more than one horizontal strand per 200mm.
- A post and rail fence with:
 - Post spacing no less than three metres apart
 - Rails no more than 150mm wide
 - Rails spaced no less than 200mm apart
 - Bottom rail no less than 150mm off the ground.
- Tubular steel/pool fencing.

COLAC OTWAY PLANNING SCHEME

Other buildings and works

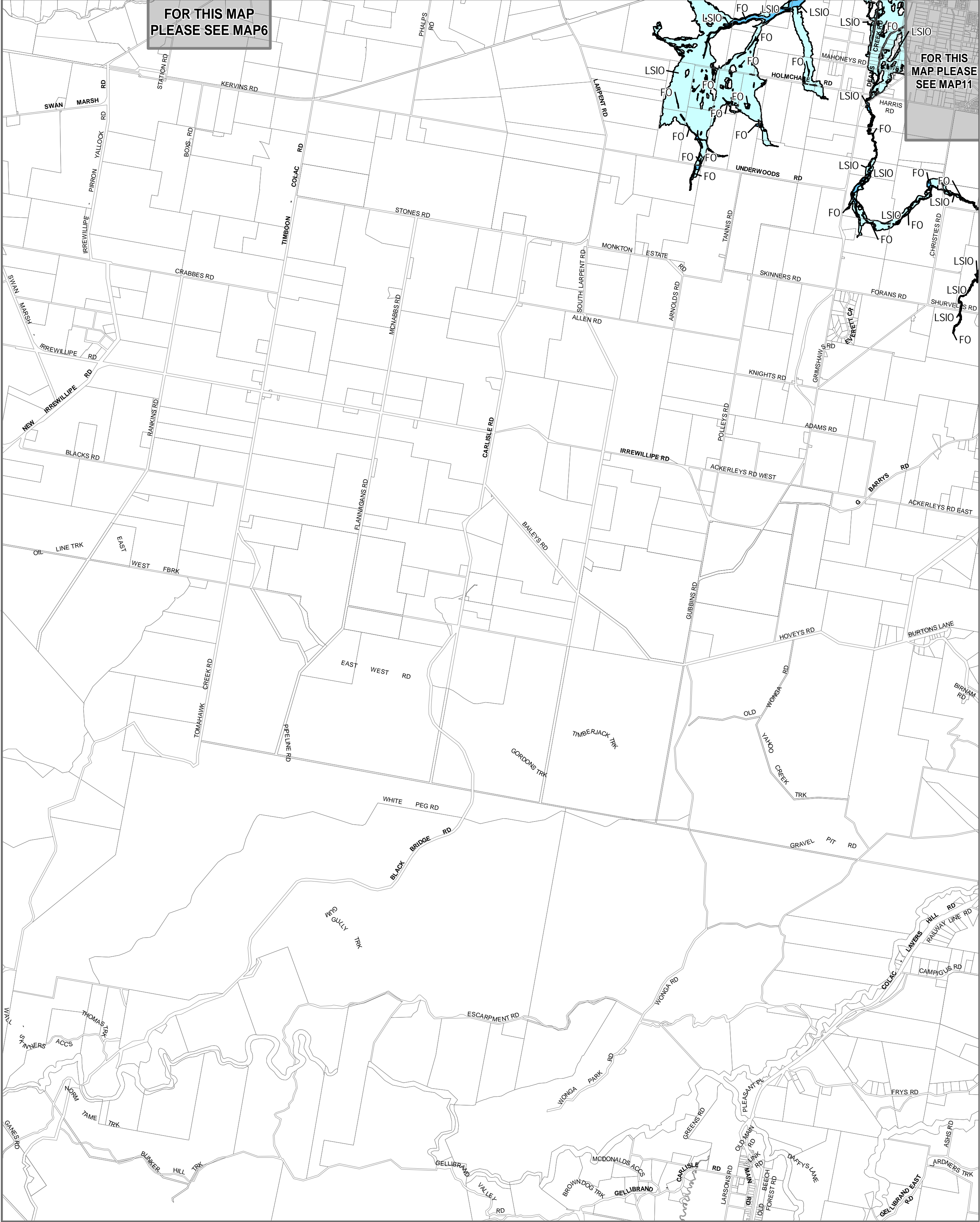
- A building which is open on all sides including a pergola, carport, domestic shed, animal enclosure outbuildings, stockyard or agricultural sheds with unenclosed foundations.
- A ramp, verandah or decking and similar structures with a floor raised on stumps or piers and with unenclosed foundations
- Road works or works including footpath/shared paths, bicycle path, car parks, access ways or driveways (public or private) that do not change the natural ground level
- A mast, antenna, satellite dish, power pole, light pole, or telecommunication tower
- An outdoor advertising sign/structure provided it does not alter flood flows or floodplain storage capacity
- Repairs and routine maintenance that do not affect the height, length, width or location of a levee or embankment
- A rainwater tank with a capacity of not more than 5000 litres
- A shed of 20sqm or less gross floor area
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 - The perimeter edging of the pool is finished at natural ground level; and
 - Security pool fencing is of an open style.
- A sportsground, racecourse or recreation area, pathways and trails constructed at general natural surface elevation, playground, open picnic shelter, picnic table, drinking tap, rubbish bin, barbecue and or similar works associated with a park, recreation area and or public places.

Referral of applications

An application does not have to be referred to the relevant flood plain management authority under section 55 of the Act providing it is:

- Accompanied by the relevant floodplain management authority's written approval. The written approval must:
 - Be granted not more than three months prior to lodging with the Responsible Authority
 - Quote the reference number, revision number and date of the approved plans
 - State the applicable flood level and required floor levels
 - Include any conditions to be included in any planning permit.

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C90cola



LEGEND

FO - Floodway Overlay

LSIO - Land Subject to Inundation Overlay

Municipal Boundary

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AMENDMENT C90cola



LEGEND

FO - Floodway Overlay

LSIO - Land Subject to Inundation Overlay

Municipal Boundary

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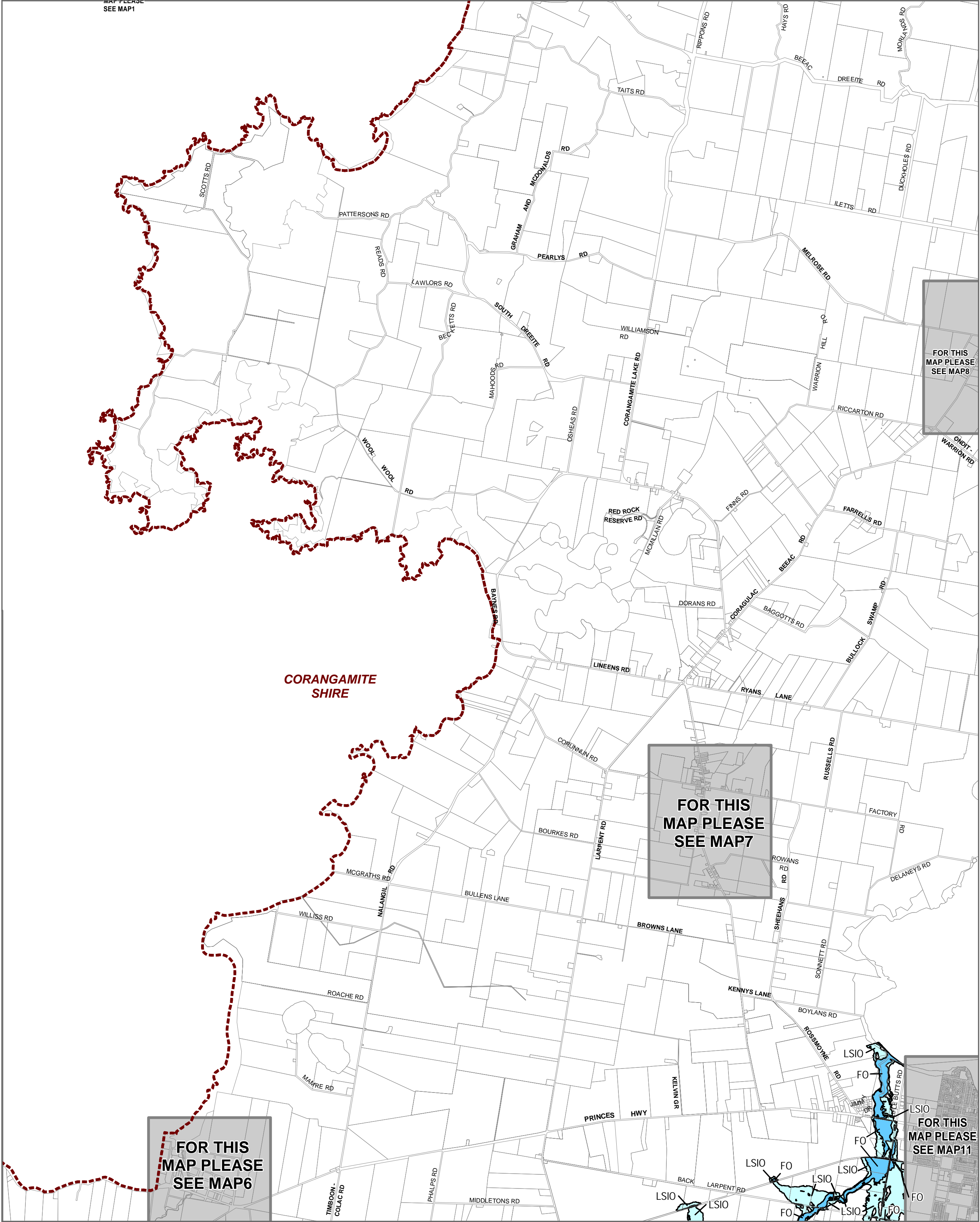
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Municipal Boundary

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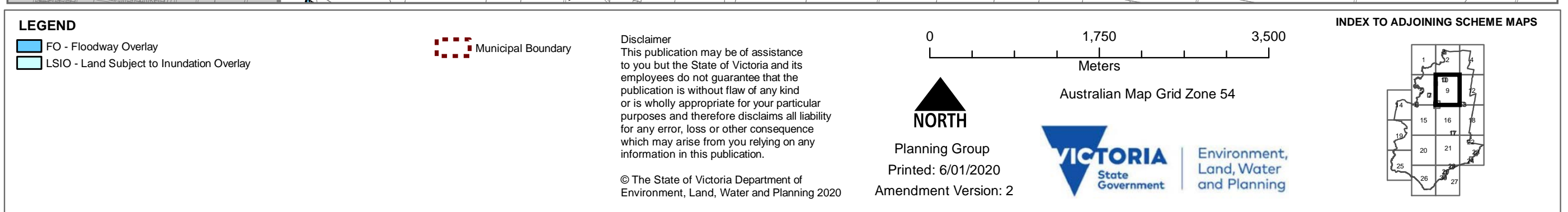
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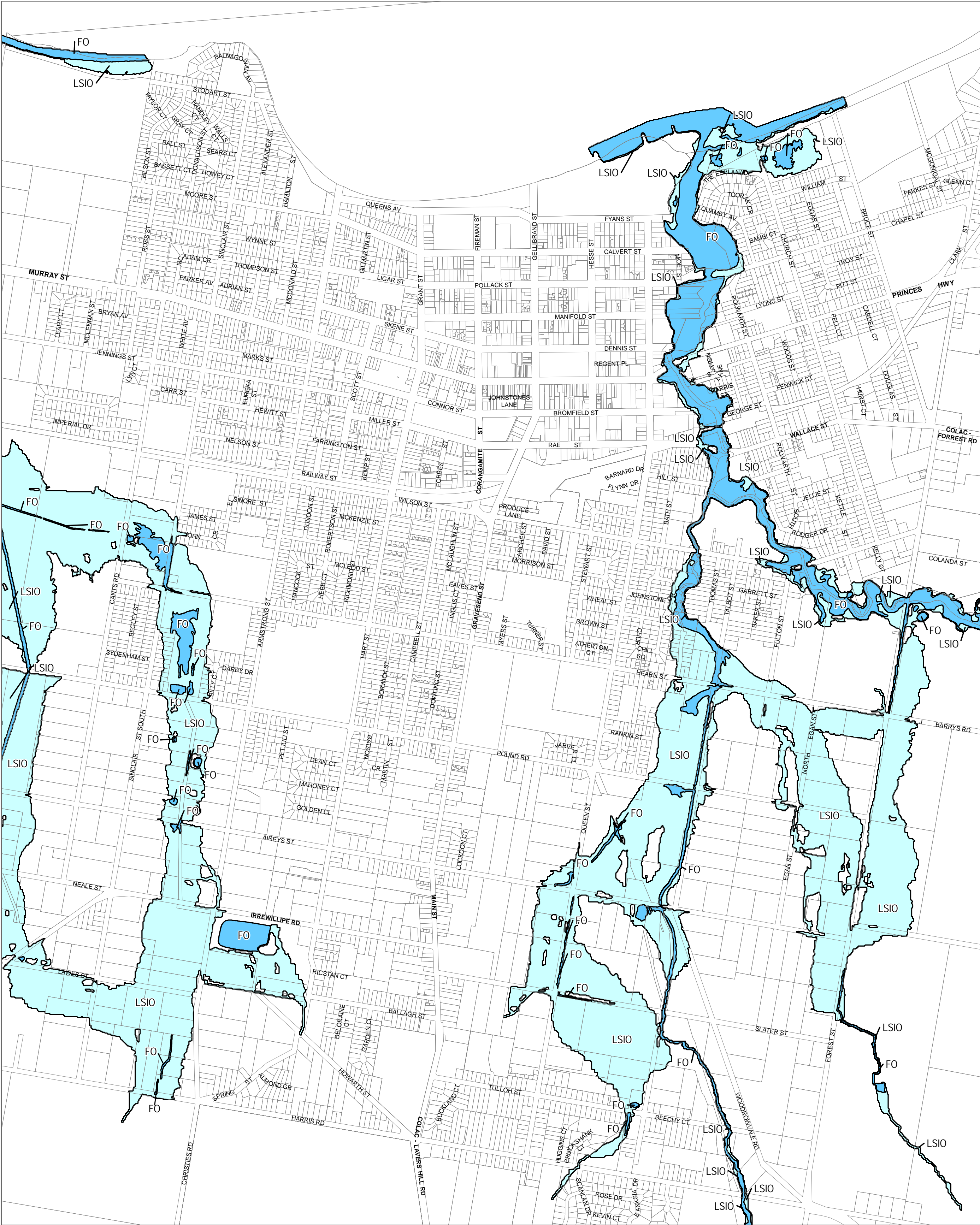
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MAP No 9LSIO-FO

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C90cola



LEGEND

FO - Floodway Overlay

LSIO - Land Subject to Inundation Overlay

Municipal Boundary

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Item: 10.2

Council Building Permit Service

OFFICER	Doug McNeill
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	Nil
PURPOSE	To seek a Council resolution on whether it will continue to provide a building permit processing service.

1. EXECUTIVE SUMMARY

Council has been briefed in recent months concerning the contract for its Building Service and has provided feedback to officers that it would like to review whether it continues to provide a service of processing building permits under the *Building Act*. This aspect of the Building Department's activities is subject to competition with the private sector, and whilst Council must receive an application if one is lodged with it, Council can choose to actively discourage this, and instead encourage people to access the services of a private building surveyor.

It is the officer's recommendation that Council continues to provide a building permit service given the lack of access to private building surveyors in our municipality and the benefits this adds in attracting suitably qualified building professionals to work with the Shire. Should Council choose to withdraw from this service, officers would put in place a transition plan to achieve this outcome. There is no net financial benefit to be achieved from withdrawing this service as the building permit fees received from applicants is equivalent to the cost of providing the service.

2. RECOMMENDATION

That Council supports the continued provision by Council of a building permit processing service for applications made under the Building Act 1993.

3. KEY INFORMATION

Context of Report

Council has been briefed recently concerning the Building Surveying and Inspection Services contract, and in the course of these briefings some Councillors have questioned the need for Council to deliver a building permit processing service. This report therefore aims to provide information on this service to enable Council consideration of its options for future service provision.

Role of the Building Department

Councils have significant building administration, compliance and enforcement roles and functions under the *Building Act 1993* ("Act") that relate to the safety of buildings, which are carried out by the statutory office of the Municipal Building Surveyor ("MBS"). Every Council must appoint an MBS in order to fulfil these responsibilities.

The statutory role of an MBS is specified in the Act and an MBS has unique and distinct roles and functions that in many cases are separate to those of a Council. In some cases, generally with regard to matters of safety and risk to life and property, an MBS may have a legal duty to act in a manner that should not be subject to the direction of the Council.

As the MBS is engaged by a Council, the MBS is reliant upon the Council to ensure that adequate authority within the Council organisational structure and that sufficient resources are given to the office of the MBS for the statutory roles and functions under the Act and the regulations to be properly carried out.

The MBS may be subject to legal direction from the Victorian Building Authority (VBA) or the Minister from time to time, as occurred in 2018 when directions were given to respond to the risk of flammable cladding on buildings within the Shire.

Specific functions of the MBS under the Act and regulations (and building practitioners that have powers delegated by the MBS) include:

- Responding and attending to building related emergencies, dangerous buildings and dangerous land within the scope of the Act and the building regulations at any time;
- Investigating safety matters concerning buildings, pool safety barriers, essential safety measure requirements and the like, and the issuing of emergency orders, building notices, building orders and directions to fix building work;
- Considering applications for building permits, the issuing of building permits, occupancy permits (including for places of public entertainment) and administration of permits;
- Administering the registration and compliance of swimming pools and spas within the municipality.
- Issue siting consent for prescribed temporary structures and Places of Public Entertainment Occupancy permits (events);
- Determining applications for Report and Consent under the Regulations (for proposals to vary requirements such as siting of buildings, buildings in flood prone areas, etc);
- Appearing before the Building Appeals Board in relation to decisions of the MBS;
- Responding to regulatory modification applications;
- Bringing court proceedings under the Act and the regulations.

Building Permits

A building permit is required for most building work, with some minor exemptions such as small domestic garden sheds and like for like repair of non load bearing building materials. This requires lodgement of an application with associated technical supporting documentation, often including engineering drawings and computations. They are assessed against the various requirements of the Building Regulations, including Building Code of Australia. These assessments have become more complex over recent years due to increased solar efficiency requirements, bushfire protection standards, all ability access standards and other regulatory requirements that now need to be met.

Once Council is engaged to process a building permit application, it is responsible for the remainder of the construction process. Following the issue of a permit, Council must continue to manage the construction of the approved building works, with mandatory inspections that need to be undertaken at various stages of work (eg footings, frame and at completion). Development does not always occur immediately following the issue of a permit, and the demand for building staff to undertake inspections can sometimes occur several months or years afterwards. Once a final inspection determines compliance with the building permit, the MBS issues an Occupancy Permit for new buildings and a Certificate of Final inspection for other smaller projects. The building permit and lodgement fee payable upon lodgement of the permit application is a single payment that aims to cover the cost of all of these aspects of the permit and construction process.

Whilst Council must process any building permit applications lodged with it under the *Building Act*, some Councils discourage people from utilising this service by introducing large fee increases, effectively pricing themselves out of the market. These Councils actively refer people to seek the services of private building surveyors. The formal process to exempt a Council from issuing Building Permits is done through the Minister for Planning. Officers are unaware of any Council that has been successful in seeking an exemption, suggesting legislators are keen for Councils to offer a Building Permit service to its community.

Unlike planning permits, the processing of building permits is open to competition from the private sector. Many larger, particularly metropolitan based Councils, do not resource this service and instead focus their efforts on compliance/public safety and management of other mandated functions. However, many rural Shires do provide this service given the lack of private building surveyors in the market to service their ratepayer's needs and from a desire to provide this service to the community.

It has in the past been considered beneficial for Colac Otway Shire to provide a building permit service given there are very few private surveyors operating in the municipality. There is one locally based building surveyor (Colac) who processes a number of permits in our municipality, but there are potential capacity constraints to increasing the number of permit applications as a sole operator. Other building surveyors in the immediate region are reducing their availability and/or in the process of retiring, and in the officer's view Council provides a valuable option for local residents requiring the service. Whilst volume builders, major commercial builders and developers often utilise their own building surveyors from elsewhere, local people undertaking one-off developments often seek the service of Council.

The net cost to Council of processing building permits is generally positive or cost neutral, with the income from Building Permits generally equating to or exceeding the cost of staff undertaking that function. The Council budget in 2019/20 includes \$59,500 income from building permit fees, which equates to approximately 18% of the cost of the current contract for the service, or approximately 0.3-0.4 EFT. This is approximately the level of staff time dedicated to this task in normal circumstances. Revenue from permit fees in 2019/20 is forecast to be approximately \$25,000, lower than the budget, but this is reflective of the lower recent permit demand, and lower staff time

associated with this work. If Council were to decide not to focus on building permit processing, this revenue would be foregone, and there would be no net cost benefit to Council if the staff resource was reduced by the equivalent amount. There may be some reduction in cost for administrative staff associated with this work (estimated at approximately \$5,000), but this is not significant, and is offset by additional demand for administrative support required to administer the new swimming pool regulations.

It is noted that Council processed 78 building permits in 2017/18 (out of 465 in the total market), and this reduced to 33 (of 400) in 2018/19, and 14 in 2019/20 to date (out of 206). This decline has been a combination of housing market slowdown, and a lower proportion of permits being lodged with Council. It highlights that much of the work undertaken by the building Department is not related to building permits as such, but rather to compliance and other regulatory functions. Around \$47,000 fees were received from building permit applications in 2018/19, compared to a forecast \$25,000 in 2019/20. The budget proposed for 2020/21 is \$50,000.

Given the accessibility of this service to the community, and no net cost to Council of building permits, it is recommended that Council continue to support this approach. Were the service to be reduced, some residents may find it challenging to access a surveyor to process their building permit in a timely or cost-effective way.

Council has at times received negative feedback about the service provided, as occurs with any of the services such as planning, health and the like, and whilst sometimes this can be related to delay in receiving a permit, this is often due to frustration with building regulation requirements which officers need to ensure are met. This is not something that officers can change or are responsible for, and would be the same regardless of whether the permit was processed by Council or a private surveyor. What Council can control is its approach to supporting applicants through the process, which we believe continues to improve. Often Council is handling applications from those who have least financial capacity to pay for application fees and expensive technical supporting documentation that is required, including community groups, and this influences the perception of the service.

Compliance Responsibilities

The core focus of Council's Building Services Unit is around compliance. Specific Compliance activities undertaken by Council include:

- Response to External complaints/safety issues identified by Council:
 - There is a high number of non-compliant buildings in the Shire – partly due to the previous lack of Council resources to investigate and follow through.
 - Often safety issues arise due to weather events or new buildings being erected that do not have a permit or are not in accordance with an issued permit. This requires site inspections, and in some cases the issue of Building Notices and Orders.
- Administration of compliance with swimming pool and spa barriers requirements:
 - Outdoor pools and spas require a building permit and compliant fencing/barriers to prevent drowning. Recent legislation has tightened these requirements.
 - Regulations now require pool owners to register their pools with Council, and for 4 yearly inspection reports to be lodged with Council.
 - It is Council's responsibility to ensure on-going compliance is achieved with the regulations, and to take enforcement action if required.
- Auditing of Essential Safety Measure (ESM) compliance (applies to most non-dwelling construction):

- ESM requirements include fire hose reels, fire extinguishers, smoke alarms, emergency fire exits etc. – these are established in issued Building Permits and owners have on-going obligations to maintain them in a fit for purpose state.
- Approximately 1,100 premises are subject to ESM requirements in our Shire, including hotel/motel accommodation, office buildings, retail buildings, storage facilities, factories and public assembly buildings.
- Council has an adopted policy relating to ESM compliance that states Council will undertake a risk based audit program to check buildings for compliance. Accommodation buildings are of highest concern, along with take away food buildings with high fuel sources and loads (deep fryers, stove tops etc.), requiring rapid fire suppression through fire extinguishers and hose reels.

These compliance responsibilities sit separate to the responsibilities for accepting and processing building permit applications. Along with other non-permit based building activity noted above in the report, this work equates to 80-85% of the work undertaken by the Building Department.

Contact for Building Services

Council has contracted the Building service since 2012 to Munisol, a private company that services local government. Under the current contract there have been three contract staff equating to 2.0 EFT in total. The total value of this contract annually is \$326,500, with admin support being provided by Council staff in the Planning, Building and Health Department.

Approximately 15-20% of officer time is spent processing building permits and undertaking related inspections – the balance is related to compliance or other non-permit based building responsibilities.

Council historically has not had adequate resources in the Building Department to handle the workload associated with compliance, requiring increased budget allocations in recent years, which is reflected in the current contract arrangements. With the current level of resources, the team is sufficiently able to process permit applications, respond as safety issues arise, and audit premises for ESM compliance.

The current contract requires renewal, and it is proposed that following clarification of Council's intentions on whether to continue delivering the building permit service, a tender process will commence.

Options for Council to Consider

Option 1 – Status Quo – Maintain a Building Permit Service

- Council would continue to accept building permit applications as in the past, with market share increasing/decreasing over time according to consumer preference.
- Staffing of the Building Department would largely remain unchanged.
- Ratepayers would retain the option of using Council's service, and Council would continue to offer choice in the building permit market, offering alternatives to the limited number of locally based private building surveyors.

Option 2 – More aggressively target a higher share of the building permit market

- There is potential to increase building permit income received by Council by more aggressively seeking to increase market share and the number of building permit applications received. This could be achieved through marketing of the service, reduced fees in some cases to be

more competitive, and a focus on building permit processing versus compliance responsibilities.

- Officers don't support reduced resource allocated to compliance due to the significant implications for public safety and Council's risk exposure. There are also challenges with this option due to the difficulty of attracting and retaining suitably qualified building surveyors in rural areas. This, together with the range of competing duties of a Council MBS can make it difficult to maintain the consistently high level of service to the customer which is a pre-requisite to attract higher permit application numbers, particularly the higher value applications which attract larger application fees.

Option 3 – Reduce Building Permit service provision

- Were Council to decide against maintaining a building permit processing service, officers would enact a transition plan to achieve this end over time. This would include communications to the community and via customer service staff, a review of building permit fees to make them unattractive when compared with the fees charged by private surveyors, and completion of all existing building permit applications. Importantly, even though not actively processing applications, Council building staff would be obligated to undertake inspections for previously issued permits and issue Occupancy Permits where applicable. This work could extend over several years.
- It is noted that despite active efforts to discourage applications being lodged with Council, Council would be obligated under the Act to accept one if it was lodged. The experience of other Councils however is that this would not generally occur.
- Under this option, the new contract advertised for the building service would be amended to reduce the number of contract staff EFT by approximately 0.3-0.4, which is the estimated time commitment to delivery of permit processing. The expected fee income would be reduced to \$0 in the budget. As noted earlier, the net financial impact of this to the Building Services budget would be little or no change. Forgone fee income would offset the impact of the associated reduction in contract staff delivering the service.
- This is not the preferred option given the stated disbenefits earlier in the report of reduced competition in the building permit market and reduced locally based options for ratepayers and the community to access a building surveyor for this service. Whilst not resulting in any financial savings, the change could reduce the community's perception of Council service.

4. COMMUNITY CONSULTATION & ENGAGEMENT

There is no obligation for community engagement in this decision, however Council could choose to seek community comment on the options available before making a final decision.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

The provision of building services is consistent with legislative responsibilities under the *Building Act 1993* and related regulation.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The building service provides support to the community for processing of applications for permits and consents associated with buildings, change of use and events. There is potential that withdrawing Council's service for processing building permits could have adverse impacts on the cost and availability of this service for Council's ratepayers given the lack of locally based building surveyors.

LEGAL & RISK

As noted above Council is obliged to provide a building service and engage an MBS to meet its legal responsibilities and address public safety risk, but Council can choose to actively discourage the lodgement of applications being lodged.

FINANCIAL & BUDGETARY

The budget for the Building Service, and financial impacts of changes to the service related to building permit processing are described in the report earlier.

7. IMPLEMENTATION STRATEGY

Should Council resolve to support continued processing of building applications, officers will commence a new tender process for the service with the same level of service as the current contract. If a decision is taken to withdraw from building permit processing, the contract brief will be adjusted to reflect this, as noted earlier in the report. A range of actions would be taken as described to implement the decision.

COMMUNICATION

Council's decision will be communicated with the community.

TIMELINE

Implementation actions will commence immediately following Council's decision.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Item: 10.3

Quarterly Performance Report - January to March 2020

OFFICER	Melanie Duve
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Final March 2020 Quarter Performance Report 2019-2020 [10.3.1 - 80 pages]
PURPOSE	To provide Council with the Quarterly Performance Report, January – March 2020.

1. EXECUTIVE SUMMARY

This report provides information to Council and the community on the progress of Council Plan actions, Planning activities, Capital Works and Major Projects and the status of Council's financial performance as at 31 March 2020.

2. RECOMMENDATION

That Council notes the Quarterly Performance Report 2019-2020 for the period of 1 January to 31 March 2020.

3. KEY INFORMATION

The Quarterly Performance Report January to March 2020 provides Council with a progress report as at 31 March and is structured in several sections as follows:

- Introduction, Council's strategic direction, Council Plan 2017-2021 themes, source and application of Council funds
- Chief Executive Report - highlights and challenges for the quarter
- Council Plan Performance Report
- Planning and Building Performance Report
- Capital Works Performance Report
- Major Projects Performance Report
- Quarterly Budget Report for 9 Months Ended 31 March 2020.

Please note that the forecast results for 2019-20 do not include impacts of COVID-19. Initial estimates indicate that the unfavourable operational impact will be approximately \$455k in 2019-20.

After completing the third quarter of the 2019/20 financial year the financial performance of Council, excluding the impact of COVID-19, remains consistent with the adopted budget. As discussed in the attached Quarterly Performance Report there are some variances to budget expected, but overall these will not materially alter Council's overall financial position.

The Executive Management Team has reviewed the results to 31 March and after taking the 2018/19 actual results into consideration (including carry forwards), provide the following summary in relation to the 2019/20 forecast results.

Compared to the adopted budget:

- Operating surplus is forecast to decrease by \$1,026k to \$328k
- Capital works program is forecast to increase by \$5.2m to \$18.2m
- Closing cash balance is forecast to increase by \$4.1m to \$13.5m
- Reserve balance is forecast to decrease by \$8k to \$12.7m. ie. cash is forecast to only exceed reserves by \$753k.

Further details of these results are contained within the attached report. The current forecast assumes that all major projects and capital works are completed on 30 June 2020 and that 50% of the 2020/21 Federal Assistance Grants are received in advance again.

Attached to this report is the Quarterly Performance Report for the third quarter, January – March 2020.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Comprehensive community consultation and engagement was undertaken during the development of the Council Plan 2017-2021 and the 2019-2020 Budget.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
3. Organisational development and legislative compliance.
4. Provide value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Section 138 of the *Local Government Act 1989* requires financial reporting to be provided to Council on a quarterly basis.

FINANCIAL & BUDGETARY

Financial and budgetary considerations are addressed in the body of the report.

7. IMPLEMENTATION STRATEGY

Not applicable

COMMUNICATION

The Quarterly Performance Report will be available on Council's website following the May 2020 Ordinary Council Meeting.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



Quarterly Performance Report

2019-2020

Third Quarter
1 Jan - 31 Mar 2020



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Acknowledgment

The Colac Otway Shire proudly acknowledges the Gulidjan and Gadubanud peoples of the Eastern Maar Nation as the traditional custodians of the Colac Otway Region.

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

Introduction

How to read this report

This Council Plan Quarterly Performance Report assesses our progress against the *Council Plan 2017-2021*. The activities and initiatives in the Council Plan are Council's strategies for achieving our community outcomes (Themes) and goals as we work toward our strategic vision.

Measuring Our Progress

The *Council Plan 2017-2021* comprises four key areas of focus: Our Prosperity, Our Places, Our Community and Our Leadership & Management. Each area of focus has desired goals, actions and measures that guide what we want to achieve for Colac Otway Shire, all of which require assessment and reporting of progress.

Council Direction set in the Council Plan 2017-2021

The Council Plan is Council's overarching strategic document responding to the issues faced by our community. It sets out our goals, key actions and performance measures for the four years.

The key issues faced by our community have informed the choice of major projects/activities that Council has identified as its highest priority. Council has committed to complete these projects over the life of this plan, supporting the achievement of our stated goals. The Council Plan does not contain the detail of day-to-day operational activities, short term projects or recurrent work programs.

Strategic Vision

**'Towards a prosperous future'
The Councillors of Colac Otway Shire commit to plan for growth in business and employment for our towns and settlements; the delivery of high quality services that meet community needs and demonstrate value for money; and to be leaders and work together as a team with the community and the organisation to achieve our goals for the Shire.**

Community Engagement in the Development of the Council Plan

Our Council Plan was directly informed by a significant community engagement program, which sought input from the community about their aspirations for the Shire. This was the most comprehensive consultation program ever conducted in Colac Otway Shire and received a very positive response.

Consultation included letters to more than 900 community groups, businesses and progress associations, an online and paper-based survey, feedback from Community Conversation sessions held around the Shire and pop-up listening posts that were held in Colac and Apollo Bay. These sessions were well attended and we received invaluable feedback on the draft Council Plan and various other matters of interest to the community.

The development of the new Council Plan, social and cultural implications were carefully considered along with attention to the funding available to carry out the many projects contained in the plan. The Council Plan was adopted on 28 June 2017.

Chief Executive Report

Colac Otway Shire Council started the third quarter of 2019/20 with budget planning for the next financial year well underway and a focus on the delivery of the 2020 AFL Marsh Community Series match between Geelong and Essendon at Colac's Central Reserve on March 9.

Throughout January and February, Colac Otway manicured the turf at Central, built interchange boxes, and extensively promoted, planned and resourced a comprehensive game-day schedule to host the event.

Council and community then celebrated the event's huge success after attracting 7500 to Colac for the Labour Day twilight match, benefitting local business and providing positive exposure for the city and shire.

Just a week after the major internationally-televised sporting event, Victoria declared a State of Emergency and Colac Otway Shire, along with other municipalities across the world, was reviewing priorities, budgets and resources to respond to pandemic.

Unlike shires to the east of the state, Colac Otway Shire had fortunately experienced a relatively quiet fire season, with a blaze south of Gellibrand, which burnt more than 180 hectares in January, the region's largest fire over summer.

Colac Otway provided resources support to East Victoria municipalities through redeployment of emergency management, building and health protection officers to assist with their fire recovery.

Grey-headed Flying Fox numbers at Colac Botanic Gardens increased significantly to more than 7000 over summer, with the health of heritage-listed trees and amenity of the community's recreational space continuing to deteriorate.



Council's application to disperse and sustain dispersal of the flying foxes at the gardens remains under consideration by DELWP with review expected following the end of the nurturing period.

Colac Botanic Gardens Café closed temporarily in February at the end of a long-term lease and Council reached an agreement through an EoI process and it will reopen when COVID restrictions allow dine-in eateries to operate again.

Tourists continued to visit to our shire by the thousands at the start of summer although numbers declined and businesses were impacted as international travel was impacted by COVID19.

The Kennett River community continued to be concerned with tourist buses and a delay with the installation of new temporary toilets which Council has now completed as an interim measure until it receives the committed City Deal funding.

City Deal funding, which is yet to be signed off, was among the topics raised at Canberra during a G21 Chief Executive delegation in February, where I also advocated for Federal Government support for the Chin Community relocation, Apollo Bay Early Years Hub, Colac & Apollo Bay Housing Strategy and CBD & Entrances Master Plan – Stage 2.

Colac Otway Shire has joined other G21 councils in re-signing a Memorandum of Understanding to continue the alliance for the next four years.

Council has also tabled a Climate Emergency Petition for future consideration.

Council's strong funding advocacy for major projects resulted in the February announcement of a \$500,000 Regional Infrastructure Funding grant towards the \$750,000 expansion and upgrade of the Forrest Mountain Bike Trail.

Council, kinder educators and families welcomed the completion of the Winifred Nance Kindergarten renovation in time for the start of the 2020 kinder year, with a positive reaction to the greatly improved facilities after unforeseen issues caused considerable delays to the project.

Major works during the quarter included Council's road maintenance program, the Western Reserve Oval Redevelopment, Port of Apollo Bay Improvements, Central Reserve Master Plan final stage and the Colac Regional Velodrome Upgrade.

The transfer of the Pennyroyal Hall from Council to the community committee was completed, and Council has continued to negotiate with the State Government over the sale of the former Colac High School site.

Colac Otway Shire was also pleased to support a diverse variety of events including the Apollo Bay Seafood Festival, a Red Door bushfire fundraiser concert at Lake Colac, state basketball tournaments at Bluewater, Colac Show and Shine Car Show.

Council's March meeting was cancelled due to COVID19 restrictions and Council's inability to meet physical distancing requirements or live stream the meeting from the scheduled venue at Apollo Bay. March OCM agenda items were deferred to April as necessary.

Colac Otway Shire ended the quarter with work on a relief and recovery plan to respond to the COVID pandemic underway, including an immediate financial services review to allow an extension of rates' payments and other payment arrangements to provide relief to those impacted by COVID19.

Council's community services and economic development units responded immediately to the pandemic by assessing home and community care needs and assisting businesses with information on government advice and support.

Work on reviewing the proposed 2020/21 Budget and preparing to respond the potential impact of COVID19 on the community, while maintaining essential services to the community, continues to be Colac Otway Shire's priority as the financial year progresses.

Peter Brown
Chief Executive
Colac Otway Shire Council

Council Plan Strategic Themes

The Council Plan 2017-2021 includes strategic themes (long term community outcomes), goals and actions for achieving these for the four year period. The Council Plan also contains strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the four outcomes detailed in the Council Plan.

Our Prosperity

Colac Otway Shire has a diverse economy, much of it built on the natural environmental values of the area. The area has enjoyed successful dairy and food processing industries for many decades; supports the timber industry; has a growing tourism industry built on both a striking coastline and the forests of the Otway's; small, specialist food producers, many forming the Colac Otway food trail; plus, a host of local retail businesses, arts and crafts enterprises; and health and education services.

The Shire has two larger towns of Colac and Apollo Bay, and a number of smaller towns. Each of these has unique attractions and supports local cultures and communities. The Shire is strategically placed halfway between Geelong and Warrnambool which provides opportunities for economic development and a growing population supported by access to work.

Our Places

Infrastructure assets such as roads, drainage and footpaths are important because they help deliver services to the community. Roads and footpaths provide the ability for people to access work, education and recreation. Drainage provides protection to properties and allows for safe transport. It is important for us to manage assets in a rational way so that we can ensure they are sustainable over the long term so that those services are provided to future generations.

Our Community

Colac Otway Shire sustains a mixed population of tourists, businesses, farmers, retirees and families, some of whom settled in the Shire recently and some who can trace their families' history back to European settlement, whilst our population of Aboriginal people dates back tens of thousands of years. The land of the Shire sustains different ways of living, from affordable housing options in the towns, to spectacular properties with views of the forest and the sea. Potential for population growth in the Shire will increase due to highway improvements and proximity to the larger centres of Geelong and Warrnambool. The Shire enjoys good services and infrastructure, supporting families to connect and live well at all life stages. While the Shire is well resourced compared with many other semi-rural shires, with the potential of continued growth there needs to be good planning to have the right infrastructure and services in place.

Our Leadership & Management

There are many demands on the resources of Colac Otway Shire. The major source of income, ratepayer funds, has been constrained through the introduction of rate capping by the State government and an increasing challenge for the community to continue to afford rate increases. The environment of the shire is attractive and well-recognised. Its' diversity also results in involvement by many authorities and stakeholders, creating the need for partnerships and clarity about the role of the shire. Recently experienced incidents such as bushfire and floods impact on the community and draw a significant amount of organisational resources, both in emergency response but also in longer term planning and support to the community. It is expected that such events will be more common as climate change accelerates.

Understanding the Report

The Quarterly Performance Report provides council and the community with information on the progress of Council Plan Actions, Planning and Building activities, Capital Works and Major Projects and the status of Council's finances.

What the icons mean:



Work has commenced and on track



Action has been completed



Action is ongoing for duration of the Council Plan



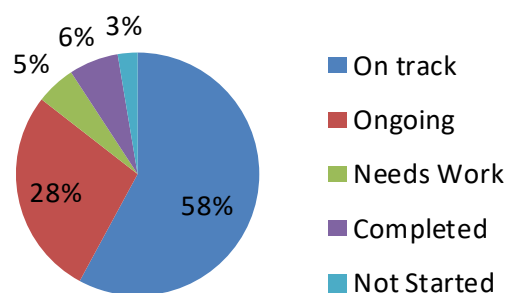
Project has commenced, actions require further work



Work has not commenced

The following pie chart shows 66% of the actions are on track as of the second quarter of 2019-2020. There are 17 actions (22%) that are ongoing for the four years of the Council Plan 2017-2021. Of the 76 Council Plan actions, two need further work to ensure they remain on track for completion under the current Council Plan. Further details about progress and challenges are provided in the commentary.

Progress Status





The following pages provide information about the status of each Council Plan Action, **% Complete** is the progress made against the action for the current financial year, whilst comments have been included against each action to provide greater clarity.


Progress against some actions has been impacted upon by the COVID-19 Pandemic. Where this has occurred commentary has been provided.


Chief Executive Office


Chief Executive Governance & Communications

Action	% Complete	Status
4.5.1.1 Review the Community Engagement Policy to guide council decision making		 No TARGET
Officers were awaiting the passing of the <i>Local Government Act 2020</i> before reviewing the Community Engagement Policy. As the Act has now received Royal Assent and the first stage takes effect from 6 April 2020, the review is expected to formally commence in the final quarter of this financial year. Under the new Act, Council is required to adopt a new Community Engagement Policy by March 2021.		






Action	% Complete	Status
4.4.1.1 Implement a program of ongoing service reviews to ensure our services are efficient and effective and are valued by the community	Ongoing	 MONITOR
Council has adopted a program of detailed service reviews for the next three years. The program is reviewed on an annual basis and will be implemented subject to budget being available.		

Action	% Complete	Status
2.1.1.2 Conduct an ongoing program of service reviews to guide planning for infrastructure	75.00	 ON TRACK
Council has adopted a program of detailed service reviews for the next three years. The program is reviewed on an annual basis and will be implemented subject to budget being available. A review of the Asset Management and Project Management areas within the Infrastructure and Leisure Services Division has been completed and reported to Council. Council is proposing a review of Service and Operations and COPACC in 2020.		


Action	% Complete	Status
1.4.1.1 Maintaining connections with the Great Ocean Road Authority and provide input into social, economic and environmental values.	75.00	 ON TRACK
A bill to establish a Victorian Great Ocean Road Authority has been introduced to the Victorian Parliament. Council continues to participate in forums, respond to requests for information and advocate on behalf of the Shire.		

Action	% Complete	Status
2.1.1.3 Council to work with key stakeholders such as the Otway Coast Committee, the Apollo Bay Chamber of Commerce and Council with the aim of aligning strategic planning and advocacy efforts for Apollo Bay	Ongoing	 MONITOR
Council continues to work with key stakeholders for the duration of the Council Plan. The Mayor, available Councillors and the Chief Executive meet monthly with the Chamber of Commerce and Otway Coast Committee (OCC) to ensure open dialogue. Key collaborations in 2019/20 include support for Apollo Bay Boat Harbour renewal and development, response to coastal erosion and preparation for development of Community Infrastructure Plans.		

Chief Executive Office

Action	% Complete	Status
4.1.1.1 Identify new income opportunities	Ongoing	 MONITOR
Council will continue to identify new income opportunities for the duration of the Council Plan. Council has been successful in receiving substantial grant funds towards improvements at Memorial Square, Central Reserve and the Western Reserve in Colac. Council has been successful for funding of \$19 million to undertake the City Deal Program, fund Harbour improvements at Apollo Bay, a walking/cycling trail between Wild Dog Creek and Skenes Creek, and toilet and parking improvements at Kennett River. The Victorian State Government has announced funding for an Early Years Centre in Apollo Bay.		
Action	% Complete	Status
2.1.1.1 Develop and maintain constructive partnerships to access appropriate levels of funding, coordination, infrastructure and services.	Ongoing	 MONITOR
Council will continue to maintain constructive relationships for the duration of the Council Plan. Strong relationships established with G21, Regional Development Victoria, VicRoads, Barwon Water, Southern Rural Water, Great Ocean Road Regional Tourism (GORRT), Great Ocean Road Taskforce, Parks Victoria, State and Federal Government Members of Parliament. Funding has been announced for the next stage of improvements to the Forrest Mountain Bike Trail.		
Action	% Complete	Status
1.1.1.1 Strengthen partnerships with employers in the Shire, and continue to participate in and support the Designated Area of Migration Agreement and associated projects.	Ongoing	 MONITOR
The Chief Executive has continued to meet with significant businesses in the Shire. The Mayor and CE have held a series of meetings with real estate agents and other relevant agencies to discuss planning and building issues in 2019. Council meets monthly with 'Action for Apollo Bay' which comprises representatives of the Apollo Bay Chamber of Commerce, the Skenes Creek Community Association and the Otway Coast Committee.		
Action	% Complete	Status
1.3.1.1 Develop and maintain regional partnerships and joint advocacy.	75.00	 ON TRACK
Council will continue to maintain strong partnerships with key stakeholders for the duration of the Council Plan. Council is represented on the following organisations: <ul style="list-style-type: none"> • G21 • Great Ocean Road Taskforce • Great Ocean Road Regional Tourism • Barwon Regional Partnership 		
Action	% Complete	Status
4.2.1.1 Ensure where ever possible decision are debated and made in open Council meetings.	75.00	 ON TRACK
During the monthly review by Executive Management Team of upcoming council meeting reports, consideration is always given as to whether or not an item can be considered in open council.		

Chief Executive Office

Action	% Complete	Status
4.2.1.2 Develop and implement a program of regular reporting on key activities to ensure they are focused on implementing priorities.	75.00	
Following a review of Council's reporting software, improvements are being implemented to the structure of the system and testing will commence in the coming weeks on quality of report outputs.		

Corporate Services


General Manager Corporate Services


People & Culture


Contracts & Procurement


Financial Services


Information Services


Action	% Complete	Status
4.3.1.2 Manage our risk exposure, including providing a safe working environment where "Work Health and Safety is everyone's business"	75.00	 ON TRACK
An audit of Council's OH&S policies, procedures and safe-work practices was conducted by Crowe Horwath in accordance with Australian Standard 4801. The 2020 OHS Strategic Work Plan has been developed, incorporating those actions (50%) which were unable to be finalised by December 2019. The commencement of the second round of OH&S Internal Audits was deferred and will recommence following investigation into other possible alternatives.		

Action	% Complete	Status
4.3.1.1 Support organisational development to ensure key organisational capability areas support the organisation to deliver on Council priorities.	75.00	 ON TRACK
The People and Culture Strategic Plan 2019-2021 year one actions are being implemented on a timely basis. Actions implemented as at 31 December 2019 include, Alignment and Engagement Survey actions following the 2019 pulse survey, the e-recruit system, 2020 annual learning calendar finalised, review of the Performance Evaluation System and policy review.		


Action	% Complete	Status
1.3.1.1 Seek regional funds from State and Federal Governments.	Ongoing	 MONITOR
This is an ongoing task with every opportunity being assessed.		


Action	% Complete	Status
4.2.1.1 Maintain the 10 year long term financial plan (LTFP).	70.00	 ON TRACK
The first draft of the LTFP was presented to Councillors in February. It was established that the service plans and priorities needed a further review by Executive Management Team. COVID-19 has caused some delays.		


Action	% Complete	Status
4.4.1.1 Develop partnerships to procure services and materials on a regional basis.	75.00	 ON TRACK
Working with South West Regional Procurement Excellence Network to discuss future opportunities for collaboration.		

Action	% Complete	Status
4.4.1.2 Enhance opportunities for increased local spending of Council expenditure.	75.00	 MONITOR
Tendering workshop is being planned for March 2020. Local suppliers will be invited to attend with presentations from WorkSafe, Small Business Victoria, Procurement and Economic Development. This initiative is now on hold due to COVID-19.		

Corporate Services

Action	% Complete	Status
4.4.1.1 Maintain low risk audit rating for financial sustainability.	Ongoing	
<p>Overall the Victorian Auditor General Office rated Colac Otway Shire low risk in relation to financial sustainability for 2018/19.</p> <p>The following 5 financial sustainability indicators were rated low risk for the 2018/19 financial year. Net Result, Liquidity, Indebtness, Capital Replacement, Renewal Gap.</p> <p>The following 2 financial sustainability indicators were rated moderate risk for the 2018/19 financial year. Adjusted Underlying Result and Internal Financing.</p> <p>The current Strategic Resource Plan indicates that Council's financial sustainability will be in decline over the four year period, with a continual reduction in cash reserves.</p>		

Action	% Complete	Status
4.1.1.1 Manage the short and long-term financial sustainability of the shire through prudent financial management.	Ongoing	
<p>Implementing 2019/20 adopted budget.</p> <p>Finance Business Partnering supporting managers in delivering the adopted budget and making informed business decisions.</p> <p>Presented Council with assumptions for Strategic Resource Plan in December 2019 and January 2020.</p> <p>Advocating for revenue increases to line with rate cap to ensure Council costs do not continue to outstrip increased revenue.</p> <p>Have developed a Budget Development and Management Policy to guide Council in meeting their legislative responsibilities in relation to sound financial management principles.</p> <p>In the process of developing a balance budget for 2020/21.</p> <p>Drafting a Statutory and Discretionary Reserves Policy for Council's consideration. This will assist in managing future obligations given expected cash flow challenges.</p> <p>Work is continuing on the Long Term Financial Plan, which needs to be developed to meet the requirements on the newly adopted <i>Local Government Act 2020</i>.</p>		


Action	% Complete	Status
4.1.2.1 Organisational development and legislative compliance	65.00	
<p>Significant work has been undertaken during this quarter in relation to:</p> <p>WAN - Wide Area Network upgrade including completion of upgrade and relocation of wireless link for Service & Operations Depot to Bluewater Citrix Remediation and Windows 10 Upgrade Project. Video conference service is being rolled out across the organisation</p> <p>Windows 10 SOE - 17 Devices to complete project which will involve various vendor assistance. COVID-19 emergency has impacted project completion</p> <p>Online capabilities - Intranet and smart forms staff training has been completed for future forms development.</p> <p>The outsourcing of the GIS department has proven a great success, with training and project scheduling being completed during this quarter.</p> <p>Development of the ICT Disaster Recovery Strategy and ECM Strategy (Enterprise Content Management/Records management) has begun, but deferred for 6 months due to COVID-19 emergency.</p>		


Development & Community Services


General Manager Development & Community Services


Planning, Building & Health Protection
Environment & Community Safety


Economic Development & Tourism
Community Services

Action	% Complete	Status
2.4.1.5 Implement emission reduction programs for Council operations.	75.00	 ON TRACK
Work continues toward achieving the Carbon Neutral Target in 2020. In recent times more efficient heating and cooling systems have been installed at Bluewater and COPACC, and a new solar array on the Service and Operations Colac Depot. Work is also underway to upgrade more of Council's street lights and install solar panels on the Colac Community Library and Learning Centre along with more efficient lighting. These projects are on track to be completed by the end of the Financial Year.		


Action	% Complete	Status
2.4.1.7 Implement Council's Climate Adaption Strategy.	70.00	 ON TRACK
Council continues to undertake actions in accordance with Council's Climate Adaption Plan. Funds were obtained from DELWP to develop landslide risk mitigation plans for Grey River, Kennett River and Skenes Creek. These plans are nearly complete. Once complete the plans will provide the basis for seeking further funding to implement actions such as improved drainage systems and more fire resistant retaining walls in order to help make these towns more resilient to extreme weather events. In addition, Council is updating the scope of the Advocacy Document for managing coastal erosion, particularly in the Apollo Bay area. Once updated Council will use the document as the basis for seeking further funding to address the problems caused during storm surges.		


Action	% Complete	Status
2.4.1.6 Enhance and protect biodiversity through weed control and revegetation.	65.00	 ON TRACK
The 2019/20 Environmental Weed Control Program is currently being undertaken. Target weeds include boxthorn, broome, gorse and blackberry. In addition, Council is managing a grants program for private landholders to manage pest plants and animals, with funds provided through a Federal Government Grant. The majority of the weed control works are now complete including the recent works in Skenes Creek to manage various weed infestations on the roadsides. All of the grants are expected to be finalised by the end of the financial year.		


Action	% Complete	Status
2.4.1.1 Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change.	75.00	 ON TRACK
Environmental advice continues to be provided on planning applications, strategic planning matters and on Council's major projects to ensure best practice standards are being met. Recent advice has involved ensuring that there are minimal environmental impacts associated with bridge construction and other major capital works projects		


Action	% Complete	Status
2.3.1.1 Work with our community to protect amenity values in our places through strategic compliance action and animal management that is focused on ensuring education, safety and livability.	75.00	 ON TRACK
Work continues to ensure animals are registered and wandering animals are managed appropriately. Reminders have been sent out to all animal owners, reminding them that their Animal Registration needs to be renewed by 10 April 2020.		


Development & Community Services

Action	% Complete	Status
2.2.1.1 Ensure best practice guides planning and management of the natural environment and associated assets.	75.00	 ON TRACK
Environmental advice continues to be provided on planning applications, strategic planning matters and on Council's major projects to ensure best practice standards are being met. Recent advice has involved ensuring that there are minimal environmental impacts associated with bridge construction and other major capital works projects.		


Action	% Complete	Status
2.4.1.2 Advocate and drive discussion to minimise coastal erosion in partnership with other stakeholders, implement measures to assist climate adaptation and protection of the Great Ocean Road.	75.00	 ON TRACK
Council officers continue to seek funding for the next stage of the Local Coastal Hazard Assessments, but at this stage funding has not been secured. Council officers from across the organisation are working with DELWP on how to do sand re-nourishment in the Apollo Bay and Marengo region in an attempt to reduce the threat posed to the harbor and other Council infrastructure. Based on advice from DELWP, the advocacy document has been updated to include not only the Local Coastal Hazard assessments, but also design work for the extension of stormwater outlets to help reduce erosion problems during extreme weather events.		


Action	% Complete	Status
2.4.1.3 Improve the health and sustainability of the natural environment through structured planning with our partners.	75.00	 ON TRACK
Council officers continue to work with various Government agencies and community groups to improve the environment. Recent examples include working with private landholders on integrated weed control through the provision of grants to control high priority weeds on private land.		


Action	% Complete	Status
2.4.1.4 Deliver localised planning to communities to reduce fire risk.	85.00	 ON TRACK
Community events were undertaken in the lead up to the 2019/20 fire season in Apollo Bay, Wye River, Forrest, Beech Forest, Barwon Downs and Gellibrand. These events focused on the location of Neighbourhood Safer Places and the need for people to develop personal bushfire plans that focus on the safety of themselves and their family. These plans are currently being finalised and will be used to help implement actions in partnership with the community before the next fire season.		


Action	% Complete	Status
2.6.1.1 Community based planning to build local understanding and preparedness for emergency events.	85.00	 ON TRACK
Community events were undertaken in the lead up to the 2019/20 fire season in Apollo Bay, Wye River, Forrest, Beech Forest, Barwon Downs and Gellibrand. These events focused on the location of Neighbourhood Safer Places and the need for people to develop personal bushfire plans that focus on the safety of themselves and their family. These plans are currently being finalised and will be used to help implement actions in partnership with the community before the next fire season.		

Development & Community Services


Action	% Complete	Status
2.6.1.2 Education, joint planning and preparations undertaken to prepare for climate related threats and emergencies.	60.00	 NEEDS WORK
Various training has been undertaken for Council staff in relation to managing Emergency Relief Centres and providing leadership during emergency events. A large Emergency Relief Centre Exercise was undertaken in October with Corangamite and Surf Coast Shires to help staff put their training into practice. Further training is being organised for staff in 2020 to further enhance Council's capacity to respond to Emergency events. Although this work will be delayed by the current pandemic response being a priority, work will continue on the development of a new Municipal Emergency Management Plan in partnership with the other relevant agencies. It is planned for the updated plan to be finalised by the end of 2020.		


Action	% Complete	Status
3.4.1.1 Participate in the G21 Healthy Eating and Active Living regional priority project.	75.00	 ON TRACK
Officers continue to participate in the G21 Healthy Eating and Active Living Project. Council is working in conjunction with Colac Area Health and Deakin University on a childhood obesity project. During the current pandemic council staff are monitoring the health and well-being of 600 plus community members who receive services from OPASS.		


Action	% Complete	Status
3.2.1.1 Support community clubs, groups and associations to provide welcoming and inclusive environments for all members of our community within council facilities.	Ongoing	 MONITOR
Council's COVID-19 Community Support Working Group is working with community organisations and service providers to map individual community's support systems and gaps. Working in conjunction with the Recreation Unit on Standard Management Agreement for all community organisations that manage council facilities. Reviewed the new <i>Local Government Act</i> in relation to Community Engagement and the development of a Community Vision. Provided information to organisations on the changes in the <i>Local Government Act</i> . Continue to participate in committees and groups such as; The Gathering Place, Colac Multicultural Committee, Barwon Neighbourhood House Network, Colac Otway Neighbourhood House Network, Positive Ageing Ambassadors.		


Action	% Complete	Status
3.5.1.1 Increase advocacy in partnership with our community to enhance cultural awareness, inclusiveness, safety and health, community, family and education.	Ongoing	 MONITOR
Reviewed the new <i>Local Government Act</i> and its implications for council in regard to community engagement and consultation and provide information to community organisations and services. Continue to work with the aboriginal community, Eastern Maar, State Government, Deakin University and service providers on the Beginning Steps Project. Participating in the Barwon Key Partnership Group which consists of Department of Health and Human Services, Department of Education and Local Government. These groups look to link and align state strategies with council plans such as the Health and Well-Being Plan with the strategic directions of community organisations, in particular Neighbourhood Houses.		


Development & Community Services

Action	% Complete	Status
3.4.1.2 Encourage more people to participate and be inclusive of others.	Ongoing	 MONITOR
<p>Council's COVID-19 Community Support Working Group is working with community organisations and service providers to map individual community's support systems and gaps.</p> <p>Reviewed the new <i>Local Government Act</i> in relation to Community Engagement and the development of a Community Vision. Provided information to key networks on the changes in the <i>Local Government Act</i>.</p> <p>Continue to participate in committees and groups such as; The Gathering Place, Colac Multicultural Committee, Barwon Neighbourhood House Network, Colac Otway Neighbourhood House Network, Positive Ageing Ambassadors</p>		


Action	% Complete	Status
3.6.1.1 Update social infrastructure planning on a continuing basis to guide asset planning.	75.00	 ON TRACK
<p>Review the Public Hall committee structure in line with the new Local Government Act and its implications for council in regard to community engagement and consultation.</p> <p>Council's COVID-19 Community Support Working Group is working with community organisations and service providers to map individual communities support systems and gaps.</p> <p>Develop an Asset Management Template for each Council Public hall</p>		


Action	% Complete	Status
3.1.1.1 Support community organisations through the community grants program.	75.00	 ON TRACK
<p>The 2020/21 Community Grants program has opened and officers are actively helping community groups with enquiries on how to apply.</p>		


Action	% Complete	Status
3.2.1.1 Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.	75.00	 ON TRACK
<p>In addition to the Community Grants Program, Economic Development is putting together a business support package which provides options for adding additional one-off grants schemes to this year's program to help businesses adapt and survive the COVID-19 crisis.</p>		


Action	% Complete	Status
1.1.1.1 Implement a Colac Otway Economic Development Strategy.	75.00	 ON TRACK
<p>Work continuing where possible, however in this quarter COVID-19 has taken precedence, with Economic Development having a large role to play in responding to the pandemic.</p>		


Development & Community Services


Action	% Complete	Status
1.1.1.4 Identify and support employment in tourism.	Ongoing	
<p>The COVID-19 crisis has severely impacted businesses in our shire that rely on tourism. Council's tourism and visitor information centre resources have been redeployed to a business support function, focussed on contacting local businesses (including tourism businesses) to better understand what the impact of COVID-19 has been, and how Council can help.</p> <p>Council has received funding from the State Government to implement the first stage of the Forrest Mountain Bike trails. Council is about to commence the required cultural heritage, biodiversity and erosion studies, which will enable the next on ground phase of work to occur.</p> <p>Tourism workforce planning continues in partnership with Great Ocean Road Regional Tourism.</p>		

Action	% Complete	Status
1.2.1.2 Facilitate the attraction of investment in the development of high standard accommodation in Colac and Apollo Bay, complemented by high yielding nature based experiences.	Ongoing	
<p>Council has prepared an Accommodation Demand Study, Accommodation Site Identification and Investment Prospectus for Colac. Continuing to work with potential investors for accommodation in both Colac and Apollo Bay.</p>		


Action	% Complete	Status
1.2.1.3 Encourage and support existing owners of accommodation to upgrade, refurbish and develop new infrastructure to meet visitor demand.	Ongoing	
<p>Ongoing activity across the Shire with accommodation owners.</p>		


Action	% Complete	Status
1.1.1.3 Attract investment to implement key master plans that will drive economic growth such as the Lake Colac Foreshore Master Plan.	75.00	
<p>A Victorian Government grant secured to implement Stage 1 of the Forrest Mountain Bike Trails redevelopment. An application has been lodged to develop the Colac Municipal Aerodrome however the success of the funding application has not yet been determined.</p>		


Action	% Complete	Status
1.3.1.1 Seek to influence education providers to match local job opportunities with available skills training.	75.00	
<p>Discussions have been held with South West TAFE and Westvic Staffing Solutions regarding this activity. South West TAFE has recorded significant growth in registered students and training uptake and work to commence shortly on discussions with both Trinity College and Colac Secondary College regarding the use of the Trade Centre at Colac Secondary College and the Hospitality facilities at Trinity.</p>		


Action	% Complete	Status
1.2.1.1 Review the Shire Events Strategy and partner with event organisers to assist them preserve the amenity of residents while running successful events.	100.00	
<p>Event Strategy is now encompassed within the Economic Development Strategy. Continue to work with a wide variety of event organisers to deliver high quality and successful events.</p>		


Development & Community Services

Action	% Complete	Status
1.3.1.2 Support programs to reduce youth unemployment and promote employment for disadvantaged groups in partnership with employers, G21 and the GROW initiative.	60.00	 MONITOR
The COVID-19 pandemic has significantly changed our community's employment prospects, with many people currently out of work due to government-directed closures. At this stage the Economic Development team is focussed on helping keep businesses informed of the funding support opportunities available to them, as well as reaching out to businesses over the phone and via an online survey to understand the kinds of support they most need from Council and government more generally.		


Action	% Complete	Status
1.1.1.2 Identify and improve tourism assets across the Shire.	Ongoing	 MONITOR
Council has received funding from the State Government to implement the first stage of the Forrest Mountain Bike trails redevelopment. Council is about to commence work on the required cultural heritage, biodiversity and erosion studies, which will enable the next onground phase of work to occur. Tourism workforce planning continues in partnership with the Great Ocean Road Regional Tourism Authority.		

Action	% Complete	Status
1.2.1.4 Review the Great Ocean Road Closure Policy.	66.00	 ON TRACK
The reviewed Guidelines are in draft form and will be presented to Council in April requesting permission to commence to community consultation. Department of Transport has granted a one-year extension to the two events that hold permits to close the Great Ocean Road to allow more time to complete the forthcoming Expression of Interest Process.		


Action	% Complete	Status
1.2.1.5 Identify and promote Tourism pathways between attractions across the whole shire.		 No TARGET
This action has not progressed.		

Action	% Complete	Status
1.1.1.3 Remove unnecessary planning triggers to streamline planning processes.	80.00	 ON TRACK
Council adopted its four Yearly Planning Scheme Review in March 2018. Consultant Glossop has drafted proposed changes to Council's Planning Scheme which give effect to this Review, and to streamline planning provisions where possible. The process of exhibiting an amendment has been delayed due to State Government reforms implemented in August 2018 which require a translation of the current Municipal Strategic Statement in the Planning Scheme into the new State Planning Policy Framework (PPF) before Council can exhibit changes to its policy framework and change overlay provisions. The translation has taken longer than expected, but is likely to occur mid-2020, followed by exhibition of a Council Amendment. Officers will continue to refine the proposed local overlay changes whilst the State Government led translation occurs. Officers have initiated amendments to the Planning Scheme that remove a series of anomalies to controls on specific properties and remove the redundant Environmental Significance Overlay from waterways in urban parts of Colac and the Warrion Groundwater Area - these will be completed by mid-2020. Work is occurring within three precincts of the Heritage overlay in Colac to remove unnecessary permit triggers in the Overlay, which will be presented to Council to support a planning scheme amendment. Work has also commenced to review the mapping of the Erosion Management Overlay (landslide risk) to rationalise its coverage.		


Development & Community Services

Action	% Complete	Status
1.2.1.1 Explore options to facilitate new tourism accommodation	10.00	 NEEDS WORK


A future budget allocation is required to engage consultants to investigate appropriate means by which tourism development can be encouraged in appropriate locations in the Shire. Planning and economic development officers have worked collaboratively to proactively seek investment in tourist accommodation in Colac.

Action	% Complete	Status
2.3.1.1 Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the shire.	80.00	 ON TRACK

A Community Infrastructure Plan is being developed for Apollo Bay, Skenes Creek and Marengo that will identify future social, community and physical infrastructure needs. The Colac 2050 Growth Plan is completed, and Development Plans are being facilitated for residential growth areas in Colac West and Elliminyt (including the development of shared infrastructure plans), and industrial land at Forest Street, Colac. Future budget allocations will be required to review the structure plans for Birregurra and Forrest.


Action	% Complete	Status
2.2.1.1 Update the Planning Scheme to reflect changing community needs and priorities.	75.00	 ON TRACK


Council adopted its four Yearly Planning Scheme Review in March 2018. Consultant Glossop has drafted proposed changes to Council's Planning Scheme which give effect to this Review. The process of exhibiting an amendment has been delayed due to State Government reforms implemented in August 2018 which will require a translation of the current Municipal Strategic Statement in the Planning Scheme into the new State Planning Policy Framework (PPF) before Council can exhibit changes to its policy framework. The translation is expected to be finalised early in 2020, followed by exhibition of a Council amendment. The Colac 2050 Growth Plan was finalised and implemented via Amendment C97 which was adopted by Council in August 2019, and is with the Minister for approval. When approved, this amendment will facilitate planning for expansion of residential zoned land to accommodate growth of Colac.


Action	% Complete	Status
1.1.1.1 Provide direction on how growth across the shire should proceed and ensure adequate land is provided for industrial and residential use.	75.00	 ON TRACK

The Colac 2050 Growth Plan was completed and adopted by Council in August 2019, along with an amendment to the Planning Scheme (C97) that directs where and how growth across Colac should occur in the future. Officers are currently finalising technical work which will enable the production of a draft Development Plan for the Colac West residential growth area, and are liaising with land owners west of Wyuna Estate at Elliminyt concerning a Development Plan at that location. Officers are also commencing the development of a Plan to guide industrial development at land zoned in 2017 at Forrest Street Colac utilising a grant from the Victorian Planning Authority (VPA).

Development & Community Services

Action	% Complete	Status
1.1.1.2 Conduct a review of the housing stock in Colac and establish a Residential Housing Strategy to ensure current and future stock is suitable to attract new residents.	75.00	 ON TRACK
The adopted Colac 2050 Growth Plan includes a basic analysis of housing needs in Colac. This informed the development of the Plan, however a more comprehensive Housing Needs Assessment is required to be completed that includes consideration of affordable housing needs, an aging population, etc. This project requires dedicated Council funding, and will be considered in the 2020/21 budget process. It is proposed this will occur as part of a wider Settlement Strategy for the Shire that includes Apollo Bay with consideration to an ageing population and providing housing for workers within the seasonal tourism sector. Council has participated in a regional housing study looking into housing needs in the region, which is focusing on affordability and housing availability issues.		

Action	% Complete	Status
1.1.1.4 Prepare an Infrastructure Master Plan for Apollo Bay and Coastal Townships, covering categories including roads, car parking, bus parking, footpaths and storm water drainage.	85.00	 ON TRACK
Consultants were engaged in March 2019 to produce a Community Infrastructure Plan for Apollo Bay, Skenes Creek and Marengo that will include a Foreshore Master Plan and Development Plan for the Apollo Bay Harbour. The consultant produced an Issues and Options Paper for community engagement in November 2019 and a draft report/plan is currently being prepared and due to be presented to Council in June or July for public exhibition. This work builds on the Coastal Traffic and Parking Strategy undertaken in 2018/19 which establishes strategies in the coastal townships for management of parking, buses and other infrastructure such as toilets associated with tourism pressures.		

Action	% Complete	Status
1.2.1.2 Review Planning controls for the coastal hinterland and support establishment of tourist accommodation.		 NEEDS WORK
A future budget allocation is required to engage consultants to review the planning provisions that apply to land along the coast and in the coastal hinterland, with the intention of encouraging tourism in appropriate locations. The State Government is preparing a Strategic Framework Plan for the Great Ocean Road hinterland which will influence this work.		


Infrastructure & Leisure Services


General Manager Infrastructure & Leisure Services


Service & Operations


Assets & Project Delivery


Arts & Leisure Services


Action	% Complete	Status
2.1.1.1 Develop and implement a Property Strategy.	75.00	 ON TRACK
Revaluating the outcomes for the item based on service reviews and reallocation of responsible service planners. Draft Brief developed and seeking quotations from suitable consultants.		

Action	% Complete	Status
2.3.1.2 Incorporate treatments into infrastructure standards that enhance community perceptions of safety.	60.00	 ON TRACK
Successful in gaining external funding for street lighting along the newly constructed Queens St shared path.		



Action	% Complete	Status
2.3.1.1 Enhance the attractiveness of towns in the shire for both residents and tourists/visitors.	80.00	 ON TRACK
Continued upgrade to roundabouts through Colac. Negotiations with Regional Roads Victoria for improved planting and landscape treatments to Eastern entrances as part of the Princes Highway duplication works. Input to the Regional Roads Victoria design for a commemorative garden and picnic area at the Barongarook Creek bridge, Murray Street entry. Developing concepts for Colac entrance signage. Development of a concept design for a new regional playspace at Colac's Memorial Square.		


Action	% Complete	Status
2.5.1.1 Develop a system of capital allocations based on Asset Management Plans.	75.00	 ON TRACK
Draft Asset Management Plans developed for Transportation and Buildings assets which outline the system for allocating capital resources. These two asset categories account for 75% of Council's asset portfolio by value. Draft Asset Management Plans commenced for Open Space and Drainage. Draft Asset Management Strategy development and Policy review 60% complete.		

Action	% Complete	Status
2.5.1.2 Develop a project management framework, covering proposals, planning and delivery.	100.00	
Project Delivery Procedure Manual developed as a framework for guiding project proposals, planning and delivery. CAMMS Project implemented to track progress against individual projects.		


Action	% Complete	Status
2.5.1.3 Develop a capital works reporting framework.	100.00	
A capital works framework has been completed and monthly works reports are functioning effectively.		

Infrastructure & Leisure Services


Action	% Complete	Status
2.5.1.4 Deliver the annual capital works program.	72.00	 ON TRACK
As at 31 March 2020 the 2019/20 Capital Works program is 72% complete, which is on track for 100% completion of program, as achieved the past two years,		
Action	% Complete	Status
3.4.1.1 Consider health of the community when formulating policy for Council's Property Strategy.	20.00	 NEEDS WORK
A draft brief has been developed and seeking quotations from suitable consultants.		


Action	% Complete	Status
3.2.1.1 Supports community activities through information dissemination and planning information.	Ongoing	 MONITOR
<p>Provided links and information regarding grant opportunities to recreation database and other groups such as Colac Golf Club, local cricket clubs and other sporting clubs.</p> <p>Relevant COVID-19 information distributed to clubs following government advice from 13 March onwards.</p>		


Action	% Complete	Status
3.3.1.2 Support for community groups.	Ongoing	 MONITOR
<p>Recreation and Open Space support the Old Beechy Rail Trail Committee meetings monthly as Executive Officer. In response to trail risk assessments on private land, incorporated new clauses for insurance and mitigating risk in the revised license agreement wording.</p> <p>Attendance at Central Reserve Advisory committee meeting.</p> <p>Relevant COVID-19 information provided to clubs following government advice from 13 March onwards.</p>		


Action	% Complete	Status
3.3.1.1 Provide opportunities for lifelong learning and community connections through library programs.	75.00	 ON TRACK
<p>Library Service Review commenced, with the report and service standards completed. Public consultation to be undertaken in April 2020 with final recommendation to Council June 2020.</p> <p>Regular attendance at Corangamite Regional Library Corporation Board Meetings.</p>		

Infrastructure & Leisure Services


Action	% Complete	Status
3.4.1.1 Deliver programs through the Bluewater Centre that promote physical activity in the shire.	75.00	 ON TRACK
<p>Bluewater's reporting software has been unavailable since Jan 2020, meaning that we currently do not have any utilisation data for the centre.</p> <p>Since the Swim School Team Leader was introduced in December 2020, the Swim school program has been steadily growing in numbers. In March, before the centre closed due to the COVID-19 situation, the program has a total of 390 enrollments, which is an increase of 67 students on the 2019 high peak of 323.</p> <p>Bluewater held a movie night on 13 March 2020 in a bid to attract different members of the community into the centre. 50 people attended the event which was gold coin entry to remove any barriers to participation, with food and drinks available for purchase on the night.</p> <p>Following community consultation with members and the wider community back in December, the Programs Team have worked hard to source new gym equipment for the facility in a bid to attract and retain members. The equipment was due to be installed in March, however Council leadership made the decision to postpone the order until the centre was closer to re-opening following the closure during the COVID-19 pandemic. The Programs Team have been working to scope the possibility of running an in-house sporting competition to diversify program opportunities at the centre and increase utilisation and income. These options will not be introduced until the centre re-opens.</p>		


Action	% Complete	Status
2.3.1.1 Advocate for improvements to public open space where the State Government is the land owner/manager.	75.00	 ON TRACK
A list of priority projects has been prepared identifying reserves and open space infrastructure improvements that Council will advocate for, where State Government is the land owner/ manager.		


Action	% Complete	Status
2.3.1.2 Continue to support the Apollo Bay community's advocacy for the development of a public indoor heated swimming pool in Apollo Bay.	100.00	
Agreement has been executed.		


Action	% Complete	Status
3.4.1.2 Build capacity of local sports groups in promoting healthy eating and physical activity.	Ongoing	 MONITOR
<p>Council endorsement of the G21 and Cricket Victoria Regional Cricket Strategy.</p> <p>Met with Federation Football Victoria – Soccer (FFV) and Colac Otway Rovers to discuss opportunities for increasing participation, resulting in a Term Four project.</p> <p>G21 AFL Barwon Regional Strategy adopted - implementing actions identified in the strategy. Current projects include: Western Reserve oval redevelopment and lighting upgrade and Central Reserve lighting upgrade and netball court redevelopment.</p> <p>G21 Region Football (Soccer) Strategy adopted. Supporting local club to identify a permanent home in Colac.</p> <p>Advocacy for the Former High School Site is ongoing.</p> <p>No new work has commenced in the third quarter.</p>		

Infrastructure & Leisure Services

Action	% Complete	Status
2.3.1.3 Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.	75.00	 ON TRACK
<p>Projects which were successful in receiving Council and external funding continue to be implemented. Those projects include: Memorial Square playspace, velodrome resurfacing at Elliminyt Recreation Reserve, oval improvements at Western Reserve, and Central Reserve Netball Court redevelopment and lighting upgrade. Funding applications were submitted to Sport and Recreation Victoria for consideration including City Reserves Planning and site specific master plans; Elliminyt Recreation Reserve Oval Lighting Upgrade, Cororooke Open Space Masterplan Implementation Stage 1 - path and playspace, and Birregurra Recreation Reserve Oval Lighting Upgrade.</p> <p>Old Beechy Rail Trail updated landowner license agreement revised wording was sent to landowners for review in January. Agreements now include new insurance terms covering landowners.</p> <p>Discussions continue to purchase a parcel of the Tiger Rail Trail to secure connection from the Forrest township to the Forrest Recreation Reserve and Forrest Horse and Pony Club facilities, and the Forrest Mountain Bike Trails network.</p>		

Action	% Complete	Status
2.1.1.1 Evaluate the feasibility of a regional wet waste facility to manage waste from road and drainage maintenance.	Complete	
Under a new formal agreement with landholders, recovered material from road side collection is now repurposed with land owners. This practice has been introduced as an alternative to a wet waste facility.		

Action	% Complete	Status
2.4.1.1 Enhance the level of resource recycling and reuse across the shire.	75.00	 ON TRACK
<p>Council has enhanced the use of recovered or reusable materials. Wood chips from tree maintenance are used to garden beds and surplus amounts are made available to community groups for mulching. Road materials recovered from asphalt renewal projects is repurposed in high maintenance areas on gravel roads. Recovered bitumen material from Regional Roads Victoria is also used by Colac Otway Shire on local roads. Colac Otway Shire also collects printer cartridges, mobile phones, CDs, DVDs for recycling. E-waste is also gathered for recycling.</p>		

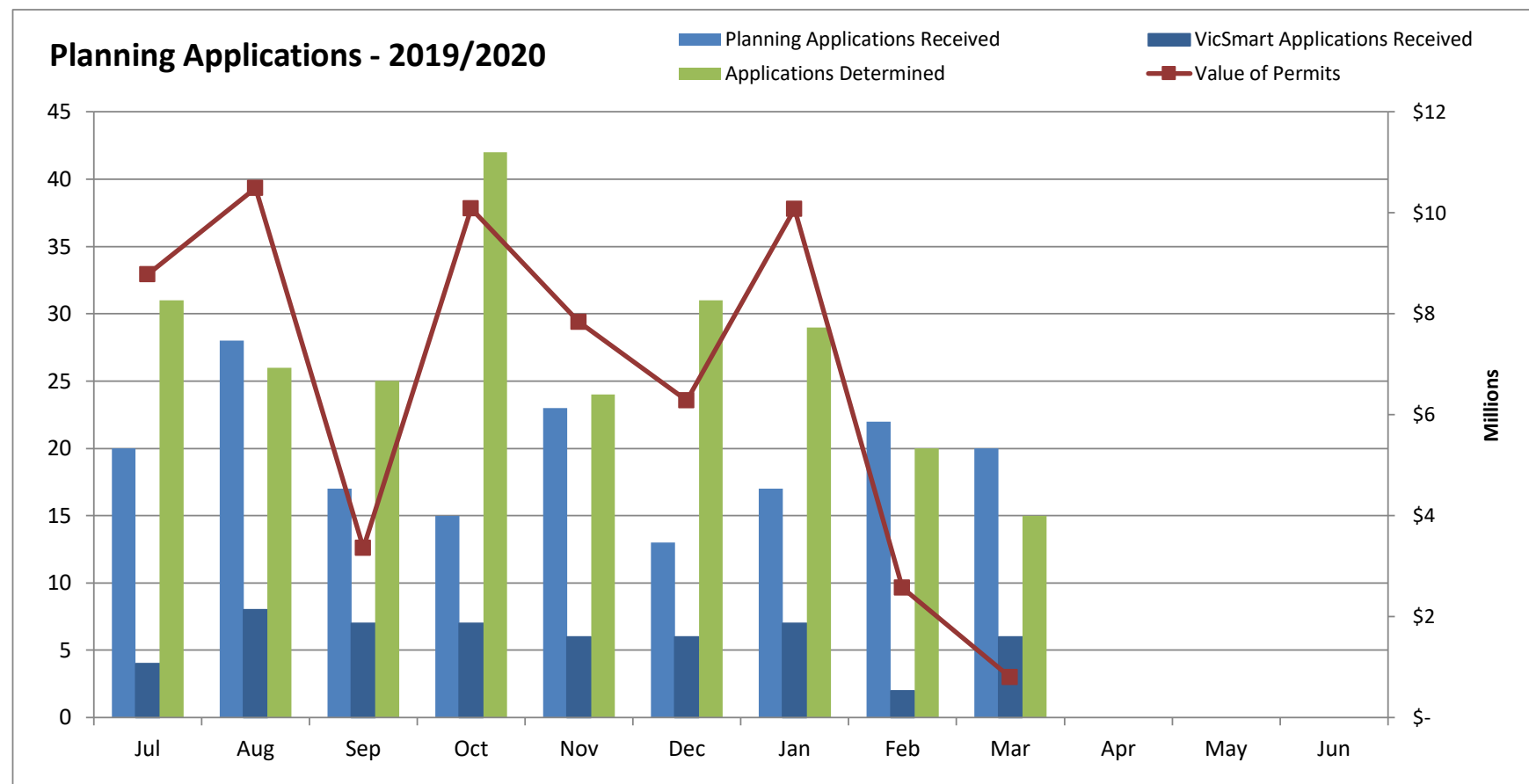
Action	% Complete	Status
2.3.1.1 Maintain parks and gardens, sports reserves and streetscapes.	75.00	 ON TRACK
<p>A program of works has been scheduled for parks, open space, reserves and trees. This is done on a three scale service level Q1-3. Where Q1 is the highest standard.</p> <p>Monthly routine cleaning of the CBD footpaths in Colac has been introduced. Apollo Bay CBD footpaths are cleaned bi-annually and by exception throughout the year.</p>		



Planning & Building Performance Report

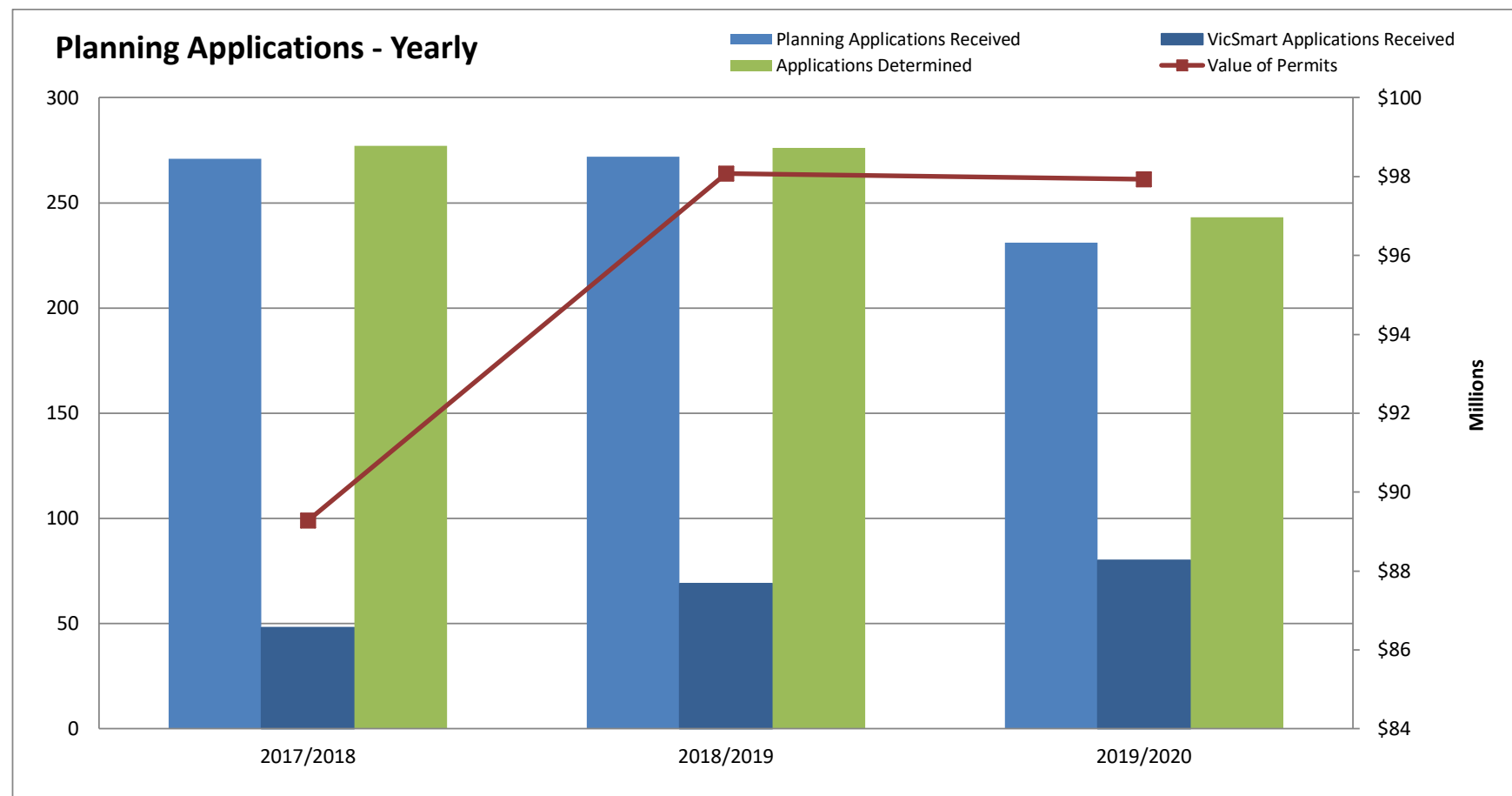
Planning and Building Performance Report

The bar graph below represents the numbers of planning permit applications lodged with Council (non VicSmart applications –blue; VicSmart applications – dark blue), and the number of decisions issued (green) by month. The economic value of lodged planning permit applications is shown in red.



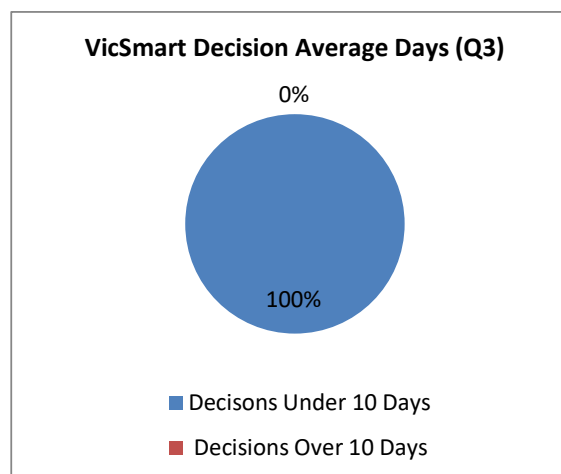
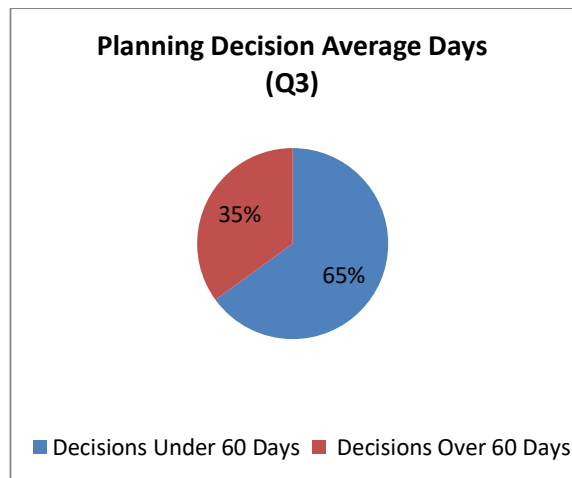
Planning and Building Performance Report

The graph below shows the same information, comparing the number of received planning permit applications and planning decisions issued across different financial years, as well as value of permits. This indicates a reasonably consistent upward trend in building activity year on year.

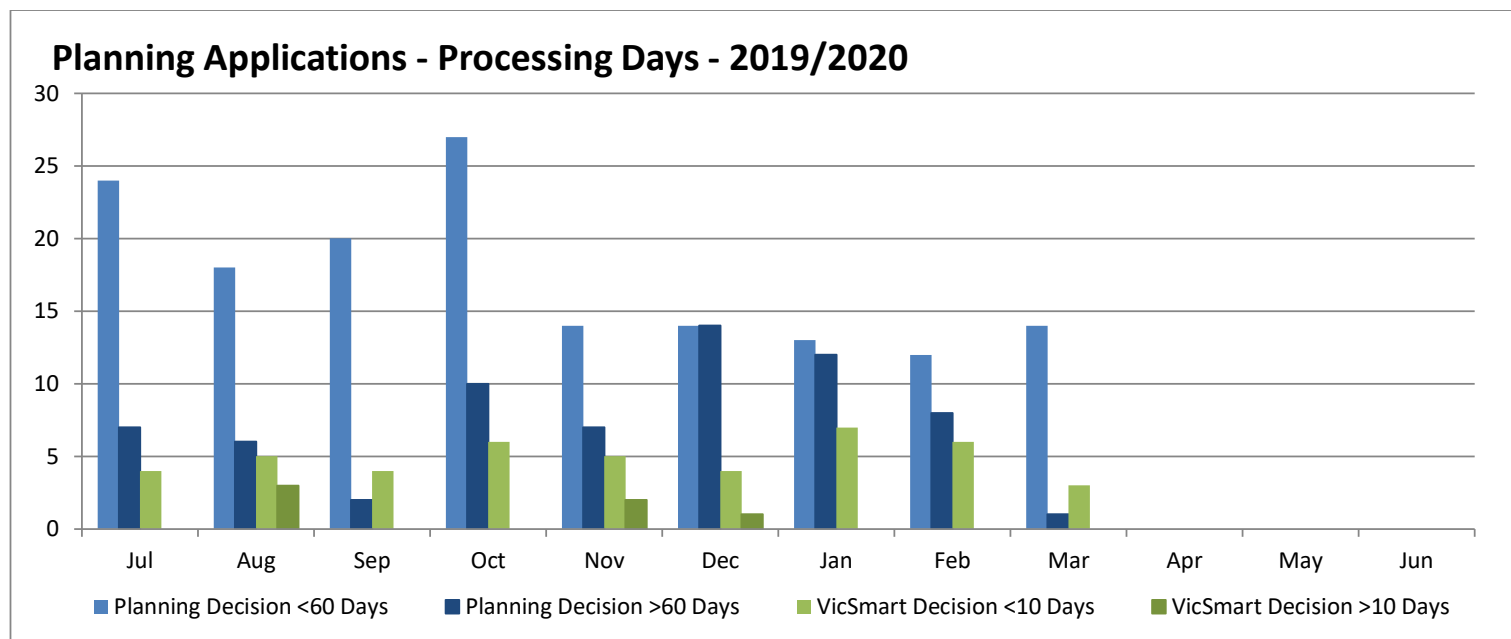


Planning and Building Performance Report

The following graphs show the average days taken to determine planning permit applications in the reported quarter, with decisions issued in the statutory timeframe in blue and decisions issued outside the statutory timeframe in red.

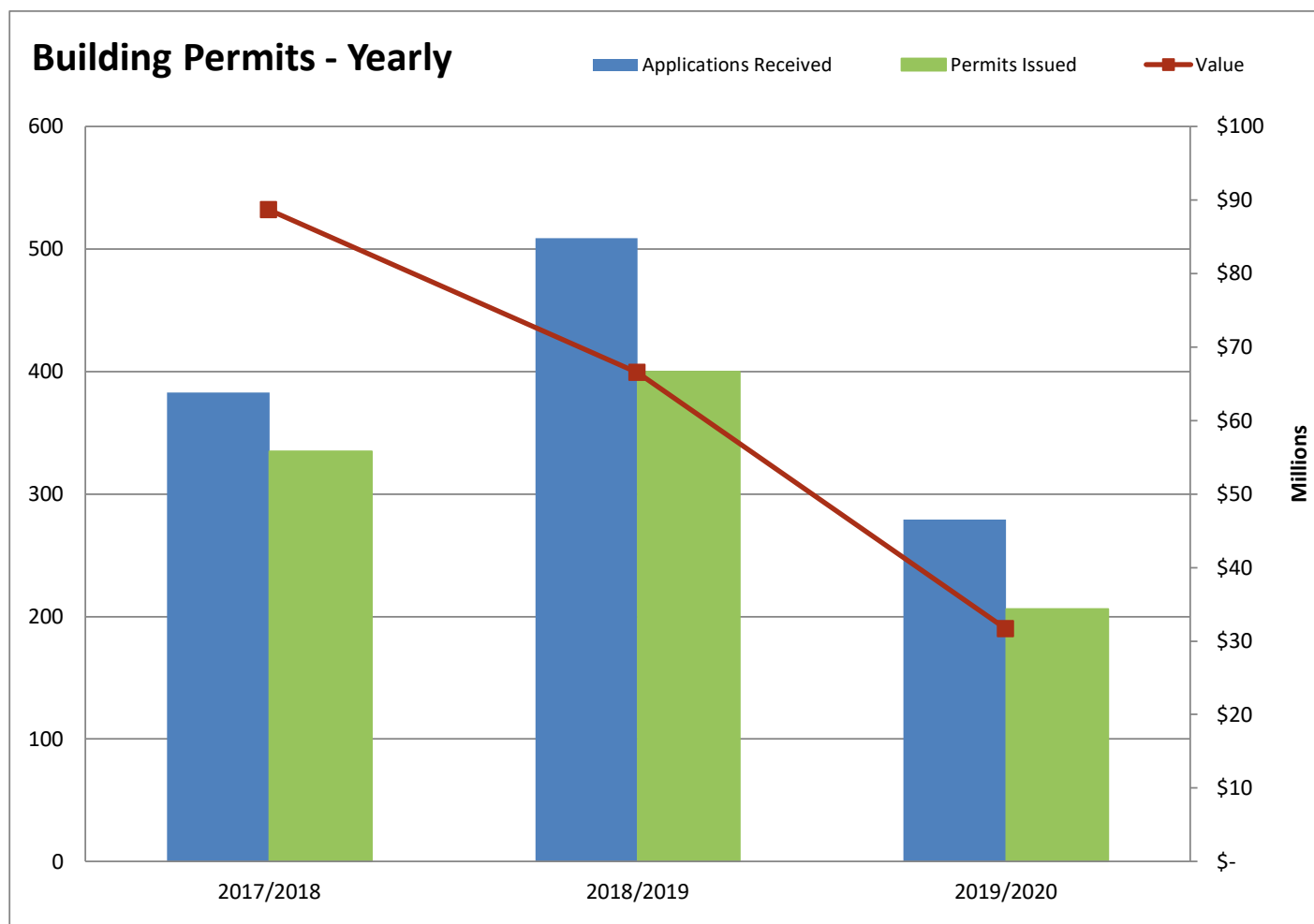


The following graph indicates the average days taken to determine planning permit applications in 2019/20, by month:



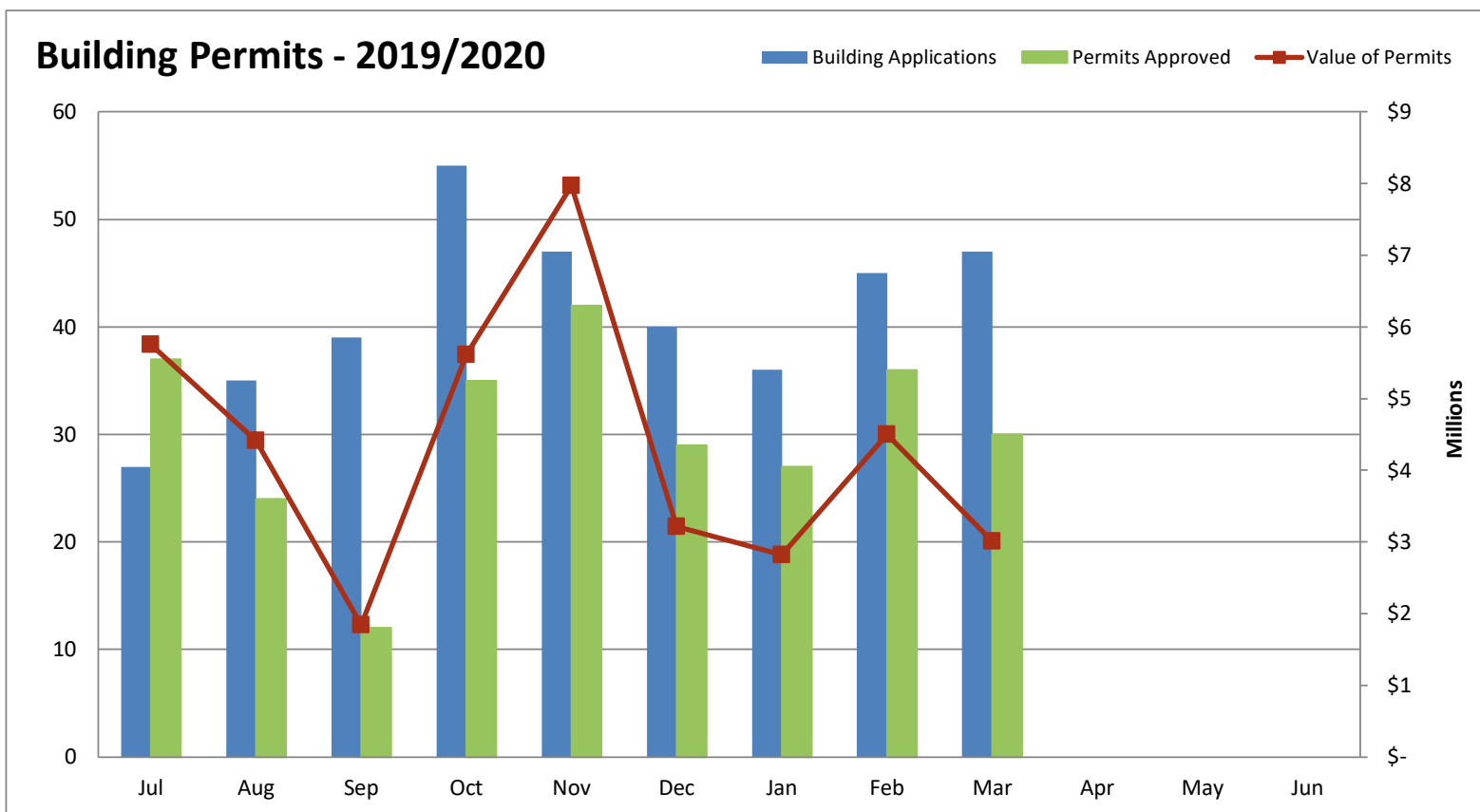
Planning and Building Performance Report

The following graph shows the number of building permit applications (blue) and permits issued (green) by year, as well as the economic value of applications received (red line). **Note this includes all permits issued by private building surveyors as well as Council.**



Planning and Building Performance Report

The following graph shows the number of building permit applications (blue) and permits issued (green) by month, as well as the economic value of applications received (red line).



Planning and Building Performance Report

PLANNING PERMITS OF INTEREST

Amongst the planning permits of note that were issued during this quarter was a permit to convert an existing shed at Tomahawk Creek Road in Pirron Yallock into a processing, packaging and ancillary cool room building, to enable the owners of the existing dairy farm to process their fresh produce onsite and sell direct to the public from the farm. It is also proposed to extend the existing building to provide a tasting and sales area. A part retrospective permit was also issued during this time period for the construction for two dams and three mobile chicken coops at Corangamite Lake Road in Cororooke, which trades under the name 'Chooks at the Rooke'. The egg producing operation will have up to 3,500 free range chickens, which are guarded by rescued Maremma dogs.

A permit was issued for the demolition of the existing building at 252-254 Murray Street in Colac, and the construction of a retail premises (motor cycle display and sales), a reduction in car parking (4 spaces) and the display of business identification signage. The proposed building will be linked internally to the existing motorbike showroom at 256-258 Murray Street.

Two 40m telecommunication monopoles have been approved in Beeac and Ombersley, which will improve telecommunication coverage in those areas.

A small, boutique camping ground, featuring three types of tents, has been supported on the cleared land next to 'Planet Mud' and 'Trees Adventure' in Yeodene. This land also contains the reception area and car park associated with the adventure activities on the neighbouring land. A maximum of 12 tents are permitted. A child care centre was approved in Sinclair Street South, in Elliminyt. That facility will be able to provide care for up to 57 children. The applicant liaised closely with neighbours when developing the proposal, which allowed Council to expedite the application. The permit for a school campus for Ballarat Clarendon College in Old Iluka Access and Great Ocean Road, Yuulong, which Councillors have already been informed about, was also issued during this quarter.

Seven permits were issued during this time period for warehouses and industrial buildings, with the development of Hugh Murray Drive notably progressing.

Three permits for dwellings in the bushfire affected area of Wye River and Separation Creek were issued. Twelve other permits were issued for dwellings during the quarter, with around half of these in coastal areas. Six permits were issued for two and three lot subdivisions, with a six lot subdivision also allowed in Elliminyt. A number of permits were also issued for the re-subdivision of land.

Most other applications during this period were for buildings and works associated with existing dwellings, vegetation removal, agricultural buildings and signage. In addition, of note is the fact that the Statutory Planning Unit has been liaising regularly with the landowner of the proposed quarry at 320 Mooleric Road, Ombersley, with works progressing on site. It is expected that work on the road upgrade will be commencing shortly.



Capital Works & Major Projects Performance Report

COLAC OTWAY SHIRE COUNCIL
CAPITAL WORKS PERFORMANCE REPORT
For 9 Months Ending 31 March 2020

1. Summary

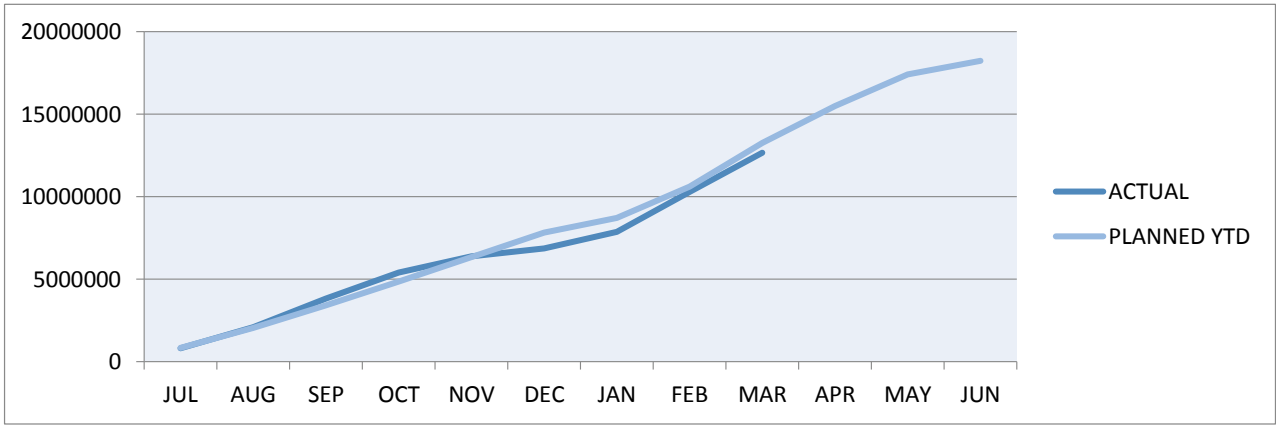
The Capital Projects Year-to-date (YTD) expenditure to 31 March 2020 of \$12.7m is 95% of the \$13.3m forecasted YTD spend, and 69% of the annual forecasted spend.

2. Planned Expenditure Forecast

Current Capital Works Program Percentage Summary as at 31 March 2020

	Year to Date		Annual
	Actual	Forecast	Forecast
	\$	\$	\$
Capital Project Expenditure - YTD	12,667,198	13,266,812	18,230,946
Planned vs Actual		95%	69%

Expenditure - Forecast vs Actual



COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

3. Programme Summary

	YTD	Annual		YTD/
	Actual	Budget	Forecast	Forecast
	\$	\$	\$	%
Active Reserves Programme	486,131	795,250	811,432	60%
Bridges Programme	825,968	715,000	965,000	86%
Building Programme	782,127	876,000	1,248,471	63%
Crack Sealing Programme	97,589	125,000	125,000	78%
Footpath Programme	212,982	383,280	383,280	56%
Furniture Programme	89,147	0	70,242	127%
ICT Hardware Programme	71,117	140,000	313,389	23%
ICT Software Programme	72,042	0	188,280	38%
Kerb and Channel Programme	0	75,000	75,000	0%
Land	807	0	0	100%
Light Fleet Programme	251,301	630,000	703,653	36%
Major Plant Programme	1,474,596	1,540,000	2,830,712	52%
Open Space Assets	13,770	50,000	50,000	28%
Open Space Furniture Programme	2,626	0	0	100%
Open Space Programme	345,325	850,000	850,000	41%
Playground Programme	107,044	600,000	720,245	15%
Reseal Programme	1,100,913	1,212,298	1,212,298	91%
Resheet Programme	1,266,587	1,400,000	1,400,000	90%
Road and Street Furniture Programme	494,773	490,000	494,000	100%
Road Improvement Programme	42,486	100,000	100,000	42%
Road Reconstruction Programme	2,654,519	2,417,298	2,873,115	92%
Road Side Drainage Programme	47,049	0	0	100%
Road Slip Programme	217,980	361,800	361,800	60%
Road Stabilisation Programme	112,720	0	0	100%
Stormwater Programme	1,897,599	300,000	2,455,029	77%
Total	12,667,198	13,060,926	18,230,946	69%

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS PERFORMANCE REPORT
For 9 Months Ending 31 March 2020

1. Summary

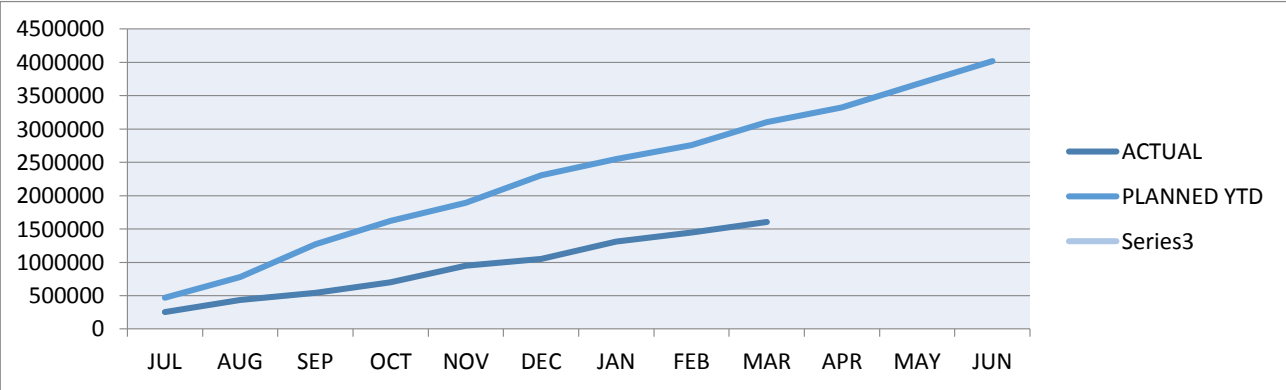
The Major Projects Year-to-date (YTD) expenditure to 31 March 2020 of \$1.6m is 52% of the \$3.1m forecasted YTD spend, and 40% of the annual forecasted spend.

2. Planned Expenditure Forecast

Current Major Projects Program Percentage Summary as at 31 March 2020

	2019-20 Actual	2019-20 Forecast		
Major Project Expenditure	1,607,621	4,008,231	40%	Expended
Major Project Income	(285,733)	(879,941)	32%	Received
Major Project Net	1,321,889	3,128,290		

Expenditure - Forecast vs Actual



COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS PERFORMANCE REPORT
For 9 Months Ending 31 March 2020

3. Major Projects of interest

Major Projects	YTD Actuals	Annual Forecast	Commentary
	\$	\$	
Apollo Bay Harbour Precinct Development Plan	54,119	402,508	Will not fully expend funds in 19/20 due to delay finalising Development Plan via CIP project, but project progressing well - draft CIP for Apollo Bay (including Development Plan) due mid 2020 for exhibition in latter part of the year; Business Case for Harbour redevelopment being prepared by ARUP (ILM completed); and technical studies completed for Harbour. Some expenditure being reflected in Apollo Bay CIP project, where Development Plan being prepared. Revised project cost due to funds used for Development Plan in CIP is expected to be approx. \$320,000, of which \$90K expected to be spent 19/20. Balance at end of financial year needs carry over in 20/21 to fund the Eol process and complete ARUP Business Case.
Communities Combating Pests & Weeds Impacts During Drought 2019-2020	8,329	200,000	On Track - Grant program for private landowners - 27 Grants approved. Payments have commenced and the funding will be spent by 30 June 2020.
Colac Civic Precinct Plan	24,447	197,010	Consultant engaged following a tender process for Council office and COPACC needs analysis, which commenced in February and will be completed in July/August. The wider project will be completed in 2020/21, and will require significant carryover.
Apollo Bay Community Infrastructure Plan	269,409	183,538	Funds will be fully spent. Draft plan to be completed by mid 2020 with final milestone payment in 20/21. Overexpenditure is being offset by savings from Apollo Bay Harbour Development Plan WO, where funds are being drawn to complete the Harbour element of the Plan.
Community Grants Programme Category 1	150,224	172,876	There were some funds carried over from previous financial year for a number of projects. This category includes payments to Apollo Bay for Light up the Pine, and the Colac and District Chamber of Commerce.
SV LGES Program – Energy Audits Implementation	150,654	160,663	Complete - Works on COPACC and Bluewater completed. Currently in the process of closing out the project. All funds will be spent in this financial year.
Community Events & Support Programme Category 2	76,566	101,500	Expenditure on track.
Small Town Priorities	0	100,000	Project/s have been endorsed by EMT and communicated to council. Work starting on Cressy footpath (\$50K, and Beeac footpath (20K). Other project is signage in Cororooke, Birregurra and other small downs (12K).
Lighting Project	0	100,000	On Track - Gone out for quotes. Works will commence in May and be completed by 30 June 2020.
Economic Development - Forrest Mountain Bike Trail Implementation	106,181	99,696	Council's component of this project has been entirely spent. Currently working with funding body to claim progress payment of \$50K, with remaining \$50K to be claimed in 2020-2021 financial year on grant variation. RfQ issued, and is in final assessment phase for (Native Veg/ CHMPs and erosion assessments) for the proposed new trail alignments. The onground component will be delayed due to Eastern Maar's decision to cease fieldwork until the COVID-19 pandemic is over. Some funds will have to be carried over as a result.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS PERFORMANCE REPORT
For 9 Months Ending 31 March 2020

3. Major Projects of interest

Major Projects	YTD Actuals	Annual Forecast	Commentary
	\$	\$	
Revised Erosion Management Overlay Mapping	0	77,580	Work was planned to commence early in 2019, but was deferred due to DELWP planned reforms to the overlay. Consultant currently being appointed following a quotation process. Will require some carryover.
COPACC Full House Audience Development Project	14,209	40,000	Project to be acquitted by 30 April 2020. One project component scheduled to be delivered in June 2020 will be necessarily deferred to June 2021, and this has been advised to Creative Victoria and included in the acquittal.
GIS software restructure	0	0	Not required due to Brimbank GIS collaborative MoU. This was updated as part of the December 2019 Forecast.



Financial Performance Report

Quarterly Budget Report for 9 Months Ending 31 March 2020

Executive Summary

Please note that the forecast results for 2019-20 do not include impacts of COVID-19. Initial estimates indicate that the unfavourable operational impact will be approximately \$455k in 2019-20.

Excluding this, the financial performance of Council remains consistent with the adopted budget. As discussed below there are some variances to budget expected, but overall these will not materially alter Council's overall financial position.

The Executive Team have reviewed the results to 31 March and after taking the 2018/19 actual results into consideration (including carry forwards), provide the following summary in relation to the 2019/20 forecast results.

Compared to the adopted budget:

- The December 2019 Quarterly report noted that operating surplus was forecast to decrease by \$1,049k to \$246k. The March 2020 forecast adjustments have increased the operating surplus by \$82k to \$328k.
- Capital works program is currently forecast to increase by \$5.2m to \$18.2m.
- Closing cash balance is currently forecast to increase by \$4.1m to \$13.5m.
- Reserve balance is forecast to decrease by \$8k to \$12.7m. I.e. Cash will only exceed reserves by approximately \$753k.

Further detail of these results are contained within the body of this report. The current forecast assumes that all major projects and capital works are completed on 30 June 2020 and that 50% of the 2020/21 Federal Assistance Grants are received in advance again.

OPERATING RESULT

Council's net surplus to 31 March 2020 is \$7.8m. This is high due to the fact that General Rates, Municipal Charge and Waste Charges are raised during August.

Council's original operating budget showed a net surplus of \$1.354m. The adjustments in Table 1 were presented to Council as part of the December 2019 Quarterly Report, providing a reconciliation to the forecast surplus of \$246k.

Table 1

	\$'000
2019/20 Adopted Budget Surplus/(Deficit)	1,354
Operating Carry Overs from 2018/19	(254)
Port of Apollo Bay Carry Overs from 2018/19	(2,104)
Major Projects Carry Overs from 2018/19	(1,954)
Outstanding Grants relating to above 2018/19 projects	868
Colac CBD project funding – Grant not claimed in 18/19	975
Supplementary Rates revenue – this includes new holiday rentals	120
Materials and Services – Issue identified late in the 19/20 budget process	411
Legal Costs – Expenditure relating to WorkSafe and BWFC cases less than budget	77
Internal Audit and Independent Audit Committee Members – Missed in budget	(75)
Roads to Recovery funding – Increased funding	210
Emergency Management grant funds – Grants for Apr-June 2019 Exp	553
BWFC restructure – redundancies	(64)
Building Fees – Includes Administrative Fee currently set to zero	(23)
Staff satisfaction survey – Not budgeted for	(11)
Public Health - Site inspections contractor due to injured staff member	(20)
Long Term Work Place injuries – Net deficit between salaries and reimbursement	(79)
Additional Resources to improve Statutory Planning service	(57)
Correction to final statements*	391
BWFC - Centre Management Operations	(35)
Advancing Country Towns (ACT) - Green Industry Feasibility Planning	(17)
Weigh Bridge Upgrade Software – Saving	70
ICT Department saving – Contractors & Training not required	64
GIS software restructure – No longer required due to shared service collaboration with Brimbank	75
GIS Shared Service (there is an offsetting Employee Cost saving)	(36)
OBRT Risk Assessments Project	(20)
Relocation of Flying Foxes	(125)
Murray Street Drainage Works	(160)
Building Control Statutory Income	(40)
Disaster Recovery – Claim made for expenditure from a previous period	16
Workcover Premium in excess of budget	(47)
OPASS – Additional Home Care Packages	200
Other (<\$10k)	(18)
Net Forecast adjustment (July - December 2019)	(1,108)
2019/20 Annual Forecast Surplus/(Deficit) as at 31 December 2019	246

*The adopted budget was established assuming this income was included. A system issue resulted in a number of items totalling \$391k being excluded from the final published documents.

Actual results for the 9 months to 31 March 2020 are generally showing that Council will achieve the 2019/20 adopted budget. However, Table 2 summarises forecast adjustments that have been identified by Managers within the March 20 quarter.

These adjustments result in an expected positive impact of \$82k on Council's net surplus and cash position, taking the forecast surplus of \$246k in Table 1 to a surplus of \$328k in Table 2.

Table 2

	\$'000
2019/20 Annual Forecast Surplus/(Deficit) as at 31 December 2019	246
Local laws revenue reduction	(100)
CHSP grant income increase	100
Coastal Ranger - FTE reduction	82
Net Forecast adjustment March 2020	82
2019/20 Annual Forecast Surplus/(Deficit) as at 31 March 2020	328

In addition to the COVID-19 issue, there still remains a number of uncertainties surrounding Council expenditure in 2019/20, so it is recommended that identified favourable variances from the 9 months ending 31 March 20 are not allocated to additional projects.

These uncertainties include:

- AFL Match (estimated \$120k cost to Council).
- 2-way radio contract (estimated \$380k cost to Council).
- Further work relocating Flying Foxes (potential \$100k cost to Council).

As will be discussed later in this report, Council's cash balance forecast for 30 June 2020 remains marginal when compared to the level of reserves.

Major Projects

Per the attached schedule, \$1.6m of Major Projects have been expended as at 31 March 2020. This represents 96% of the original budget (\$1.7m), but only 40% of the forecast (\$4m). There are many carry forward projects that are still yet to commence. \$286k of revenue has been received in relation to major projects, which represent 32% of the annual forecast (\$880k).

Rates and Charges

Rates and Charges are forecast to exceed budget by \$120k, primarily due to some larger than expected supplementary valuations and the fact that Council officers have identified Holiday Rental properties that were being rated as residential.

Grants

Grants are progressing ahead of budget primarily due to timing and two large unbudgeted grants, being \$975k relating to the completed Colac CBD development from prior years and \$553k received relating to reimbursement of expenditure relating to flood disaster funding.

\$298k of new grant revenue has been included in the forecast in relation to the unbudgeted, fully funded, projects. Corresponding expenditure has been included in Material and Services (No net impact):

- Roadside Weeds and Pests - \$43k.
- Birregurra Stormwater Drainage Strategy - \$50k.
- Aboriginal Engagement - Healthy Babies Stronger Families - \$105k.
- J Barrys Road Industry Development Plan - \$90k.
- Wye River Surf Life Saving Club – Bushfire Recovery Wye Peak Challenge - \$10k.

Contributions – Monetary

The forecast has been adjusted to include an additional \$240k of revenue relating to:

- Irrewarra Recreation Reserve upgrade - \$90k.
- Colac Civic Precinct - \$90k (\$10k from VicRail and \$80k from Colac Area Health). Corresponding expenditure has been included in Material and Services (No net impact).
- Apollo Bay Community Infrastructure Plan \$60k – Otway Coast Committee. Corresponding expenditure has been included in Material and Services (No net impact).

Other Income

The forecast for other income includes an additional reimbursement of \$76k from Worksafe. This partially offsets the additional employee costs relating to employees with long-term workplace injuries.

Employee Costs

Following a detailed review of 2018/19 employee costs and the year to date results it was identified that there are a number of items that were not appropriately considered in our annual budgeting process. These relate to:

- Allowing more funding for long term workplace injuries as this is currently an issue at COS;
- Monitor capital labour costs that may be expensed due to not meeting capital thresholds. This will have no impact on Council's cash position, but will increase the employee costs reported in the income statement.
- Movement in employee leave provisions.

These considerations will be included in future budget processes and monitored throughout the year. Employee costs for 2019/20 have been forecast to increase by a total of \$444k due to the following:

- \$155k due to salary being paid to employees on long term injuries. Council is forecasting to receive \$76k in reimbursements from its insurer.
- \$150k Fully funded additional employees required to fulfill additional Home Care Packages.
- \$110k due to the restructure of Bluewater Fitness Centre. This is partly offset by \$47k in additional revenue for 2019/20.
- \$57k due to a decision to increase resources in the Statutory Planning area to improve the level of service to the community.
- \$47k due to an increase in the Workcover Premium above budgeted level. This is partly due to several long-term Workcover claims.
- \$7k MCH Casual Employee (offsetting decrease in Materials and Services).
- (\$82k) Coastal Ranger - FTE reduction per March 20 Quarterly Adjustments.

In order to achieve the 2019/20 forecast employee cost expenditure of \$20.2m, the Executive must be able to recognise the \$450k reduction Council set when adopting the original budget, which has been identified. The following is a summary of how this has been achieved:

	FTE	\$'000
Corporate Services administration support reduced	0.50	40
Health & Wellbeing Administrator	0.50	31
Environmental Project Officer/Coordinator Restructure	0.40	28
GIS Coordinator	1.00	95
Customer Assist role not replaced - Apollo Bay	0.19	13
Finance Projects Officer	0.20	21
Local Laws Administrator	0.15	10
Contracts Administrator	0.70	46
Infrastructure Customer Service Coordinator	0.50	45
Delayed recruitment without backfill	1.59	121
Annual savings identified to 31 March 2020	5.73	450

Material and Services

Materials and Services at 31 March 2020 were \$15.2m, which represented 83% of the original budget (\$18.4m) and 66% of the forecast (\$23.0m). The forecast has been adjusted to include carry forwards and the expenditure relating to new funded projects.

The following tables provide further detail, per service area, on the level of legal expenses and 'employee type' consultants and contractors included in the Material and Services category.

There was \$69k expended on legal fees for the quarter ending 31 March 2020, bringing the total spend on legal fees in 2019-20 to \$447k.

The legal expenditure related to the following matters:

- Work Safe critical incident (\$161k)
- Bluewater mediation (\$109k)
- Waste Contract legal fees (\$55k)
- Probity Advisory Services (\$12k)
- Advice and review of Suite of Contract Templates (\$8k)
- Statutory Planning:
 - Old Beech Forrest Rd Subdivision advice (\$8k)
 - VCAT Proceeding Drapers Rd (\$6k)
- Other (Individually <\$5k) (\$87k)

It must be noted that the final legal costs for the Work Safe critical incident and Bluewater mediation compared favourably to budget, as each of these matters were budgeted to cost \$170k.

Legals by Department	Total
Capital Works	13,536
Arts and Leisure	6,025
Assets and Project Delivery	127,717
Corporate Services Management	24,897
Environment and Community Safety	5,588
Governance	10,831
Information Services	1,446
People, Performance and Culture	166,421
Planning, Building and Health	30,005
Services and Operations	60,319
Grand Total	446,784

As a comparison, total Legal costs incurred for the 12 months ending 30 June 19 were \$539k.

There has been \$773k expended on employment agent contractors as at 31 March 2020. Please note that this figure includes \$115k relating to trainees/apprentices.

By Department Labour Hire	Total
Arts and Leisure	\$ 718
Assets and Project Delivery	\$ 354,381
Corporate Services Management	\$ 85,784
Economic Development	\$ 33,366
Environment and Community Safety	\$ 4,699
Financial Services	\$ 32,882
Information Services	\$ 30,303
Infrastructure and Leisure Services Management	\$ 26,759
Planning, Building and Health	\$ 1,360
Port Administration	\$ 13,397
Services and Operations	\$ 189,106
Grand Total	\$ 772,756

In addition to the \$773k of consultants/contractors currently classified as Material and Services, there has been \$230k classified in the Capital Works program for project management.

As a comparison, there was \$1.62m expended on employment agent contractors for the 12 months ending 30 June 2019 and \$605k classified in the Capital Works program for project management.

CAPITAL WORKS

As per the attached report \$12.7m of the capital works program has been delivered to 31 March 2020. This represents 97% of the original budget (\$13.1m) and 69% of the current forecast (\$18.2m)

Council's original Capital budget totalled \$13.1m. As per the previous quarterly report that was presented to Council, Table 3 provides a reconciliation to the current forecast of \$18.2m.

Table 3

	\$'000
2019/20 Capital Works Budget	(13,061)
Capital Projects Carry Overs from 2018/19	(3,085)
Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage- Pits & Pipes (funded by reserves)	(2,155)
ICT Strategic Plan	70
2019/20 Capital Works Forecast	(18,231)

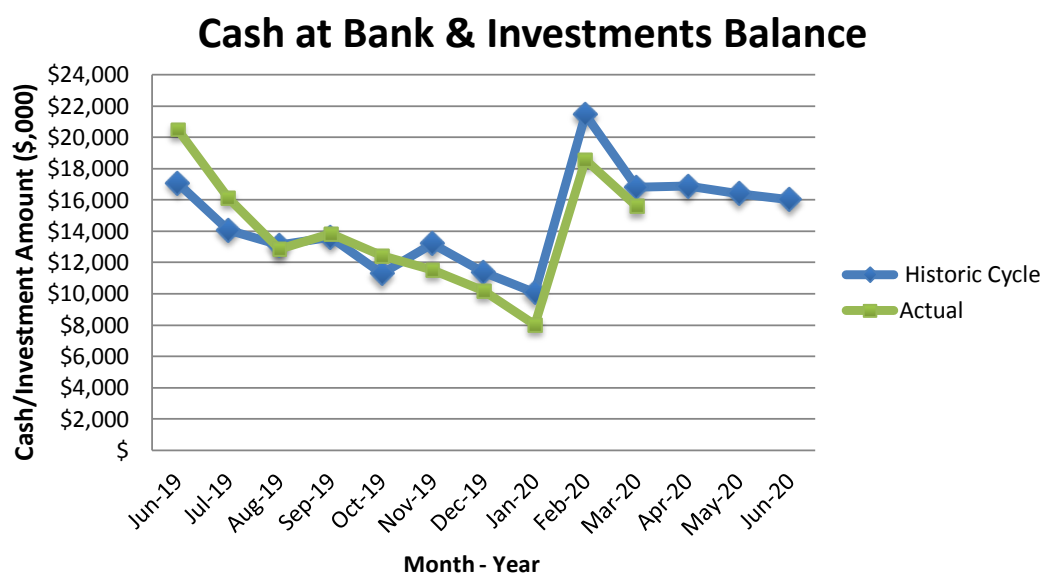
BALANCE SHEET AND CASH FLOW

Cash Balance

The current cash balance is forecast to be \$13.5m at 30 June 2020, which will be approximately \$753k more than the expected Reserves balance of \$12.7m. This assumes all expenditure including capital works and major projects are completed by 30 June 2020.

The graph below shows projections of how Council's cash balance was expected to perform to 31 March 2020. The graph portrays:

- Historical Cycle – which is an estimation of what the cash balance is expected to be at the end of each month based upon historical averages. The historical cycle will reflect recent years which include one off major projects.
- The Actual – this is the actual balance at the end of each month of the year up to and including March 2020.



It can be seen that Council's cash balance is within expectations and every opportunity is taken to invest surplus cash to maximise investment returns in accordance to Council's Investment Policy.

The investment income received to 31 March was \$115k, which is below the YTD budget of \$150k. Since this budget was constructed, the cash rate has decreased from 1.50% to 0.25% (as at 31 March 2020).

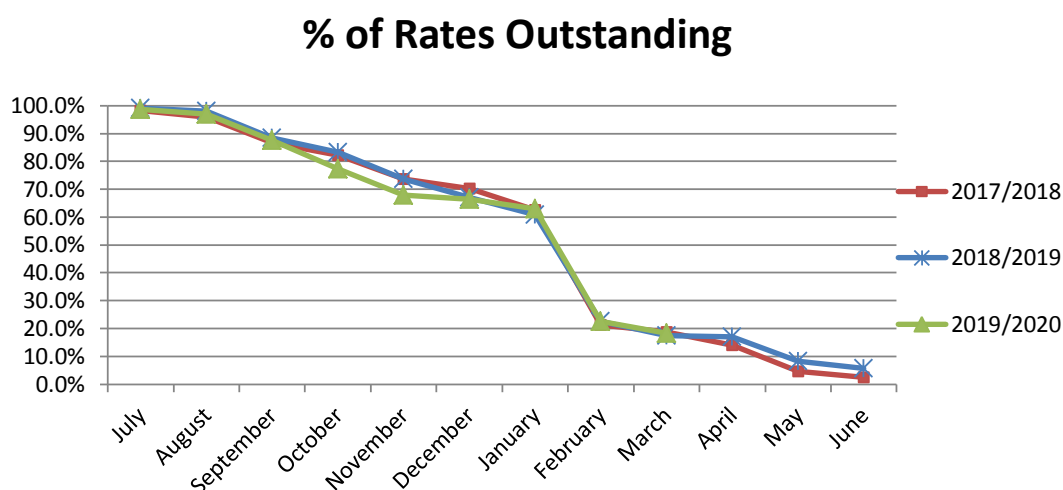
As at 31 March 2020, Term Deposits were earning an average of 1.60%. This is 1.35% above the cash rate, which exceeds the performance benchmark of the Reserve Bank Cash rate plus 0.35%. Our investments were within the diversification limits set-out in the investment policy.

Rate Debtors

As at 31 March 2020, \$31.4 million was raised in rates and charges including batches of supplementary valuations generated by changes to council's property base. At 31 March 2020 82% of the rates raised have been collected, which was consistent with the same period of the 2018/19 financial year of 82%.

The due date for ratepayers opting to pay in full is 15 February 2020. The due dates for ratepayers opting to pay via instalments are 30 September 2019, 2 December 2019, 28 February 2020 and 31 May 2020. Any ratepayer who has not opted for instalment payments is required to make the full payment before 15 February 2020.

The following graph shows that current collection trends are closely following the 2017/18 and 2018/19 collection trends:



Borrowings Analysis

The following is the current schedule of Debt held by Council at 31 March 2020:

Loan Description	Current Year Loan Liability	Non-Current Loan Liability	Meeting Schedule
9203 - Loan 7 - Roads, car parking etc (\$1.65m)	\$39,421	\$0	Y
9206 - Loan 10 - AB tfr statn, libra (\$2m)(NAB)	\$70,952	\$0	Y
9207 - Loan 11 - Lakeside, AB tfr s(\$1.1m)(NAB)	\$36,069	\$151,455	Y
9208 - Loan 12 - Saleyards roof (\$1.178m)(CBA)	\$18,396	\$752,580	Y
9209 - Loan 13 - Street light PV panels (\$416k)	\$14,189	\$120,349	Y
9210 - Loan 14 - Bluewater redevelop(\$1m)(Bond)	\$0	\$0	Y
TOTAL	\$179,026	\$1,024,383	

As at 31 March 2020 principal repayments of \$1.52m have been made in 2019/20.

Based on Current Levels of Borrowings the following reflects our current performance against key ratios:

Measure	Calculation	Explanation	30-Jun-19	31-Dec-19	Current Risk Rating
Indebtedness (%)	Non-current liabilities / own-sourced revenue	Comparison of non-current liabilities (mainly comprising borrowings) to own-sourced revenue. The higher the percentage, the less the entity is able to cover non-current liabilities from the revenues the Own-sourced revenue is used, rather than total revenue, because it does not include grants or contributions.	24%	24%	Low
Borrowings % of rate Revenue (%)	Interest bearing loans and borrowings/rate revenue	Measurement of the proportion of borrowings against rate revenue raised. The higher the % the higher the proportion of available annual rate revenue is being used to back borrowings.	9%	4%	Low

Other Reserves

The 2019/20 forecast is indicating that Council's cash balance at 30 June 2020 is forecast to be \$753k in excess of the forecast reserves balance, which is a positive result given there was a deficit balance at 30 June 19.

Table 4 summarises the 2019-20 Cash v Reserve movements.

Table 4

	\$'000
Cash v Reserves Surplus/(Deficit) 2018/19	(2,152)
Increase/(Decrease) in Cash per adopted budget	(2,859)
(Increase)/Decrease in Reserves per adopted budget	1,456
Increase/(Decrease) in Operating per forecast (exclude carry forwards)	2,288
(Increase)/Decrease in Reserves per forecast – Bushfire	2,000
(Increase)/Decrease in Reserves per forecast – Contingent Liability	500
(Increase)/Decrease in Reserves per forecast – Plant Reserve	(632)
(Increase)/Decrease in Capital Works per forecast	70
Cash v Reserves Surplus/(Deficit) Forecast as at 31 March 2020	753

It must be noted that the Balance Sheet is also forecasting a 'Trade and Other Payables' balance of \$4.1m at 30 June 2020. Hence, the current measure of cash v reserves is heavily dependent on the timing of receivables and payables.

Council's working capital balance at 30 June 2020 is forecast to be \$5.6m, or 150%. However, it must be remembered that it is assumed all major projects and capital works are completed this financial year.

Local Authorities Superannuation Fund - Defined Benefits

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

Date	Vested Benefits Index
September 2016	103.7%
December 2016	105.4%
March 2017	106.6%
June 2017	103.1%
June 2018	106.0%
September 2018	106.9%
December 2018	101.9%
March 2019	105.4%
June 2019	107.1%
September 2019	107.3%
December 2019	107.7%

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

As at 31 December 2019, the estimated VBI for the sub-plan was 107.7%, which presents an increase compared to that of 30 June 2019. The VBI is primarily impacted by:

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

At the time of writing this report there was no information available regarding the final VBI estimations as at 31 March 2020. Indicative figures from Vision Super were predicting the VBI to be around 100% at the end of March.

Colac Otway Shire Council
Comprehensive Income Statement
For 9 Months Ending 31 March 2020

	YTD		Annual		YTD %	
	Actual	Budget	Budget	Forecast	Budget	Forecast
	\$'000	\$'000	\$'000	\$'000	%	%
Income						
Rates and charges	31,418	31,025	31,165	31,285	101%	100%
Statutory fees and fines	609	645	816	772	75%	79%
User fees	4,401	3,979	5,268	5,543	84%	79%
Grants - operating	6,237	5,413	10,022	10,989	62%	57%
Grants - capital	3,943	2,505	3,340	5,803	118%	68%
Contributions - monetary	173	104	132	372	131%	47%
Contributions - non monetary	-	-	-	-	0%	0%
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	106	110	147	147	72%	72%
Share of net profits (or loss) of associates and joint ventures	-	0	35	35	0%	0%
Other income	577	265	416	508	139%	114%
Total income	47,465	44,046	51,341	55,453	92%	86%
Expenses						
Employee costs	15,158	14,573	19,656	20,100	77%	75%
Materials and services	15,218	13,866	18,431	23,032	83%	66%
Depreciation and amortisation	8,250	7,950	10,600	10,600	78%	78%
Bad and doubtful debts	0	2	2	2	15%	15%
Borrowing costs	84	84	112	112	75%	75%
Other expenses	909	913	1,186	1,279	77%	71%
Total expenses	39,619	37,387	49,987	55,125	79%	72%
Surplus/(deficit) for the year	7,845	6,659	1,354	328		
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment/(decrement)	-	-	-	-		
Share of other comprehensive income of associates and joint ventures	-	-	-	-		
Total comprehensive result	7,845	6,659	1,354	328		

Refer to the 'Operating Result' section of the Quarterly Budget Report for further operational analysis.

Colac Otway Shire Council
Balance Sheet
As at 31 March 2020

	YTD	Annual Budget	Annual Forecast
	\$'000	\$'000	\$'000
Assets			
Current assets			
Cash and cash equivalents	15,582	9,358	13,470
Trade and other receivables	8,146	3,336	2,983
Inventories	144	201	181
Other assets	181	228	430
Total current assets	24,053	13,123	17,065
Non-current assets			
Intangible assets	-	-	-
Right of use assets	-	-	1,353
Property, infrastructure, plant and equipment	321,334	295,741	324,243
Investments in associates, joint arrangements and subsidiaries	390	390	435
Total non-current assets	321,724	296,131	326,031
Total assets	345,777	309,254	343,096
Liabilities			
Current liabilities			
Trade and other payables	1,981	2,455	4,110
Trust funds and deposits	463	512	846
Interest-bearing liabilities	179	286	286
Provisions	5,540	4,870	6,100
Total current liabilities	8,163	8,124	11,343
Non-current liabilities			
Interest-bearing liabilities	1,024	738	738
Lease liabilities	-	-	1,353
Provisions	7,967	8,130	8,555
Total non-current liabilities	8,991	8,868	10,646
Total liabilities	17,154	16,992	21,989
Net assets	328,623	292,261	321,107
Equity			
Accumulated Surplus	129,979	124,443	132,373
Reserves	198,644	167,819	188,734
Total Equity	328,623	292,261	321,107

Colac Otway Shire Council
Statement of Cash Flows
For 9 Months Ending 31 March 2020

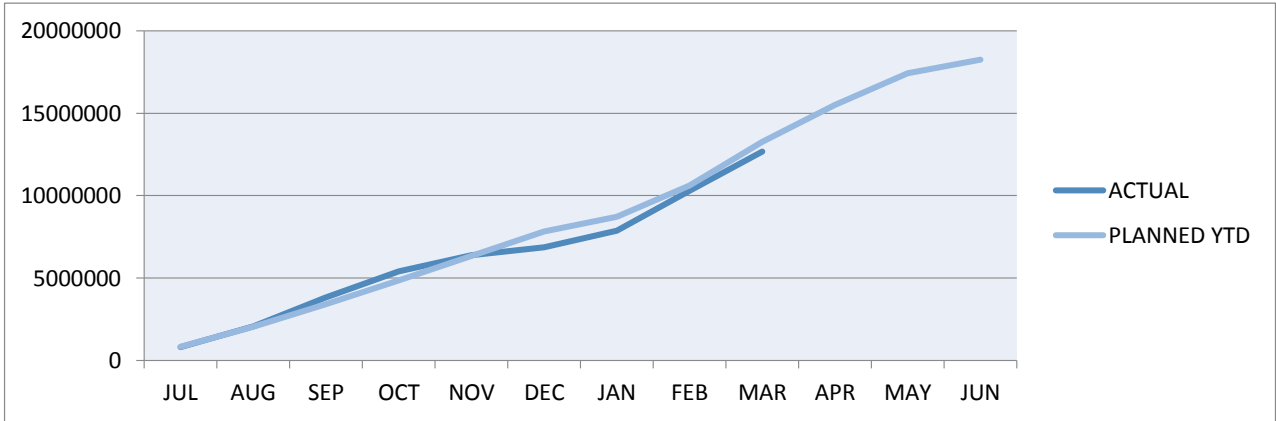
	YTD Actual	Annual Budget	Forecast	YTD % Budget	Forecast
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) %	Inflows/ (Outflows) %
Cash flows from operating activities					
Rates and charges	26,701	31,253	31,604	85%	84%
Statutory fees and fines	609	816	772	75%	79%
User fees	4,401	5,268	5,543	84%	79%
Grants - operating	6,362	10,269	10,989	62%	58%
Grants - capital	3,943	3,587	5,803	110%	68%
Contributions - monetary	173	132	372	131%	47%
Trust funds and deposits taken/(paid)	(339)	44	44	(768%)	(768%)
Other receipts	577	416	498	139%	116%
Employee costs	(15,158)	(18,508)	(20,089)	82%	75%
Materials and services	(17,132)	(18,223)	(21,716)	94%	79%
Other payments	(909)	(1,186)	(1,279)	77%	71%
Net cash provided by/(used in) operating activities	9,228	13,868	12,540	67%	74%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(12,674)	(15,409)	(18,276)	82%	69%
Proceeds from sale of property, infrastructure, plant and equipment	106	490	490	22%	22%
Net cash provided by/(used in) investing activities	(12,568)	(14,919)	(17,786)	84%	71%
Cash flows from financing activities					
Finance costs	(84)	(112)	(112)	75%	75%
Repayment of borrowings	(1,518)	(1,697)	(1,697)	89%	89%
Net cash provided by/(used in) financing activities	(1,602)	(1,809)	(1,809)	89%	89%
Net increase (decrease) in cash and cash equivalents	(4,942)	(2,859)	(7,055)		
Cash and cash equivalents at the beginning of the period	20,524	12,217	20,524		
Cash and cash equivalents at the end of the period	15,582	9,358	13,470		

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Current Capital Works Program Percentage Summary as at 31 March 2020

	Year to Date		Annual
	Actual	Forecast	Forecast
	\$	\$	\$
Capital Project Expenditure - YTD	12,667,198	13,266,812	18,230,946
Planned vs Actual		95%	69%

Expenditure - Forecast vs Actual



Commentary

The Capital Projects Year-to-date (YTD) expenditure to 31 March 2020 of \$12.7m is 95% of the \$13.3m forecasted YTD spend, and 69% of the annual forecasted spend.

It is important to note that:

- The forecast YTD figure reflects the forecasted figures in BIS.
- The forecast YTD figure relies on accurate phasing.
- The 'Actual' figure does not include commitments.

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

2019-20 Capital Expenditure Program Summary

	Year to Date		Annual		YTD/ Forecast
	Actual	Forecast	Budget	Forecast	
	\$	\$	\$	\$	%
Active Reserves Programme	486,131	663,888	795,250	811,432	60%
Bridges Programme	825,968	708,888	715,000	965,000	86%
Building Programme	782,127	740,576	876,000	1,248,471	63%
Crack Sealing Programme	97,589	125,000	125,000	125,000	78%
Footpath Programme	212,982	275,570	383,280	383,280	56%
Furniture Programme	89,147	52,683	0	70,242	127%
ICT Hardware Programme	71,117	184,281	140,000	313,389	23%
ICT Software Programme	72,042	110,714	0	188,280	38%
Kerb and Channel Programme	0	31,250	75,000	75,000	0%
Land	807	0	0	0	100%
Light Fleet Programme	251,301	540,100	630,000	703,653	36%
Major Plant Programme	1,474,596	1,984,606	1,540,000	2,830,712	52%
Open Space Assets	13,770	20,835	50,000	50,000	28%
Open Space Furniture Programme	2,626	0	0	0	100%
Open Space Programme	345,325	250,000	850,000	850,000	41%
Playground Programme	107,044	456,208	600,000	720,245	15%
Reseal Programme	1,100,913	1,212,298	1,212,298	1,212,298	91%
Resheet Programme	1,266,587	1,049,994	1,400,000	1,400,000	90%
Road and Street Furniture Programme	494,773	296,497	490,000	494,000	100%
Road Improvement Programme	42,486	41,665	100,000	100,000	42%
Road Reconstruction Programme	2,654,519	2,444,333	2,417,298	2,873,115	92%
Road Side Drainage Programme	47,049	0	0	0	100%
Road Slip Programme	217,980	161,800	361,800	361,800	60%
Road Stabilisation Programme	112,720	0	0	0	100%
Stormwater Programme	1,897,599	1,915,626	300,000	2,455,029	77%
Total	12,667,198	13,266,812	13,060,926	18,230,946	69%

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Work Order	Year to Date		Annual	
	Actual	Forecast	Budget	Forecast
	\$	\$	\$	\$
Active Reserves Programme				
00035287 - 2018-19 Capital Works - Active Reserve Programme - Cororooke Toilets	3,175	0	0	0
00035814 - 2018-19 - Capital Works - Western Reserve Oval Reconstruction and Lighting	482,957	663,888	795,250	811,432
Active Reserves Programme Total	486,131	663,888	795,250	811,432
Bridges Programme				
00031853 - Budget Work Order - Bridge Rehabilitation Programme	77,142	708,888	715,000	965,000
00035566 - 2018-19 Capital Works - Bridge Renewal Programme - Jackson Track, Upper Gellibrand and Forest Street Bridge Design	17,760	0	0	0
00035578 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Chapel Street over Barongarook Creek	89,993	0	0	0
00035580 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Aire Settlement Road over Ford River	550	0	0	0
00035581 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Roadknight Creek Road	47,688	0	0	0
00035582 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Barham River Road	16,242	0	0	0
00035584 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Wonga Road over Loves Creek	52,963	0	0	0
00035585 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - McPhees Access over Barham River	550	0	0	0
00035589 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Wilson Street over Barongarook Creek	66,127	0	0	0
00035590 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Kawarren Rec Reserve over Loves Creek	36,671	0	0	0
00035604 - 2018-19 - Capital Works - Bridge Programme - Consultancy Fees	11,718	0	0	0
00036009 - 2018-19 Capital Works - Bridge Programme - Veseys Bridge Replacement	21,999	0	0	0
00036158 - 2019-20 Capital Works - Bridge Programme - Forest St Bridge Widening	24,601	0	0	0
00036159 - 2019-20 Capital Works - Bridge Programme - Jacksons Track Bridge Replacement	18,164	0	0	0
00036160 - 2019-20 Capital Works - Bridge Programme - Upper Gellibrand Road Bridge Replacement	337,558	0	0	0
00036282 - 2019-20 Capital Works - Bridge Programme - Rock Beaching Warrowie Road	6,242	0	0	0
Bridges Programme Total	825,968	708,888	715,000	965,000
Building Programme				
00031855 - Budget Work Order - Building Renewal Programme	0	409,983	726,000	726,000
00034624 - 2017-18 Capital Works - Solar Power Generation - Colac Library Solar PV System (50kW)	6,700	51,519	0	68,693
00034648 - 2017-18 Capital Works - Building Programme - Irrewarra Netball Facilities Upgrade	150	0	0	0
00034796 - 2017-18 Capital Works - Building Renewal Programme- Library Annexure	10,263	0	0	0
00034929 - 2017-18 Capital Works - Building Renewal Programme - Birregurra Hall Kitchen Upgrade	4,236	0	0	0
00035053 - 2017-18 Capital Works - Building Renewal Programme - Bluewater Fitness Centre Works	13,099	0	0	0
00035072 - 2018-19 - Capital Works - Forrest Caravan Park Waste Water Upgrade	10,659	100,000	150,000	269,954
00035116 - 2017-18 Capital Works - Building Renewal Programme - Winifred Nance Kindergarten	482,093	136,324	0	136,324
00035541 - 2018-19 Capital Works - Building Renewal Programme - Planning, Permits etc 19/20	2,832	0	0	0
00035543 - 2018-19 Capital Works - Building Renewal Programme - Gellibrand Neighbourhood House	0	42,750	0	47,500
00035547 - 2018-19 Capital Works - Building Renewal Programme - Colac Visitor Information Centre	519	0	0	0
00035548 - 2018-19 Capital Works - Building Renewal Programme - Apollo Bay Senior Citizens Centre	110,218	0	0	0
00035552 - 2018-19 Capital Works - Building Renewal Programme - Elliminyt Clubrooms	633	0	0	0
00035556 - 2018-19 Capital Works - Building Renewal Programme - Yacht Club	16,145	0	0	0
00035816 - 2018-19 Capital Works - COPACC Cinema 2 Air Conditioner Replacement	42,869	0	0	0
00035881 - 2018-19 Capital Works - Building Renewal Programme - Rossmoyne Road Pound Dog Run	5,267	0	0	0
00035916 - 18-19 Mid Year - Capital Works - S&O Mechanical Workshop Upgrades	-301	0	0	0
00035972 - 2018-19 Capital Works - Building Renewal Programme - Pound Road Training Room	8,963	0	0	0
00035999 - 2018-19 Capital Works - Building Renewal Programme - Kennett River Toilets	3,501	0	0	0
00036202 - 2019-20 Capital Works - Building Renewal Programme - Maternal & Child Health Centre - Air Con Upgrade	1,918	0	0	0
00036203 - 2019-20 Capital Works - Building Renewal Programme - Red Rock - Rail and Steps Replacement	11,444	0	0	0
00036311 - 2019-20 Capital Works - Building Renewal Programme - Civic Hardware Building Renewal	4,170	0	0	0
00036314 - 2019-20 Capital Works - Building Renewal Programme - Lavers Hill Depot Shed Refurb	9,950	0	0	0
00036323 - 2019-20 Capital Works - Building Renewal Programme - South Colac Renewal Works	1,743	0	0	0
00036346 - 2019-20 Capital Works - Building Renewal Programme - Eastern Reserve Clubrooms Renewal	633	0	0	0
00036384 - 2019-20 Capital Works - Building Renewal Programme - Bluewater - Building Renewal Works	34,422	0	0	0
Building Programme Total	782,127	740,576	876,000	1,248,471

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Work Order	Year to Date		Annual	
	Actual	Forecast	Budget	Forecast
	\$	\$	\$	\$
Crack Sealing Programme				
00036164 - 2019-20 Capital Works - Crack Sealing Programme - Williss Road	496	0	0	0
00036165 - 2019-20 Capital Works - Crack Sealing Programme - Nalangil Road	9,431	0	0	0
00036166 - 2019-20 Capital Works - Crack Sealing Programme - Corangamite Lake Road	4,701	0	0	0
00036167 - 2019-20 Capital Works - Crack Sealing Programme - Langs James Road	5,447	0	0	0
00036168 - 2019-20 Capital Works - Crack Sealing Programme - Cressy Road	632	0	0	0
00036169 - 2019-20 Capital Works - Crack Sealing Programme - Poorneet Road	11,245	0	0	0
00036170 - 2019-20 Capital Works - Crack Sealing Programme - Bourkes Road	5,321	0	0	0
00036171 - 2019-20 Capital Works - Crack Sealing Programme - Old Yeo Road	57	0	0	0
00036172 - 2019-20 Capital Works - Crack Sealing Programme - Barongarook Road	2,469	0	0	0
00036173 - 2019-20 Capital Works - Crack Sealing Programme - Bushs Road	2,694	0	0	0
00036174 - 2019-20 Capital Works - Crack Sealing Programme - Seaview Drive	2,078	0	0	0
00036175 - 2019-20 Capital Works - Crack Sealing Programme - Gambier Street	877	0	0	0
00036176 - 2019-20 Capital Works - Crack Sealing Programme - Speedway Road	389	0	0	0
00036177 - 2019-20 Capital Works - Crack Sealing Programme - Aireys Street	651	0	0	0
00036178 - 2019-20 Capital Works - Crack Sealing Programme - Garrett Street	149	0	0	0
00036179 - 2019-20 Capital Works - Crack Sealing Programme - Church Street	1,119	0	0	0
00036180 - 2019-20 Capital Works - Crack Sealing Programme - Little Woods Street	109	0	0	0
00036181 - 2019-20 Capital Works - Crack Sealing Programme - Moet Street	575	0	0	0
00036182 - 2019-20 Capital Works - Crack Sealing Programme - Fyans Street	1,047	0	0	0
00036183 - 2019-20 Capital Works - Crack Sealing Programme - Bromfield Street	1,322	0	0	0
00036184 - 2019-20 Capital Works - Crack Sealing Programme - Connor Street	2,031	0	0	0
00036185 - 2019-20 Capital Works - Crack Sealing Programme - Howarth Street	343	0	0	0
00036186 - 2019-20 Capital Works - Crack Sealing Programme - Hart Street	348	0	0	0
00036187 - 2019-20 Capital Works - Crack Sealing Programme - Pyles Road	5,782	0	0	0
00036188 - 2019-20 Capital Works - Crack Sealing Programme - Old Beech Forest Road	457	0	0	0
00036189 - 2019-20 Capital Works - Crack Sealing Programme - Gellibrand East Road	1,614	0	0	0
00036191 - 2019-20 Capital Works - Crack Sealing Programme - Turner Drive	2,218	0	0	0
00036192 - 2019-20 Capital Works - Crack Sealing Programme - McKays Road	5,019	0	0	0
00036193 - 2019-20 Capital Works - Crack Sealing Programme - Carlisle Gellibrand Road	1,630	0	0	0
00036194 - 2019-20 Capital Works - Crack Sealing Programme - Talbot Street	70	0	0	0
00036195 - 2019-20 Capital Works - Crack Sealing Programme - Thomas Street	73	0	0	0
00036196 - 2019-20 Capital Works - Crack Sealing Programme - Pound Road	151	0	0	0
00036197 - 2019-20 Capital Works - Crack Sealing Programme - Ross Street	371	0	0	0
00036198 - 2019-20 Capital Works - Crack Sealing Programme - Mingawalla Road	15,855	0	0	0
00036199 - 2019-20 Capital Works - Crack Sealing Programme - Warrowie Road #1	8,671	0	0	0
00036200 - 2019-20 Capital Works - Crack Sealing Programme - Warrowie Road #2	2,150	0	0	0
00036325 - Budget Work Order - Crack Sealing Programme	0	125,000	125,000	125,000
Crack Sealing Programme Total	97,589	125,000	125,000	125,000

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Work Order	Year to Date		Annual	
	Actual	Forecast	Budget	Forecast
	\$	\$	\$	\$
Footpath Programme				
00031845 - Budget Work Order - Footpath Renewal Programme	0	275,570	383,280	383,280
00035377 - 2018-19 - Footpath Renewal Programme - Airdrie Street, Coalc	4,971	0	0	0
00035568 - 2018-19 - Footpath Renewal Programme - Hart Street, Elliminyt - Irrewillipe Road to Ballagh	22,706	0	0	0
00035574 - 2018-19 - Footpath Renewal Programme - Muller Road, Skenes Creek - Gravel Path	2,124	0	0	0
00036052 - 2019-20 Capital Works - Footpath Renewal Programme - Grant Street South	1,500	0	0	0
00036053 - 2019-20 Capital Works - Footpath Renewal Programme - Grant Street North	1,400	0	0	0
00036123 - 2019-20 Capital Works - Footpath Renewal Programme - Armstrong Street	26,835	0	0	0
00036124 - 2019-20 Capital Works - Footpath Renewal Programme - Balnagowan Avenue	654	0	0	0
00036132 - 2019-20 Capital Works - Footpath Renewal Programme - Fenwick Street	11,340	0	0	0
00036138 - 2019-20 Capital Works - Footpath Renewal Programme - Hart Street	382	0	0	0
00036139 - 2019-20 Capital Works - Footpath Renewal Programme - Jennings Street	8,513	0	0	0
00036142 - 2019-20 Capital Works - Footpath Renewal Programme - Main Street	16,952	0	0	0
00036144 - 2019-20 Capital Works - Footpath Renewal Programme - Marks Street	7,366	0	0	0
00036145 - 2019-20 Capital Works - Footpath Renewal Programme - McDonald Street	654	0	0	0
00036146 - 2019-20 Capital Works - Footpath Renewal Programme - Murray Street	382	0	0	0
00036149 - 2019-20 Capital Works - Footpath Renewal Programme - Scott Street	32,239	0	0	0
00036154 - 2019-20 Capital Works - Footpath Renewal Programme - Wilson Street	9,770	0	0	0
00036155 - 2019-20 Capital Works - Footpath Renewal Programme - Woods Street	4,356	0	0	0
00036156 - 2019-20 Capital Works - Footpath Renewal Programme - Wynne Street	654	0	0	0
00036263 - 2019-20 Capital Works - Footpath Renewal Programme - Dunoon Street Footpath Works	4,440	0	0	0
00036265 - 2019-20 Capital Works - Footpath Renewal Programme - Apollo Bay Remove and Replace Concrete	8,909	0	0	0
00036291 - 2019-20 Capital Works - Footpath Renewal Programme - Cressy Renewals	24,935	0	0	0
00036294 - 2019-20 Capital Works - Footpath Renewal Programme - Armstrong Street	770	0	0	0
00036295 - 2019-20 Capital Works - Footpath Renewal Programme - Calvert Street	674	0	0	0
00036296 - 2019-20 Capital Works - Footpath Renewal Programme - Cants Street	769	0	0	0
00036297 - 2019-20 Capital Works - Footpath Renewal Programme - Fyans Street	578	0	0	0
00036298 - 2019-20 Capital Works - Footpath Renewal Programme - Grant Street	823	0	0	0
00036299 - 2019-20 Capital Works - Footpath Renewal Programme - Hesse Street	672	0	0	0
00036300 - 2019-20 Capital Works - Footpath Renewal Programme - Moore Street	482	0	0	0
00036301 - 2019-20 Capital Works - Footpath Renewal Programme - Beeach Footpath	2,164	0	0	0
00036316 - 2019-20 Capital Works - Footpath Renewal Programme - Apollo Bay Harbour	7,996	0	0	0
00036390 - 2019-20 Capital Works - Footpath Renewal Programme - McLaren Parade	2,682	0	0	0
00036422 - 2019-20 Capital Works - Footpath Renewal Programme - Gellibrand Street	4,288	0	0	0
Footpath Programme Total	212,982	275,570	383,280	383,280
Furniture Programme				
00032708 - Capital Works 2015-16 - Furniture and Equipment Replacement Programme - Upgrade of 2-way Radio System	88,938	52,683	0	70,242
00034625 - 2017-18 Capital Works - Office Furniture Replacement Program	208	0	0	0
Furniture Programme Total	89,147	52,683	0	70,242
ICT Hardware Programme				
00035066 - 2018-19 - Capital Works - Colac Regional Saleyards weighing equipment	20	0	0	0
00035067 - 2018-19 - Capital Works - Wide Area Network (WAN) Upgrade and Expansion	22,417	149,938	70,000	254,985
ICT Strategic Plan	0	0	70,000	0
00035068 - 2018-19 - Capital Works - ICT Disaster Recovery capability improvements	48,680	34,343	0	58,404
ICT Hardware Programme Total	71,117	184,281	140,000	313,389
ICT Software Programme				
00034626 - 2017-18 Capital Works - Software Update to support Statutory Planning Services	6,377	0	0	0
00035065 - 2018-19 - Capital Works - Civica Suite - Major Upgrade + functionality expansion	13,327	101,107	0	171,942
00035077 - 2018-19 - Capital Works - GIS Aerial Imagery renewal + topological LIDAR	52,338	9,607	0	16,338
ICT Software Programme Total	72,042	110,714	0	188,280
Kerb and Channel Programme				
00031854 - Budget Work Order - Kerb and Channel Replacement Programme	0	31,250	75,000	75,000
Kerb and Channel Programme Total	0	31,250	75,000	75,000
Land				
00035924 - 18-19 Mid Year - Capital Works - Colac Aerodrome - Land Purchase	807	0	0	0
Land Total	807	0	0	0

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Light Fleet Programme				
00031824 - Budget Work Order - Light Fleet Acquisitions and Sales	0	540,100	630,000	630,000
00036016 - 2018-19 - Capital Works - Holden Trailblazer 4x4 LT	0	0	0	33,653
00036044 - 2018-19 Capital Works - Fleet Acquisition - Holden Colorado Space Cab LS 4X4	35,668	0	0	40,000
00036240 - 2019-20 Capital Works - Fleet Acquisition - Nissan Pathfinder ST-L	43,291	0	0	0
00036343 - 2019-20 Capital Works - Fleet Acquisition - RAV4 GXL AWD Hybrid	35,126	0	0	0
00036344 - 2019-20 Capital Works - Fleet Acquisition - Ford Mondeo Ambiente	31,416	0	0	0
00036345 - 2019-20 Capital Works - Fleet Acquisition - Holden Commodore LT Hatch	26,447	0	0	0
00036386 - 2019-20 Capital Works - Fleet Acquisition - Ford Everest Trend	46,101	0	0	0
00036423 - 2019-20 Capital Works - Fleet Acquisition - Holden Colorado LS TD 4X4	33,253	0	0	0
Light Fleet Programme Total	251,301	540,100	630,000	703,653
Major Plant Programme				
00031825 - Budget Work Order - Major Plant Acquisitions and Sales	0	693,894	1,540,000	1,540,000
00035914 - 18-19 Mid Year - Capital Works - Replacement of Emulsion Tank Pound Rd Depot	50,535	50,000	0	50,000
00035928 - 2018-19 Capital Works - Major Plant Programme - Hino 13,000L Water Tank	204,563	203,863	0	203,863
00035929 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	143,394	138,000	0	138,000
00035930 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	143,327	138,000	0	138,000
00036041 - 2018-19 Capital Works - Major Plant Programme - Toro Z Master 7000	0	25,000	0	25,000
00036042 - 2018-19 Capital Works - Major Plant Programme - Caterpillar 12M Grader	277,500	382,500	0	382,500
00036043 - 2018-19 Capital Works - Major Plant Programme - Hino 7000 series tipper	206,300	200,349	0	200,349
00036157 - 2019-20 Capital Works - Major Plant Programme - Kobelco Excavator SK75SR	153,000	153,000	0	153,000
00036284 - 2019-20 Capital Works - Major Plant Programme - Backhoe FEL	135,000	0	0	0
00036391 - 2019-20 Capital Works - Major Plant Programme - Heavy Plant Replacement Plan Toro Groundmaster 5910	160,977	0	0	0
Major Plant Programme Total	1,474,596	1,984,606	1,540,000	2,830,712
Open Space Assets				
00031849 - Budget Work Order - Open Space Renewal Programme	0	20,835	50,000	50,000
00035152 - 2019-2018 - Capital Works - Memorial Square Public Safety Infrastructure	5,285	0	0	0
00036304 - 2019-20 Capital Works - Open Space - Cressy Playground Renewal Works	8,485	0	0	0
Open Space Assets Total	13,770	20,835	50,000	50,000
Open Space Furniture Programme				
00031922 - Colac CBD and Entrances Project Works	2,626	0	0	0
Open Space Furniture Programme Total	2,626	0	0	0
Open Space Programme				
00034607 - 2017-18 Capital Works - Colac Lake Foreshore Masterplan Implementation	31,759	0	0	0
00035945 - 2019-20 - Capital Works - Open Space - Central Reserve Lighting and Netball Court Redevelopment	131,521	250,000	850,000	850,000
00036011 - 2019-20 - Capital Works - Open Space - Elliminyt Recreation Reserve Velodrome Resurfacing	180,445	0	0	0
00036028 - 2018-19 Capital Works - Open Space - Concrete Path Richmond Street Park	1,600	0	0	0
Open Space Programme Total	345,325	250,000	850,000	850,000
Playground Programme				
00034706 - 2016-17 Capital Works - Playground Programme - Rex Norman Park Playspace	285	0	0	0
00035101 - 2018-19 Capital Works - Memorial Square Masterplan Implementation	0	76,164	0	120,245
00035610 - 2018-19 Capital Works - Playground Programme - Wydinia Kindergarten - Playground and Landscaping	88,228	0	0	0
00035946 - 2019-20 Capital Works - Playground Programme - Memorial Square Playspace	18,531	380,044	600,000	600,000
Playground Programme Total	107,044	456,208	600,000	720,245

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	\$	\$	\$	\$
Reseal Programme				
00031880 - Budget Work Order - Local Roads Reseal Programme	0	1,212,298	1,212,298	1,212,298
00036056 - 2019-20 Capital Works - Reseal Programme - Aireys Street	6,905	0	0	0
00036057 - 2019-20 Capital Works - Reseal Programme - Barongarook Road	31,745	0	0	0
00036058 - 2019-20 Capital Works - Reseal Programme - Bass Crescent	9,110	0	0	0
00036059 - 2019-20 Capital Works - Reseal Programme - Baynes Road	25,003	0	0	0
00036060 - 2019-20 Capital Works - Reseal Programme - Bourkes Road	69,741	0	0	0
00036061 - 2019-20 Capital Works - Reseal Programme - Breakwater Road	8,582	0	0	0
00036062 - 2019-20 Capital Works - Reseal Programme - Bromfield Street	2,830	0	0	0
00036063 - 2019-20 Capital Works - Reseal Programme - Corangamite Lake Road	61,043	0	0	0
00036064 - 2019-20 Capital Works - Reseal Programme - Costin Street	17,116	0	0	0
00036065 - 2019-20 Capital Works - Reseal Programme - Cressy Road	20,715	0	0	0
00036066 - 2019-20 Capital Works - Reseal Programme - Cressy Shelford Road	91,853	0	0	0
00036067 - 2019-20 Capital Works - Reseal Programme - Darcy Street	10,456	0	0	0
00036068 - 2019-20 Capital Works - Reseal Programme - Deepdene Road	33,135	0	0	0
00036069 - 2019-20 Capital Works - Reseal Programme - Diana Street	7,537	0	0	0
00036070 - 2019-20 Capital Works - Reseal Programme - Drapers Road	41,042	0	0	0
00036071 - 2019-20 Capital Works - Reseal Programme - Elliott River Road	8,746	0	0	0
00036072 - 2019-20 Capital Works - Reseal Programme - Elsinore Street	9,942	0	0	0
00036073 - 2019-20 Capital Works - Reseal Programme - Farrington Street	4,188	0	0	0
00036074 - 2019-20 Capital Works - Reseal Programme - Fyans Street	8,258	0	0	0
00036075 - 2019-20 Capital Works - Reseal Programme - Gambier Street	6,622	0	0	0
00036076 - 2019-20 Capital Works - Reseal Programme - Garrett Street	7,602	0	0	0
00036077 - 2019-20 Capital Works - Reseal Programme - Gerard Avenue	4,601	0	0	0
00036078 - 2019-20 Capital Works - Reseal Programme - Hardy Street	15,502	0	0	0
00036079 - 2019-20 Capital Works - Reseal Programme - Hawdon Avenue	6,394	0	0	0
00036080 - 2019-20 Capital Works - Reseal Programme - Hebb Court (incl. court bowl)	8,646	0	0	0
00036081 - 2019-20 Capital Works - Reseal Programme - Hesse Street	26,251	0	0	0
00036082 - 2019-20 Capital Works - Reseal Programme - Langs James Road	68,481	0	0	0
00036083 - 2019-20 Capital Works - Reseal Programme - Larpent (North) Road	196,780	0	0	0
00036084 - 2019-20 Capital Works - Reseal Programme - Lawlors Road	4,907	0	0	0
00036085 - 2019-20 Capital Works - Reseal Programme - Little Woods Street	4,643	0	0	0
00036086 - 2019-20 Capital Works - Reseal Programme - Marks Street	21,956	0	0	0
00036087 - 2019-20 Capital Works - Reseal Programme - Moet Street	9,101	0	0	0
00036088 - 2019-20 Capital Works - Reseal Programme - Morrisseys Road	12,860	0	0	0
00036089 - 2019-20 Capital Works - Reseal Programme - Nalangil Road	55,183	0	0	0
00036090 - 2019-20 Capital Works - Reseal Programme - Nigel Court (incl. court bowl)	5,028	0	0	0
00036091 - 2019-20 Capital Works - Reseal Programme - Old Coach Road	6,301	0	0	0
00036092 - 2019-20 Capital Works - Reseal Programme - Old Yeo Road	59,868	0	0	0
00036093 - 2019-20 Capital Works - Reseal Programme - Pengilley Avenue	19,501	0	0	0
00036094 - 2019-20 Capital Works - Reseal Programme - Pitt Street	12,165	0	0	0
00036095 - 2019-20 Capital Works - Reseal Programme - Scott Street	4,784	0	0	0
00036096 - 2019-20 Capital Works - Reseal Programme - Seaview Drive	15,791	0	0	0
00036097 - 2019-20 Capital Works - Reseal Programme - Settlement Road	26,288	0	0	0
00036098 - 2019-20 Capital Works - Reseal Programme - Seven Bridges Road	13,102	0	0	0
00036099 - 2019-20 Capital Works - Reseal Programme - Surf Avenue	12,654	0	0	0
00036100 - 2019-20 Capital Works - Reseal Programme - White Avenue	7,950	0	0	0
Reseal Programme Total	1,100,913	1,212,298	1,212,298	1,212,298

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	\$	\$	\$	\$
Resheet Programme				
00031851 - Budget Work Order - Unsealed Road Resheet Programme	0	1,049,994	1,400,000	1,400,000
00034745 - Capital Works 2017-18 - Resheet Programme - Blue Johanna Road, Johanna	430	0	0	0
00034771 - Capital Works 2017-18 - Resheet Programme - Ramsay Road, Irrewarra	127	0	0	0
00034777 - Capital Works 2017-18 - Resheet Programme - Scoullers Road, Stonyford	2,626	0	0	0
00035190 - 2018-2019 Capital Works - Resheet Programme - Delaneys Road, Balintore	30,183	0	0	0
00035194 - 2018-2019 Capital Works - Resheet Programme - Settlement Road, Swan Marsh	22,224	0	0	0
00035198 - 2018-2019 Capital Works - Resheet Programme - Irrewillipe Pirron Yaloak Road, Irrewillipe	437	0	0	0
00035200 - 2018-2019 Capital Works - Resheet Programme - Dorans Road, Coragulac	3,732	0	0	0
00035204 - 2018-2019 Capital Works - Resheet Programme - McMasters Road, Eurack	1,314	0	0	0
00035208 - 2018-2019 Capital Works - Resheet Programme - Rankins Road, Irrewillipe	32	0	0	0
00035218 - 2018-2019 Capital Works - Resheet Programme - Aire Settlement Road, Johanna	55,409	0	0	0
00035222 - 2018-2019 Capital Works - Resheet Programme - Killala Road, Apollo Bay	8,198	0	0	0
00035227 - 2018-2019 Capital Works - Resheet Programme - Barham River Road, Apollo Bay	35,939	0	0	0
00035228 - 2018-2019 Capital Works - Resheet Programme - Old Ocean Road, Glenaire	102	0	0	0
00035239 - 2018-2019 Capital Works - Resheet Programme - Gibson Avenue, Kennett River	1,311	0	0	0
00035240 - 2018-2019 Capital Works - Resheet Programme - Cassidy Drive, Kennett River	7,877	0	0	0
00035241 - 2018-2019 Capital Works - Resheet Programme - Hawdon Avenue, Kennett River	4,652	0	0	0
00035242 - 2018-2019 Capital Works - Resheet Programme - Ridge Drive, Kennett River	708	0	0	0
00035243 - 2018-2019 Capital Works - Resheet Programme - Ridge Drive, Kennett River	1,837	0	0	0
00035249 - 2018-2019 Capital Works - Resheet Programme - Point Avenue, Skenes Creek	2,723	0	0	0
00035251 - 2018-2019 Capital Works - Resheet Programme - Tomahawk Creek Road, Irrewillipe	1,021	0	0	0
00035252 - 2018-2019 Capital Works - Resheet Programme - Moomowroong Road, Lavers Hill	15,901	0	0	0
00035253 - 2018-2019 Capital Works - Resheet Programme - Carlisle Gellibrand Road, Carlisle River	148,669	0	0	0
00035255 - 2018-2019 Capital Works - Resheet Programme - Gellibrand East Road, Gellibrand	23,015	0	0	0
00035256 - 2018-2019 Capital Works - Resheet Programme - Gellibrand East Road, Gellibrand	10,360	0	0	0
00035257 - 2018-2019 Capital Works - Resheet Programme - Lardners Track, Gellibrand	89,627	0	0	0
00035258 - 2018-2019 Capital Works - Resheet Programme - Wonga Road, Kawarren	21	0	0	0
00035261 - 2018-2019 Capital Works - Resheet Programme - Ridge Road, Gellibrand	4,221	0	0	0
00035262 - 2018-2019 Capital Works - Resheet Programme - Roadknight Creek Road, Forrest	3,470	0	0	0
00035263 - 2018-2019 Capital Works - Resheet Programme - MacDonalds Road, Kawarren	21	0	0	0
00035264 - 2018-2019 Capital Works - Resheet Programme - Kawarren East Road, Kawarren	21	0	0	0
00035268 - 2018-2019 Capital Works - Resheet Programme - Burrupa Road, Chapple Vale	14,318	0	0	0
00035595 - 2018-2019 Capital Works - Unsealed Road Pavement - Project Management	2,634	0	0	0
00036201 - 2019-20 Capital Works - Delaneys Road, Balintore	3,405	0	0	0
00036243 - 2019-20 Capital Works - Unsealed Road Pavement - Triggs Road	33,028	0	0	0
00036272 - 2019-20 Capital Works - Resheet Programme - O'Shea's Road, Alvie	54,885	0	0	0
00036273 - 2019-20 Capital Works - Resheet Programme - Kervins Road, Pirron Yallock	7,222	0	0	0
00036274 - 2019-20 Capital Works - Resheet Programme - Illets Road, Dreeite	34,433	0	0	0
00036275 - 2019-20 Capital Works - Resheet Programme - Stones Road, Larpent	32,861	0	0	0
00036276 - 2019-20 Capital Works - Resheet Programme - Tomahawk Creek Irrewillipe	19,919	0	0	0
00036277 - 2019-20 Capital Works - Resheet Programme - Sextons Road, Swan Marsh	21,111	0	0	0
00036278 - 2019-20 Capital Works - Resheet Programme - Boundary Hill Road, Yeodene	33,315	0	0	0
00036279 - 2019-20 Capital Works - Resheet Programme - Williss Road, Nalingal	35,874	0	0	0
00036280 - 2019-20 Capital Works - Resheet Programme - Normans Road, Beeac	62,955	0	0	0
00036292 - 2019-20 Capital Works - Resheet Programme - Old Coach Road, Skenes Creek	44,334	0	0	0
00036305 - 2019-20 Capital Works - Resheet Programme - Gellibrand Valley Road, Carlisle River	38,625	0	0	0
00036306 - 2019-20 Capital Works - Resheet Programme - Killara Road, Apollo Bay	83,142	0	0	0
00036310 - 2019-20 Capital Works - Resheet Programme - Pipeline Road South, Forrest	17,490	0	0	0
00036321 - 2019-20 Capital Works - Resheet Programme - Horden Vale Road, Horden Vale	29,478	0	0	0
00036324 - 2019-20 Capital Works - Resheet Programme - Old Ocean Road, Lavers Hill	11,578	0	0	0
00036339 - 2019-20 Capital Works - Old Ocean Road, Lavers Hill	63,265	0	0	0
00036357 - 2019-20 Capital Works - Resheet Programme - Birregurra Yeodene Rd, Birregurra	26,072	0	0	0
00036358 - 2019-20 Capital Works - Resheet Programme - Birregurra Yeodene Rd, Yeodene	89,359	0	0	0
00036359 - 2019-20 Capital Works - Resheet Programme - Old Horden Vale Road, Apollo Bay	14,520	0	0	0
00036463 - 2019-20 Capital Works - Resheet Programme - Tuxion Rd, Apollo Bay	16,556	0	0	0
Resheet Programme Total	1,266,587	1,049,994	1,400,000	1,400,000

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Road and Street Furniture Programme				
00031867 - Budget Work Order - Road Safety Devices Programme	823	105,000	240,000	240,000
00034829 - 2017-18 Capital Works - Street Furniture Renewal Programme - Misc Sign Replacement	97	0	0	0
00035071 - 2018-19 - Capital Works - Township Christmas Decorations - Colac & Apollo Bay light pole upgrade	4,000	4,000	0	4,000
00035137 - 2017-18 Capital Works - Welcolme to Colac Sign	1,832	0	0	0
00035826 - 2018-19 Capital Works - Strategic Road Improvement - Barongarook Road speed limit review	18,085	0	0	0
00035836 - 2018-19 Capital Works - Street Furniture Programme - Connor Street Carparking	35,083	0	0	0
00035922 - Capital Works 2017-18 - Street Furniture Programme - Queens Ave Bollard Installation & Linemarking	50,300	0	0	0
00035947 - 2019-20 Capital Works - Street Furniture Programme - Coastal Tourism Parking, Traffic & Interim Toilet	276,797	187,497	250,000	250,000
00035977 - 2018-19 Capital Works - Street Furniture Programme - Aldi Bus Shelter Pickup	5,200	0	0	0
00036049 - 2018-19 Capital Works - Street Furniture Programme - Queens Ave Road Linemarking	5,690	0	0	0
00036205 - 2019-20 Capital Works - Street Furniture Programme - Barwon Downs Park - Bollarding	10,310	0	0	0
00036259 - 2019-20 Capital Works - Street Furniture Programme - Farrington Street Speed Hump Replacement	5,000	0	0	0
00036266 - 2019-20 Capital Works - Street Furniture Programme - Apollo Bay Tactile Installation	14,045	0	0	0
00036267 - 2019-20 Capital Works - Street Furniture Programme - Kennett River Wildlife Sign	4,180	0	0	0
00036283 - 2019-20 Capital Works - Street Furniture Programme - Gellibrand Street Concrete Edge	13,252	0	0	0
00036312 - 2019-20 Capital Works - Street Furniture Programme - Hart and Conner Concrete and Tactiles	4,451	0	0	0
00036313 - 2019-20 Capital Works - Street Furniture Programme - Hart and Miller Concrete and Tactiles	4,451	0	0	0
00036320 - 2019-20 Capital Works - Street Furniture Programme - Gellibrand Street Carpark	27,219	0	0	0
00036355 - 2019-20 Capital Works - Street Furniture Programme - Queen Street Public Lighting Installation	4,556	0	0	0
00036361 - 2019-20 Capital Works - Street Furniture Programme - Grey River Road Sealing	676	0	0	0
00036414 - 2019-20 Capital Works - Street Furniture Programme - Hart Street School Crossing Modification	8,727	0	0	0
Road and Street Furniture Programme Total	494,773	296,497	490,000	494,000
Road Improvement Programme				
00033517 - Budget Work Order - Strategic Road Improvements	0	41,665	100,000	100,000
00035076 - 2018-19 - Capital Works - Tourism Traffic and Parking Strategy Implementation	28,763	0	0	0
00035886 - 2018-19 Capital Works - Strategic Road Improvement - Muller Road Skenes Creek Drainage	2,642	0	0	0
00035894 - 2018-19 Capital Works - Strategic Road Improvement - Installation of signs and lone painting Ryans, McKays and Warrowie Road Intersections	917	0	0	0
00036322 - 2019-20 Capital Works - Strategic Road Improvement - Road and Rail Interface	2,108	0	0	0
00036402 - 2019-20 Capital Works - Strategic Road Improvement - Depot Solar Panels	7,000	0	0	0
00036474 - 2019-20 Capital Works - Strategic Road Improvement - Forest Street Asphaltting	1,057	0	0	0
Road Improvement Programme Total	42,486	41,665	100,000	100,000

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Road Reconstruction Programme				
00031850 - Budget Work Order - Sealed Road Reconstruction Renewal Programme	0	1,561,481	2,017,298	2,017,298
00031882 - Budget Work Order - Sealed Roads Major Patch Programme	0	427,035	400,000	400,000
00034815 - 2017-18 Capital Works - Sealed Road Reconstruction Program - Pascoe Street, Apollo Bay	94	0	0	0
00034816 - 2017-18 Capital Works - Sealed Road Reconstruction Program - Murray Street, Apollo Bay	94	0	0	0
00035310 - 2018-19 Capital Works - Road Reconstruction Programme - Queen Street	540	0	0	0
00035575 - 2018-19 Capital Works - Road Reconstruction Programme - Road Design	813	0	0	0
00035601 - 2018-19 Capital Works - Sealed Road Pavement Programme - Binns Road Design & Construction	42,682	455,817	0	455,817
00035986 - 2019-20 Capital Works - Road Reconstruction Programme - Forest Street	3,164	0	0	0
00035991 - 2019-20 Capital Works - Road Reconstruction Programme - Weering School Road	158,578	0	0	0
00035992 - 2019-20 Capital Works - Road Reconstruction Programme - Strachan Street	1,684	0	0	0
00035993 - 2019-20 Capital Works - Road Reconstruction Programme - Collins Road	127,823	0	0	0
00035994 - 2019-20 Capital Works - Road Reconstruction Programme - Drapers Road	165,017	0	0	0
00035995 - 2019-20 Capital Works - Road Reconstruction Programme - Conns Lane	500,607	0	0	0
00036101 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Aireys Street	11,729	0	0	0
00036103 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Carpendeit Bungador Road	34,684	0	0	0
00036105 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Costins Access	7,083	0	0	0
00036106 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Fyans Street	17,483	0	0	0
00036107 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Murray Street	13,913	0	0	0
00036108 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Pascoe Street	6,795	0	0	0
00036109 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Queen Street	28,675	0	0	0
00036110 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Railway Street	13,023	0	0	0
00036111 - 2019-20 Capital Works - Final Seal - Sealed Road Pavement Programme - Warrowie Road	17,854	0	0	0
00036162 - 2019-20 Capital Works - Crack Sealing Programme - Kennys Lane	1,693	0	0	0
00036163 - 2019-20 Capital Works - Crack Sealing Programme - Browns Lane	2,997	0	0	0
00036239 - 2019-20 Capital Works - Road Reconstruction Programme - Forest Street Road and Bridge Construction	370	0	0	0
00036261 - 2019-20 Capital Works - Sealed Road Pavement Programme - Rossmoyne Road Pavement Widening	3,839	0	0	0
00036262 - 2019-20 Capital Works - Sealed Road Pavement Programme - Boylans Lane Realignment	2,950	0	0	0
00036264 - 2019-20 Capital Works - Sealed Road Pavement Programme - Sheehans Road Widening	10,312	0	0	0
00036281 - 2019-20 Capital Works - Sealed Road Pavement Programme - Repair Section of Pengilly Avenue	7,134	0	0	0
00036293 - 2019-20 Capital Works - Sealed Road Pavement Programme - Collingwood Street Asphalt Replacement	23,270	0	0	0
00036303 - 2019-20 Capital Works - Sealed Road Pavement Programme - Gellibrand Street Carpark	2,910	0	0	0
00036330 - 2019-20 Capital Works - Road Reconstruction Programme - Binns Road Stage 2	1,052,609	0	0	0
00036347 - 2019-20 Capital Works - Road Reconstruction Programme - Settlement Road	1,397	0	0	0
00036348 - 2019-20 Capital Works - Road Reconstruction Programme - Ryans Lane	2,985	0	0	0
00036349 - 2019-20 Capital Works - Road Reconstruction Programme - Irrewillpe Road	71	0	0	0
00036350 - 2019-20 Capital Works - Road Reconstruction Programme - Kawarren East Road	2,922	0	0	0
00036351 - 2019-20 Capital Works - Road Reconstruction Programme - Kervins Road	2,346	0	0	0
00036352 - 2019-20 Capital Works - Road Reconstruction Programme - Mount Hesse Road	6,000	0	0	0
00036420 - 2019-20 Capital Works - Sealed Road Pavement Programme - Bromfield Asphalt Reseal	87,100	0	0	0
00036462 - 2019-20 Capital Works - Sealed Road Pavement Programme - Forest Street	127	0	0	0
00036479 - 2019-20 Capital Works - Major Patch Programme - Carsons Road, Swan Marsh	12,986	0	0	0
00036480 - 2019-20 Capital Works - Major Patch Programme - Settlement Road, Swan Marsh	24,390	0	0	0
00036481 - 2019-20 Capital Works - Major Patch Programme - Baileys Road, Irrewillpe East	13,054	0	0	0
00036482 - 2019-20 Capital Works - Major Patch Programme - Dunlops Road, Birregurra	13,713	0	0	0
00036483 - 2019-20 Capital Works - Major Patch Programme - Christies Road, Elliminyt	15,095	0	0	0
00036484 - 2019-20 Capital Works - Major Patch Programme - Back Larpent Road, Elliminyt	15,859	0	0	0
00036485 - 2019-20 Capital Works - Major Patch Programme - Armstrong Street, Colac	19,845	0	0	0
00036486 - 2019-20 Capital Works - Major Patch Programme - Coads Lane, Colac	20,472	0	0	0
00036487 - 2019-20 Capital Works - Major Patch Programme - Warncoort Cemetery Road, Warncoort	29,381	0	0	0
00036488 - 2019-20 Capital Works - Major Patch Programme - Busty Road, Apollo Bay	13,454	0	0	0
00036489 - 2019-20 Capital Works - Major Patch Programme - Killala Road, Apollo Bay	23,686	0	0	0
00036490 - 2019-20 Capital Works - Major Patch Programme - Horden Vale Road, Horden Vale	25,035	0	0	0
00036491 - 2019-20 Capital Works - Major Patch Programme - Blue Johanna Road, Johanna	25,794	0	0	0
00036492 - 2019-20 Capital Works - Major Patch Programme - Carlisle Gellibrand Road, Carlisle River	38,391	0	0	0
Road Reconstruction Programme Total	2,654,519	2,444,333	2,417,298	2,873,115
Road Side Drainage Programme				
00034688 - 2016-17 Capital Works - Flooding Event - Drainage Programme - Blue Johanna Road_01, Johanna	189	0	0	0
00036018 - 2018-19 Capital Works - Drainage Programme - Hart Street Drainage Stage 1	46,860	0	0	0
Road Side Drainage Programme Total	47,049	0	0	0

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Work Order	Year to Date		Annual	
	Actual	Forecast	Budget	Forecast
	\$	\$	\$	\$
Road Slip Programme				
00031864 - Budget Work Order - Road Slip Rehabilitation Programme	0	161,800	361,800	361,800
00034915 - 2017-2018 - Capital Works - Rehabilitation Programme - Costins Access Landslip Investigation	376	0	0	0
00035159 - 2017-2018 - Capital Works - Road Slip Rehabilitation Programme - Road Slip 13 Wild Dog Road	1,337	0	0	0
00035808 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 6 Binns Road	2,895	0	0	0
00035809 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 8 Binns Road	5,223	0	0	0
00035810 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 10 Killala Road	20,535	0	0	0
00035811 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 12 Wild Dog Road	22,905	0	0	0
00035898 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Casino Ave Footbridge Pits and Pipes Installatoin	1,410	0	0	0
00036161 - 2019-20 - Capital Works - Road Slip Rehabilitation Progamme - Binns Road	158,825	0	0	0
00036244 - 2019-20 Capital Works - Road Slip Rehabilitation Programme - Costins Access Cultural Heritage	1,980	0	0	0
00036362 - 2019-20 Capital Works - Road Slip Rehabilitation Programme - Blue Johanna Slip - Consultation and Design Works	2,494	0	0	0
Road Slip Programme Total	217,980	161,800	361,800	361,800
Road Stabilisation Programme				
00035326 - 2018-19 Capital Works - Road Stabilisation Program - Baynes Road, Corunnun	5,076	0	0	0
00035335 - 2018-19 Capital Works - Road Stabilisation Program - Carpendeit Bungador Road, Bungador	20,100	0	0	0
00036206 - 2019-20 Capital Works - Road Stabilisation Program - Alvie Transfer Station	7,002	0	0	0
00036207 - 2019-20 Capital Works - Road Stabilisation Program - Corangamite Lake Road	3,200	0	0	0
00036208 - 2019-20 Capital Works - Road Stabilisation Program - Cressy Road	647	0	0	0
00036209 - 2019-20 Capital Works - Road Stabilisation Program - Eurack Road	283	0	0	0
00036210 - 2019-20 Capital Works - Road Stabilisation Program - Poorneet Road	519	0	0	0
00036211 - 2019-20 Capital Works - Road Stabilisation Program - Bourkes Road	2,995	0	0	0
00036212 - 2019-20 Capital Works - Road Stabilisation Program - Old Yeo Road	3,944	0	0	0
00036213 - 2019-20 Capital Works - Road Stabilisation Program - Bushbys Road	330	0	0	0
00036214 - 2019-20 Capital Works - Road Stabilisation Program - Barongarook Road	17,526	0	0	0
00036215 - 2019-20 Capital Works - Road Stabilisation Program - Barry Street	1,631	0	0	0
00036216 - 2019-20 Capital Works - Road Stabilisation Program - Deepdene Road	283	0	0	0
00036217 - 2019-20 Capital Works - Road Stabilisation Program - Scenic Drive	5,621	0	0	0
00036218 - 2019-20 Capital Works - Road Stabilisation Program - Cape Otway Road	283	0	0	0
00036219 - 2019-20 Capital Works - Road Stabilisation Program - Seaview Drive	2,314	0	0	0
00036220 - 2019-20 Capital Works - Road Stabilisation Program - Gambier Street	1,190	0	0	0
00036221 - 2019-20 Capital Works - Road Stabilisation Program - Costin Street	4,565	0	0	0
00036222 - 2019-20 Capital Works - Road Stabilisation Program - Pengilley Avenue	2,284	0	0	0
00036223 - 2019-20 Capital Works - Road Stabilisation Program - Thomson Street	4,877	0	0	0
00036224 - 2019-20 Capital Works - Road Stabilisation Program - Swan Marsh Road	378	0	0	0
00036225 - 2019-20 Capital Works - Road Stabilisation Program - Queen Street	1,032	0	0	0
00036226 - 2019-20 Capital Works - Road Stabilisation Program - Garrett Street	1,554	0	0	0
00036227 - 2019-20 Capital Works - Road Stabilisation Program - Wilson Street	378	0	0	0
00036228 - 2019-20 Capital Works - Road Stabilisation Program - Hill Street	4,121	0	0	0
00036229 - 2019-20 Capital Works - Road Stabilisation Program - Church Street	445	0	0	0
00036230 - 2019-20 Capital Works - Road Stabilisation Program - Polwarth Street	1,067	0	0	0
00036231 - 2019-20 Capital Works - Road Stabilisation Program - Queen Street	283	0	0	0
00036232 - 2019-20 Capital Works - Road Stabilisation Program - Elsinore Street	2,224	0	0	0
00036233 - 2019-20 Capital Works - Road Stabilisation Program - Parker Avenue	378	0	0	0
00036234 - 2019-20 Capital Works - Road Stabilisation Program - Wild Dog Road	6,588	0	0	0
00036235 - 2019-20 Capital Works - Road Stabilisation Program - Phillips Track	378	0	0	0
00036236 - 2019-20 Capital Works - Road Stabilisation Program - Talbot Street	378	0	0	0
00036237 - 2019-20 Capital Works - Road Stabilisation Program - Thomas Street	378	0	0	0
00036238 - 2019-20 Capital Works - Road Stabilisation Program - Morrison Street	378	0	0	0
00036403 - 2019-20 Capital Works - Road Stabilisation Program - Hesse Street	616	0	0	0
00036404 - 2019-20 Capital Works - Road Stabilisation Program - Fyans Street	501	0	0	0
00036405 - 2019-20 Capital Works - Road Stabilisation Program - Scott Street	1,066	0	0	0
00036407 - 2019-20 Capital Works - Road Stabilisation Program - Drapers Road	1,940	0	0	0
00036408 - 2019-20 Capital Works - Road Stabilisation Program - Elliott River Road	1,733	0	0	0
00036409 - 2019-20 Capital Works - Road Stabilisation Program - Hardy Street Apollo Bay	678	0	0	0
00036410 - 2019-20 Capital Works - Road Stabilisation Program - Moore Street to Diana Street Apollo Bay	520	0	0	0
00036411 - 2019-20 Capital Works - Road Stabilisation Program - Pascoe Street to Moore Street Apollo Bay	1,040	0	0	0
Road Stabilisation Programme Total	112,720	0	0	0

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 9 Months Ending 31 March 2020

Work Order	Year to Date		Annual	
	Actual	Forecast	Budget	Forecast
	\$	\$	\$	\$
Stormwater Programme				
00034298 - 2016-17 Capital Works - Stormwater Improvement Programme - Thompson Street Outfall	70,820	0	0	0
00034698 - 2016-17 Major Project - Bushfire Recovery - Wye River and Separation Creek Township - Constructon Retaining Walls	4,871	0	0	0
00035058 - 2016-17 Capital Works - Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage– Table drains and driveway culve	430,374	0	0	0
00035059 - 2016-17 Capital Works - Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage– Pits & Pipes	1,208,475	1,615,626	0	2,155,029
00035876 - 2018-19 Capital Works - Drainage Improvements Promgramme - Tulloh Street Drainage	120,260	0	0	0
00035969 - Budget - Stormwater Drainage Renewal Programme	0	300,000	300,000	300,000
00035979 - 2018-19 Capital Works - Drainage Improvement Programme - Wydinia Kinder Drainage	7,680	0	0	0
00035983 - 2018-19 Capital Works - Drainage Improvement Programme - Murray Street West Drainage	3,113	0	0	0
00035998 - 2018-19 Capital Works - Drainage Improvement Programme - Open Drainage Renewal Program - Pound Road	7,930	0	0	0
00036004 - 2018-19 Capital Works - Drainage Improvement Programme - Open Drainage Renewal Program - Airey`s Street	8,490	0	0	0
00036051 - 2019-20 Capital Works - Drainage Improvement Programme - Hart Street Drainage - Airey St to Irrewillipe Road	4,775	0	0	0
00036260 - 2019-20 Capital Works - Drainage Improvement Programme - Cants Road Level Crossing Drainage Outfall	13,415	0	0	0
00036302 - 2019-20 Capital Works - Drainage Improvement Programme - Thompson Street Outfall	7,171	0	0	0
00036383 - 2019-20 Capital Works - Drainage Improvement Programme - Strachan Street Drainage Works	10,223	0	0	0
Stormwater Programme Total	1,897,599	1,915,626	300,000	2,455,029
Total	12,667,198	13,266,812	13,060,926	18,230,946

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

The following analysis provides Council with detailed financial information for the Service Areas of Council.

Notes

1. Income is presented as a negative. Favourable variances will therefore be a negative.
2. The 'Actual' figure does not include commitments.
3. Inaccurate phasing results in unreliable YTD Forecast figures.
4. These are net figures for each service area.

Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Chief Executive Office					
Chief Executive					
03000 - Chief Executive Office Operations (WO)	367,759	335,023	32,736	430,012	445,712
Chief Executive Total	367,759	335,023	32,736	430,012	445,712
Governance					
03010 - Communications Operations (WO)	229,047	268,919	(39,872)	259,916	373,856
03030 - Elected Members Support (WO)	228,919	252,304	(23,385)	338,740	338,740
03320 - Governance Management Operations (WO)	296,959	408,360	(111,401)	534,157	534,157
Governance Total	754,926	929,583	(174,657)	1,132,813	1,246,753
Chief Executive Office Total	1,122,684	1,264,606	(141,922)	1,562,825	1,692,465
Commentary:					
03320 - Governance Management Operations (WO) - This includes budgeted legal costs that have not yet been expended and budget for LG Bill Advice and Support.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

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Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Corporate Services					
Assets, Borrowings, Overheads, Adjustments					
01130 - Grants Commission Funding (WO)	(2,488,113)	(2,550,000)	61,887	(6,880,283)	(6,880,283)
01511 - Capital Works Income (WO)	(3,939,517)	(4,235,087)	295,570	(3,426,000)	(5,144,096)
01545 - Light Fleet Revenue (WO)	(112,860)	(367,506)	254,646	(490,000)	(490,000)
03055 - On-Cost Recovery	477,539	47,000	430,539	0	47,000
03121 - Loan Repayments	83,865	83,889	(24)	111,853	111,853
03175 - VicRoads Operations (WO)	7,012	0	7,012	0	0
03260 - Corporate Overheads (WO)	60,730	78,753	(18,023)	110,000	110,000
19183 - Asset profit	0	257,256	(257,256)	343,000	343,000
19185 - Depreciation and revaluation	8,249,765	7,949,970	299,795	10,600,000	10,600,000
Assets, Borrowings, Overheads, Adjustments Total	2,338,421	1,264,275	1,074,146	368,570	(1,302,526)
Corporate Services Management					
03100 - Corporate Services Management (WO)	352,591	336,489	16,102	375,876	450,876
03330 - Contracts and Procurement Operations (WO)	178,576	227,019	(48,443)	306,985	306,485
Corporate Services Management Total	531,167	563,508	(32,341)	682,861	757,361
Financial Services					
03110 - Property & Rates Operations (WO)	(28,954)	236,799	(265,753)	286,460	286,460
03111 - Rates Revenue	(27,941,124)	(27,928,797)	(12,327)	(27,984,866)	(28,104,866)
03115 - Financial Services Management (WO)	157,541	181,846	(24,305)	371,256	245,006
03118 - Payroll Services (WO)	128,505	131,150	(2,645)	177,075	177,075
03120 - Financial Control Operations (WO)	302,344	316,593	(14,249)	429,519	429,519
Financial Services Total	(27,381,688)	(27,062,409)	(319,279)	(26,720,556)	(26,966,806)
Information Services					
03140 - IT Services Operations (WO)	1,271,062	1,712,595	(441,533)	2,381,108	2,252,431
03142 - Information Management Services (WO)	121,492	202,128	(80,636)	13,500	269,500
03145 - GIS Operations (WO)	12,052	104,488	(92,436)	95,204	141,204
03150 - Records Management Operations (WO)	195,581	458,243	(262,662)	563,337	601,607
Information Services Total	1,600,187	2,477,454	(877,267)	3,053,149	3,264,742
People and Culture					
03160 - Human Resources Operations (WO)	247,067	329,817	(82,750)	458,388	439,388
03162 - Organisational Development Operations (WO)	234,240	246,200	(11,960)	410,610	322,670
03164 - PPC Management (WO)	5,398	7,487	(2,089)	16,000	5,600
03165 - Risk Management Operations (WO)	725,494	719,061	6,433	693,431	842,765
03170 - Customer Service Operations (WO)	309,629	340,979	(31,350)	477,952	452,856
People and Culture Total	1,521,829	1,643,544	(121,715)	2,056,381	2,063,279
Corporate Services Total	(21,390,084)	(21,113,628)	(276,456)	(20,559,595)	(22,183,950)
Commentary:					
01511 - Capital Works Income (WO) - This variance is due to timing of budgeted Grants relating to: - Central Reserve Lighting and Netball Court Redevelopment. - Memorial Square Playspace..					
03055 - On-Cost Recovery - A portion of this variance is due to incorrect phasing of the budget. This account will be impacted by timing differences due to the timing of staff utilising their leave, and the timing of provision adjustments for staff leave balances.					
03110 - Property & Rates Operations (WO) - This variance is due to the Rates Council Pension Concession. This is a timing issue and is offset in 03111 - Rates Revenue. Rates Revenue is forecast to exceed budget due to larger than expected supplementary valuations and identified Holiday Rental properties that were being rated as residential.					
03140 - IT Services Operations (WO) variance is due to timing differences relating to Major Project delivery & software license renewal, and permanent identified savings.					
03145 - GIS Operations (WO) - The expenditure will differ from budget due to the implementation of a new shared-service arrangement resulting in a positive variance.					
03150 - Records Management Operations (WO) - This is due to timing differences between spend on Major Project - Docusign Implementation and Municipal Management Software Remediation.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

The following analysis provides Council with detailed financial information for the Service Areas of Council.

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Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Development and Community Services					
Community Services					
03750 - Family & Children`s Services Operations (WO)	51,859	15,524	36,335	121,129	136,129
03770 - Maternal & Child Health Operations (WO)	85,276	66,644	18,632	62,057	88,867
03820 - Aged Care Management Administration (WO)	(375,250)	(535,937)	160,687	(237,509)	(533,509)
03871 - Regional Assessment Service Operations (WO)	(66,568)	(24,155)	(42,413)	(88,922)	(31,034)
04140 - Community Service Management Operations (WO)	93,871	212,386	(118,515)	252,514	327,514
Community Services Total	(210,812)	(265,538)	54,726	109,269	(12,033)
Development and Community Services Management					
04000 - Community & Development Services Management (WO)	226,822	142,669	84,153	192,565	192,565
Development and Community Services Management Total	226,822	142,669	84,153	192,565	192,565
Economic Development					
03350 - Colac Livestock Selling Centre Operations (WO)	(79,202)	(32,294)	(46,908)	(40,645)	(40,645)
03910 - Events Operations (WO)	86,815	94,388	(7,573)	113,673	123,673
03920 - Tourism Operations (WO)	170,022	157,396	12,626	211,049	211,049
04150 - Colac Visitor Information Centre Operations (WO)	122,879	85,367	37,512	115,281	115,281
04155 - Great Ocean Road VIC Operations (WO)	208,297	219,817	(11,520)	278,136	301,932
04170 - Economic Development Operations (WO)	798,605	856,963	(58,358)	939,549	1,127,055
04175 - Airfield Operations (WO)	(4,407)	(6,597)	2,190	(8,800)	(8,800)
Economic Development Total	1,303,009	1,375,040	(72,031)	1,608,243	1,829,545
Environment and Community Safety					
03415 - Landfill Management (WO)	120,525	135,528	(15,003)	183,042	183,042
04037 - School Crossing Supervision Operations (WO)	44,106	51,241	(7,135)	69,885	69,885
04040 - Local Laws Operations (WO)	294,623	193,416	101,207	266,762	284,762
04060 - Environmental and Community Safety Operations (WO)	389,352	710,060	(320,708)	412,781	905,147
04065 - Environment & Community Safety Management (WO)	136,159	225,876	(89,717)	303,516	303,516
04085 - Emergency Management Operations (WO)	182,100	206,349	(24,249)	198,112	277,395
Environment and Community Safety Total	1,166,865	1,522,470	(355,605)	1,434,098	2,023,747
Planning, Building and Health					
04005 - Strategic Planning Operations (WO)	424,306	722,145	(297,839)	281,106	943,752
04007 - Planning Building & Health Management (WO)	373,565	456,152	(82,587)	536,199	621,504
04010 - Statutory Planning Operations (WO)	340,266	266,621	73,645	304,827	361,827
04015 - Planning Compliance (WO)	41,089	0			
04020 - Building Services Operations (WO)	124,359	161,253	(36,894)	152,475	215,021
04100 - Public Health Operations (WO)	232,055	268,948	(36,893)	364,345	392,345
Planning, Building and Health Total	1,535,639	1,875,119	(339,480)	1,638,952	2,534,449
Development and Community Services Total	4,021,523	4,649,760	(628,237)	4,983,127	6,568,273
Commentary:					
04140 - Community Service Management Operations (WO) - Grant funding has been received, not yet spent.					
04015 - Planning Compliance (WO) - Reallocation of services, adjusted as part of the March Forecast adjustment.					
04060 - Environmental and Community Safety Operations (WO) - Funded projects started to be completed by June.					
04040 - Local Laws Operations (WO) - Forecast has been adjusted to show income Budgeted but never received.					
04005 - Strategic Planning Operations (WO) - Delay of Major Projects due to State Government works / reviews.					
04007 - Planning Building & Health Management (WO) - Delay in Erosion Overlay review due to State Government review of the overlay - put to tender in coming month.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

The following analysis provides Council with detailed financial information for the Service Areas of Council.

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Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Disaster Recovery					
Flood					
06070 - Disaster Recovery Events (Bushfire) (WO)	(16,062)	(16,000)	(62)	0	(16,000)
06090 - Disaster Recovery Events (Flood) (WO)	(553,970)	(553,000)	(970)	0	(553,000)
Flood Total	(570,032)	(569,000)	(1,032)	0	(569,000)
Disaster Recovery Total	(570,032)	(569,000)	(1,032)	0	(569,000)
Commentary:					
06070 - Disaster Recovery Events (Bushfire) (WO) - Funding received for Disaster Recovery works completed in 2019-20 and a previous year.					
06090 - Disaster Recovery Events (Flood) (WO) - Funding received for Disaster Recovery works completed in 2018-19.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

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4. These are net figures for each service area.

Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Infrastructure and Leisure Services					
Arts and Leisure					
03710 - Libraries (WO)	750,676	563,412	187,264	716,210	716,210
03735 - Bluewater Fitness Centre Operations (WO)	525,347	710,933	(185,586)	817,722	916,708
03740 - Recreation Operations (WO)	205,861	211,135	(5,274)	233,827	283,827
03745 - Arts & Leisure Management (WO)	206,081	187,239	18,842	231,542	251,546
03880 - COPACC Management Operations (WO)	297,394	307,702	(10,308)	405,819	445,819
Arts and Leisure Total	1,985,359	1,980,421	4,938	2,405,120	2,614,110
Assets and Project Delivery					
03310 - Capital Works Management (WO)	629,161	437,246	191,915	953,910	595,191
03340 - Strategic Asset & Property Services Operations (WO)	980,659	1,010,833	(30,174)	1,202,311	1,282,900
03490 - Buildings Maintenance & Operations (WO)	696,488	493,448	203,040	879,100	809,100
04038 - Standpipe Management Operations (WO)	3,738	5,924	(2,186)	8,000	8,000
Assets and Project Delivery Total	2,310,046	1,947,451	362,595	3,043,321	2,695,191
Infrastructure and Leisure Services Management					
03200 - Infrastructure & Leisure Services Management (WO)	335,193	146,015	189,178	193,390	193,390
03205 - Infrastructure Customer Services (WO)	165,855	307,671	(141,816)	414,980	414,980
Infrastructure and Leisure Services Management Total	501,048	453,686	47,362	608,370	608,370
Services and Operations					
03240 - Parks, Gardens and Open Space Maintenance (WO)	1,021,663	1,746,059	(724,396)	2,187,535	2,312,533
03274 - Transport Infrastructure Maintenance (WO)	3,635,456	2,521,659	1,113,797	3,168,891	3,328,893
03410 - Waste Management Administration (WO)	286,313	404,878	(118,565)	538,217	538,457
03411 - Waste Services (Garbage Charge Income)	(3,203,110)	(3,182,183)	(20,927)	(3,185,436)	(3,185,436)
03420 - Domestic Refuse Collection (WO)	929,148	1,156,545	(227,398)	1,542,053	1,542,053
03431 - Transfer Station Operations (WO)	1,227,424	1,369,638	(142,214)	1,826,185	1,826,185
03550 - Plant Operations (WO)	(37,272)	(37,722)	450	(50,100)	(50,100)
03551 - Plant Operations (GL Only)	(852,300)	(604,476)	(247,824)	(395,150)	(806,150)
03570 - Services & Operations Depot (WO)	868,841	722,391	146,450	971,108	971,108
Services and Operations Total	3,876,162	4,096,789	(220,627)	6,603,303	6,477,543
Infrastructure and Leisure Services Total	8,672,616	8,478,347	194,269	12,660,114	12,395,214
Commentary:					
Arts and Leisure - There is going to be a large change in this area due to Covid-19 with changes to income and also expenses to follow.					
Services and Operations - when combining master accounts 3274, 3240, 3550, 3551 there is an overrun of \$288k. There has been additional works completed in the drainage maintenance with council and a contractor providing these works.					
03420 - Domestic Refuse Collection (WO) - This is a timing issue, as there is a pending invoice expected to be received by Council.					
03431 - Transfer Station Operations (WO) - this is a timing issue, as there is a pending invoice expected to be received by Council.					
03550 - Plant Operations (WO) & 03551 - We are currently utilising plant more effectively than budget.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 9 Months Ending 31 March 2020

The following analysis provides Council with detailed financial information for the Service Areas of Council.

Notes

1. Income is presented as a negative. Favourable variances will therefore be a negative.
2. The 'Actual' figure does not include commitments.
3. Inaccurate phasing results in unreliable YTD Forecast figures.
4. These are net figures for each service area.

Dept	Unit	Service
------	------	---------

SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Port of Apollo Bay					
Capital Works					
37510 - Apollo Bay Harbour Capital Works (WO)	156,242	244,526	(88,284)	0	312,899
Capital Works Total	156,242	244,526	(88,284)	0	312,899
Port Administration					
33550 - Apollo Bay Harbour Major Plant Operation Cost	33,101	0	33,101	0	0
35510 - Apollo Bay Harbour Admin (WO)	108,504	854,701	(746,197)	0	1,455,809
Port Administration Total	141,605	854,701	(713,096)	0	1,455,809
Port of Apollo Bay Total	297,846	1,099,227	(801,381)	0	1,768,708
Total	(7,845,447)	(6,190,688)	(1,654,759)	(1,353,529)	(328,290)

Commentary:

POAB is fully-funded.

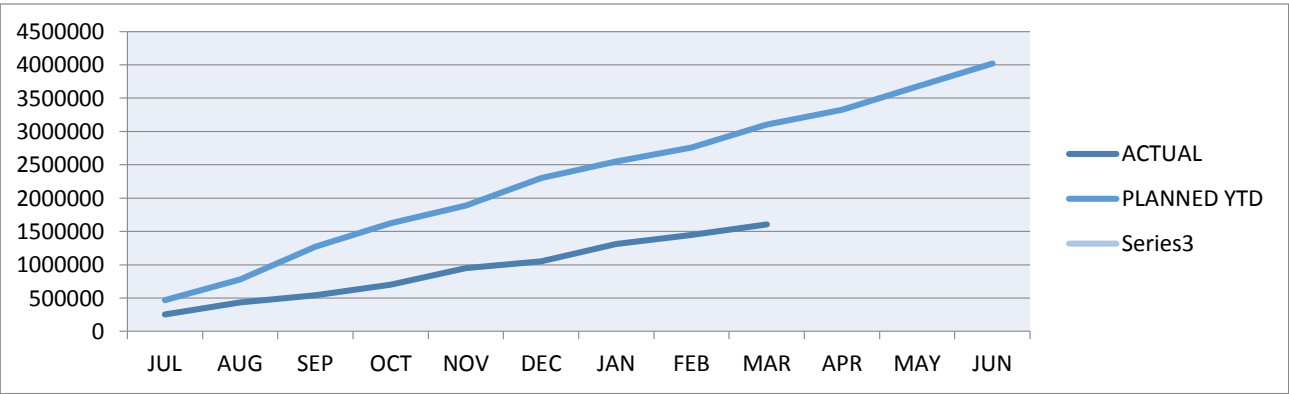
35510 - Apollo Bay Harbour Admin (WO) - Further expenditure on the in-harbour dredging project was forecast (\$730k variance).

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 9 Months Ending 31 March 2020

Current Major Projects Program Percentage Summary as at 31 March 2020

	2019-20 Actual	2019-20 Forecast		
Major Project Expenditure	1,607,621	4,008,231	40%	Expended
Major Project Income	(285,733)	(879,941)	32%	Received
Major Project Net	1,321,889	3,128,290		

Expenditure - Forecast vs Actual



Commentary

The forecast YTD expenditure as at 31 March was \$3.1m. The Actual YTD spend has been \$1.6m. This indicates that only 52% of expected Major Project spend has been achieved. It is important to note that:

- The forecast YTD figure relies on accurate phasing.
- The 'Actual' figure does not include commitments.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast		Comment
	\$	\$	\$		
Projects unlikely to fully expend in 2019-20					
Projects with expected carryover into 2020-21					
City Deal Project	0	500,000	500,000		City Deal Director appointed.
Community Grants - Garden Awards	0	5,000	5,000		Rotary has advised they are not in a position to deliver this event in 2019 but will be delivering it in 2020, which will essentially be next financial year.
Building Facade Improvement Programme Category 4	4,000	20,000	20,000		Will be underspent (was not fully allocated). Gellibrand Store has indicated that they may not go ahead with their project.
Lighting Infrastructure for Event Promotion	23,065	40,000	40,000		Light tracking systems have been installed and Wooden Christmas trees completed & displayed for Christmas. Will determine how to expend remaining funds eg: additional tracks, flags etc.
ICT - Digital Enablement of a Mobile Workforce	13,419	70,000	70,000		Currently in progress. Various programmes of work across various departments and committees.
ICT - ePlanning - Public Portal	0	50,000	50,000		Initial meeting held to scope project, but delay in procuring suitable contractor to oversee project. Need to research what is being done elsewhere before committing to final scope. Will require project carryover, or project funds can be redirected in short term to balance 2019/20 budget & fresh funds sourced in future budget process..
Colac Civic Precinct Plan	24,447	100,000	197,010		Consultant engaged following a tender process for Council office and COPACC needs analysis, which commenced in February and will be completed in July/August. The wider project will be completed in 2020/21, and will require significant carryover.
Domestic Wastewater Management Plan Review	0	30,000	30,000		Project deferred due to COVID-19 response & relief, being led from Health Department. Funds can be either carried forward to 2020/21, or used to balance 2019/20 budget & officers to review capacity to undertake more limited review in-house later in 2020.
Former Colac High School Site Master Plan	32,593	50,000	50,000		No further expenditure planned for this financial year. Due diligence work complete, now negotiating with the VSBA to acquire land.
Assessing Landslide Risk To Key Infrastructure and Assets in COS	550	41,281	41,281		Key slip sites have been selected to undergo further testing to produce the scope of works for renewal. The delivery of these projects is dependant on the renewal methodology.
Memorial Square Toilet Design (Masterplan Implementation)	1,912	95,589	95,589		RFQ currently being developed. Will not be fully expended as project is late to commence.
Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	0	7,000	7,000		Funding for the Memorial which has been put on hold. RSL requested change of purpose for this funding to fund cannons RSL etc. Funds to be carried forward until RRV finalise plans for the intersection of GOR/Nelson St
Telecommunications Continuity (Migration Phone Systems)	0	55,000	55,000		On-hold pending selection of appropriate new system. Unlikely to spend in current FY. Will require additional funds for 2020-21
Streamlining Planning Scheme - cutting red tape	34,744	83,560	83,560		Delay completing amendment due to significant delay in DELWP undertaking Planning Policy Framework translation. Will require some carryover.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast	Comment
	\$	\$	\$	
Apollo Bay Harbour Precinct Development Plan	54,119	402,508	402,508	Will not fully expend funds in 19/20 due to delay finalising Development Plan via CIP project, but project progressing well - draft CIP for Apollo Bay (including Development Plan) due mid 2020 for exhibition in latter part of the year; Business Case for Harbour redevelopment being prepared by ARUP (ILM completed); and technical studies completed for Harbour. Some expenditure being reflected in Apollo Bay CIP project, where Development Plan being prepared. Revised project cost due to funds used for Development Plan in CIP is expected to be approx. \$320,000, of which \$90K expected to be spent 19/20. Balance at end of financial year needs carry over in 20/21 to fund the EoI process and complete ARUP Business Case.
Revised Erosion Management Overlay Mapping	0	77,580	77,580	Work was planned to commence early in 2019, but was deferred due to DELWP planned reforms to the overlay. Consultant currently being appointed following a quotation process. Will require some carryover.
J Barrys Road Industry Development Plan	0	0	90,000	Project commenced early 2020 after receipt of VPA funding. Some work will be completed by June 2020, but carry over of balance into 20/21 will be required.
Total	188,849	1,627,518	1,814,528	
Project Savings identified				
GIS software restructure	0	75,000	0	Not required due to Brimbank GIS collaborative MoU. This forecast was updated as part of the in December 2019 Forecast.
Weigh Bridge Upgrade Software	102	70,242	240	Action Complete. Software is installed and running at the Alvie & Apollo Bay transfer stations since July 2019. This forecast was updated as part of the in December 2019 Forecast.
Total Project Savings Identified	102	145,242	240	

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast		Comment
	\$	\$	\$		
Full Listing of Major Projects					
Projects in Original Budget					
City Deal Project	0	500,000	500,000		City Deal Director appointed.
EziTracker: Managing Remote Workforces	17,248	2,000	2,000		EziTracker has a monthly account based on usage rates. Income from OPASS will need to cover this ongoing payment. This will need to be included in the 2020/21 budget.
Community Grants Programme Category 1	150,224	160,000	172,876		There were some funds carried over from previous financial year for a number of projects. This category includes payments to Apollo Bay for Light up the Pine, and the Colac and District Chamber of Commerce.
Community Events & Support Programme Category 2	76,566	101,500	101,500		Expenditure on track.
Small Grants Programme Category 3	26,765	30,000	30,000		Expenditure on track, may be slightly underspent as indicated.
Building Facade Improvement Programme Category 4	4,000	20,000	20,000		Will be underspent (was not fully allocated). Gellibrand Store has indicated that they may not go ahead with their project.
Community Grants - student achievement awards	0	1,000	1,000		Eco Dev issued certificates in late 2019 (one school didn't claim). It appears the money was paid out of the wrong work order and will need to be journaled across.
Community Grants - Garden Awards	0	5,000	5,000		Rotary has advised they are not in a position to deliver this event in 2019 but will be delivering it in 2020, which will essentially be next financial year.
Community Grants Programme Smarty Grants	11,364	12,500	12,500		On track. Annual subscription
Small Town Priorities	0	100,000	100,000		Project/s have been endorsed by EMT and communicated to council. Work starting on Cressy footpath (\$50K, and Beeac footpath (20K). Other project is signage in Cororooke, Birregurra and other small downs (12K).
Lighting Infrastructure for Event Promotion	23,065	40,000	40,000		Light tracking systems have been installed and Wooden Christmas trees completed & displayed for Christmas. Will determine how to expend remaining funds eg: additional tracks, flags etc.
ICT - Digital Enablement of a Mobile Workforce	13,419	70,000	70,000		Currently in progress. Various programmes of work across various departments and committees.
ICT - Works Management System	0	30,000	30,000		RB Comment: Per the ICT Strategic Plan, this initiative is intended to deliver an automation and reporting system for works allocation. This is dependant on completion of A)Assets system project phase 1, and B) Assets Mobility project Phase 2 per Buddhima
ICT - ePlanning - Public Portal	0	50,000	50,000		Initial meeting held to scope project, but delay in procuring suitable contractor to oversee project. Need to research what is being done elsewhere before committing to final scope. Will require project carryover, or project funds can be redirected in short term to balance 2019/20 budget & fresh funds sourced in future budget process..
ICT - Resourcing Strategy	68,725	130,000	130,000		On track to expend in 2019/20.
GIS software restructure	0	75,000	0		Not required due to Brimbank GIS collaborative MoU. Have updated as part of the in December 2019 Forecast.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast		Comment
	\$	\$	\$		
Colac Otway Shire Website Upgrade	27,192	30,000	30,000		Two casual officers job-shared this project which commenced in October 2019 and was completed in January 2020. The Communications team is keen to retain the unspent funds for the remainder of the financial year to allow the casual engagement of skilled officers to assist in the creation of online forms across the organisation.
S&O Safety Audit Action Plan	39,954	95,000	95,000		Admin support engaged for 2 days a week to assist. Audit actions are 72% complete.
Colac Structure Plan Review (Colac 2050 Plan)	31,082	40,000	30,996		Growth Plan & Amendment completed.
Colac Civic Precinct Plan	24,447	100,000	197,010		Consultant engaged following a tender process for Council office and COPACC needs analysis, which commenced in February and will be completed in July/August. The wider project will be completed in 2020/21, and will require significant carryover.
Domestic Wastewater Management Plan Review	0	30,000	30,000		Project deferred due to COVID-19 response & relief, being led from Health Department. Funds can be either carried forward to 2020/21, or used to balance 2019/20 budget & officers to review capacity to undertake more limited review in-house later in 2020.
Kerbside Collection & Transfer Station Operations Contract Preparation	38,809	60,000	60,000		Contract has gone to tender and has closed. The tender response is in the evaluation phase until 21/02/20. Tender evaluation was extended by one week due to the complex nature of the contract.
Projects in Original Budget Total	552,860	1,682,000	1,707,882		

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast		Comment
	\$	\$	\$		
Projects Carried Forward					
COPACC Full House Audience Development Project	14,209	40,000	40,000		Project to be acquitted by 30 April 2020. One project component scheduled to be delivered in June 2020 will be necessarily deferred to June 2021, and this has been advised to Creative Victoria and included in the acquittal.
Former Colac High School Site Master Plan	32,593	50,000	50,000		No further expenditure planned for this financial year. Due diligence work complete, now negotiating with the VSBA to acquire land.
OBRT Risk Assessments	19,050	20,004	20,004		Additional Risk Assessments will be required - approx 4. Estimated cost \$10k
Council Property Management Framework	0	20,000	20,000		Anticipate delivery by April 2020. Project to outline for management of Council owned buildings and properties across the shire
Assessing Landslide Risk To Key Infrastructure and Assets in COS	550	41,281	41,281		Key slip sites have been selected to undergo further testing to produce the scope of works for renewal. The delivery of these projects is dependant on the renewal methodology.
Memorial Square Toilet Design (Masterplan Implementation)	1,912	95,589	95,589		RFQ currently being developed. Will not be fully expended as project is late to commence.
Development of Public Toilet Strategy	14,267	25,000	25,000		\$10k spent on background report. Consultant appointed and project underway. Balance to be expended by EOFY.
Infrastructure External Design	94,793	100,000	100,000		Slight overspend due to inclusion of design work for Bluewater roof and ceiling works.
MCH - Hard to Staff Project	8,324	26,810	26,810		This project is in conjunction with Corangamite Shire and is to continue through the 2019-20 period to help fund recently graduated M&CH nurses within both shires. Will be spent by end of the financial year.
Economic Development - Forrest Mountain Bike Trail Implementation	106,181	99,696	99,696		Council's component of this project has been entirely spent. Currently working with funding body to claim progress payment of \$50K, with remaining \$50K to be claimed in 2020-2021 financial year on grant variation. RfQ issued, and is in final assessment phase for (Native Veg/ CHMPs and erosion assessments) for the proposed new trail alignments. The onground component will be delayed due to Eastern Maar's decision to cease fieldwork until the COVID-19 pandemic is over. Some funds will have to be carried over as a result.
Small Town Improvement Programme (STIP) - Forrest Common Master Plan	3,194	3,450	3,450		Recreation has advised the remaining balance will be spent this financial year.
Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	0	7,000	7,000		Funding for the Memorial which has been put on hold. RSL requested change of purpose for this funding to fund cannons RSL etc. Funds to be carried forward until RRV finalise plans for the intersection of GOR/Nelson St
GROW Project	3,800	26,250	26,250		\$10K committed to hotel development opportunity study. Remaining will go towards Forrest MTB trails, which looks as though it will go over budget.
Book Easy Online Booking System	0	10,000	10,000		The roll out of the online booking system will happen before June 30 2020. The amalgamation of Apollo Bay Customer Assist into GORVIC took precedence over the new booking system.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast	Comment
	\$	\$	\$	
AFL Match	47,447	0	0	Most operational costs are now in the system for the AFL game and the operational costs are sitting at \$61,767. The budget for ground preparations does not look accurate - it is sitting at \$23,000 and based on the costs for the previous game it looks as though a lot of staff time may have been incorrectly-coded. It will be easy to get a monetary estimate by comparing previous non-AFL years to the 2020 year.
VASP G21 Phase Three Action Plan Implementation (CRC)	0	9,178	9,178	Awaiting invoicing from Warrnambool City Council - CRC Barwon South West Project Contribution (on behalf of the 10 BSW Councils) to the BSW Climate Alliance Establishment Project (\$27,808 in total). Will definitely be spent in this financial year.
VASP GSC Phase Three Action Plan Implementation (CRC)	0	18,630	18,630	Awaiting invoicing from Warrnambool City Council - CRC Barwon South West Project Contribution (on behalf of the 10 BSW Councils) to the BSW Climate Alliance Establishment Project (\$27,808 in total). Will definitely be spent in this financial year.
VASP Colac Otway - Embedding Climate Adaptation in Colac Otway Projects, Programmes and Processes	269	7,895	7,895	Electric Vehicle Integration - Mitsubishi PHEV Lease Costs (2019-20) - Services & Operations (Fleet) to pay 2020-21 Lease Costs. Needs to be journeled over, but will definitely be spent in this financial year.
SV LGES Program – Energy Audits Implementation	150,654	160,663	160,663	Complete - Works on COPACC and Bluewater completed. Currently in the process of closing out the project. All funds will be spent in this financial year.
Lighting Project	0	100,000	100,000	On Track - Gone out for quotes. Works will commence in May and be completed by 30 June 2020.
Communities Combating Pests & Weeds Impacts During Drought 2019-2020	8,329	200,000	200,000	On Track - Grant program for private landowners - 27 Grants approved. Payments have commenced and the funding will be spent by 30 June 2020.
Pound Road records archive remediation and administration	0	40,000	40,000	Due to current workload in FOI, legal searches, business inductions, trainee training and overarching resourcing challenges, particularly noting the recent training and now pending loss of Wendy back to Contracts & Procurement, an effective project resourcing plan is currently being developed by Richard and Samara. Will be initiated well by Easter 2020 and is ongoing operational business. Due to current workload impacted by COVID-19 this project is only awaiting resourcing to prepare archives for transfer to GRACE. Resourcing has been requested and awaiting approval
Telecommunications Continuity (Mirgration Phone Systems)	0	55,000	55,000	On-hold pending selection of appropriate new system. Unlikely to spend in current FY. Will require additional funds for 2020-21
Trim Upgrade and Development	0	38,023	38,023	Cm upgrade to v9.3 and/or additional records management integrated solutions. Development of this strategy is underway and may evolve into a larger programme of work that satisfies numerous other challenges. 9.4 is now available and intergrates with Authority March Patch due to be completed early May. Project proposal quote is awaiting for approval from GM, once approved project can start. Upgrade in Live will need to wait until Authority March Patch is installed in Live system.
CCTV Upgrades for Colac CBD	0	27,000	27,000	Complete
Docusign Implementation	3,371	38,270	38,270	Fully implemented.
Gender Equity	700	5,000	5,000	Project will engage an consultant and be completed by June 2020.
Bruce St Investigation	17,372	21,713	21,713	Will be fully expended, with forecast over expenditure associated with additional unplanned buffer assessment.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast	Comment
	\$	\$	\$	
Streamlining Planning Scheme - cutting red tape	34,744	83,560	83,560	Delay completing amendment due to significant delay in DELWP undertaking Planning Policy Framework translation. Will require some carryover.
Amendment C90 - Flood Overlay Changes	17,734	31,331	31,331	Will be fully expended - panel report on submissions expected to be considered by Council in May 2020.
Apollo Bay Harbour Precinct Development Plan	54,119	402,508	402,508	Will not fully expend funds in 19/20 due to delay finalising Development Plan via CIP project, but project progressing well - draft CIP for Apollo Bay (including Development Plan) due mid 2020 for exhibition in latter part of the year; Business Case for Harbour redevelopment being prepared by ARUP (ILM completed); and technical studies completed for Harbour. Some expenditure being reflected in Apollo Bay CIP project, where Development Plan being prepared. Revised project cost due to funds used for Development Plan in CIP is expected to be approx. \$320,000, of which \$90K expected to be spent 19/20. Balance at end of financial year needs carry over in 20/21 to fund the Eol process and complete ARUP Business Case.
Revised Erosion Management Overlay Mapping	0	77,580	77,580	Work was planned to commence early in 2019, but was deferred due to DELWP planned reforms to the overlay. Consultant currently being appointed following a quotation process. Will require some carryover.
Colac West Developent Plan	16,405	9,000	9,000	Project was originally planned to be completed by June 2020, but delayed due to identified need for cultural heritage assessment to be undertaken. Consultant engaged for Cultural Heritage work, but delayed due to COVID-19 impact on Eastern Maar, and revision to scope post award of contract. Expenditure higher than originally forecast due to engagement of cultural heritage consultants which was not planned initially.
Apollo Bay Community Infrastructure Plan	269,409	183,538	183,538	Funds will be fully spent. Draft plan to be completed by mid 2020 with final milestone payment in 20/21. Overexpenditure is being offset by savings from Apollo Bay Harbour Development Plan WO, where funds are being drawn to complete the Harbour element of the Plan.
Weigh Bridge Upgrade Software	2,852	70,242	240	Action Complete. Software is installed and running at the Alvie & Apollo Bay transfer stations since July 2019.
Projects Carried Forward Total	922,278	2,144,211	2,074,209	

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - EXPENDITURE
For 9 Months Ending 31 March 2020

Notes

1. The 'Actual' figure does not include commitments.

Project	YTD Actuals	Annual Budget	Annual Forecast		Comment
	\$	\$	\$		
New projects from 2019/20 funding					
Better Approvals Project	2,296	0	715		Project incurred minor costs - project will be complete June 2020.
J Barrys Road Industry Development Plan	0	0	90,000		Project commenced early 2020 after receipt of VPA funding. Some work will be completed by June 2020, but carry over of balance into 20/21 will be required.
Roadside Weeds & Pests Management Project	19,300	0	43,041		On Track - Final works to be completed in May. All funds will be spent in this financial year.
Birregurra Stormwater Drainage Strategy	77,584	0	50,400		The modelling data has been produced and was distributed for public consultation. The models will now be refined with the information discussed during the consultation and the initial draft is due to be reviewed in June 2020.
Walk to School Project (RAC)	6,320	0	15,000		Completed and acquitted.
Bushfire Administration Wye River Marathon Event (RDV)	10,000	0	10,000		Completed.
Advancing Country Towns (ACT) - Green Industry Feasibility Planning	16,984	0	16,984		Completed.
New projects from 2019/20 funding Total	132,483	0	226,140		
Total Major Project Expenditure	1,607,621		4,008,231		

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT - INCOME
For 9 Months Ending 31 March 2020

Work Order	YTD Actuals	Annual Budget	Annual Forecast	
	\$	\$	\$	
Projects in Original Budget				
City Deal Project	0	0	(500,000)	
Recycling Education - SKM Contract	(6,685)	(5,500)	(5,500)	
'Projects in Original Budget Total	(6,685)	(5,500)	(505,500)	
Projects Carried Forward				
Colac Civic Precinct Plan	0	0	(90,000)	
Apollo Bay Community Infrastructure Plan	(54,545)	0	(60,000)	
Projects Carried Forward Total	(54,545)	0	(150,000)	
New projects from 2019/20 funding				
J Barrys Road Industry Development Plan	(90,000)	0	(90,000)	
Roadside Weeds & Pests Management Project	(43,041)	0	(43,041)	
Birregurra Stormwater Drainage Strategy	(50,400)	0	(50,400)	
Walk to School Project (RAC)	(15,000)	0	(15,000)	
Emergency Wye River Otway Fire Administration	(16,062)	0	(16,000)	
Bushfire Administration Wye River Marathon Event (RDV)	(10,000)	0	(10,000)	
New projects from 2019/20 funding Total	(224,503)	0	(224,441)	
Total Major Project Income	(285,733)		(879,941)	

Contact

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Colac Otway
SHIRE

Item: 10.4

Policy Review - 20.2 Naming of Roads, Localities and Features

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GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none">1. Council Policy 20.2 - Naming of Roads, Localities and Features [10.4.1 - 4 pages]2. Naming-rules-for-places-in- Victoria-5-10-2017 [10.4.2 - 116 pages]
PURPOSE	For Council to consider the revocation of Council Policy 20.2 - Naming of Roads, Localities and Features.

1. EXECUTIVE SUMMARY

As part of a review of Council policies, Council Policy 20.2 - Naming of Roads, Localities and Features has been identified as no longer being required on the grounds that it merely reflects the requirements of State legislation and prescribed guidelines.

In undertaking the naming of roads, localities and features Council is required to act in accordance with clause 5 (2) of Schedule 10 of the Local Government Act 1989, which requires Council to act in accordance with a set of prescribed guidelines

These guidelines, entitled "*Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016*" (attached) are administered by Geographic Names Victoria, which is part of DELWP. These guidelines are voluminous (13 sections covering 109 pages) and officers are confident they address all the requirements contained in the existing Council policy.

The State Government has a dedicated web page relating to naming rules for places in Victoria. This page contains many resources that provide guidance to both residents and Council. It can be viewed at:

<https://www.propertyandlandtitles.vic.gov.au/naming-places-features-and-roads/naming-rules-for-places-in-victoria>

While the existing policy refers to the guidelines it is considered it simply duplicates the requirements of the legislation and guidelines.

Existing property developers and Council officer's current practice is to implement the requirements of the State Government guidelines.

This matter was presented to the Council Briefing on 6 May 2020 for discussion. It was confirmed that the guidelines do promote and provides further guidance on the use of cultural and heritage names.

Some examples in the guidelines include:

Section 1.5.2 - Members of the public and other stakeholders

The Aboriginal community in Victoria includes the descendants of Victoria's various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process.

The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, Section 2 General Principles, Section 4 Features and Section 7 Consultation) of the naming rules.

Further information about how to identify local Aboriginal communities, convene consultation meetings and respond to issues that may arise is available in Section 7.3 Developing an Aboriginal naming proposal.

General Principle (C) Linking the name to place

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to Section 2.3 Anzac commemorative naming project),

European exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral /agricultural production.

Principle (H) Using commemorative names

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events, or following a theme such as Australian war contributions.

2. RECOMMENDATION

That Council revokes Council Policy 20.2 Naming of Roads, Localities and Features.

3. KEY INFORMATION

A part of a review of Council's policies, it is timely for Council Policy 20.2 - Naming of Roads, Localities and Features to be considered.

The policy was adopted in January 2014 and seeks to:

- preserve the shire's identity and heritage,
- recognise the shire's cultural and physical diversity,
- provide guidelines for the naming of places within the shire, and
- provide a consistent decision-making approach to naming requests.

The policy envisaged the naming process would be triggered by either:

- Councillor or officers identifying a need to name and unnamed place or alter a place name
- members of the community requested the naming of an unnamed place or the renaming of a named place.

In addition, it was acknowledged street names can be provided by subdividers/developers when new streets are created in subdivisions. In these cases, Council's role is to audit any suggested names in accordance with the requirements of the policy.

The policy then set out procedural guidelines requiring officers to undertake appropriate public consultation of an intended name where the naming process has been instigated by the community or officers.

The reality is the State government exerts influence over the naming of roads, localities and features to the extent it has prescribed guidelines for how this is to be done. To this end, clause 5 (2) of Schedule 10 of the Local Government Act 1989 requires Council to act in accordance with these guidelines when naming roads, feature or localities.

The guidelines, entitled "*Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016*" (attached) are administered by Geographic Names Victoria, which is part of DELWP. They are voluminous (being 109 pages), comprising of 13 sections which cover all aspects of the naming process in relation to roads, features and localities. The sections are:

- Section 1: Introduction
- Section 2: General Principles
- Section 3: Roads
- Section 4: Features
- Section 5: Localities
- Section 6: Initiating a proposal
- Section 7: Consultation,
- Section 8: Objections and submissions
- Section 9: Finalising a proposal
- Section 10: Lodging a proposal with OGN
- Section 11: Registrar's decision of a proposal
- Section 12: Gazettal of a proposed name or boundaries
- Section 13: Implementation

Of particular relevance to Council is:

- Section 2 which provides 12 principles for naming roads, features and localities, and
- section 7 which outlines the minimum requirements of the consultative process that must be undertaken.

The consultative process involves writing to all directly affected property owners seeking their consent to the proposed name and allowing at least 30 days for submissions to be lodged. Advertising the proposal is also recommended where appropriate. Submissions are required to be considered before a final decision is made.

The State Government has a dedicated web page relating to naming rules for places in Victoria. This page contains many resources that provide guidance to both residents and Council.

<https://www.propertyandlandtitles.vic.gov.au/naming-places-features-and-roads/naming-rules-for-places-in-victoria>

Officers are therefore of the view the policy merely reflects the requirements of the legislation and therefore is no longer required.

This matter was considered by Councillors at the Briefing session on 6 May 2020 at which issues of ensuring indigenous culture and heritage were recognised and why a policy seemingly required in 2014 was no longer required were discussed. At the conclusion, there appeared to be support for the recommendation.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The purpose of this report is to inform the community of an updated methodology in managing the process of naming places in Colac Otway Shire.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

The proposal aligns with Theme 2 of the 2017-21 Council Plan which relates to “Our Places” in that the policy pertains to the process of allocating identifying address names to roads, features and localities throughout the shire.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The application of names to roads, features and localities can be a sensitive matter. It is therefore essential that Council be cognisant of this and ensure that appropriate public consultation is undertaken where Council or a community member initiates a naming proposal.

The naming of new roads created in subdivisions is a different scenario, where the subdivider should be permitted to provide preferred street names. A public consultative process is not required in those situations, but Council officers are required to consider the principles detailed in section 2 of the guidelines referred to above.

LEGAL & RISK

There are no legal or risk management issues associated with the proposal.

FINANCIAL & BUDGETARY

There are no financial or budgetary implications associated with the proposal.

7. IMPLEMENTATION STRATEGY

If the policy is withdrawn, Council's website would be updated to direct residents to the 'Naming rules for places in Victoria' web page. It is envisaged a comment to contact Council if you have any further queries would be included.

COMMUNICATION

Existing property developers and Council officer's practice is to already implement the requirements of the State Government guidelines, so it is not envisaged any direct communication is required.

TIMELINE

It is expected that this recommendation will be presented at the 27 May 2020 Ordinary Council Meeting.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



COUNCIL POLICY

Council Policy Title:	Naming of Roads, Localities and Features
Council Policy ref. no:	20.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	22 January 2014

1. PURPOSE

The major emphasis of this policy is to preserve the Shire's identity and heritage and to recognise its cultural and physical diversity; and

- to provide guidelines for the naming of places within the Colac Otway Shire.
- to provide a consistent decision making approach to naming requests.

2. BACKGROUND

Council, as a Naming Authority under the *Geographic Place Names Act* 1998 is required to resolve on all geographic place names in the municipal district, with the exception of geographic places of state significance.

In the consideration of naming requests, Council is required to be guided by the Victorian Guidelines for Geographic Names and register all endorsed names with the Registrar of Geographic Names.

The Act defines place as "any place or building that is, or is likely to be of public or historical interest and includes, but is not restricted to:

- a) Township, area, park, garden, reserve of land, suburb and locality;
- b) Topographical feature, including undersea feature; and
- c) Street, road, transport station, government school, hospital and government nursing home."

Generally this policy will only apply to the naming of roads, streets, reserves, gardens, suburbs and localities.

3. POLICY

In the consideration of naming requests, Council is required to abide by the Guidelines for Geographic Names Victoria and notify all new or altered names to the Registrar of Geographic Names for inclusion in the Register for official mapping data and other purposes.

3.1 Instigation of the Place Naming Process

Involvement in investigating and/or determining geographic place names will begin after one of the following triggers:

- Councillor(s) and Council Officer(s) identifies a need to name an unnamed place, or alter a place name/boundary;
- Member(s) of the community request an unnamed place to be named, or that a place name/boundary be altered;
- A Plan of Subdivision is submitted for certification by Council. A plan of subdivision can include street names. Council's subdivision certification process includes audit of these names to ensure they comply with this policy. In this instance only 3.2C of this policy applies.

3.2 Procedure for Naming

A. Council's decision should be made according to the following naming principles:

- Subject to appropriate public consultation process that ensured effective input from the public or interested parties.
- Appropriate decision making that is in the public interest.
- Following appropriate policies on naming standardisation.
- Preventing an unnecessary duplication of specific name.

B. Names are selected using the following criteria:

- Preserve the heritage and identity of Colac Otway Shire localities.
- Maintain the integrity of Council's existing name theme of historical, settlement, physical feature, flora and fauna.
- Cultural significance to the municipality's communities.
- Consideration of names connected with, used by or commemorating past indigenous communities that inhabited the area.
- Recognition of prior uses of land the people associated with it.
- Ensure linking the name to the relevant place.
- Recognition of existing unofficial names.
- Ensure names assigned to streets are simple and easily pronounced.
- Names to be written in Australian English and not exceed 25 characters.
- The person whose name is being proposed is deceased.
- The person whose name is being proposed has a record of significant achievement in their chosen field that would reasonably be recognised by the community.

C. Names should not be used if they include any of the following:

- Named after commercial businesses, trade names or non-profit organisations.
- Generally the name of a living person except person of national significance.
- Commence with the definite article – 'the'; or use the apostrophe 's' indicating possessive case.
- Long and difficult names.
- Abbreviations – names to be spelt in full.
- Names that could cause offence on the basis of race, ethnicity, religion and gender or to particular community groups.

- Names assigned to streets that could compromise public safety and operational safety to emergency services or cause confusion for transport, communication and mail services.
- Similarity with names of existing streets within nearby localities.

Changes to the boundaries of suburbs, localities or place names should be in the overall public interest and not for private interest(s). All such changes should only be made after appropriate consultation with effected communities and appropriate authorities.

3.3 Procedural Guidelines

The following guidelines apply:

- A naming request may originate from the wider community or Colac Otway Shire officers.
- Naming request initiated by individuals or organisations must be in writing and if the proposal is for a commemorative naming, details of the life and achievements of that person must be provided to Colac Otway Shire.
- Appropriate public consultation regarding a naming proposal should be undertaken. This may take the form of advising all abutting property owners about the proposed name and seeking comments feedback or placing a public advertisement in the local newspaper inviting comments from effected residents and/or public.
- Consultation should be undertaken with local indigenous community representative groups as to possible names. They should be consulted at the start of a proposal to ascertain if they have any objection to the suggested name, and if so, what alternative name they wish to submit;
- A report recommending the name (or renaming) of a road, lane, reserve, building or other infrastructure is to be referred to Council meeting for formal consideration;
- Once a final decision has been made the applicant, all abutting property owners and residents will be notified of the Council's decision;
- Advice will be sent to all relevant Colac Otway Shire departments, advising of the new or amended name.
- Arrangements will be made to erect appropriate signage (if required).
- Colac Otway Shire will notify:
 - the registrar of Geographic Names of the new or amended name
 - the relevant public authorities of the new or amended name
- Record the details of name origins in a Record of Name Origins. Council should ask for and preserve a record of name origins from those who recommend new place names, to facilitate the processing of names in accordance with the statutory requirements and to create a record of this aspect of Victoria's heritage.

4 RELATED LEGISLATION AND DOCUMENTATION

- *Local Government Act 1989*
- *Geographic Place Names Act 1998* and associate guidelines
- Colac Otway Planning Scheme
- *Road Management Act*

5. IMPLEMENTATION AND MONITORING

5.1 Accountabilities

The officer responsible for all queries or feedback regarding this policy document, please contact the Revenue Co-coordinator.

The responsible officer co-ordinates the implementation, maintenance and review of this policy ensuring stakeholders are aware of their accountabilities.

5.2 Financial Implications

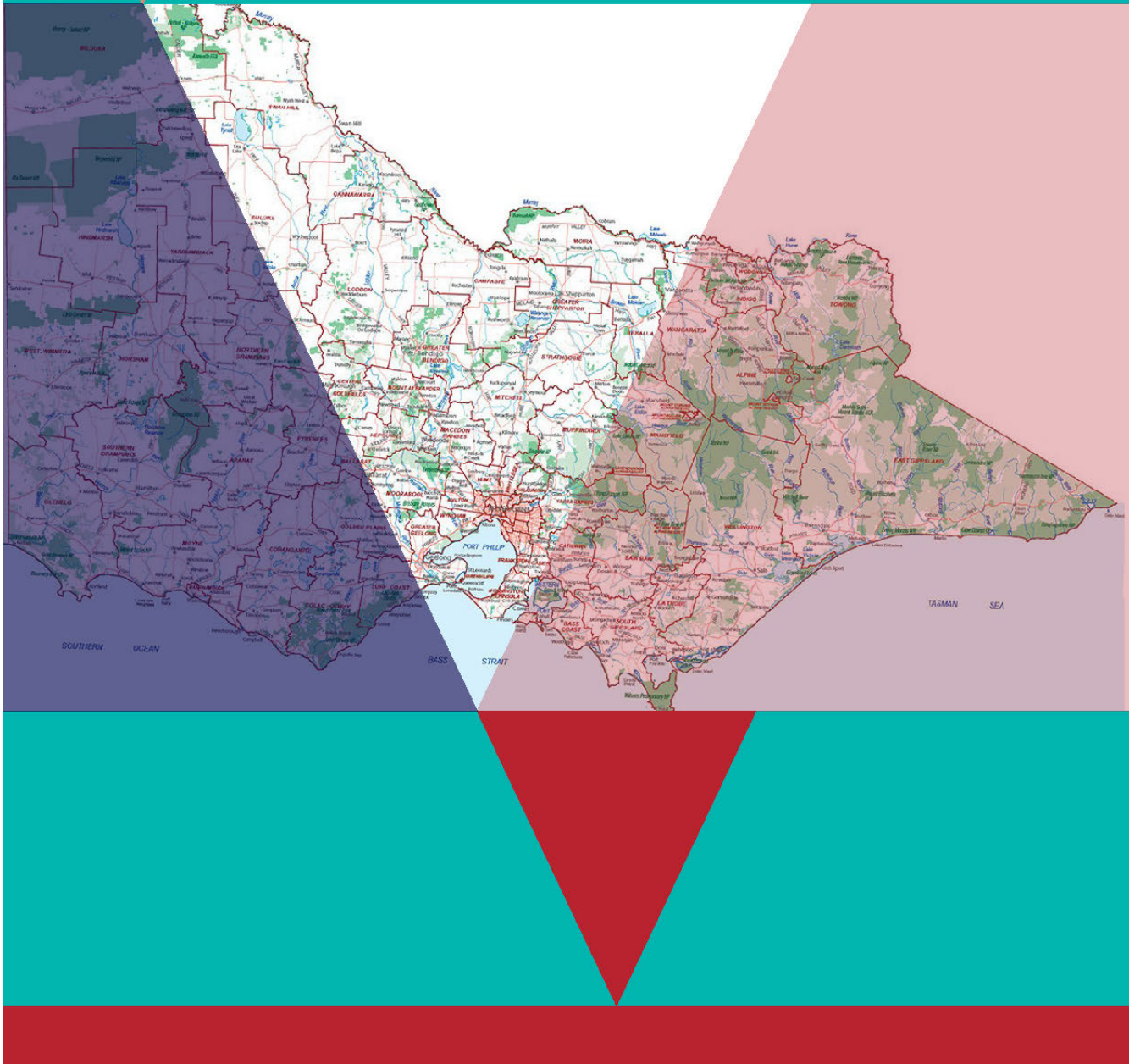
The financial implications of this policy include the cost of consultation, advertising and erection of signage (where applicable).

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
22 January 2014	Adopted by Council

Naming rules for places in Victoria

Statutory requirements for naming roads, features
and localities 2016



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Preface

The Office of Geographic Names (OGN) provides state-wide advice to Victorian naming authorities and the public about appropriate and compliant naming practices. As the Registrar of Geographic Names and through my management of OGN, I oversee the gazettal and registration of place names in Victoria.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016 (the naming rules) explains how a naming proposal must be undertaken. These naming rules have been reviewed in consultation with Victorian emergency service organisations, municipal councils, government departments and authorities, and relevant stakeholders.

The updated document is the result of extensive stakeholder consultation and the title emphasises the important role naming rules have under the *Geographic Places Names Act 1998*. The document has been reordered with duplications removed. Statutory requirements are also clearly identified so that compliant naming or renaming proposals can be submitted to OGN.

Victoria is unique in that it has a devolved naming process. The 79 Victorian municipal councils are the state's primary naming authorities; however, a number of government departments, government authorities and private organisations also hold this role.

Public safety is paramount. For example, community facilities and infrastructure need to be officially named and registered with OGN to ensure emergency services can locate them. It is therefore very important that places already named but not registered be highlighted to OGN. Typically these names are considered legacy names.

The naming of new places and roads is largely generated by the rapid expansion of outer-metropolitan and regional residential developments. These developments provide opportunities for contemporary and historic Aboriginal naming themes to be adopted.

Victoria has a rich Aboriginal history, with 38 Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to Country. The uniqueness of language is based on location; each language is deeply rooted to the land and offers an ideal opportunity to connect a name to a place. To ensure the preservation of Aboriginal place names and languages across Victoria, we strongly encourage naming authorities to engage with Traditional Owners when assigning Aboriginal names to roads, features and localities.

Over the last couple of years, the ANZAC Commemorative Naming Project has honoured hundreds of war veterans and people who have displayed the Anzac spirit, with their names applied to roads, features and localities. Worthy individuals' contributions to their communities have also been commemorated, with roads, sporting ovals and pavilions named in their honour.

Place names in Victoria are added to VICNAMES – the Register of Geographic Names, an online portal that holds all registered place names, including roads, features and localities. I encourage naming authorities and Victorians to submit through VICNAMES historical information and corroborating documents to provide people with background information about place names.

I trust that naming authorities and OGN's stakeholders find these naming rules informative and useful in ensuring that geographic naming is appropriately administered.

John Tulloch

Registrar of Geographic Names

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1 Introduction

1.1 The naming rules

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016 (naming rules) sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. It replaces the *Guidelines for Geographic Names 2010 Version 2*.

These naming rules are the statutory requirements allowed for under the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

When a road or feature is not owned or maintained by a government department or authority (such as some cultural centres, sporting centres, education facilities or aged care facilities) the private owners are strongly encouraged to adopt the principles, requirements and procedures detailed in these naming rules. To ensure VICNAMES – the Register of Geographic Names (the state’s authoritative place names register) accurately reflects the status of named roads and features in Victoria, the names of these privately owned roads and features are recorded and these names are also available in Vicmap (the state’s authoritative spatial database).

Appropriate naming is essential to identify locations for managing emergencies and delivering goods and services in Victoria. The naming rules are based on national standards and policies. They provide a strong basis for standardised and unambiguous naming procedures across the state. They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers.

These naming rules have been developed to be inclusive to all Victorians.

These naming rules are aligned with national principles around the consistent use of place names within Australia, including the Permanent Committee on Place Names – [Principles for the consistent use of place names](http://www.icsm.gov.au/publications/index.html) (www.icsm.gov.au/publications/index.html), AS/NZS4819:2011 Rural and urban addressing and the United Nations Group of Experts on Geographical Names’ publications. The Office of Geographic Names (OGN) works closely with jurisdictions across Australia to achieve consistency in naming.

1.2 Legislation that applies

The naming rules are the guidelines provided for under s.5 of the *Geographic Place Names Act 1998* (the Act), where it states that:

- 1) *The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning or amending names of places.*
- 2) *Without limiting the generality of subsection (1), the guidelines:*
 - a) *must set out the rules and process to be followed in selecting, assigning or amending a name of a place;*
 - b) *must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;*
 - c) *must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;*
 - d) *must set out requirements for consultation before a name of a place is selected, assigned or amended; and*
 - e) *may specify any other matter or thing appropriate in relation to the naming of places.*

These naming rules provide details in relation to the Register of Geographic Names – VICNAMES (refer to [Section 1.6](#)), information on the role of the Minister responsible for the Act, the Registrar of Geographic Names, the Geographic Place Names Advisory Panel and various naming authorities.

The definition of ‘place’ under s.3 of the Act states:

Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- a) township, area, park, garden, reserve of land, suburb and locality;*
- b) topographical feature, including undersea feature;*
- c) street, road, transport station, government school, government hospital and government nursing home.*

Refer to [Section 11 Registrar’s Consideration of a proposal](#) for the information regarding the registration of names under the Act.

Other legislation, regulations and policies relevant to geographic naming are:

- [Local Government Act 1989](#) (at www.legislation.vic.gov.au)
- [Road Management Act 2004](#) (at www.legislation.vic.gov.au)
- [Aboriginal Heritage Act 2006](#) (at www.legislation.vic.gov.au)
- [Aboriginal Heritage Regulations 2007](#) (at www.legislation.vic.gov.au)
- [AS/NZS4819:2011 Rural and urban addressing](#) (at www.saiglobal.com)
- [Survey Co-ordination Act 1958](#) (at www.legislation.vic.gov.au)
- [Subdivision \(Procedures\) Regulations 2011](#) (at www.legislation.vic.gov.au)

Note: Some naming authorities have their own naming policies or guidelines that augment these naming rules.

These naming rules should not be applied to past naming decisions, they only apply to current naming proposals (for the duration of this edition’s official circulation).

However, when renaming a road, feature or locality these naming rules will apply. If advised of a risk to public safety due to a place’s name, naming authorities should also seek to rename it (where practical) and apply these naming rules.

1.3 Why there is a need for naming rules

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community’s benefit. Those benefits include:

- recognition and identification
- culture
- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre

- The proper naming of any place enables it to be clearly identified and its precise location to be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might result in life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

There are many different roads and feature types in Victoria (refer to [APPENDIX A](#) and [APPENDIX B](#)). The responsibility for preparing naming proposals and submitting them to the Registrar can vary. Please refer to the relevant sections and appendices in these naming rules to determine what is required. If you need help please contact OGN for advice.

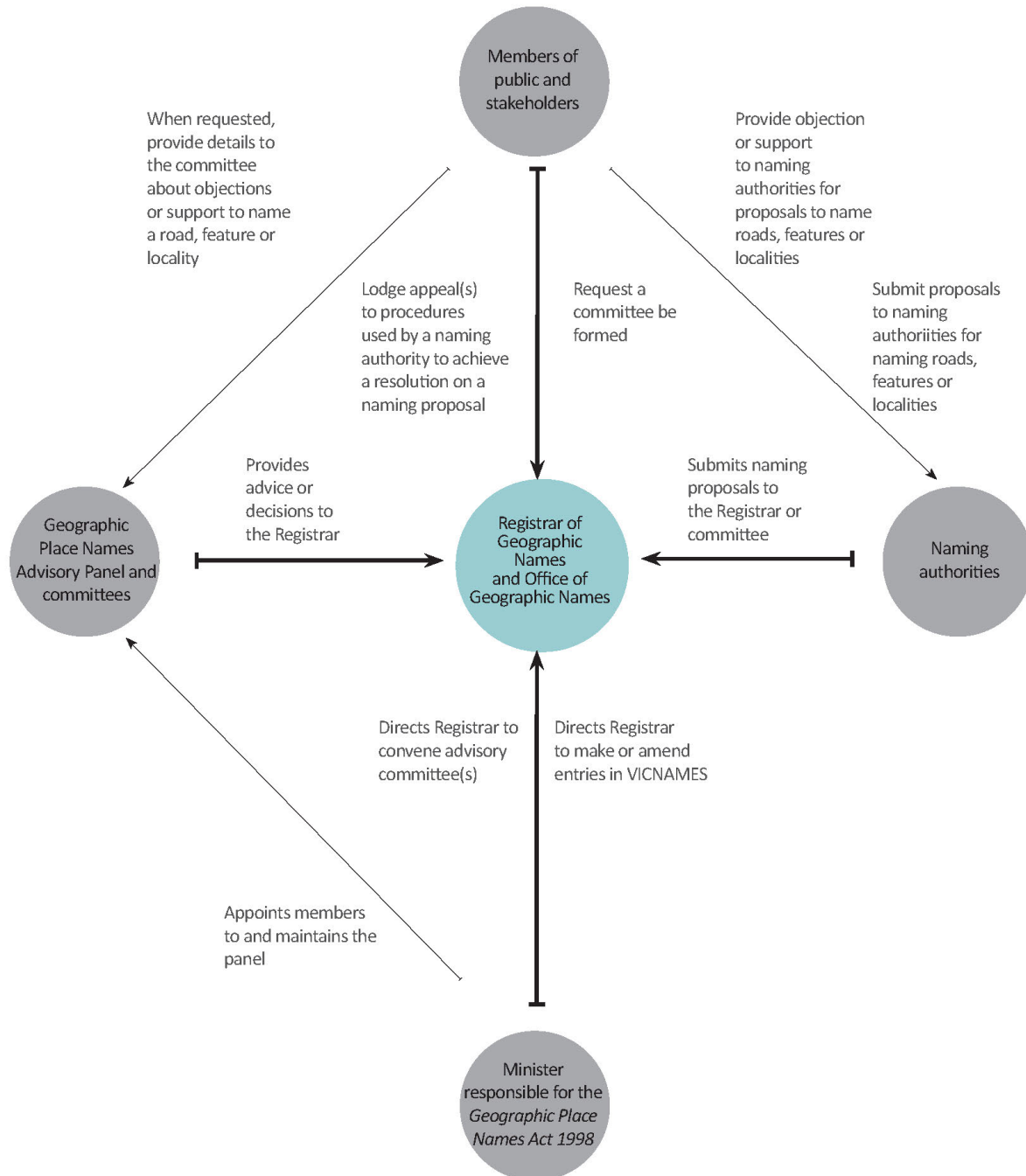
The following are the four stages in the naming process for individuals or organisations.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016

Section 1 Introduction

	or locality is determined to have greater than local significance.	
STAGE 3: Who can appeal the naming proposal?	Anyone (individuals, community groups, organisations, government departments or authorities).	Section 8
STAGE 4: Who has authority to endorse and enter a name in VICNAMES?	The Registrar of Geographic Names. The Minister responsible under the Act may direct the Registrar to enter a name.	Section 1.5.4 Section 1.5.3 Section 1.5.5 Section 11

Diagram: People, organisations and processes involved in naming, renaming or changing the boundary of a road, feature or locality



1.5.1 Members of the public and other stakeholders

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers. They can be involved in the naming process in three ways:

- propose a name or boundary for a road, feature or locality to the responsible naming authority
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The Aboriginal community in Victoria includes the descendants of Victoria's various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, [Section 2 General Principles](#), [Section 4 Features](#) and [Section 7 Consultation](#)) of the naming rules.

Further information about how to identify local Aboriginal communities, convene consultation meetings and respond to issues that may arise is available in [Section 7.3 Developing an Aboriginal naming proposal](#).

1.5.2 Naming authorities

Naming authorities are responsible for submitting naming proposals that comply with these naming rules to the Registrar of Geographic Names. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. Essentially, councils, government departments or authorities and private organisations are the naming authorities when they are responsible for a particular road or feature within their jurisdiction. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

1.5.3 Minister responsible for the *Geographic Place Names Act 1998*

The Minister responsible for the *Geographic Place Names Act 1998* is responsible for all matters under the Act, including appointing the Registrar of Geographic Names (provided for under s. 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under s. 14 of the Act).

Section 11(5) of the Act provides that the Minister may direct the Registrar to enter geographic names into VICNAMES, and under s. 12(1) of the Act may also direct the Registrar to refer a naming matter to a committee for its advice. When addresses are affected, the naming authority, which is typically a council, will be contacted. It is expected that the naming authority will engage with the community to seek comments, when necessary. The Minister has the power under the Act to overturn any decision made by a naming authority, the Registrar, or committee.

1.5.4 Registrar of Geographic Names

The powers and functions of the Registrar, as set out in s. 8 of the Act, include:

- (a) *To carry out the functions under the Act of registering names of places*
- (b) *To keep and maintain the Register*
- (c) *To advise the Minister on the establishment and development of the guidelines*
- (d) *To disseminate information on the guidelines*

(e) To monitor and review compliance with the guidelines

(f) Such other functions are conferred on the Registrar by or under the Act.

The Registrar has the necessary powers to carry out the functions of the Registrar under the Act.

The Registrar:

- oversees the OGN, whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for roads, features or localities
- has the ability to determine a naming authority
- maintains VICNAMES in Victoria and enters and/or amends entries as required by the Minister, Geographic Place Names Advisory Committees or naming authorities
- is responsible for maintaining the Geographic Place Names Advisory Panel appointed by the Minister and for allocating members of the panel to select committees, as required from time-to-time by the Minister, or in instances of a naming proposal being considered to be of greater than local significance (refer to [Principle C](#)).

1.5.5 Geographic Place Names Advisory Panel and committees

The Geographic Place Names Advisory Panel and its committees are responsible for providing expert advice and recommendations to the Registrar on geographic place naming policies and principles; and, place naming issues of regional, state and national significance.

Committees may be convened by direction of the Minister or Registrar; or, at the request of a naming authority, if deemed appropriate by the Registrar.

The appointment of members to a Geographic Place Names Advisory Panel and procedures governing its processes and committees are outlined in s. 12 to s. 17 of the Act. Information on [why a committee might be convened and what it considers](#) are available online at www.delwp.vic.gov.au/namingplaces > Geographic place names advisory panel. Refer to [Principle C](#) Linking to place for when a committee can be formed.

1.6 VICNAMES – the Register of Geographic Names

S. 9 of the Act provides for a Register of Geographic Names, which includes place names and the names of streets and roads.

The Register of Geographic Names is an electronic system known as [VICNAMES](#), available at maps.land.vic.gov.au/lassi/VicnamesUI.jsp.

VICNAMES stores information and data related to all officially gazetted, registered and recorded road, feature and locality names in Victoria. There are some differences in the data stored for place and road records in VICNAMES and the following information is typically available:

- name
- status of name (refer to [Section 1.7](#))
- registration date
- historical name (if available)
- gazette notice date and reference
- feature descriptor
- Vicmap ID – persistent feature identifier (PFI)
- location description
- coordinates (centroid)
- council – local government area where the feature is located

- naming authority
- permalink – a persistent permanent link to the record
- history of the name (if available)
- supporting historical documents (if available)
- map source information.

VICNAMES is linked to Vicmap, the Victorian government spatial data set. Linking VICNAMES to Vicmap ensures that the information in VICNAMES is aligned to the spatial representation of roads, features and localities, and that Vicmap references all officially registered or recorded names for roads, features and localities. Vicmap includes data that may not be officially registered under the Act.

1.7 Status of names in VICNAMES

Seven categories are applied to names in VICNAMES:

Place name status	Description
Registered	This type is legally recognised for the purposes of the Act as an official name for a road, feature or locality administered or coordinated by a government authority. For example Watson Creek or Lorne.
Dual	This type consists of one name comprised of one non-Aboriginal and one Aboriginal name, which must be used together as the registered legally recognised name for the feature (refer to Principle (L)). For example Point Ritchie/Moyjil. For further information refer to Principle (G) Dual names .
Historical	This is a name no longer in official use but recorded for information purposes. For example Alexanders Head is now known as Brock Monument and Jeremal Creek is now known as Corryong Creek.
Base	This is a lifetime name for a feature, if the recorded name is subject to limited-term private contracts (refer to Section 4.2.4). For example Docklands Stadium is the base name and the current Registered name alters depending on the current site sponsor. For example Etihad Stadium.
Recorded	This is the name of a feature if a private entity has naming rights or the source of the name has yet to be confirmed with the naming authority (refer to Section 3.8). They are included in VICNAMES in the interests of public safety and information. For example Ault Beeac Falls or Amaroo Neighbourhood Centre.
Traditional	This is an Aboriginal name that is not in official use or used as a dual name for a feature (refer to Section 3.5). For example Wallermeryong Creek is the Aboriginal name for Main Creek.
Archived	Names no longer associated with the Register. For example Ascot Telephone Exchange.

1.8 Updating the naming rules

The Registrar must ensure that the naming rules, known under the Act as ‘the Guidelines’, are reviewed at least once every five years and that a report on any review is given to the Minister.

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally amend the naming rules to ensure up-to-date standards are reflected. Updates need to be approved by the Governor in Council – naming authorities and other interested parties will be notified of any approved amendments.

1.9 How long is the naming process?

Each naming proposal is unique and timelines for completion are guides only.

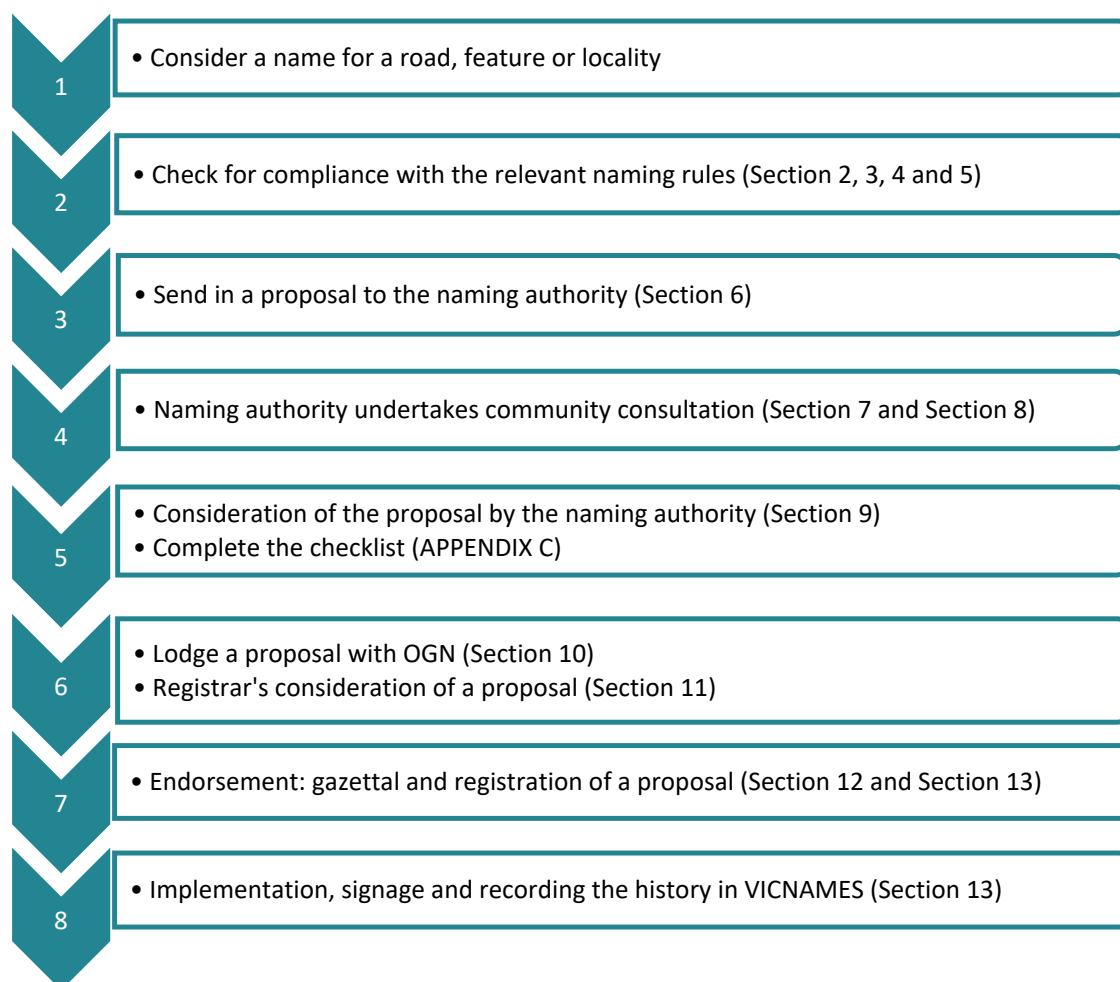
If a proposed naming, renaming or boundary change is considered to be small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the process may take longer.

Proposal	Proposal initiation	Consultation	Compliance checks and reporting	OGN audit, gazette and notification
New road	1–2 weeks	30–90 days	30–60 days	30–60 days
New feature	1–2 weeks	30–90 days	30–60 days	30–60 days
New locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Renamed road	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a road	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a locality	3–4 weeks	30–90 days	30–60 days	30–60 days

The process can become extended if the naming authority is consulting on multiple names, if objections and appeals are received, or if OGN requires additional information.

The process can be reduced if the naming authority has a bank of pre-approved names. Councils will often have a bank of names relevant to an area.

The diagram shows the end-to-end process.



2 General principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the three other sections of the naming rules related to roads, features and localities. They are designed to ensure no ambiguity, confusion, errors or discrimination are caused by the naming, renaming or boundary change process. All general principles are equally important.

Principle (A) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route, from one end to the other.

Principle (B) Recognising the public interest

Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

Principle (C) Linking the name to place

Place names should be relevant to the local area with preference given to unofficial names used by the local community. If named after a person (refer to [Principle H Using commemorative names](#)), that person should be or have been held in strong regard by the community.

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)), European exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

Infrastructure features should use the name of the locality, for example Tarneit Railway Station. Features that use the name of locality are not considered duplicates, but must have a unique identifier that distinguishes the feature from other similarly named features. Refer to [4.2.3 Locational names](#) for further information.

This principle is particularly relevant to new estates, where naming themes can provide a strong link to place. Names of estates should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place are preferred. Refer to [Principle \(I\) Using Commercial and business names](#).

A place of greater than local significance should have a name relevant to the wider community. A road, feature or locality of greater than local significance will usually fall into one or more of the following categories:

- it is located in two or more municipal areas

- it is located in a significant tourist precinct
- it is proposed to be created as part of a State or Federal Government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Aboriginal feature, story or landscape. Refer to [Principle \(F\)](#) Recognition and use of Aboriginal languages in naming.

In these instances a naming authority can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal (refer to [Section 1.5.5](#) for further details).

Principle (D) Ensuring names are not duplicated

Proposed names must not duplicate another name within the distances listed below, irrespective of locality and/or council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be duplicates are White, Whyte, Wite and Wiet.

[VICNAMES](#) can be used to check for a duplicate road, feature and locality names. Select the road or place and select duplicate. Refer to the [Guide to VICNAMES](#) available at www.delwp.vic.gov.au/namingplaces > [VICNAMES](#) for further advice.

Note: the radius will default to either 5, 15 or 30 kilometres based on the location classification listed below. The defaulted radius provides the minimum required distance between duplications.

Duplication is not allowed within the same locality or the following default distances:

- **metropolitan urban areas**, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs)
- **regional urban areas**, within a 15 kilometre radius (a regional urban area consists of a town centre and its surrounding suburbs)
- **rural or remote areas**, within a 30 kilometre radius (a rural or remote area is an area located outside of towns).

Examples of duplicate name scenarios and solutions are available in [Section 2.1](#).

Examples and scenarios of names not considered duplicates are available in [Section 2.2](#).

If a naming authority is uncertain of which classification to apply, it should contact OGN for advice. Alternatively, apply a cautionary approach when checking for duplication and use the 30 kilometre radius search.

If the proposed name is duplicated, consider assigning it to something other than what you want to name (such as a park, reserve, road or a locality), outside of the duplicate search radius. If a feature or road is located near a state boundary, care should also be taken to avoid duplication with names in the other state, according to the distances prescribed above.

When considering the assignment of locality names, the above requirements are not applicable and naming authorities should refer to [Section 5: Localities](#).

An exception to this principle is the assignment of multiple feature names within, for example, a park or reserve. The feature names must have a direct relationship with each other. Examples include Mildura Wharf Carpark adjacent to and servicing Mildura Wharf, Neulynes Carpark adjacent to Neulynes Mill Site, and Albert Park Lake and Albert Park Playing Fields located in Albert Park (the park). This exception is not allowed for the assignment of locality names or road names, which must be unique. Refer to [Section 2.2.1](#) for further information. For further advice please contact OGN.

If naming authorities have a proposed name not duplicated within the same locality, but marginally within the radius deemed to be a duplicate, you may contact OGN for further advice.

Principle (E) Names must not be discriminatory

Place names must not discriminate. Refer to *the Equal Opportunity Act 2010* for further information.

Principle (F) Recognition and use of Aboriginal languages in naming

The use of Aboriginal languages in the naming of roads, features and localities is encouraged, subject to agreement from the relevant Traditional Owner group(s). If the application of an Aboriginal name is being considered to be applied as a Dual name, then please also refer to [Principle \(G\) Dual names](#).

Naming authorities are strongly encouraged to consult with the relevant Traditional Owner group(s) prior to any public consultation on the proposed name(s). In instances of more than one relevant Traditional Owner group, naming authorities must consult all parties.

Further information about how to identify the appropriate Traditional Owner group(s), convene consultation meetings and respond to issues that may arise, is available in [Section 7.3 Developing an Aboriginal naming proposal](#).

Principle (G) Dual names

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups. For further information refer to the [Principles for the consistent use of place names](#) (www.icsm.gov.au/publications/index.html).

In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.

Naming authorities wishing to develop dual naming proposals need to ensure the following issues are considered:

- Dual names can be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves.

To avoid possible confusion for addressing or the provision of emergency management, dual names cannot be adopted for:

- localities, towns or rural districts
- constructed features such as roads, highways, bridges or communication towers.

Note: roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.
- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage. For example, [Point Ritchie / Moyjil](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=6743).
- If a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.

Dual names will be formally registered without any distinction between non-Aboriginal and Aboriginal name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. a /) preceded and followed by a space. The feature type should only be included with the non-Aboriginal name. The following examples would be acceptable:

- Gariwerd / Grampians National Park
- Grampians National Park / Gariwerd
- Nambruc / Aberfeldy State Forest
- Colquhoun State Forest / Boyanga Gidi.

Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

Principle (H) Using commemorative names

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events, or following a theme such as Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)). When considering a commemorative name, the following points must be considered.

- If named after a person, that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the local community. When deciding on the assignment of a commemorative name, naming authorities should consider the person's achievements, relevant history and association to the area, and the significance of the family/person to the area/land. For example, a family that has been associated with an area for at least 50 years.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- A commemorative name applied to a locality or road should use only the surname of a person, not first or given names.
- A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname be used.
- The initials of a given name are not to be used in any instance.

Note: if a name is duplicated you may consider using a first or middle name or a locally used name; however, the naming authority should contact the OGN for further advice.

This approach ensures that emergency and postal services are not delayed because of inconsistent application of a name. For example, *Smith Park* is a clearer name than *John Edward Smith Park* because it's possible John Park, Edward Park, John Smith Park, J. E. Smith Park or J. E. S. Park might be used by the public.

Naming authorities should make every effort to gain consent from family members of the person being commemorated. Supporting evidence that shows a naming authority's attempts to consult family members should be provided to OGN when lodging the proposal.

Supporting evidence is required, including copies of letters sent to the family, copies of newspaper advertisements calling for consent or contact details of the family and any response from the family. When a naming authority is unable to locate existing family members, the naming authority may use the newspaper notice advertising the proposed name to also call for consent from the family and/or request family contact details from the community. Refer to [Section 7.2.4 The consultation process, Notices](#). Any response from the family should be included in the proposal sent to the Registrar.

If a naming authority has exhausted avenues to contact families and the proposal is the name of a person who passed away at least 70 years ago, the Registrar will consider the naming proposal.

In exceptional circumstances, if the naming authority wishes to name a road, feature or locality after a living person, it must apply in writing to the Registrar to seek an exemption from this principle. Consent from the person should be sought prior to any exemption request being submitted to OGN. The naming authority must outline the reasons for proposing a living person's name, including but not limited to evidence about the person's achievements, relevant history and association to the area. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle (I) Using commercial and business names

For similar reasons to those outlined in [Principle \(H\)](#), naming authorities should not name places after:

- commercial businesses
- trade names
- estate names (which are solely commercial in nature)
- not-for-profit organisations.

Names of estates should not be applied to roads, features or localities to avoid possible future issues related to addressing. Names with historical connections to places are preferred.

Note: Estate names include names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/industrial zoned land. Where roads, features and localities are named using the estate name, that have no link to place, then the name will not be allowed.

Naming authorities should use their discretion as to whether an exemption request is required. For further advice contact the OGN.

Exceptions may apply if the business or organisation had an association with the area over a substantial period of time and is held in high regard by the community, e.g. [Lions Park Mallacoota](#) (maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=12026), Mantello Drive and Vegemite Way.

In these circumstances, the naming authority must apply in writing to the Registrar to seek exemption from this principle, including but not limited to evidence of the business's or organisation's association with the area and any known community views. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle (J) Language

The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration. The following points must be considered.

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of an Aboriginal language local to the area of the road, feature or locality.
- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.

An exception to this is in the use of Aboriginal languages, when it is accepted that Aboriginal names that initially appear complex will, over time, become familiar and easy to use.

- Names taken from a language other than English that represent geographical features generally use generic terms and will be allowed, unless the combination produces a duplication of sense. For example, Tor Mountain would not be allowed because Tor means mountain.
- 'The' is not a suitable prefix in naming of any road, feature or locality. For example, The Avenue is not acceptable.

- Hyphens can be used within place names that indicate the extent of the feature, for instance Mellick-Munjie Parish or Hattah-Kulkyne National Park. They can also be used when the name incorporates a hyphenated surname, for instance Kingsford-Smith Ulm Reserve.
- Diacritical marks (symbols such as ´, ¨ or ˘) will be omitted from names drawn from languages that use such marks. For example, Cape Reamur (not Cape Réamur).
- Punctuation marks such as commas and full stops are not allowed.
- An apostrophe must be deleted from geographic names written with a final 's and the possessive 's should not be included. For example, Wilsons Promontory (not Wilson's Promontory) or O'Reilly (not O'Reilly).
- Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St if requested by the naming authority. For example, St Agness Hill, Saint Georges Point and Mount Alfred.
- For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name. For example MacKenzie Falls, McAdam Gap and McCarthy Spur.
- A name cannot be a numeric value. For example 1st Street; 101 Road, 5th Avenue, 12 Apostles or 9 Mile Creek. Though Twelve Apostles and Nine Mile Creek would be allowed.
- Roads and features must use approved road and feature types which are located in [Appendix A](#) and [Appendix B](#).

Principle (K) Directional names to be avoided

Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

An example of an unacceptable name is Smith Street being renamed Smith Street West and Smith Street East – either one or both ends of the street must be renamed.

Principle (L) Assigning extent to a road, feature or locality

When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply. As a minimum, a proposal for a road or waterway must include the line details, a feature (excluding a waterway) must include the centroid coordinates, and a locality must include the polygon attributes.

For example, the name of a road should apply from one end of the road to the other, i.e. to the points where the road finishes or intersects with other roads.

The name of a waterway should apply from the beginning of the watercourse to its confluence with another waterway or body.

2.1 Results from a VICNAMES duplication search

Proposed names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation.

Not all results from a VICNAMES duplication search are duplicates. Common sense is required to determine similar sounding names. Sound out the name to ensure suitable difference.

Additionally, VICNAMES does not always pick up duplicates. For example, when checking a name ending with an s, the s is often omitted by the application.

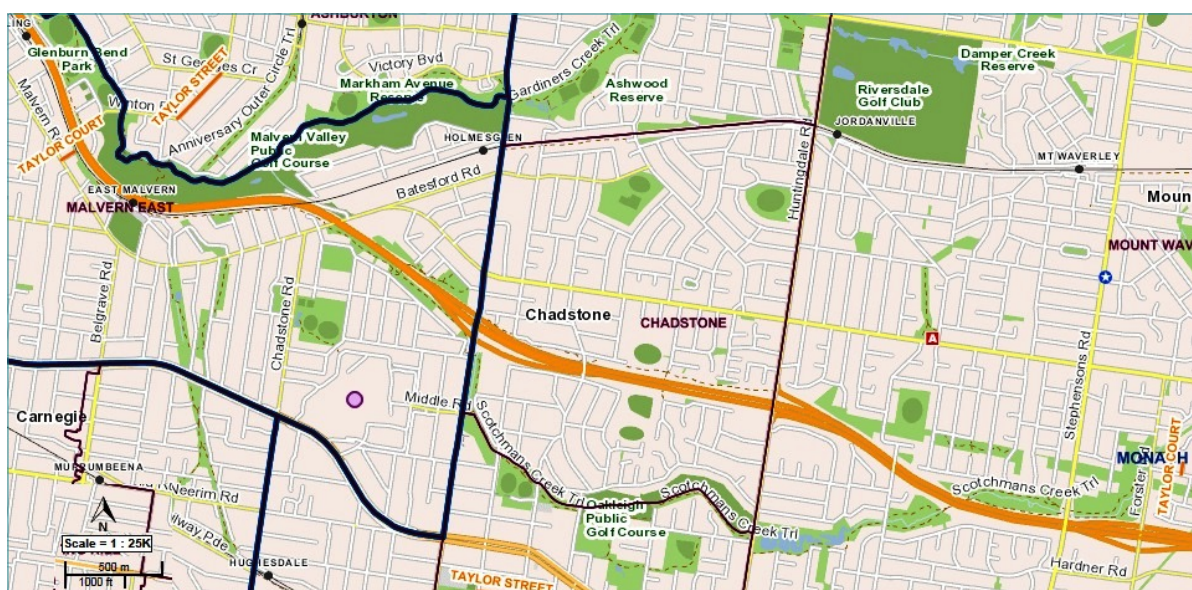
Section 2 General principles

As well as VICNAMES, naming authorities must use their local knowledge to avoid proposing duplicate names.

2.1.1 Metropolitan duplication

Duplication is not allowed in the same locality and in Melbourne and Geelong metropolitan urban areas, within 5 kilometres. Below are examples of metropolitan duplication.

Scenario: A naming authority has approved the development of a new subdivision that will be accessed via a road. In this example, the naming authority consulted the community about an appropriate name for the road and received a number of submissions. The preferred name is Taylor, which commemorates the Taylor family who were well respected in the area, ran a blacksmith shop on the site and lived in the municipality for over 50 years. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.

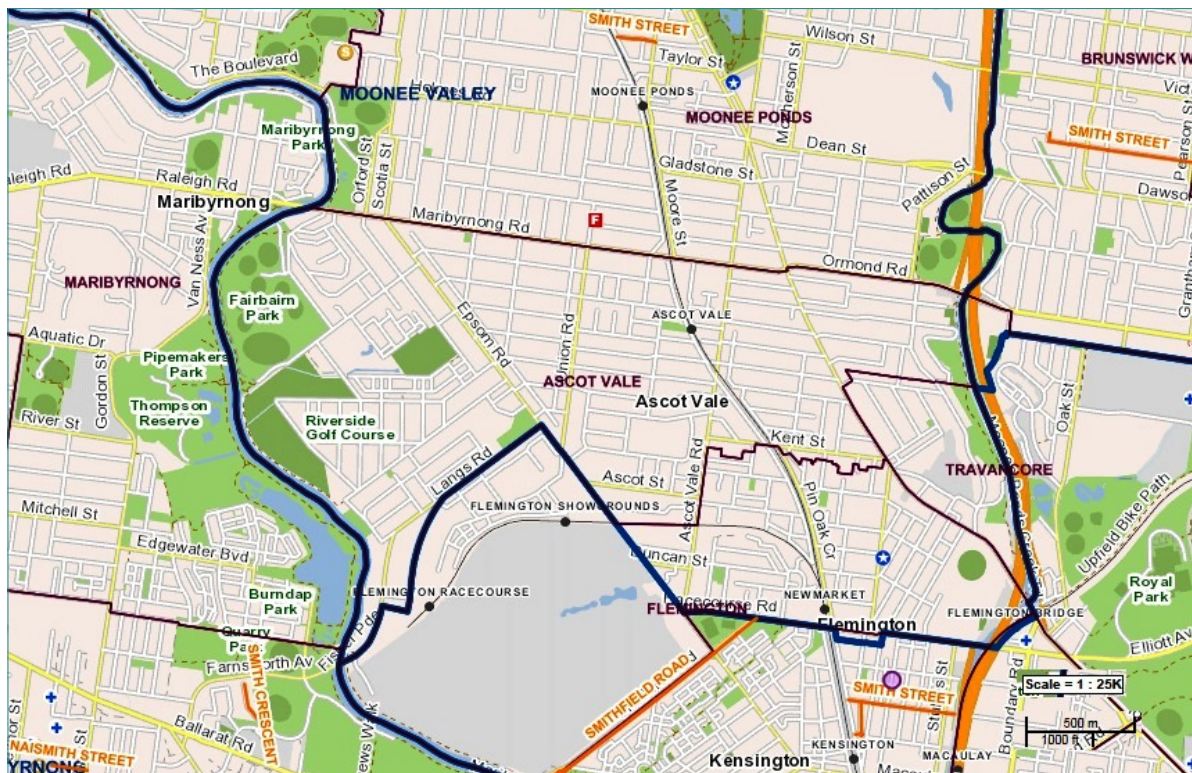


Solution: Consideration should be given to assigning the name to a feature or acknowledging the site or the goods sold. For example, Taylor Blacksmith manufactured nails, chains and repaired carriage wheels, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

- Blacksmith Court
- Carriage Place
- Nail Close.

Section 2 General principles

Scenario: A naming authority has approved the development of townhouses that will only be accessible via a rear laneway. The naming authority has consulted the community about an appropriate name for the laneway and received a number of submissions. The preferred name is Smith, which commemorates the Smith family who were well respected in the area, ran a grocery store nearby and lived adjacent to the street. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.

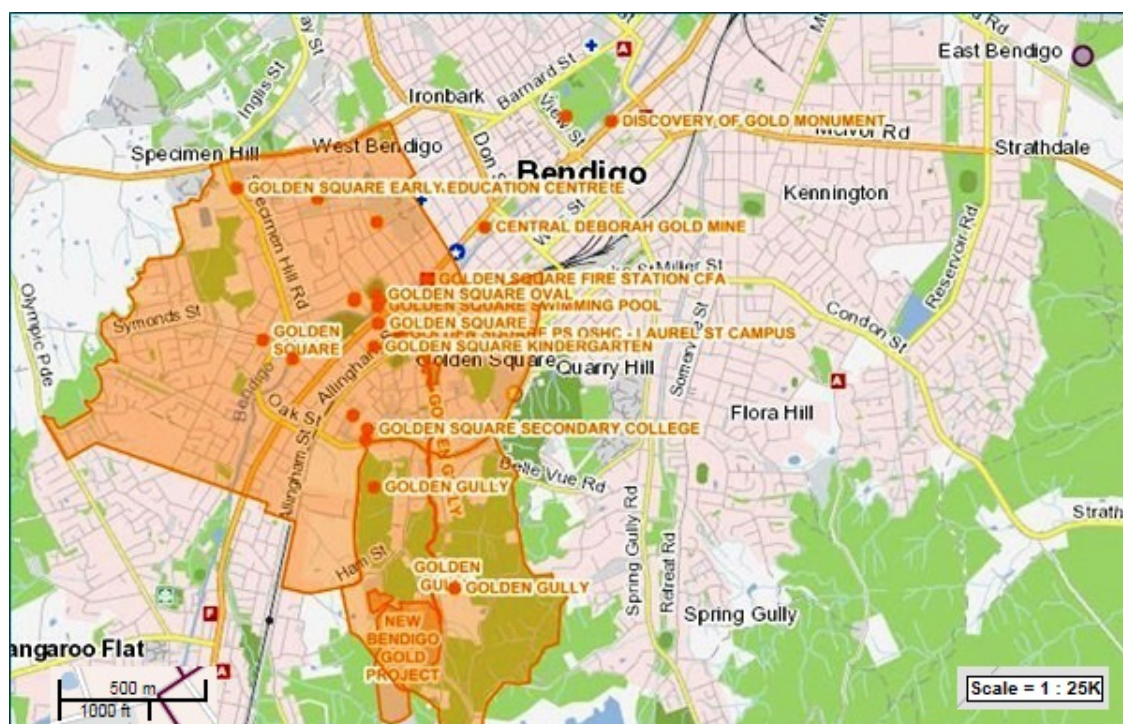


Solution: Consideration should be given to assigning the name to a feature or acknowledging the shop itself or goods sold. For example, if Smiths Grocery was the first store to sell pineapples in Victoria, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

- Grocery Lane
- Produce Lane
- Pineapple Lane.

2.1.2 Regional urban area

Duplication is not allowed in the same locality and in regional urban areas within 15 kilometres. Below is an example of regional urban duplication.



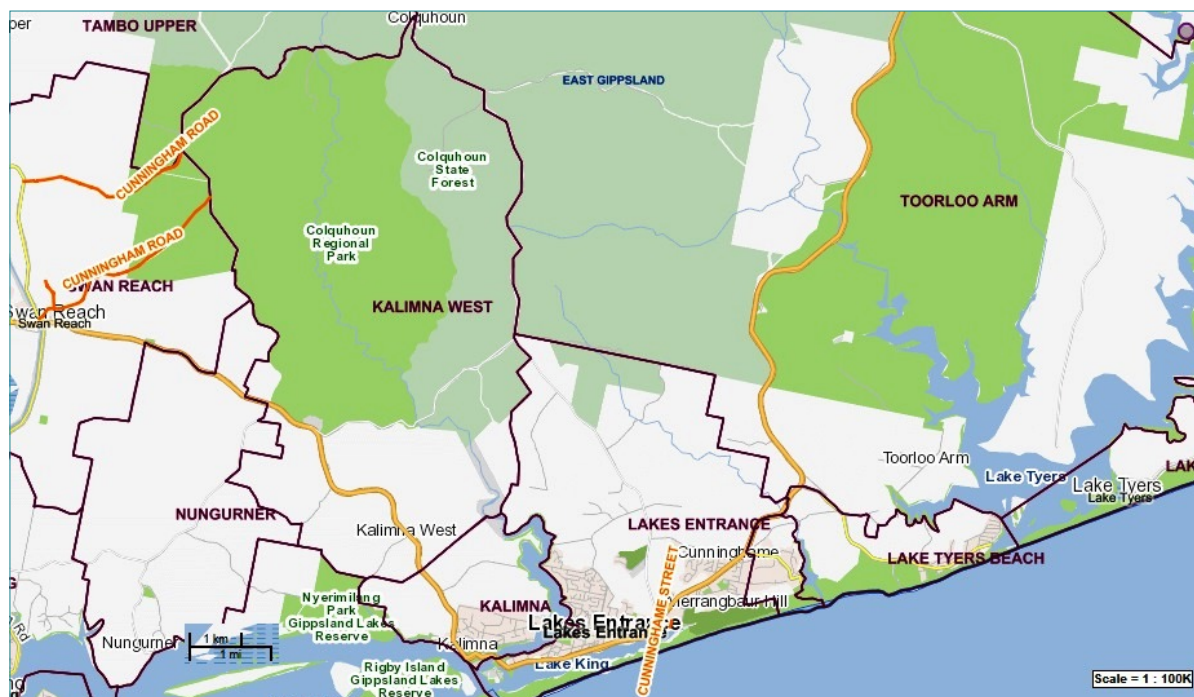
Scenario: A naming authority has received a request to name a picnic area in a local park Gold Picnic Ground to commemorate a location in Bendigo where gold was found. There are multiple places that use 'gold' in their names within the area. In this case, use of the word gold would not be allowed.

Solution: Consider assigning the name of the person who discovered the gold or the tool used that found the gold. Relevant history may then be added to the street signage, refer to [Section 13.3](#). Examples of possible names are below:

- Shovel Picnic Reserve
- Pick Axe Picnic Reserve
- Nugget Reserve.

2.1.3 Rural or remote areas

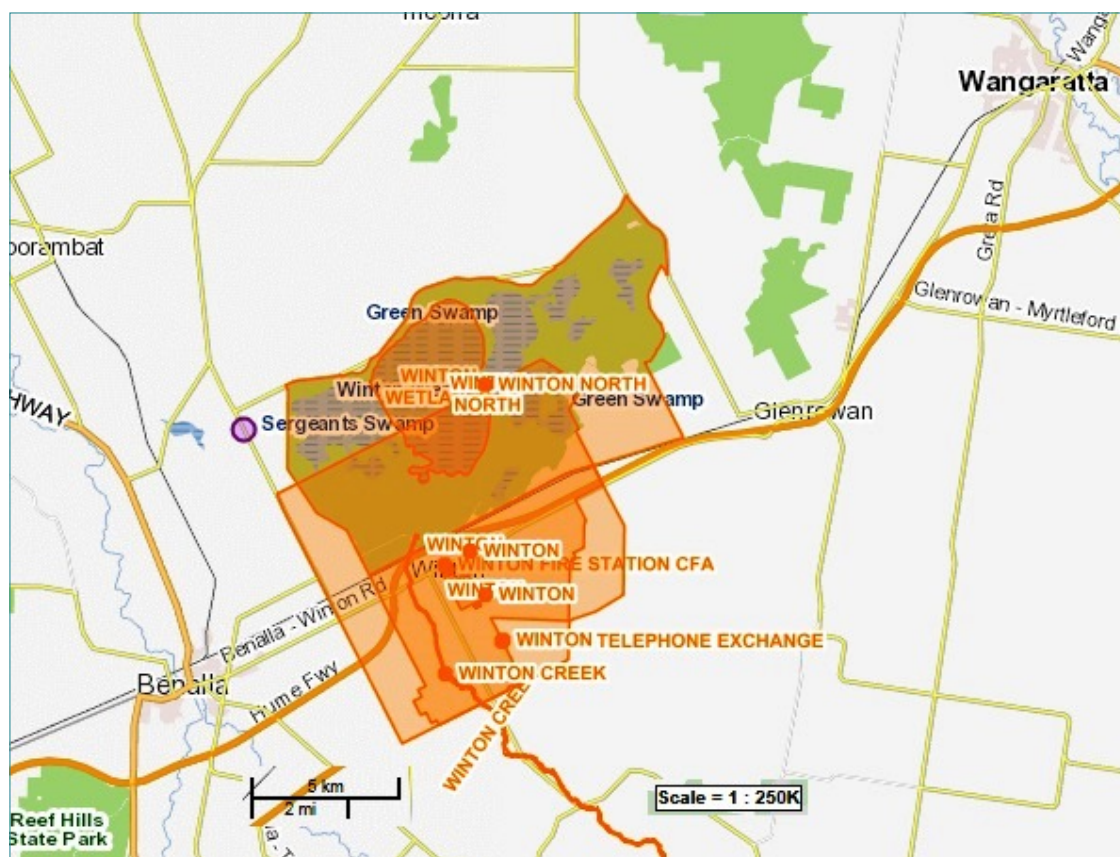
Duplication is not allowed in the same locality and in rural or remote areas, within 30 kilometres. Below are examples of rural or remote area duplications.



Scenario: The naming authority wishes to preserve the heritage of the area by naming a track after a well-known family that once owned the property to which it led. The proposed name for the track is Cunningham. There are three roads with similar or direct duplicates; therefore, the naming of the track using the preferred name would not be allowed.

Solution: Consider acknowledging the Cunninghames by recognising their work, management of the land or country/place of origin, e.g. the Cunninghames emigrated from Bristol, England on the boat HMAS Berrima. Relevant history may then be added to the street signage, refer to [Section 13.3](#). Examples of possible names are below:

- Bristol Way
- Berrima Lane.



Scenario: A new bridge is being constructed, which will take traffic over the railway line. The proposed name for the bridge is Winton, after a deceased land owner and well-respected member of the community. However, there are multiple uses of the name Winton in the area; therefore, careful consideration should be given to using the name. Winton and Winston is considered a duplication and would not be allowed because they sound too similar and may be incorrectly identified between each other.

Solution: Consider the roles Mr Winston played in the community or how he used his land. For example, Mr Winston was chair of the local Landcare group for 12 years and his land was used to graze sheep and Jersey cows. Relevant history may then be added to the feature signage, refer to [Section 13.3](#). Examples of possible names are below:

- Cow Bridge
- Jersey Bridge
- Sheep Bridge.

2.2 Feature names not considered duplicates

Naming authorities can use the following as a guide to determine feature names OGN might not consider duplicates. If naming authorities would like further advice, please contact OGN.

The names below are not considered duplicates because the feature names have unique identifiers that differentiate them from each other, or the feature type is different. In all examples, the requirement under [4.2.3 Locational names](#) has been applied. The locality name in combination with the other parts of the name associate it to the area in which it is located.

These examples do not apply to roads – road names must be unique.

Section 2 General principles

The creation of [Craigieburn ANZAC Park](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeld=122246) in the locality of [Craigieburn](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeld=100850) is not considered a duplication, even though within a 5 kilometre radius there are the following similarly named features:

- Craigieburn Bicentennial Park
- Craigieburn Gardens.

The creation of Briagolong Botanical Park in the locality of Briagolong is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Briagolong Forest Red Gum Reserve
- Briagolong Recreation Reserve.

The creation of Belvoir Lake Park in the locality of Wodonga is not considered a duplication, even though within 5 kilometres radius there are the following similarly named features. This also relates to the exception for multiple feature names:

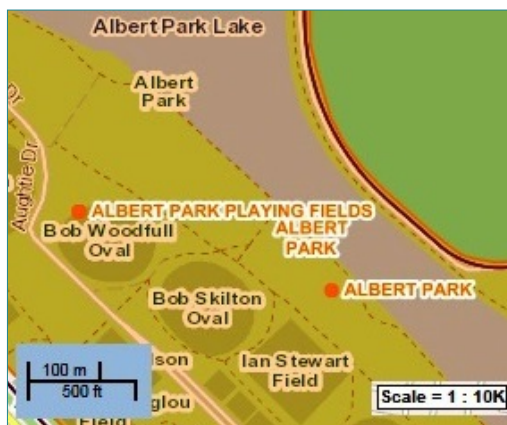
- Belvoir Park
- Belvoir Oval.

A new school called Murrayville Community College in the locality of Murrayville is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Murrayville Preschool
- Murrayville Primary School.

2.2.1 Multiple names

The assignment of multiple feature names within, for example, a park or reserve is not considered duplication. The feature name must have a direct relationship with one another i.e. Mildura Wharf Carpark which is adjacent and services Mildura Wharf, Albert Park Playing Fields located in Albert Park.



2.3 Anzac commemorative naming project

The OGN is managing the [Anzac commemorative naming project](http://www.delwp.vic.gov.au/ANZAC-namingproject) (see www.delwp.vic.gov.au/ANZAC-namingproject). The project offers opportunities to name places with strong links to places and acknowledge the wartime service of municipalities local military people or civilians who supported Australia's military cause.

There are clear Commonwealth rules about [using the word 'Anzac'](#) under the *Protection of Word 'Anzac' Act 1920* (see www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac). Penalties apply for the incorrect use of the term. Permission from the Federal Minister for Veterans' Affairs is generally required to use the word 'Anzac' in a commercial context.

Under the Protection of Word 'Anzac' Regulations 1921 (Cth), the word 'Anzac' can be used in the name of a street, road or park containing or near a memorial to the First or Second World War.

3 Roads

3.1 What is a road?

For the purposes of these naming rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

3.2 Statutory requirements applied to roads

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#) as well as the requirements outlined in Section 3 below, specifically Sections 3.2.1 – 3.2.5.

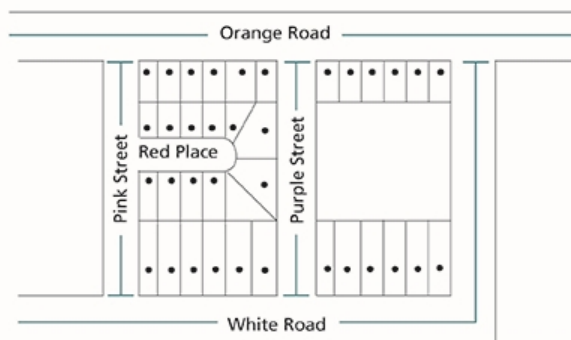
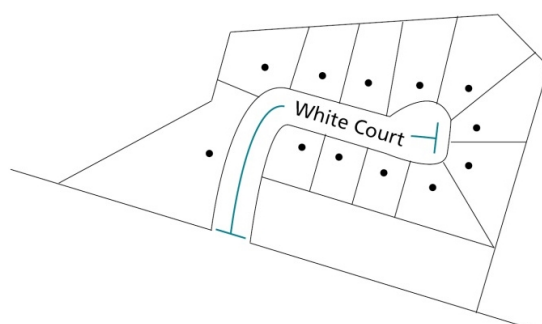
3.2.1 Rural and urban addressing

Except where provisions are already made in these naming rules, the naming of a road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in [APPENDIX D](#).

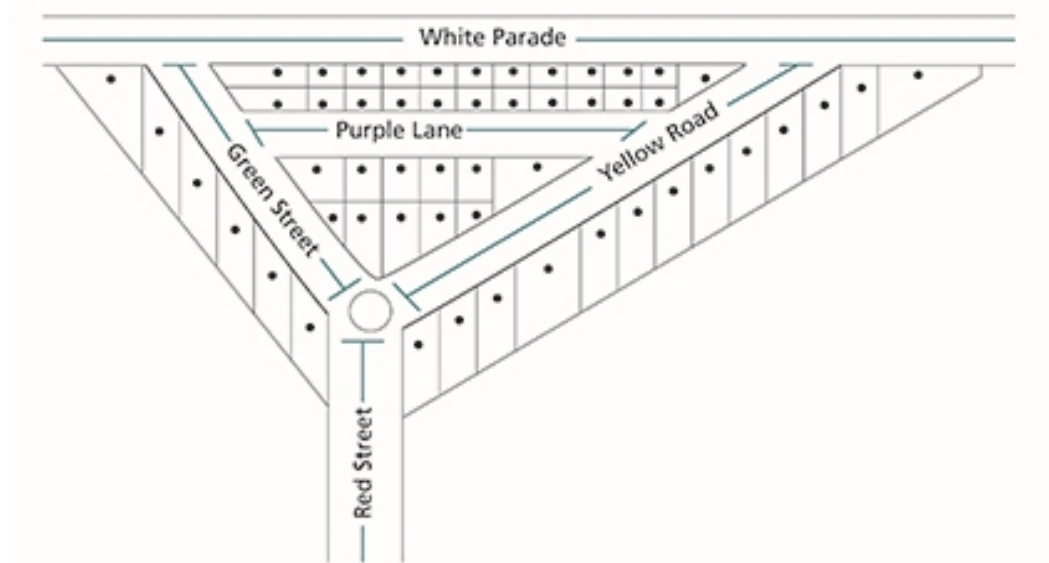
3.2.2 Extent: road course, start and end points

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in an ambiguous or confusing way for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from a start point to an end point, in a clear and logical manner. The road name should not be applied in a 'disjointed' or confusing way. Isolated road segments should be uniquely named.



The examples above and below provide appropriate road types with clear extents. If you are unsure about which road type is appropriate and whether an extent is compliant you should contact OGN for advice.



In some cases, a renaming will be proposed for only one section of a road. In these instances, the coordinating road authority must clearly indicate which section of the road will be renamed and which section will remain the same (usually with an annotated and, possibly, dimensioned map or schematic diagram). Renamed roads should see a naming proposal created and submitted to OGN. An error or past amendment not represented in Vicmap or VICNAMES should be submitted via [NES](https://nes.land.vic.gov.au) (see nes.land.vic.gov.au), the notification for editing service.

If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development and the proposed road has been constructed at either end but the middle section is yet to be built, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points (refer to [APPENDIX D](#)) until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should take place to recognise the full extent of the road.

Note: any current or pending residents and land owners should be advised of the plan to rename the road in the future and possible renumbering implications.

3.2.3 Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in [APPENDIX A](#). The list of road types is compliant to [AS/NZS 4819:2011 Rural and urban addressing](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944).

In new estates, road types can be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended road type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same, similar sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered duplications and unacceptable. The same applies to, for example, Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).

3.2.4 Unacceptable road names

There are many legacy names within Victoria that today would not be allowed. The following are examples of unacceptable road names.

- Use of the definite article 'the' is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road *The Avenue*).
- Road types are not to be used in the formation of a road name (e.g. Back Street Road, Arcade Walk, Track Way or Boulevard Street are not acceptable).
- The use of numerals is unacceptable for a road name, either in full alphabetised or numeric format (e.g. Four, Fourth, 4 or 4th are unacceptable). This is because of the possible confusion between the road name and address number.
- A prefixed or suffixed extension of the name is not to be used as part of a road name, e.g. upper, lower, little, old or new and the cardinal directions north, south, east and west. The only exceptions are:
 - when the name is derived from a local feature such as Old Mine Hill, Upper Axedale Quarry Road or South Coal Mine Road
 - when the name is derived from a locality name that uses a cardinal direction, e.g. Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are unacceptable because they do not reflect a locality name.
- Destination-to-destination names, e.g. Melbourne-Geelong Road, are unacceptable. This is because there are too many possible aliases (e.g. Melbourne Road, Geelong Road, Geelong-Melbourne Road and perhaps even a local name such as High Street where the road runs through a township). Therefore, a single name is required.
- Hyphens and the word 'and' are not to be used.
- The naming of a road after an estate, which is solely commercial in nature, is non-compliant. Refer to [Principle \(I\) Using Commercial and business names](#).

3.2.5 Obstructed or altered roads

If the course of a road is to be permanently obstructed or closed, perhaps due to construction of other roads or features, a new unique name must be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances. The application of cardinal directions is not appropriate because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, some members of the community could omit the use of the cardinal directions when requesting emergency services or sending mail – this can impede the efficient delivery of these services.

7 Smith Street South Melbourne Victoria 3000	7 Smith Street North Melbourne Victoria 3000			
<i>If cardinal directions are applied to a road name, members of the public could mistakenly use the addresses below, which might apply to both the addresses above.</i>				
7 Smith Street Melbourne Victoria 3000	or	7 Smith Street South Melbourne Victoria	or	7 Smith Street North Melbourne Victoria

3.3 Roads that can be named

All roads, whether they are public or private, should be named and registered in VICNAMES and Vicmap. This facilitates the application of standardised addressing and location identification across Victoria. Therefore, any land course navigable by vehicle or foot should be officially named according to the principles and procedures outlined in these naming rules.

Other than public roads, the following are some examples of roads that should be named and registered: access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Emergency services and public service providers rely on road names being officially registered and signed. This ensures that a road's location and extent is uniquely identified in the Victorian government's spatial databases, and is therefore accessible on the majority of relevant organisational and public mapping products. The registration of road names also means that properties or features located on or associated with the road can be assigned suitable and officially recognised street address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded from accurately locating residents and businesses when road names are not registered and addresses are not officially allocated.

Note: Driveways or common property do not need to be named if the sites themselves are addressed to the main road. Exceptions can be made when benefits –e.g. improved public safety, improved delivery of goods and services – can be expected.

Further information about naming roads on plans of subdivision, including street addressing, is available on the [FAQ page](http://www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml) (see www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml) of the SPEAR website (see FAQ [Street Addressing](#)).

3.4 Who can name roads?

Subject to the provisions of the *Local Government Act 1989* and the *Road Management Act 2004*, the main road naming authorities (coordinating road authorities) in Victoria are:

- councils
- VicRoads
- State Government departments or authorities (including Port of Melbourne, Alpine Resort Management Boards, Places Victoria and Parks Victoria).

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow for coordinating road authorities to name and rename roads and publish gazette notices informing of official road naming. However, these Acts state that, in all instances, the road authorities must act in accordance with the naming rules (refer to [Section 1.1](#)).

Typically, OGN gazettes roads on behalf of a council. When coordinating road authorities publish a gazette notice, the authority must act in accordance with the naming rules.

Importantly, road authorities must seek the Registrar's endorsement for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in [Section 10](#).

Private road naming can be initiated by an owner, developer, emergency service provider, council or public interest group; however, the registration of the name is a process that needs to be completed by the relevant naming authority. Details on the naming processes and procedures for private roads are outlined in [Section 3.8](#).

Naming authorities' staff should lodge the proposal with OGN using the Notification for Editing Service ([NES](http://nes.land.vic.gov.au) at nes.land.vic.gov.au). This online facility allows for the easy submission and tracking of proposals from the

naming authority through to the Registrar and onto the Department of Environment, Land, Water and Planning's Information Services Division (ISD). Details on how to register for and use NES are on the website.

If a naming authority discovers a mistake with a road name, e.g. the name is correct in the gazettal and incorrect on the map base, then a NES request should be submitted to Vicmap to correct the mistake.

Note: if residents have been advised of the incorrect name and that name is in use, then changing it is regarded as renaming and the naming rules apply.

3.5 Roads with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous roads and sometimes share the responsibility for their maintenance with council, government departments and authorities.

If the road is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance; or, consider referring a proposal to a Geographic Place Names Advisory Committee.

3.6 Council coordination of public roads' naming

A checklist councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Refer to Sections 6–14 for the process to prepare a proposal.

3.7 Government department or authority coordination of public roads' naming

A checklist government departments and authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Because of the varied nature of roads that fall under the responsibility of naming authorities under different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

Naming authorities other than local government should have naming guidelines created in consultation with the Registrar. For example Parks Victoria, VicRoads and DELWP. These specific guidelines will complement the naming rules and apply to all roads within a naming authority's jurisdiction. If a unique set of naming guidelines has not been established for a government department or authority and agreed with OGN, the general requirements set out in these naming rules apply.

3.8 Naming roads in new residential or commercial subdivisions

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

Typically, road names are entered via SPEAR¹.

¹ SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online, including the submission of associated road names and addresses.

3.8.1 Responsibility for naming roads in residential or commercial subdivisions

Road naming within plans of subdivision is usually the developer's role; although, land surveyors often help to choose names and add them to plans of subdivision. It should be noted, however, that plans of subdivision need to be approved by the responsible road naming authority. This is the responsibility of the council or State Government department or authority charged with approving the subdivision plans.

The developer and road naming authority are encouraged to work collaboratively to develop compliant road names for the subdivision.

3.8.2 The naming process

Prior to council certification, developers should consult the road naming authority when preparing plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area and whether the road naming authority might suggest suitable themes (such as Aboriginal heritage, Anzac-related (refer to [Section 2.3](#)) or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these naming rules. Failure to comply with these statutory requirements may result in a name needing to be changed either prior to or after registration of the subdivision.

Further information is available from the [Quick reference guide for land surveyors](#) (see www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place).

Further information on compliant road types is available in [APPENDIX A](#).

During the certification stage of the subdivision process, the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these naming rules. If any of the parties believe that one or more of the road names do not conform, it should seek to have the land surveyor, in consultation with the developer, change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Use Victoria, an audit of the road names may be undertaken by OGN. If OGN determines that the road names on a lodged plan do not conform to the naming rules, OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

3.8.3 Entering subdivision road names into VICNAMES

Once a plan of subdivision has been registered, the road names are entered into [VICNAMES](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp). Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de-facto notification system.

3.8.4 Road name history

An [optional form](#) (available from www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place>Road name history form) can be uploaded to SPEAR with a plan of subdivision. Typically one form should be used per road name. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

The form is not mandatory, but if the certifying authority requests that the form is filled in prior to any approval of the plan then the developer or land surveyor may be compelled to comply.

Providing detailed historical information will assist the approval process for the road naming authority. Also, if OGN chooses to audit the plan of subdivision, the information provided will help ensure that the name is appropriate and complies with the naming rules.

When the name has been officially registered in VICNAMES, the road naming authority or land surveyor should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded.

3.8.5 Non-compliant names entered into VICNAMES

If the name of a road in a new subdivision is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar has recourse to request the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar's request or outline to the Registrar the naming authority's intended action to redress the issue.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

3.8.6 Maintenance and responsibility

Naming or renaming a road in a new subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department or authority) processing the renaming proposal.

3.9 Naming private roads on private property and within complex sites

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

This section outlines the process for naming or renaming roads located on private properties for addressing or way-finding purposes. Private roads include (but are not limited to) roads in commercial logging sites, caravan parks, retirement villages, apartment complexes, shopping centres, schools, universities, hospitals, industrial estates or closed-gate communities. Refer to [3.9.3](#) Complex site addressing program for further information.

Private roads should be named and registered. It is particularly important if:

- the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other public roads to the property
- the road provides a traffic thoroughfare between two other roads.

Roads on private properties are not usually open to public access (but this is not always the case) and, sometimes, they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

The irregular and ungoverned naming of roads within complexes can lead to problems for emergency and other service providers, especially when the names do not conform to these naming rules and/or are not officially registered.

If a road on private property does not have a name registered in [VICNAMES](#), the official address point for residences or businesses is defined as the primary address of the complex's location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all sites may have the following address:

Ms R Smith
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

Or a complex address might be:

Ms R Smith
Site 4, Happy Street
c/o Sunshine Caravan Park

457 Green Road
Melbourne
Victoria 3000

The use of primary addresses and complex addresses in these situations is not ideal; therefore, the Registrar requires the official registration of road names within complexes.

Officially registering road names within complexes ensures that the details are stored in Vicmap and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers. This means that the address for the example above may be:

Ms R Smith
4 Happy Street
Melbourne
Victoria 3000

Note: street number allocation should be in accordance with AS/NZS4819:2011 Rural and urban addressing standard.

3.9.1 The naming process

An owner of a private road or complex is advised to consult their naming authority when developing roads on their site. This consultation might incorporate a discussion of possible names for roads if the naming authority wants to suggest suitable themes for the owner's consideration.

Owners must ensure that road names conform to the principles and requirements outlined in these naming rules.

An owner of a complex must submit to their naming authority a plan/map for naming the roads within their property. The naming authority will then check that the proposal conforms to the naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request from the naming authority or the Registrar; or, the complex owner must outline to the Registrar their intended action to redress the issue.

3.9.2 Entering a private road in VICNAMES

Upon receiving a proposal to name or rename a private road on private property, OGN will upload details of the proposal on the [Naming proposals](http://www.delwp.vic.gov.au/naming_places) webpage (see www.delwp.vic.gov.au/naming_places>Naming proposals). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed names or name conform(s) to the principles of these naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will gazette the proposal and update the Naming proposals webpage to reflect that stage in the procedure.

If the Registrar deems the proposal non-conforming, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal should be redesigned for future consideration and registration. The new name will not be registered in VICNAMES. The OGN will update the naming proposals webpage to reflect that stage in the process.

3.9.3 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the land owner or body of management, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department) processing the renaming proposal.

3.9.4 Complex site addressing program

The OGN, with assistance from Vicmap's Information Services Division, emergency services and other stakeholder organisations, has launched the complex site addressing program.

The complex site addressing program aims to provide a unique address for each sub-address within large or complex sites such as retirement villages, universities, shopping centres, camping sites, sporting facilities, tourist venues, and caravan and residential parks.

By doing this, the program will improve the property addressing system in Victoria and support efficient and effective delivery of emergency and postal services, as well as a range of government activities.

A flyer is available online, primarily for municipal councils, who can then distribute it to managers of complex sites. The addressing information should then be provided by site managers to their councils for uploading to Vicmap. Further information is available online from: www.delwp.vic.gov.au/namingplaces.

For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.

4 Features

4.1 What is a feature?

A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

A list of features included in VICNAMES and the relevant naming authorities can be found in [APPENDIX B](#) or at www.delwp.vic.gov.au/namingplaces > Guidelines for naming or proposing to name or rename a place.

4.2 Statutory requirements applied to features

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 4 below, specifically Sections 4.2.1–4.2.4.

4.2.1 Feature type

The feature type should be included in a feature's name and located after the unique feature name. This is to minimise possible confusion over the feature type to which the name applies. For example, the naming of Waterlands Park enables users to understand that the feature Waterlands is parkland.

An exception to this is the use of Aboriginal names or words if the Aboriginal name already includes details of the feature type. For example, Birrarung Marr is a park in Melbourne, with Marr translating from the Woiwurrung language to mean 'park' in English.

4.2.2 Waterways

For the purposes of complying with these naming rules, it is necessary for naming authorities to describe in exact detail the full extent of any waterway it is proposing to name or rename, which will ensure official records are unambiguous.

The name of a waterway must be applied from the beginning of the watercourse to its confluence with another waterway or body, but not including tributaries.

Naming authorities must also consult the immediate community that might be affected by the naming of a waterway. Refer to [Section 7](#) for further details.

The naming of waterways may have implications under the *Aboriginal Heritage Act 2006* and Aboriginal Heritage Regulations 2007.

4.2.3 Locational names

If choosing a name based on location, the feature should be given the name of the official locality. If the name of a locality is used to define and locate a feature, e.g. Ballarat Avenue of Honour, the locality's name should appear first in the feature's name.

The names of neighbourhoods, residential estates and subdivisions should not be applied to a feature. The reason for this approach is that if many features are named after a local estate or neighbourhood rather than the official locality, there can be public confusion about the official addresses in the area.

For example, an unnamed reserve located within an estate known as Blue Water Lakes within the locality of Smithurst should not be proposed with the name 'Blue Water Lakes Reserve'. Instead, the name 'Smithurst Reserve' should be proposed or, if this is already in use, another name should be chosen (perhaps one that commemorates a local historical event or person).

For example, it is not appropriate to name a piece of infrastructure 'North Yarra Community Centre' if the officially gazetted locality is Yarra North. It is important that naming authorities preserve the officially gazetted locality name; alternatively, consider renaming the locality.

Refer to [Principle D](#) for information about the use of multiple names linked to one locational name.

Refer to [Section 2.2](#) for information about duplicate names.

4.2.4 Base names

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) should also, for the purposes of emergency service management, be assigned a 'base name'. The purpose of the base name is to provide a consistent name over the feature's lifespan, particularly when the private sponsorship name may change.

An example would be the sporting stadium in Melbourne's Docklands. Originally named Colonial Stadium then Telstra Dome followed by Etihad Stadium, the base name could be considered to be Docklands Stadium. The sponsorship names would be recorded in [VICNAMES](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp) only at the time the sponsorship contract applies, after which time the name would be converted to historical status. The base name would be registered in VICNAMES for the feature's lifespan.

4.3 Features that can be named

The Registrar requires that naming authorities given the task of naming public and private features adhere to the principles and statutory requirements in these naming rules because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons (all features are defined in [Appendix B](#)).

Information contained in VICNAMES is considered to be the definitive data source for geographical names information, and is distributed regularly to a nationwide network of emergency service, postal, and spatial information and mapping agencies.

Providing details to the Registrar of publicly and privately named features ensures that all relevant organisations are aware of the existence and locations of features and correct spelling of their names.

4.3.1 Legacy names

Legacy refers to features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES. Naming authorities are encouraged to register these features. Naming authorities requiring further information should contact OGN for advice. OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

4.4 Who can name features?

Naming authorities (Refer to [Section 1.5.2](#)), companies and people who own or maintain a feature considered to be of public interest (such as a park, reserve, pavilion, sports stadium, concert hall, vineyard or a prominent structure) may name features and are required to submit the details of the feature's extent and location along with background information on the name via [NES](#) (see nes.land.vic.gov.au) or in writing to the Registrar. Upon consideration of this information, the Registrar will determine appropriate action – whether to gazette and register or record the name in VICNAMES, and provide information to all relevant stakeholders (as detailed in [Section 13](#)).

Note: The Minister (or a delegate) administering the *Water Act 1989* is the naming authority for waterways. Refer to the *Water Act 1989* (at www.legislation.vic.gov.au) for the definition of a waterway.

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) might also, for the purposes of emergency service management, be assigned base names. The base name may be determined by government, a private entity or OGN (refer to [Section 4.2.4](#)).

4.5 Features with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous public features such as parks, reserves, picnic areas and bridges. A list of features to be included in VICNAMES and the relevant naming authorities can be found in [APPENDIX B](#).

If the feature is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

4.6 Council coordination of feature naming

A checklist that councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Refer to Sections 6–14 for the process steps in preparing a proposal.

4.7 Features with State Government departments or authorities as the naming authority

A checklist that government departments and authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

State Government departments or authorities that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to [APPENDIX B](#) for a list of features considered to be owned or maintained by State Government departments or authorities.

Because of the varied nature of features that fall under the responsibility of naming authorities under different departments and authorities, the Registrar prefers to establish tailored naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

State Government departments and authorities not covered by existing tailored naming guidelines should follow the procedures outlined in these naming rules.

4.7.1 Guidelines for specific departments or authorities

The following State Government departments and authorities have developed tailored naming guidelines in consultation with the Registrar. These guidelines apply to all features (and roads, as discussed in [Section 3](#)) under their jurisdictions.

The following list is only representative of the agreements reached at the time these naming rules were published.

- [Department of Education and Training](http://www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx) (see www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx)
- Country Fire Authority.

4.7.2 Cemeteries

A cemetery is a place for the internment of bodily remains and cremated remains. Responsibility for naming cemeteries resides with the Department of Health and Human Services and individual cemetery trusts. For further information about amendment to or creation of a cemetery name, contact the Cemeteries & Crematoria Unit, Department of Health & Human Services on 1800 034 280 or email cemeteries@dhhs.vic.gov.au.

4.8 Features on private land

A checklist that can be used to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

This section outlines the process for naming or renaming features located on private properties. There are many features with companies or people as their naming authorities. Examples include, but are not limited to, sporting stadiums and precincts, hospitals, aged care facilities, tourist attractions, features, entertainment complexes or shopping centres. A full list of feature types that should be included in VICNAMES is available in [APPENDIX B](#) or contact OGN for details.

Private features should be named and recorded if the feature has an unrecorded official name or a locally accepted name. The naming of features within private property is usually the role of the owner of the site in which the feature is situated. For further information refer to [Section 1.7](#).

The irregular and ungoverned naming of features can lead to emergency response and other service provision interruptions and problems, especially when the names do not conform to these naming rules and/or are not officially registered.

4.8.1 The naming process

Owners of features on private property should contact their naming authority when considering the naming of features. This consultation might include discussions about possible names for the feature – the naming authority may know the locally accepted name and/or wish to suggest suitable themes for the owner's consideration.

Owners must ensure that feature names conform to the principles and requirements outlined in these naming rules.

An owner of a feature must submit to the naming authority responsible for the feature a plan/map for naming the feature. The naming authority will then check that the proposal conforms to these naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request by the naming authority or the Registrar; or, the owner must outline to the Registrar their intended action to redress the issue.

4.8.2 Entering a private feature in VICNAMES

Upon receiving a proposal to name or rename a private feature on private property, OGN will upload details of the proposal on the [Naming proposals](#) webpage (see www.delwp.vic.gov.au/naming_places>Naming proposals). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of the naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will record the name in VICNAMES and update the Naming proposals webpage to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal be redesigned for future consideration and registration. The new name will not be recorded in VICNAMES. The OGN will update the Naming proposals webpage to reflect this stage in the procedure.

4.8.3 Maintenance and responsibility

Registering the name of a feature in a private property, when the maintenance of that feature is the responsibility of the land owner or body of management, does not imply or transfer responsibility for a feature's maintenance to the naming authority (council or State Government department) that is processing the naming proposal.

4.9 Features with Aboriginal names

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

There are numerous features in Victoria that have Aboriginal names. In many instances, these features are defined differently to western concepts of place (e.g. middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements), but their names are just as important to include in [VICNAMES](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp).

Any person or organisation can develop a proposal to register a feature's Aboriginal name, whether the feature has an existing registered name or not.

If approved the process involves one of the following:

- Recording the Aboriginal name as 'Registered' (see [Section 1.7](#)) or 'Dual' results in the Aboriginal name being recognised as the official name in use for the feature. The name will appear on Vicmap standard maps for the area.
- Recording the Aboriginal name as 'Traditional' or 'Historic' results in the Aboriginal name being recognised on Vicmap standard maps; the name can be located by researchers and be used on specialised maps.

All names, regardless of their status, will be held in VICNAMES.

For further information refer to [Section 7.3 Developing an Aboriginal naming proposal](#) and [Section 7.4 Process for an Traditional owner group to develop an Aboriginal naming proposal](#).

For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.

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5 Localities

5.1 What is a locality?

A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name – refer to sections [5.2.2](#) and [5.2.3](#).

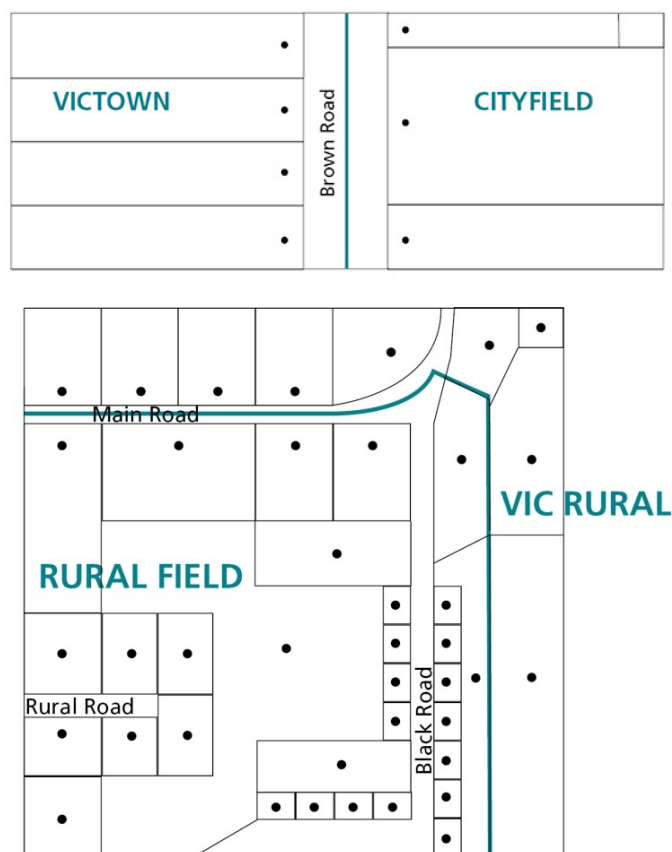
5.2 Statutory requirements applied to localities

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 5 below, specifically Sections 5.2.1–5.2.7.

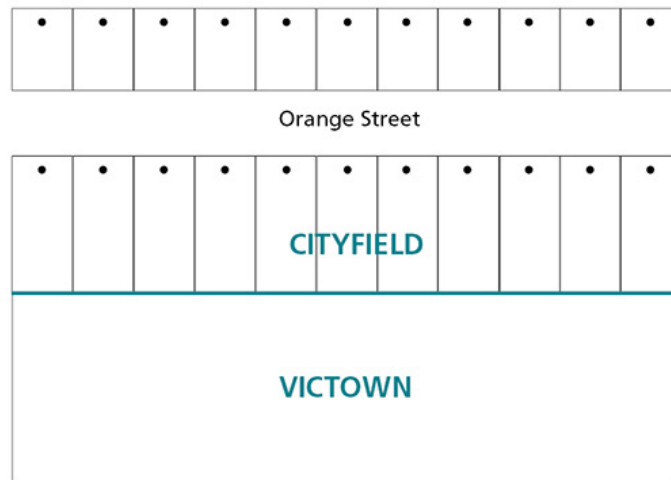
5.2.1 Boundaries

Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. The following conventions must be applied.

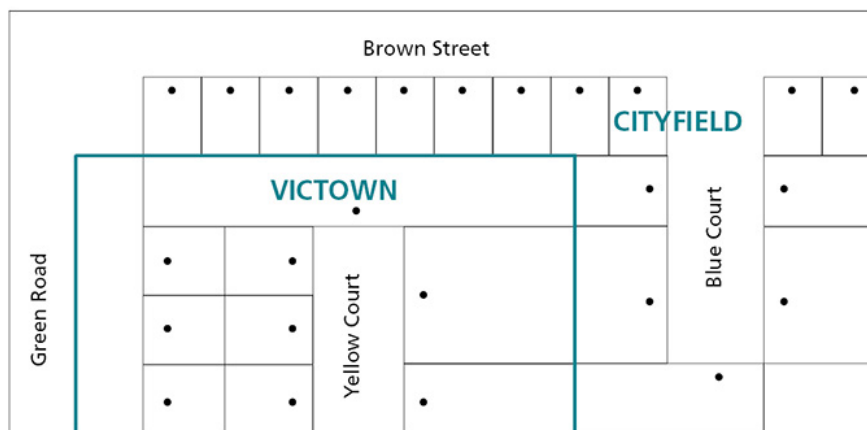
1. If major roads separate communities, the boundary of a locality should be along the road centre line. In cases of dual carriageways, please contact OGN to discuss boundary options.



2. If residents and businesses in minor roads are deemed to be part of the same community, it is advisable to place the locality boundary along the back boundary of properties facing the road.



3. In dead-end roads and culs-de-sac, the locality boundary should wrap around the properties at the end of the road so that all properties accessed from the same road are addressed to the same locality.



4. The locality boundary for corner blocks should be the same as those for neighbouring properties accessed from the same road. There are four options for this location of boundaries, as shown in diagrams a., b., c. and d. below.

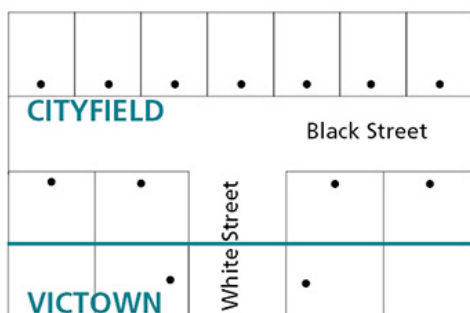


Diagram a.

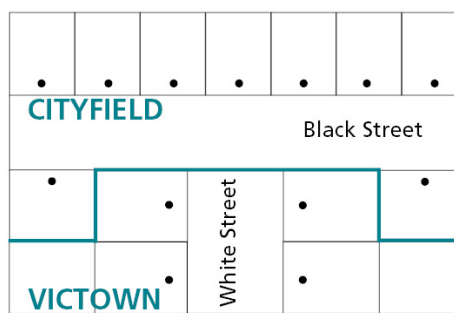


Diagram b.

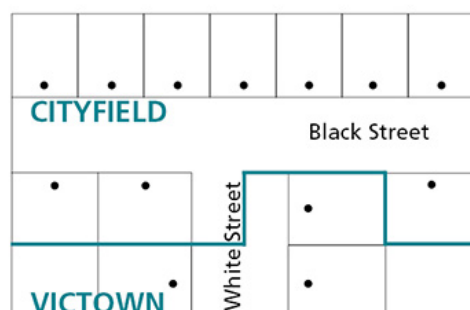


Diagram c.

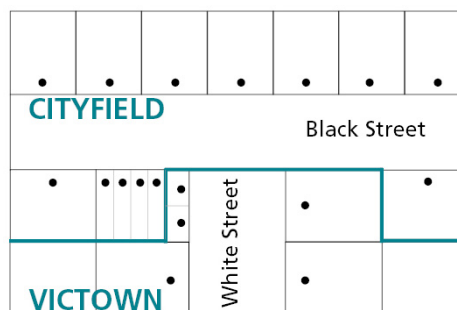


Diagram d.

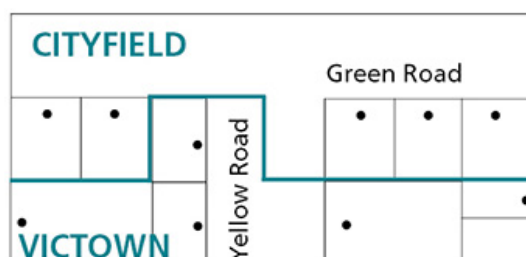
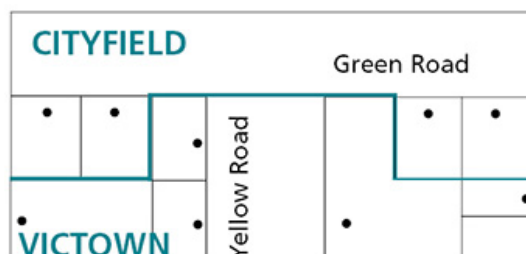
Diagram a. shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

Diagram b. shows how boundaries should be applied to properties accessed from White Street.

Diagram c. shows how boundaries should be applied to properties where one corner block is accessed from Black Street and the other is accessed from White Street.

Diagram d. shows one option on how to apply a locality boundary where multiple shop fronts or residences on one property have access to both Black Street and White Street. As there are multiple options in these cases, contact OGN for advice.

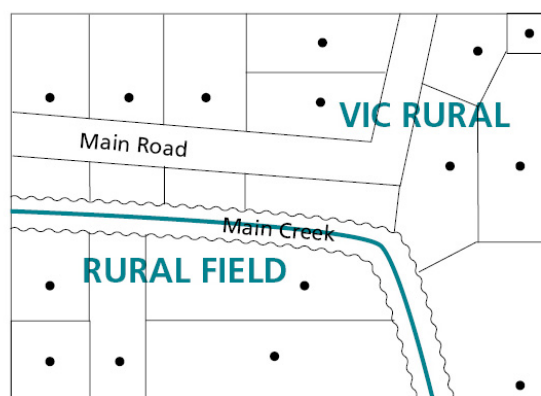
5. If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties.



6. Locality boundaries should take into account the location of battle-axe properties. Ideally, where a property is accessed through a right-of-way or private roadway from a road that forms part of a locality boundary, the locality boundary should incorporate the battle-axe property.



7. If a natural feature such as a waterway or ridgeline is to be used as the boundary for a locality, the boundary should be applied to the centreline of the feature. Exceptions to this include the Murray River, lakes, major rivers and ocean or sea boundaries. In these instances, contact OGN for advice.



8. A locality must not be defined as an island within another locality. For instance, all localities must have boundaries that run alongside two or more other localities, or one other locality and a state or sea boundary.

5.2.2 Estate and subdivision names

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. If a council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference should always be given to creating a new unique name reflecting the landscape or history of the area. When an estate's name has a historical connection to the area then this may be considered. The naming authority may determine whether there is a need to seek an exemption from the Registrar. Refer to [Principles \(C\)](#) and [\(I\)](#).

5.2.3 Promoting a new estate

The promotion of new estates by developers and land owners must use the correct locality name. The estate name must not conflict with current locality names.

If a land development is promoted as a new locality then this could be considered to be misleading and deceptive under the [Competition and Consumer Act 2010](#) (see www.legislation.gov.au/Details/C2012C00103).

For example, promoting a new development as Green Hills Estate within the locality of Taylor is not misleading or deceptive. However, if a promotion claims that Green Hills will be a new locality where the new estate will be built, it is misleading and deceptive.

Precinct Structure Plan (PSP) names assigned by the Victorian Planning Authority are not to be used to create locality names, unless approval is provided from OGN.

5.2.4 Size

Community areas and landscape features vary in size and it is difficult to define the recommended size of a locality

Generally, a locality should be determined to facilitate emergency or postal service delivery. Therefore, a locality should not be so small that it would make it difficult to distinguish from the surrounding area. A locality also should not be so large that members of the public are confused about where the boundaries lie. Councils must be able to demonstrate that proposed boundaries for a locality will make sense to local residents, businesses and visitors.

A locality is an area that may contain a clear community hub that can be considered the focal point of the named locality. This sometimes consists of a shopping precinct and other economic, public, social infrastructure and provides services to the surrounding residential area.

5.2.5 Hyphens

Hyphens are not to be used in a locality's name.

5.2.6 Local government area boundary review

Where an existing locality boundary extends across two or more local government area boundaries, the boundaries of the locality should be reviewed with the intention of aligning them within one local government area.

5.2.7 Locality names unique within Australia

Locality names must not duplicate any other locality name in Australia. For example, a new locality in Victoria should not be given the name of a locality that already exists in Queensland.

New locality names should not be similar in spelling or sound like any other existing locality names in Victoria (for example 'White' and 'Whyte') Refer to Section 2 [Principle \(D\)](#).

Locality names duplicated in other jurisdictions and proposed for a locality in Victoria will only be considered if there is a historical connection to the area, and with an appropriate suffix. Naming authorities should contact OGN, which will consider proposals on a case-by-case basis.

Naming authorities must contact OGN for national duplication checks, including checks against other state or territory reserved locality names. Typically, this process can take up to two weeks depending on jurisdictional availability. Once a unique name has been selected it may be reserved (refer to [Section 5.3.2](#)).

5.3 Who can name localities and amend boundaries?

In most instances, the administration of locality naming, renaming and boundary definition is the responsibility of the council within which the locality is situated. See below for the three exceptions to this.

- In some instances, an existing locality may cross two or more municipal areas. In this case, all affected municipalities need to coordinate the naming or renaming and any boundary changes. The final proposal will be assessed by a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).
- In other instances, an area being considered for a new locality name may lie within the jurisdiction of a government department or authority undertaking a major land redevelopment project, e.g. the Victorian Planning Authority.
- Victorian islands that are often beyond the councils area of governance. In these cases the matter may be sent to a Geographic Place Names Advisory Committee to be assessed. Relevant stakeholders may also be consulted, including councils, State government departments and agencies and affected private land owners.

5.3.1 Creating a new locality

As the Victorian population increases, new residential and business areas are being developed. Naming authorities play an important role in ensuring that all localities are properly defined and named.

Locality boundaries should be regularly reviewed and assessed to check they adequately reflect the existing situation.

Creating a new locality allows the area's residents and businesses to use a unique name for addressing purposes. If several major developments are proposed in an area, for example a number of subdivisions distinguishable from the surrounding landscape, naming authorities should consider creating a new locality.

5.3.2 Reservation of locality names

If there could be significant time between consulting OGN about a suitable name or names of a new locality or localities, public consultations, endorsement by the naming authority and finalising the development, the naming authority can lodge the proposed name(s) with OGN to record the name(s) online and ensure other states and territories do not duplicate the name(s). Contact OGN for more details.

5.4 Localities with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

If the locality is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

5.5 New localities created by councils, government departments or authorities

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities should ensure that the new locality's proposed name conforms to all of the principles outlined in [Section 2](#) and the requirements of [Section 5](#); in particular, linking the name to the place and not naming places after commercial interests.

Government departments and authorities sometimes undertake major land redevelopment projects. If the development is of substantial size or in a prominent position, it should consider creating a new locality to define the area.

State Government departments and authorities that do not have existing tailored naming guidelines should follow the procedures outlined in Sections 6–14 of these naming rules.

The information provided in these sections should be used by government departments and authorities (e.g. the Victorian Planning Authority) as a step-by-step guide to creating a new locality.

5.6 Changes to existing locality name(s) or boundaries

As communities grow there is a need to ensure that a locality's name and boundaries reflect community needs. A locality boundary change might be considered due to changes in the distribution of homes or businesses, or other demographic changes.

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Sections 6–14 of these naming rules contain step-by-step guides to the implementation process for altering a locality name or boundary if that locality falls within one or more municipal areas.

5.7 What should not be done?

It is important to consider the following when assigning a locality or boundary:

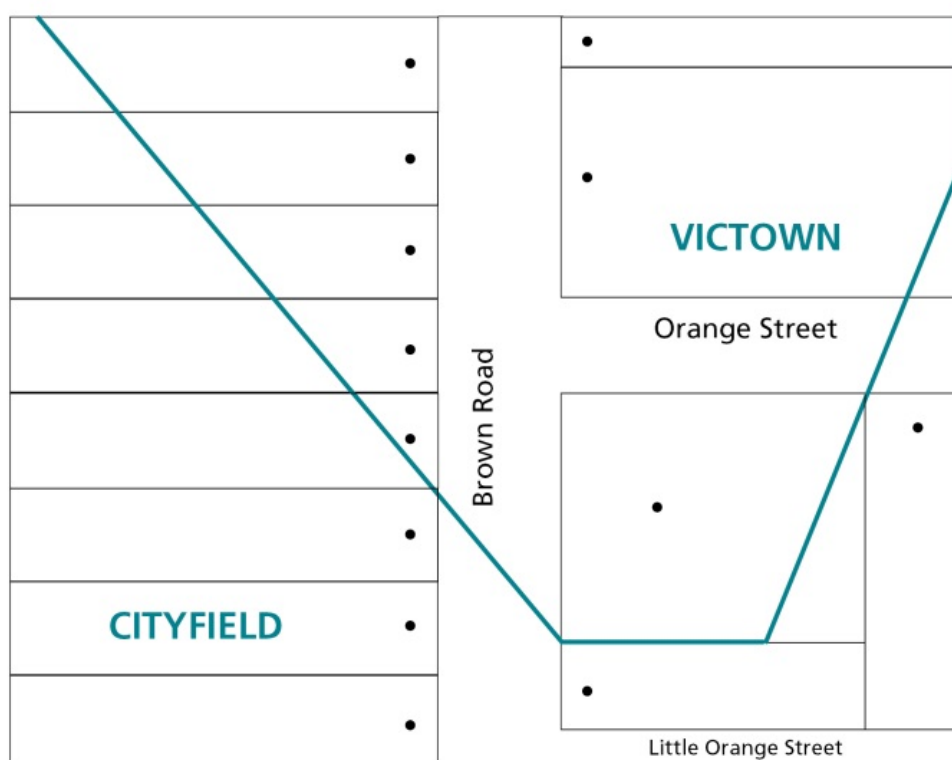
- locality names should not be long or hard to pronounce²
- proposed name/s should not be offensive, racist, derogatory or demeaning

² An exception to this is in the use of Aboriginal languages when it is accepted that Aboriginal names may appear at first to be complex will, over time, become familiar and easy to use within the community.

- locality boundaries must not overlap any other locality boundary
- a locality should not cross municipal boundaries
- locality boundaries must not bisect properties or land – refer to the diagram below.

The below example shows how a locality boundary should not be defined. There is no clear boundary for properties on Brown Road or Orange Street.

If a locality boundary is not clearly defined, the naming authority should align the boundaries to definitive and distinguishable physical features, e.g. cadastral fabric, road centre lines, creeks, rivers and railways.



6 Initiating a proposal and checking required information

6.1 Initiating a proposal

6.1.1 General public

Members of the general public and community interest groups can develop a proposal to amend a name or change the name of a road, feature or locality, including a locality's boundaries.

The proposal needs to be submitted to the naming authority responsible for the area in/across which the road, feature or locality is situated – it is important to note that the council or relevant naming authority should be contacted for advice because some naming authorities may have their own naming policies or guidelines that augment these naming rules and may need to be applied.

Proposals should include:

- the proposed name
- the location of the road or feature, including a map (and, if relevant, its current name)
- background information on why the naming authority should consider naming or changing the name or boundary, e.g. why the proposed name is considered appropriate (include any history or local relevance) – see [Principle \(C\)](#)
- the reason for the proposal (why the current name is not considered appropriate or any other relevant information)
- contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups
- a statement saying that the proposed name conforms to the relevant principles and requirements in the naming rules.

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

If the proposal is in the form of a petition it must include the information above. Refer to glossary for the definition and requirements of a petition

Upon receiving the proposal from the public, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#). If a proposal is to change the name of a road, feature or locality located across two or more council administrative areas, the respective naming authorities need to coordinate the proposal's processing. OGN can provide advice and, when necessary, recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

Once a naming proposal has been submitted to the naming authority, no further action is required by the member(s) of the general public or community interest group(s), unless the naming authority requires additional information or seeks to involve the public or group in the process.

6.1.2 Emergency management or other public service providers

If a request is made in the interests of public safety, the naming authority must respond to the request within 30 days, outlining intended action. Organisations that provide emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road, feature or locality to the relevant naming authority responsible for the area in/across which the road, feature or locality is located. The provider may only submit a proposal if it can be demonstrated to be in the community's interest.

Proposals should include:

- the location and extent of the road, feature or locality (and if relevant its current name)
- background information on why the relevant naming authority should consider changing the existing name or registering the new name, or boundary amendments
- details on why a new name and/or boundaries are considered to be appropriate
- an indication that any proposed new name conforms to the principles and requirements outlined in Sections [2](#), [3](#), [4](#) and [5](#).

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

Upon receiving the proposal from the emergency agency or other service provider, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#).

Often, emergency services or other public service providers will not provide a suggestion for the proposed new name. In these instances, the naming authority must find a suitable name.

6.1.3 Councils

Councils can generate a naming proposal in-house, including choosing an appropriate name. If a request is made of council in the interests of public safety, the council must respond to the request within 30 days, outlining intended action.

When preparing a proposal, the council should consider naming or renaming a road, feature or locality after a local historical figure or event, or a unique attribute of an event that occurs in the area.

Renaming should only be considered if the council can demonstrate that the proposal is being made in the community's best interest.

Councils might consider meeting on a regular basis with local interest groups (such as historical societies and charitable organisations) to develop lists of appropriate names for future use.

It is possible for a council to hold a naming competition (but not a competition for the boundaries). In such instances, the council should contact OGN with a proposed approach. The OGN will provide an endorsement of the process prior to public consultation.

If the council wants to develop a naming or renaming proposal that uses an Aboriginal name or names, the relevant Traditional Owner group(s) should be contacted for input at the outset of the proposal's development.

Information on this consultation process is available from [Principle \(F\)](#) and in [Section 7.3](#).

Once a name has been chosen and/or boundaries redefined (if relevant), councils should initiate the formal proposal process outlined in [Section 6.2](#).

If a proposal is to name, change the name or alter boundaries that cross municipal boundaries, the respective councils should coordinate the proposal's processing. OGN can provide advice and where necessary recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

6.1.4 Government departments or authorities

State Government departments and authorities not covered by a unique set of road, feature or locality naming guidelines should follow the procedures outlined in these naming rules.

There are four possibilities for naming roads, features or localities owned or maintained by a government department or authority, described as follows.

- The department or authority can work cooperatively with OGN to make an in-house determination on an appropriate name. This option allows for endorsement of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.

- The department or authority can develop a public consultation process and work with OGN to determine a final naming proposal. It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.
- To develop a name proposal through a public competition, the department or authority should contact OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these naming rules.
- The Minister responsible for the department or authority can seek a Ministerial direction by writing to the Minister responsible for Act to request that powers under s. 11(5) of the Act be excised and direct the Registrar to enter the name in VICNAMES.

6.2 Naming proposal process

6.2.1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

The decision to proceed with a name proposal rests with the naming authority.

6.2.2 Apply the principles

If the naming authority is not certain the naming proposal conforms to the naming rules (for instance, in cases of possible duplication or boundary confusion) the naming authority can consult OGN and emergency agencies and public service providers using [NES](#). This consultation should be undertaken prior to any public consultation.

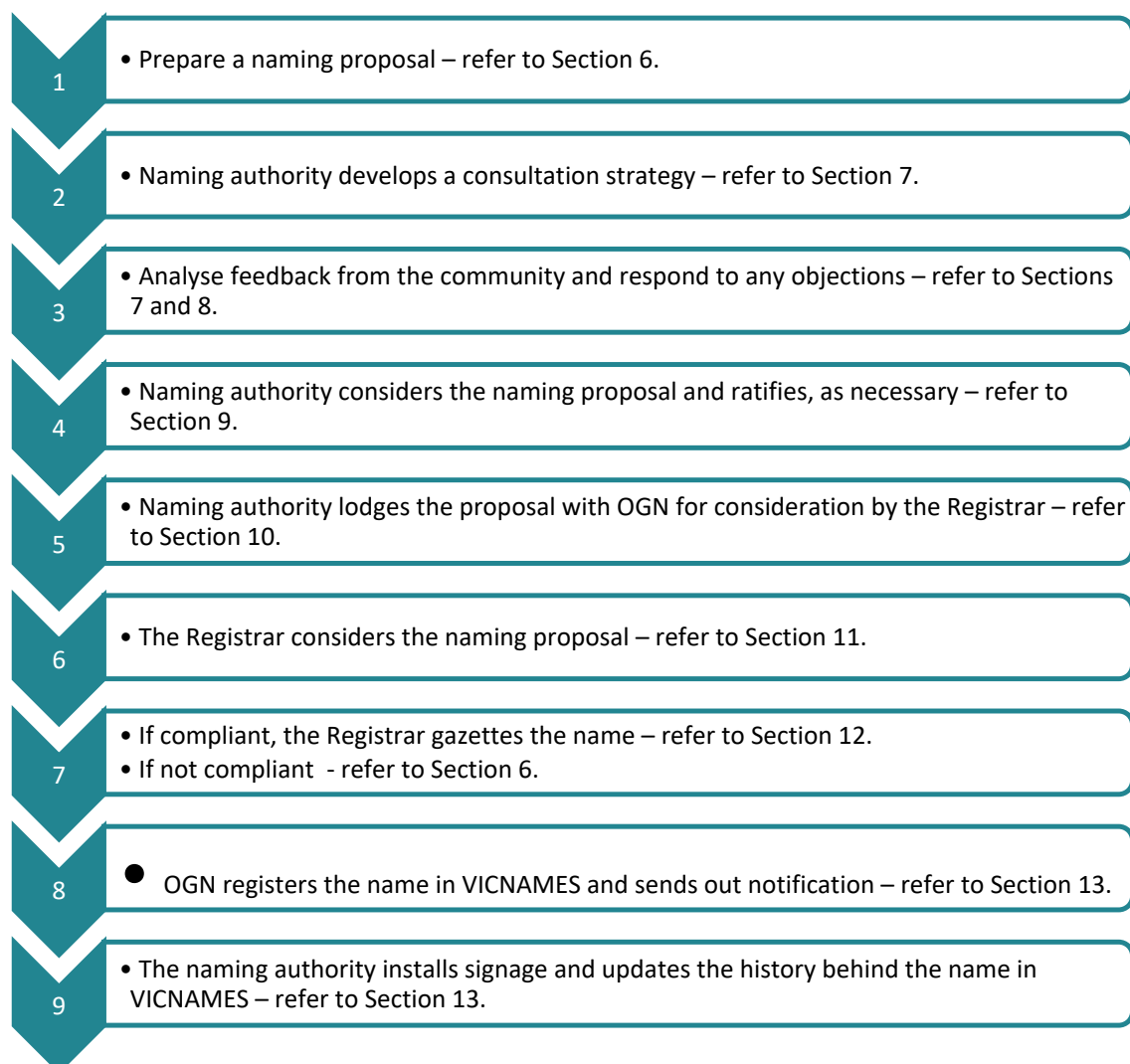
Details on how [NES](#) works to facilitate consultation with emergency services and public service providers are available from nes.land.vic.gov.au.

Upon selection of a name or shortlist of names and/or boundaries, the naming authority should confirm that the names and/or boundaries conform to all of the principles outlined in [Section 2](#) and statutory requirements outlined in [Section 3](#), [4](#) and [5](#).

A naming authority may decline to consider a naming or renaming proposal where a substantially similar application has already been decided upon by the naming authority.

Section 6 Initiating a proposal

The following process flow chart details the formal process in its entirety.



7 Consultation

Consultation is a key component in the process of naming and renaming roads, features and localities. Naming authorities must consult the public on any naming proposal, in accordance with these naming rules or as agreed with OGN. The level and form of consultation can vary depending on the naming proposal. The following procedure used for the naming of all roads, features and localities in Victoria, whether private or public.

There are two types of community groups to consult regarding a naming, renaming or boundary change proposal:

- The **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.
- The **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO)³.

Please note:

This section does not apply to the naming of new roads or features within new subdivisions where currently no one is directly affected – refer to [Section 3.8](#).

For the use of Aboriginal names, [Principle \(F\)](#) applies – refer to [Section 7.3](#).

In relation to a feature, if residents, businesses or ratepayers use the feature or its address will be affected, they must be consulted.

7.1 Minimum requirements

- When a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email).
- Letters must be sent to the ratepayers of the properties and, if the ratepayers are not the owner-occupiers, letters must also be sent to the residents and/or business occupants.
- A letter must include a survey or voting poll seeking a response from the residents, ratepayers and/or businesses – refer to [Section 7.2.4](#).
- Consultation with the immediate and/or extended community should only occur once the naming authority is certain that the proposed name conforms to the principles of these naming rules. If the naming authority is uncertain, contact OGN for further advice.
- Consultation with the immediate and/or extended community must be a minimum of 30 days, though may be longer.
- If the proposed new name is an Aboriginal name, from the outset the naming authority should consult relevant local Traditional Owner group(s) and obtain their approval. Refer to [Section 7.3](#).

³ ESO encompasses agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting Emergency Service agencies. Contact local, regional and corporate/State headquarters, as well as ESTA.

- If a proposal will not affect current addresses the naming authority must consult the public by advertising the proposal in local or state-wide newspapers, unless OGN has given prior approval for an alternative process. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters, magazines, email contact lists and public notices.
- If proposing to name a road, feature or locality after a person, then every effort should be made to gain consent from the person's family members. Supporting evidence demonstrating the naming authority's efforts to consult family members should be provided to OGN with the proposal lodgement. Refer to [Principle H](#) for more information.
- Objections must be addressed when they suggest the proposal does not comply with the principles, requirements and procedures outlined in these naming rules. If it can be shown that the proposal does not conform, the naming authority must alter or abandon the proposal.
- If community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations.

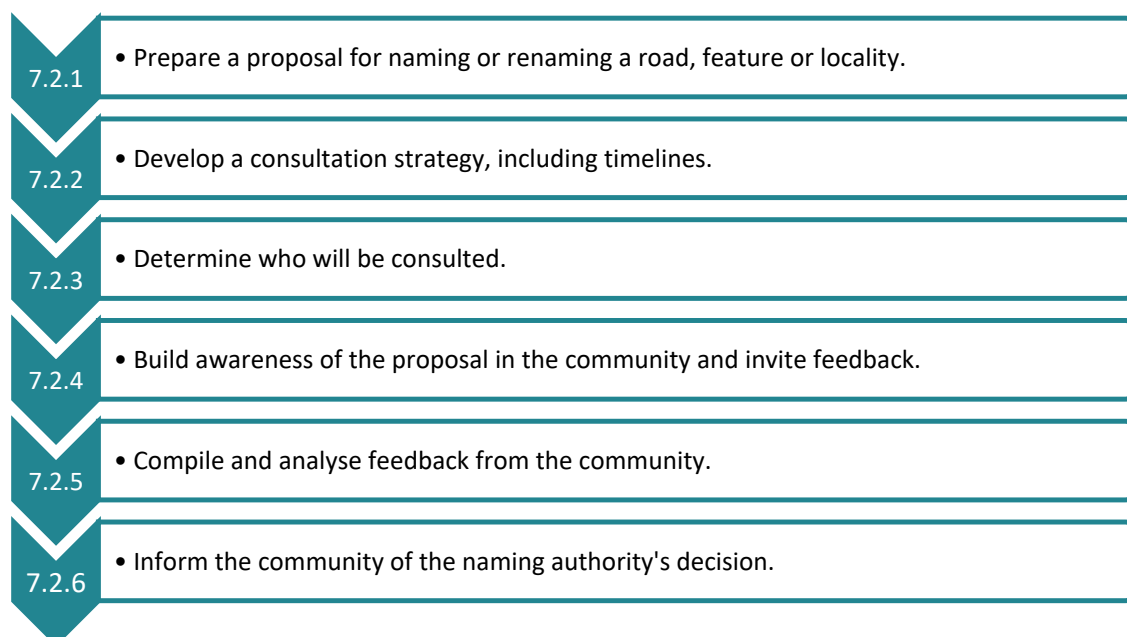
If the naming authority believes community support will not be forthcoming and rejecting the proposal will maintain the risk to public safety, then it can either proceed with the proposal on the grounds of public safety (this is particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further information).

7.1.1 Government departments and authorities

The department or authority must consult the council(s) within which the road, feature or locality is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the council of the naming/renaming plans. This will ensure the council, as the addressing authority, can assign new or altered addresses to properties on the road and/or assist with developing appropriate boundaries, consulting with the community and advising how the proposal will impact upon existing addresses in the area.

7.2 The consultation process

The consultation process by a naming authority involves six steps, which are illustrated in the diagram below:



7.2.1 Prepare a naming proposal

Ensure that any chosen name adheres to the principles and relevant sections of these naming rules.

After the naming proposal has been initiated and checked that it conforms to the principles and requirements, naming authorities must consult Traditional Owner group(s) if the proposed name is of Aboriginal origin.

After the initial processes have been completed, the procedures of the naming rules stipulate that community consultation is required. Refer to [Section 7.2.2](#).

7.2.2 Develop a consultation strategy

Create a timeline and strategy for consulting the wider community to ensure any chosen name will have community support: who you will consult (refer to [7.2.3](#)), how you will consult (refer to [Section 7.2.4](#)) and how you will compile the feedback (refer to [Section 7.2.5](#)). Information on each of these topics is provided below.

Preparing this information in advance means that it can be referred to in various information campaigns throughout the consultation process.

A comprehensive strategy will ensure the naming authority has a compliant process that OGN can quickly approve.

7.2.3 Determine who should be consulted

Communities that will be affected by the proposed naming/renaming or boundary adjustment of a road, feature or locality should be consulted. The naming authority must decide whether the immediate community or the extended community should be consulted.

- Roads: consult the owners of properties accessed from the road.
- Features (other than waterways): consult owners of the sites themselves, users of the site, surrounding properties and people from the localities within which they fall.

- Waterways: consult owners of properties adjoining and those within 200 metres of watercourses or with adjoining parcel boundaries.
- Localities: consult property owners within the current and proposed locality's(ies') boundaries and from a generous buffer zone of properties adjoining, or within 200 metres of the boundaries.

When the naming authority has ensured that the proposal adheres to the principles and statutory requirements of these naming rules, there should be no further need for consultation with emergency and other service providers. This is because the naming rules have been written in consultation with emergency services and public service providers, and the principles have been designed to ensure that name duplication and confusion are minimised. However, naming authorities should take particular note of [Section 13](#) regarding notification and mail delivery services for addresses on a road with a new name.

The following guide should be used to identify which members of the community to consult.

Proposal	Who to consult ⁴	Type of consultation
New ⁵ road	Immediate and extended community	<ul style="list-style-type: none"> • Letters • Notices • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
New feature	Immediate and extended community	<ul style="list-style-type: none"> • Letters • Notices • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale feature or potentially contentious issue)
New locality (suburb)	Immediate and extended community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)

⁴ Naming authorities should exercise discretion when deciding who to consult. If a proposed naming, renaming or boundary change is considered small-scale and will only affect a handful of residents, ratepayers and businesses, consultation should focus on these people. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the consultation should extend to all possible stakeholders.

⁵ 'New' includes legacy roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES.

Proposal	Who to consult ⁴	Type of consultation
Renamed road	Immediate community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses Notices Surveys Voting poll Internet sites and social media Public meetings (if it is a large-scale proposal or potentially contentious issue)
Boundary change of a road	Immediate community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses Notices (if it is a large-scale proposal or potentially contentious issue) Surveys Voting poll Internet sites and social media Public meetings (if it is a large-scale proposal or potentially contentious issue)
Renamed feature	Immediate and extended community	<ul style="list-style-type: none"> Letters Notices Surveys Voting poll Internet sites and social media Public meetings (if it is a large-scale proposal or potentially contentious issue)
Boundary change of a feature	Immediate and extended community	<ul style="list-style-type: none"> Letters Notices Surveys Voting poll Internet sites and social media Public meetings (if it is a large-scale proposal or potentially contentious issue)
Renamed locality	Immediate and extended community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses Notices Surveys Voting poll Internet sites and social media Public meetings (if it is a large-scale proposal or potentially contentious issue)
Boundary change of a locality	Immediate community	<ul style="list-style-type: none"> Letters to affected residents, ratepayers or businesses; and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries

Proposal	Who to consult ⁴	Type of consultation
		<ul style="list-style-type: none"> • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)

7.2.4 Build awareness of the proposal and invite feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further. Each method has its own strengths and, prior to selecting one or more of the methods, naming authorities should consider the proposal's aims and desired outcomes of community consultation. For example, a survey is conducted to investigate opinions; a voting poll is used to make a choice for one or more options.

The following methods can be used to build awareness of the proposal and invite feedback. Each one has its own advantages and conditions of use:

- [Notices in newspapers](#)
- [Letters to the immediate or extended community](#)
- [Surveys](#) (for use only with the immediate community)
- [Voting poll](#)
- [Internet sites and social media](#)
- [Public meetings](#).

Notices

This includes newspapers (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the naming authority wants to minimise costs, it is possible to place an advertisement or notice with the basic details and refer readers to a website, phone number or council office for further details. The minimum requirements for notices are outlined below and shown in the second example notice. A reduced cost advertisement is shown in the first example notice. If using the first example, then all the information in the second list of dot-points below must be available online.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal. In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries and other council facilities
- TAFEs and universities
- community centres and learning exchanges
- shops with community noticeboards such as newsagents, bookshops, supermarkets, organic food stores
- tourist information centres.

At a **minimum**, these notices must include the following, or the information must be available online:

- the proposed (new) name/boundary and why it has been nominated

- where the road, feature or locality is located
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL)
- The required date for response, within 30 days of the notice.

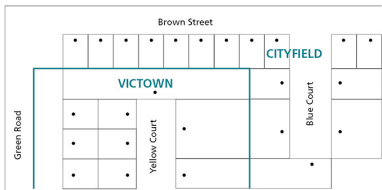
Alternatively, if there is no proposed name, notices must include:

- steps for nominating a name or names (in compliance with these naming rules)
- details of how the community can have input into endorsing or selecting a name (e.g. through a vote)
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL).

Geographic naming proposal

[Insert naming authority name here] is proposing to name/rename a road, feature or locality or amend its boundary.

The road, feature or locality is located at *[enter address and/or map]*.



Further information about the name is available at *[must provide the proposal on naming authority's website, including URL]*.

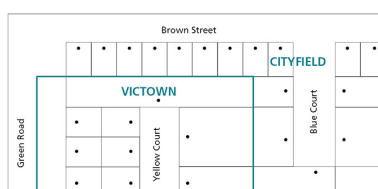
Reduced cost format for notices

Geographic naming proposal

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name with a link to where further information can be found.]

The road, feature or locality is located at...[enter address and/or map].



Members of the public can provide feedback on the name or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [number]
- mail [address]
- email [address]
- website [URL].

Further information about the name is available at [must provide the proposal on naming authority's website, include URL].

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

(Only include if using a commemorative name and unable to locate family members.) [Insert naming authority name here] has been unable to locate existing family members to seek permission to use the proposed name and calls for consent from the family or requests family contact details from the community.

Preferred format for notices

Letters

Letters to members of the immediate or extended community should be clear and precise. At a **minimum**, they must refer to the principles and requirements of the relevant sections of these naming rules and include the following information:

- the location and extent of the road, feature or locality proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be no less than 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth

transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address

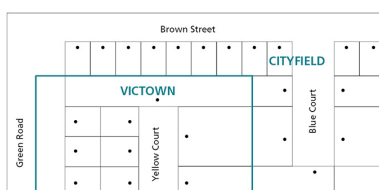
- a mail or email address for responses.

An example of a letter is below:

RE: Naming/renaming/boundary realignment letter

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend a locality's boundary.

The location and extent of the road, feature or locality proposed to be named or renamed or boundary realignment [include a map and written description]



This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name with a link to where further information can be found].

Members of the public can provide feedback on the name and/or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [number]
- mail [address]
- email [address]
- website [URL].

Further information about the name is available at [must provide the proposal on naming authority's website, include URL].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should be noted that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also use their official address.

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

Surveys (for use only with the immediate community)

Surveys should be used to gain an indication of community support or opposition to a naming/renaming or boundary change proposal. They should be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

If a survey is being used to gauge public opinion, owner-occupied properties should be afforded two responses, i.e. one response from the owner of the property and one response from the occupier of the property.

At a **minimum**, a survey must refer to these naming rules, and include the following details:

- a statement outlining the background of the proposal (often in the form of a cover letter)
- state that all name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*
- state that all submissions must be received by (add date) within 30 days of this notice
- include the following question:
 - Do you agree or disagree with the proposal to name/rename/ adjust the boundaries of [enter name and display a map, as well as including space for respondents to include their name, address, email and phone number]?

If the naming authority is seeking to change a name **and** a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on **each** proposed change.

- Space for respondents to include their name, address and contact details.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid survey is undertaken.

Responses from the community need to be clear to ascertain whether there is support for a proposal. It may therefore be beneficial to include the following in any survey used:

- If you do not support the proposal please indicate why and/or demonstrate why the proposal does not conform to *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.
- If you disagree, please explain why.
- If you would like to make any other comments in support of or in objection to the proposed name or boundaries, please do so.

[Tacit approval](#) is a way for the naming authority to help ensure a result can be achieved from the use of a survey. Tacit approval should only be used when the naming authority is seeking responses from the community for one proposed name. The naming authority can determine when to use tacit approval.

If the naming authority has multiple proposed names, they should issue two surveys. The first should seek response from the community about their preferred name. If no response is received then this should not be taken as tacit approval for any of the proposed names.

If a preferred name can be determined from the first set of results, the community should be re-surveyed about the preferred name, and the following statement used:
'If you do not respond to this survey it will be taken as tacit approval of the proposed name'.

If after an initial or subsequent survey or vote on multiple names there is no clear preference, then the naming authority should choose a name in-house. The community must then be re-consulted and given 30 days to object to the naming authority's preferred name.

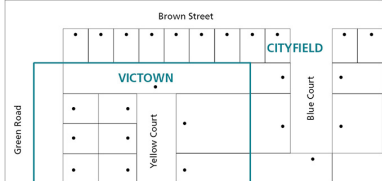
If a naming authority is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The naming authority could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the [Internet and social media](#) section for further information).

An example of a survey is below:

Naming/renaming/boundary realignment survey

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named or renamed, or boundary realignment [include a map and written description].



This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name, with a link to where further information can be found].

Do you agree or disagree with the proposal to name/rename/adjust the boundaries of [enter name and display a map]?

Agree ☐

Disagree ☐

[If the naming authority is seeking to change a name and a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on each proposed change.]

- If you disagree please explain why.
- If you would like to make any other comments in support of or objection to the proposed name or boundaries please do so.

[Optional] If you do not respond to this survey it will be taken as tacit approval of the proposed name.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

Please provide your name, address and contact details, including any comments, objections or written support of the name.

Voting poll

A formal voting poll may be used to select a name or choose between two or more names.

A voting poll could be used to gain an indication of community support to a naming/renaming or boundary change proposal in the immediate community if it will be affected by an address change arising from a proposal's successful outcome.

In the case of a voting poll being used to gauge public opinion, owner-occupied properties should be afforded two votes, i.e. one vote to the owner of the property and one vote to the occupier of the property.

Section 7 Consultation

At a **minimum**, the voting poll document must refer to these naming rules and include the following details:

- a statement outlining the background of the proposal, often in the form of a cover letter
- one or more names or boundary proposals, including background information on each proposal
- the opportunity to object
- the following statement:
Please cast your vote by *[include date]*. All votes will be counted, the name with the majority of votes will become the official name of the *[road, feature, locality, and/or new boundaries]*, subject to *[insert naming authority name here]* approval
- An opportunity to record the respondents name and address.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid voting poll is undertaken.

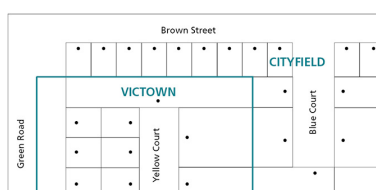
Once a vote has taken place and the responses counted, with consideration given to any objections, there is no need to re-consult as the above statement indicates that the naming authority will approve the final name – refer to [Section 9](#). Objections must be considered and addressed, where relevant, and all those that have objected must be given the opportunity to appeal to the Registrar – refer to [Section 8](#).

An example of a voting poll is below:

Naming/renaming/boundary realignment vote

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named or renamed, or boundary realignment *[include a map and written description]*.



This naming/boundary realignment is needed because...*[enter in the reason for the change and any background to the name, with a link to where further information can be found]*.

Only fill in one voting slip per household. Please place a tick in the box next to your preferred name. Only tick one box.

- Proposed name 1
- Proposed name 2
- Proposed name 3

Please cast your vote by *[include date here]*. All votes will be counted, the name with the majority of votes will become the official name of the *[road, feature, locality, and/or new boundaries]*, subject to *[insert naming authority name here]* approval.

If you wish to object to the name(s) please do so by making comment below. You must explain why you do not support the name(s).

All submissions must be received by *[add date]* within 30 days of this notice. *[Or time frame determined by the naming authority, not less than 30 days.]*

Please provide your name, address and contact details.

Internet and social media

Internet and social media sites can be valuable for collating all relevant information for the benefit of immediate and wider communities. A webpage can be developed within the naming authority's existing website or as an additional page with its own domain name. Social media sites such as Facebook and Twitter can also be useful tools.

Websites also enable members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a practical facility for a naming competition.

When a website is used as a platform for a naming competition, clear information must be provided about the requirement for names to conform to the principles and requirements of these naming rules.

At a **minimum**, websites promoting a naming/renaming or boundary change proposal or competition must include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how and when naming proposals can be lodged, if relevant
- reference and links to these naming rules.

Public meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the road, feature or locality is to the community and how controversial the naming/renaming/boundary change might be.

If a public meeting is held then it should be organised and chaired by the naming authority. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be acceptable and accessible to all sections of the community and held at an appropriate time to maximise public attendance and views on the proposal.

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue; talk it over with their families, colleagues and friends; and give feedback to the naming authority by letter, email or through the website.

Comments made at the meeting should be noted by a minute-taker and passed onto the naming authority for analysis and consideration.

If the awareness campaign results in some people from the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular interests that may not align with broader community values. The only time a group can be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (e.g. charity and support or special interest groups) and generally represent a small proportion of the community cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.

If there is opposition, a new proposal may be put forward. In this instance, the naming authority will need to recommence the naming proposal process and should consider any impacts on public safety if left unchanged. Refer to [Principle A](#) and Sections [6.1.2](#); [6.1.3](#) and [8.4.1](#).

7.2.5 Analyse negative and positive feedback from the community

To assist in analysing the feedback, it is recommended that a spreadsheet or other analytical tool be developed to collate and organise the information. The itemised list of feedback should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys or other methods, such as social media responses
- alternative suggestions provided by respondents.

All feedback must be considered by the naming authority.

If the community was consulted on one name or boundary amendment, the proposal by the naming authority has the support of the community and any objections have been addressed, then the proposal can be considered by the naming authority. Refer to [Section 8](#) and [Section 9 Finalising the proposal](#).

Analysing results – letters and surveys

Letters – confirming consent and objections from written submissions (immediate and extended communities)

If a naming authority is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised in two ways:

- raising issues regarding the proposal not conforming to the principles, requirements and/or procedures of the naming rules;
- or, related to other topics, e.g. the name is not preferred.

For example:

Total submissions received	50
Submissions in favour	25 (50%)
Submissions against	25 (50%)

This proposal is split and the naming authority will have to make a decision about whether it will proceed, or re-consult.

Total valid submissions received	40
Submissions in favour	25 (62.5%)
Submissions against	15 (37.5%)

This proposal can be considered to have community consent.

Surveys – confirming consents or objections from survey material (immediate community only)

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating, if applicable, tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
Total community that consents	70%

This proposal can be considered to have community consent.

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
Total community that consents	45%

This proposal cannot be considered to have community consent.

7.2.6 Informing the community of the naming authority's decision

A letter or email announcing the decision must be sent to all community members. It needs to respond directly to a naming proposal and/or a notice in the local newspaper (or other newspapers, as appropriate).

When objections have been received during the initial rounds of consultation, the community must be informed of the naming authority's final decision. The exception is when a voting poll was used and the statement informs the community that the final decision is based on the votes received and subject to the naming authority's approval.

Please refer to [Section 8.5](#) –for examples of what to send to objectors and those that have not objected. Objectors must be informed of their ability to appeal a naming authority's decision.

The naming authority must allow at least 30 days for final objections to be received. The notification of a naming authority's decision may be done in the form of a letter or email, which is available in the example below.

RE: Naming/renaming/boundary realignment

[Insert naming authority name here] has made a decision on the name for the *[road, feature or locality or amend its boundary]*.

[Include de-identified results of notices/letters/survey/vote/internet, if appropriate].

A report will now be presented to *[insert naming authority name here]* requesting the *[insert proposed name/boundary]* be endorsed.

[Insert naming authority name here] will consider the final proposed *[insert proposed name/boundary]* at its meeting on *[enter, date, time, location of meeting]*.

You may object to this proposal by responding to this *[notice/letter/email]* or by attending the meeting above and voicing your objection.

All objections must be received by *[add date]* within 30 days of this notice.

If you plan to object you must address the following points:

- your interest in the naming proposal –e.g. if your address is affected or you have a personal link with the place and/or name
- reasons why the name is not appropriate, including how it is considered to not comply with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

[Insert naming authority name here] will not consider objections that do not explain why the objector opposes the name.

7.2.7 When to re-consult

When the naming authority has surveyed the community to establish a set of suitable or preferred names or boundaries, the community must then be re-consulted on the final determined name/boundaries for the proposal. Any preferred names sent out to residents, ratepayers and businesses by the naming authority must comply with the principles of these naming rules.

Proposals where re-consultation has not taken place (except in the case of a voting poll when a naming authority tallies the results and makes a decision) will be rejected by the Registrar as not conforming to the principles of these naming rules.

If a specific name was not proposed by the naming authority, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles and statutory requirements of these naming rules. Any names that conform should be shortlisted and then formed into a proposal for re-consultation with the community.

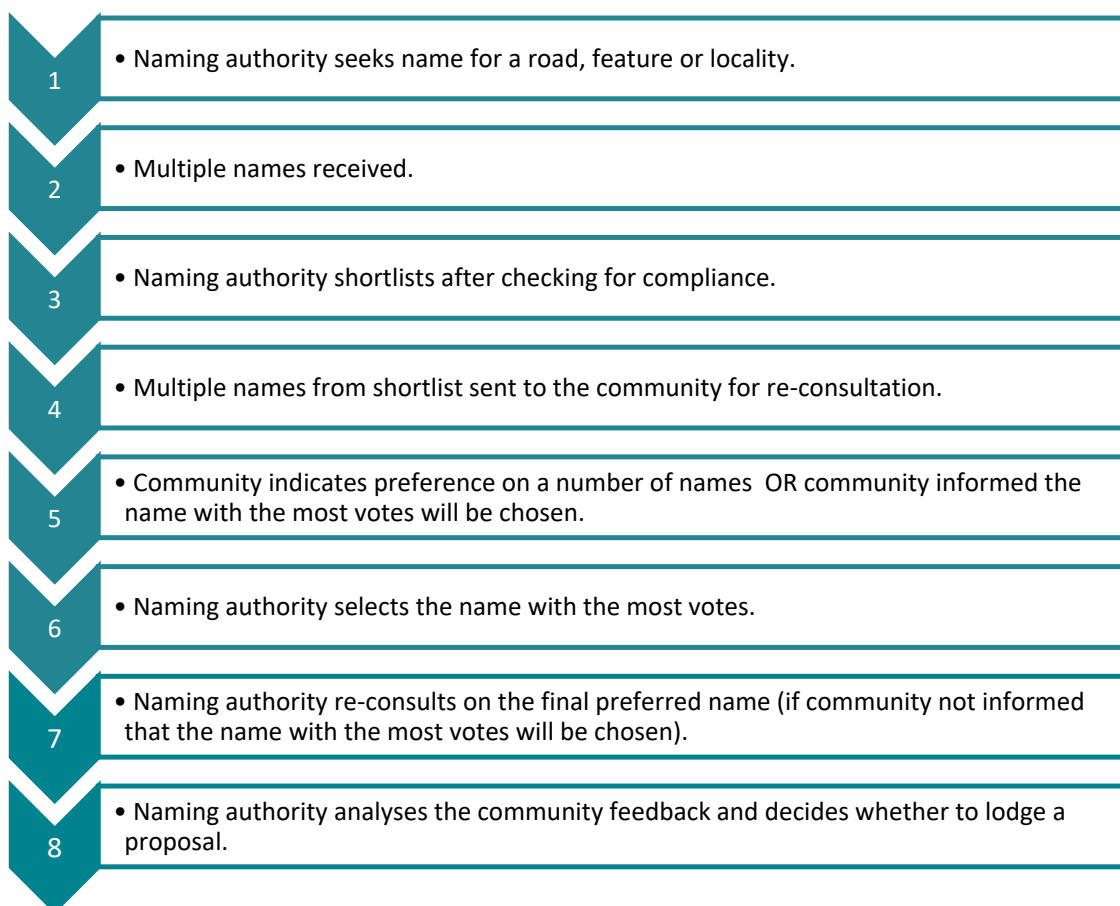
This will require one of the methods under [Section 7.2.4](#) to be used for further community consultation to determine support for the final proposed name.

The naming authority must continue to consult until one name is reached and sent for consideration by the naming authority. The name will need to be approved by the naming authority before proceeding. Refer to [Section 9](#).

Note: If the community has been notified that, dependant on community support, the proposed name will be sent to the naming authority for endorsement, the naming authority can then consider the community informed of its decision. All objections must be considered and addressed (if relevant) by the naming authority. Objectors should be advised they can appeal to the Registrar of Geographic Names about the naming authority's decision.

If the naming authority receives objections during the consultation process and decides to uphold the objections, it can choose to abandon, refine or change the proposal to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal it must then undertake another round of community consultation to determine community support.

The process for consultation and re-consultation is detailed below.



7.3 Developing an Aboriginal naming proposal

7.3.1 Introduction

Consultation is a key component in the process of naming and renaming roads, features and localities. The process below must be used when proposing to use a name from an Aboriginal language.

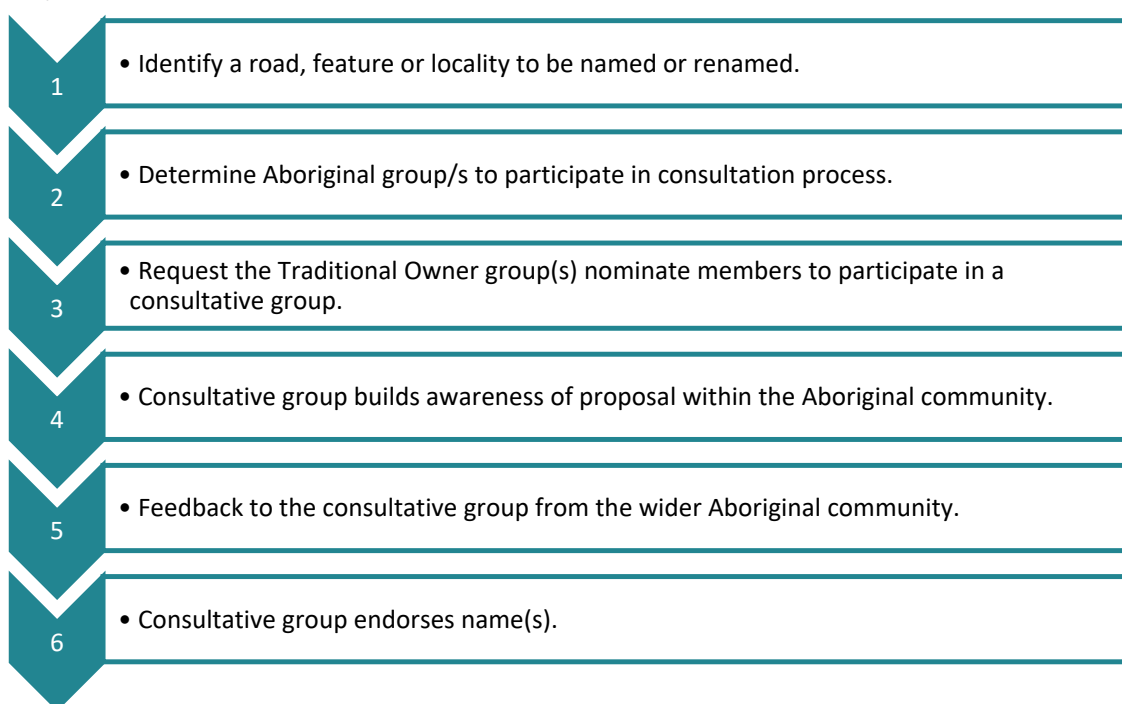
While there is a diverse range of Aboriginal organisations in Victoria – local Aboriginal networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s). In Victoria, Traditional Owner groups may be legally recognised through the *Native Title Act 1993* as native title holders, the *Traditional Owner Settlement Act 2010* as traditional owner group entities or the *Aboriginal Heritage Act 2006* as Registered Aboriginal Parties.

For more information about Native Title and Traditional Owner Settlements, visit <http://www.justice.vic.gov.au/home/your+rights/native+title/>.

For more information on Registered Aboriginal Parties, including contact details, visit <http://dpc.vic.gov.au/index.php/aboriginal-affairs/registered-aboriginal-parties>.

In areas where a Traditional Owner group has not been legally recognised, please contact Aboriginal Victoria for advice about the relevant groups to consult.

Naming authorities wishing to name a road, feature or locality using an Aboriginal language must follow the steps below.



7.3.2 Preparing a naming proposal

Initially, the naming proposal must be prepared according to the relevant sections of these naming rules. Preparation will include identifying the road, feature or locality that is to be named or renamed and considering what type of naming process would be suitable.

If a naming authority is considering using an Aboriginal name or names in the proposal, it must consult the relevant Traditional Owner group(s) to determine an appropriate name and receive consent for the use of that name.

7.3.3 Determining Aboriginal group(s) for consultation

It is the responsibility of the naming authority to determine which Traditional Owner group(s) to consult.

When the naming authority identifies more than one group that must be consulted it should establish a consultative group with which to liaise and determine an appropriate name or names for the proposal.

7.3.4 Selecting a consultative group

When the road, feature or locality to be named or renamed could embrace more than one Traditional Owner group (e.g. a mountain range that includes more than one Registered Aboriginal Party), a special consultative group may need to be formed from members of two or more groups.

To establish the consultative group, the naming authority should contact the relevant Traditional Owner groups by phone or letter, and include the following information:

- background to the naming proposal
- location of the road, feature or locality to be named or renamed
- details of which Traditional Owner groups have been identified in the area
- information on the desirability of forming a consultative group, formed by members of relevant Traditional Owner groups
- details on how Traditional Owner groups can nominate members for the consultative group and what their responsibilities will be
- a proposed timeline for the naming program and a 'reply-by' date
- a contact officer within the naming authority and contact details for OGN.

The Traditional Owner groups will decide who should be appointed to the consultative group. In order to recognise the need for the naming authority to gain confirmation of the representative status of a nominee, letters or emails supporting the membership should be provided from the representative group Chief Executive Officer or board chairperson (if it is convenient).

Members of a Traditional Owner group selected to be members of the consultative group must have consent from their community to make decisions on naming or renaming roads, features or localities. Each member of the consultative group should have equal voting rights and be appointed to assist the naming authority with identifying an appropriate name or names for the naming proposal.

7.3.5 Building awareness within the Traditional Owner community

It is important that members represent their Traditional Owner and/or broader Aboriginal group and take responsibility for building awareness within their community of the proposed naming or renaming. Community awareness could be built in the following ways.

Media

Build awareness through Aboriginal radio stations and Aboriginal programs in the mainstream media. Radio stations can include (but are not limited to) 3KND 1503 AM.

Specific newspapers for Aboriginal and Torres Strait Islander audiences include the *Koori Mail* and *National Indigenous Times*. Local newspapers are also important media vehicles. Whatever media method is used, it is important that information is included on how the broader community might provide feedback to members of the consultative group.

Notices

Notices can be placed in public places, for example:

- the site to be named or renamed
- Traditional Owner organisations (including their premises, websites and newsletters, where applicable), Aboriginal co-operatives or organisations
- cultural centres

- Koorie Open Door Education Schools
- local council offices
- libraries
- TAFEs and universities
- community centres and learning exchanges
- shops with community notice boards.

Meetings

Members of the consultative group may hold meetings with the communities they represent (or raise the naming proposal during regular community meetings), and ensure that both women and men are invited and encouraged to provide input or feedback into the process.

7.3.6 Feedback from the Aboriginal community and endorsement of name(s)

The broader Aboriginal community may provide feedback to the consultative group.

The consultative group should establish a process to identify an appropriate name or names for the proposal and determine a method for achieving group consensus on the final name(s) to be endorsed and provided to the naming authority.

The process should include a final meeting of the consultative group. It will examine the feedback from appointed members who report feedback from their own communities or other Aboriginal people who have written, phoned or provided comments.

If there is consensus at this point, then the consultative group can endorse the name(s) and provide written or verbal advice to the naming authority.

If consensus is not reached on the name, the consultative group must contact the naming authority and/or OGN to discuss whether or not further support is required to reach a decision.

When a final decision is made, the naming authority and consultative group should work collaboratively to promote the naming proposal to the wider community. Information on how this can be achieved is outlined in the following section.

7.3.7 Building awareness of the proposal within the wider community

When a name or names is/are selected and approved by the relevant Traditional Owner group(s) and endorsed by the consultative group, the local community must be made aware of the proposed name and given the opportunity to provide feedback. Any publicity should build awareness and understanding of Aboriginal cultural heritage so the proposed name is seen in that context.

This is the responsibility of the naming authority, but it can be helpful to also involve the consultative group. At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.4 Build awareness of the proposal and invite feedback](#).

7.3.8 Feedback from the wider community

The wider community can provide feedback in a number of ways and could include letters, phone calls, an Internet site and/or email. This should be coordinated by the naming authority.

It has already been suggested that a public meeting should be held and that the awareness building may lead to such an event. However, this may be seen as excessive in some circumstances. It depends on how important the road, feature or locality is to the community and how controversial any naming or renaming might be.

If a public meeting is held then it should be jointly organised and chaired by the naming authority and the consultative group. Any comments made at the meeting should be noted by a minute-keeper and considered by the naming authority and consultative group for consideration.

An appropriate timeline for feedback should be established. When the feedback period ends, an analysis sheet should be prepared summarising the responses according to category of response and where the response came from: an organisation, individual or business. This sheet, together with the letters, phone log and emails should be passed onto the consultative group.

At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.5 Analyse feedback from the community](#).

7.3.9 Reimbursement of costs

The naming authority is expected to cover reasonable costs associated with the consultative group and public awareness campaign.

Limited financial assistance may be provided by the naming authority to facilitate the consultation process; however, reimbursement will not be available for consultative group meetings held when the naming or renaming is one of a number of agenda items.

If meetings are held by the consultative group to specifically discuss the naming issue, members' travel costs may be reimbursed by the naming authority.

If a public meeting to gather feedback from the broader community is held, the person acting as co-chair may also have travel costs reimbursed.

It is not anticipated that a consultative group will need to establish a new Internet site. If one already exists, however, consideration should be given on a case-by-case basis to cover the cost of adjusting that site to record feedback on the issue.

7.4 Process for a Traditional Owner group to develop an Aboriginal naming proposal

If a Traditional Owner group wants to name a road, feature or locality but is unsure who the naming authority is and/or if there is an officially registered or locally known name, then follow the steps below or contact OGN for further advice.

7.4.1 Identify the name

The Aboriginal name for a road, feature or locality can be identified by any person, group or organisation using specific cultural knowledge or historical documentation relevant to the area in which the road, feature or locality is situated.

7.4.2 Locate other names

The proposer must check whether other names are officially registered or recorded (this can be checked using [VICNAMES](#) at maps.land.vic.gov.au/lassi/VicnamesUI.jsp). This will help identify the exact location of the road, feature or locality to which the proposed name will apply, and whether the wider community uses an unofficial name.

If an unofficial name exists, the proposer may submit the naming proposal as a Dual name with the existing registered or unofficial name. There are exceptions to a Dual name not being considered and, therefore, the assignment of an Aboriginal name may not proceed, e.g. to avoid possible confusion for addressing or providing emergency management (refer to [Principle \(G\) Dual names](#)).

If no other name is in use, the Aboriginal name can be recorded as registered, traditional or historic in VICNAMES. Refer to [Section 1.7 Status of names in VICNAMES](#) and for features [Section 4.9 Features with Aboriginal names](#).

7.4.3 Verify the name

When an Aboriginal name has been identified, it must be verified by the Traditional Owner group(s) in the area in which the road, feature or locality is located. In some instances, this might be more than one group. In all instances, the name must be verified by all groups with recognised heritage in the area (for a list of

these groups refer to [Section 7.3](#)). Further advice can be obtained from Aboriginal Victoria, Department of Premier and Cabinet (www.dpc.vic.gov.au).

All relevant Traditional Owner groups must give written consent to the name being registered for the road, feature or locality (either as a Dual name or single name). If written consent has not been provided by all groups, contact OGN for further advice.

7.4.4 Contact the naming authority for the road, feature or locality

The proposer should contact the naming authority for the road, feature or locality and submit directly to it a naming proposal. Refer to [Section 6.1.1](#). The naming proposal must then be processed according to the steps in [Section 7.2](#) or [Section 7.3](#) if proposing to use a name from an Aboriginal language.

8 Objections and submissions

The consultation process allows members of the community to express an opinion about a naming or renaming proposal.

People can object to a naming proposal, support it or provide comment on it without expressing support or opposition.

Objections to or submissions about an existing named road, feature or locality outside an active naming consultation period should refer back to [Section 6](#) – Initiating a proposal and checking required information.

8.1 What to submit

An objection or submission, is a way for members of the community to inform the naming authority that one or more people disagree/agree with a naming or renaming proposal. An objection or submission must explain why a proposal is opposed/supported. Simply lodging opposition/support without an explanation does not help the naming authority understand the underlying issues/benefits.

At a minimum, objections or submissions (including [petitions](#) and pro-forma documents) should explain:

- the person's or group's interest in the naming proposal – e.g. if their address is affected or whether they have a personal link with the place and/or name
- reasons for the name being inappropriate/appropriate, unsuitable/suitable or unsupported/supported, including how it does or does not comply with these naming rules.

Note: If a petition is used to object or support a naming proposal then a statement within the petition must, as a minimum, address the two points above. Signatories must include their printed name and property address

8.2 Who can object or support a proposal?

Any person or organisation can lodge a submission in objection or in support of a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority.

8.3 Lodging a submission

Submissions must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide for a longer feedback period.

8.4 How submissions are considered

Any submission received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing submissions, having regard to these naming rules and any other relevant matters it identifies.

All submissions must be included in an assessment report, stating the objection or support for a proposal, indicating relevance to the naming rules and the naming authority's consideration/response to the submission.

The decision about whether or not to proceed with a naming proposal resides with the naming authority.

Note: The naming authority need not consider objections that don't explain reasons for the objector opposing the name. If a voting poll is used, however, the naming authority must consider the numbers for and against a proposal, whether or not reasons for objections are provided.

If the naming authority accepts the proposal and lodges it with the Registrar for consideration, it must provide details of what the objections were and how they will be or have been dealt with.

If the naming authority decides to uphold the objections, it can choose to abandon the proposal or refine and/or change it to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal, it must then undertake further community consultation in order to determine community support.

Naming proposals that have not addressed objections will be rejected by the Registrar as not conforming to these naming rules.

8.4.1 Minimal community support for name

If there is minimal support for the chosen name, the naming authority may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant to these naming rules.

Note: If the proposal has been made based on public safety and/or emergency management concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations. If the naming authority believes that community support will not be forthcoming, and non-approval of the proposal will maintain the risk to public safety, it can either proceed with the proposal on the grounds of public safety (particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further details).

8.5 Informing the community of a decision

In all instances (except a voting poll, refer to [Section 7.2.6](#)), any party who responded to the proposal must be advised of the naming authority's decision. The naming authority must write to objectors, when they're identified, informing them of the outcome of the naming proposal. The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later). Only those members of the community who have objected to a naming proposal are offered the ability to appeal to the Registrar.

If objections raise concerns about the proposal not conforming to the principles and statutory requirements of these naming rules, the response must outline:

- how objections have been dealt with
- why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.

In cases of the naming authority accepting the proposal, the letter to objectors also needs to include details of how an appeal can be made to the Registrar. An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

For further information refer to [Section 11.1 Appeals](#).

Note: The naming authority must have already allowed the community to object to the initial proposal and the naming authority must address the issues raised in the objector's objection, where relevant.

The letter below outlines what to include (where applicable) in the letter to objectors.

Naming/renaming/boundary realignment

[Insert naming authority name] has made a final decision on the name for the [road, feature or locality or boundary amendment].

A report was presented to [insert naming authority name] and endorsed on [insert date of endorsement and link to minutes if available].

[Explain how the objection has been dealt with, e.g.. there was overwhelming support for the name, the objection is not valid, the concerns raised will be mitigated because...]

[Explain why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.]

[Insert naming authority name] will now send the proposal to the Registrar of Geographic Names.

As you previously objected, you are being advised that you have the opportunity to appeal the [insert naming authority's name] decision.

All appeals must be made in writing and sent by mail to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or by email to geo.names@delwp.gov.vic.au.

All appeals must be received by [add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority].

An appeal will only be considered if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations*
- the proposal does not reasonably conform to the principles and statutory requirements of Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities– 2016.*

Note: The above example must be used for informing objectors of a naming authority's decision.

The letter below outlines what to include to those that have either made a submission, but had not objected or did not respond to the initial proposal.

Naming/renaming/boundary realignment

As you are aware, [insert naming authority name] has recently surveyed/notified the community of a proposal to name/rename a road, feature or locality or amend its boundary.

You have received this correspondence because you are affected by this proposal.

As a result of the survey/notice/letter, a preferred name of [insert preferred name] received the most support.

A report will now be presented to [insert naming authority's name] requesting endorsement of [insert preferred name].

[Insert naming authority name here] will consider this request at its regular [insert meeting name here], scheduled to take place on [insert date, time and location of meeting].

[If an agenda is available, advise accordingly]

All objections must be received by [add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority].

9 Finalising the proposal

The naming authority must determine that the proposed name(s) and/or boundaries and the process undertaken to reach the final proposed name conforms with the Principles of [Section 2](#) and relevant requirements in [Sections 3](#), [Section 4](#) or [Section 5](#).

It is useful to prepare a report on the proposal, which will assist in determining compliance. The report should include:

- information about how the proposal conforms to the relevant principles and requirements of these naming rules
- discussion on and response to any objections/comments received during the consultation period(s).

The naming authority's decision to accept or reject a proposal must be formally recorded. This may include councillors ratifying the name at council meetings, relevant Ministerial or CEO approval and/or when the decision has been made under delegated authority.⁶

⁶ In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important that the council forwards details of the delegated authority and whether this relates to roads, features and/or localities – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

Section 10 Lodging a proposal with OGN

10 Lodging a proposal with OGN

Naming authorities should lodge the proposal with OGN using Notification for Editing Service ([NES](#)).

This online facility allows proposals to be easily submitted and tracked, from the naming authority through to the Registrar and the addition of data to VICNAMES and Vicmap. Details on how to register for and use [NES](#) are provided at nes.land.vic.gov.au.

10.1 Information a naming authority must lodge with OGN

When submitting a proposal through NES, naming authorities must provide the following information, (where relevant):

- details of the existing and proposed extent of the road (in accordance with requirements of [Section 3](#))
- details of the feature (including, as an example, a park's address and access points for emergency management)
- details of the proposed boundaries for the new locality and boundaries of the existing localities in the area (in accordance with requirements of [Section 5](#))
- a map displaying the extent of the road, feature and/or locality
- background on the proposed name and/or boundaries and why they were selected
- details of why a renaming is proposed
- details of the consultation process:
 - a statement from the naming authority(ies) about how they reached their decision about who to consult, i.e. immediate and/or extended community
 - a statement on which method(s) of consultation was used, i.e. notice, letter, survey, website etc
 - analysis of outcomes of consultation
 - how any objections were considered and what responses were provided to the objector
- confirmation that the name and/or boundaries conform to the principles and statutory requirements of Sections 2, 3, 4, and 5 of these naming rules
- confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer
- the following information (where relevant):
 - a copy of consent from the relevant Aboriginal group(s)
 - details of consultation with emergency services and public service providers (if [NES](#) was used for consultation this evidence is automatically attached to the submission to OGN)
 - copies of the notice, letter, survey or voting poll material
 - de-identified (i.e. personal details removed) objections received from the public
 - copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in [Section 8](#))
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

10.2 What the Registrar does

The Registrar will follow the process in Section 11 unless a government department or authority requires either of the following.

10.2.1 Seeking Registrar's endorsement of a proposal

If the proposed name and/or boundaries conform(s) to the principles and requirements of these naming rules, the Registrar will endorse the proposal and provide written evidence of this to the department or authority.

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar's endorsement to seek approval for the naming proposal from its Minister. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the name utilising the processes outlined in [Section 12](#).

10.2.2 Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s.12 to s.17 of the Act.

The committee will be convened at its committee members' earliest possible convenience.

Further information about Geographic Place Names Advisory Committees is available in [Section 1.5.5](#).

11 Registrar's consideration of a proposal

Upon receiving a proposal from the responsible authority to name or rename a road, feature, or locality and/or its boundaries, OGN will advise the naming authority of the proposal's receipt.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since the naming authority accepted the proposal and notified objectors. This 30-day period is to allow time for objectors to lodge an appeal, as provided in [Section 8 and refer to 11.1 Appeals below](#). If there are no objections then the Registrar will proceed with considering the proposal.

When considering the proposal, the Registrar will check compliance with all the principles and relevant requirements of these naming rules. In particular, the Registrar will check that the name is not duplicated, appropriate community consultation has occurred and the naming authority in the creation or alteration of a locality's boundaries has considered any proposed change to be in the community's long-term interests.

If the Registrar deems that the proposal conforms to the naming rules, OGN will proceed to gazette the proposal and update the [Naming proposals](#) webpage at www.delwp.vic.gov.au/namingplaces>Naming proposals.

The Registrar may consider the name is of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for its advice. Further details on Geographic Place Names Advisory Committees are available in [Section 1.5.5](#).

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. Only compliant names will be gazetted and registered in VICNAMES.

Note: The Registrar has discretionary powers to enter any name into the Register.

Section 11 of the Act, Registration of names, states:

- (1) *The Registrar must enter in the Register each name for which an application for registration is made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (2) *The Registrar must amend a geographic name in accordance with an application for amendment made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (3) *The Registrar, upon receiving advice in accordance with this Act and the guidelines from a Committee to which a matter is referred under this Act, must make such entries or alterations in the Register as are necessary to give effect to that advice.*
- (4) *The Registrar may make such entries in the Register as the Registrar determines are appropriate to record the names of places for which names are assigned by or under any other Act.*
- (5) *The Registrar must comply with any directions given by the Minister from time to time concerning the registration of names in the Register and must not make an entry inconsistent with any such direction as in force from time to time.*
- (6) *The Registrar must cause to be published in the Government Gazette, and in such newspapers circulating generally in the State as the Registrar thinks appropriate, a notice of each entry of a place name, and of each amendment of an entry, in the Register.*

11.1 Appeals

The Registrar may only consider appeals from members of the community who have already objected directly to the naming authority's proposal. An appeal to the Registrar can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

All appeals must be made in writing and sent to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or via email to geo.names@delwp.gov.vic.au.

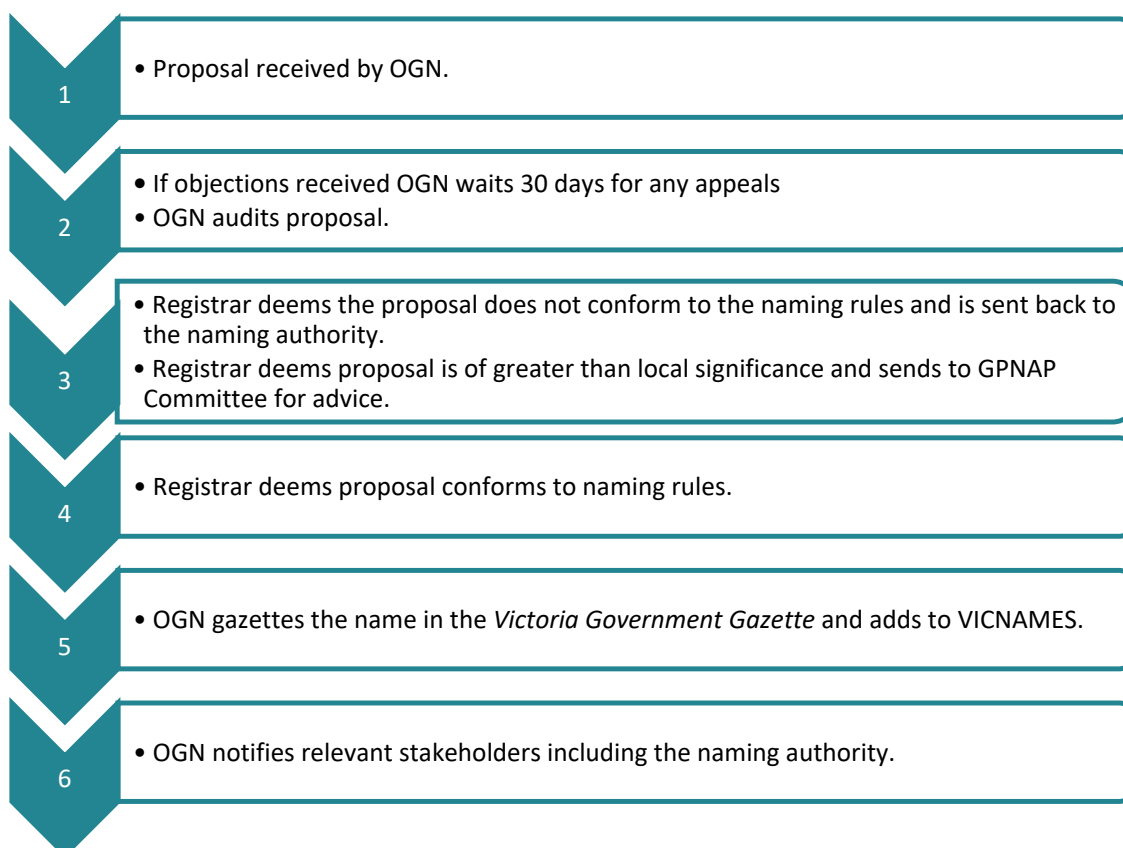
Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

Petitions may be used to appeal a naming authority's decision. If a petition is used to object to a naming proposal then a statement within the petition must, as a minimum, respond/address the two points above. Signatories must include their printed name and property address

OGN will formally acknowledged receipt of all appeals, either via letter or email.

The Registrar will consider all valid appeals and determine whether a naming authority has complied with the naming rules. Objectors will receive a formal response to an appeal outlining the Registrars decision to endorse and proceed with gazettal or reject a proposal.

OGN follows the below process when the Registrar considers a name proposal.



12 Gazettal of a proposed name or boundaries

When a name, new name and/or boundary(ies) is/are chosen and endorsed by the Registrar, it/they will be included in a weekly notice published in the *Victoria Government Gazette* (www.gazette.vic.gov.au), notifying registration of new or altered roads, features or locality names and/or boundaries in Victoria.

A name may also be endorsed prior to gazettal by the Minister of the department or authority from which the proposal was generated; or, through a proposal from a Geographic Place Names Advisory Committee.

The gazette notice will include the following items (where relevant):

- the NES change request number
- the pre-existing name of the road, feature or locality
- the new name of the road, feature or locality, (if private, will be indicated)
- the name of the private complex in which the road is located
- written details of the extent of the road, feature or locality
- the address of the feature
- the locality(ies) in which the road or feature is located
- the names of the existing localities within which the new locality is being defined
- the naming authority
- a web link to OGN's website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in VICNAMES.

An example of a gazette notice is below.

110 G 4 23 January 2014

Victoria Government Gazette

Geographic Place Names Act 1998

NOTICE OF REGISTRATION OF GEOGRAPHIC NAMES

The Registrar of Geographic Names hereby gives notice of the registration of the undermentioned place names.

Road Naming:

Change Request Number	Road Name	Locality	Proposer and Location
64137	McNamara Walk	Yarrawonga	Moira Shire Council The walking track traverses south from South Road to James Lillis Drive.
65903	Green Palms Drive	Cobram	Moira Shire Council (Private Road – within Green Palms Village) The road traverses west from Ritchie Road.

Section 12 Gazette of a proposed name or boundaries

Victoria Government Gazette

G 4 23 January 2014 111

Change Request Number	Road Name	Locality	Proposer and Location
65945	Rupe Lane	Nar Nar Goon North	Cardinia Shire Council Service road running between Wilson Road and 2205 Princes Freeway.

Feature Naming:

Change Request Number	Place Name	Naming Authority and Location
65399	Ken Lyons Pavilion	Kingston City Council Within Regents Park Sixth Avenue, Aspendale 3195. For further details see map at www.dtpli.vic.gov.au/namingplaces

Localities:

Change Request Number	Naming Authority	Affected Localities	Location
64274	Golden Plains Shire Council	Anakie and Steiglitz	To modify the locality boundary, to follow the back of the property boundaries of 110, 140 and 150 Butchers Road, so that these properties are located in the locality of Steiglitz. For further details see map at www.dtpli.vic.gov.au/namingplaces
65088	East Gippsland Shire Council	Bete Bolong and Newmerella	To modify the locality boundary between Bete Bolong and Newmerella, to include all properties along Preston Road and Robinsons Road in the locality of Newmerella. For further details see map at www.dtpli.vic.gov.au/namingplaces

Office of Geographic Names
Land Victoria
570 Bourke Street
Melbourne 3000

JOHN E. TULLOCH
Registrar of Geographic Names

13 Implementation

The implementation of any name is very important. It ensures names are widely adopted and known by the immediate and extended community. Careful consideration should be given to promotion, communication and education about a name and/or boundaries. For example community members need to be officially told when to use a new road name for an address or a change in a locality name. The use of an Aboriginal name may see the community being educated about its meaning and pronunciation.

Ensuring correct notification to organisations and communicating the name widely will ensure state and federal government, emergency services and postal/goods delivery services are up-to-date.

All naming authorities including, municipal councils, government departments/agencies and authorities should consider creating a communications plan dependent on the scale of a naming proposal. They should also ensure naming authorities databases, websites, related documents, local mapping and imagery are updated.

A number of requirements are involved in the implementation of a name, these include registration, notification, signage and history. Further information is available below.

13.1 Registration

Only after a naming authority receives notification from the Registrar that an official naming or boundary change has been registered in VICNAMES can it notify affected members of the immediate and/or extended community and other interested stakeholders.

13.2 Notification

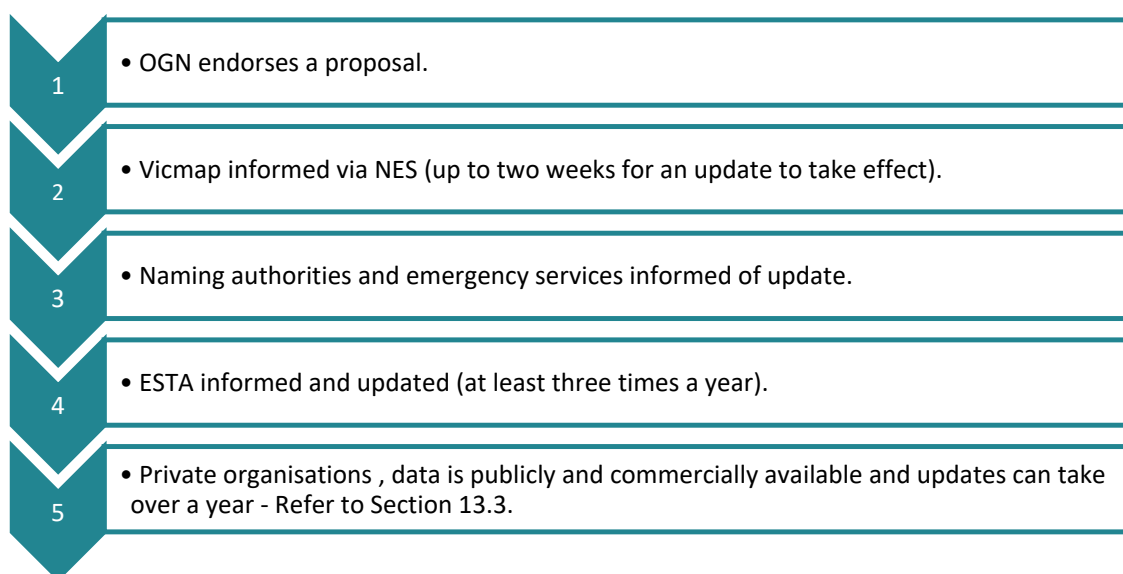
13.2.1 OGN notifies stakeholders

Upon registration, OGN will inform relevant stakeholders. The naming authority is also encouraged to inform local stakeholders as advised below.

Within 30 days of a proposal's endorsement OGN will publish a notice on the [Naming proposals](http://www.delwp.vic.gov.au/namingplaces) webpage at www.delwp.vic.gov.au/namingplaces and send notification to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to all local stakeholders, including local emergency and utility service providers.

OGN will organise for notification to be sent to state-wide and national bodies, including emergency and postal services, and spatial information or mapping organisations. These include:

- Australia Post
- EMSINA (Emergency Management Spatial Information Network Australia) – Victorian Committee members, including: Emergency Services Telecommunications Authority; Ambulance Victoria; Victoria Police; Country Fire Authority; Metropolitan Fire Brigade; State Emergency Service; Department of Environment, Land, Water and Planning; Department of Justice; and Department of Health and Human Services
- Real Estate Institute of Victoria
- Australian Bureau of Statistics
- Australian Electoral Commission
- Melway and other spatial information or mapping agencies.

OGN notification process

Road updates, including spatial extents and attributes are regularly published to the Vicmap Transport spatial layer, used by councils, State Government departments and authorities and mapping agencies.

13.2.2 Who the naming authority must notify

If addresses have been affected the naming authority must notify residents, ratepayers and businesses in the immediate community. Refer to the following example.

Naming/renaming/boundary realignment

As you are aware [*insert naming authority*] recently surveyed/notified the community of a proposal to name/rename a road, feature or locality, or amend its boundaries.

You have received this correspondence because you are affected by this proposal.

As a result of the notice/letter/survey/voting poll, the preferred name [*enter preferred name*] received the most support.

[*Insert naming authority*] considered the proposal at its regular [*insert meeting name*] meeting on [*insert date, time and location of meeting*].

[*Insert naming authority*] endorsed the name and requested that the name be sent to the Registrar of Geographic Names for gazettal and registration.

The name was gazetted on [*insert date and gazettal reference*]. [*Insert naming authority*] has been informed that the name has been registered and emergency services have been informed.

Signage will be installed in due course.

[*If addresses affected, include the following*]

Your old address [*insert old address*] has now changed to [*insert new address*].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new. It should also be noted, however, that Australia Post cannot guarantee the delivery of incorrectly addressed mail and you should endeavour to use the new official address.

It is important to distribute details of the endorsed proposal to the following local organisations – they may have an interest in knowing the new or altered name and boundaries and there can be a delay between official notification to state-wide bodies and details filtering through various systems.

The naming authority should notify the following local organisations and stakeholders:

- Australia Post offices
- real estate agents
- gas, water and electricity suppliers
- council rates departments
- local mapping agencies
- local police stations
- local ambulance station
- local Country Fire Authority and/or Metropolitan Fire Brigade station
- State Emergency Service local headquarters
- tourist information centres.

13.2.3 VICNAMES holds the gazetted and registration details

Following the proposal's gazettal, the Registrar will enter the gazette date, gazette reference and the details of the new or amended name and/or boundaries into VICNAMES.

Roads

The gazettal date for a road naming or renaming is available from the *Victoria Government Gazette* and will not be held in VICNAMES. The official date of registration will be the date the name is entered into Vicmap Transport or when the name was last edited; this information is viewable in VICNAMES.

If required, the naming authority may also wish to proceed with its own gazettal of the road naming, as provided under the various road acts. This is a decision for the naming authority to make. Refer to [Section 3.4](#).

Road discontinuance notices are the responsibility of councils and VicRoads.

Features and localities

The gazettal date and reference for a feature or locality naming or renaming will be recorded in VICNAMES. The official date of registration will be the date the name is entered into VICNAMES.

13.2.4 Updating other databases, including private companies

While OGN, councils and State Government departments and authorities have a responsibility to update both state and national datasets, road, feature, locality and address information can take time to filter out to various companies' databases. Databases belonging to satellite navigation, online address searches, companies that offer address searches on the internet and service providers (such as utility companies) can take months to update.

It is not the responsibility of the naming authority to update private organisations with address information.

The naming authority can provide official proof of an address on letterhead that the community can use to inform such private organisations of a change to an address.

13.2.5 Updating emergency services databases

Updates are provided to emergency services, in particular ESTA, who handles OOO calls, when a naming proposal is processed through NES or the SPEAR subdivision process. Typically, ESTA receives at least three updates a year from State Government. If naming authorities are concerned that information has not been updated or want to know when it is appropriate to inform members of the public, please contact OGN for advice.

13.3 Signage

Road, feature and locality signage in Victoria must conform to the requirements outlined in this section.

All signage for a road, feature or locality must be erected within 30 days of the name being gazetted and registered or within 30 days of being notified by OGN.

In all instances, naming authorities must not erect or display signage prior to receiving Registrar's advice that the naming proposal has been endorsed, gazetted and entered in VICNAMES. Existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

It is recommended that naming authorities apply to the Registrar as early as possible to ensure names can be endorsed, gazetted and registered in VICNAMES and Vicmap. Appropriate and unambiguous signage will assist with delivery of goods and services and ensure adequate provision for emergency management.

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. They should not appear on council, State Government department or agency signage.

Signage design and display can differ for roads, features or localities. Specific information on signage is provided below.

13.3.1 Requirements for road signage

The size, font and colour of road signs are determined in [AS1742 Manual of uniform traffic control devices](#), [AS1744 Forms of letter and numerals for road signs](#) (at infostore.saiglobal.com/store/details.aspx?ProductID=1757854) and [AS/NZS 4819:2011 Rural and urban addressing](#) (at infostore.saiglobal.com/store/Details.aspx?ProductID=1497944) and should be applied in all instances of road signage in Victoria.

The only acceptable road type abbreviations are provided in [APPENDIX A](#) and may be applied to road signage.

Diacritical marks should not be added to street signage, refer to [Principle \(J\)](#) and AS1742.5.

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads, which implies they are not accessible to the general public. The cost is the responsibility of the property owner, developer, owners corporation (subject to local council's provisions and guidelines).

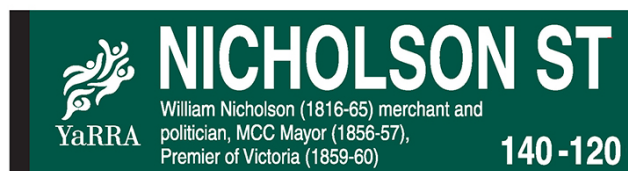
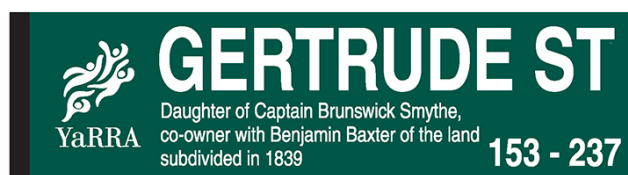
If the site is under construction, signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency management services can respond to any incidents that might arise in the area during the construction phase). If the road is under construction, 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

When road names are approved via the [SPEAR](#)⁷ subdivision process (at www.spear.land.vic.gov.au), signage must be erected after the certification of the plans and within 30 days of infrastructure work commencing at the site.

⁷ SPEAR is an acronym for Streamlined Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online.

Section 13 Implementation – Signage & History

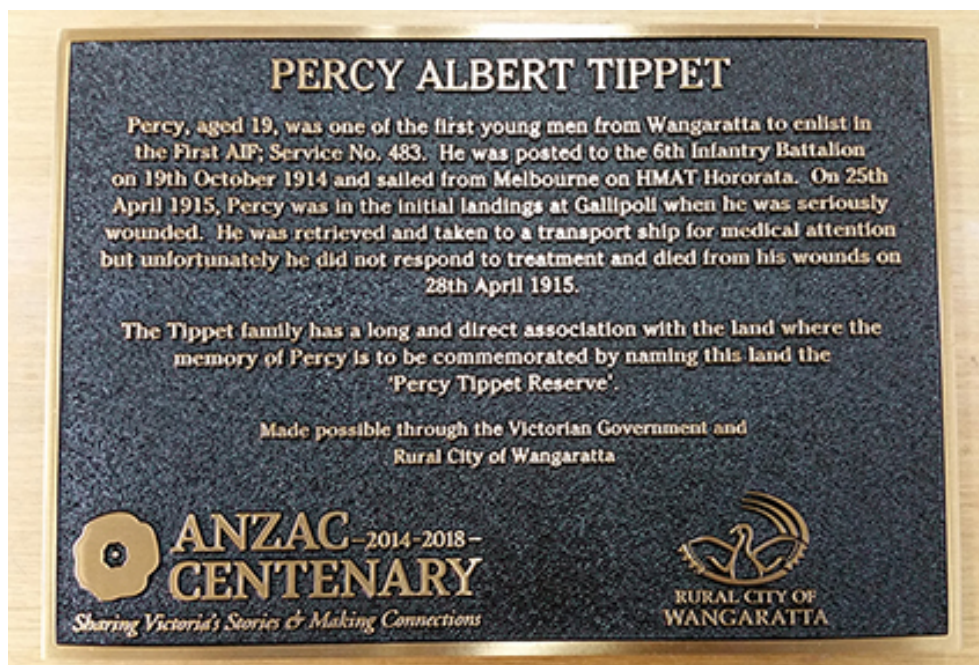
Refer to road signage examples below.



13.3.2 Requirements for feature signage

Signage for features can take whichever form or design the naming authority deems appropriate to ensure that the name can be easily located, identified and read by all members of the community.

At a minimum, the signage for a feature should be located at major access points to ensure people can readily identify the feature in an emergency.



Example of feature signage

For features with addresses that visitors might find difficult to describe (e.g. barbecue sites in parks, swimming sites at beaches or walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the ESTA (the organisation responsible for answering 000 calls) and can be useful for providing emergency services with accurate location information and specific directions on how to access the area.

Further information about [emergency markers](http://www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers) is available at www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers.



13.3.3 Requirements for locality signage

Adequate locality signage should be displayed on all major roads and thoroughfares. This is particularly important in rural and remote areas, where visitors may be unfamiliar with the area.

13.4 History

13.4.1 Recording historical information in VICNAMES

It is important to record information about why a road's, feature's or locality's name was chosen. This will ensure historical information is available to future generations and provide transparency in the naming process.

When a name has been gazetted and registered, the naming authority should access VICNAMES and enter any historical information and, if desired, upload corroborating documents on the new name. This information should explain why the name was chosen and how the name has links to the local area.

It is expected that the historical information is submitted to VICNAMES by the naming authority.

Anyone can upload historical information to VICNAMES. The submission should relate to an appropriate source, which includes:

- books
- an edited book section
- journal
- manuscript
- oral history
- maps
- newspaper/magazine
- artefact
- website
- council
- OGN.

The [Guide to VICNAMES](http://www.delwp.vic.gov.au/namingplaces) is available at www.delwp.vic.gov.au/namingplaces>VICNAMES.

A historical content administrator (HCA) will review the submission and either approve, reject or request further information. Once approved, the submission will be viewable in VICNAMES. If a submission relates to multiple features or roads, then associations can be made by the HCA. The submitter will be notified of the submission's approval or rejection.

Once a submission has been approved, corroborating historical information can be submitted. This could include copies of photos as jpegs or Microsoft Word or PDF documents. This information should be emailed to geo.names@delwp.vic.gov.au, clearly indicating the record the information relates to. The HCA can then upload this content to the record.

APPENDIX

APPENDIX A Road types accepted for registration

As per Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a) within the AS/NZS4819:2011: Rural and urban addressing standard, the road types specified within this appendix are the only road types that can be used.

Culs-de-sac

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway in a group of houses.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	RTT	A roadway forming a place of seclusion.

Either culs-de-sac or open-ended roads

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway in cities or towns. A minor roadway through the centre of city blocks or squares.
CHASE	CH	A roadway leading down to a valley.
CREST	CRST	A roadway running along the top or summit of a hill.
GLADE	GLDE	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings or a narrow country or city roadway.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway on a wharf or pier.

Open-ended roads

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BREAK	BRK	A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CIRCUIT	CCT	A roadway enclosing an area.
CONCOURSE	CON	A roadway that runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic, without many cross streets.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc.
HIGHWAY	HWY	A main road or thoroughfare; a main route.
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare.
PARADE	PDE	A public promenade or roadway that has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMP	RAMP	An access road to and from highways and freeways.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.

Road Type	Abbreviation	Description
STREET	ST	A public roadway in a town, city or urban area; especially a paved thoroughfare with footpaths and buildings along one or both sides.
TRACK	TRK	A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both TRACK and TRAIL is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK.
WAY	WAY	An access way between two streets. Usually not as straight as an avenue or street.

Pedestrian only roads

Road Type	Abbreviation	Description
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
PATH	PATH	A roadway used only for pedestrian traffic.
PASSAGE	PSGE	A narrow street for pedestrians.
STEPS	STPS	Route consisting mainly of steps.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians can use for crossing under a road, railway, river, etc.
WALK	WALK	A thoroughfare with restricted access used mainly by pedestrians.
WHARF	WHRF	A roadway on a wharf or pier.

APPENDIX B Feature types accepted for registration

A [full list of features](#) accepted for registration is available at www.delwp.vic.gov.au/namingplaces>Naming rules.

Features associated with the feature types can be found in [VICNAMES](#) at <http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp>.

Note: The agencies listed in the 'Naming Authority' column are identified as the most common bodies that act as the naming authorities for that feature type, but it is/they are not necessarily the sole agency(ies) responsible for naming the feature.

APPENDIX C Checklists

The checklists in this document should be used to ensure you have complied with:

- principles listed in [Section 2](#)
- relevant statutory requirements (as required) under [Section 3](#), [Section 4](#) and [Section 5](#)
- processes required for naming or renaming a road, feature or locality.

A copy of the completed checklist may be submitted with your naming proposal to OGN

Refer to [Section 11 Lodging a proposal with OGN](#) for further information about how to submit a proposal for the Registrar's consideration.

Are you seeking:

- ☐ The Registrar's endorsement of the proposed name or shortlisted names?
- ☐ Assistance from a Geographic Place Names Advisory Committee to make a final determination on a proposed name?

Is your naming proposal related to a:

- ☐ Road? – complete sections 1, 2, 5, 6, 7, 8, 9 (of this checklist)
- ☐ Feature? – complete sections 1, 3, 5, 6, 7, 8, 9 (of this checklist)
- ☐ Locality? – complete sections 1, 4, 5, 6, 7, 8, 9 (of this checklist)

1. General Questions

	Yes	No	Not applicable
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2?			
Principle (A) Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (B) Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (C) Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (D) Ensuring names are not duplicated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (E) Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (F) Recognition and use of Aboriginal languages in naming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (G) Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (H) Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (I) Using commercial and business names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (J) Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (K) Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (L) Assigning extent to a road, feature or locality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. General Questions continued			
	Yes	No	Not applicable
If the naming proposal originally came from a member of the public, does it include sufficient information on why the name would be appropriate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a State Government department or authority, have you checked with OGN to see if there are specific guidelines for your department? If there are no specific guidelines for your department, you should follow the principles and requirements of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Roads			
	Yes	No	Not applicable
Have you referred to the <i>Roads Management Act 2004</i> and the <i>Local Government Act 1989</i> to determine if your organisation is the coordinating road authority for the road(s) in question? Refer to Section 3.4 for more information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there is more than one coordinating road authority, are you preparing this proposal as a collaborative project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform with the statutory requirements in Section 3.2 Statutory requirements that apply to roads . If not, contact OGN for advice about how to make the proposal compliant.			
3.2.1 Rural and Urban Addressing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.2 Extent: road course, start and end points Does the road have clear start and end points?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.3 Road types Does the road name use an acceptable road type?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.4 Unacceptable road names Have you checked the list of unacceptable road names? E.g. 'the' or 'and' is unacceptable, as are numbers, hyphens, directions or destinations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.5 Obstructed or altered roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roads located in residential or commercial subdivisions			
Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a report on the naming proposal been discussed and signed off by the council prior to lodgement of the plans for certification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming or renaming proposal is being lodged after the plan of subdivision has been certified, please ensure the appropriate documentation is attached to the proposal. Refer to Section 9 .			

2. Roads continued			
	Yes	No	Not applicable
Private Roads located on private property			
Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.9.3 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has/have the private road/roads already been constructed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If so, is/are the road name/s already in use by the immediate community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does Australia Post deliver mail to the general facility or individual sites within the complex? Contact should be made with Australia Post to discuss mail delivery options for the property.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue to Section 5

3. Features			
	Yes	No	Not applicable
Is the feature of greater than local significance (e.g. located in more than two municipalities, in a tourist precinct or major waterway)? If so, a Geographic Place Names Advisory Committee may need to be convened. Refer to Principle (C) and Section 4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform to the statutory requirements in Section 4.2 ? If not, contact OGN for advice about how to make the proposal compliant.			
4.2.1 Feature type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature type proceeding the feature's name (e.g. Waterlands Park)? Refer to Section 4.2.1 .			
4.2.2 Waterways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the feature is a waterway, has the extent been determined?			
4.2.3 Locational name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision?			
4.2.4 Base names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned.			

3. Features continued			
	Yes	No	Not applicable
Aboriginal names for features Refer to Section 4.9 .			
What type of proposal is being considered:			
<input type="checkbox"/>	Addition of an Aboriginal name as Registered or Dual?		



Addition of an Aboriginal name as Traditional or Historical?

If recording an Aboriginal name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Aboriginal name may be considered as a Dual name. Refer to Principle G .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When recording the Aboriginal name as Registered or Dual, are you aware that the name will be recognised as the official name in use for the feature?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The name will appear on regular maps for the area.			
When recording the Aboriginal name as Traditional or Historical, are you aware that the name will be recognised on regular maps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The name can be located by researchers and be used on specialised maps.			
Are you aware that all names, regardless of status, will be held in VICNAMES? Refer to Section 4.9 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the Aboriginal name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Refer to Section 7.3 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue to Section 5

4. Localities			
	Yes	No	Not applicable
Does the proposal conform to the statutory requirements in Section 5.2 ? If not, contact OGN for advice about how to make the proposal compliant			
5.2.1 Boundaries Have you checked the proposal against the requirements and explanatory boundary map diagrams in Section 5.2.1 ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.2 Estate and subdivision names Have you checked that the name is not an estate or linked to a subdivision name? Refer to Section 5.2.2 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.3 Size Have you checked that the size is appropriate? Refer to Section 5.2.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.4 Hyphens The name must not contain hyphens. Refer to Section 5.2.5 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Localities continued			
	Yes	No	Not applicable
5.2.5 Local government area boundary review Have you checked that, if the locality boundary extends across municipal boundaries, the boundaries have been	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

reviewed with the intention of aligning with the municipal boundaries? Refer to [Section 5.2.6](#).

5.2.6 Locality names unique within Australia Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from OGN? Refer to Section 5.2.7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the locality cover more than one municipal area, or is it part of a State Government project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal include a detailed map of the existing and proposed boundaries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If relevant, has consideration been given to naming the locality after a local historical figure or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the new locality relates to a major land redevelopment project, has a public naming competition been considered?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Consultation			
If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to Section 7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the proposed name is from an Aboriginal language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to Principle (F) and Section 7.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal comes from a council and relates to the local area, has it been discussed with relevant interest groups such as historical societies and community groups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed in-house by a State Government department or authority, have relevant interest groups been consulted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed through a public competition, have you referred to the information contained in Section 7 ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Lodging, considering and addressing objections and submissions			
Have the concerns or objections raised by residents, ratepayers and businesses been addressed? Refer to Section 8 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the extent, do you require the assistance of OGN and emergency response or other service providers? If so, contact OGN for advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer, been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Notification of a naming decision			
	Yes	No	Not applicable

Has consideration been given to whom the naming authority should notify if the naming proposal is endorsed by the Registrar? Refer to Section 13 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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8. Signage and recording historical information

Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to Section 13.3 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to Section 13.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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9. Naming proposal documentation

Has the naming authority prepared a report on the proposal, to help determine compliance? Refer to Section 9 . Any report should include the following:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---	-----------------------	-----------------------	-----------------------

- information about how the proposal conforms with principles in [Section 2](#) and statutory requirements in relevant sections
- discussion of and response to any objections/comments received during the consultation period(s).

Has the naming authority's decision to accept or reject the proposal been formally recorded? This may involve councillors', relevant Ministerial or CEO's approval (if delegation of authority used). Refer to Section 9 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Are the following pieces of information attached to the naming proposal being lodged, using the online Notification for Editing Service (NES)?

Details of the existing name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
------------------------------	-----------------------	-----------------------	-----------------------

Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Aboriginal language and, if possible, cultural heritage information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Details of why a renaming is proposed (if relevant)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---	-----------------------	-----------------------	-----------------------

Details of a features location (including, if possible, the address and access points for emergency response).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------

Details of the consultation process:

A statement from naming authority about how they reached their decision to consult immediate and/or extended community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------

An analysis of the consultation's outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------

How any objections were considered and what responses where provided to the objectors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Confirmation that the name conforms to the principles and statutory requirements of Section 2 and either Section 3 , 4 or 5 of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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APPENDIX C

Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer. ☐ ☐ ☐

9. Naming proposal documentation continued	10.	11.	12.
	Yes	No	Not applicable
The following information (where relevant):			
A copy of consent from relevant Traditional Owner group(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If undertaken, details of consultation with emergency response and public service providers (if NES was used for consultation, this evidence is automatically attached to the submission to OGN)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of notice, letter, survey or voting poll material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
De-identified (i.e. personal details removed) objections received from the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 8.5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

APPENDIX D AS4819:2011 Rural and urban addressing

The following basic points must always be applied when developing addresses as part of a road naming or renaming proposal. These points represent only a small collection of rules as outlined in [AS/NZS 4819:2011 Rural and urban addressing](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944), and road coordinating authorities are encouraged to refer to the standard for detailed advice.

Further information about naming roads on plans of subdivision, including street addressing, see the [SPEAR FAQ Street Addressing](#) at www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml.

There are scenarios where neither AS/NZS 4819:2011 nor these naming rules provide a best fit solution to the problem. In these cases, naming authorities should contact OGN and Vicmap for a site specific solution.

1. A unique address should be assigned to each separately owned area of land or building, whether residential or commercial – for example hospitals, railway stations, places of worship, parks, monuments, education facilities, etc.

The numbering and determination of the road must be relative to the access point from which the property, dwelling, structure or feature is accessed. The road name used in an address must be the named road nearest the main vehicular or pedestrian access to the front door or entrance of a property, building, dwelling structure or feature.

Address numbers and names should be assigned as early as possible in the development process, and well before occupation. This must be adhered to in order to ensure adequate auditing of any proposals and, more importantly, to aid responses from emergency services and delivery of goods and services.

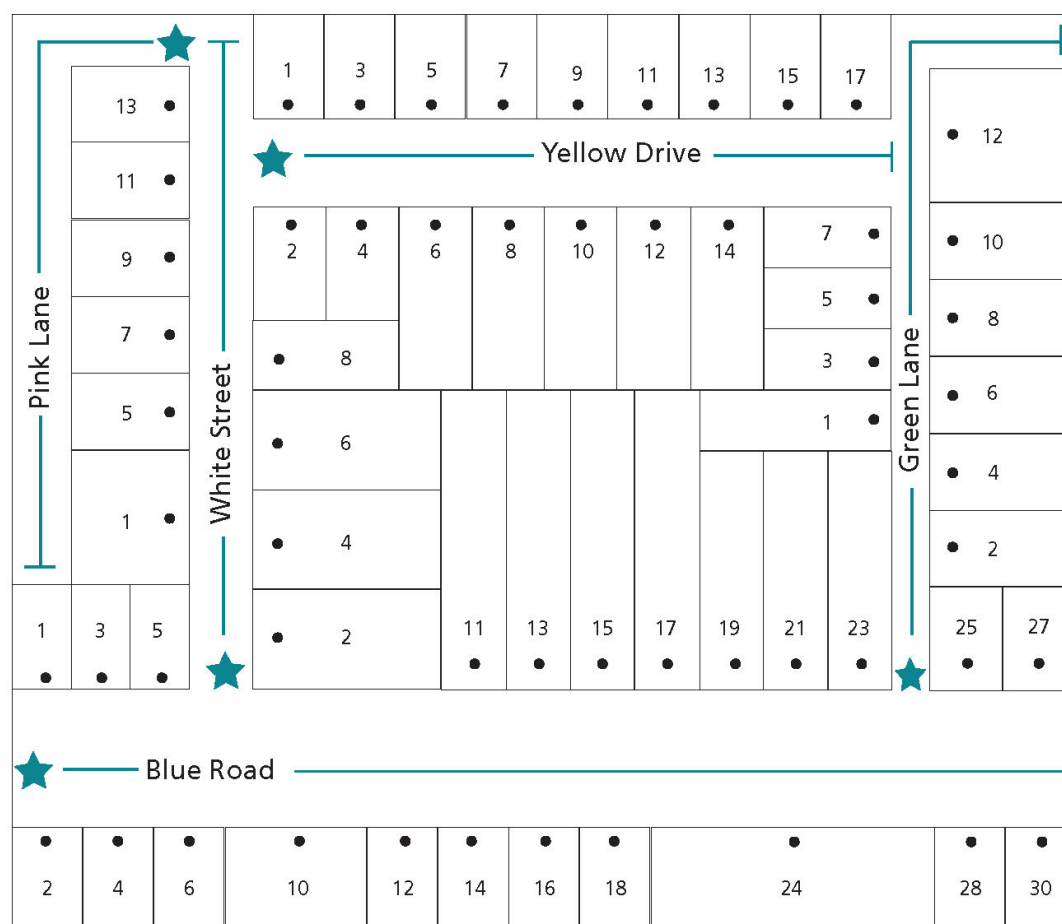
In cases of a property or business being part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819:2011 Rural and urban addressing should be applied. For the process of registering private roads within complexes, refer to Sections [3.8](#) and [3.9](#).

2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs, or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.
3. Numbering should be systematic and consistent along the extent of a named road, major road and highway throughout a locality. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to AS/NZS 4819 Rural and urban addressing for specific directions and examples.

In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers. Refer to point 8 for culs-de-sac numbering.

If the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.

The diagram below displays road extents, datum points and the assignment of numbers (note the reservation of numbers).



★ star = datum point

4. Address numbers should be clear and logical and numbering should be sequential, ranging from the lowest to the highest. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper-case alphabetical suffix. The word 'Lot' should not precede any assigned address number.
5. Do not avoid numbers; numbers must be assigned in a logical and sequential manner. However, it is possible to reserve numbers for future development.
6. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should then take place to recognise the full extent of the road.

APPENDIX D

7. If a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.
8. A short cul-de-sac that has its own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side. Alpha suffixes in this case may also be used to minimise any renumbering.
A cul-de-sac that has more than five detached address sites should be numbered with the odd numbers on the left and even numbers on the right. Alpha suffixes in this case should not be used.
9. A VicRoads administrative road name should not be used for addressing purposes.

Address examples

Scenario 1: Residential redevelopment at number 37 Wyndham Street (highlighted) has resulted in four units, one fronting Wyndham Street and three fronting a section of Manor Street (highlighted by a red line). There are no numbers left on Manor Street for the three new units.

Option 1: Assign a new name to the section of Manor Street highlighted by a red line, a Cul-de-sac road type and assign new numbering accordingly.

Option 2: Re-number the full extent of Manor Street, taking into account possible future subdivisions at 39, 38 and 40 Wyndham Street; 39, 37, 36 and 34 High Street; and 33, 32 and 34 Margaret Street.



APPENDIX D

Scenario 2: It has been highlighted by emergency services that 87 Metung Road is not accessible from Metung Road. The property is accessed from Essington Close.

Option 1: Re-number 87 Metung Road to Essington Close with the address 2A Essington Close.

Option 2: Create a road that accesses 87 Metung Road and assign an appropriate name and number.



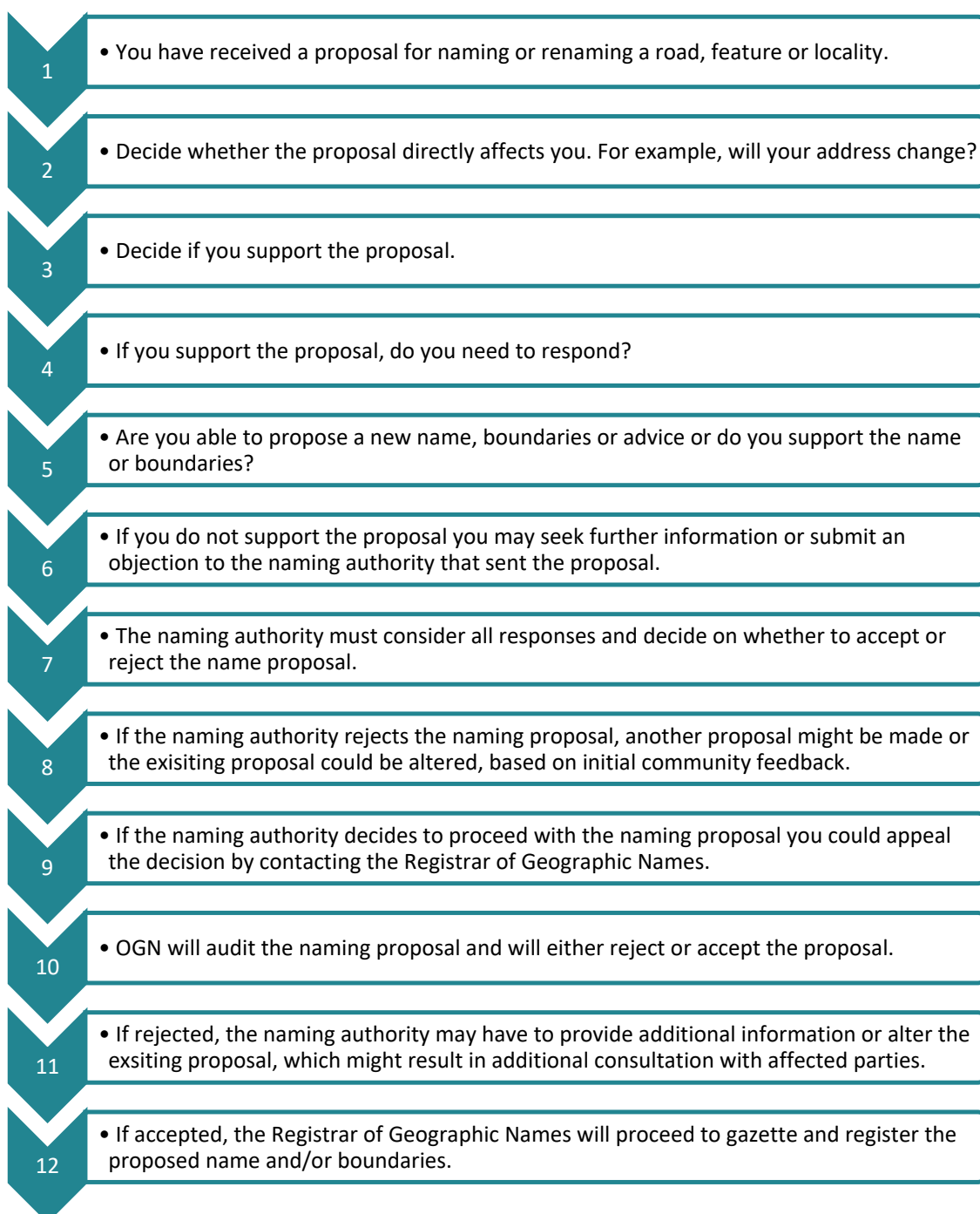
APPENDIX E Information for the public

There are two information brochures available online that can be provided to the public for their information:

- Information for residents
- Quick guide.

The brochures can be downloaded from www.delwp.vic.gov.au/namingplaces>Naming rules.

The diagram below shows the process a member of the public would follow when consulted by a naming authority.



GLOSSARY

Addressing authority	The authority responsible for addressing is typically the council.
Council	A municipal council is the local government of a municipality, known throughout this document as the 'council'.
Cadastre	Is a comprehensive register of land property boundaries and tenure in Victoria.
Diacritical mark	A glyph or accent added to a letter that is used to change the sound values of the letters to which they are added.
Duplicate	Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation. See Section 2 Principle D.
Duplication radius	Refers to the radius that is covered under a duplication search within VICNAMES. The radius defaults to 5, 15 and 30 km, depending on the locality selected. The radius can be changed manually.
Estate names	Includes names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/industrial zoned land.
EMSINA	Emergency Management Spatial Information Network Australia (EMSINA) is a group of spatial practitioners in the emergency management sector.
Facility's Administrative Body	Is the appropriate naming authority in who may determine a name for a given place name.
Geographic name	The name registered in VICNAMES as the name for that place.
Geographic Place Names Advisory Committee (GPNAP)	Geographic Place Names Advisory Committee, which is formed from the Geographic Place Names Advisory Panel, appointed under Section 12 of the <i>Geographic Place Names Act 1998</i> (the Act).
Guidelines	The guidelines having an effect under Part 2 of the Act. In this case, the guidelines are now known as <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016</i> . The title of this document is abbreviated to 'naming rules'.
Legacy	Legacy refers to roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor have been added to VICNAMES.

	OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.
Naming authorities	Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.
Naming rules	The abbreviated name for <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016</i> . This document is known as ‘Guidelines’ under the <i>Geographic Place Names Act 1998</i> . Refer to ‘Guidelines’ above.
Notification for Editing Service (NES) at nes.land.vic.gov.au .	NES facilitates improvement of spatial data quality. Provides simple, efficient, effective, low-cost maintenance process. Creates fully transparent maintenance process for all participants. Supplies maintenance processes to any potential data maintainer.
Place	Means any geographic place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to: <ul style="list-style-type: none"> • township, area, park, garden, reserve of land, suburb and locality • topographical feature, including undersea feature • street, road, transport station, government school, government hospital and government nursing home.
Petition	A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority’s decision. The printed name and property address for each signatory must be included.
RAPs – Registered Aboriginal Parties	Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the <i>Aboriginal Heritage Act 2006</i> for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.

Register	The Register of Geographic Names, known as VICNAMES, was established under Section 9 of the <i>Geographic Place Names Act 1998</i> .
Registrar	The Registrar of Geographic Names appointed under s. 7 of the <i>Geographic Place Names Act 1998</i> .
Solidus (/)	Another term for a slash or break.
Tacit approval	By not responding to a naming proposal the affected party is giving implied consent to the proposal.
the Act	The <i>Geographic Place Names Act 1998</i> referred to as the Act throughout these naming rules. These naming rules are the 'Guidelines' provided for under s. 5.
Topographic	Refers to land's height, shape and features, such as mountains and rivers in an area of land.
Traditional Owners	The primary guardians, keepers and knowledge holders of Aboriginal cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).
VicRoads Administrative Road Name	A name VicRoads applies to roads they manage and may consist of multiple names and/or the extent of gazetted roads.

www.delwp.vic.gov.au

Item: 10.5

Fraud and Corruption Policy, Procedures and Staff Guides

OFFICER	Nicholas Welsh
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none">1. Council Policy - Fraud and Corruption - For Adoption [10.5.1 - 6 pages]2. Fraud and Corruption Control Plan 2020 [10.5.2 - 31 pages]3. Fraud and Corruption Control Staff Guide [10.5.3 - 6 pages]
PURPOSE	To present the Fraud and Corruption Policy for adoption and to note the Fraud and Corruption Control Plan and Fraud and Corruption Staff Guide.

1. EXECUTIVE SUMMARY

In June 2019 the results of the Fraud Management and Prevention internal audit were presented to the Audit Committee. The review identified four moderate risk areas relating to Planning and Resources, Prevention, Detection and Response.

Overall, the findings indicated that Council should allocate more resources and time focused on strengthening controls and aligning Council's fraud control program to Australian Standards.

In response to this audit the following three documents have been prepared:

- Fraud and Corruption Policy;
- Fraud and Corruption Control Plan; and
- Fraud and Corruption Staff Guide.

Once these three documents are implemented there will be 3 outstanding items remaining out of the 12 from the review. The remaining 3 agreed actions are due to be completed by 30 June 2020.

2. RECOMMENDATION

That Council:

- 1. adopts the attached Fraud and Corruption Policy;***
- 2. notes the attached Fraud and Corruption Control Plan; and***
- 3. notes the attached Fraud and Corruption Staff Guide.***

3. KEY INFORMATION

In June 2019 the results of the Fraud Management and Prevention internal audit were presented to the Audit Committee. The review identified four moderate risk areas relating to Planning and Resources, Prevention, Detection and Response. Within these four areas Crowe identified 12 recommendations.

Overall, the findings indicated that Council should allocate more resources and time focused on strengthening controls and aligning Council's fraud control program to Australian Standards.

In response to this audit the following three documents have been created:

- Fraud and Corruption Policy;
- Fraud and Corruption Control Plan; and
- Fraud and Corruption Staff Guide.

While Council has an existing Fraud and Corruption Policy that was reviewed in 2019, the attached policy and supporting documents have been written to better align with Australian Standards.

Fraud and Corruption Policy

The Fraud and Corruption Policy is a high-level document that outlines Council's position on fraud and corruption. This document states Council's obligations and responsibilities, both ethically and legislatively to prevent and detect fraud. The document also demonstrates Council's commitment to the prevention and control of fraud and corruption.

Fraud and Corruption Control Plan

The Fraud and Corruption Control Plan is a detailed management plan to support the principles contained in the policy. It details the actions management will take to minimise the risk of fraud and corruption within Council. This document will be a fluid document, with any amendments to be endorsed by the Audit Committee.

It also details Council's key risk areas together with a strategy for fraud prevention, detection, and response. The Plan has been developed in accordance with the principles set out in Australian Standard "AS8001-2008 Fraud and Corruption Control".

Fraud and Corruption Staff Guide

The Fraud and Corruption Staff Guide is a reference document for all staff to help and guide them around issues with fraud and corruption. This will be given to all staff as a reference on how to identify fraud and corruption, how matters should be dealt with, where to report any suspicion of these and how they will be protected under Public Interest Disclosure legislation. This document will be a fluid document, with any amendments to be endorsed by the Audit Committee.

Audit Committee Review

As a result of taking these three documents to the February Audit Committee Meeting, the committee resolved the following:

That the Audit Committee

- 1.**
 - i. *endorse the Fraud and Corruption Policy once the amendments suggested by the Audit Committee have been incorporated;***
 - ii. *endorse the Fraud and Corruption Control Plan once the amendments suggested by the Audit Committee have been incorporated; and***
 - iii. *endorse the Fraud and Corruption Staff Guide once the amendments suggested by the Audit Committee have been incorporated.***
- 2. *recommend to Council that the Fraud and Corruption Policy be adopted once the amendments suggested by the Audit Committee have been incorporated;***
- 3. *recommend to Council that the Fraud and Corruption Control Plan and Fraud and Corruption Staff Guide be noted.***

As per the audit committee's recommendations the following have been incorporated into the final documents that are attached.

1. That all references in the document (where applicable) be referenced as *Fraud and Corruption*;
2. That the table in the Fraud and Corruption Control Plan under section 4.9 has had a note attached to the bottom of the Table which states "*Note that any complaint may be forwarded to IBAC at any point, by either staff or management*";
3. That all items that refer to the Whistle-blower Legislation have been amended to reflect the new Act, being the *Public Interest Disclosure Act 2012* these include the *Fraud and Corruption Policy*, *section 4.10 of Fraud and Corruption Control Plan* and *section 8 of the Fraud and Corruption Staff Guide*;
4. To ensure that it is clear that the complainant does not need to provide all the evidence for the matter in order to make a complaint, this was completed by mentioning that the burden of proof does not lie with the person reporting the suspected fraud or corruption, which is shown in section 4.9; and
5. Moving forward, in conjunction with People and Culture, the Fraud and Corruption Staff Guide will be included in the induction programme.

Addressed Audit Issues

As a result of the completion of the three attached documents, 9 of the 12 actions as a result of the Fraud Management and Prevention internal audit finalised in June 2019 are complete, with the remaining 3 being due for completion by 30 June 2020. The three items currently outstanding are:

- Conduct the Accounts Payable control review;
- Develop a post transaction review process for accounts payable; and
- Develop a Recovery Action Policy along with the supporting frameworks to assist in the recovery from fraudulent and corrupt behaviour.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The purpose of this policy is to inform the community and officers of Council's position in relation to Fraud and Corruption within the organisation. The process has involved consultation with external subject matter experts and the suite of documents have been prepared to reflect the requirements of Australian Standard - AS8001-2008 Fraud and Corruption Control. Therefore, no consultation or engagement has been undertaken with the community.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Council's firm position on a 'no tolerance' approach to Fraud and Corruption is important to establishing a strong organisational culture as well as showing leadership in the community.

LEGAL & RISK

In adopting this policy this will enable council to manage its legal and risk obligations in relation to Fraud and Corruption. The policy and associated documents outline the procedures to investigate and help minimise the risk to council relating to fraud and corruption.

FINANCIAL & BUDGETARY

There are no financial or budgetary implications due to this policy.

7. IMPLEMENTATION STRATEGY

The policy will be enacted internally once adopted by Council. All staff will be advised of its adoption and the associated plan and guide. These documents will also be referenced in the officer induction process.

COMMUNICATION

The policy will be added to Council's website once adopted by Council.

TIMELINE

The policy and associated documents will come into effect immediately once adopted/noted.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



Council Policy

16.2 - FRAUD AND CORRUPTION CONTROL POLICY

PURPOSE

Council has obligations and responsibilities, both legislatively and ethically, to prevent and detect fraud and corruption. This policy demonstrates Council's commitment to the prevention and control of fraud and corruption in all forms.

SCOPE

Council will establish and maintain an environment in which fraud and corruption is not tolerated, and stakeholders, including staff, contractors and volunteers are encouraged to actively protect Council's assets, reputation and ethical standing.

Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud and corruption. This will include confidentiality of identity and protection from harassment.

This policy will apply to Councillors, all Council employees including management, contractors and volunteers.

DEFINITIONS

The following definitions of fraud and corruption have been taken from *Australian Standard AS8001-2008 Fraud and Corruption Control*. However, where any reference is made to fraud in this or other related documents it should be interpreted as to include a reference to corruption also.

Fraud

"Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit."

The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this document".

Corruption

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of corruption within this document can also involve corrupt conduct by the entity, or person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly".

Note: Reference above to director, executive, manager, employee or contractor is a generic reference contained in this quoted definition.

CM reference	D19/129365	Date of adoption	Draft – Not yet adopted
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REFERENCES

1. *Public Interest Disclosure Act 2012*
2. *Australian Standard – Fraud and Corruption Control 8001 - 2008*
3. *Local Government Act 1989*
4. *Local Government Act 2020*

STATEMENT OF POLICY

Objective

To provide Councillors, Council employees, contractors and volunteers with clear direction on Colac Otway Shire's commitment to maintaining an environment in which fraud and corruption is not tolerated.

Implementation

In seeking to prevent fraudulent and corrupt activities it is important for Council to maintain an effective internal control environment, develop and foster an ethical culture amongst stakeholders, and to enhance awareness of the risk of fraud and corruption across all levels. This Policy will be implemented in association with three other key documents:

- A Fraud and Corruption Control Staff Guide which will be provided to all staff, explaining what fraud and Corruption is, how to recognise it and what to do if it is suspected.
- A Fraud and Corruption Control Plan which will contain the detailed elements of the Policy implementation, including an awareness and training program. The Fraud and Corruption Control Plan has been prepared in accordance with the requirements documented in Australian Standard – Fraud and Corruption Control 8001-2008.
- A Conflict of Interest Policy which explains the definition of a conflict of interest and the procedure that must be followed by Council officers when encountering a conflict of interest during the course of their duties. The Conflict of Interest policy has been prepared in accordance with the requirements of the Local Government ACT 1989, which specifies the actions that should be taken to resolve a conflict of interest should one occur.

Responsibilities

Personnel at all levels within Council have responsibilities in terms of fraud control and it is important that staff are aware of what these responsibilities are. A prerequisite for everyone is that all Council policies and procedures are complied with, including this Fraud and Corruption Control Policy. Specific responsibilities include:

Councillors

- Comply with the Code of Conduct for Councillors.
- Promote a genuine commitment to fraud control within Council.
- Ensure the highest standards of integrity and ethical leadership are maintained.

Executive Management (CEO & General Managers)

- Implement and promote the Fraud and Corruption Control Policy and Plan across Council;
- Establish and maintain an effective internal control environment;
- Provide appropriate organisational resources to ensure proper implementation of the Fraud and Corruption Control Policy and Plan, including the establishment of a fraud and corruption awareness program;

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- Investigate all reports of fraud and corruption in accordance with Council Policy;
- The General Manager Corporate Services will be responsible for fraud and corruption control and reporting from an organisational perspective, including the reporting of fraud or corruption to the CEO and the Audit Committee; and
- Comply with the Staff Code of Conduct, Staff Conflict of Interest Policy and all other Council policies.

Manager, Coordinators, Team Leaders and Supervisors

- Establish and maintain effective fraud and corruption management practices, systems, and procedures.
- Ensure that all staff understand their responsibilities through adequate supervision, written procedures and awareness training.
- Be aware of, and actively monitor, key fraud and corruption indicators and symptoms.
- Respond positively to matters raised by Internal and External Audit.
- Act upon all reports of fraud or corruption in accordance with this Policy and the Fraud and Corruption Control Plan.
- Comply with the Staff Code of Conduct, Staff Conflict of Interest Policy and all other Council policies.

Employees, Contractors and Volunteers

- Report suspected instances of fraud, corruption or misuse of Council assets and resources.
- Comply with the Staff Code of Conduct, Staff Conflict of Interest Policy and all other Council policies.

Audit Committee

- Monitor the implementation of the Fraud and Corruption Control Policy and Fraud and Corruption Control Plan.
- Direct and guide the internal audit function and approve, monitor and manage the annual internal audit plan.
- Ensure appropriate internal audit coverage is given to fraud and corruption control issues.
- Liaise closely with internal and external audit and ensure issues and recommendations are appropriately actioned.

Internal Audit

- Evaluating organisational systems
- Improve the effectiveness of management and Corporate Governance
- Ensures sufficient internal controls are in place to protect Shire's assets and the integrity of information provided to management and Shire.
- Ensures adequate compliance with relevant laws/statutes and Shire's policies and procedures
- Ensures and evaluates functional areas are appropriately controlled.

External Audit

- Ensure councils annual reported financial performance is materially correct
- Ensures sufficient internal controls are in place to protect Shire's assets and the integrity of information provided to management and Shire.
- Ensures adequate compliance with relevant standards, laws, policies and procedures.

Reporting of Fraud and Corruption

Reporting of fraud and corruption by employees is one of the main avenues from which fraud or corruption is uncovered. To assist with this, the Fraud and Corruption Control Staff Guide has been developed to provide employees with a broad understanding of what constitutes fraud or corruption and what red flags to look out for.

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For fraud and corruption reporting to work successfully it is important that the reporting chain is clear and staff are aware of who they should be reporting to. The following table summarises the reporting chain, and this has also been incorporated into the Fraud and Corruption Control Plan and the Fraud and Corruption Control Staff Guide.

Activity Involving	Report To	Contact
A fellow employee	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Manager Governance	5232 9453
Manager	General Manager Corporate Services	5232 9416
General Manager	Chief Executive Officer	5232 9454
Chief Executive	Mayor	Refer EA to General Manager Corporate Services on 5232 9400 for contact details
	Independent Chairman of the Audit Committee	Refer EA to General Manager Corporate Services on 5232 9400 for contact details
Mayor or Councillor	Chief Executive	5232 9454
	Independent Chairman of the Audit Committee	Refer EA to General Manager Corporate Services on 5232 9400 for contact details
Non staff member	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Manager Governance	5232 9453

**Note that any complaint may be forwarded to IBAC at any point, by either staff or management.*

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All reports of fraud and corruption received should be reported to the General Manager Corporate Services for consideration and investigation. The General Manager is responsible for reporting the fraud and corruption allegation to the Manager People and Culture to ensure relevant Human Resource policies are being complied with.

Reports of fraud or corruption can be made anonymously if necessary and they will be investigated thoroughly. There should however, be reasonable grounds upon which a report of fraud or corruption is made.

Employees should also be aware of the provisions of the Public Interest Disclosure Act 2012 (PID Act) and Council procedures under this Act. A person is entitled to report suspicions of fraud or corrupt behaviour and receive the protections afforded by the PID Act. In such circumstances, referral to the Independent Broad-Based Anti-Corruption Commission (IBAC) or other investigating authority will follow the protocol as detailed in Council's Protected Disclosure Procedures.

Council has a legislative responsibility to comply with the protection clauses contained in this Act. Council's Protected Disclosure Procedures provide a statement which outlines Council's commitment to supporting the aims and objectives of the PID Act, as follows:

"Colac Otway Shire Council (Council) is committed to the aims and objectives of the Public Interest Disclosure Act 2019 (PID Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct."

Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment."

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice, as defined in the PID Act to the person who is the subject of the disclosure".

If you are in any doubt as to the level of your protection you should read Council's Protected Disclosure Procedures or talk to the General Manager Corporate Services or Manager Governance.

All reports of fraud and corruption will be taken seriously and will be investigated in accordance with the Fraud and Corruption Control Plan.

Prosecution

Instances of fraud and corruption will be prosecuted in accordance with the detailed procedures documented in the Fraud and Corruption Control Plan. This may involve police investigation and criminal prosecution or civil action, at the discretion of the Chief Executive.

Further Information

If any employee requires further information on this policy or wishes to discuss any aspect of fraud and corruption or suspected fraud and corruption, they can contact:

- General Manager Corporate Services (5232 9416).

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- Manager Governance and Communication (5232 9453).

Policy Review

The Fraud and Corruption Control Policy shall be reviewed and adopted by Council at periods not exceeding 3 years.

RELATED DOCUMENTS

Conflict of Interest Policy
 Fraud and Corruption Control Plan
 Fraud and Corruption Control Staff Guide
 Councillor Code of Conduct
 Protected Disclosures Procedure
 Staff Code of Conduct

DOCUMENT CONTROL

Policy owner		Fraud and Corruption Officer	Division	Corporate Services
Adopted by council			Policy Number	
File Number			Review date	

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COLAC OTWAY SHIRE COUNCIL

Fraud and Corruption Control Plan Version 1

Approved by Audit Committee
Date: 12 February 2020



Document Change History

Version	Date	Author	Reason	Sections
1	12/2/2020	Fraud and Corruption Officer	Document creation	All

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FRAUD AND CORRUPTION CONTROL PLAN

1 Executive Summary

1.1. Introduction

This document sets out Council's detailed management plan to control fraud and corruption within Council. It flows from the Fraud and Corruption Control Policy and further details Council's key risk areas together with a strategy for fraud prevention, detection, and response.

The Plan has been developed in accordance with the principles set out in Australian Standard "AS8001-2008 Fraud and Corruption Control".

At the outset it is important to remember that fraud is a criminal act and may be subject to the laws set out in the Crimes Act 1958 (the Act). The Act is a detailed document and covers fraud related issues, including but not limited to:

- Obtaining property by deception;
- Theft;
- False accounting;
- Falsification of documents;
- Secret commissions; and/or
- Cybercrime.

The following link is provided for those who wish to refer to the Act.

http://www.austlii.edu.au/au/legis/vic/consol_act/ca195882/ or contact the Manager Governance and Communications on 5232 9453 if you wish to discuss how the Crimes Act may be applicable to any specific issues that you may encounter.

1.2. Definitions

The following definitions of fraud and corruption have been taken from *Australian Standard AS8001-2008 Fraud and Corruption Control*. However, where any reference is made to fraud in this or other related documents it should be interpreted as to include a reference to corruption also.

1.2.1 Fraud

"Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit."

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The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this document".

1.2.2 Corruption

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of corruption within this document can also involve corrupt conduct by the entity, or person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly".

Note: Reference above to director, executive, manager, employee or contractor is a generic reference contained in this quoted definition. Application to Council includes Councillors, all employees including management, contractors and volunteers.

1.3. Related Documents

1.3.1 Fraud and Corruption Control Policy

The Fraud and Corruption Control Policy has been adopted by Council and sets out Council's commitment to the prevention and detection of fraud without the detail provided in the Fraud and Corruption Control Plan. Council's Policy Statement is as follows:

"Council will establish and maintain an environment in which fraud and corruption is not tolerated, and stakeholders, including staff, contractors and volunteers are encouraged to actively protect Council's assets, reputation and ethical standing.

Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud and corruption. This will include confidentiality of identity and protection from harassment."

1.3.2 Staff Guide

The Fraud and Corruption Staff Guide is a document designed for all staff to access and is available on the Intranet. Its purpose is to provide staff with a short introduction to the issue of fraud and corruption, document some areas where fraud and corruption may be prevalent, and what to do if fraud or corruption is suspected. It is the first stage in Council's fraud and corruption awareness program.

1.3.3 Other Related Documents

The Fraud and Corruption Control Plan references, or has connection with, other Council policies and documents including:

- Code of Conduct for Councillors
- Staff Code of Conduct
- Fraud and Corruption Staff Guide
- Conflict of Interest Policy
- Risk Management Policy
- Protected Disclosure Procedures
- Procurement Policy and Procurement Guidelines
- Instrument of Sub-Delegation by Chief Executive to Council Staff.
- Other relevant Human Resource policies

1.4. Impact of Fraud and Corruption

Fraudulent and corrupt activity can have wide ranging impact upon the organisation, individuals and the community generally. From an organisational perspective, impacts include:

- Loss of funds or property, including intellectual property.
- The loss of one or more employees.
- Significant commitment of time by management in reviewing and investigating suspected fraudulent activity.
- Costs associated with criminal or civil legal actions.
- Reputational damage to Council and loss of confidence from the community and industry peers.
- Potential for higher insurance premiums, reduced insurance cover or inability to obtain insurance.

However, the effects of fraud are not just confined to the organisation. The impact upon the individual implicated has the potential to be devastating. At best, there will be a loss of trust and reputation, lost employment opportunities and possible criminal or civil proceedings. Depending on the severity of the fraud, it is also possible for the individual to encounter family issues and lose their family assets. Additionally, Council will, where possible, seek asset recovery or recompense.

From another perspective, given the potential consequences associated with being accused of fraudulent activity, it is important to ensure there are reasonable grounds upon which allegations are made.

1.5. Roles and Responsibilities

All levels within Council have responsibilities in terms of fraud control and it is important that there is acceptance of what these responsibilities are. A prerequisite for everyone is that all Council policies and procedures are complied with, including this Fraud and Corruption Control Plan. Specific responsibilities include:

1.5.1 Councillors

- Comply with the Code of Conduct for Councillors.
- Promote a genuine commitment to fraud and corruption control within

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Council.

- Ensure the highest standards of integrity and ethical leadership are maintained.

1.5.2 Executive Management (Chief Executive and General Managers)

- Implement and promote the Fraud and Corruption Control Policy and Plan across Council.
- Establish and maintain an effective internal control environment.
- Provide appropriate organisational resources to ensure proper implementation of the Fraud and Corruption Control Policy and Plan, including the establishment of a fraud awareness program.
- Investigate all reports of fraud in accordance with Council Policy and this plan.
- The General Manager Corporate Services will be responsible for fraud control, investigation and reporting from an organisational perspective.
- The Manager People and Culture will be responsible for ensuring that the rights of any staff member facing allegations of fraud are maintained and any industrial relations or workplace obligations are fulfilled.

1.5.3 Managers, Coordinators, Team Leaders and Supervisors

- Establish and maintain effective management practices, systems, procedures and controls.
- Ensure that all personnel understand their responsibilities through adequate supervision, written procedures and awareness training.
- Be aware of key fraud indicators and symptoms.
- Respond positively to matters raised by Internal and External Audit.
- Act upon all reports of fraud/corruption in accordance with the Fraud and Corruption Control Policy and Plan as detailed in Section 4.2 Fraud and Corruption Reporting.

1.5.4 Employees, Contractors and Volunteers

- Report suspected instances of fraud/corruption or misuse of Council assets and resources.
- Comply with the Staff Code of Conduct and all Council Policies.

1.5.5 Audit Committee

- Monitor the implementation of the Fraud and Corruption Control Policy and Fraud and Corruption Control Plan.
- Direct and guide the internal audit function and approve, monitor and manage the annual internal audit plan.
- Ensure appropriate internal audit coverage is given to fraud control issues.
- Liaise closely with internal and external audit and ensure issues and recommendations are appropriately actioned.

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2. Planning and Resourcing

2.1 Fraud and Corruption Control Plan

This Fraud and Corruption Control Plan sets out the detailed manner in which Council addresses the issues of fraud within the organisation. As fraud is essentially a business risk, the assessment of fraud risk will be undertaken using the principles established and documented in the Risk Management Policy.

2.2 Review of the Control Plan

The Fraud and Corruption Control Plan will be reviewed every three years. If the Audit Committee or General Manager Corporate Services deem it necessary, the Plan may be reviewed at an alternative period.

In reviewing the Fraud and Corruption Control Plan, consideration will be given to *Australian Standard AS 8001 – 2008 Fraud and Corruption Control: 2.3 Review of the Fraud and Corruption Control Plan*. Such considerations will include:

- Confirmation or amendment of Council's fraud and corruption control objectives.
- Significant changes to Council's business conditions.
- Reassessment of the internal control environment arising from recently detected fraud incidents.
- Results of any subsequent fraud risk assessments.
- Changes in industry fraud and corruption control practice.
- Review of the roles, responsibilities and resourcing of fraud and corruption control.
- The changing nature of fraud, in particular the impact of technology.

2.3 Organisational Responsibility

Organisational responsibility for fraud control management within Council is assigned to the General Manager Corporate Services.

3. Fraud and Corruption Prevention

3.1 Council Commitment to Fraud and Control

Through its endorsement of the Fraud and Corruption Control Policy, Council is demonstrating its full commitment to the management and control of fraud and corruption. Councillors and management are expected to lead by example by establishing the highest standards, principles and values. Council has promulgated its policy of not tolerating fraud of any kind.

It is important for executive management and line management to demonstrate their commitment to fraud control through an acknowledgement that fraud and corruption presents a serious risk to Council and that appropriate resources need to be applied to the control of fraud and corruption.

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Line managers should be aware that they are responsible for the management of risks in their area of responsibility and that fraud and corruption prevention and control is an important element of the risk management framework.

3.2 Ethical Culture

A sound ethical environment and culture is the foundation stone of any program to minimise the incidence of fraudulent and corrupt activity. This ethical culture will form a key element of the fraud and corruption awareness program and establishes the basis on which fraud and corruption control forms an integral part of operations, management and governance.

Developing an ethical environment is more than just ensuring an individual does not consider committing fraudulent or corrupt acts, but facilitating a culture of fairness and equity across Council. This entails implementing appropriate reporting and communication channels for staff when fraud or corruption is suspected, without the fear of recrimination or harassment.

In establishing this ethical culture and environment consideration will be given to keeping abreast of industry experiences and best practice.

3.3 Code of Conduct

Council has in place a Staff Code of Conduct which establishes a consistent approach to, and common understanding of the behaviours, standards, values and ethics to be applied in everyday work activities. Of particular relevance is the content of the Honesty and Integrity section, which states *"We act with honesty and integrity"*. This Code of Conduct is one avenue of formally recognising the importance of a strong ethical culture within the organisation.

3.4 Risk Assessment

Council has an effective risk assessment process in place which is designed to identify and control key risks faced by Council. This risk assessment methodology is to be applied with specific reference to fraud or corruption risks with a view to identifying where fraud exposures may be present in Council's activities and developing appropriate management strategies.

Under the general guidance of the Audit Committee, the Risk and OH&S Coordinator will be responsible for monitoring and overseeing the development of the fraud and corruption risk assessment process and the implementation of the risk treatment measures in conjunction with the respective departmental managers and the Risk Management Unit. The initial risk assessments for fraud will be included in the Risk Register and shall be reported to the Audit Committee accordingly.

The fraud risk assessment methodology will follow Australian Standard AS/NZ/ISO 31000:2018 and be consistent with Council's risk assessment process which entails:

- Identification of risk.
- Assessment of likelihood and consequence.
- Identification and assessment of existing fraud controls.

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- Establishment of subsequent risk treatments, including responsibility and target dates.
- Monitoring and review

Although fraud and corruption risks will form part of Council's overall Risk Register, they will be uniquely identifiable which will provide for specific fraud and corruption risk reporting.

The assessment of fraud and corruption risks across Council should be reviewed in accordance with the Risk Management Policy.

3.5 Internal Control Framework

An effective internal control system is a critical element of any Fraud and Corruption Control Plan. Internal controls can be preventive, such as segregation of duties, or detective in nature, such as reconciliations. The presence of an internal audit function can be dual purpose given the existence of internal audit has the capacity to deter potential fraud and corruption threats, and the work they perform can expose past fraudulent activity. Preventative internal controls used by Council include:

3.5.1 Segregation of Duties

Segregation of duties is one of the most important and basic control elements for any organisation. Invariably when a fraud or corrupt activity is detected and reported in the media a lack of internal controls has been a significant element of the fraud/corrupt activity being perpetrated, and more often than not, it has been issues with the completeness of segregation of duties.

The principles of segregation of duties require that one person or department should not have control of more than one key process in a chain. For example, Payroll has responsibility for processing the salaries of employees but it should not have any responsibility for recruiting and authorising new employees; this rightly being the domain of Human Resources.

At times there may be circumstances where complete segregation of duties is not possible and one staff member has control of two key elements of a process. In these circumstances it is important to ensure compensating controls exist to counter the weakness in segregation of duties.

3.5.2 Delegations and Signing Authorities

Delegations and signing authorisations are designed to provide a level of control over legislative and operational decisions and processes. Council has in place an Instrument of Delegation by the Chief Executive to Council Staff, and financial delegation restrictions contained in the Procurement Policy. These work in conjunction with the principles of segregation of duties.

3.5.3 Internal Audit

Council has in place an internal audit function to review, test and report upon the internal control framework operating in Council, based upon the Strategic Audit Plan developed with Executive Management and the Audit Committee.

Internal audit reviews generally follow a process where the internal control system is assessed and weaknesses are identified and reported. As a general principle, the existence of an internal audit function acts as a deterrence to fraudulent activity.

3.5.4 Audit Committee

The Audit Committee was established pursuant to an instrument of Delegation under Section 86 of the Local Government Act 1989, and is comprised of five members:

- Two External members, one of which shall be Chairperson
- Two Councillors.

Additionally, the Chief Executive, General Manager Corporate Services, Manager Governance and Communications and Manager Finance also attend each meeting together with various other officers by invitation. Internal Audit attends each meeting and External Audit attends as required.

With specific regard to the Audit Committee's responsibility for internal control, the Committee is required to:

- Evaluate whether management is setting an appropriate control culture.
- Gain an understanding of whether internal control recommendations made by internal and external audit have been implemented by management.
- Consider, with the internal and external auditors and management, any fraud, illegal acts, deficiencies in internal control or other similar issues.

The Chairperson of the Audit Committee is also available to be contacted in circumstances where the Chief Executive or Mayor are implicated in suspected fraudulent or corrupt activity, as detailed in the table at Section 4.9.

3.5.5 Physical Security Features

One of the more obvious and noticeable forms of preventative internal control is that of physical security. These physical measures include locks on doors to buildings, security access systems, safes, secure fencing and locked gates, window security, alarm systems, asset identification marks, security lighting and closed circuit television cameras (CCTV). These controls are largely preventative controls because they prevent or deter the fraudulent activity from occurring. However, controls such as security cameras can also be detective in nature by assisting in the identification of the perpetrator.

All Council buildings have some form of physical security control in place ranging from a simple locked door through to advanced security alarm systems and CCTV.

Having locks and alarm systems in place does not in itself provide complete protection. It is critical for management to ensure key and password control systems are in place and that staff commit to ensuring these control systems are complied with.

3.5.6 Information System Access Controls

The concept of information systems access control at Council is a well-established and accepted form of internal control. Control over access to Council's systems is achieved by using a logical access system which requests details of the identification of the staff member by requiring a network user ID and password. This system will then check whether the staff member has authority to access the system, which then according to access level, allows access. This effective control mechanism ensures Council staff have the right access to information and applications, minimising the risk of abuse.

The ongoing management of the staff network and application access accounts consist of strong password enforcement and password changes every 90 days.

In addition, Council has in place a number of other restrictive access controls over its information systems and network including the existence of a firewall to prevent external unauthorised access to Council's network, plus web and email filtering systems which assist in keeping Council technology infrastructure secure.

The existence of these control processes by themselves is not enough to completely protect Council's information and assets. It is critical for systems to be monitored, reported upon and audited and for password type security structures to be secure. As anyone would not divulge their ATM pin to someone else, it is also incumbent upon staff not to release their password to another employee or person.

3.5.7 Recruitment Practices

The first level of defence against fraud and corruption in any organisation is at the recruitment stage. Recruiting is much more than just employing someone that can do the job, it is also about ensuring that the potential employee is ethically and morally deserving of appointment as a Council employee. Control measures implemented at the recruitment stage include:

- Interview panel members are required to disclose any association with an applicant prior to interviews commencing.
- Conducting police checks on preferred candidates where appropriate according to legislative or organisational requirements.
- Contacting referees and asking pertinent questions.

- Considering whether the nominated referee is the most appropriate person to discuss the potential employee's work history. You would generally expect to be able to speak to the person's immediate supervisor.
- Checking authenticity of the potential employee's documentation such as identity documents and educational achievements.
- Consideration of employment history gaps.
- Ensuring the formal authorisation and delegation processes are followed throughout the recruitment process.
- Each position in the organisation is assigned a position number together with a related position description. The position description has been carefully designed to ensure each and every employee has a clear understanding of their role, accountabilities and responsibilities.
- New employees participate in an induction program. A corporate focus session is conducted periodically by Human Resources to ensure key obligations and organisational information is relayed to new staff members. Responsibilities for fraud prevention are covered in this session including reference to the Fraud and Corruption Control Policy and the Staff Guide.

The desired outcome is that appointed Council employees will act impartially, with honesty and integrity in their respective roles, upholding the values of Council, and as reflected in the Staff Code of Conduct.

3.5.8 Written Policies and Procedures

Council has in place many documented policies and procedures. These documents are designed to ensure a consistent approach is adopted throughout the organisation. The documented policies and procedures have incorporated into them appropriate internal controls and systems to protect Council. It is therefore critical that all employees follow established policies and procedures.

The Council induction program incorporates a component where major organisational policies and procedures are discussed and the importance of compliance is stressed.

Policies and procedures are periodically reviewed as part of the Internal Audit program with a specific focus on the internal control environment. Improvements to internal control and the fraud control framework are then recommended to management through the Internal Audit report.

3.5.9 Management Reporting Systems

Council has in place comprehensive planning and budgeting systems which set out how management will work to implement the strategies agreed to by Council. Actual performance against planned actions and budgeted figures is regularly reported to senior management and Council. Variations and anomalies trigger review and investigation processes with outcomes

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assessed and considered. For example, a large variance in the payroll expenditure for a specific department may, in the absence of a reasonable and supported explanation, indicate some form of payroll fraud such as a ghost employee.

Management reporting in respect to specific departmental services are also an important component in Council's control environment. For example, linking financial detail with operational data can provide valuable management information and provide comfort that income or expenditure is consistent with the operational activities such as landfill income compared against tonnes of waste dumped. It is the responsibility of each departmental manager to satisfy themselves that they are receiving an appropriate suite of reports to provide for diligent management of their department.

3.5.10 Self-Assessment

When Council becomes aware of instances of fraud or corruption within the local government sector, officers will conduct a self-assessment of Council's internal control environment and exposure to fraud or corruption of the nature identified.

3.6 Communication and Awareness

A fraud and corruption staff awareness program is an integral process that brings together a number of specific fraud strategies and communicates these to stakeholders, including Councillors, employees, contractors and volunteers. The primary purpose of fraud awareness is to assist in the prevention and control of fraud by raising the general level of understanding amongst all employees. Key steps in Council's awareness program include:

- Adoption of Council's Fraud and Corruption Control Policy and Fraud and Corruption Control Plan which contain information on fraud and corruption prevention, detection and reporting.
- A Fraud and Corruption Staff Guide, which contains information on ways to report suspected fraud and corruption, together with information on types of fraud/corruption and red flags to look for, is provided to all employees.
- Training and development of relevant staff in fraud and corruption prevention and detection.
- Ensuring updates and changes made to the Fraud and Corruption Control Policy, Fraud and Corruption Staff Guide and the Staff Code of Conduct are appropriately communicated to employees and reflected on the Intranet.
- Refresher training will be reassessed over a two year cycle.
- Managers, Coordinators, Team Leaders and Supervisors should be available to employees to answer questions and respond to concerns raised by them. It is important for these senior officers to understand the principles of the Fraud and Corruption Control Policy and Plan, including the rights of both parties before providing responses and advice.

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4. Fraud Detection Control System

The first level of defence against fraud and corruption should always be preventative in nature. However, it would be naïve to suggest that preventative controls would be completely effective. It is therefore imperative that a suite of detective controls and processes be in place in an effort to alert management of fraudulent activity as early as possible. It is also reasonable to suggest that detective controls can operate as a preventative control if employees are aware that these measures exist and it is likely that any misconduct will be revealed.

Responsibility for developing the fraud and corruption detection system within Council rests with the Fraud and Corruption Officer.

4.1 Accounting System

From an accounting system perspective, post transactional review and management report analysis are critical elements of the detection process.

In this regard, Council has in place a number of reviews and reporting systems in place to minimise the risk of fraudulent activities remaining undetected. These include verification of master file changes to payroll and creditor systems, budget to actual analysis and unusual transactions extraction and analysis, such as but not limited to:

- Creditor versus employee bank account details.
- Monthly Finance reports to Council and management
- Monthly Procurement reporting
- Monthly Capital Works reports to Council and management.
- Independent verification and checking to ABR website for new creditors
- Benford's Law data analysis. A mathematical law and computer assisted tool used to identify fictitious populations of numbers and is currently being applied to payment values.

4.2 Reconciliations

Reconciliation is a process of verifying information by validating it against another source. Reconciliations pick up irregularities and it is important that the reconciliations be performed on a timely basis and signed off by a senior officer.

The most obvious and commonly known reconciliation is the bank reconciliation where the organisation cash account is reconciled with the bank statement to detect instances of errors and the possibility of fraud. There are however other important reconciliation processes such as reconciling the general ledger control account with the relevant subsidiary accounts such as debtors; and reconciling cash takings with register totals – this in particular is critical for cash collection points including leisure centres.

4.3 Cash Counts and Stock Takes / Asset Registers

These types of detective controls provide management with evidence that something is amiss. Cash on hand may be less than expected or registered Council assets may be missing. An investigation into the anomaly would seek to identify the nature of the discrepancy and whether fraud was involved.

The majority of small and attractive items owned by Council are either Plant items or Information Technology devices, including tablets and mobile phones. In an effort to provide some semblance of control over lower cost but attractive items, asset registers are maintained by the relevant departments within Council that procure these items. These items fall under the dollar threshold for capitalisation under Council's accounting policy but are attractive and easily concealable. On an annual basis, all managers are required to acquit all such items that fall within their area of responsibility and certify the item's continued existence.

4.4 Closed Circuit Television

Closed circuit television (CCTV) has been an important innovation in the security industry over recent years and there is now community acceptance of CCTV in shopping centres, car parks, public transport and buildings. They can act as a deterrent in many situations, but act as an integral tool in identifying perpetrators of criminal acts.

Council has a growing number of CCTV cameras in place throughout Council buildings and these have been placed strategically to enhance staff safety and to identify illegal activity. If Council property is stolen or damaged there is a high probability that video footage will be available and those responsible will be identified.

4.5 Internal and External Audit

Council has in place an internal audit function to review and assess systems, procedures and internal controls. A strategic audit plan is developed by internal audit in conjunction with management and the Audit Committee which details the specific audits to be undertaken in the ensuing period.

While internal audits focus on systems and internal controls, which are by their nature critical to the control of fraud, internal audit reviews will specifically incorporate consideration of fraud related issues in the scope and objectives.

Each audit review results in the preparation of an audit report which is provided to management for review and comment. Every audit report is then presented to the Audit Committee where recommendations, management comments and implementation target dates are considered. These items are then reported to each Audit Committee meeting on a status report until the actions have been appropriately implemented by management to the satisfaction of the Audit Committee.

As required by the Local Government Act 1989, Council also has an external auditor who reports on the presentation of the financial statements. The external audit is not designed to focus on fraud but whether the financial statements present fairly and are free from material misstatement, due to fraud

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or error. It is therefore possible that an internal control weakness that has the potential to result in material fraudulent activity may be identified and reported by the external auditor.

4.6 Vigilant Supervision

Management and supervisory control is essential to the operation of an efficient and effective organisation and to ensure we are working towards our stated goals and objectives. If Managers, Coordinators, Team Leaders and Supervisors fulfil their responsibilities there is a much greater opportunity for identifying anomalies in work practices or internal control processes not being implemented as intended.

A simple example of supervisory control being applied can be demonstrated via the authorisation process where it is not sufficient for a manager or supervisor to sign anything that is put in front of them. It is incumbent upon them to satisfy themselves that the request for approval is valid by asking questions and reviewing supporting documentation. In Council, a delegated authorisation level is applied to specific officers and positions in accordance with the Instrument of Delegation and the Procurement Policy. This is done for the purposes of internal control and these objectives need to be followed and maintained at all times.

Equally, it is important for managers and supervisors to be familiar with what their staff are working on, and to monitor progress of their work activities.

Similarly, where staff are supervising contractors it is important to clearly instruct the contractor as to what is required and to document these instructions. Work performed by the contractor should then be checked and verified to ensure the contractor is providing what they are stating they have provided and what we have requested. Where additional risk is identified, periodic independent auditing of the contractor work should also be undertaken. Knowing this level of supervision is present will in turn deter contractors from undertaking any fraudulent activity.

4.7 Management Trail

A management trail, often referred to as an audit trail, is a record of events in either paper or electronic form. It establishes a documented history related to an activity or transaction and assigns individual accountability to an officer and assists in reconstructing events after a problem occurs. This may include a sequence of signatures, copies of documentation, computer logs and security access logs, etc.

In the situation where a fraud or suspected fraud has occurred, the management trail can be used to identify the perpetrators or establish those involved in the sequence of events associated with an activity or transaction. Critical to the successful application of the management trail as a control measure is the continued maintenance of confidentiality of passwords and other security codes.

4.8 Annual Leave

When staff are in a position for a long period of time, they can become experts in the system, and possibly experts in how to get around the system. Fraud and corruption often goes undetected until an officer is unable to perform their job and a temporary replacement is used in their place. When leave is not taken, the fraud may go undetected for a long period of time because the officer is able to cover up the control processes that may otherwise have detected the fraudulent activity.

This is why a standard control process requires all staff to take their annual leave on a regular basis. In this regard, it is important for the Human Resources Manager to ensure line management are provided with annual leave history and balances for employees, and that this information be used to manage leave accordingly.

4.9 Fraud and Corruption Reporting

Reporting of fraud or corruption by employees is one of the main avenues from which fraud is uncovered because it is the staff in the field that see the detail of what is happening in their work area. To assist with this, the Fraud and Corruption Staff Guide has been developed to provide employees with a broad understanding of what constitutes fraudulent activity and what red flags or signs to look out for.

For fraud and corruption reporting to work successfully it is important that the reporting chain is clear and staff are aware of who they are required to report to. The following table summarises the reporting chain, and this has also been incorporated into the Fraud and Corruption Staff Guide.

Activity Involving	Report To	Contact
A fellow employee	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Fraud and Corruption Officer	5232 9569
Manager	General Manager Corporate Services	5232 9416
Director	Chief Executive	5232 9454
Chief Executive	Mayor	Refer to EA General Manager Corporate Services 5232 9458 for contact details
	Independent Chairman of the Audit Committee	Refer to EA General Manager Corporate Services 5232 9458 for contact details
Mayor or Councillor	Chief Executive	5232 9454
	Independent Chairman of the Audit Committee	Refer to EA General Manager Corporate Services 5232 9458 for contact details

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Non staff member	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Fraud and Corruption Officer	5232 9569

** Note that any complaint may be forwarded to IBAC at any point, by either staff or management.*

All reports of fraud received should be reported to the General Manager Corporate Services for consideration and investigation. The General Manager Corporate Services will be responsible for reporting fraud allegations to the Manager People and Culture to ensure Human Resource policies and industrial relations obligations are complied with.

Reports of fraud can be made anonymously if necessary and, as with other reports of fraud, they will be investigated thoroughly under the direction and control of the General Manager Corporate Services. However, reports made anonymously are often more difficult to investigate as there may be gaps in the information provided.

Council's Fraud and Corruption Control Policy states *"Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment"*. In this regard, managers should refer to the Manager Governance and Communications for information on confidentiality issues and whistleblower procedures.

All reports of fraud will be taken seriously and will be investigated in accordance with this Fraud and Corruption Control Plan.

4.10 Public Interest Disclosures Act 2012

Employees should also be aware of the provisions of the Public Interest Disclosures Act 2012 (PID Act) and Council procedures under this Act. A person is entitled to report suspicions of fraud, breaches of policies and the Code of Conduct and receive the protections afforded by the PID Act. In such circumstances, reporting and assessment processes of such disclosures will follow the protocol's detailed in Council's Protected Disclosure Procedures. Procedures for making a protected disclosure are available in CM.

Council has a legislative responsibility to comply with the protection clauses contained in this Act.

5. Response

5.1 Investigation

If an allegation of fraud or corruption is received by management, it is important that immediate action be taken to inform the General Manager Corporate Services (refer to the reporting guidelines documented in the table under Fraud and Corruption Reporting in Section 4.9). Where the allegation is assessed not be a Protected Disclosure in accordance with the PID Act, the General

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Manager Corporate Services is responsible for ensuring a comprehensive investigation is undertaken based on the principles of independence, objectivity and natural justice.

Evidence is the cornerstone of any fraud investigation. As the rules of evidence are complex it is critical that the General Manager Corporate Services manage and control evidence gathering and analysis to ensure it is not tarnished and is suitable for admission into court proceedings or disciplinary action.

As a general policy, fraudulent or corrupt activity will be reported to the relevant law enforcement agency and Council will seek to recover stolen funds and property. In the event that a report is made to a law enforcement agency it is critical that appropriate and relevant files and information is provided and that this be in the correct format and detail and that all evidence has been obtained in an appropriate manner. Documentation generally required will include:

- Summary of allegations;
- Witness listing;
- List of suspects or potential suspects;
- Statements and affidavits obtained;
- Transcript of interviews, including the use of electronic media;
- All documentary evidence obtained to date; and/or
- Other documents or, summaries or charts produced to date.

Requesting the intervention of a law enforcement agency at any time during the investigation process will be at the discretion of the Chief Executive given the individual nature and circumstances of each incident.

The General Manager Corporate Services, Fraud and Corruption Officer and the Chief Executive will be responsible for determining who will conduct the investigation and providing a reasonable level of resources. Resources generally available for consideration include:

- Existing internal resources.
- Internal Audit.
- External qualified fraud investigation consultant.
- Police (or other relevant law enforcement agency).
- A combination of the above.

All investigations will be conducted in accordance with the following principles:

- Investigations will be conducted with fairness and objectivity.
- Confidentiality will be maintained in accordance with the Fraud and Corruption Control Policy.
- All relevant legislation will be complied with in the conduct of an investigation.
- Appropriate records and documentation must be maintained in accordance with legislation, best practice, and privacy / confidentiality considerations. Where possible, email should not be used when discussing confidential details of the investigation and the Manager People and Culture should be consulted regarding corporate knowledge issues.

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- The investigation will be conducted under the supervision of the CEO, the General Manager Corporate Services or the Fraud and Corruption Officer, depending upon the seriousness of the alleged activity, and the Audit Committee will be informed of progress and outcomes.
- At the allegation phase investigation activities will potentially include:
 - Interviewing witnesses and obtaining statements.
 - Reviewing and collating documentary evidence.
 - Examination of computer records.
 - Examination of telephone records.
 - Enquiries with financial institutions, where possible.
 - Third party enquiries.
 - Data search and seizure.
 - Tracing funds or property.
 - Preparing briefs of evidence.
 - Liaison with law enforcement agencies.
- Depending upon the outcomes of the investigation it may be necessary to interview the officer against whom allegations have been made. The Manager People and Culture will assume responsibility for all issues affecting an identified staff member, including oversight of any interviews with staff and ensuring workplace obligations are complied with. The General Manager Corporate Services maintains overall control of the investigation.

5.2 Disciplinary Procedures

Any employee who has had fraud or corruption allegations substantiated will be subject to disciplinary action in accordance with Council's disciplinary procedures established and documented by the Human Resources Department. This may include dismissal, as well as criminal or civil proceedings. The Chief Executive will have ultimate discretion in this respect having regard to the specific circumstances of each individual case.

5.3 Fraud and Corruption Register

A register of all fraudulent and corrupt activity is to be maintained by the Fraud and Corruption Officer. This register will be provided to the Audit Committee for review, consideration and discussion at each meeting where an incident occurred during the period. The register will also be reviewed to identify trends and to ensure reported actions have been implemented. To maintain confidentiality the register will not identify individual names. The format of the Fraud and Corruption Register is included as Attachment 2.

Each fraud/corruption incident investigated will have key documents scanned and recorded electronically on the secure designated CM file. To maintain confidentiality, the physical file is to be retained in a secure location and access to the electronic CM file will be restricted to the Chief Executive, General Manager Corporate Services, Manager Governance and Communications and Fraud and Corruption Officer. Any additional access will be granted only on the approval of one of these officers.

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5.4 External / Internal Reporting

5.4.1 Law Enforcement Agency

Instances of fraud or corruption shall be reported to the police, or other law enforcement agency such as the Local Government Inspectorate, at the discretion of the Chief Executive, having regard to all the individual circumstances of the situation. Once a decision has been made to report the allegations of fraud to the police it will be the responsibility of the General Manager Corporate Services to make the initial contact and act as the liaison point for the investigating officers.

When reporting to the police every effort should be made to provide all documentation collected to date and to assist the police as best we can in the conduct of their investigations. In such circumstances it may be useful for a Fraud Investigator to be engaged to conduct the detailed investigation and compilation of the evidence such that a comprehensive file can be presented to the police for prosecution – this process being reflective of the limited resources available to the police.

5.4.2 Auditor General

Although there is no specific legislative requirement to report fraud to the Auditor General it is considered appropriate to do so, particularly if the adverse effect of the fraudulent act could have the capacity to have a material impact upon the presentation of the financial statements.

It is the responsibility of the General Manager Corporate Services to report fraud to the Auditor General.

5.4.3 Audit Committee

Although the Audit Committee receives the Fraud and Corruption Register as required, it will be the responsibility of the Chief Executive or the General Manager Corporate Services to determine whether a fraudulent incident warrants reporting to the Audit Committee between scheduled meetings.

5.4.4 Councillors / Mayor

The Chief Executive will be responsible for advising the Mayor / Councillors, in a confidential forum, of occurrences of fraud or corruption. This determination will be based on the Chief Executive's judgement having regard to the specific circumstances of the case, including any comments or advice provided by the Audit Committee.

In the situation where the allegations involve the CEO or Mayor, the reporting guidelines detailed in Section 4.9 should be followed, which includes advising the Independent Chairperson of the Audit Committee.

5.4.5 Media

If the fraudulent incident is of such magnitude or significance as to attract media attention, as per Council's Media and Communications

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Policy it is the Chief Executive's responsibility to speak to the media, or in his absence, the General Manager Corporate Services.

5.4.6 Insurance Company

As a condition of our Commercial Crime Insurance policy, any potential claim against the policy needs to be reported to the underwriter. Furthermore, it is also a requirement that the underwriter be contacted prior to the appointment of an external fraud investigator.

5.5 Civil Recovery Action

Where there is clear evidence of fraud or corruption, it is Council's position that civil action will be taken to recover missing funds or property where the potential benefits of such recovery outweigh the anticipated use of funds and resources invested in any civil action. The final decision to pursue civil recovery will be at the discretion of the Chief Executive.

5.6 Review of Internal Controls/ Incident Analysis

At the conclusion of any fraud or corruption investigation it will be the responsibility of the General Manager Corporate Services to ensure a review of internal controls is conducted and their adequacy assessed. It is likely that any investigation will, during the course of the investigations, reveal weaknesses in an internal control environment. These should be documented by the investigator and included in the investigation report for rectification.

In addition to completing the Incident Analysis template any internal control / risk issues and actions identified as part of the Incident Analysis are to be incorporated into Council's Risk Management System and monitored in accordance with the Risk Management Policy.

To provide a level of consistency in terms of conducting a post fraud review, a fraud and corruption incident analysis template is provided as Attachment 3.

5.7 Commercial Crime Insurance

Commercial Crime Insurance indemnifies against loss of money or other property as a result of the dishonesty or fraud of an employee. This insurance cover is a risk management measure to cover the contingency of preventative fraud controls not being adequate or where detective controls do not alert management until after funds or property have been misappropriated. It is important that Commercial Crime insurance be maintained at all times.

Council's Commercial Crime Insurance policy is reviewed annually as part of the insurance renewal process. Under the conditions of our insurance policy Council has a duty to mitigate our loss, which in practical terms means that we must do everything reasonable to reduce, lessen or decrease our loss.

COLAC OTWAY SHIRE

FRAUD AND CORRUPTION

CONTROL PLAN

ATTACHMENTS:

Attachment 1 – Fraud and Corruption Control Action Plan

Attachment 2 – Fraud and Corruption Register Template

Attachment 3 – Fraud and Corruption Incident Analysis Template

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Attachment 1

Fraud and Corruption Control Action Plan

Section	Action	Responsible Officer	Target Date
5.2	Fraud and Corruption Register: <ul style="list-style-type: none"> - Request CE and General Manager Corporate Services to advise of any new fraud/corruption incidents. - All reported frauds are to be recorded on the Fraud and Corruption Register and Reported to the Audit Committee quarterly, if necessary. 	Fraud and Corruption Officer General Manager Corporate Services/Fraud and Corruption Officer	Quarterly As required
3.4	Fraud and Corruption Risk Assessment: <ul style="list-style-type: none"> - Ensure fraud/corruption risks and action plans are monitored in accordance with the Risk Management Policy. - Reassess Fraud and Corruption Risk Register with Departmental Managers 	Department Manager Risk and OH&S Coordinator	As required At each Departmental review
4.6	Internal Audit Program – Fraud and Corruption Scope: The Internal Audit Terms of Reference for each audit review is to include, where appropriate, reference to fraud issues in the audit scope.	General Manager Corporate Services	As required for each audit review.

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Section	Action	Responsible Officer	Target Date
5.6	Incident Analysis Template: At the conclusion of each fraud investigation an incident analysis review is to be completed using the standard template, or similar, to identify internal control issues for management action.	General Manager Corporate Services	As required (Template Attachment 3)
3.6	Continuing Awareness: Awareness program for new and current staff - New staff - Current staff	Manager People and Culture /Fraud and Corruption Officer	2 year cycle
	- Implement Fraud, Corruption & Conflict of Interest Training on a 2 yearly cycle.	Manager People and Culture	2 yearly cycle
4.8	Annual Leave Control Program: Provide departmental managers with quarterly leave reports and identify staff with excessive leave credits assess leave patterns and implement a leave program for each employee affected.	Manager People and Culture / Departmental Managers	Quarterly

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Section	Action	Responsible Officer	Target Date
1.3	<p>Maintain Fraud and Corruption Control Policy, Plan, Staff Guide and flyer:</p> <p>Ensure documents are reviewed as required.</p> <p>Ensure Policy, Staff guide and flyer are current and available on the Intranet.</p> <p>Ensure the Fraud and Corruption Control Plan is available to all Managers.</p>	<p>Manager Finance</p> <p>Manager Finance</p> <p>Manager Finance</p>	<p>Ongoing 3 yearly cycles.</p> <p>Updated plan to be distributed and available when approved</p> <p>Distributed during month after approval and placed on the Audit Team site.</p>

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Attachment 2

Colac Otway Shire Fraud and Corruption Register

[illegible]

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Attachment 3

Colac Otway Shire – Fraud and Corruption Incident Analysis

Reference:*		Incident Date:		Review Officer:	
Estimated Loss:	\$	Asset Type:		Position:	
Insurance Claim	Yes / No	Department:		Review Date:	
Policy:	Commercial Crime	Responsible Manager			

*from Fraud Register

1. Incident Summary / Background:

(Detail the facts of the incident)

2. Contributing Factors:

(What factors contributed to the incident – accountabilities, motivation, opportunity, collusion, lack of training or awareness, override of control system, previous incidents, security weaknesses, location etc)

3. Remedial Actions:

(Specify what actions were implemented or should be implemented immediately in response to incident – change of locks, system access, office access, police notification, HR requirements etc)

4. Risk Assessment / Internal Control Review:

(Assess the risk and control environment and identify exposures – document action in Action Plan)

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5. Action Plan:

(Document all actions to eliminate risks identified and minimise future exposure. Assign responsibility and target date and monitor)

Action	Responsible Officer	Target Date	Status of Actions

6. Update Risk Management System:

(All actions documented in the action plan need to be incorporated into the Risk Management System) Date

Completed:

By:

Acknowledged by Departmental Manager:

Reviewed by General Manager Corporate Services:

Signed:

Signed:

Title:

Date:

Date:

Note: This Incident Analysis template should be completed for each incident recorded on the Fraud and Corruption Register. When completed it should be forwarded to the General Manager Corporate Services. To ensure confidentiality commitments are maintained do not identify any involved persons by name or title.

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Fraud and Corruption Control Staff Guide

February 2020

Fraud and Corruption Control Staff Guide

1. Introduction

It is not expected that fraudulent or corrupt activity within Council would be commonplace. However, when fraud or corruption does occur it has the potential to damage the reputation of Colac Otway Shire and its standing within the community. This impacts all Councillors and employees adversely to varying degrees and we all therefore have a role to play in preventing fraudulent behaviour.

Council has obligations and responsibilities, both legislatively and ethically, to prevent and detect fraud and corruption. Accordingly, this guide has been prepared to raise awareness of potential fraud risk exposures and communicates Council's expectations of all Council officers, contractors and volunteers. General principles regarding expectations of staff have been detailed in the Staff Code of Conduct, which is provided as Attachment 1, and is also included in the employee handbook.

2. Council's Fraud and Corruption Policy

Council's Fraud and Corruption Control Policy states that, *"Council will establish and maintain an environment in which fraud and corruption is not tolerated, and stakeholders, including employees, contractors and volunteers are encouraged to actively protect Council's assets, reputation and ethical standing."*

This means that Council will implement processes that allow officers to be more aware of fraud and corrupt behaviour; assist in the prevention of fraudulent and corrupt activity; detect fraud or corruption when it does occur; and provide avenues for the reporting of suspected fraud or corruption.

3. What Is Fraud and Corruption?

The following definitions of fraud and corruption have been taken from Australian Standard AS8001-2008 Fraud and Corruption Control. However, where any reference is made to fraud in this or other related documents it should be interpreted as to include a reference to corruption also.

3.1 Fraud

"Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit."

The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this document".

3.2 Corruption

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for

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him or herself or for another person or entity. The concept of corruption within this document can also involve corrupt conduct by the entity, or person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly”.

Note: Reference above to director, executive, manager, employee or contractor is a generic reference contained in this quoted definition. Application to Council includes Councillors, all employees including management, contractors and volunteers.

These are technical definitions extracted from the Australian Standard - Fraud and Corruption AS8001-2008. They are written to cover a wide range of activities, but from a day to day perspective, if something doesn't look or seem right to you then please discuss this with your manager.

You should also remember that fraud and corruption are criminal activities covered by the Crimes Act 1958.

Fraud and corruption can present itself in many forms, but the following list gives an idea of the types of fraud that may be present in a local government environment:

- Misappropriation of cash.
- False invoicing.
- Payment of personal expenses.
- Receiving or giving kickbacks, gifts and bribes.
- Stealing council assets / inventory.
- Unauthorised private use of Council assets.
- Non recording of Council revenue.
- Falsification of expense claims.
- Diverting funds to an unauthorised account.
- Unauthorised additions or deletions to payroll, rates records, accounts receivable or accounts payable.
- Theft of intellectual property such as Council information, plans and drawings.
- Malicious or deliberate additions, deletions or damage to Council's information systems.
- Corruption and misuse of office.
- Unethical behaviour.
- Manipulation of leave records / not recording leave.
- Malicious damage to Council assets.
- Misuse of Council credit / purchase / fuel cards.
- Misuse of Council's tendering and purchasing process.
- Invalid claims of allowances, expenses, overtime etc.
- Forged signatures or alteration of records.

The above list is not exhaustive, but does give a good idea as to what types of things constitute fraudulent activity. Remember, if you think something doesn't look or seem right, then please report it.

4. What To Look For – Red Flags

Research conducted by independent organisations has shown that certain environmental conditions and behavioural characteristics can indicate that a greater risk of fraud or corruption could exist. Such characteristics do not in themselves suggest the existence of fraud or corruption, but that risk may be increased. Red flags to look for include:

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- Evidence of habitual gambling.
- Unusually lavish lifestyle inconsistent with income.
- Disregarding system controls such as reconciliations and segregation of duties.
- Delegations and authorisations not being enforced.
- Individuals not taking leave.
- Someone resigning suddenly and unexpectedly or failing to attend work for no apparent reason.
- Overriding internal control processes.
- Demonstrations of excessive generosity to other staff.
- Passwords not being secured and protected.
- Confidential information not being adequately secured.
- Drugs or alcohol abuse.
- Character changes.

When a fraud or corrupt activity is exposed, a common thread amongst the people close to the perpetrator is that he or she was the last person they would have expected to commit fraud – they trusted them implicitly. So, the perception of trust is not necessarily a valid indicator. Research has shown that three common factors are present when fraud or corrupt activity occurs:

- Motivation – usually shown to be greed and lifestyle considerations, followed by gambling.
- Rationalisation – justification by the individual of the fraudulent activity.
- Opportunity – often resulting from a lack of internal controls.

When these three factors present themselves, the organisation is at an increased risk of fraud and corruption. In this regard, Council has little influence over a person's individual motivation, but we can limit 'opportunity' by ensuring the internal controls operating are effective.

5. Impact of Fraud and Corruption

Fraudulent and corrupt activity can have a wide ranging impact upon the organisation, individuals and the community generally. From an organisational perspective, impacts include:

- Loss of funds or property, including intellectual property.
- The loss of one or more employees.
- A significant commitment of time by management in reviewing and investigating suspected fraudulent activity.
- Costs associated with criminal or civil legal actions.
- Reputational damage and loss of confidence in Council from the community and industry peers.
- Potential for higher insurance premiums or inability to source insurance

However, the effects of fraud are not just confined to the organisation. The effect upon the individual implicated has the potential to be devastating. At best, there will be a loss of trust and reputation, lost employment opportunities and possible criminal or civil proceedings. Depending on the severity of the fraud, it is also possible for the individual to encounter family issues and lose their family assets. Additionally, Council will, where possible, seek asset recovery or recompense.

From another perspective, given the potential consequences associated with being accused of fraudulent activity it is important to ensure there are reasonable grounds

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upon which allegations are made. However, if there is any doubt you are encouraged to discuss this with your manager or other senior officer.

6. What Is Council Doing To Control Fraud and Corruption?

Council has in place a range of control mechanisms to prevent and detect fraud and corruption. These include, amongst others, a range of accounting controls, recruitment procedures, delegation authorities, reporting systems, information system controls and internal and external audit.

It is the intention of this Fraud and Corruption Control Staff Guide, together with future training and awareness programs, to improve employee and management understanding.

7. What Should I Do If I Suspect Fraud or Corruption?

The simple answer to this is, report it to your Manager. However, this may not always be appropriate, if this is the case, refer to the following table:

Activity Involving	Report To	Contact
A fellow employee	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Senior Accountant	5232 9569
Manager	General Manager Corporate Services	5232 9416
General Manager	Chief Executive	5232 9454
Chief Executive	Mayor	Refer to EA General Manager Corporate Services 5232 9458 for contact details
	Independent Chairman of the Audit Committee	Refer to EA General Manager Corporate Services 5232 9458 for contact details
Mayor or Councillor	Chief Executive	5232 9454
	Independent Chairman of the Audit Committee	Refer to EA General Manager Corporate Services 5232 9458 for contact details
Non staff member	Departmental Manager	
	General Manager Corporate Services	5232 9416
	Senior Accountant	5232 9569

**Note that a matter may be referred to IBAC at any point, by either management or staff.*

In response to making a report on a suspected fraud or corrupt activity, there is no need for the burden of proof to be given by the staff member making the complaint. The investigation will outline if there is a fraud or corrupt activity that has taken place.

If you feel more comfortable talking about it outside your immediate work environment, please discuss your concerns with the General Manager Corporate Services (5232 9416) or the Manager Governance and Communications (5232 9453).

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Reports of fraud can be made anonymously if necessary and they will be investigated thoroughly. However, reports made anonymously are often more difficult to investigate as there may be gaps in the information provided.

Alternatively, if you are not comfortable with speaking directly to one of the abovementioned officers, the report can be made in writing, addressed to the relevant officer, by either internal mail or Australia Post.

8. Am I Protected if I Report my Concerns?

Council's Fraud Control Policy states *"Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment"*.

In addition to the above, if the suspected fraud or corruption is reported under the provisions of the Public Interest Disclosures Act 2012, Council has a legislative responsibility to comply with the protection clauses contained in this Act. Council's Protected Disclosure Procedures provide a statement which outlines Council's commitment to supporting the aims and objectives of the PID Act, as follows:

"Colac Otway Shire is committed to the aims and objectives of the Public Interest Disclosures Act 2012 (PID Act). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct."

Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment."

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice, as defined in the PID Act to the person who is the subject of the disclosure".

This procedure also explains the key processes involved in maintaining confidentiality. If you are in any doubt as to the level of your protection you should read Council's Protected Disclosure Procedures which are available on the Intranet, or talk to the General Manager Corporate Services (5232 9416) or the Manager Governance and Communications (5232 9453).

9. Summary

Remember, if something doesn't look or feel right, please report it.

Item: 10.6

Update S5 Instrument of Delegation - Council to CEO

OFFICER	Errol Lawrence
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	1. S 5 Instrument of Delegation to Chief Executive - Attachment May 2020 OCM [10.6.1 - 2 pages]
PURPOSE	Updated legislative changes affecting Council's powers, duties and functions - Instrument of Delegation to the Chief Executive Officer.

1. EXECUTIVE SUMMARY

Councils are required to update their delegations regularly to ensure they remain current and reflect changes in legislation.

As a result of the introduction of *Local Government Act 2020* (the Act), the purpose of this report is to review Council's Instrument of Delegation to the Chief Executive Officer and confer those duties to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule (attached) to the Instrument of Delegation (attached), in line with the requirements of the new Act.

The last review was adopted by Council on 28 August 2019.

2. RECOMMENDATION

That Council, in exercise of the powers conferred by section 11(1) of the Local Government Act 2020 (the Act) and all other powers enabling it, delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation, AND declares that:

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 27 May 2020;*
- 2. the delegation*
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation and that the Chief Executive Officer is authorised to affix the Common Seal to the Instrument;*
 - 2.2 is subject to any conditions and limitations set out in the Schedule;*
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and*
 - 2.4 remains in force until Council resolves to vary or revoke it.*

3. KEY INFORMATION

BACKGROUND

Councils have been given many powers, duties and functions under multiple pieces of legislation which are essential in fulfilling the wide-ranging responsibilities of Local Government.

Council must regularly update its Instrument of Delegations to enable enforcement of the statutory powers and responsibilities required within legislation and confer these duties to the relevant staff.

The organisation generally undertakes a review of delegations on a half yearly basis or where there have been changes to legislation. In addition, Council must specifically review delegations within 12 months of a general election.

KEY INFORMATION

The new Act has removed the ability of Council to delegate to members of Council staff. Delegations to members of Council staff under the Act are now the sole responsibility of the Chief Executive Officer. Section 11 of the Act provides:

11 Power of delegation

- 1) A Council may by instrument of delegation delegate to—*
 - a) the members of a delegated committee; or*
 - b) the Chief Executive Officer—*
any power, duty or function of a Council under this Act or any other Act other than a power, duty or function specified in subsection (2).
- 2) The following are specified for the purposes of subsection (1)—*
 - a) the power of delegation;*
 - b) the power to elect a Mayor or Deputy Mayor;*
 - c) the power to grant a reasonable request for leave under section 35;*
 - d) subject to subsection (3), the power to appoint the Chief Executive Officer, whether on a permanent or acting basis;*

- e) *the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;*
 - f) *the power to approve or amend the Council Plan;*
 - g) *the power to adopt or amend any policy that the Council is required to adopt under this Act;*
 - h) *the power to adopt or amend the Governance Rules;*
 - i) *the power to appoint the chair or the members to a delegated committee;*
 - j) *the power to make, amend or revoke a local law;*
 - k) *the power to approve the budget or revised budget;*
 - l) *the power to borrow money;*
 - m) *subject to section 181H(1)(b) of the **Local Government Act 1989**, the power to declare general rates, municipal charges, service rates and charges and special rates and charges;*
 - n) *any power, duty or function prescribed by the regulations for the purposes of this subsection.*
- 3) *A Council may delegate to the Chief Executive Officer the power to appoint an Acting Chief Executive Officer for a period not exceeding 28 days.*
 - 4) *A delegation may be made subject to any conditions or limitations specified in the instrument of delegation.*
 - 5) *A delegation that includes the power to enter into a contract or make any expenditure must specify a maximum monetary limit that cannot be exceeded.*
 - 6) *A member of a delegated committee to whom a delegation is given under subsection (1)(a) can only exercise the delegation while acting as a member of the delegated committee at a meeting of the delegated committee.*
 - 7) *A Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.*
 - 8) *A Council must keep a public register of delegations made under this section.*
 - 9) *Unless sooner revoked, a delegation made by a Council under the **Local Government Act 1989** continues in force until 1 September 2020.*

Note

See section 47 for the power of delegation of a Chief Executive Officer.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable.

LEGAL & RISK

Maintaining the currency of delegations in our complex legal and legislative environment is challenging. To reduce the risk of non-compliance Council subscribes to an update service provided by Maddocks Lawyers. This service provides updates on legislative changes and therefore Council updates the delegations on a half yearly basis or more if required.

Council's policy framework and specific policy decisions provides guidance to staff in executing their delegated powers.

FINANCIAL & BUDGETARY

The process to maintain delegations is complex to ensure legislative compliance (Council works with over 90 different pieces of legislation). Services provided by external providers such as Maddocks reduce this resource requirement and more importantly reduces the risk of non-compliance.

7. IMPLEMENTATION STRATEGY

The Instruments of Delegation will come into force following approval by Council and the affixing of the Common Seal.

COMMUNICATION

A register of delegations is maintained and held within the corporate office.

TIMELINE

Updates are prepared when advised of changes to legislation received from Maddocks and submitted to Council for consideration.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



S5 Instrument of Delegation to the Chief Executive Officer

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (the Act) and all other powers enabling it, the Colac Otway Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation, AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 27 May 2020;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

The COMMON SEAL of the)
 COLAC OTWAY SHIRE Council)
 was hereto affixed in accordance)
 with Local Law No 4.)

Peter Brown
Chief Executive

S5 Instrument of Delegation to The Chief Executive Officer

Local Government Act 2020			
Provision	Item Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> 1. determine any issue; 2. take any action; or 3. do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act. 	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 3. if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> 3.1 awarding a contract or making an expenditure exceeding the value of \$300,000; 3.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days; 3.3 election of a Mayor or Deputy Mayor; 3.4 granting of a reasonable request for leave under section 35 of the Act; 3.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 3.6 approval or amendment of the Council Plan; 3.7 adoption or amendment of any policy that Council is required to adopt under the Act; 3.8 adoption or amendment of the Governance Rules; 3.9 appointment of the chair or the members to a delegated committee; 3.10 making, amending or revoking a local law; 3.11 approval of the Budget or Revised Budget; 3.12 borrowing money; 3.13 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or 4. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution; 5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; 6. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a <ol style="list-style-type: none"> 6.1 policy; or 6.2 strategy adopted by Council; or 7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 8. The determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Item: 10.7

Update S6 Instrument of Delegation Council to Council Staff

OFFICER	Errol Lawrence
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Updates - S 6 Instrument of Delegation - Attachment for OCM May 2020 [10.7.1 - 8 pages] 2. Final - S 6 Instrument of Delegation - Members of Staff - Attachment OCM May 2020 [10.7.2 - 43 pages]
PURPOSE	Review and update Council's Instrument of Delegation to Members of Council Staff

1. EXECUTIVE SUMMARY

The new *Local Government Act 2020* (the Act) has been introduced with transitional arrangements. Section 11 – Power of Delegation, was proclaimed on 1 May 2020. Section 11(9) provides the following transitional provision:

*Unless sooner revoked, a delegation made by a Council under the **Local Government Act 1989** continues in force until 1 September 2020.*

The purpose of this report is to review Council's Instrument of Delegation to Members of Council Staff, align the Instrument with the requirements of the new Act and confer these duties to the relevant officers enabling enforcement of the statutory powers and responsibilities required within legislation. The last review was completed in August 2019.

2. RECOMMENDATION

That Council in the exercise of the powers conferred by section 11(1) of the Local Government Act 2020 (the Act) and the other legislation referred to in the tabled Instrument of Delegation, resolves that:

- 1. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the tabled Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.*
- 2. the Chief Executive Officer is authorised to affix the Common Seal to the Instrument. The Instrument comes into force immediately the Common Seal of Council is affixed.*
- 3. the duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that may from time to time be adopted.*

3. KEY INFORMATION

BACKGROUND

Councils have been given many powers, duties and functions under multiple pieces of legislation which are essential in fulfilling the wide-ranging responsibilities of Local Government.

Council must regularly update its Instrument of Delegations to enable enforcement of the statutory powers and responsibilities required within legislation and confer these duties to the relevant staff.

The organisation generally undertakes a review of delegations on a half yearly basis or where there have been changes to legislation. In addition, Council must specifically review delegations within 12 months of a general election.

KEY INFORMATION

The ability of Council to delegate to members of Council staff under the new Act has been removed. Delegations to members of Council staff under the Act are now the sole responsibility of the Chief Executive Officer. Section 11 of the Act provides:

11 Power of delegation

- 1) *A Council may by instrument of delegation delegate to—*
 - a) the members of a delegated committee; or*
 - b) the Chief Executive Officer—*
any power, duty or function of a Council under this Act or any other Act other than a power, duty or function specified in subsection (2).
- 2) *The following are specified for the purposes of subsection (1)—*
 - a) the power of delegation;*
 - b) the power to elect a Mayor or Deputy Mayor;*
 - c) the power to grant a reasonable request for leave under section 35;*
 - d) subject to subsection (3), the power to appoint the Chief Executive Officer, whether on a permanent or acting basis;*
 - e) the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;*
 - f) the power to approve or amend the Council Plan;*

- g) *the power to adopt or amend any policy that the Council is required to adopt under this Act;*
 - h) *the power to adopt or amend the Governance Rules;*
 - i) *the power to appoint the chair or the members to a delegated committee;*
 - j) *the power to make, amend or revoke a local law;*
 - k) *the power to approve the budget or revised budget;*
 - l) *the power to borrow money;*
 - m) *subject to section 181H(1)(b) of the **Local Government Act 1989**, the power to declare general rates, municipal charges, service rates and charges and special rates and charges;*
 - n) *any power, duty or function prescribed by the regulations for the purposes of this subsection.*
- 3) *A Council may delegate to the Chief Executive Officer the power to appoint an Acting Chief Executive Officer for a period not exceeding 28 days.*
 - 4) *A delegation may be made subject to any conditions or limitations specified in the instrument of delegation.*
 - 5) *A delegation that includes the power to enter into a contract or make any expenditure must specify a maximum monetary limit that cannot be exceeded.*
 - 6) *A member of a delegated committee to whom a delegation is given under subsection (1)(a) can only exercise the delegation while acting as a member of the delegated committee at a meeting of the delegated committee.*
 - 7) *A Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.*
 - 8) *A Council must keep a public register of delegations made under this section.*
 - 9) *Unless sooner revoked, a delegation made by a Council under the **Local Government Act 1989** continues in force until 1 September 2020.*

Note

See section 47 for the power of delegation of a Chief Executive Officer.

Section 47 of the Act provides:

47 Delegations by Chief Executive Officer

- (1) *The Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to—*
 - (a) *a member of Council staff; or*
 - (b) *the members of a Community Asset Committee.*
- (2) *The Chief Executive Officer may by instrument of delegation delegate any power, duty or function conferred by this Act or any other Act on the Chief Executive Officer, other than this power of delegation and the power of delegation under subsection (1), to a member of Council staff.*
- (3) *A delegation under this section to a member of Council staff may be made to—*
 - (a) *a person named in the delegation; or*
 - (b) *the holder of an office or position specified in the delegation.*
- (4) *A delegation under this section to the members of a Community Asset Committee is to be exercised subject to the terms and conditions specified by the Chief Executive Officer, which must include the following—*

- (a) *the specified limit on any financial delegation and the specified purpose for which the financial delegation may be used;*
 - (b) *compliance with specified governance requirements to ensure appropriate standards of probity are met;*
 - (c) *specified monitoring and reporting of the activities and performance of the Community Asset Committee.*
- (5) *A member of a Community Asset Committee to whom a delegation is given under this section can only exercise the delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee.*
 - (6) *A Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section.*
 - (7) *A Chief Executive Officer must keep a register of delegations made under this section.*
 - (8) *Unless sooner revoked, a delegation made by a Chief Executive Officer under the **Local Government Act 1989** continues in force until 1 September 2020.*

Council subscribes to the regular update service offered by Maddocks Lawyers which provides updates on legislative amendments required to Councils Instrument of Delegation to ensure legislative compliance. Council now also uses a software package (RelianSys) to automate the management of delegations.

Previously Councillors have been provided with a document showing tracked changes and a final document. Using RelianSys, Councillors will be provided with an amendment document showing new provisions, changed provisions and deleted provisions, along with the complete Instrument of Delegation.

To update the Instrument of Delegation from Council to Members of Council Staff, consultation with relevant managers was undertaken to ensure the correct officers are delegated the powers to perform the duties required under the new legislation.

Amendments in this update include:

1. on 2 December 2019, the *Rail Safety (Local Operations) Act 2006* (Vic) was repealed by s 118 of the *Rail Safety Legislation Amendment (National Services Delivery and Related Reforms) Act 2019* (Vic) (**RSL Amendment Act**) and, therefore, has been removed from our S6 template;
2. ss 91ZU(1), 91ZZC(1), 91ZZE(1), 91ZZE(3), 206AZA(2), 207ZE(2), 311A(2), 317ZDA(2) of the *Residential Tenancies Act 1997* (Vic) (**RTA**) have been inserted by the *Residential Tenancies Amendment Act 2018* (Vic). Also, ss 252, 262(1) and 262(3) of the RTA will be repealed on 1 July 2020, unless proclaimed earlier, which will affect three of the powers included in our S6 template; and
3. ss 14(4), 14(7), 119(2), 120(1), 120(2) and sch 2 cl 4 of the *Road Management Act 2014* (Vic) (**RMA**) have been amended to reflect the changes made by the *Transport Legislation Amendment Act 2019* (Vic) (**TL Amendment Act**).

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable.

LEGAL & RISK

Maintaining the currency of delegations in our complex legal and legislative environment is challenging. To reduce the risk of non-compliance Council subscribes to an update service provided by Maddocks Lawyers. This service provides updates on legislative changes and therefore Council updates the delegations on a half yearly basis or more if required.

Council's policy framework and specific policy decisions provides guidance to staff in executing their delegated powers.

FINANCIAL & BUDGETARY

The process to maintain delegations is complex to ensure legislative compliance. (Council works with over 90 different pieces of legislation.) Services provided by external providers such as Maddocks reduce this resource requirement and more importantly reduces the risk of non-compliance.

7. IMPLEMENTATION STRATEGY

The Instruments of Delegation will come into force following approval by Council and the affixing of the Common Seal.

COMMUNICATION

Under section 11(8) of the Act:

A Council must keep a public register of delegations made under this section.

A register of delegations is maintained and held within the corporate office. The register is available on request.

It is intended that the Instruments of Delegation will be made available on Council's website in the near future.

TIMELINE

Updates are prepared when advised of changes to legislation received from Maddocks and submitted to Council for consideration.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Updates to S6 Instrument of Delegation – Council to Members of Staff

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
285922	Planning and Environment Act 1987	s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available		
285923	Planning and Environment Act 1987	s 46Y	Duty to carry out works in conformity with the approved strategy plan		
286029	Planning and Environment Act 1987	s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee		GMDCS MPBH SPC
286347	Planning and Environment Act 1987	s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Where Council is a responsible public entity and is a planning authority. Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils	
334650	Residential Tenancies	s 91ZU(1)	Power to give a renter a notice to vacate rented premises	Where Council is a public statutory	All GMs

	Act 1997			authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	MPBH MCS HPC MFS CRS MCMP MAPD
334651	Residential Tenancies Act 1997	s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	All GMs MPBH MCS HPC MFS CRS MCMP MAPD
334652	Residential Tenancies Act 1997	s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	All GMs MPBH MCS HPC MFS CRS MCMP MAPD
334653	Residential Tenancies Act 1997	s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	Where Council is a public statutory authority engaged in the provision of housing Note: this	All GMs MPBH MCS MFS CRS

				power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	MCMP MAPD
334654	Residential Tenancies Act 1997	s 206AZA(2)	Function of receiving written notification	Note: this function is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	All GMs MPBH MCS MFS CRS MCMP MAPD
334655	Residential Tenancies Act 1997	s 207ZE(2)	Function of receiving written notification	Note: this function is not yet in force and will commence on 1 July 2020, unless proclaimed earlier	All GMs MPBH MCS MFS CRS MCMP MAPD
334656	Residential Tenancies Act 1997	s 311A(2)	Function of receiving written notification		All GMs MPBH MCS MFS CRS MCMP MAPD
334657	Residential Tenancies Act 1997	s 317ZDA(2)	Function of receiving written notification		All GMs MPBH MCS MFS CRS MCMP MAPD

CHANGED Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
286123	Residential Tenancies Act 1997	s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	Where Council is a public statutory authority engaged in the provision of housing Note: this provision will be repealed on 1 July 2020, unless proclaimed earlier	CRS, MAPD, MFS, All GMs
286124	Residential Tenancies Act 1997	s 262(1)	Power to give tenant a notice to vacate rented premises	Where Council is a public statutory authority engaged in the provision of housing Note: this provision will be repealed on 1 July 2020, unless proclaimed earlier	CRS, MAPD, MFS, All GMs
286125	Residential Tenancies Act 1997	s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	Where Council is a public statutory authority engaged in the provision of housing Note: this provision will be repealed on 1 July 2020, unless	CRS, MAPD, MFS, All GMs

				proclaimed earlier	
286145	Road Management Act 2004	s 14(4)	Function of receiving notice from theVicRoads Head, Transport for Victoria -		GMILS, MAPD
286146	Road Management Act 2004	s 14(7)	Power to appeal against decision of theVicRoads Head, Transport for Victoria -		GMILS
286198	Road Management Act 2004	s 119(2)	Function of consulting with theVicRoads Head, Transport for Victoria _____		GMILS, MAPD, MCMP, MSO
286199	Road Management Act 2004	s 120(1)	Power to exercise road management functions on an arterial road (with the consent of theVicRoads Head, Transport for Victoria)		GMILS, MAPD, MSO
286200	Road Management Act 2004	s 120(2)	Duty to seek consent of theVicRoads Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)		GMILS, MCMP
286207	Road Management Act 2004	sch 2 cl 4	Function of receiving details of proposal from theVicRoads Head, Transport for Victoria		GMILS, MAPD, MCMP

DELETED Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
286101	Rail Safety (Local Operations) Act 2006	s 33	Duty to comply with a direction of the Safety Director under s 33	Where Council is a utility under s 3	GMILS, MAPD
286102	Rail Safety (Local Operations) Act 2006	s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	Duty of Council as a road authority under the Road Management Act 2004	GMILS, MAPD
286103	Rail Safety (Local Operations) Act 2006	s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	Where Council is a utility under s 3	GMILS, MAPD
286104	Rail Safety (Local Operations) Act 2006	s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	Where Council is the relevant road authority	GMILS, MAPD
286105	Rail Safety (Local Operations) Act 2006	s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Where Council is the relevant road authority	GMILS, MAPD
286106	Rail Safety (Local	s 34D(2)	Function of receiving written notice of opinion	Where Council is the relevant road	GMILS,

	Operations) Act 2006			authority _____	MAPD
286107	Rail Safety (Local Operations) Act 2006	s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	Where Council is the relevant road authority _____	GMILS, MAPD
286108	Rail Safety (Local Operations) Act 2006	s 34E(1)(a)	Duty to identify and assess risks to safety	Where Council is the relevant road authority _____	GMILS, MAPD
286109	Rail Safety (Local Operations) Act 2006	s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	Where Council is the relevant road authority _____	GMILS, MAPD
286110	Rail Safety (Local Operations) Act 2006	s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	Where Council is the relevant road authority _____	GMILS, MAPD
286111	Rail Safety (Local Operations) Act 2006	s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority _____	GMILS, MAPD
286112	Rail Safety (Local Operations) Act 2006	s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	Where Council is the relevant road authority _____	GMILS, MAPD
286113	Rail Safety	s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure	Where Council is the	GMILS,

	(Local Operations) Act 2006		manager	relevant road authority	MAPD
286114	Rail Safety (Local Operations) Act 2006	s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	Where Council is the relevant road authority	GMILS, MAPD
286115	Rail Safety (Local Operations) Act 2006	s 34I	Function of entering into safety interface agreements	Where Council is the relevant road authority	GMILS, MAPD
286116	Rail Safety (Local Operations) Act 2006	s 34J(2)	Function of receiving notice from Safety Director	Where Council is the relevant road authority	GMILS, MAPD
286117	Rail Safety (Local Operations) Act 2006	s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	Where Council is the relevant road authority	GMILS, MAPD
286118	Rail Safety (Local Operations) Act 2006	s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	Where Council is the relevant road authority	GMILS, MAPD



S6 Instrument of Delegation - Members of Staff

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (Act) and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Titles

- CEO: Chief Executive Officer
- CO: Compliance Officer
- CRS: Co-ordinator Revenue Services
- CUC: Compliance Unit Co-ordinator
- GMCS: General Manager Corporate Services
- GMDCS: General Manager Development and Community Services
- GMILS: General Manager Infrastructure and Leisure Services
- HPC: Health Protection Co-ordinator
- HPO: Health Protection Officer
- HPSO: Health Protection Support Officer
- MAPD: Manager Assets and Project Delivery
- MBS: Municipal Building Surveyor
- MCMP: Manager Capital and Major Projects
- MCS: Manager Community Services
- MECS: Manager Environment & Community Safety
- MEMC: Municipal Emergency Management Co-ordinator
- MFS: Manager Financial Services
- MPBH: Manager Planning, Building and Health
- MPC: Manager People and Culture
- MSO: Manager Services and Operations
- N/A: Not Applicable
- PA: Planning Administrator
- PBAC: Planning and Building Administration Co-ordinator
- PCofC: Planning Committee of Council
- PLO: Planning Officers
- SPC: Statutory Planning Co-ordinator

Title Groups

All GMs: All GMs - GMCS, GMDCS, GMILS

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 27 May 2020; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

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- 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

This Delegation was amended by resolution of the Colac Otway Shire Council on 27 May 2020.

THE COMMON SEAL of the)
COLAC OTWAY SHIRE COUNCIL was)
hereunto affixed in the presence of:)

Peter Brown
Chief Executive

Date _____

Delegation Sources

- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

SCHEDULE

S6 Instrument of Delegation - Members of Staff

Domestic Animals Act 1994			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CO, CUC	Council may delegate this power to a Council authorised officer
Environment Protection Act 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 53M(3)	Power to require further information	CO, CUC, HPC, HPO, HPSO, MECS, MPBH	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CO, CUC, HPC, HPO, HPSO, MECS, MPBH	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	HPC, HPO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	HPC, HPO, HPSO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	HPC, HPO	Refusal must be ratified by Council or it is of no effect
Food Act 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	HPC, HPO, HPSO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	HPC, HPO, HPSO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	HPC, HPO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	HPC, HPO, HPSO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	HPC, HPO, HPSO	If s 19(1) applies

Food Act 1984			
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	HPC, HPO, HPSO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	HPC, HPO, HPSO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	HPC, HPO, HPSO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	HPC, HPO, HPSO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	HPC, HPO, HPSO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	HPC, HPO, HPSO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	HPC, HPO, HPSO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	HPC, HPO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	HPC, HPO, HPSO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	HPC, HPO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	HPC, HPO, HPSO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	HPC, HPO, HPSO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	HPC, HPO, HPSO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	HPC, HPO, HPSO	Where Council is the registration authority
	Power to register, renew or transfer registration	HPC, HPO, HPSO	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	HPC, HPO, HPSO	Where Council is the registration authority

Food Act 1984			
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	HPC, HPO, HPSO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	HPC, HPO, HPSO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	HPC, HPO, HPSO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	HPC, HPO, HPSO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	HPC, HPO, HPSO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	HPC, HPO, HPSO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	HPC, HPO, HPSO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	HPC, HPO, HPSO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	HPC, HPO, HPSO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	HPC, HPO, HPSO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	HPC, HPO, HPSO	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	HPC, HPO, HPSO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	HPC, HPO, HPSO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	HPC, HPO, HPSO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	HPC	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	HPC, HPO, HPSO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	HPC, HPO	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	HPC, HPO	Where Council is the registration authority

Heritage Act 2017			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	GMDCS	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation
Local Government Act 1989			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO	
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	
Planning and Environment Act 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	GMDCS, MPBH, PCofC, SPC	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	GMDCS, MPBH, SPC	
s 4H	Duty to make amendment to Victoria Planning Provisions available	GMDCS, MPBH, PBAC, PLO, SPC	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	GMDCS, MPBH, PBAC, PLO, SPC	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MPBH, PBAC	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	GMDCS, MPBH, PBAC, PCofC, SPC	
s 8A(5)	Function of receiving notice of the Minister's decision	GMDCS, MPBH, PBAC, SPC	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	GMDCS, MPBH, PBAC, PCofC, SPC	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMDCS, MPBH, PBAC, PCofC	

Planning and Environment Act 1987			
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	GMDCS, MPBH, PBAC, PCofC, SPC	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	GMDCS, MPBH, PBAC, PCofC	
s 12B(1)	Duty to review planning scheme	GMDCS, MPBH, PCofC, SPC	
s 12B(2)	Duty to review planning scheme at direction of Minister	GMDCS, MPBH, PCofC, SPC	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMDCS, MPBH, PCofC, SPC	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	GMDCS, MPBH, PBAC, PCofC, PLO, SPC	
s 17(1)	Duty of giving copy amendment to the planning scheme	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 17(2)	Duty of giving copy s 173 agreement	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 18	Duty to make amendment etc. available	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	GMDCS, MPBH, PA, PBAC, PLO, SPC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	GMDCS, MPBH, PBAC, PCofC, SPC	
s 21(2)	Duty to make submissions available	GMDCS, MPBH, PA, PBAC, SPC	
s 21A(4)	Duty to publish notice	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 22	Duty to consider all submissions	GMDCS, MPBH, PBAC, PCofC, SPC	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	GMDCS, MPBH, PBAC, PCofC, SPC	

Planning and Environment Act 1987			
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	GMDCS, MPBH, PBAC, PCofC, SPC	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	GMDCS, MPBH, PLO, SPC	
s 26(1)	Power to make report available for inspection	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 26(2)	Duty to keep report of panel available for inspection	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 27(2)	Power to apply for exemption if panel's report not received	GMDCS, MPBH, PBAC, PCofC, SPC	
s 28	Duty to notify the Minister if abandoning an amendment	GMDCS, MPBH, PBAC, SPC	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	GMDCS, MPBH, PBAC, SPC	
s 30(4)(b)	Duty to provide information in writing upon request	GMDCS, MPBH, PBAC, SPC	
s 32(2)	Duty to give more notice if required	GMDCS, MPBH, PBAC, SPC	
s 33(1)	Duty to give more notice of changes to an amendment	GMDCS, MPBH, PBAC, SPC	
s 36(2)	Duty to give notice of approval of amendment	GMDCS, MPBH, PBAC, SPC	
s 38(5)	Duty to give notice of revocation of an amendment	GMDCS, MPBH, PBAC, SPC	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	GMDCS, MPBH, SPC	
s 40(1)	Function of lodging copy of approved amendment	GMDCS, MPBH, PBAC, SPC	
s 41	Duty to make approved amendment available	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 42	Duty to make copy of planning scheme available	GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 46AW	Function of being consulted by the Minister	CEO, GMDCS, MPBH	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, GMDCS, MPBH, SPC	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, GMDCS, MPBH, SPC	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, GMDCS, MPBH, SPC	Where Council is a responsible public entity

Planning and Environment Act 1987			
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, GMCS, GMDCS, MFS, MPBH	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, GMCS, GMDCS, MFS, MPBH	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, GMCS, GMDCS, MFS, MPBH	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, GMCS, MFS	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	
s 46GP	Function of receiving a notice under s 46GO	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO, GMCS, GMDCS, MFS, MPBH, SPC	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, GMCS, GMDCS, MFS, MPBH, SPC	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, GMCS, GMDCS, MFS, MPBH	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, GMCS, GMDCS, MFS, MPBH	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, GMCS, MFS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, GMCS, MFS	

Planning and Environment Act 1987			
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, GMCS, MFS	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO, GMCS, GMDCS, MPBH, SPC	
s 46GV(3)	f)Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, GMCS, GMDCS, MPBH, SPC	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, GMCS, GMDCS, MPBH, SPC	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, GMDCS, MPBH, SPC	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, GMDCS, MPBH, SPC	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, GMDCS, MPBH, SPC	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, GMDCS, MPBH, SPC	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, GMCS, GMDCS, GMILS, MFS, MPBH, SPC	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan

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			This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan

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s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, GMCS, GMDCS, MFS, MPBH, SPC	<p>If the VPA is the collecting agency under an approved infrastructure contributions plan</p> <p>Where Council is a development agency under an approved infrastructure contributions plan</p>
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan

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	that land at the date on which the approved infrastructure contributions plan expires		This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, MCS, MFS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, GMCS, GMDCS, MCS, MPBH	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, GMCS, GMDCS, MFS, MPBH, SPC	Where Council is a collecting agency or development agency

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s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO, GMCS, GMDCS, MFS, MPBH, SPC	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	GMDCS, MPBH, PCofC, SPC	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	GMDCS, MPBH, PCofC, SPC	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMDCS, MPBH	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMDCS, MBS, MPBH	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMDCS, MBS, MPBH, SPC	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	GMDCS, MPBH, SPC	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, GMDCS, MPBH, SPC	
s 46Q(1)	Duty to keep proper accounts of levies paid	GMCS, GMDCS, MFS, MPBH, SPC	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	GMCS, GMDCS, MFS, MPBH, SPC	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, GMDCS, MPBH, SPC	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMDCS, MPBH, SPC	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, GMDCS, MPBH, SPC	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

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s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, GMDCS, MPBH, SPC	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, GMDCS, MPBH, SPC	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	GMDCS, MFS, MPBH, SPC	
s 46QD	Duty to prepare report and give a report to the Minister	GMDCS, MFS, MPBH, SPC	Where Council is a collecting agency or development agency
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, GMDCS, MPBH, SPC	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, GMDCS, MPBH, PA, PLO, SPC	
s 49(2)	Duty to make register available for inspection	CEO, GMDCS, MPBH, PA, PLO, SPC	
s 50(4)	Duty to amend application	CEO, GMDCS, MPBH, PLO, SPC	
s 50(5)	Power to refuse to amend application	CEO, GMDCS, MPBH, PLO, SPC	
s 50(6)	Duty to make note of amendment to application in register	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 50A(1)	Power to make amendment to application	CEO, GMDCS, MPBH, PLO, SPC	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, GMDCS, MPBH, PLO, SPC	
s 50A(4)	Duty to note amendment to application in register	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 51	Duty to make copy of application available for inspection	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, GMDCS, MPBH, PBAC, PLO, SPC	

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s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, GMDCS, MPBH, PBAC, PCofC, SPC	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, GMDCS, MPBH, PBAC, PCofC, PLO, SPC	
s 54(1)	Power to require the applicant to provide more information	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 54(1B)	Duty to specify the lapse date for an application	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, GMDCS, MPBH, PLO, SPC	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, GMDCS, MPBH, PLO, SPC	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, GMDCS, MPBH, SPC	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 57(5)	Duty to make available for inspection copy of all objections	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 57A(5)	Power to refuse to amend application	CEO, GMDCS, MPBH, SPC	

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s 57A(6)	Duty to note amendments to application in register	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, GMDCS, MPBH, PLO, SPC	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, GMDCS, MPBH, PLO, SPC	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 58	Duty to consider every application for a permit	CEO, GMDCS, MPBH, PCofC, PLO, SPC	Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire
s 58A	Power to request advice from the Planning Application Committee	CEO, GMDCS, MPBH, SPC	
s 60	Duty to consider certain matters	CEO, GMDCS, MPBH, PA, PCofC, PLO, SPC	<p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> • Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). • Or four (4) or more objections have been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where <ul style="list-style-type: none"> ○ the works had not been completed prior to the expiry of the permit; and ○ the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and:

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			<p>a) The officer recommendation is to refuse the application (except where a determining referral authority under the planning scheme has recommended refusal of the application); and;</p> <p>b) The proposal is to:</p> <ol style="list-style-type: none"> Use and/or develop land for a dwelling, with or without outbuildings; or Excise an existing dwelling. <p>These criteria do not apply to decisions or applications on properties impacted by the 2015 Wye River/Separation Creek bushfire.</p>
s 60(1A)	Duty to consider certain matters	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	GMDCS, MPBH, PCofC, PLO, SPC	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, GMDCS, MPBH, PCofC, PLO, SPC	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). Or four (4) or more objections have been lodged against the grant of a permit. Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> the works had not been completed prior to the expiry of the permit; and the officer recommendation is for refusal, unless that recommendation is made due to

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			<p>the response of a referral authority under Section 55 of the Act.</p> <ul style="list-style-type: none"> • Or where the land is in the Farming or Rural Conservation Zones and: <ul style="list-style-type: none"> a) The officer recommendation is to refuse the application (except where a determining referral authority under the planning scheme has recommended refusal of the application); and; b) The proposal is to: <ul style="list-style-type: none"> i. Use and/or develop land for a dwelling, with or without outbuildings; or ii. Excise an existing dwelling. <p>Save where the application may have an affect on the broader community.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.</p> <p>These criteria do not apply to decisions or applications on properties impacted by the 2015 Wye River/Separation Creek bushfire</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, GMDCS, MPBH, PCofC, SPC	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, GMDCS, MPBH, PCofC, SPC	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, GMDCS, MPBH, PCofC, SPC	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, GMDCS, MPBH, PCofC, SPC	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, GMDCS, MPBH, PCofC, SPC	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, GMDCS, MPBH, PCofC, PLO, SPC	<hr/> <p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p>

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			<p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). Or four (4) or more objections have been lodged against the grant of a permit. Or where the application may have an affect on the broader community. Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> the works had not been completed prior to the expiry of the permit; and the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act <p>These criteria do not apply to decisions or applications on properties impacted by the 2015 Wye River/Separation Creek bushfire.</p>
s 62(2)	Power to include other conditions	CEO, GMDCS, MPBH, PCofC, PLO, SPC	<p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). Or four (4) or more objections have been lodged against the grant of a permit. Or where the application may have an affect on the broader community

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			<ul style="list-style-type: none"> Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> the works had not been completed prior to the expiry of the permit; and the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act <p>These criteria do not apply to decisions or applications on properties impacted by the 2015 Wye River/Separation Creek bushfire</p>
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, GMDCS, MPBH, PCofC, PLO, SPC	<p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). Or four (4) or more objections have been lodged against the grant of a permit. Or where the application may have an affect on the broader community. Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> the works had not been completed prior to the expiry of the permit; and

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			<ul style="list-style-type: none"> the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act <p>These criteria do not apply to decisions or applications on properties impacted by the 2015 Wye River/Separation Creek bushfire</p>
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, GMDCS, MPBH, PLO, SPC	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	If the recommending referral authority objected to the grant of the permit or the responsible authority decided

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			not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	CEO, GMDCS, MPBH, PA, PBAC, SPC	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 69(2)	Power to extend time	CEO, GMDCS, MPBH, PCofC, PLO, SPC	<p>Delegation to officers applies save where the development has commenced lawfully under the planning permit and:</p> <ul style="list-style-type: none"> the application seeks approval for an extension of time to complete the works; and the officer recommendation is for refusal, unless that recommendation is made due to the recommendation of a referral authority under Section 55 of the Act.
s 70	Duty to make copy permit available for inspection	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 71(1)	Power to correct certain mistakes	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 71(2)	Duty to note corrections in register	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 73	Power to decide to grant amendment subject to conditions	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, GMDCS, MPBH, PLO, SPC	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	

Planning and Environment Act 1987			
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, GMDCS, MPBH, PLO, SPC	
s 83	Function of being respondent to an appeal	CEO, GMDCS, MPBH, PLO, SPC	
s 83B	Duty to give or publish notice of application for review	CEO, GMDCS, MPBH, PLO, SPC	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, GMDCS, MPBH, PCofC, SPC	<p>Save for permit applications to properties impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5) Or four (4) or more objections have been lodged against the grant of a permit. Or the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> the works had not been completed prior to the expiry of the permit; and the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act

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			<ul style="list-style-type: none"> Or where the land is in the Farming or Rural Conservation Zones and: <ul style="list-style-type: none"> a) The officer recommendation is to refuse the application (except where a determining referral authority under the planning scheme has recommended refusal of the application); and; b) The proposal is to: <ul style="list-style-type: none"> i. Use and/or develop land for a dwelling, with or without outbuildings; or ii. Excise an existing dwelling. <p>Save where the application may have an affect on the broader community.</p> <p>These criteria do not apply to decisions or applications for properties in the area impacted by the 2015 Wye River Separation Creek bushfire</p>
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, GMDCS, MPBH, PLO, SPC	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, GMDCS, MPBH, SPC	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CEO, GMDCS, MPBH, PLO, SPC	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, GMDCS, MPBH, PLO, SPC	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CEO, GMDCS, MPBH, PLO, SPC	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, GMDCS, MPBH, SPC	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, GMDCS, MPBH, PLO, SPC	
s 91(2)	Duty to comply with the directions of VCAT	CEO, GMDCS, MPBH, PLO, SPC	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, GMDCS, MPBH, PLO, SPC	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, GMDCS, MPBH, PLO, SPC	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, CO, CUC, GMDCS, MPBH, PLO, SPC	

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s 95(3)	Function of referring certain applications to the Minister	CEO, GMDCS, MPBH, SPC	
s 95(4)	Duty to comply with an order or direction	CEO, GMDCS, MPBH, PLO, SPC	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, GMDCS, MPBH, SPC	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, GMDCS, MPBH, SPC	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, GMDCS, MPBH, PLO, SPC	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, GMDCS, MPBH, SPC	
s 96F	Duty to consider the panel's report under s 96E	CEO, GMDCS, MPBH, SPC	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	CEO, GMDCS, MPBH, PCofC, SPC	<p>Save for permit applications to properties Impacted by the 2015 Wye River/Separation bushfire</p> <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> • Is located in a Commercial 1 or 2 Zone, or a Township Zone, and does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme, where the number of spaces being waived/reduced exceeds five (5). • Or four (4) or more objections have been lodged against the grant of a permit. • Or the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> ○ the works had not been completed prior to the expiry of the permit; and ○ the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the application may have an affect on the broader community. • Or where the land is in the Farming or Rural Conservation Zones and:

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			<p>a) The officer recommendation is to refuse the application (except where a determining referral authority under the planning scheme has recommended refusal of the application); and;</p> <p>b) The proposal is to:</p> <ol style="list-style-type: none"> Use and/or develop land for a dwelling, with or without outbuildings; or Excise an existing dwelling. <p>These criteria do not apply to decisions or applications for properties in the area impacted by the 2015 Wye River Separation Creek bushfire</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, GMDCS, MPBH, SPC	
s 96J	Power to issue permit as directed by the Minister	CEO, GMDCS, MPBH, PLO, SPC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, GMDCS, MPBH, PLO, SPC	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CEO, GMDCS, MPBH, PLO, SPC	
s 97C	Power to request Minister to decide the application	CEO, GMDCS, MPBH, SPC	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, GMDCS, MPBH, PLO, SPC	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, GMDCS, MPBH, PLO, SPC	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, GMDCS, MPBH, PLO, SPC	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, GMDCS, MPBH, PLO, SPC	

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s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, GMDCS, MPBH, PLO, SPC	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, GMDCS, MPBH, PLO, SPC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, GMDCS, MPBH	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, GMDCS, MPBH	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, GMDCS, MPBH	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, GMDCS, MPBH	
s.107(1)	function of receiving claim for compensation	CEO, GMDCS, MPBH	
s 107(3)	Power to agree to extend time for making claim	CEO, GMDCS, MPBH	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, CO, CUC, GMDCS, MECS, MPBH, SPC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, CO, CUC, GMDCS, MECS, MPBH, PLO, SPC	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, CO, CUC, GMDCS, MECS, MPBH, SPC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, CO, CUC, GMDCS, MECS, MPBH, SPC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, CUC, GMDCS, MECS, MPBH	Except Crown Land
s 129	Function of recovering penalties	CEO, CO, CUC, GMDCS, MECS, MFS, MPBH	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, CO, CUC, GMDCS, MECS, MPBH, PLO, SPC	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, CO, CUC, GMDCS, MECS, MPBH, SPC	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, CO, CUC, GMDCS, MECS, MPBH, SPC	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for	CEO, GMDCS, MPBH, SPC	Where Council is the relevant planning authority

Planning and Environment Act 1987			
	reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)		
s 171(2)(f)	Power to carry out studies and commission reports	CEO, GMDCS, MPBH, SPC	
s 171(2)(g)	Power to grant and reserve easements	CEO, GMDCS, MPBH, PCofC, SPC	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, GMCS, GMDCS	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, GMCS, GMDCS	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, GMCS, GMDCS	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, GMDCS, GMILS, MPBH, SPC	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, GMCS, GMDCS, GMILS, MPBH	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, GMDCS, MPBH, PLO, SPC	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, GMDCS, MPBH, SPC	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMDCS, MPBH, SPC	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMDCS, MPBH, PCofC, SPC	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, GMDCS, MPBH, PBAC, PLO, SPC	

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s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, GMDCS, MPBH, PBAC, PLO, SPC	
s 178A(5)	Power to propose to amend or end an agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, GMDCS, MPBH, PLO, SPC	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, GMDCS, MPBH, PLO, SPC	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, GMDCS, MPBH, PLO, SPC	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, GMDCS, MPBH, PLO, SPC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, GMDCS, MPBH, PLO, SPC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, GMDCS, MPBH, PLO, SPC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, GMDCS, MPBH, PLO, SPC	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, GMDCS, MPBH, PLO, SPC	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, GMDCS, MPBH, PLO, SPC	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, GMDCS, MPBH, PLO, SPC	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, GMDCS, MPBH, PLO, SPC	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, GMDCS, MPBH, PLO, SPC	

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s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, GMDCS, MPBH, PLO, SPC	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, GMDCS, MPBH, PLO, SPC	
s 179(2)	Duty to make available for inspection copy agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, GMDCS, MPBH, PLO, SPC	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 182	Power to enforce an agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, GMDCS, MPBH, PLO, SPC	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, GMDCS, MPBH, PLO, SPC	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, GMDCS, MPBH, PLO, SPC	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, GMDCS, MPBH, PLO, SPC	

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s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, GMDCS, MPBH, PLO, SPC	
s 198(1)	Function to receive application for planning certificate	N/A	Certificates not issued by Council
s 199(1)	Duty to give planning certificate to applicant	N/A	Certificates not issued by Council
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	
s 201(3)	Duty to make declaration	CEO, GMDCS, MPBH, PLO, SPC	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, CO, CUC, GMDCS, MECS, MPBH, PCofC, PLO, SPC	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, GMDCS, MPBH, PLO, SPC	
	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, GMDCS, MPBH, PCofC, PLO, SPC	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, GMDCS, MPBH, SPC	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CEO, GMDCS, MPBH, SPC	
Rail Safety (Local Operations) Act 2006			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 33	Duty to comply with a direction of the Safety Director under s 33	GMILS, MAPD	Where Council is a utility under s 3
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	GMILS, MAPD	Duty of Council as a road authority under the Road Management Act 2004
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	GMILS, MAPD	Where Council is a utility under s 3
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	GMILS, MAPD	Where Council is the relevant road authority
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	GMILS, MAPD	Where Council is the relevant road authority

Rail Safety (Local Operations) Act 2006			
s 34D(2)	Function of receiving written notice of opinion	GMILS, MAPD	Where Council is the relevant road authority
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	GMILS, MAPD	Where Council is the relevant road authority
s 34E(1)(a)	Duty to identify and assess risks to safety	GMILS, MAPD	Where Council is the relevant road authority
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	GMILS, MAPD	Where Council is the relevant road authority
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMILS, MAPD	Where Council is the relevant road authority
s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	GMILS, MAPD	Where Council is the relevant road authority
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	GMILS, MAPD	Where Council is the relevant road authority
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMILS, MAPD	Where Council is the relevant road authority
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	GMILS, MAPD	Where Council is the relevant road authority
s 34I	Function of entering into safety interface agreements	GMILS, MAPD	Where Council is the relevant road authority
s 34J(2)	Function of receiving notice from Safety Director	GMILS, MAPD	Where Council is the relevant road authority
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	GMILS, MAPD	Where Council is the relevant road authority
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	GMILS, MAPD	Where Council is the relevant road authority
Residential Tenancies Act 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 142D	Function of receiving notice regarding an unregistered rooming house	HPC	
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	CRS, MAPD, MFS, All GMs	Where Council is the landlord
s 262(1)	Power to give tenant a notice to vacate rented premises	CRS, MAPD, MFS, All GMs	Where Council is the landlord
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	HPC, HPO, HPSO	
s 142G(2)	Power to enter certain information in the Rooming House Register	HPC, HPO, HPSO	
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	CRS, MAPD, MFS, All GMs	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	HPC, HPO	

Residential Tenancies Act 1997			
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	HPC, MECS, MPBH	
s 522(1)	Power to give a compliance notice to a person	CO, CRS, CUC, MECS, MFS, MPBH	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	All GMs	
s 525(4)	Duty to issue identity card to authorised officers	All GMs	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CRS, CUC, MFS	
s 526A(3)	Function of receiving report of inspection	CRS, CUC, MFS	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CO, CUC, MECS	
Road Management Act 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	GMILS, MAPD	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CRS, GMCS, GMILS, MAPD	
s 11(9)(b)	Duty to advise Registrar	CRS, GMCS, GMILS, MAPD	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CRS, GMILS, MAPD	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMILS, MAPD, MCMP, MSO	Where Council is the coordinating road authority
s 14(4)	Function of receiving notice from VicRoads	GMILS, MAPD	
s 14(7)	Power to appeal against decision of VicRoads	GMILS	
s 12(2)	Power to discontinue road or part of a road	GMILS, MAPD	Where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	GMILS, MAPD	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	GMILS, MAPD	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

Road Management Act 2004			
s 12(6)	Function of hearing a person in support of their written submission	GMILS, MAPD	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	GMILS, MAPD	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	GMILS, MAPD	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	GMILS, MAPD	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMILS	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMILS, MAPD	
s 15(2)	Duty to include details of arrangement in public roads register	GMILS, MAPD	
s 16(7)	Power to enter into an arrangement under s 15	GMILS	
s 16(8)	Duty to enter details of determination in public roads register	GMILS, MAPD	
s 17(2)	Duty to register public road in public roads register	MAPD	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	GMILS, MAPD	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	MAPD	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	GMILS	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	MAPD	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	GMILS	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)

Road Management Act 2004			
s 18(3)	Duty to record designation in public roads register	GMILS, MAPD	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	GMILS, MAPD	
s 19(4)	Duty to specify details of discontinuance in public roads register	GMILS, MAPD	
s 19(5)	Duty to ensure public roads register is available for public inspection	GMILS, MAPD	
s 21	Function of replying to request for information or advice	GMILS, MAPD	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	GMILS, MAPD	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMILS, MAPD	
s 22(5)	Duty to give effect to a direction under s 22	GMILS, MAPD	
s 40(1)	Duty to inspect, maintain and repair a public road.	GMILS, MAPD, MSO	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	GMILS, MAPD, MCMP	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	GMILS, MAPD, MSO	
s 42(1)	Power to declare a public road as a controlled access road	GMILS	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	GMILS	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified	GMILS	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	GMILS, MAPD	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMILS, MAPD, MCMP	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	GMILS, MAPD, MCMP	
s 49	Power to develop and publish a road management plan	GMILS, MAPD	
s 51	Power to determine standards by incorporating the standards in a road management plan	GMILS, MAPD	

Road Management Act 2004			
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMILS, MAPD	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMILS, MAPD	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMILS, MAPD	
s 54(6)	Power to amend road management plan	GMILS, MAPD	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMILS, MAPD	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMILS, MAPD	
s 63(1)	Power to consent to conduct of works on road	GMILS, MAPD, MCMP, MSO	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMILS, MAPD, MCMP, MECS, MEMC, MSO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	GMILS, MAPD, MCMP, MSO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CO, CUC, MECS	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CO, CUC, MECS	Where Council is the coordinating road authority
s 67(3)	Power to request information	CO, CUC, MECS	Where Council is the coordinating road authority
s 68(2)	Power to request information	CO, CUC, MECS	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	GMCS, GMDCS, GMILS	
s 119(2)	Function of consulting with VicRoads	GMILS, MAPD, MCMP, MSO	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMILS, MAPD, MSO	
s 72	Duty to issue an identity card to each authorised officer	GMCS, MPC	
s 85	Function of receiving report from authorised officer	GMILS, MAPD, MSO	
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)	GMILS, MCMP	
s 86	Duty to keep register re s 85 matters	GMILS	
s 87(1)	Function of receiving complaints	GMILS, MAPD, MSO	
s 87(2)	Duty to investigate complaint and provide report	GMILS	
s 112(2)	Power to recover damages in court	GMILS, MAPD, MCMP, MSO	

Road Management Act 2004			
s 116	Power to cause or carry out inspection	GMILS, MAPD, MCMP, MSO	
sch 2 cl 4	Function of receiving details of proposal from VicRoads	GMILS, MAPD, MCMP	
s 121(1)	Power to enter into an agreement in respect of works	GMILS, MCMP	
s 122(1)	Power to charge and recover fees	GMILS, MAPD, MCMP	
s 123(1)	Power to charge for any service	GMILS, MAPD, MCMP	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	GMILS	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	GMILS	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	GMILS	
sch 2 cl 5	Duty to publish notice of declaration	GMILS	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMILS, MAPD, MCMP	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMILS, MAPD, MCMP, MSO	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMILS, MAPD, MCMP	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMILS, MAPD, MCMP, MSO	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMILS, MAPD, MCMP	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	GMILS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	GMILS, MAPD, MCMP	Where Council is the coordinating road authority

Road Management Act 2004			
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	GMILS, MAPD, MCMP, MFS	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	GMILS, MAPD, MCMP, MSO	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	GMILS, MAPD, MCMP, MSO	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	GMILS, MCMP	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	GMILS, MAPD, MCMP, MSO	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	GMILS, MAPD, MCMP, MSO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	GMILS	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CO, CUC, GMILS, MAPD, MCMP	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	GMILS, MAPD	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMILS, MAPD	Where Council is the responsible road authority

Road Management Act 2004			
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	GMILS, MAPD	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	GMILS, MAPD	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)
Planning and Environment Regulations 2015			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMDCS, MPBH, SPC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, GMDCS, MPBH, PLO, SPC	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CEO, GMDCS, MPBH, PA, PBAC, PLO, SPC	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, GMDCS, MPBH, SPC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
Planning and Environment (Fees) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, GMDCS, MPBH, SPC	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, GMDCS, MPBH, SPC	

Planning and Environment (Fees) Regulations 2016			
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, GMDCS, MPBH, SPC	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	HPC, HPO	
r 11	Function of receiving application for registration	HPC, HPO, HPSO	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	HPC, HPO, HPSO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	HPC, HPO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	HPC, HPO	
r 13(4) & (5)	Duty to issue certificate of registration	HPC, HPO, HPSO	
r 15(1)	Function of receiving notice of transfer of ownership	HPC, HPO, HPSO	
r 15(3)	Power to determine where notice of transfer is displayed	HPC, HPO, HPSO	
r 16(1)	Duty to transfer registration to new caravan park owner	HPC, HPO	
r 16(2)	Duty to issue a certificate of transfer of registration	HPC, HPO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	HPC, HPO	
r 18	Duty to keep register of caravan parks	HPC, HPO, HPSO	
r 19(4)	Power to determine where the emergency contact person's details are displayed	HPC, HPO, HPSO	
r 19(6)	Power to determine where certain information is displayed	HPC, HPO, HPSO	
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	HPC, HPO, HPSO	
r 22A(2)	Duty to consult with relevant emergency services agencies	HPC, HPO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	HPC, HPO, HPSO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	HPC, HPO, HPSO	
r 25(3)	Duty to consult with relevant floodplain management authority	HPC, HPO	
r 26	Duty to have regard to any report of the relevant fire authority	HPC, HPO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	HPC, HPO, HPSO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	HPC, HPO, HPSO	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	HPC, HPO, HPSO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
r 40(4)	Function of receiving installation certificate	HPC, HPO, HPSO	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	HPC, HPO, HPSO	
sch 3 cl4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	HPC, HPO, HPSO	
Road Management (General) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	GMILS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMILS	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMILS	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	GMILS	
r 13(1)	Duty to publish notice of amendments to road management plan	GMILS	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	GMILS	
r 16(3)	Power to issue permit	GMILS	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	GMILS	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	GMILS	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	GMILS	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	GMILS	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMILS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	GMILS	
Road Management (Works and Infrastructure) Regulations 2015			
Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	GMILS	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	GMILS	Where Council is the coordinating road authority

10.8

Notice of Motion - Hard Waste Collection

COUNCILLOR Cr Joe McCracken

ATTACHMENTS Nil

1. COUNCILLOR COMMENT

There was no inclusion of a hard waste collection service in Contact 2006 - Waste Management Services contact, passed at the Special Council meeting on 13th May 2020. To gain the best understanding of the possibilities that such a service may cost, the different models that could be used and the different providers, council should have relevant and timely information.

The changes in the recycling and waste industry have had a significant impact in recent years, both to Colac-Otway and the local government sector.

The issue of a hard waste collection service has been of great interest to our community. It is therefore important that we seek to find models suitable for the delivery of the service that best suits our community, weighing up costs, providers, and other considerations relevant to the procurement of those services.

Consulting with our community is an important step to including them in this decision-making process. Asking for community feedback on this matter helps to determine the needs, capacity to pay, the potential level of usage of such a service, and how a service might best be structured to meet the needs of end users.

Waste management is a core council service. And a hard waste collection is something many in the community have taken an interest in. There are those people who are frail and elderly, those without equipment, and those who need to dispose of unwanted items - all who could benefit from a hard waste collection service. There are also significant environmental benefits, including the potential for adaptive reuse of household materials, recycling, and the potential of reducing illegal dumping in local bush lands. Let's not waste an opportunity!

2. OFFICER COMMENT

Council Officers support the provision of a hard waste collection service for our community.

If resolved by Council, Officers would propose a customer survey that is designed to establish resident requirements for a hard waste collection in Colac Otway Shire and the desire of residents to pay for the service. As per the Notice of Motion, Council would be engaged to review the scope and detail of the survey questions.

The survey will seek information that includes, the need and want for service, the type of service, frequency of service, the type of waste which can be included and how it would be funded e.g. user pay, general ratepayer levy etc.

It is anticipated that the survey could largely be conducted using existing staff resources. The survey would be conducted in June so as to allow Councillors the opportunity to attend a Briefing Session to help build the survey questions. It is anticipated that a report on hard waste collection could then be made to the August Council Meeting.

3. NOTICE OF MOTION

That Council:

- 1. Endorse a community consultation process seeking feedback on a potential hard waste collection service across Colac Otway Shire;***
- 2. Contribute to the scope of this community consultation process at a Councillor Briefing prior to its inclusion in a Council Meeting agenda for endorsement; and***
- 3. Request Council officers prepare a report by November 2020 taking into account community consultation amongst other feedback, with a view to the potential undertaking of a hard waste collection service across Colac Otway Shire, including but not limited to costs, delivery models, potential contractors and any other factors relevant to the potential provision of the service.***

Item: 10.9

Assemblies of Councillors

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Assembly of Councillors - Colac Regional Saleyards Advisory Committee Meeting - COVI D-19 measures t [10.9.1 - 1 page] 2. Assembly of Councillors - Councillor Briefing - 8 April 2020 [10.9.2 - 2 pages] 3. Assembly of Councillors - Planning Committee Preparation - 8 April 2020 [10.9.3 - 1 page] 4. Assembly of Councillors - Councillor Briefing - 15 April 2020 [10.9.4 - 2 pages] 5. Assembly of Councillors - Colac Regional Saleyards Advisory Committee Meeting - quarterly meeting - [10.9.5 - 1 page] 6. Assembly of Councillors - Colac Regional Saleyards Advisory Committee Meeting - COVI D-19 use of the [10.9.6 - 1 page] 7. Assembly of Councillors - Councillor Workshop - 22 April 2020 [10.9.7 - 1 page] 8. Assembly of Councillors - Council Meeting Preparation - 22 April 2020 [10.9.8 - 1 page] 9. Assembly of Councillors - Councillor Briefing - 6 May 2020 [10.9.9 - 2 pages]
PURPOSE	To report the Assemblies of Councillors

1. EXECUTIVE SUMMARY

ASSEMBLIES OF COUNCILLORS

The *Local Government Act 1989* requires that records of meetings which constitute an Assembly of Councillors be reported at the next practicable meeting of Council and incorporated in the minutes of the Council meeting. All relevant meetings have been recorded, documented and will be kept by Council for 4 years. The attached documents provide details of those meetings held that are defined as an Assembly of Councillors.

2. REPORTING

The Assemblies of Councillors are reported herewith.

The Local Government Act 1989 does not require a Council decision.

3. KEY INFORMATION

Friends of the Colac Botanic Gardens – Meetings suspended for the duration of the current pandemic as at 23 March 2020.

Old Beechy Rail Trail Committee – Meeting scheduled for Tuesday 21 April 2020 at 10am cancelled due to COVID-19 restrictions.

Roads Advisory Committee – Meeting scheduled for Wednesday 22 April 2020 at 10am cancelled due to COVID-19 restrictions. Meetings have been cancelled until further notice.

Central Reserve Advisory Committee – Meeting scheduled for Wednesday 6 May 2020 at 5:15pm cancelled due to COVID-19 restrictions.

The Lake Colac Advisory Committee – Meeting scheduled for Monday 11 May 2020 at 1pm cancelled due to COVID-19 restrictions.

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

- | | |
|---|---------------|
| • Colac Regional Saleyards Advisory Committee | 8 April 2020 |
| • Councillor Briefing | 8 April 2020 |
| • Planning Committee Meeting Preparation | 8 April 2020 |
| • Councillor Briefing | 15 April 2020 |
| • Colac Regional Saleyards Advisory Committee | 17 April 2020 |
| • Colac Regional Saleyards Advisory Committee | 21 April 2020 |
| • Councillor Workshop | 22 April 2020 |
| • Ordinary Council Meeting Preparation | 22 April 2020 |
| • Councillor Briefing | 6 May 2020 |

4. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



Assembly of Councillors Record

This form must be completed by the attending Council Officer and saved in the current Assembly of Council Records folder in Content Manager. A copy of the completed form must be provided to Governance for reporting at the next Ordinary Council Meeting. (Please refer to Assembly of Councillors Record - Explanation / Guide Notes.)

Assembly Details

Advisory committee name: ...Colac Regional Saleyards Advisory Committee.....

Date:8.... / ...4..... / ...20.....

Time: ...10am – 10.55am..... am / pm

Assembly Location:Colac Regional Saleyards canteen.....

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

In Attendance

Councillors: Cr Chris Smith... / / /
..... / / /

Officer/s: Tamzin McLennan... / Laurie Sharp /... /
..... / / /

Matter/s Discussed: ...Heightened measures that could be put in place to enable safe sales out of pens at the Colac Regional Saleyards during COVID-19 restrictions.....
.....

(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.)

Conflict of Interest Disclosures: (refer to page 5 of Assembly of Councillors Record – Explanation / Guide Notes)

Councillors: ...Nil..... / / /

Officer/s: Nil..... / / /

.....left meeting at: am / pm; returned to meeting at am / pm.

Completed by: ...Tamzin McLennan.....

**Councillor Briefing****Meeting Rooms 1 and 2, COPACC****Wednesday, 8 April 2020****2:00pm****Assembly of Councillors****INVITEES:**

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Cr Smith, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Sarah McKew

ATTENDEES:

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Peter Brown, Errol Lawrence (by teleconference), Tony McGann, Ian Seuren, Sarah McKew, Jason Clissold, Nick Howard (by teleconference), Frank Castles, Ben McLaughlin, Lyndal McLean

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Nil

ABSENT:

Cr Smith

Meeting commenced at 2:01pm

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
2:01pm – 2:43pm	2020/2021 Budget Cr Crook attended the meeting at 2:28pm.	Jason Clissold Nick Howard
2:43pm – 3:13pm	Contract 2006 – Waste	Frank Castles Ben McLaughlin



Councillor Briefing (continued)		
Time	Item	Attendees
3:13pm – 3:18pm	General business: - 22 April 2020 Ordinary Council Meeting agenda items	Sarah McKew Lyndal McLean
3:18pm	Meeting closed	





Planning Committee Meeting Preparation

Meeting Rooms 1 and 2, COPACC

Wednesday, 8 April 2020

3:00pm

Assembly of Councillors

INVITEES:

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Cr Smith, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Sarah McKew, Lyndal McLean

ATTENDEES:

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Peter Brown, Ian Seuren, Sarah McKew, Lyndal McLean, Bláithín Butler, Helen Evans, Doug McNeill, Ian Williams, Tony Gullone

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Errol Lawrence, Tony McGann

ABSENT:

Cr Smith

Meeting commenced at 3:20pm

Declarations of Interest		Item	Reason
Cr Schram	Having declared a conflict of interest, Cr Schram left the meeting at 3:39pm; returned at 3:46pm.	Item 8.3: PP138/2019 - Use and Development of the land for a dwelling and agricultural buildings - 45 Skinners Road Barongarook West	Section 78B – Direct interest My business conducts paid works for one or more objectors.
Doug McNeill	Have not taken part in any aspect of processing of the permit application and declared interest at the Planning Committee.	Item 8.3: PP138/2019 - Use and Development of the land for a dwelling and agricultural buildings - 45 Skinners Road Barongarook West	Indirect interest Relative is an objector to planning permit application PP138/2019-1 45 Skinners Road, Barongarook West.

Councillor Briefing

Time	Item	Attendees
3:20pm – 3:47pm	Planning Committee Meeting Preparation Having declared a conflict of interest, Cr Schram left the meeting at 3:39pm; returned at 3:46pm. Having declared a conflict of interest, Doug McNeill left the meeting at 3:39pm and did not return.	Bláithín Butler Helen Evans Doug McNeill Ian Williams Tony Gullone
3:47pm	Meeting closed	

**Councillor Briefing****Meeting Rooms 1 and 2, COPACC****Wednesday, 15 April 2020****2:00pm****Assembly of Councillors****INVITEES:**

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Cr Smith, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Sarah McKew

ATTENDEES:

Cr Crook, Cr Hanson, Cr Hart (by teleconference), Cr McCracken, Cr Potter, Cr Schram, Peter Brown, Errol Lawrence, Ian Seuren, Sarah McKew, Madeleine Bisits, Jason Clissold, Frank Castles, Nick Howard

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Tony McGann

ABSENT:

Cr Smith

Meeting commenced at 2:03pm

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
2:03pm – 3:20pm	2020/21 Budget	Jason Clissold Nick Howard
3:20pm – 3:54pm	Contract 2006 – Waste Cr Schram left the meeting at 3:44pm; returned at 3:47pm.	Frank Castles



Councillor Briefing (continued)		
Time	Item	Attendees
3:54pm – 3:59pm	Former Colac High School site	Ian Seuren
3:59pm – 4:05pm	General Business: - CEO Delegations	
4:05pm	Meeting closed	





Assembly of Councillors Record

This form must be completed by the attending Council Officer and saved in the current Assembly of Council Records folder in Content Manager. A copy of the completed form must be provided to Governance for reporting at the next Ordinary Council Meeting. (Please refer to Assembly of Councillors Record - Explanation / Guide Notes.)

Assembly Details

Advisory committee name: ...Colac Regional Saleyards Advisory Committee.....

Date:17.... / ...4..... / ...20.....

Time:8.30am – 9.35pm..... am / pm

Assembly Location:Colac Regional Saleyards canteen.....

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

In Attendance

Councillors: Cr Chris Smith... / / /

Officer/s: Tamzin McLennan... / Laurie Sharp /...Eliza Withall..... /

Matter/s Discussed: ...Quarterly advisory committee meeting – fees and charges, operational issues, COVID-19 restrictions, maintenance matters, chin bar and cattle crush.....

(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.)

Conflict of Interest Disclosures: (refer to page 5 of Assembly of Councillors Record – Explanation / Guide Notes)

Councillors: ...Nil..... / / /
..... / / /

Officer/s: Nil..... / / /
..... / / /

.....left meeting at: am / pm; returned to meeting at am / pm.

Completed by: ...Tamzin McLennan.....



Assembly of Councillors Record

This form must be completed by the attending Council Officer and saved in the current Assembly of Council Records folder in Content Manager. A copy of the completed form must be provided to Governance for reporting at the next Ordinary Council Meeting. (Please refer to Assembly of Councillors Record - Explanation / Guide Notes.)

Assembly Details

Advisory committee name: ...Colac Regional Saleyards Advisory Committee.....

Date:21.... / ...4..... / ...20.....

Time:4.30pm – 5.20pm..... am / pm

Assembly Location:Colac Regional Saleyards canteen.....

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

In Attendance

Councillors: Cr Chris Smith... / / /
..... / / /

Officer/s: Tamzin McLennan... / Laurie Sharp /... /
..... / / /

Matter/s Discussed: ...Use of the dairy ring to sell cattle in order to achieve social distancing but allow more buyers to participate as part of COVID-19 restrictions.....
.....

(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.)

Conflict of Interest Disclosures: (refer to page 5 of Assembly of Councillors Record – Explanation / Guide Notes)

Councillors: ...Nil..... / / /

Officer/s: Nil..... / / /

.....left meeting at: am / pm; returned to meeting at am / pm.

Completed by: ...Tamzin McLennan.....



Councillor Workshop
Meeting Rooms 1 and 2, COPACC
Wednesday 22 April 2020

1:00pm

Assembly of Councillors

INVITEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Jason Clissold, Nick Howard

ATTENDEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Jason Clissold (by teleconference), Sarah McKew

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Nick Howard

ABSENT:

Nil

Meeting commenced at 1:00pm

Declarations of Interest		Item	Reason
Nil			
Time	Item		Attendees
1:00pm – 2:08pm	Councillor Workshop: <ul style="list-style-type: none"> Rate Relief Budget Package proposal Cr Crook attended the meeting at 1:03pm. Cr Hart attended the meeting at 1:07pm.		Jason Clissold Sarah McKew
2:08pm	Meeting closed		



Pre-Council Meeting Preparation
Meeting Rooms 1 and 2, COPACC
Wednesday 22 April 2020

2:00pm

Assembly of Councillors

INVITEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean

ATTENDEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean, Madeleine Bisits, Lucy Vesey

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Nil

ABSENT:

Nil

Meeting commenced at 2:08pm

Declarations of Interest		Item	Reason
Nil			
Time	Item		Attendees
2:08pm – 3:32pm	Ordinary Council Meeting Preparation Cr Hart left the meeting at 3:01pm; returned at 3:04pm.		Madeleine Bisits Lucy Vesey
3:32pm	Meeting closed		



Councillor Briefing
Meeting Room 1, COPACC
Wednesday, 6 May 2020

12:00pm

Assembly of Councillors

INVITEES:

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Cr Smith, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren

ATTENDEES:

Cr Crook, Cr Hanson (by video conference), Cr McCracken, Cr Hart (by video conference), Cr Potter, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Jason Clissold, Paul Carmichael, Madeleine Bisits, Nicole Frampton, Sarah McKew, Tamzin McLennan, Doug McNeill, Peter Macdonald, James Myatt

EXTERNAL ATTENDEES:

Kate Oliver (by video conference), Partner, Maddocks

APOLOGIES:

Cr Schram

ABSENT:

Cr Smith

Meeting commenced at 12:00pm

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
12:00pm – 12:15pm	Cressy Restructure Overlay Amendment (C105cola)	Doug McNeill
12:15pm – 12:25pm	Policy Review 20.2 - Naming of roads, localities and features	Jason Clissold Paul Carmichael
12:25pm – 12:30pm	Break	



Councillor Briefing (continued)		
Time	Item	Attendees
12:30pm – 12:45pm	Memorial Square Playspace - Update and Public Consultation Plan	Madeleine Bisits Nicole Frampton
12:45pm – 1:30pm	Break	
1:30pm – 3:05pm	Maddocks - Local Government Act 2020 Councillor Information Session	Kate Oliver Sarah McKew
3:05pm – 3:15pm	Break	
3:15pm – 4:09pm	2020/21 Budget Information Session	Jason Clissold Tamzin McLennan Madeleine Bisits Peter Macdonald James Myatt
4:09pm – 4:39pm	General Business: <ul style="list-style-type: none"> - Apollo Bay Early Years Hub - Solar Array - Online meetings - Building Fees - Waste Contract Cr Hanson left the meeting at 4:29pm and did not return.	Sarah McKew
4:39pm	Meeting closed	

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:

<i>SUBJECT</i>	<i>REASON</i>	<i>SECTION OF ACT</i>
<i>Minutes of the Closed Session Council Meeting held on 26 February 2020</i>	This matter deals with contractual matters; and because this matter deals with proposed developments; and because this matter deals with any matter which the Council or special committee considers would prejudice the Council or any person.	<i>Local Government Act 1989, Section 89 (2) (d), (e) & (h)</i>
<i>CEO Employment Matters Advisory Committee Report</i>	This matter deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.	<i>Local Government Act 2020, Section 3 (1) (f)</i>