



Council Meeting Agenda

28 April 2026 at 1pm

Apollo Bay Bowls Club – 6 Moore Street, Apollo Bay

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 28 April 2026

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COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at the **Apollo Bay Bowls Club** on Tuesday 28 April 2026 at 1:00 PM.

AGENDA

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

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

AMEN

2 ACKNOWLEDGEMENT OF COUNTRY

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

RECORDING AND PUBLICATION OF MEETINGS

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

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

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

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

3 MEETING ADMINISTRATION

3.1 Present

3.2 Apologies and Leaves of Absence

3.3 Confirmation of Minutes

RECOMMENDATION

That Council confirm the minutes of the Unscheduled Council Meeting held on 31 March 2026.

3.4 Declarations of Interest

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

4 QUESTION TIME

A maximum of 30 minutes is allowed for question time. Any person wishing to participate in public question time by videoconference will need to register their intention to do so by contacting the shire prior to 5pm on Friday 24 April 2026. A maximum of two questions, per person, per meeting is permitted. You must ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting. Written questions must be received by 5pm on Sunday 26 April 2026.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

Nil reports.

Item: 6.1

PP101/2023-1 - 19 Park Avenue & 92 Montrose Avenue APOLLO BAY

ADDRESS AND PROPERTY DETAILS	19 Park Avenue & 92 Montrose Avenue APOLLO BAY Lot: 2 PS: 748645 V/F: 11997/644, Lot: 3 PS: 748645 V/F: 11997/645 Parish of Krambruk	APPLICATION NUMBER	PP101/2023-1																		
PROPOSAL	Staged Subdivision, Removal of Native Vegetation & Associated Works																				
PERMIT TRIGGERS	<table><tr><th>Planning scheme clause</th><th>Matter for which a permit is required</th></tr><tr><td>Clause 32.09-3</td><td>Subdivide land in the Neighbourhood Residential Zone.</td></tr><tr><td>Clause 33.03-3</td><td>Subdivide land in the Industrial 3 Zone</td></tr><tr><td>Clause 33.03-4</td><td>Carry out works for a retarding basin in the Industrial 3 Zone</td></tr><tr><td>Clause 42.03-2</td><td>Native Vegetation Removal in the Significant Landscape Overlay</td></tr><tr><td>Clause 43.02-3</td><td>Subdivide land in the Design and Development Overlay</td></tr><tr><td>Clause 44.01-5</td><td>Subdivide land in the Erosion Management Overlay</td></tr><tr><td>Clause 44.04-3</td><td>Subdivide land in the Land Subject to Inundation Overlay</td></tr><tr><td>Clause 52.17-1</td><td>Remove, destroy or lop native vegetation, including dead native vegetation</td></tr></table>			Planning scheme clause	Matter for which a permit is required	Clause 32.09-3	Subdivide land in the Neighbourhood Residential Zone.	Clause 33.03-3	Subdivide land in the Industrial 3 Zone	Clause 33.03-4	Carry out works for a retarding basin in the Industrial 3 Zone	Clause 42.03-2	Native Vegetation Removal in the Significant Landscape Overlay	Clause 43.02-3	Subdivide land in the Design and Development Overlay	Clause 44.01-5	Subdivide land in the Erosion Management Overlay	Clause 44.04-3	Subdivide land in the Land Subject to Inundation Overlay	Clause 52.17-1	Remove, destroy or lop native vegetation, including dead native vegetation
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Item: 6.1

PP101/2023-1 - 19 Park Avenue & 92 Montrose Avenue APOLLO BAY

Note: no permit is triggered for the removal of vegetation under the SLO3 as the vegetation to be removed is outside of the area covered by this overlay. This is considered later in this report.

TRIGGER FOR DETERMINATION BY COMMITTEE

Four (4) or more objections

ZONE

Neighbourhood Residential Zone (NRZ1)

Industrial 3 Zone (IN3Z)

OVERLAYS

19 Park Avenue

Significant Landscape Overlay, Schedule 3 (SLO3) – 6.63%

Land Subject to Inundation Overlay (LSIO) – 9.94%

Design and Development Overlay, Schedule 7 (DDO7) – 100%

92 Montrose Avenue

Erosion Management Overlay, Schedule 1 (EMO1) – 3.95%

Land Subject to Inundation Overlay (LSIO) – 27.66%

COVENANTS

N/A

CULTURAL HERITAGE

Yes. Cultural Heritage Management Plan No.17344 - Approved 23/02/2026

OFFICER

Ian Williams

GENERAL MANAGER

Ian Seuren

DIVISION

Community and Economy

ATTACHMENTS

1. PP101/2023-1 - 1 - Native Vegetation Assessment Report [6.1.1 - 35 pages]
2. PP101/2023-1 - Proposed Plan of Subdivision [6.1.2 - 1 page]
3. PP101/2023-1 - Traffic Impact Assessment Report [6.1.3 - 44 pages]
4. PP101/2023-1 - Stormwater Management Plan [6.1.4 - 21 pages]

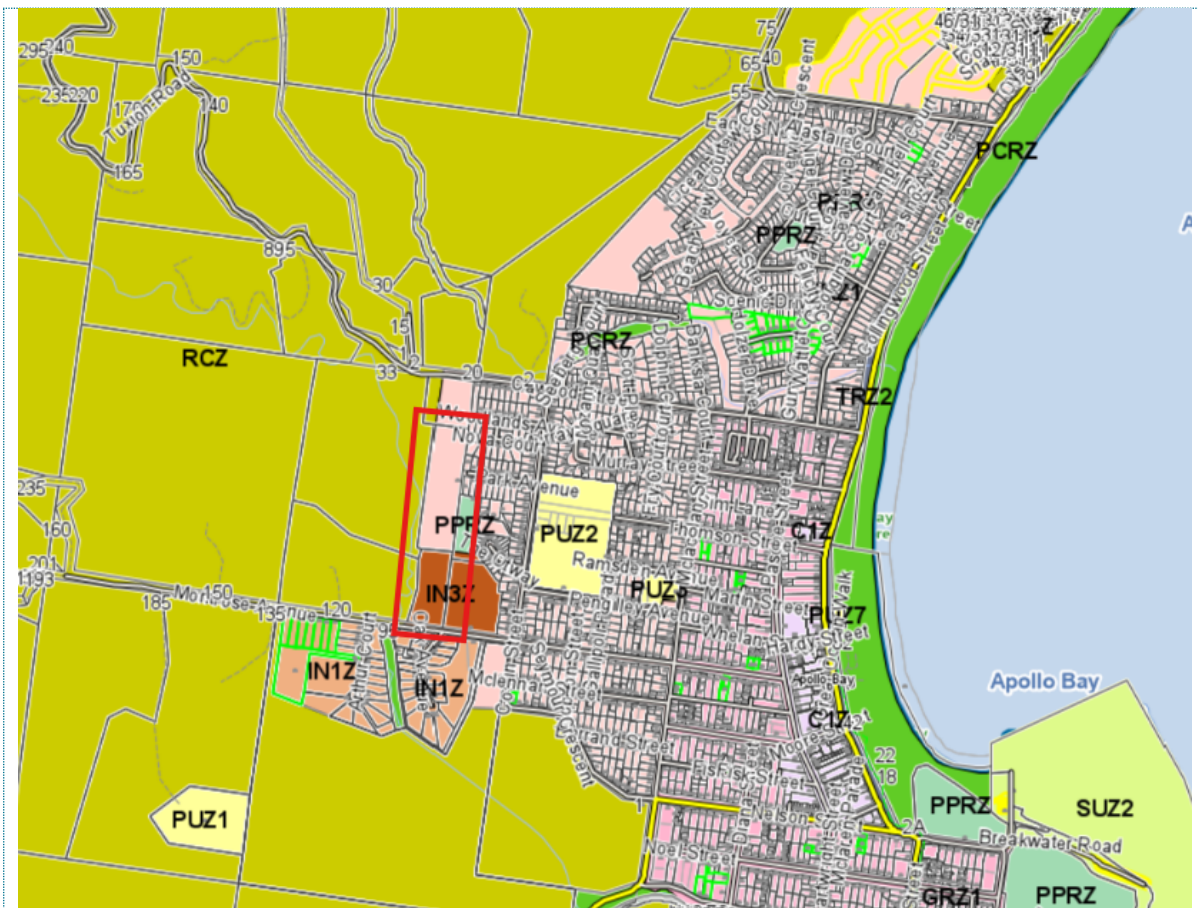
Item: 6.1

PP101/2023-1 - 19 Park Avenue & 92 Montrose Avenue APOLLO BAY

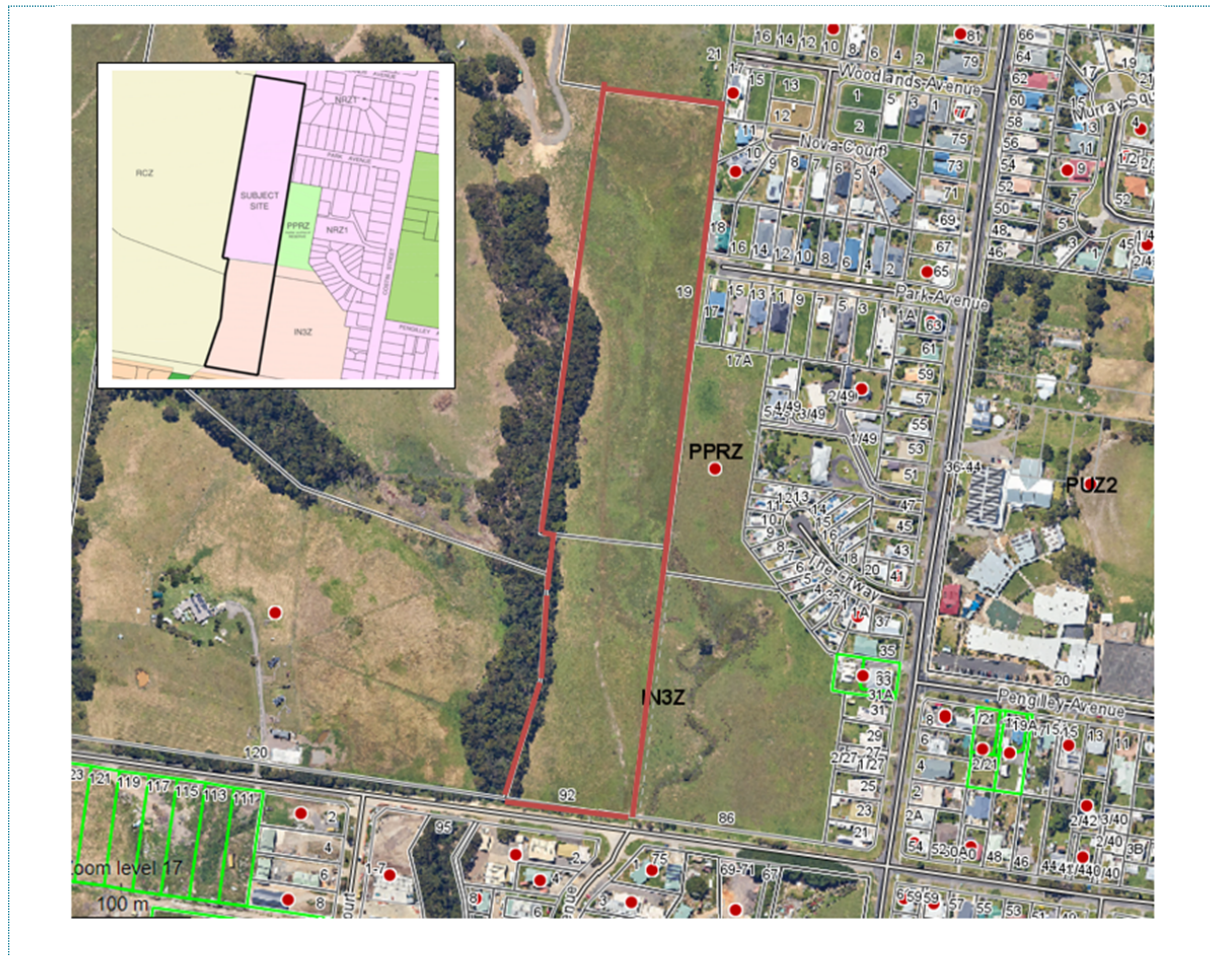
5. PP101/2023-1 - Stormwater Management Plan - Addendum [6.1.5 - 17 pages]
6. PP101/2023-1 - Flood Impact Assessment [6.1.6 - 37 pages]
7. PP101/2023-1 - Memorandum of bushfire advice v 2 [6.1.7 - 23 pages]
8. PP101/2023-1 - Bushfire Risk Removal Report [6.1.8 - 33 pages]

1. LOCATION PLAN / AERIAL PHOTO

LOCATION PLAN



AERIAL PHOTO



2. RECOMMENDATION

That the Planning Committee resolves to issue a Notice of Decision to Grant a Permit for Staged Subdivision, Removal of Native Vegetation and Associated Works at 19 Park Avenue and 92 Montrose Avenue APOLLO BAY [Lot: 2 PS: 748645 V/F: 11997/644, Lot: 3 PS: 748645 V/F: 11997/645 Parish of Krambruk] subject to the following conditions:

Endorsed Plans

- 1. The layout and site dimensions of the proposed subdivision as shown on the endorsed plan(s) must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan(s).***

Easements

- 2. Prior to the certification of the plan of subdivision for each stage under the Subdivision Act 1988, all easements deemed necessary to protect existing or future drainage lines within that stage, and any easements required between the subject land and the nominated legal point of discharge must be created to the satisfaction of the Responsible Authority.**

Staging of Subdivision

- 3. The subdivision must proceed in order of stages shown on the endorsed plan, unless otherwise agreed in writing by the Responsible Authority.**

Compliance with Geotechnical Assessment

- 4. The approved subdivision and associated works must be carried out on the site in accordance with the recommendations of the Geotechnical Assessment Report prepared by St. Quentin Geotechnical and Environmental Engineering (Reference 16567G-LRA v02) dated September 2023, or any Geotechnical Practitioner engaged to review the assessment submitted with the application.**

Restrictions on Title

- 5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must include a separate sheet that includes the following restrictions:**
 - i. All fencing on eastern (rear) boundaries for Lots 16 to 28, which abut the open space reserve must be constructed of cypress posts and black powder coated steel infill, 1.8m high semi-permeable and a minimum of 50% transparent. All fencing costs (installation and repair) abutting open space/reserves will be the responsibility of the developer/lot owner and will be constructed at the expense of the developer/lot owner to the satisfaction of the Responsible Authority.**
 - ii. Any replacement fencing must be constructed at the cost of the owner and must be of the same specifications (including materials and height) as the approved fencing, unless otherwise agreed in writing by the Responsible Authority.**

- iii. Colourbond fencing along the northern boundary of lots 8 and 9 to a height of 1.8m for such a time as the land to the immediate north (Lot 4 PS434972) remains undeveloped.*
- iv. Future dwellings on Lots 2-8 must be orientated towards internal street network (including primary access) and not towards the common property laneway to the rear.*
- v. The 4.5m wide common property to the rear of Lots 2-8 must be constructed and maintained in favour of the CFA and managed by the Body Corporate for Lots 2-8.*
- vi. Building envelopes on lots 2-8 with a setback of at least 4.5 metres from the western boundaries.*
- vii. Building envelopes on lots 16-28 to achieve BAL-19 rating or lower.*
- viii. Building envelope on lots 32-36 with a setback of 9m or greater from the eastern boundary to achieve BAL-29 rating.*
- ix. A 4m deep no build zone over the front of lots 32-36 as per the V14 plan of subdivision dated 10/08/2025.*

All buildings and works must be undertaken in accordance with these restrictions unless with the written consent of the Responsible Authority.

Open Space

- 6. The land shown as reserve on the endorsed plan must be vested in Colac Otway Shire for public open space purposes at no cost to Council.*

Landscape Plan

- 7. Prior to certification of the plan of subdivision for stage 1 under the Subdivision Act 1988, a Landscape Masterplan must be submitted to and approved by the Responsible Authority in writing. The Landscape Masterplan must include:*

- i. The details of the species, location, numbers, approximate height at planting and maturity, and spread of planting (where appropriate), including all street trees and planting within reserves.*
- ii. Inspection and pruning details provided by an Arborist for any pruning or removal of existing trees within future Council reserves.*
- iii. One tree on the nature strip adjacent to each lot and two on corners (with one tree on each frontage where possible), unless otherwise agreed in writing by the Responsible Authority.*
- iv. The promotion of the use of drought tolerant and low maintenance plants, and avoidance of species that are likely to spread into the surrounding environment.*
- v. Details of the implementation of planting and maintenance of trees (for two years), including an undertaking to replace dead trees.*
- vi. Details of all surface works, including footpaths, paving, grass, mulch.*
- vii. Landscaping within all reserves including pathways, signage, parking (where appropriate).*
- viii. Landscaping within the common property, immediately adjacent to the north of lots 30-32 and to the west of the common property driveway (southwest of lot 36). All landscaping within the common property must be managed by the Body Corporate and must maintain defensible space requirements and must not increase the bushfire risk for the industrial lots.*

All species selected must be to the satisfaction of the Responsible Authority.

Completion of Landscaping

- 8. Prior to the issue of statement of compliance for each stage under the Subdivision Act 1988, unless an alternate date is approved by the Responsible Authority in writing, all landscaping works shown on the endorsed plans for that stage must be completed to the satisfaction of the Responsible Authority. With the exception**

of landscaping within private land, all other landscaping must thereafter be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

- 9. Any existing or newly planted street trees, existing site trees and nature strips must be protected from construction activity in accordance with AS4970 - Protection of Trees on Development Sites. Grassed nature strips must be protected from construction activity or otherwise must be fully reinstated following disturbance.*
- 10. Prior to the issue of statement of compliance under the Subdivision Act 1988 for each stage of the subdivision, an inspection of the landscaping works for that stage must be requested and the written approval of the Responsible Authority to the works must be obtained.*

Street Tree Maintenance

- 11. The street trees and landscaping within the road reserve and any other reserves transferred to Council must be maintained in accordance with the detail in the endorsed Landscape Plan for each stage for a period of two years after completion of the relevant stage at the permit holder's expense. Any dead, diseased, or damaged plants must be replaced as soon as practicable. Regular formative pruning must be carried out during the 24 months maintenance period and the tree must be single trunk and in good health when handed over to Council.*
- 12. Prior to the issue of a statement of compliance under the Subdivision Act 1988 for the subdivision, a landscaping bond equivalent to \$150 per tree must be lodged with the Responsible Authority for the maintenance of the trees within the road reserve in accordance with the endorsed plan for a two year period.*
- 13. Upon completion of the two year maintenance period to the satisfaction of the Responsible Authority, the Responsible Authority may refund the landscaping bond after receiving a written request from the applicant. In the event that the landscaping works are not maintained to the satisfaction of the Responsible Authority, the Responsible Authority may complete or maintain the landscaping works and deduct the cost thereof, including supervision fee, from any security deposit lodgement.*

Native vegetation

- 14. Before the vegetation removal starts, the boundaries of all vegetation to be removed and retained must be clearly marked on the ground with tape or temporary fencing to the satisfaction of the Responsible Authority. Removal must accord with the endorsed plan.**

Native vegetation Offsets

- 15. To offset the removal of 0.004 hectares of native vegetation the permit holder must secure a native vegetation offset, in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) as specified below:**

A general offset of 0.002 general habitat units:

- located within the Corangamite Catchment Management Authority boundary or Colac Otway Shire municipal district;**
- with a minimum strategic biodiversity score of at least 0.368.**

Native vegetation removal offset(s) evidence

- 16. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of Responsible Authority. This evidence is one or both of the following:**
- An established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site; and/or**
 - Credit extract(s) allocated to the permit from the Native Vegetation Credit Register.**
- 17. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.**

18. *In the event that a security agreement is entered into as per condition 17, the applicant must provide the annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.*

Vegetation to be retained

19. *Vegetation removal and disposal must not cause damage to vegetation stands to be retained, to the satisfaction of the Responsible Authority. To prevent damage to the remaining vegetation, there must be no temporary or permanent storage of any materials, vehicles or equipment within areas of native vegetation identified to be retained in accordance with the endorsed plans. All storage sites must be restricted to existing cleared areas close to existing roads and tracks, and must not adversely impact upon native vegetation, including the root zones of existing trees. Such sites must not be located on or near erodible surfaces, surface water runoff areas or areas infested with weeds.*

Waterway protection

20. *The works must not interfere with any nearby waterway being a watercourse, drainage line or a natural channel with a regular flow.*

Run-off control

21. *Polluted and/or sediment laden run-off must not be discharged directly or indirectly into Colac Otway Shire drains, watercourses or water bodies.*

Ongoing soil erosion control

22. *All works must be undertaken in a manner that minimises soil erosion to greatest extent practicable, and any exposed areas of soil must be stabilised to prevent soil erosion, to the satisfaction of the responsible authority.*

Top soil retention

23. *All topsoil removed during the earthworks must be stockpiled, maintained in a weed-free condition, respread on disturbed ground after completion of the earthworks and revegetated to prevent erosion, all to the satisfaction of the responsible authority.*

Environmental Management Plan

24. Prior to the certification of the plan of subdivision under the Subdivision Act 1988, a site-specific Environmental Management Plan for that stage to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The Environmental Management Plan must be prepared in accordance with the EPA document 1834.1: Civil construction, building and demolition guide dated 12 September 2023 (or as amended). The Environmental Management Plan must include:

- a. Overall environmental objectives for the operation of the use and techniques for their achievement.***
- b. Procedures to ensure that no significant adverse environmental impacts occur as a result of the development and use.***
- c. Identification of possible risks of operational failure and response measures to be implemented, including, but not limited to, the following:***
 - i. Water Quality, Stormwater and Erosion Control***
 - ii. Site Waterway Management***
 - iii. Flora and Fauna Protection***
 - iv. Air Quality***
 - v. Noise and Vibration***
 - vi. Land and Groundwater Contamination Management***
 - vii. Waste Management and Minimisation during construction***
 - viii. Waste Management post-development***
 - ix. Storage and Handling of Fuels and Chemicals***
 - x. Neighbourhood Management and Communication***
 - xi. Traffic and Parking Control***
 - xii. Safety to the public and site security***
- d. Measures to prevent the introduction or export of weeds to and from the site.***
- e. An annual review or audit to the satisfaction of the Responsible Authority and any consequential changes to the plan submitted to and approved by the Responsible Authority.***

Road widening

- 25. Prior to the issue of a statement of compliance under the Subdivision Act 1988 for Stage 1, Park Avenue must be widened to an Access Street in accordance with the Infrastructure Design Manual (IDM) Standard, to the satisfaction of the Responsible Authority. The existing centreline of the road must be cantered upon widening.**

Drainage

- 26. Each lot on the endorsed plan must be drained to the satisfaction of the Responsible Authority.**

Stormwater Management Plan

- 27. Prior to the commencement of works, an amended Stormwater Management Plan must be submitted and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the plan submitted with the application and amended to include:**
- a. The objectives and standards of Clause 56.07-4 (Stormwater Management Objectives) of the Colac Otway Planning Scheme including water sensitive urban design and integrated water management, and any additional requirements of the Infrastructure Design Manual (IDM).**
 - b. Limit the Permissible Site Discharge (PSD) rate to the pre-developed discharge rate, during a critical 1 in 5-year ARI storm event (20% AEP) and detain the post developed discharge during a critical 1 in 100-year ARI storm event (1% AEP).**
 - c. The footprint of the proposed wetland, sediment pond and drainage outlets must be located outside of the 1% AEP flood flows of Andersons Creek.**
 - d. Batters of all proposed stormwater assets to be in accordance with the Melbourne Water Guidelines.**
 - e. All sediment ponds must be designed to a minimum maintenance period of 5 years.**

28. *Prior to the issue of Statement of Compliance under the Subdivision Act 1988, unless otherwise approved in writing by the Responsible Authority, the endorsed Stormwater Management Plan must be implemented to the satisfaction of the Responsible Authority.*

Functional Layout Plan

29. *Prior to the certification of the plan of subdivision under the Subdivision Act 1988, unless an alternate timeframe is agreed in writing by the Responsible Authority, a Functional Layout Plan for the subdivision must be submitted to and agreed by the Responsible Authority. The Functional Layout Plan which must be drawn to scale with dimensions, must be generally in accordance with the application plans and the Infrastructure Design Manual (IDM) adopted by Council (2019, Local Government Infrastructure Design Association, or as amended). The functional layout plan must include the following details:*

- i. Truck turning template as per IDM Standard for all roads including CFA access.*
- ii. SM2 kerb profiles on all internal roads.*
- iii. All easements deemed necessary for drainage.*
- iv. Typical road and footpath cross-sections.*
- v. Typical details of Court Bowl and parking.*
- vi. Carriage width widening of Park Avenue.*
- vii. Footpath extension fronting 1A Park Avenue to 63 Costin Street.*
- viii. Provide pram crossings on both sides of Costin Street at intersection to ensure a continuous accessible connection from the footpath on Park Avenue to the footpath on the western side of Costin Street.*
- ix. Drainage works on Montrose Avenue.*
- x. Wetland and access track in accordance with the Melbourne Water Guidelines.*

Detailed Engineering Design Plans

30. *Prior to the commencement of any road and/or drainage works associated with the subdivision, detailed engineering plans must be submitted to and approved by the Responsible Authority, unless otherwise agreed by the Responsible Authority. The Detailed Design Plans, which must be drawn to scale with dimensions, must be generally in accordance with the approved Functional Layout Plan and must include the requisite information listed in Appendix I*

(Information to be Shown on Plans) of the Infrastructure Design Manual (IDM) adopted by Council. The detailed design must include but not limited to:

- i) All internal roads, footpaths and shared paths designed and documented in accordance with typical road profiles in the approved Development Plan for the land.***
- ii) Carriage width widening of Park Avenue.***
- iii) SM2 kerb.***
- iv) All drainage works within and outside of the development site.***
- v) Wetland and Access track in accordance with the Melbourne Water Guidelines.***
- vi) Drainage works on Montrose Avenue.***
- vii) Detailed design of Court Bowl and Hammerhead turnaround.***
- viii) Footpath extension fronting 1A Park Avenue to 63 Costin Street.***
- ix) Provide pram crossings on both sides of Costin Street at intersection to ensure a continuous accessible connection from the footpath on Park Avenue to the footpath on the western side of Costin Street.***
- x) Road signage.***
- xi) Geotech report and pavement design.***
- xii) Detail of fencing around wetland.***

- 31. Prior to the issue of Statement of Compliance for the subdivision under the Subdivision Act 1988, unless otherwise approved in writing by the Responsible Authority, all works shown on the approved engineering plans must be constructed or carried out in accordance with the plans to the satisfaction of the Responsible Authority.***

Pavement Investigation

- 32. Prior to the issue of the Statement of Compliance under the Subdivision Act 1988, unless otherwise agreed in writing by the Responsible Authority, pavement investigations must be undertaken on Park Avenue, Costin Street and Park Avenue intersection. A report must be submitted for Council review and record.***
- 33. Any defects, undulations, or pavement failures identified as being caused by construction activities associated with the subdivision must be rectified to the satisfaction of the Responsible Authority. Rectification works at intersections must be carried out with 40 mm thick asphalt overlay.***

Retarding Basin

- 34. Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, all works associated with the wetland as approved must be completed to the satisfaction of the Responsible Authority.***

Construction Management Plan (CMP)

- 35. Prior to the commencement of any works associated with the subdivision, a Construction Management Plan for that stage must be submitted to and approved by the Responsible Authority. The Construction Management Plan/s must include, but not be limited to:***

- i) Details of hours of demolition and construction.***
- ii) Details of the construction program and traffic management details.***
- iii) Details of:***
 - methods to contain runoff, sedimentation, dust, and mud within the land,***
 - the method and frequency of clean up procedures to ensure the road reserves are kept safe and clean,***
 - how litter, concrete, and other construction waste will be managed and disposed of, including how chemical contamination on site will be managed.***
- iv) Details of the movement of construction vehicles to and from the land to avoid traffic hazards in and around the subject site, including delivery and unloading points for construction goods and equipment.***
- v) Details of facilities on the land for vehicle washing.***
- vi) Protection measures for features of the land to be retained, including existing vegetation and the cultural heritage buffer/reserve.***
- vii) Details of parking facilities for construction workers.***
- viii) Intended measures to minimise noise nuisance and other amenity impacts from mechanical equipment and demolition/construction activities.***
- ix) Details of a liaison officer for contact by residents and the Responsible Authority in the event queries or problems are experienced.***
- x) A photographic record of the road reserve in the vicinity of the site to capture the current condition of the public infrastructure, including any damaged infrastructure.***

36. *All works must be undertaken in accordance with the approved Construction Management Plan/s. The developer must ensure that all contractors are aware of the requirements of the approved Construction Management Plan/s and understand how to implement them.*

Inspections

37. *Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, an inspection of the new Council infrastructure must be requested and the written approval of the Responsible Authority to the works must be obtained. Any defects to the works identified during, or within 12 months of, that inspection must be rectified at the cost of the developer.*
38. *Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, CCTV inspection of all new underground stormwater pipes must be completed at the permit holder's expense and a report forwarded to the Responsible Authority for review. Any identified defects must be addressed to the satisfaction of the Responsible Authority.*

Submission of Digital data of As Constructed Drawings with Information

39. *Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, the following drawings and information are required to be submitted to the Responsible Authority in digital formats suitable for integration with existing systems:*
- a) Digital copies (pdf and dwg) of the as constructed detailed roads and drainage drawings.*
 - b) Survey enhanced digital data information for the assets (road, footpath, drainage: pipes, pits, basins, GPTs) component of the subdivision, in accordance with current A-Spec standards.*
 - c) Bill of Quantity (the cost of each asset handed over to the shire).*

Public Lighting

40. *Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, details of public lighting for the subdivision must be submitted to and approved by the Responsible Authority. Public lighting must be designed in accordance with the relevant Australian Standards and must be consistent with any strategy, policy or plan for the use of renewable energy and*

energy efficient fittings to the satisfaction of the Responsible Authority. The public lighting must be implemented in accordance with the approved plans.

- 41. Prior to the issue of statement of compliance under the Subdivision Act 1988, the public lighting for that stage must be implemented in accordance with the approved plans.**

Existing services and infrastructure

- 42. Prior to the issue of statement of compliance under the Subdivision Act 1988, any existing services and infrastructures must be relocated or removed to the satisfaction of the Responsible Authority and written evidence provided to the Responsible Authority to confirm works completed.**

Bonds and Fees

- 43. Prior to the issue of statement of compliance for the subdivision under the Subdivision Act 1988, the following applicable fees and bonds must be paid to Responsible Authority:**
- a) A bond of 5% of the road and drainage works estimate for each stage. This bond will be released upon satisfactory completion of the defects period specified in condition 29 of this permit.**
 - b) Design checking fees of 0.75% and supervision fees of 2.5% of the road and drainage works estimate.**
 - c) Landscape work checking fee of 0.75% and supervision fees of 2.5% of the landscaping works estimate.**

Defect Liability Period

- 44. The defect liability period will commence from the date of acceptance of the work by the Responsible Authority, and the defect liability period for all infrastructure assets will be:**
- a) 12 months for all infrastructure assets other than listed in b).**
 - b) 24 months for the landscaping and WSUD component.**

An inspection will be required at the end of the defect liability period for each stage, and the written approval of the Responsible Authority for that stage must

be obtained. Any defect identified during the inspection must be rectified before handing over to Council.

No Gas Connection

45. Any lot shown on the endorsed plan must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This does not apply to:

- a lot that will not be used for, or include, a dwelling; or**
- a lot that contains an existing dwelling or apartment; or**
- a lot where a permit has been granted for a dwelling or apartment on the land in the lot.**

This condition continues to have force and effect after a statement of compliance under the Subdivision Act 1988 has been issued and the subdivision authorised by this permit has been completed.

Powercor conditions

46. This letter shall be supplied to the applicant in its entirety.

47. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.

48. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.

49. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

50. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.

Notes: Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:

- **RESERVES established by the applicant in favour of the Distributor.**
- **SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years. The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.**

51. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.

Notes: Existing easements may need to be amended to meet the Distributor's requirements

- **Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:**

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

Barwon Water conditions

General

52. The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.

53. The owner shall create easements for Pipelines or Ancillary Purposes and or reserves in favour of Barwon Region Water Corporation on the plan of subdivision in accordance with Barwon Water's Land Development Servicing Requirements Manual, without cost to Barwon Water, over existing and proposed potable water (including recycled water where applicable) and sewerage infrastructure within the land. If further easements or reserves are

required following design of the required infrastructure these must be added to the plan of subdivision prior to seeking Barwon Water's consent to the issue of a statement of compliance for the subdivision.

- 54. The certified plan must create implied easements under Section 12(2) of the Subdivision Act, over all proposed and existing private potable water (including recycled water where applicable) and sewerage services within the subdivision of 92 Montrose Ave, Apollo Bay.***
- 55. The creation of an unlimited Owners Corporation to encumber all lots within the subdivision of 92 Montrose Ave, Apollo Bay.***
- 56. A restriction is to be created on title for any land where an existing or proposed sewer main is located within. The restriction is to allow for "reasonable access" as required under the adopted sewer design code. Should Barwon Water agree to partial or no gravity control of sewer to any allotment, a separate restriction is to be created highlighting the limit of gravity control or the reliance on a non-gravity sewer connection.***
- 57. For the economical and efficient servicing of this development, Barwon Water may require the owner or permit holder to acquire an easement through other land in the vicinity of this development not owned by the applicant to connect this development to Barwon Water sewerage system. This clause empowers the permit holder to acquire these easements compulsorily on behalf of Barwon Region Water Corporation in accordance with section 36 of the Subdivision Act 1988. These easements shall be for Pipelines or Ancillary Purposes and shall be made in favour of and without cost to Barwon Region Water Corporation; that is, the owner or permit holder shall pay all costs associated with creating these easements including payment of any compensation to other land owners for the easements.***
- 58. The developer is to apply to Barwon Water for details relating to servicing requirements and costing for the provision of a potable water supply and where applicable, recycled water and/ or sewerage services to the proposal. It would be appreciated if all communication between the developer/agent and Barwon Water quote Barwon Water reference number L015680.***

Potable Water

59. *The provision and installation of a potable water supply to the development.*
60. *Reticulated potable water mains, including upgrades of existing potable water mains is required. This work must be undertaken by a Barwon Water accredited Consultant and accredited Contractor following the "Developer Works" process.*
61. *The payment of a standardised New Customer Contribution is required for any new connection or any upside to an existing connection. The number of standardised charges applied will be determined on the basis of an equivalent lot calculation and is based on potable domestic water meter size or water service size (where a meter is not being fitted). An equivalent lot is a measure of the additional demand a connection will place on the infrastructure in terms of the water consumption and sewage discharge for an average connection utilising a 20mm tapping and/ or meter. If there is more than one meter within a single meter assembly, the size of the largest meter (excluding the fire service meter) will determine the number of equivalent connections. If there is a combined fire and domestic meter assembly proposed (incorporating a low flow meter), whereby the meter size is largely dictated by the fire service requirements, the developer is required to submit to Barwon Water the proposed peak flow (probable simultaneous demand) associated with the domestic supply in accord with AS/NZS 3500. Barwon Water will then assess the equivalent number of connections.*

Sewer

62. *The provision and installation of a sewerage service to the development.*
63. *Reticulated sewer mains are required. This work must be undertaken by a Barwon Water accredited Consultant and accredited Contractor following the "Developer Works" process.*

CFA Conditions

64. **Hydrants**

Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 the following requirements must be met to the satisfaction of the CFA:

Industrial Zone:

- ***Above or below ground operable hydrants must be provided. Hydrants must be no more than 120 metres apart. This distance must be measured as a hose would be laid on the ground. Not over obstructions and obstacles, such as fences, or over side and rear boundaries.***
- ***The hydrants must be identified with marker posts, blue road reflectors and white road triangles (as applicable).***

Residential Zone:

- ***Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured as a hose would be laid on the ground. Not over obstructions and obstacles, such as fences, or over side and rear boundaries.***
- ***The hydrants must be identified with marker posts, blue road reflectors and white road triangles (as applicable).***

Note: CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under 'About us' then 'Publications' on the CFA website (www.cfa.vic.gov.au).

Telecommunications

65. The owner of the land must enter into an agreement with:

- ***A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and***

- *A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

66. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- *A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
- *A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

Expiry

67. This permit will expire if one of the following circumstances applies:

- The plan of subdivision for the first stage of the subdivision is not certified within two years from the date of the permit.*
- The plan of subdivision for each subsequent stage is not certified within two years of the certification of the previous stage.*
- The registration of the plan of subdivision for each stage is not completed within 5 years of certification of that stage.*

The Responsible Authority may extend the periods for certification referred to if a request is made in writing before the permit expires or within six months afterwards.

Notes

- 1. It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor's web portal, "mySupply" which can be accessed via the following link: <https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator> Queries about this subdivision may be directed to the Customer Requests Team on 1800 771 434 or crr@powercor.com.au***
- 2. A works within road reserve permit is required prior to any works being undertaken on Council managed road reserves within the Colac Otway Shire.***
- 3. Prior to preparing drainage plans, a legal point of discharge (LPoD) must be obtained in accordance with Building Regulation 133. A copy of the LPOD, which incurs a fee in accordance with the Building Regulations, must be submitted with the engineering plans.***
- 4. At least seven (7) days before any works start, an Asset Protection Permit must be obtained from Council. Council infrastructure must be maintained in a safe condition during the construction period. Any damage caused by these works to Council assets must be reinstated to the satisfaction of the Council prior to the completion of works.***
- 5. Prior to the commencement of any works associated with the subdivision allowed by this permit, a Traffic Management Plan in accordance with the Road Management Act 2004 (A Code of Practice for Worksite Safety – Traffic Management), the Road Safety Act 1986 and Australian Standard AS 1742.3 2009 (Traffic Control Devices for Works on Roads) must be submitted.***
- 6. It is the responsibility of the landowner and developer to ensure compliance with the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, including establishing whether there is a requirement for a Cultural Heritage Management Plan and ensuring that any works on site comply with the requirements of that legislation. The property is in an area of cultural heritage sensitivity and surrounded by culturally significant areas and the***

landowner and developer are reminded that harming an Aboriginal Place is an offence under the Aboriginal Heritage Act 2006.

3. PROPOSAL

The application proposes a staged subdivision of the land into 27 residential lots and 7 industrial lots. The residential subdivision is proposed in the northern section of the site within the NRZ1, with the industrial subdivision proposed in the southern section of the land.



Figure 1 – Proposed Subdivision

Residential Subdivision

The residential component is summarised as follows:

- The residential subdivision is within Lot 2 PS: 748645 and will contain 27 lots.
- Access to the proposed lots would be via a 16m wide western extension of Park Avenue.
- The lots range in area from 361sqm to 682sqm, with widths ranging from 12.5m to 19.06m.
- A 4.5m wide common property access easement in favour of the CFA is proposed to the rear of Lots 2-8 (to be managed by these future lots). Lots 2-8 will be required to be orientated to and accessed from the internal street network and not from the rear common property.
- A T-head arrangement is proposed to the northern end of the site, adjacent to lots 8 and 9 to allow for a future road connection (if needed).
- Lots 8 and 9 would comprise stage 2 of the residential subdivision.

- A court bowl is proposed to the west of lots 27 and 28 which has a road width of 14m.
- A reserve is proposed along the western side, although this would largely be encumbered land due to potential water inundation during periods of heavy rainfall. A site of cultural heritage significance (445sqm) is located to the northern end of that proposed reserve.
- Another reserve of 1150sqm is proposed adjacent to the existing end point of Park Avenue and would include an additional 5m widening access to the Council reserve at the rear of 16-19.

Industrial Subdivision

The industrial subdivision is summarised as follows:

- This subdivision is within existing industrial land located to the south and is on Lot 3 PS: 748645.
- The subdivision will include seven lots ranging in size from 411sqm – 879sqm.
- Access will be from Montrose Avenue to the south via a 13m wide common property driveway.
- Lots 32-35 will contain a 4m wide 'no build' area at the front of the lots to cater for vehicle turning movements.
- A 5m wide landscape strip is proposed to the north of lots 30-32 adjacent to the interface with the proposed residential lots.
- A retarding basin for drainage purposes is proposed to the south of Lot 36. Due to potential for inundation, the land to the west of the industrial lots is proposed to be common property managed by the future landowners.

Native Vegetation

- The proposal requires the removal of two areas of 'patch' native vegetation with a total area of 0.2 hectares.
- The native vegetation removal report determines that for the 0.2 hectares of native vegetation proposed to be removed, the offset requirement is 0.004 general habitat units. This falls under the 'basic' assessment pathway (Reference: Ecological Vegetation Assessment and Native Vegetation Removal Report).



Figure 2 – Mapped view of native vegetation

Access Arrangements

The applicant has provided a Traffic Impact Assessment report prepared by Quantum Traffic (dated 10/11/2023). The submitted report notes that Park Avenue is classified as an 'Urban Minor' road under the Road Register, extending west from Costin Street. Park Avenue has a single carriageway with a width of approximately 5.5m within a 16m road reserve. The report notes that it is expected the residential subdivision component will generate 280 vehicles per day, with 28 vehicles per hour in the commuter peak periods. The report acknowledges that the adopted road hierarchy for the proposed residential subdivision includes a single 'Access Street' classification.

Colac Otway Shire has adopted the Infrastructure Design Manual (IDM) as its principal design resource. The IDM includes recommended cross-sections for municipal roads based on a road classification. The key requirements for an 'Access Street' from the IDM Manual are detailed below (extract image from the Traffic Impact Assessment report, dated 10/11/2023):

Element	Access Street
Traffic Volume	0-2,500 veh/day
Carriageway Width	7.3m
Road Reserve Width	16.0m
Minimum Verge Width	3.5m
Car Parking	Yes - Both Sides
Pedestrian Provision	Footpaths both sides
Cyclist Provision	No separate cycle provision

Under the current arrangement, Park Avenue carries approximately 190 vehicles per day. If subdivided as proposed, Park Avenue would be expected to carry 470 vehicles per day. The

IDM manual identifies a target daily volume of 0-300 vehicles per day for an Access Lane (5.5m carriageway). On this basis, the expected traffic volumes on Park Avenue would exceed the IDM target volume.

Council officers have requested that Park Avenue be widened to 7.3m (as per the Access Street requirements) or for indented parking to be provided on Park Avenue. The applicant noted that the proposed layout (Figure 3) would provide four indented parking spaces, which would achieve the rate of 1 space per two lots identified in the IDM manual (7 dwellings located in the 5.5m wide section of Park Avenue). The applicant also stated that the inclusion of indented parking on one side of Park Avenue would result in the same operating conditions as a 7.3m wide carriageway with parking on both sides.



Figure 3 – Applicant indented parking proposal on Park Avenue

Application Amendments

The application has had two formal amendments via s57a of the Planning and Environment Act 1987 as follows:

30 May 2025:

These amendments include:

- New open space north of Lot 16 and rear of lots 16-19 and removal of open space at the end of the court bowl.
- Internal road to a width of 14m.
- Land to the west of industrial land shown as common property with a landscape strip situated to the north of lots 30, 31 and 32.
- Common property along the western boundary for lots 1-8 constructed and maintained to CFA standards via a s173 agreement (not be used for rear access for lots).

12 August 2025

These amendments include:

- The removal of Lot 1.
- Expansion and the protection of the Heritage site and surrounding reserve.

An updated Memorandum of Bushfire Advice (dated 04 September 2025) was also submitted to Council. The objectors were notified of these changes and were provided with all amended material on the 16 September 2025.

Background

The proposed application is a resubmission of two previous applications submitted to Council in 2020 and 2021 which were withdrawn by the permit applicant as the following issues were identified:

- The CFA preference was for a perimeter road with building envelopes over lots to the west with access to the site preferred via Montrose Avenue to the south and Cawood Street to the north.
- The site is partially covered by the LSIO along the western and southern boundary.
- The interface with the existing Council reserve is largely concealed from the public access.
- The slope of the land prevents road frontage to the existing Council reserve (2-3m fall over the width of the road).

The applicant has advised that the layout under the proposed application is based on the following:

- *Park Avenue is a residential road capable of supporting IDM standard roads and volumes and is the most logical residential connection to the site.*
- *Industrial and residential traffic should be separated.*
- *A perimeter road is impractical for this site and does not fit within a reasonable urban design response and is not necessary.*
- *A single access and egress to the residential portion of the site is not preferred but is acceptable.*

4. SUBJECT LAND & SURROUNDINGS

The subject site is located at the western end of Park Avenue and to the north of Montrose Avenue. In terms of zoning, 19 Park Avenue is within a Neighbourhood Residential Zone (NRZ1), whilst 92 Montrose Avenue is within the Industrial 3 Zone (IN3Z).

The subject site (refer to Figure 4 in blue below) is a vacant parcel of land located at the western end of Park Avenue. The land falls from east to west, and from north to south towards Montrose Avenue. Anderson Creek is located to the west of the subject site.

The streetscape of Park Avenue comprises residential lots, with dwellings having a front set back an average of 5m. Park Avenue has a carriageway width of approximately 5.5m and an overall reservation width of 16m. No formal on-street parking restrictions apply in Park Avenue with parking occurring on one side of the road and informal parking does occur on the nature strips.

The land to the immediate north is within the NRZ and land further north, and to the west is within a Rural Conservation Zone which is characterised by large lots with dwellings and outbuildings.

The southern part of the site is located within the Industrial 3 Zone, designated for less intense industrial activity. To the south, on the opposite side of Montrose Avenue, is the Apollo Bay

A significant portion of the western side of the subject site is under the 1% AEP (i.e., annual exceedance probability, relating to flooding) and within the 20-30m buffer to Anderson Creek. The Park Avenue Open Space Reserve, zoned Public Park and Recreation Zone (PPRZ), is located to the eastern side of the subject site. The reserve is currently not clearly identifiable or accessible from the public realm and, with the exception of a 'battle-axe' entrance point approximately 5m wide by 50m deep (adjacent to 17 Park Avenue), is bounded on all sides by private land.

A map showing the subject site (blue outline) and surrounding area. The map includes labels for Anderson Creek, Industrial 1 Zone to the south, NRZ1 land not part of PP101/2023, Subject Site (blue outline), Park Avenue, Existing Council Reserve, and various streets including Gallowood Street, Murray Square, Park Avenue, Ramsden Avenue, and Pengelly Avenue. The map also shows various zones and reserves, including FPRZ, IN3Z, and PUZZ.

Figure 4 – Subject site and surrounds map (subject site in blue)

5. PLANNING SCHEME PROVISIONS

It is considered that the proposal generally meets the relevant objectives, strategies and policies of the Planning Policy Framework, notably clauses 02.02 (Vision), 02.03 (Strategic Directions), 02.03-2 (Environmental and landscape values), 02.03-6 (Economic Development), 11.01 (Victoria), 11, 11.01-1S, 11.01-1L (Settlement), 11.02-1S – (Supply of Urban Land), 11.03-4S (Coastal Settlement), 11.03-5S (Distinctive Areas and Landscapes), 11.03-5R (The Great Ocean Road Region), 11.03-6S (Regional and Local Places), 11.03-6L (Apollo Bay and Marengo), 12 (Environmental and Landscape Values), 12.01-1S (Protection of Biodiversity), 12.01-2S (Native Vegetation Management), 12.03-1S (River Corridors,

Waterways, Lakes and Wetlands, 12.05-1S (Environmentally Sensitive Areas), 12.05-2S and 12.05-2L (Landscapes), 13 (Environmental Risks and Amenity), 13.02-1S (Bushfire Planning), 13.03-1S (Floodplain Management), 13.04-2S & 13.04-2L (Erosion and Landslip), 13.07-1S and 13.07-1L (Land Use Compatibility), 15.01-3S (Subdivision Design), 15.01-4S (Healthy Neighbourhoods), 15.01-5S (Neighbourhood Character), 15.03-2S (Aboriginal Cultural Heritage), 16.01-1S (Housing Supply), 17.01-1S, 17.01-1R & 17.01-1L (Diversified Economy), 17.03-1S & 17.03-1R (Industrial Land Supply), 19.02-6S (Open Space), 19.02-6L (Public Open Space), 19.03-2S & 19.03-2L (Infrastructure Design and Provision), 19.03-03S and 19.03-3L (Integrated Water Management) and 19.03-04S (Telecommunications).

The relevant policies are considered in greater detail later in this report.

Other relevant provisions

- Clause 56 – Subdivision
- Clause 52.17 – Native Vegetation
- Clause 53.01 – Public Open Space Contribution and Subdivision
- Clause 53.03 – Residential Reticulated Gas Service Connection
- Clause 53.18 – Stormwater Management in Urban Development

Relevant Planning Scheme amendments

Apollo Bay Structure Plan (Adopted 26 April 2007)

The Apollo Bay, Marengo and Skenes Creek, Structure Plan is a reference document in the Planning Scheme and which provides an opportunity to identify community needs, aspirations and to balance these against the demand for increased growth and levels of activity providing greater certainty to investors, Council and the community.

An extract of the image from page 63 of the Apollo Bay Structure Plan '*Size of Settlements*', is provided below which demonstrates that the future intent for this residential land is to '*encourage infill development*' (highlighted below by the red rectangle).

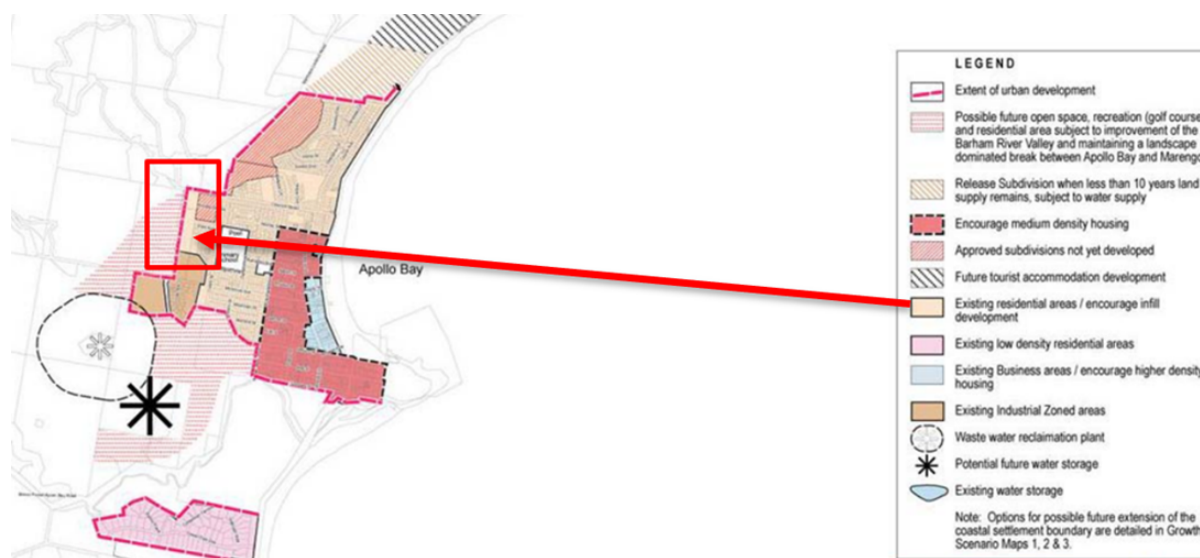


Figure 5 – Apollo Bay Structure Plan – Size of Settlements

Apollo Bay Settlement Boundary & Urban Design Review June 2012

The *Apollo Bay Settlement Boundary & Urban Design Review 2012* is a further reference document in the Planning Scheme. This review considers the residential, retail and industrial land supply and demand assessment for Apollo Bay.

Further the review, on page 15 (see Figure 6) notes that the existing Council reserve (Park Avenue Reserve) offers the opportunity for a potential land swap between existing residential land (subject site) by the reference point 2 below.

The Apollo Bay Settlement Boundary & Urban Design Review on page 15 notes that:

“The existing area of public open space is underutilised and largely inaccessible (due to the area being landlocked), and access is only provided via a small laneway off Park Avenue.

This potential land swap, in combination with a new vehicular/ pedestrian connection along Anderson Creek (and connecting through to Woodlands and Park Avenue), would provide a more widely accessible area of public open space to cater for the community as a neighbourhood park. Throughout consultation, many concerns were raised by the community over the long-term traffic management of the area surrounding the school. New vehicular links would provide enhanced access to residential areas, diverting residential traffic away from the school and significantly reducing existing congestion. This potential land swap should be investigated subject to meeting the acquisition criteria set out in the Colac Otway Public Open Space Strategy and would need to address any potential inundation and safety issues”.

This potential land swap has been explored in depth by Officers and was not considered to be a viable option and did not warrant further pursuing.

Additionally, the summary of Recommendations on page 6 of the Apollo Bay Settlement Boundary & Urban Design Review notes in relation to investigation area 2 (land located to the west of the application site currently within the Rural Conservation Zone) that:

“Investigation Area 2 is located to the west of the Apollo Bay Industrial Estate and extends in a westerly direction up to the 40m contour line (approx.). The Review process determined that Investigation Area 2 should not be considered for rezoning to accommodate residential growth, aside from a small area located at the northern end, on the eastern side of Anderson Creek. This small triangle of land situated between Cawood Street and Anderson Creek (abutting the existing Residential 1 Zone) could be considered for rezoning to Residential 1 Zone in the longer term, subject to further analysis.

In additional, potential options for restructure/ rezoning surrounding Area 2 could be explored in order to improve the interface between existing residential and industrial land.

The feasibility of providing a new vehicular/ pedestrian connection between Cawood Street and Montrose Avenue along Anderson Creek (and linking through to Woodlands Avenue and Park Avenue) could also be explored.”

The land identified as ‘Area 2’ in the above image remains within the Rural Conservation Zone. The feasibility of providing a new vehicular/pedestrian connection between Cawood Street to the north and Montrose Avenue in the south, along Anderson Creek has not been advanced since adoption of this review in 2012.

Through the consideration of this application, the applicant and Council Officers explored opportunities to provide connection through from Cawood Street to Montrose Avenue. Given the potential bushfire and inundation issues associated with the southern section of this land and the current industrial land zoning, Officers were of the view that a vehicular/ pedestrian connection could not reasonably be achieved in this location.

Similarly, for the reasons outlined later in this report, the proposed common driveway from Montrose Avenue (to provide access to the industrial lots) is within potential inundation (up to 300mm) which is acceptable for access to industrial lots, but not necessarily acceptable for access to residential lots.

POTENTIAL RESTRUCTURE/ REZONING OPTIONS FOR LAND SURROUNDING AREA 2

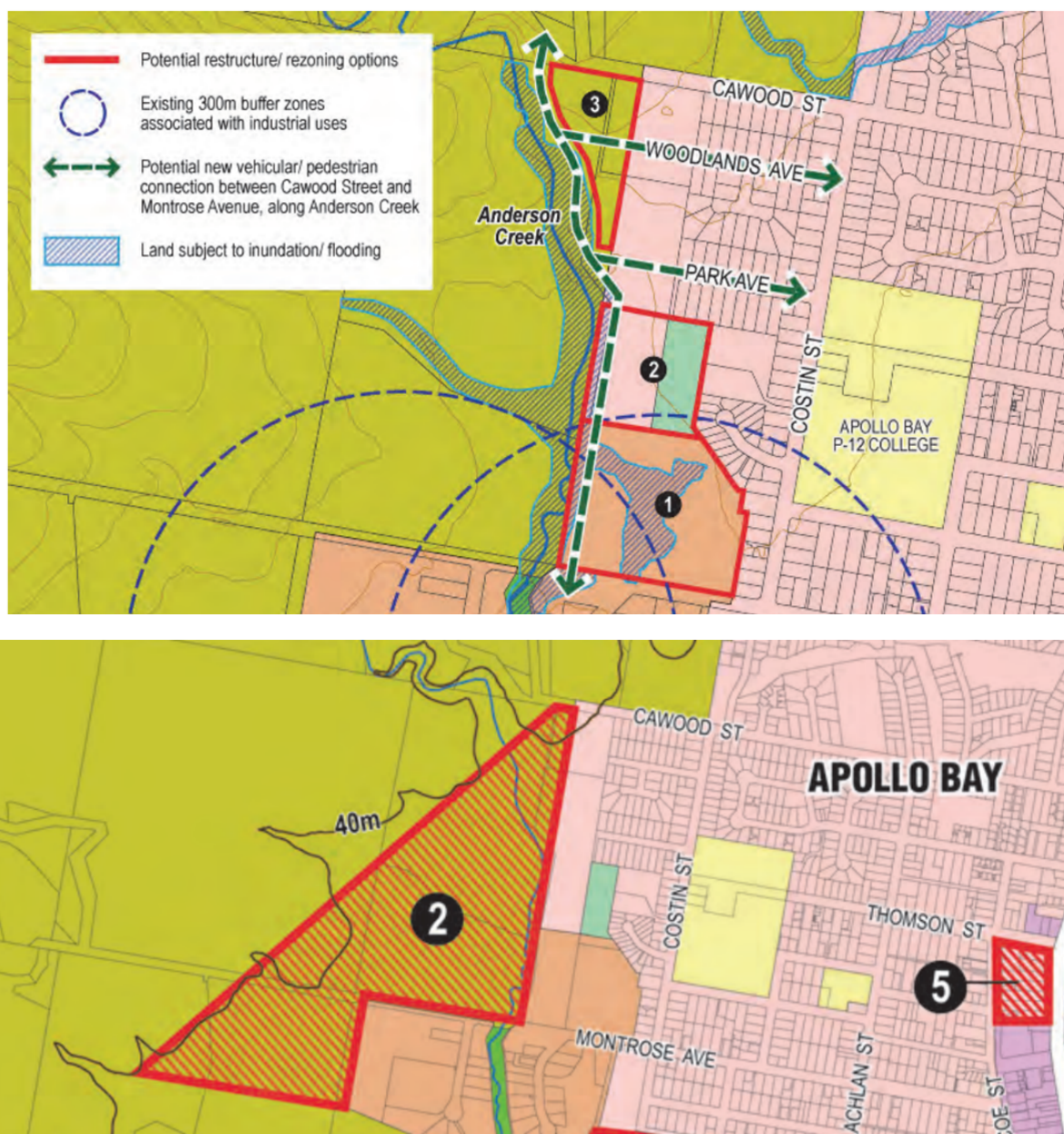


Figure 6 - Page 5 of the Apollo Bay Settlement Boundary & Urban Design Review

6. REFERRALS

Internal Referrals

This application was referred internally to Council's Environment Unit, Health Protection Unit, Recreation and Open Space Unit, Infrastructure Department and Parks and Gardens Department. No objection was raised, subject to conditions which have been included within the recommendation section of this report.

External Referrals

This application was referred under s55 of the Act to Barwon Water, Powercor, Catchment Management Authority (Corangamite CMA) and Downer.

The CFA and Department of Energy, Environment and Climate Action (DEECA) was notified of the application under s52 of the Act. No objection was raised, subject to conditions being imposed on any permit issued which have been included in the officer's recommendation.

Corangamite CMA has reviewed the revised subdivision layout against 19 Park Avenue, Apollo Bay – Stormwater Management Plan Addendum (Water Technology 6 November 2023) and does not object to the granting of a permit.

Following the coastal flood event during January 2026, this application was re-referred to the Corangamite CMA for confirmation that the findings presented to Council remain valid and on 05 February 2026 they advised:

“Following onsite assessment and surveys, the flood event that occurred in January 2026, validated the accuracy of the flood study Corangamite CMA used in our assessments and is ‘best available’ at this time. It is noted that throughout the impacted areas the 1% AEP levels were closely aligned with current flood modelling and flood study data. Based on the above, Corangamite CMA requires no changes to the previous advice provided to Council on June 11, 2025”.

The application was also re-referred to the CFA following the January 2026 bushfires and advised on 02 February 2026 that they continue do not object to the proposed subdivision.

7. PUBLIC NOTIFICATION & RESPONSE

This application was exempt from public notice under Clause/s 33.03-3 (IN3Z), 44.01-7 (EMO1) and 44.04-6 (LSIO).

Public notice was given under the following provisions of the Colac Otway Planning Scheme:

- Clause 32.09-3 – Subdivision – NRZ1
- Clause 33.03-4 – Works – IN3Z
- Clause 43.02-3 – Subdivision – DDO7
- Clause 52.17 (Native Vegetation) –Native Vegetation Removal

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

Twenty-nine (29) letters of objection had been received. The objections are summarised as follows:

Flood Impact

- Future development would reduce the potential for stormwater absorption.
- An increase of hard surfaces would increase the volume of stormwater on the flood plains on the lower Barham River.

Officer's response

The hydrogeology of the site is understood and noted. These issues will be considered in the ultimate detailed design with Council's Infrastructure Department not raising any objection. Additionally Corangamite CMA has accepted the findings with the proposed solutions being appropriate.

Bushfire Risk

- A fire along Anderson's Creek would greatly reduce the defensible space with proposed residential lots in close proximity to the existing tree line. The proposed lots would attract BAL-29 rating which are considered high risk. CFA requires dwellings not to be exposed to radiant heat of more than 12.5kW/m² (a minimum of BAL-12.5 and not over BAL-19).
- The use of Park Avenue as the sole access road raises serious concerns regarding emergency evacuation. The submitted assessment acknowledges there are 'limited egress and access routes' (referring to Park Avenue for the residential subdivision and Montrose Avenue for the industrial development). The narrowness of Park Avenue poses a potential bottleneck situation, exacerbated by the lack of alternative routes would impede the timely arrival of emergency and service vehicles, endangering both residents of the subdivision and surrounding areas.
- The T-Head proposal would restrict the time taken for emergency vehicles to turn and exit the subdivision, often done in an emergency. A T-Head construction requires vehicles to reverse at least one time. This would be very dangerous for pedestrians, especially children.

Officer's response

There are a range of reasons behind the use of Park Avenue as the only access/egress for the residential use. The CFA has not objected to this proposal subject to conditions which have been recommended and furthermore matters in relation to bushfire risks are exempted from notice and appeal rights.

Native Vegetation Removal

- It is not clear what vegetation would be removed.

Officer's response

The level of removal of native vegetation follows the 'Basic' Assessment pathway as detailed within the submitted reports. Any removal is not considered to have a significant impact and is supported.

Geotech Concerns

- This submitted report advises of problems and concerns, from landslip, creeping, ponding of water, unstable footings, small rotational failures, even the mention of constructing houses with no brickwork, etc.

Officer's response

The site is subject to a small area covered by the Erosion Management Overlay with only isolated areas nominated as having low/medium risk/sand these risks are acceptable.

Traffic Impact

- The proposed subdivision results in an increased volume of traffic for the residents of Park Avenue. Park Avenue is narrow at 5.4 metres and contains 17 dwellings. To suggest that any volume of traffic in the hundreds facilitates any type of flow or thought of safety and access is irresponsible and completely ignores the needs and safety of the residents on a daily basis or in an emergency.
- The proposed four (4) indented single vehicle parking bays on the north side of Park Avenue would not address egress and access problems in any sufficient manner, with the parking bays full of visitors' cars. One indented parking bay equals the loss of 3-4 parking spaces for resident and visitor vehicles. There would be more vehicles, of necessity, parked on the street which would narrow vehicle egress and access to 3.3m, meaning only one vehicle travelling in one direction would be able to move along Park Avenue. It would become a busy road, not an 'Access Lane' or 'Urban Minor road'.
- The traffic impact assessment report was originally commissioned during COVID and it should be noted that traffic and movements were unusually quiet at that time, during 2021 and not a true representation of current street usage.
- Construction traffic has not been considered in the reports and the expectation on the number of heavy vehicle movements. Continuous noise, dust and debris from heavy rigid vehicles flowing up and down Park Avenue as single entry/exit point.
- Park Avenue is predicted to carry 470 vehicles/day post development, which is above the target volume 0/300 vehicles/day....a concept plan has been developed for indented parking along the north side of the road (4 spaces) to facilitate similar traffic flow conditions as a typical 7.3m wide street. The street is narrow at 5.4 metres and contains 17 dwellings and to suggest that any volume of traffic in the hundreds facilitates any type of flow or thought of safety and access is irresponsible and completely ignores the needs and safety of the residents on a daily basis or in an emergency.
- Concerns are raised in relation to the location of future footpaths which would be constructed on private land and the continuance of Park Avenue impacting on the vehicle access to 17 Park Avenue.
- The traffic impact assessment report was originally commissioned during COVID and it should be noted that traffic and movements were unusually quiet at that time, during 2021 and not a true representation of current street usage. Revised editions in 2023 have not been commissioned during busy peak times or school holidays.

Officer's response

It is acknowledged that whilst the Park Avenue Road reserve is 16m wide (i.e. acceptable width), the actual road width is only approximately 5.5m, rather than the 7.3m wide IDM width. It should be noted that the 7.3m width incorporates parking on both sides. The applicant is intending to proposal indented parking on one side of Park Avenue.

The inclusion of indented parking on one side of Park Avenue results in the same operating conditions as a 7.3m wide carriageway with parking on both sides. The applicant has advised that this approach will provide the same operating conditions but avoids the level of roadworks. Council's Infrastructure Department has considered this proposal and recommends that Park Avenue be upgraded to an Access Street standard rather than the applicant's proposal.

The proximity to the school is not considered a constraint in terms of traffic. Traffic volumes on surrounding road network are well below safe capacity. The reserve may generate additional parking demand, which is expected to be catered for within the proposed road network or as part of detailed design of the reserve.

The proposed grading of Park Avenue has been assessed and found to be an acceptable design grade. The proposal will generate additional traffic (470 veh/day compared to existing 190 veh/day). Whilst this will clearly have an impact on existing residents, it is not considered an unreasonable impact or uncommon in residential areas.

Fencing

- There is a lack of information and detail regarding the type of fence that will be erected along the boundary of the proposed development and 33 Tuxion Road to prevent individuals from trespassing.

Officer's response

At this stage no fencing is proposed, however it is likely that a post and wire fence along the boundary with 33 Tuxion Road will be installed to ensure the rural character is maintained.

Cultural Sensitivity

- There is culturally sensitive land in this area and there is no recognition of the culturally sensitive land and how it will be looked after and maintained. And that there has been no consultation with any of the local indigenous community regarding the plans.

Officer's response

The proposal has a Cultural Heritage Management Plan approved for the (No. 17344 - Approved on 23/02/2026).

Public Notice

- The public notice sign should have been located at the entrance to Park Avenue.

Officer's response

Letters were sent to all adjoining properties, and two site notices were erected. One as located at the eastern end of Park Avenue and the other adjacent to the frontage with Montrose Avenue which complies with the requirements of the s52 of the Act.

Residential Land for Sale

- This proposed development will add to the above numbers of unsold properties and does not offer a solution to the immediate need for affordable rental properties and social housing.

Officer's response

Supply and demand arguments in relation to housing provision are more a matter for strategic policy than for individual planning permits. The land is zoned for a residential land use which facilitates residential development.

Open Space / Reserve Accessibility

- The proposed reserve and public access to the reserve disadvantages the broader community. Access adjacent to proposed lot 19 would make this reserve more accessible to residents outside this subdivision.

Officer's response

Several options have been explored to improve accessibility to the Council reserve and given the topography and constraints of the site have made it difficult to achieve a more suitable response. The proposal presents the most logical approach.

Industrial Land

- Locating industrial and housing in such close proximity to each other is a concern. How will the Council address any health conditions that may result from residential and industry being co-located?

Officers response

The Industrial 3 Zone acts as a buffer which facilitates lower end industrial uses for nearby residential zoned land. It is also acknowledged that a portion of the site is already zoned Industrial.

8. OFFICER'S ASSESSMENT

The proposed subdivision is consistent with the underlying strategic outcomes of the Apollo Bay Structure Plan and Apollo Bay Settlement Boundary & Urban Design Review by providing residential lots meeting the needs and demand within Apollo Bay.

The proposal subdivision is within the residential township boundary and will support the development of 27 residential lots and 7 industrial lots of varying sizes, consistent with its designation as a site suitable for infill development. The proposed layout is considered to ensure that area is developed in a coordinated manner with the provision of infrastructure and services.

The proposal contributes to the growth of Apollo Bay, accommodates demand for additional housing stock and is designed to be walkable, safe and accessible. Additionally, the subdivision provides for the extension of Park Avenue and allows for integration with Council's reserve.

The industrial subdivision (Industrial 3 Zone) provides for smaller lots likely to attract smaller businesses which are less likely to generate heavy traffic or off-site impacts. Further, any future planning applications on these industrial lots are required to address the application requirements of the Industrial 3 zone and any relevant overlays.

Land Subject to Inundation Overlay (LSIO)

Approximately 9.94% of 19 Park Avenue and 27.66% of 92 Montrose Avenue is covered by the Land Subject to Inundation Overlay (LSIO). The LSIO requires developments on flood prone land to be planned and designed to maintain free passage and temporary storage of floodwaters and should also comply with declarations under the Water Act 1989.

Figure 7 presented below identifies the location of the LSIO in purple hatch. The Neighbourhood Residential Zone (NRZ1) land is identified by the orange triangle; the Industrial 3 Zone (INZ3) is identified by the yellow triangle and the Council reserve by the green triangle.

All residential lots in the proposal are outside of the purple hatch (LSIO) and of the 1% Annual Exceedance Probability (AEP) of a flood.

(Note: the term AEP flood refers to the Annual Exceedance Probability, which is the probability of a flood of a given size being equalled or exceeded in any year. For example, a flood with a 1% AEP means there is a 1% chance of that flood occurring in any given year).

As shown in Figure 8, the common property accessway servicing the industrial lots will be within the LSIO, along with the small western side of the proposed residential court bowl (outlined in red below).

The Corangamite CMA as the relevant floodplain management authority raised no objection to the proposal.

Additionally, Council is the drainage authority for managing stormwater flood risk. Council's Infrastructure Department noted that the common accessway and portion of the court bowl are within an area of potential inundation and advised that flooding of up to 300mm is acceptable in accordance with Melbourne Water guidelines.

Access from Montrose Avenue to the industrial lots would be via common accessway (private road) with Council's Infrastructure Department advising that flooding of up to 300mm is also acceptable.

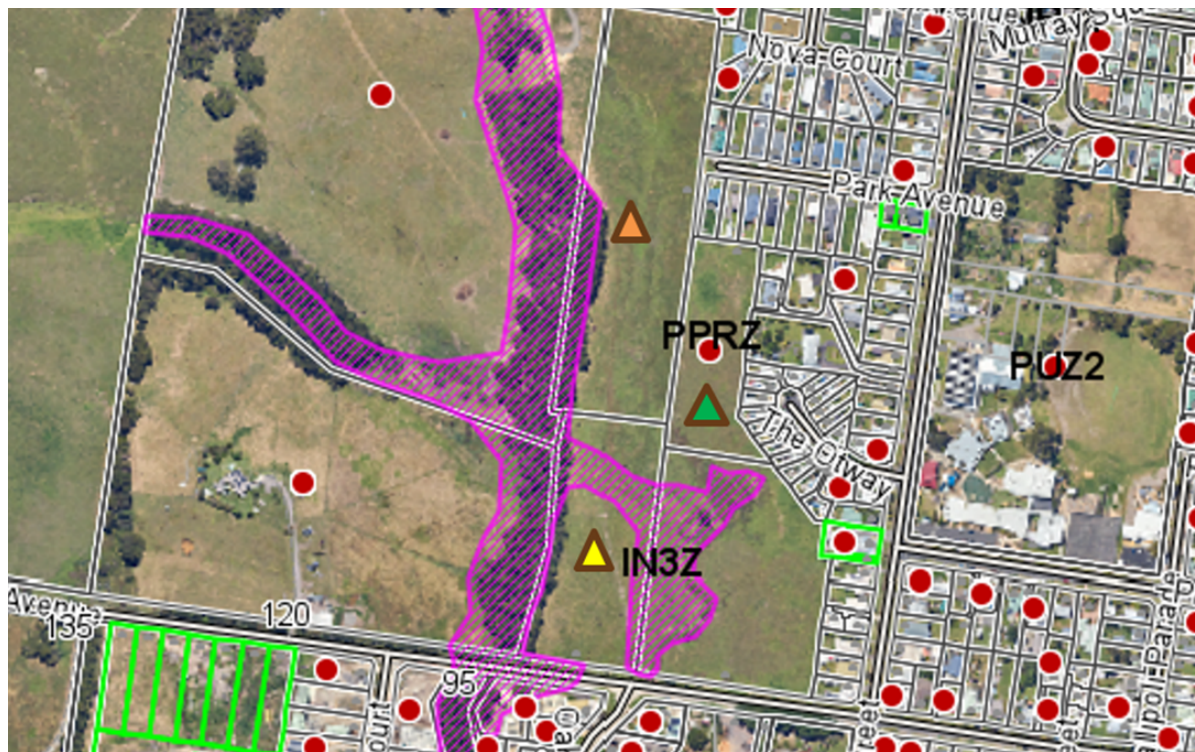


Figure 7- Extent of the LSIO (purple hatch)



Figure 8 – Proposed subdivision in relation to LSIO

Native Vegetation Removal

The proposal requires the removal of 'patch' native vegetation with a total area of 0.2 hectares (Figure 9). The native vegetation removal report determines that for the 0.2 hectares of native vegetation removed, the offset requirements will be for the generation of 0.004 general habitat units. This falls under the 'basic' assessment pathway (Reference Ecological Vegetation Assessment and Native Vegetation Removal Report).

Notice of the application was provided to the DEECA under s52 of the Act who considered the application against the objectives of the Significant Landscape Overlay (SLO3). It was concluded that the proposal will not be detrimental to the values intended to be protected by this overlay and that the area of vegetation removal is outside the SLO3. Council's Environment Department considered the removal of 'patch' native vegetation and provided no objection subject to conditions which are included in the officer's recommendation.



Figure 9 – Proposed native vegetation removal

Erosion Management Overlay (EMO1)

As shown by the red rectangle in Figure 10, only a small section along the northern part of Lot 3 PS748645 is covered by the EMO1 and not the remainder of the site.

In support of the requirements of this overlay, the applicant undertook a Geotechnical Assessment Report for Landslide and Erosion Susceptibility by St. Quentin Geotechnical & Environmental Engineering (Reference 16567G-LRA v02) dated September 2023. The report concluded that:

“Our geotechnical landslide risk assessment has found there are possible landslide events in the area, common to many sites in Otway region. However, we conclude that there are no geotechnical reasons to prevent the issue of a permit for the proposed subdivision, subject to our specific recommendations and assessment of the risks.

We have developed preliminary mapping and landslide risk zoning that indicates areas of potential landslide risk within the development area, refer Appendix A. We have judged the proposed development site is generally “very low risk” with isolated areas of potential “low to moderate risk”, in accordance with Australian Geomechanics Society, (March 2007a). Areas within the low to moderate risk zoning areas indicate greater potential for landslide events, with evidence of prior instability and landslide features”.

Based on the above, the proposal complies with the obligations set out under the EMO1.

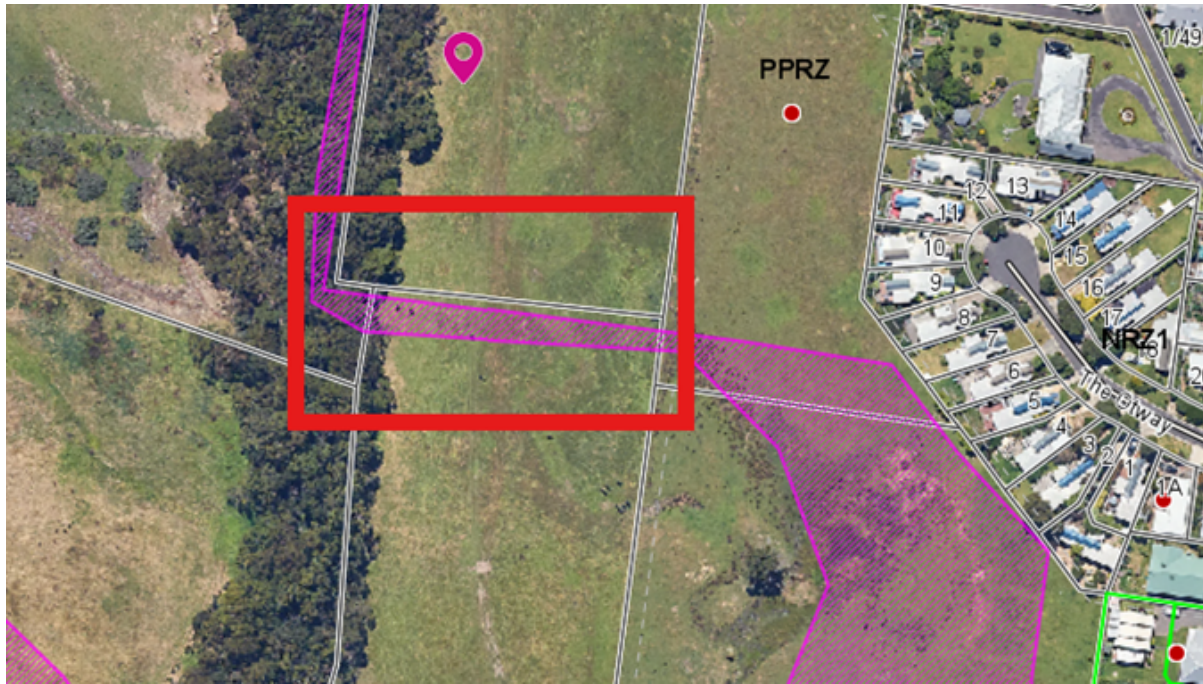


Figure 10 – extent of the EMO

Clause 13.02 Bushfire Planning & Clause 56.09-3 – Fire Hydrants

The subject site (including the industrial zoned land to the south) is not covered by the Bushfire Management Overlay (BMO), however is located within a Bushfire Prone Area (as shown in Figure 11). Clause 13.02 must be applied to all planning and decision making under the Act relating to land that is within a designated bushfire prone area.

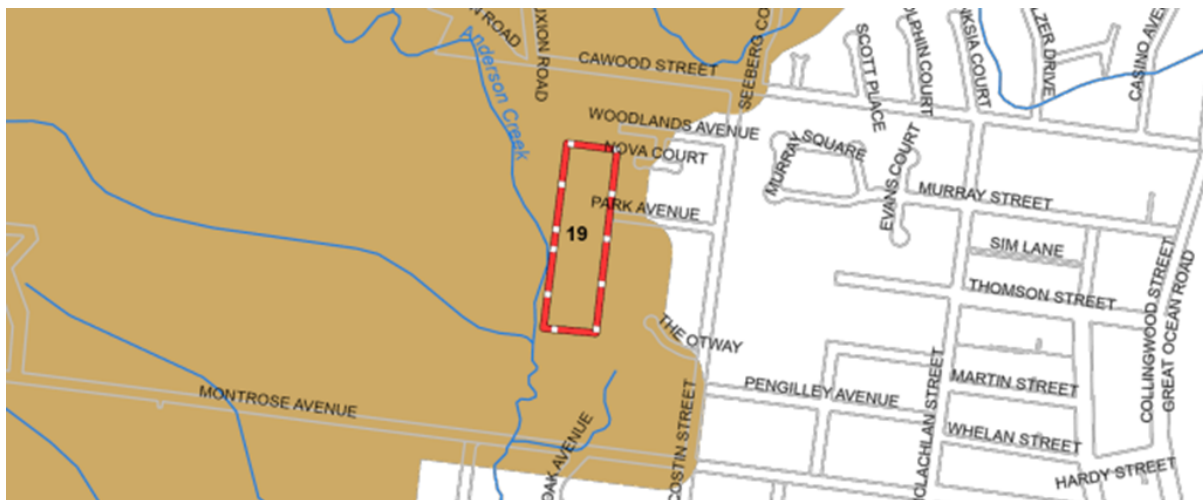


Figure 11 - Bushfire Prone Area identified in brown – subject site in red outline

This Clause notes that in bushfire prone areas designated in accordance with regulations made under the *Building Act 1993*, bushfire risk should be considered when assessing planning applications for subdivisions of more than 10 lots.

This Clause requires bushfire hazards and an appropriate bushfire risk assessment to be undertaken. There is also a requirement to consult with emergency management agencies and the relevant fire authority early in the process to receive their recommendations and implement appropriate bushfire protection measures. In response to Clause 13.02, the

applicant has provided a Bushfire Risk Assessment April 2023 (V3) and Memorandum of Bushfire advice dated 21 October 2024 (updated 4 & 15 September 2025).

Council has consulted with the CFA with the application amended to include a common property access road to the rear of lots 2-8. The CFA notes that the memorandum of bushfire advice prepared by Nexus Planning addresses the Bushfire Prone Area considerations and no objection were raised subject to conditions outlined in the officer's recommendation.

Clause 13.02-1S identifies a number of Strategies under the subheading of '*Protection of Human Life*', and seeks to give priority to the protection of human life by:

- *Prioritising the protection of human life over all other policy considerations.*
- *Directing population growth and development to low-risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.*
- *Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.*

In terms of 'Settlement Planning', Clause 13.02 sets out several criteria which seek to strengthen the resilience of settlements and communities and prioritise protection of human life by (*in summary*):

- *Directing population growth and development to low-risk locations, being those locations assessed as having a radiant heat flux of less than 12.5 kilowatts/square metre under AS 3959- 2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018).*
- *Ensuring the availability of, and safe access to, areas assessed as a BAL-LOW rating under AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018) where human life can be better protected from the effects of bushfire.*
- *Ensuring the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development.*

Under 'Use and Development Control in a Bushfire Prone Area' Clause 13.02 notes that:

"When assessing a planning permit application for the above uses and development:

- *Consider the risk of bushfire to people, property and community infrastructure.*
- *Require the implementation of appropriate bushfire protection measures to address the identified bushfire risk.*
- *Ensure new development can implement bushfire protection measures without unacceptable biodiversity impacts".*

Whilst this site is not located within the BMO and to address potential bushfire concerns, the applicant, Council officers and the CFA have discussed this application and undertook a joint site visit. To address Clause 13.02 the applicant has provided a '*Bushfire Risk Assessment*' dated April 2023 (V3) (reference 16567) and within page 19 the applicant provided a vegetation threat plan for land surrounding the site, refer to Figure 12.



Page 19: 'Bushfire Risk Assessment' dated April 2023 (V3) (reference 16567).

Figure 12 – Bushfire Risk Assessment – dated April 2023

The submitted report provides the following statements for the 'plots' identified within the above image:

- Plot 1 – 30-80m wide vegetated waterway with grassland understorey (Scrub vegetation).
- Plot 2 – Grassland which runs into the vegetated waterway.
- Plot 3 – Existing urban land with some landscaping.
- Plot 4 - Undeveloped Industrial zoned land located between two urban development areas.
- Plot 5 – Similar to Plot 4 and is zoned residential.
- Plot 6 – Council managed reserve. Managed in accordance with Council's open space guidelines and fire management plans.

Whilst the CFA has supported the proposal, they have reiterated that Clause 13.02 requires Council to consider the subdivision of more than 10 lots against the following:

Consider the risk of bushfire to people, property and community infrastructure.

The subject land is not located in the BMO and is not considered in an area that is subject to extreme fire behaviour. It is considered that the development of the subject land would likely result in a net reduction to the bushfire risk to existing and future residents, property and community infrastructure by facilitating the future development of land incorporating appropriate bushfire protection and provides a buffer to the established residential land. All 27 lots are provided with a perimeter road (in two parts) separating those lots from the area of bushfire hazard to the west which is consistent with good subdivision design in a bushfire prone area. The bushfire hazards contained in the proposed reserves and the existing reserve will be managed by Council to prevent the spread of fire.

In response to 'Design Guidelines Settlement Planning at the Bushfire Interface (DTP, July 2020)', the applicant has amended the proposal to provide a perimeter road adjacent to the bushfire hazard interface to the west. The CFA are supportive of this approach and have raised no objection to the proposal.

Whilst not directly raised by the CFA, consideration was given to a direct inter-connecting road between the residential and industrial parts of the subdivision to ensure a secondary point of egress could be explored. On balance, it was considered that mixing residential and industrial traffic is not appropriate and has the potential for amenity implications on future residential lots. Despite this, pedestrian access would still be available in the event of an emergency. As discussed, a condition in the officer's recommendation will require that Park Avenue be upgraded and widened to an 'Access Street' standard comprising a 7.3m sealed width. This approach is supported by the CFA.

Require the implementation of appropriate bushfire protection measures to address the identified bushfire risk.

CFA has previously noted that this subdivision forms the western settlement boundary of the Apollo Bay township and as such any subdivision should provide a perimeter road adjacent to the bushfire hazard interface in accordance with the guideline (Design Guidelines Settlement Planning at the Bushfire Interface (DTP, July 2020)). As stated, the application was amended to include a 4.5m wide common property access easement in favour of CFA to the rear of Lots 2-8 (managed by the lot owners). This easement will provide adequate separation from the direct interface of lots 2-8 and hazardous vegetation to the west. It is acknowledged that this may result in future dwellings having to be constructed to a higher Bushfire Attack Levels (BAL's) than 12.5.

In relation to the Neighbourhood Residential Zone land and further to the comments provided within the Memorandum of Bushfire advice dated 15 September 2025, the following is noted:

- A setback of at least 4.5 metres is required from the western boundaries of Lots 2-8 to achieve a maximum rating of BAL-29 from the adjoining grassland. Meeting the above will ensure the future dwelling on Lot 2 is setback the minimum distance needed to achieve BAL-29 from the bushland located to the south-west of that lot (a condition with the officer's recommendation will address this matter).
- A setback of at least 4.5 metres will be required from the northern boundary of Lot 8, and at least 9 metres from the northern boundary to achieve a maximum rating of BAL-29. The narrow width of these lots, measured perpendicular to the northern boundary, makes it impractical to achieve those setbacks. For this reason, it is recommended that these lots are not developed until the adjoining land to the north (21 Tuxion Road) is developed or there is otherwise an arrangement in place that ensures the grass located on that land is maintained in a short-cropped condition during the Fire Danger Period, within at least 9 metres of the southern boundary of that land. These two lots are proposed to be created as Stage 2 of the subdivision. Alternatively, the purchasers of these lots could seek advice from a suitably experienced bushfire consultant about the potential to erect a Colorbond fence on the northern boundary to reduce the setback needed to achieve a BAL-29 rating. A condition to this effect has been recommended within this report.
- Due to the low threat vegetation located on the adjoining land to the east, no bushfire specific setbacks are required from the eastern boundaries of Lots 9-28.
- A bushfire specific setback would not be required to achieve a maximum BAL-29 rating for Lots 16-27 from the bushland located to the west and with a modest setback for lots 16-28 a maximum rating of BAL-19 could be achieved. A condition has been recommended within this report to ensure that building envelopes are specified on Lots 16-28 to achieve BAL-19.

Specifically for the Industrial Zone land and further to the comments provided within the Memorandum of Bushfire advice dated 21 October 2024, the following is noted:

- Lot 30 could achieve a maximum rating of BAL-29 without the need to provide a bushfire specific setback from the bushland to the west of that lot. Due to the narrow width of the lot measured perpendicular to the bushland, it would not be possible to achieve a lower rating for that lot.
- Lot 31 could achieve a maximum rating of BAL-19 without the need to provide bushfire specific setbacks from any boundary. Due to the narrow width of the lot measured perpendicular to the bushland, it would not be possible to achieve a lower rating for that lot.
- A setback of at least 9 metres will be required from the eastern boundaries of Lots 32-36 to achieve a maximum rating of BAL-29 from the adjoining Grassland. That setback would still provide a generous potential building envelope for each lot, albeit Lot 32 would be more constrained than the others, (the appropriate condition has been recommended to ensure the lower BAL-29 rating is achieved through a building envelope on title).
- Note: Lots 33-36 could achieve a maximum rating of BAL-29 from the bushland to the west of those lots.

Ensure new development can implement bushfire protection measures without unacceptable biodiversity impacts.

The proposal does not present unacceptable biodiversity impacts being with residential zoned land and resulting in the removal of one area of 'patch' native vegetation with a total area of 0.2 hectares. This is considered to be an acceptable outcome.

It is considered that the layout of the proposed subdivision is acceptable when considered against the strategies of Clause 13.02-1S and would ensure that the risk to life and property from bushfire is to an acceptable level. This is combined with:

- Council's obligations to maintain all reserves,
- Obligations on the owner's corporation to manage the common property,
- Building envelopes over some lots to reduce BAL rating and Colorbond fencing, and
- Compliance with building regulations.

Clause 56.06-4 - Neighbourhood Street Network Objective

Clause 56.06-5 - Walking and Cycling Network Detail Objectives

Clause 56.06-7 - Neighbourhood Street Network Detail Objective

Clause 56.06-8 – Lot Access Objective

Clause 56.07-4 – Urban Runoff Management Objective

Clause 56.06-4 of the Planning Scheme seeks *"to provide for direct, safe and easy movement through and between neighbourhoods for pedestrians, cyclists, public transport and other motor vehicles using the neighbourhood street network"*.

The clause identifies a number of standards which the neighbourhood street network must achieve. These include taking account of the existing mobility network of arterial roads, neighbourhood streets, cycle paths, shared paths, footpaths and public transport routes. This clause also seeks to provide a street environment that appropriately manages movement

demand (volume, type and mix of pedestrians, cyclists, public transport and other motor vehicles).

Clause 56.06-5 seeks to design and construct footpaths, shared path and cycle path networks that are safe, comfortable, well-constructed and accessible for people with disabilities.

Clause 56.06-7 seeks to design and construct street carriageways and verges so that the street geometry and traffic speeds provide an accessible and safe neighbourhood street system for all users. The standard seeks to ensure that the design of streets and roads meet the requirements of Table C1 (Design of roads and neighbourhood streets).

Where the widths of access lanes, access places, and access streets do not comply with the requirements of Table C1, the requirements of the relevant fire authority and roads authority must be met. This clause also seeks to ensure that verges are of sufficient width to accommodate footpaths, shared paths, cycle paths, integrated water management, street tree planting, lighting and utility needs with a safe environment for all street users, applying speed control measures where appropriate.

Clause 56.06-8 seeks to provide for safe vehicle access between roads and lots. This clause notes that vehicle access to lots abutting arterial roads should be provided from service roads, side or rear access lanes, access places or access streets where appropriate and in accordance with the access management requirements of the relevant roads authority.

Below are extracts of the design standards for the 'Access Lane' and 'Access Street' set out within Clause 56.06-8.

Table C1 Design of roads and neighbourhood streets

Access Lane

A side or rear lane principally providing access to parking on lots with another street frontage.

Traffic volume ¹	300vpd
Target speed ²	10kph
Carriageway width ³ & parking provision within street reservation	5.5m ⁶ wide with no parking spaces to be provided. Appropriately signed.
Verge width ⁴	No verge required.
Kerbing ⁵	
Footpath provision	None Carriageway designed as a shared zone and appropriately signed.
Cycle path provision	None

Access Street - Level 2

A street providing local residential access where traffic is subservient, speed and volume are low and pedestrian and bicycle movements are facilitated.

Traffic volume ¹	2000vpd to 3000vpd
Target speed ²	40kph
Carriageway width ³ & parking provision within street reservation	7m-7.5m wide with parking on both sides of carriageway
Verge width ⁴	4.5m minimum each side
Kerbing ⁵	Semi-mountable rollover or flush and swale or other water sensitive urban design treatment area.
Footpath provision	1.5m wide footpaths on both sides. Footpaths should be widened to 2.0m in vicinity of a school, shop or other activity centre. Be offset a minimum distance of 1m from the kerb.
Cycle path provision	Carriageway designed as a shared zone and appropriately signed.

Clause 56.07-4 seeks to minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater and to encourage stormwater management that maximises the retention and reuse of stormwater.

In response to the above clauses, Council's Infrastructure Department advised the following:

Access from Park Avenue

Park Avenue has an existing 5m seal carriageway width which only meets the 'Access Lane' standard as per Table 2 of Infrastructure Design Manual (IDM) and Clause 56.06-8. This road has the capacity to service up to 300 vehicles per day based on the current 19 residential lots.

The proposed subdivision would provide for an additional 27 residential lots from Park Avenue. In total Park Avenue would provide access to a total of 46 lots (19+27) and as per Clause 12.3.2 of IDM, each potential lot generates 10 vehicle movements per day resulting in a total of 460 vehicles per day.

As the total vehicle movement is beyond the current road capacity, there will be a requirement for Park Avenue to be upgraded to an 'Access Street' comprising a carriageway width of 7.3m which will allow for a carrying capacity of up to 2500 vehicles per day. Further, the proposed upgrade will allow for parking on both sides of Park Avenue. The existing road reserve has a width of 16m which allows for any upgrade to comply with the 'Access Street' standard.

While the applicant has proposed indented car parking, this is not considered acceptable given it does not meet the minimum requirements outlined in the IDM. As part of the proposed road widening a number of crossovers will be affected and will need to be reconstructed by the developer.

Considering all factors, Council's Infrastructure Department raises no objection to this proposal subject to Park Avenue being upgraded rather than accepting indented parking and this has been addressed by a condition on the officer's recommendation.



Figure 13 – Park Avenue carriageway width

Internal Road Network

Council's Infrastructure Department raises no objection to the proposed internal road network. All internal roads would comply with the Access Street standard. In relation to the common property CFA access lane behind lots 2-8, Council's Infrastructure Department has no objection subject to this common property being maintained by a Body Corporate. Council does not wish to take up the responsibility for its maintenance which has been communicated and conveyed to the applicant. The CFA access must be constructed to CFA standards and maintained accordingly. The appropriate conditions have been recommended within this report.

Footpaths

Council's Infrastructure Department notes that footpaths are proposed to be provided in accordance with the IDM which will provide footpaths on both sides of the internal road and no objections were raised.

In relation to Park Avenue, a footpath is proposed to be constructed on the southern side only. A short missing section near the intersection fronting 17 & 1A Park Avenue and 63 Costin Street is also proposed to be constructed which are considered appropriate improvements.

All footpaths will be constructed within the Council's road reserve and vehicle crossovers will be reconstructed if required as part of this process.

Traffic Impact

Objections to this application have referenced a predicted increase of 470 vehicles per day resulting in an overall increase of 247% in current traffic volume. Objectors also note that this does not comply with the IDM (0-300 vehicles per day for an access lane or in this case an Urban Minor Street).

Council's Infrastructure Department notes that as per the IDM, 10 trips are generally generated per lot per day accounting for 470 trips. This includes 190 trips that would be generated from existing lots within Park Avenue. The objectors estimated increase of 247% is not accurate with the existing traffic accounting for approximately 40% and the proposal should result in a 60% increase in traffic flow. Further, subject to the widening of Park Avenue, this road could service a much higher volume of traffic flow.

The concerns raised by objectors are acknowledged and that Park Avenue is regularly used as offsite parking location during school events, sporting events and attendees for funerals and celebrations at the nearby Leisure Centre. Officers note that the 470 vehicle movement is a conservative trip generation adopted as per IDM Standards and allows Council to understand road design for traffic volumes. The widening of Park Avenue provides for better on-street parking and accommodate larger traffic volumes.

Objections acknowledge that Clause 56.06-4 states that '*The neighbourhood street network must: ...provide safe and efficient access to all lots for service and emergency vehicles.*' and '*provide safe movement for all vehicles.*' The objections received consider that widening the entire street to 7.3m would fail to address risk concerns as it will still provide only one access into and out of the site. Increasing the width of Park Avenue will provide safe and efficient access for all vehicle including emergency vehicles.

During the upgrade, Council acknowledges that some disturbance is expected to occur during the construction phase, however, all contractors are required to submit Construction Management Plan and Environment Management Plan (EMP) during construction.

Objectors have raised concerns that any future increased use of the existing Council reserve (to the rear of 11-17 Park Avenue) has not been considered in terms of traffic calculations. It considered unlikely that the reserve will cater for significant traffic volumes and will most likely be used by nearby residents as a local open space.

Drainage Network and Basin

The Stormwater Management Plan prepared by St. Quintin, and the subsequent memorandum by Water Technology (06 November 2023), demonstrates that stormwater within the subject site can be effectively managed and treated to meet required standards. The basin would be located outside the 1% AEP flood area, as required.

In relation to the proposed court bowl being partially within the 1% AEP, flooding of up to 300mm is acceptable and would be in accordance with Melbourne Water guidelines.

The proposed access to the Industrial lots would be from Montrose Avenue via a private access road and flooding of up to 300mm is considered acceptable.

Clause 56 (16 – 59 lots - All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3)

Clause 56.01 - Subdivision Site and Context Description, and Design Response

The applicant has provided a suitable site and context description detailing the site shape, size, dimensions and orientation of roads, lots and open space. The site context and description are considered to be adequate.

Clause 56.02 – Policy Implementation

This provision seeks to ensure that *“the layout and design of a subdivision is consistent with and implements any objective, policy, strategy or plan for the area set out in this scheme”*. Council officers have been involved in lengthy discussions with the applicant in relation to providing an interface to the existing Park Avenue open space reserve and have balanced the current layout against the principles and strategic directions as outlined in the Apollo Bay Structure Plan (Adopted 26 April 2007), Apollo Bay Settlement Boundary & Urban Design Review June 2012 and Colac Otway Shire Public Open Space Strategy (2011).

Clause 56.03-4 – Built Environment Objective

The proposal seeks to provide an integrated layout throughout a very constrained site. It is considered that the proposed layout contributes to a sense of place and cultural identity.

Clause 56.04-1 Lot Diversity and Distribution Objectives

Given the topographical constraints presented by this site and the desire to provide adequate access to the public open space reserve, the proposed lot design is considered acceptable. The proposal presents a mix of residential lot sizes above 450sqm in area as specified under the DDO7. The site is constrained by topography and dwellings are located 832m from the nearest existing bus stop. The proposed subdivision is directed to a designated growth area as set out within the Apollo Bay Structure Plan (Adopted 26 April 2007).

Clause 56.04-2 Lot Area and Building Envelopes Objective

All proposed lots would have frontages of 14m or more and the minimum lot length would all be above 30m and every lot would be able to contain a 10m x 15m future building envelope. Building envelopes over lots specified by permit condition will meet this standard..

Clause 56.04-3 – Solar Orientation of Lots Objective

The proposed lots are constrained by the topography of the land due to the significant slope in the northern part and gradual fall to the southwest. The long axis of the lots would be within the desired range of east 20 degrees north to east 30 degrees south. Due to the proposed lot sizes, it is considered that all lots would achieve acceptable solar orientation.

Clause 56.04-4 – Street Orientation Objective

The proposed subdivision would present lots which would front onto the proposed internal road which will contribute to the community social interaction, personal safety and property security.

Further, this clause seeks to ensure that *“streets and houses look onto public open space and avoiding sides and rears of lots along public open space boundaries”* and to provide *“roads and streets along public open space boundaries”*.

Consideration has been given to locate the internal road along the boundary of the existing Council 'Park Avenue open space' reserve. Due to the topography and significant gradient of the land this was not considered to be a practical outcome which could reasonably be achieved. A more logical approach to meet this standard is to ensure the public interface with the existing open space is maximised through a suitable land contribution as required under Clause 53.01.

In conjunction with Council's Recreation and Open Space Unit, alternative layouts have been considered to achieve suitable integration with the Council reserve; these include open space adjacent to the proposed court bowl and at a midway point between the Park Avenue entrance and the proposed court bowl. These options were not progressed due to location, topography, poor interface and visibility.

Whilst the current layout does not directly meet the requirement for streets and houses to look onto public open space, the layout is considered to achieve the best possible outcome given the constraints presented by this legacy parcel of open space. The current layout provides an 'arrival'/street frontage reserve leading into the adjacent 'Park Avenue open space' via a 10m wide entry. This will open up the entrance to the 'Park Avenue open space' reserve from Park Avenue providing improved access to the existing open space area by the broader community.

Clause 56.04-5 – Common Area Objective

There are no common areas proposed under the residential subdivision component. Common property is proposed as part of the industrial subdivision which will form part of the body corporate with an equal share of management obligations.

Clause 56.05-1 - Integrated Urban Landscape Objectives

This Clause seeks *'to protect and enhance native habitat and discourage the planting and spread of noxious weeds'*.

Council's Environment Department has requested a landscape concept plan be provided so that Council can assess where landscaping and street trees can be accommodated within the site. The applicant has requested that this requirement be met via a condition on any permit issued.

As detailed earlier in this report, the proposed subdivision requires the removal of one area of 'patch' native vegetation with a total area of 0.2 hectares. The native vegetation removal report determines that for the 0.2 hectares of native vegetation proposed to be removed; the offset requirements are for the generation of 0.004 general habitat units. This falls under the 'basic' assessment pathway Council's Environment Department has considered the proposed removal of 'patch' native vegetation, and no objection raised subject to conditions included in the officer's recommendation.

Clause 56.05-2 - Public Open Space Provision Objectives & Clause 53.01 Public Open Space Contribution and Subdivision

Under the provisions of Clause 53.01, a person who proposes to subdivide land must make a contribution to the Council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). This subdivision is not exempt from this requirement.

In relation to the Neighbourhood Residential Zone land and the Industrial Zone land, there is a requirement under this application for 10% of the net developable land area to either be provided as land (or a financial contribution of 10% of the land value).

The application proposes 1,150sqm of land adjacent to the entry point with Park Avenue, 1780sqm of unencumbered land (excluding the heritage site) and yielding an overall area of 2,930sqm (10.1% of the land). All open space land is outside of the 1% AEP.

The requirement for a public open space contribution also extends to land within the Industrial 3 Zone. However, regard must be had to the provisions of the Regulation 18(1A) - Council May Require Public Open Space – of the *Subdivision Act* 1988, which states:

“The Council may only make a public open space requirement if it considers that, as a result of the subdivision, there will be a need for more open space, having regard to—

- f) the existing and proposed use or development of the land;*
- f) any likelihood that existing open space will be more intensively used after than before the subdivision;*
- f) any existing or likely population density in the area of the subdivision and the effect of the subdivision on this;*
- f) whether there are existing places of public resort or recreation in the neighbourhood of the subdivision, and the adequacy of these;*
- f) how much of the land in the subdivision is likely to be used for places of resort and recreation for lot owners;*
- f) any policies of the Council concerning the provision of places of public resort and recreation.”*

Council’s Recreation and Open Space Unit has considered the subdivision of the industrial land and has advised that there is a reasonable connection between the industrial subdivision and adjacent residential subdivision to allow for a financial contribution towards the improvement of Park Avenue as neighbourhood open space, which would align with Council’s Open Space Strategy. As the percentage of the land intended to be used for residential, industrial or commercial purposes is above 10%, there is no additional requirement to be made.

Residential Land

In response to the land contribution obligation, the following is noted:

Land to the western side of the internal road

This proposal identifies a large area of land to the western side to become a ‘*Future Council Reserve*’. This land is frequently inundated with flood waters and therefore difficult to maintain. This land is partially encumbered by the 1% AEP (Annual Exceedance Probability of a flood) being subject to inundation and partially vegetated. A small portion of the land to the north is also encumbered by cultural heritage, therefore a large part of this land was not suitable to be acquired for reserve purposes. Ultimately the land could provide a creek side access open space of approximately 0.60ha, which whilst partially encumbered, could provide an attractive passive open space area abutting the creek for walkers plus approximately 200m road frontage. This is considered a significant element of the proposal.

Improved access to Council reserve

The applicant is proposing a reserve (1150m²) on the southern side of Park Avenue, as visitors enter the subdivision application area. This open reserve area of land would provide

an 'arrival'/street frontage, which would lead into the existing 'Park Avenue open space' reserve. In addition to the entry reserve, the application includes a 5m wide reserve strip to the rear of proposed lots 16-19, which would ultimately provide a 10m wide pedestrian entrance into the existing Council reserve, rather than the existing 5m entrance. This layout is considered to provide an improved access to the existing open space reserve to serve the broader Apollo Bay community and is supported by Council's Recreation and Open Space Department.

Industrial Land & Clause 53.01 – Public Open Space Contribution and Subdivision

The provision of a public open space 'land' contribution was investigated in relation to the land to the west of the proposed industrial lots (as highlighted by the red rectangle below – Figure 14). The land to the west of the industrial lots is subject to flooding of up to 300mm. Consideration has been given within the assessment of this application as to whether there could be alignment with the Apollo Bay Settlement Boundary & Urban Design Review 2012 by providing a new vehicular/ pedestrian connection between Cawood Street and Montrose Avenue along Anderson Creek (and linking through to Woodlands Avenue and Park Avenue). The feasibility of providing a new vehicular/pedestrian connection along Anderson Creek has not been advanced since this document was completed in 2012.

Whilst Council's Recreation and Open Space Unit support the interface to the creek within the Neighbourhood Residential Zone land, if Council were to accept the land to the south, within the industrial zone as open space, then the applicant would need to undertake significant works, subsurface drainage to reduce the level of inundation and ensure this land can be suitably maintained by Council into the future. Any land handed over to Council would need to be accessible by Council vehicles, to be maintained throughout the year and in a condition accessible to the public throughout the year.

Council's Parks and Gardens Department have advised that Council should not accept land that is sub-standard and is not capable of being a high-quality open space reserve for the residents of Apollo Bay.

Due to inundation in this part of the site, such earthworks are not practical and may result in floodwater displacement. Council officers are of the view that ongoing maintenance of this encumbered land is not cost effective public open space that contributes to the development of sustainable neighbourhoods to cater for a broad range of users.

In light of the above, the applicant is proposing the land to the west and north of the industrial lots be common property and not as a Council reserve which is supported by Council's Recreation and Open Space Unit.



Figure 14 – Open Space Map

Clause 56.06-2 - Walking and Cycling Network Objectives

Given the proximity to Apollo Bay, it is considered that the proposal positively contributes to community health and wellbeing by encouraging walking and cycling as part of the daily lives of residents, employees and visitors. The orientation of the lots would allow for the natural surveillance along streets and from abutting dwellings and be designed for personal safety and security particularly at night. The proposal is considered to comply with this clause.

Clause 56.06-4 - Neighbourhood Street Network Objective

A response to this Clause has been provided earlier in this report.

Clause - 56.06-5 - Walking and Cycling Network Detail Objectives

Footpaths, shared paths etc. would be approved by Council at the detailed design stage.

Clause 56.06-6 – Public Transport Network Objectives

It is not considered that public transport would be entering this site.

Clause 56.06-7 - Neighbourhood Street Network Detail Objective

The street layout proposed under this application is considered to be a constrained by the topography and the desire to provide access to the existing Council reserve. As such, it is considered that there are limited options available relating to the road design. Roads would be approved by Council at detailed design stage.

Clause 56.06-8 - Lot Access Objective

The design and construction of all new crossovers for the lots would be in accordance with the requirements of Council's Infrastructure Department.

Clause 56.07-1 – Drinking Water Supply Objectives

Connection to the reticulated supply of water would be designed, constructed and provided to the lots in accordance with Barwon Water's requirements.

Clause 56.07-2 – Reused and Recycled Water Objective

Re-used and recycled water systems would be provided and designed, if required by Barwon Water, as permit conditions.

Clause 56.07-3 – Waste Water Management Objective

Connection to the reticulated sewerage supply would be designed, constructed and provided to the lots in accordance with Barwon Water requirements.

Clause 56.07-4 – Urban Runoff Management Objective

Stormwater would be directed to the proposed detention basin which would be located within Lot: 3 PS: 748645. Stormwater would be treated to current best practice for stormwater quality. The size, location and proximity of the retarding basin to the 1% AEP (Annual Exceedance Probability (1%AEP) flood zone) has been considered by Council Infrastructure Department who have advised that the Stormwater Management Plan prepared by St. Quintin, and the subsequent memorandum by Water Technology (06 November 2023), demonstrates that stormwater within the subject site can be effectively managed and treated to meet required standards. No objection subject to conditions contained in the officer recommendation were raised.

Clause 56.08-1 – Site Management Objective

The applicant has advised that a construction management plan can be submitted as part of the permit conditions which has been addressed.

Clause 56.09-1 – Shared Trenching Objectives

The connection to services would be undertaken in accordance with permit conditions.

Clause 56.09-2 – Electricity, Telecommunications and Gas Objectives

The connection to services would be undertaken in accordance with permit conditions.

Clause 56.09-3 – Fire Hydrants

Under this Clause, *"Fire hydrants should be provided:*

- *A maximum distance of 120 metres from the rear of each lot.*
- *No more than 200 metres apart.*

Hydrants and fire plugs must be compatible with the relevant fire service equipment. Where the provision of fire hydrants and fire plugs does not comply with the requirements of standard C29, fire hydrants must be provided to the satisfaction of the relevant fire authority".

The proposal would meet the requirements of Clause 56.09-3 and as such, the CFA are not a determining referral authority for the purposes of Clause 66.01. Consideration has been given to the requirements of Clause 13.02-1S (Bushfire Planning) earlier in this report.

Clause 56.09-4 – Public Lighting

The connection to services would be undertaken in accordance with permit conditions.

Industrial Subdivision

A key purpose of the Industrial 3 Zone is *“to ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses”*. This zone also seeks to *“provide a buffer between the Industrial 1 Zone or Industrial 2 Zone and local communities, which allows for industries and associated uses compatible with the nearby community”*. Broadly speaking, this zone provides for an interface between the more intensive industrial land use within the Industrial 1 Zone to the south and the Neighbourhood Residential Zone land to the north.

In response to the interface with the residential land to the north, it is noted that the northern boundary of the industrial land abuts future common property which is intended to be landscaped to soften and screen any built form.

Undeveloped industrial land is currently located to the east (orange outline below). The subject Industrial 3 Zone land (Lot: 3 PS: 748645 V/F: 11997/645) is highlighted in blue below and is already zoned for industrial purposes – refer to Figure 15. It is anticipated that future industrial development on this land would not be dissimilar in appearance to that within the existing industrial zones to the immediate south, albeit occupied by smaller businesses with lesser amenity concerns.

It is also be acknowledged that the land to the immediate east (Lot 1 PS434972) which is outside of the applicant site, (identified in orange above) is also located within the Industrial 3 Zone and has potential for subdivision and development subject to planning approval.

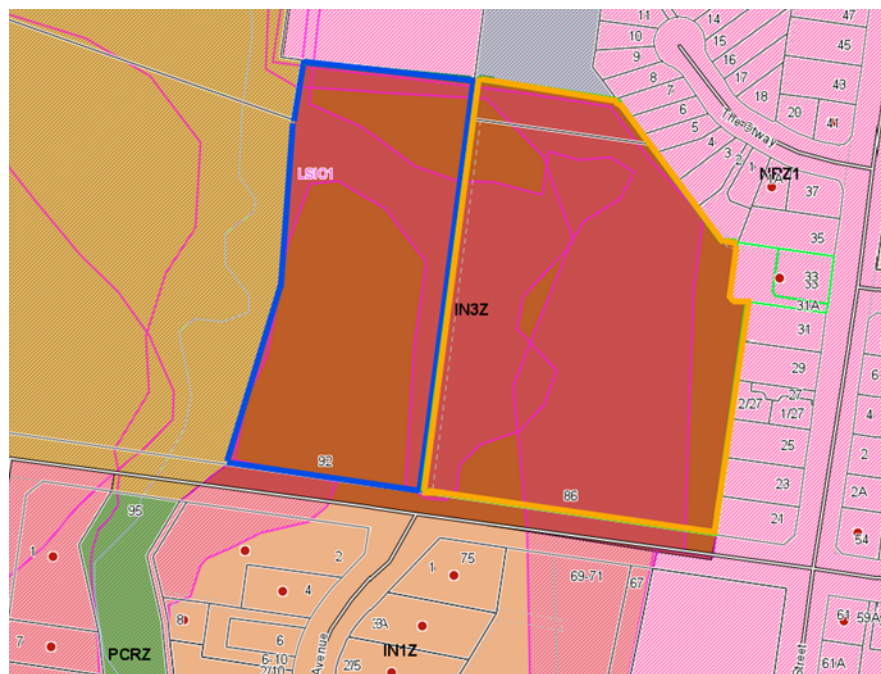


Figure 15 – Industrial zoning of the site and surrounds

This application proposes the subdivision of the Industrial 3 Zone land into 7 lots ranging in area between 411sqm – 879sqm. There is no minimum lot size area specified for the Industrial 3 Zone land with all applications considered on their merits. The creation of smaller lots in this location would minimise the likelihood of heavy industry occupying the future lots. The

applicant has provided examples of similar industrial 3 type uses such as within 'The Hub' in Torquay, whereby uses such as coffee roasters, bakeries, gyms, yoga studios, building designers, construction companies and media/advertising all operate within sites of similar area. The applicant notes that the size of the warehouses supporting these businesses in Torquay range from approximately 170sqm to 1600sqm with the majority in the order of 250sqm or less. The industrial subdivision before Council for consideration would not be dissimilar to this approach.

Given the proximity of the residential land to the north, it is considered that smaller lots are likely to attract smaller businesses which are less likely to generate heavy traffic or off-site impacts. If the industrial subdivision is supported by Council, any future development applications for '*buildings and works*' on the lots would require a planning permit.

In support of the proposed industrial subdivision, the applicant has provided a Traffic Impact Assessment Report by Quantum Traffic dated 10/11/23 which shows an indicative building and car parking layout for the proposed industrial lots. An extract of the plan contained within the report is provided below. Given the nature of the occupants of these industrial lots, future loading/unloading would likely occur via a small vehicle, which would park within one of the car parking spaces or within the building.

It is noted that proposed lots 32-36 would include a 4m deep no build zone to cater for turning movements of vehicles. If supported, the appropriate restriction would be required to be shown on the certified plan of subdivision via a permit condition.

Vehicle access for the industrial lots is proposed via Montrose Avenue, with internal access via common property managed by a body corporate. It is noted that the proposed common driveway to the industrial lots would be located within the 1% Annual Exceedance Probability (AEP). The access is required to comply with Melbourne Water Floodway Safety Criteria guidelines. Council's Infrastructure Department notes that flooding of up to 300mm over the common property to access the industrial lots is acceptable in accordance with Melbourne Water guidelines. No objection is raised by Council's Infrastructure Department subject to conditions recommended within this report.

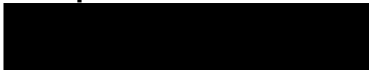
9. OFFICER DIRECT OR INDIRECT INTEREST

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

19 Park Avenue & 92 Montrose Ave Apollo Bay

Vegetation Assessment and Native Vegetation Removal Report

A report to



Prepared by

Mark Trengove Ecological Services

July 2025

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1 INTRODUCTION

1.1 Project Background

An area of land comprised of the two lots 19 Park Avenue and 92 Montrose Avenue in Apollo Bay are proposed to be subdivided. This report was commissioned by [REDACTED] to assess the quantity and significance of any native vegetation that might be present in the subject site.

Under Clause 52.17 of the Planning Scheme, the State has gazetted the Native Vegetation Removal Regulations. The Regulations introduce a 'risk-based approach to assessing applications to remove native vegetation' (Department of Environment, Land, Water and Planning [DELWP] website i).

Refer to Section 4.2 for further discussion.

1.2 Objectives

The objectives of this investigation are to:

- Describe the flora values of the land.
- Evaluate the conservation significance of the land.
- Assess any potential impacts of the proposed development.
- Assess the implications of relevant government policy and legislation (Commonwealth EPBC Act, State Clause 52.17).

1.3 Study Area

The study area is comprised of 4.5 hectares of land for both lots. 19 Park Avenue is 2.89 ha and 92 Montrose Avenue 1.61 ha. The lots are located within the Colac Otway Shire.

The site is within the Otway Plains bioregion and is located within the Corangamite Catchment Management Authority region (DELWP website iii).

The following zoning and overlays apply to both parcels of land:

19 Park Avenue

- Neighbourhood Residential Zone – Schedule 1 (NRZ1)
- Design and Development Overlay – Schedule 7 (DDO7)
- Rural Conservation Zone (RCZ)
- Land Subject to Inundation Overlay (LSIO)
- Significant Landscape Overlay – Schedule 3 (SLO3)

92 Montrose Avenue

- Industrial 3 Zone (IN3Z)

- Land Subject to Inundation Overlay (LSIO)
- Erosion Management Overlay – Schedule 1 (EMO1)

Both lots are within an ‘area of cultural heritage sensitivity’ and ‘designated bushfire prone area’ (DELWP website iv).

The site is comprised of agricultural land which is currently being grazed by cattle. The vegetation is substantially exotic, with one small patch of native vegetation, and a larger planted patch, both within the Park Avenue lot.

The area is both flat and moderately sloped, with lower lying areas occurring to the west and south of the site. A series of drainage lines occur within the site, being fed from steeply sloped land to the north, and a housing estate to the east. Andersons Creek is located adjacent to the western perimeter.

The location of the study area is shown in Figures 1 and 2.

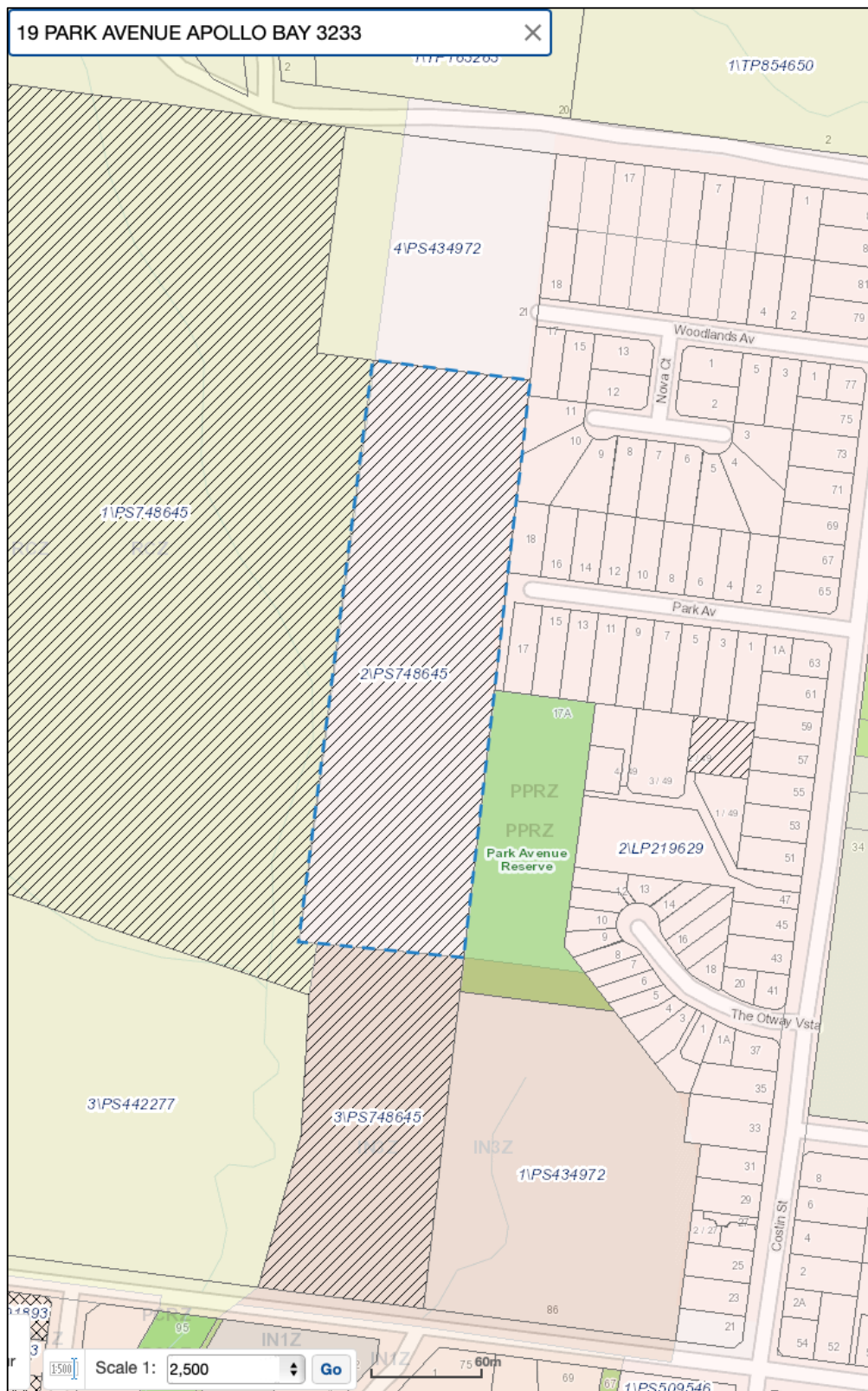


Figure 1. 19 Park Avenue Apollo Bay

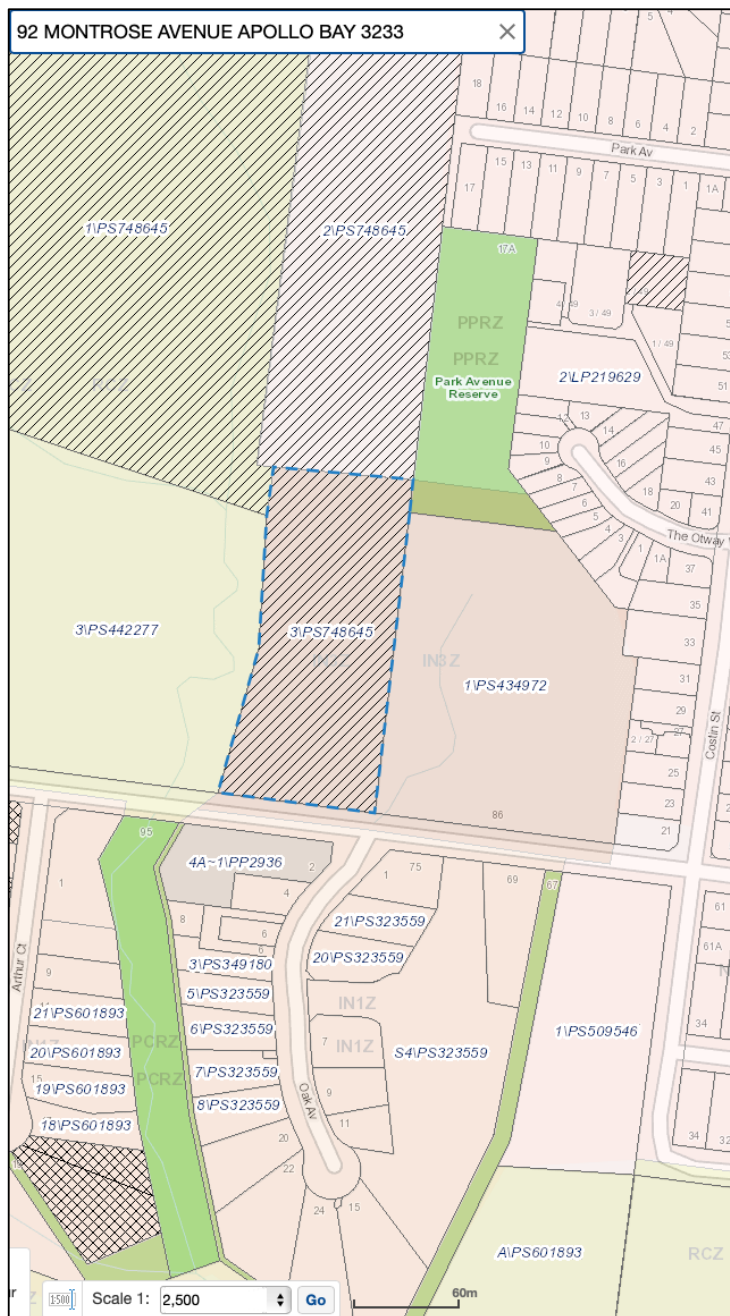


Figure 2. 92 Montrose Avenue Apollo Bay

1.4 Proposed Development

The proposed use is a residential subdivision for 19 Park Avenue, and a residential or industrial subdivision for 92 Montrose Avenue.

2 METHODS

2.1 Taxonomy

Scientific names for plants follow the Vicflora (RBG website i). Common names for plants follow the Flora of Victoria Vol's 2-4 (Walsh and Entwisle 1994-1999).

2.2 Literature and Database Review

Relevant literature and databases, including data from the NVIM tool (DELWP website i), and Victorian Biodiversity Atlas (DELWP website ii) were reviewed.

2.3 Field Survey

The site was inspected on foot on the 17th of June 2020. The entire site was traversed. Records were taken of all indigenous vascular plant species and dominant exotic vascular plant species. Native vegetation communities were mapped. Observations were made of the existing habitat values.

2.4 Limitations

The assessment was conducted during early winter, a time of year that flowers and fruit are absent on most plant species. Cattle grazing limited the development of flowering material on *Juncus sp.* A species of Buttercup *Ranunculus sp.* and Rush *Juncus sp.* were difficult to identify due to the absence of fruits. Plant growth following significant rainfall over the summer and autumn period provided good conditions for botanical assessment.

Due to the degraded condition of the study area vegetation, the site inspection is considered sufficient to assess the ecological values of the site. The survey includes only vascular flora. Fauna surveys were not undertaken.

2.5 Defining Significance

A number of criteria are applied in order to assess the significance of flora species and vegetation communities. The definition of the criteria is detailed in Appendix 1.

2.6 Defining and Assessing Vegetation

Native vegetation in Victoria has been defined by DELWP as belonging to two categories. These are:

Patch native vegetation

Patch native vegetation is either:

- any area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native
- any area with three or more native canopy trees where the canopy foliage cover is overlapping.
- areas of current wetlands as mapped by DEECA.

Scattered Tree native vegetation

Scattered tree native vegetation is:

- a native canopy tree that does not form part of a patch.

Habitat Hectares

Habitat hectares (Vegetation Quality Assessment v1.3) is a site-based measure that combines extent and condition of native vegetation. The current condition of native vegetation is assessed against a benchmark for its Ecological Vegetation Class (EVC). EVCs are classifications of native vegetation types. The benchmark for an EVC describes the attributes of the vegetation type in its mature natural state, which reflects the pre-settlement circumstances. The condition score of native vegetation at a site can be determined through undertaking a habitat hectare assessment.

The habitat hectare value of an area of native vegetation is calculated by multiplying the current condition of the vegetation (condition score) by the extent of native vegetation. (DELWP website i).

3 RESULTS

3.1 Ecological Vegetation Class

Ecological Vegetation Classes (EVCs) are the primary level of classification of vegetation communities within Victoria. An EVC contains one or more plant (floristic) community and represents a grouping of vegetation communities with broadly similar ecological attributes. Classification of EVCs in this report follows Oates and Taranto (2001).

The pre-1750 EVC mapping of the study area undertaken by DELWP (DELWP Website iii) indicates that the study area was comprised of EVC 53 Swamp Scrub. This EVC is currently listed as having a bioregional conservation significance of 'Vulnerable' in the Otway Plain bioregion (DELWP website i).

Vulnerable is defined as an EVC where 10 - 30% of the pre-European extent remains within the bioregion (DELWP website v).

The current study records native vegetation (i.e. clumps of Australian Sweet-grass *Glyceria australis*, *Juncus pallidus* and *Isolepis sp.*) that accords with EVC 53 Swamp Scrub within the study area (Table 1). The entire site was determined to be EVC 53 Swamp Scrub. The patch of native vegetation to the west of site is planted, and not typical of this pre-1750 EVC.

Refer to Figure 3 for DELWP EVC mapping.

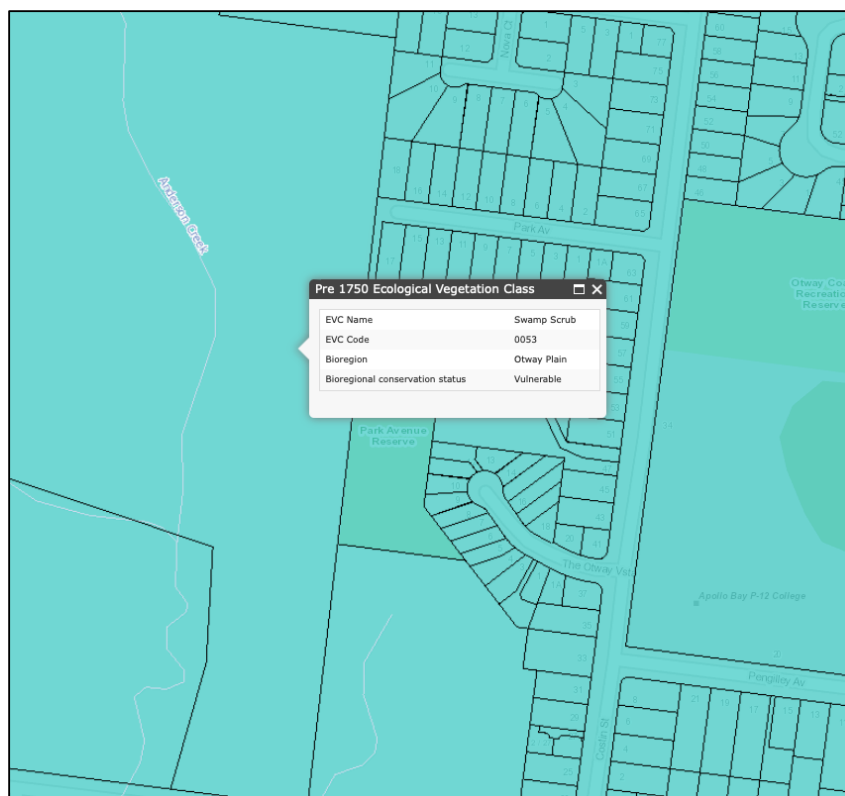


Figure 3. Distribution of EVC at 19 Park Ave & 92 Montrose Ave pre-1750

(DELWP Website iii).

3.2 Flora

Thirteen native vascular plant species were recorded from the study area. Refer to Table 1 for a list of native and exotic vascular plant species recorded from this assessment. Planted species are marked with an asterisk *.

3.3 Vegetation Condition

The vegetation of the proposed impact areas is dominated by exotic pasture grasses, herbs and weeds such as Rye Grass *Lolium sp.*, Prairie Grass *Bromus catharticus*, White Clover *Trifolium repens*, Fiddle Dock *Rumex pulcher* and Buttercup *Ranunculus sp.* (Plates 1 and 2).

Thirteen native plant species exist, six which are remnant, and seven planted. Most of the remnant vegetation occurs within a small patch on a 'soak' near the northern boundary of the Park Avenue property (refer to Plates 3-4). Species here include Australian Sweet-grass *Glyceria australis*, Swamp Club-rush *Isolepis inundata*, Broad-leaf Rush *Juncus planifolius* and Pale Rush *Juncus pallidus*. Small populations of Rush *Juncus sp.* and Common Duckweed *Lemna disperma* occur in low lying areas within the southern half of the site.

The planted vegetation occurs near the western boundary of the Park Avenue property, between Andersons Creek and a stock proof fence (Plate 5). This consists of *Eucalyptus spp.*, Blackwood *Acacia melanoxylon* and various native shrubs such as Manuka *Leptospermum scoparium* and Snowy Daisy-bush *Olearia lirata*. This vegetation appears to be about 20 years old. Weeds including Cocksfoot *Dactylis glomerata* and Blackberry *Rubus sp.* are dominant in this area.

Table 1 Naturalised Vascular Plant Species recorded this survey

Botanical Name	Common Name	Status
<i>Acacia melanoxylon</i>*	Blackwood	Native
<i>Anthoxanthum odoratum</i>	Sweet Vernal Grass	Exotic
<i>Arctotheca calendula</i>	Capeweed	Exotic
<i>Bellis perennis</i>	English Daisy	Exotic
<i>Bromus catharticus</i>	Prairie Grass	Exotic
<i>Coprosma quadrifida</i>*	Prickly Currant-bush	Native
<i>Dactylis glomerata</i>	Cocksfoot	Exotic
<i>Eucalyptus globulus</i>*	Blue-gum	Native
<i>Eucalyptus sp.</i>*	Gum	Native
<i>Festuca sp.</i>	Fescue	Exotic
<i>Glyceria australis</i>	Australian Sweet-grass	Native
<i>Gynatrix pulchella</i>*	Hemp Bush	Native
<i>Hypochaeris radicata</i>	Cat's-ear	Exotic
<i>Isolepis inundata</i>	Swamp Club-rush	Native
<i>Juncus pallidus</i>	Pale Rush	Native
<i>Juncus planifolius</i>	Broad-leaf Rush	Native

<i>Juncus sp.</i>	Rush	Native
<i>Lemna disperma</i>	Common Duckweed	Native
<i>Leptospermum scoparium</i> *	Manuka	Native
<i>Lolium sp.</i>	Rye Grass	Exotic
<i>Olearia lirata</i> *	Snowy Daisy-bush	Native
<i>Pennisetum clandestinum</i>	Kikuyu	Exotic
<i>Plantago lanceolata</i>	Ribwort	Exotic
<i>Ranunculus sp.</i>	Buttercup	Exotic
<i>Rumex pulcher</i>	Fiddle Dock	Exotic
<i>Rubus sp.</i>	Blackberry	Exotic
<i>Senecio jacobaea</i>	Ragwort	Exotic
<i>Taraxacum sp.</i>	Dandelion	Exotic
<i>Trifolium repens</i>	White Clover	Exotic

* planted vegetation.

3.4 Significant Flora

No National, State or Regional significant plant species were recorded. The recorded native species are assessed to be of local conservation significance.

However, the ‘soak’ that represents Swamp Scrub EVC 53 vegetation is of regional significance as this EVC has a bioregional conservation significance of ‘Vulnerable’ within the Otway Plain bioregion.

Refer to Appendix 1 for the rational for assessing significance.

4 LEGISLATION AND GOVERNMENT POLICY

4.1 Commonwealth

4.1.1 *Environment Protection and Biodiversity Conservation Act (1999)*

The Environment Protection and Biodiversity Conservation (EPBC) Act (1999) was established to ‘promote the conservation of biodiversity by providing strong protection for listed species and communities in the Commonwealth and for protected areas, Ramsar sites, Commonwealth Reserves, conservation zones and World Heritage sites, etc.’

The EPBC Act applies to developments and associated activities that have the potential to significantly impact on matters protected under the Act. Under the Act, unless exempt, actions require approval from the Australian Government Minister for Environment and Heritage if they are likely to significantly impact on a ‘matter of national environmental significance’. There are currently seven matters of national environmental significance (NES):

- World Heritage properties;
- National Heritage properties;
- nationally listed threatened species and ecological communities;
- listed migratory species;
- Ramsar wetlands of international significance;
- Commonwealth marine areas; and
- nuclear actions (including uranium mining).

Any person proposing to take an action that may, or will, have a significant impact on a matter of national environmental significance must refer the action to the Australian Government Minister for Environment and Water Resources for determination as to whether the action is a ‘controlled action’ or is not approved.

Neither Swamp Scrub EVC 53 or any plant species recorded within the study area are referred to in the Act.

4.1.2 Implications

There are no implications for the current proposal under the EPBC Act.

4.2 State

4.2.1 Native Vegetation Permitted Clearing Regulations

Under Particular Provision (Native Vegetation Clause 52.17) the State has gazetted the Native Vegetation Permitted Clearing Regulations. The Regulations introduce a 'risk-based approach to assessing applications to remove native vegetation' (DELWP website i).

The purpose of Clause 52.17 is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (Department of Environment, Land, Water and Planning, 2017). This includes:

1. Avoid the removal, destruction or lopping of native vegetation.
2. Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
3. Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.

To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation (DELWP website i).

Under the Regulations, any areas of patch or scattered tree native vegetation that are proposed to be removed are subject to protection/and or recruitment offsets, depending upon the characteristics of the site.

When native vegetation removal is permitted, an offset must be secured which achieves a no net loss outcome for biodiversity. To achieve this the offset makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation that was removed. The type and amount of offset required depends on the native vegetation being removed and the contribution it makes to Victoria's biodiversity.

Implications for the current proposal are discussed as follows. Refer to Figure 4 and 5 for location mapping (DELWP data).

4.2.2 Implications

The results show that the current vegetation condition for the study area includes areas of greater than 25% cover value of perennial native plant species. The 'soak' area to the north of the site was recorded as a patch of native vegetation. The shelterbelt on the western boundary of the Park Avenue lot is also recorded as a patch of native vegetation. The study area is consequently assessed to be comprised of both exotic vegetation (i.e. non-patch or scattered tree native vegetation- the majority of the site) and patch native vegetation.

The proposal requires the removal of one area of 'patch' native vegetation with a total area of 0.004 ha. Consequently, there are implications for the removal of native vegetation under the Regulations.

In keeping with the Regulations, a Native Vegetation Removal Report (generated by DELWP) has been prepared for the proposed impact site to determine the assessment pathway and the vegetation offset requirements, should a permit be granted. The application is a basic pathway assessment.

The Native vegetation removal report determines that, for the 0.004 ha of native vegetation proposed to be removed, the offset requirements are for the generation of 0.002 general habitat units, to be achieved within the Corangamite CMA area or Colac Otway Shire, with a minimum strategic biodiversity score of 0.368 (Refer to Appendix 2 Native Vegetation Removal Report, Report ID: 314-20200811_004).

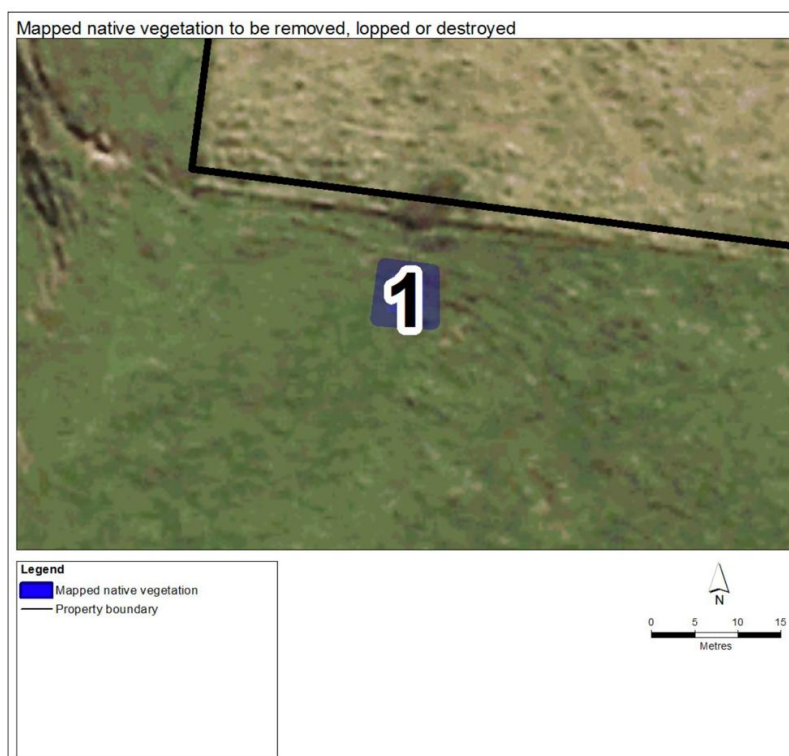


Figure 4. Location of native vegetation patch at 19 Park Ave & 92 Montrose Ave (DELWP website iii).

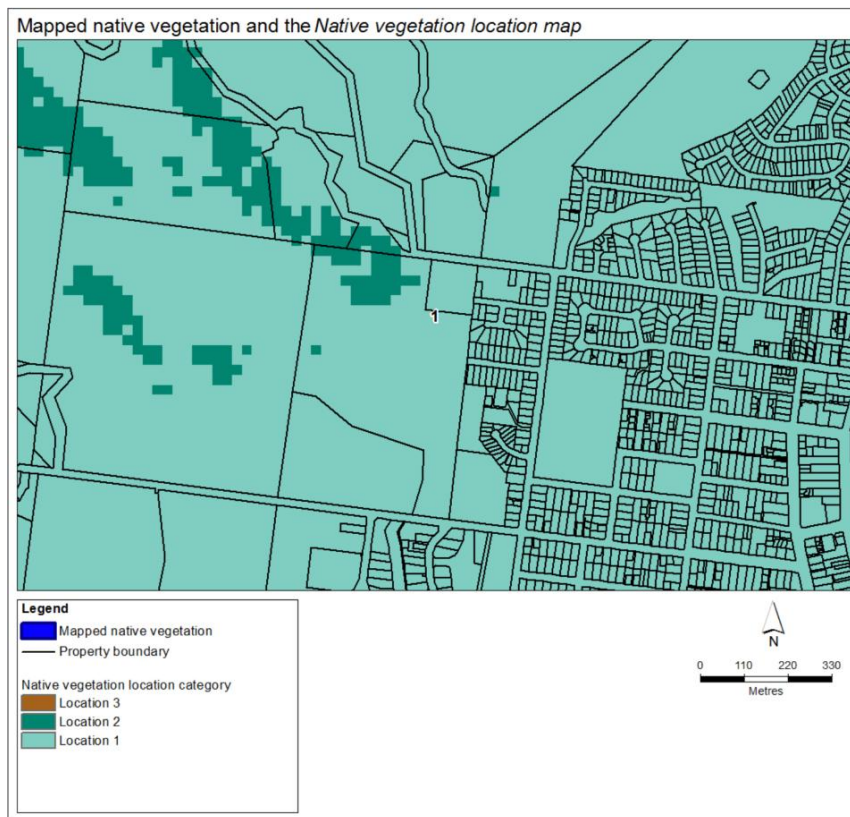


Figure 5. Distribution of vegetation according to ‘Location’ at 19 Park Ave & 92 Montrose Ave. Green equates to ‘Location 1’ (i.e. lowest risk) (DELWP website iii).

The study area is located within Location 1.

Topographic and land information

The impact site is moderately sloped from north to south. Some steeper sections occur at the very northern and north-eastern parts of the site. A ‘soak’ occurs near the northern boundary. There is a large drainage line following the lie of the land (refer Plate 6), being fed from steeper sections to the north and a stormwater drain from a residential area near the eastern boundary. This drainage line ultimately feeds into a depression/wetland east of the Montrose Ave lot. Low lying areas occur to the west and south of the site. Andersons Creek is located adjacent to the western perimeter.

Previous clearing

No previous clearing within that last 5 years.

Defendable space

Both lots occur within a designated bushfire prone area.

4.2.3 Avoid and minimise

The native vegetation is proposed to be removed. Retention is not practical due to the small size and the artificial and degraded nature of the vegetation.

4.2.4 Achieving offsets

Refer to Figure 6 below for extent of vegetation proposed to be removed (DELWP data). Vegetation offsets are proposed to be achieved by 3rd party offset. There is reasonable assurance that a suitable 3rd party offset is available. Refer to Appendix 3 Report of available native vegetation credits (Report ID 30498).

Assessment pathway	
The assessment pathway and reason for the assessment pathway	
Assessment pathway	Basic Assessment Pathway
Extent of past plus proposed native vegetation removal	0.004 hectares
No. large trees	0 large tree(s)
Location category	Location 1 The native vegetation is not in an area mapped as an endangered Ecological Vegetation Class, sensitive wetland or coastal area. Removal of less than 0.5 hectares will not have a significant impact on any habitat for a rare or threatened species.
Offset requirement	
The offset requirement that will apply if the native vegetation is approved to be removed	
Offset type	General offset
Offset amount	0.002 general habitat units
Offset attributes	
Vicinity	Corangamite Catchment Management Authority (CMA) or Colac Otway Shire Council
Minimum strategic biodiversity value score	0.368
Large trees	0 large tree(s)

Figure 6. Biodiversity information for 19 Park Ave & 92 Montrose Ave (DELWP website iii).

5 CONCLUSIONS

Description

The land at 19 Park Avenue & 92 Montrose Avenue Apollo Bay that is the subject of this report has been subjected to past disturbance and contains vegetation that is degraded and comprised of predominately exotic plant species.

Two patches of native vegetation occur. One small patch consists of remnant native grass and Rush species, whilst the other much larger area consists of planted trees and shrubs approximately 20 years old.

Implications

One area of patch native vegetation is proposed to be impacted upon.

No State, National or Regionally significant plant species were recorded within the study area. EVC 53 Swamp Scrub has a bioregional conservation significance of Vulnerable in the Otway Plain bioregion.

The proposal is assessed to have no implications under the Commonwealth EPBC Act.

The Native vegetation removal report determines that, if the 0.004 ha of recorded native vegetation was permitted to be removed, the offset requirements are for the generation of 0.002 general habitat units, to be achieved within the Corangamite CMA area or Colac Otway Shire, with a minimum strategic biodiversity score of 0.368. The application is a basic assessment pathway.

Limitations

There are not considered to be any significant limitations to the findings of this study.

Appendix 1 Assessing Conservation Significance

Conservation significance is assessed at a range of scales, including global, international, national, state, regional and local. Criteria used for determining the conservation significance of flora at national to local scales are presented below for botanical conservation significance.

Botanical Significance

National botanical significance applies to an area when it supports one or more of the following attributes:

- a population of at least one nationally threatened plant species listed by Briggs and Leigh (1996) or plant species listed on the schedules to the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

- A nationally threatened ecological community listed on the schedules of the *Environment Protection and Biodiversity Conservation Act 1999*.

State botanical significance applies to an area when it supports one or more of the following attributes:

- A population of at least one plant species threatened in Victoria, as listed by Gullan et al. (1990), NRE (2000a) or more recently in the unpublished records of the Flora Information System (NRE), or on the schedules to the Victorian *Flora and Fauna Guarantee Act 1988*.

- An ecological community considered threatened in Victoria through its listing on the schedules of the *Flora and Fauna Guarantee Act 1988*.

Regional botanical significance applies to an area that supports one or more of the following attributes:

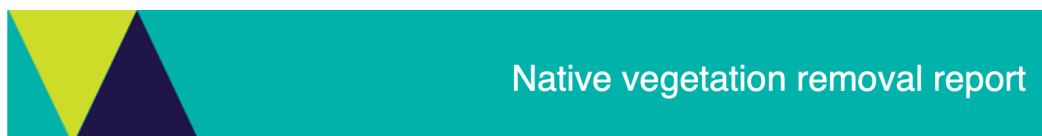
- Supports a population of one or more regionally depleted species defined in a valid regional assessment of biodiversity (eg. Regional Native Vegetation Plan, Environment Conservation Council Report or Comprehensive Regional Assessment documents).

- An ecological vegetation class that is considered endangered or vulnerable in a particular bioregion (based on Conn 1993 and the Regional Native Vegetation Plan), in which case the area is of **High Regional** significance.

- An ecological vegetation class that is considered depleted in a particular bioregion (based on Conn 1993 and the Regional Native Vegetation Plan), in which case it is of **Regional** significance.

Local botanical significance applies to all remnant native vegetation that does not meet the above criteria. In much of Victoria native vegetation has been so depleted by past clearing and disturbance that all remaining vegetation must be considered to be of at least local conservation significance.

Appendix 2 Native Vegetation Removal Report



Native vegetation removal report

A report to support an application to remove, destroy or lop native vegetation in the **Basic Assessment Pathway** using the modelled condition score

This report provides information to support an application to remove native vegetation in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation*. The report is not an assessment by DELWP or local council of the proposed native vegetation removal. Biodiversity information and offset requirements have been calculated using modelled condition scores contained in the *Native vegetation condition map*.

Date and time: 11 August 2020 10:02 AM

Lat./Long.: -38.7500874471218,143.657197497096

Native vegetation report ID:

Address: 185 MONTROSE AVENUE APOLLO BAY
3233

314-20200811-004

Assessment pathway

The assessment pathway and reason for the assessment pathway

Assessment pathway	Basic Assessment Pathway
Extent of past plus proposed native vegetation removal	0.004 hectares
No. large trees	0 large tree(s)
Location category	Location 1 The native vegetation is not in an area mapped as an endangered Ecological Vegetation Class, sensitive wetland or coastal area. Removal of less than 0.5 hectares will not have a significant impact on any habitat for a rare or threatened species.

Offset requirement

The offset requirement that will apply if the native vegetation is approved to be removed

Offset type	General offset
Offset amount	0.002 general habitat units
Offset attributes	
Vicinity	Corangamite Catchment Management Authority (CMA) or Colac Otway Shire Council
Minimum strategic biodiversity value score	0.368
Large trees	0 large tree(s)

Native vegetation removal report – report ID 314-20200811-004



Native vegetation removal report

Biodiversity information about the native vegetation

Description of any past native vegetation removal

Any native vegetation that was approved to be removed, or was removed without the required approvals, on the same property or on contiguous land in the same ownership, in the five year period before the application to remove native vegetation is lodged is detailed below.

Permit/PIN number	Extent of native vegetation (hectares)
None entered	0 hectares

Description of the native vegetation proposed to be removed

Extent of all mapped native vegetation	0.004 hectares
Condition score of all mapped native vegetation	0.200
Strategic biodiversity value score of all mapped native vegetation	0.460
Extent of patches native vegetation	0.004 hectares
1	0.004 hectares
Extent of scattered trees	0 hectares
No. large trees within patches	0 large tree(s)
No. large scattered trees	0 large tree(s)
No. small scattered trees	0 small tree(s)

Additional information about trees to be removed, shown in Figure 1

Tree ID	Tree circumference (cm)	Benchmark circumference (cm)	Scattered / Patch	Tree size
N/A				

Native vegetation removal report – report ID 314-20200811-004



Native vegetation removal report

Other information

Applications to remove, destroy or lop native vegetation must include all the below information. If an appropriate response has not been provided the application is not complete.

Photographs of the native vegetation to be removed

Recent, dated photographs of the native vegetation to be removed must be provided with the application. All photographs must be clear, show whether the vegetation is a patch of native vegetation or scattered trees, and identify any large trees. If the area of native vegetation to be removed is large, provide photos that are indicative of the native vegetation.

Ensure photographs are attached to the application. If appropriate photographs have not been provided the application is not complete.

Topographical and land information

Description of the topographic and land information relating to the native vegetation to be removed, including any ridges, crests and hilltops, wetlands and waterways, slopes of more than 20 percent, drainage lines, low lying areas, saline discharge areas, and areas of existing erosion, as appropriate. This may be represented in a map or plan. **This is an application requirement and your application will be incomplete without it.**

Moderately sloped from north to south. Some steeper sections occur at the very northern and eastern parts of the site. A drainage line follows the lie of the land and ultimately feeds into a depression near Montrose Ave. Anderson Creek is located adjacent to the western perimeter.

Avoid and minimise statement

This statement describes what has been done to avoid the removal of, and minimise impacts on the biodiversity and other values of native vegetation. **This is an application requirement and your application will be incomplete without it.**

The application is avoiding the majority of the native vegetation on the site which is adjacent to Anderson Creek. This small area of native vegetation will be located on one of the lots and will likely be impacted by a future building envelope. The vegetation is degraded and significant enough to design around.

Defendable space statement

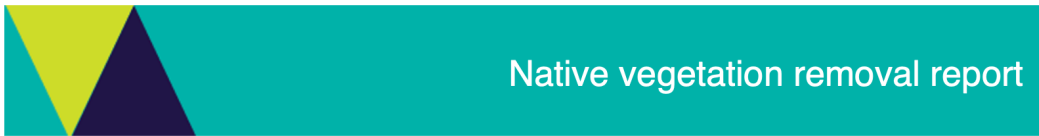
Where the removal of native vegetation is to create defendable space, a written statement explaining why the removal of native vegetation is necessary. This statement must have regard to other available bushfire risk mitigation measures. This statement is not required if your application also includes an application under the Bushfire Management Overlay.

NA

Offset statement

An offset statement that demonstrates that an offset is available and describes how the required offset will be secured. **This is an application requirement and your application will be incomplete without it.**

As described in Appendix 3 of the Vegetation Assessment, there are available native vegetation credits.



Native vegetation removal report

Next steps

Applications to remove, destroy or lop native vegetation must address all the application requirements specified in *Guidelines for the removal, destruction or lopping of native vegetation*. If you wish to remove the mapped native vegetation you are required to apply for a permit from your local council. This *Native vegetation removal report* must be submitted with your application and meets most of the application requirements. The following needs to be added as applicable.

Property Vegetation Plan

Landowners can manage native vegetation on their property in the longer term by developing a Property Vegetation Plan (PVP) and entering in to an agreement with DELWP.

If an approved PVP applies to the land, ensure the PVP is attached to the application.

Applications under Clause 52.16

An application to remove, destroy or lop native vegetation is under Clause 52.16 if a Native Vegetation Precinct Plan (NVPP) applies to the land, and the proposed native vegetation removal is not in accordance with the relevant NVPP. If this is the case, a statement that explains how the proposal responds to the NVPP considerations must be provided.

If the application is under Clause 52.16, ensure a statement that explains how the proposal responds to the NVPP considerations is attached to the application.

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Authorised by the Victorian Government, 8 Nicholson Street, East Melbourne.

For more information contact the DELWP Customer Service Centre 136 186

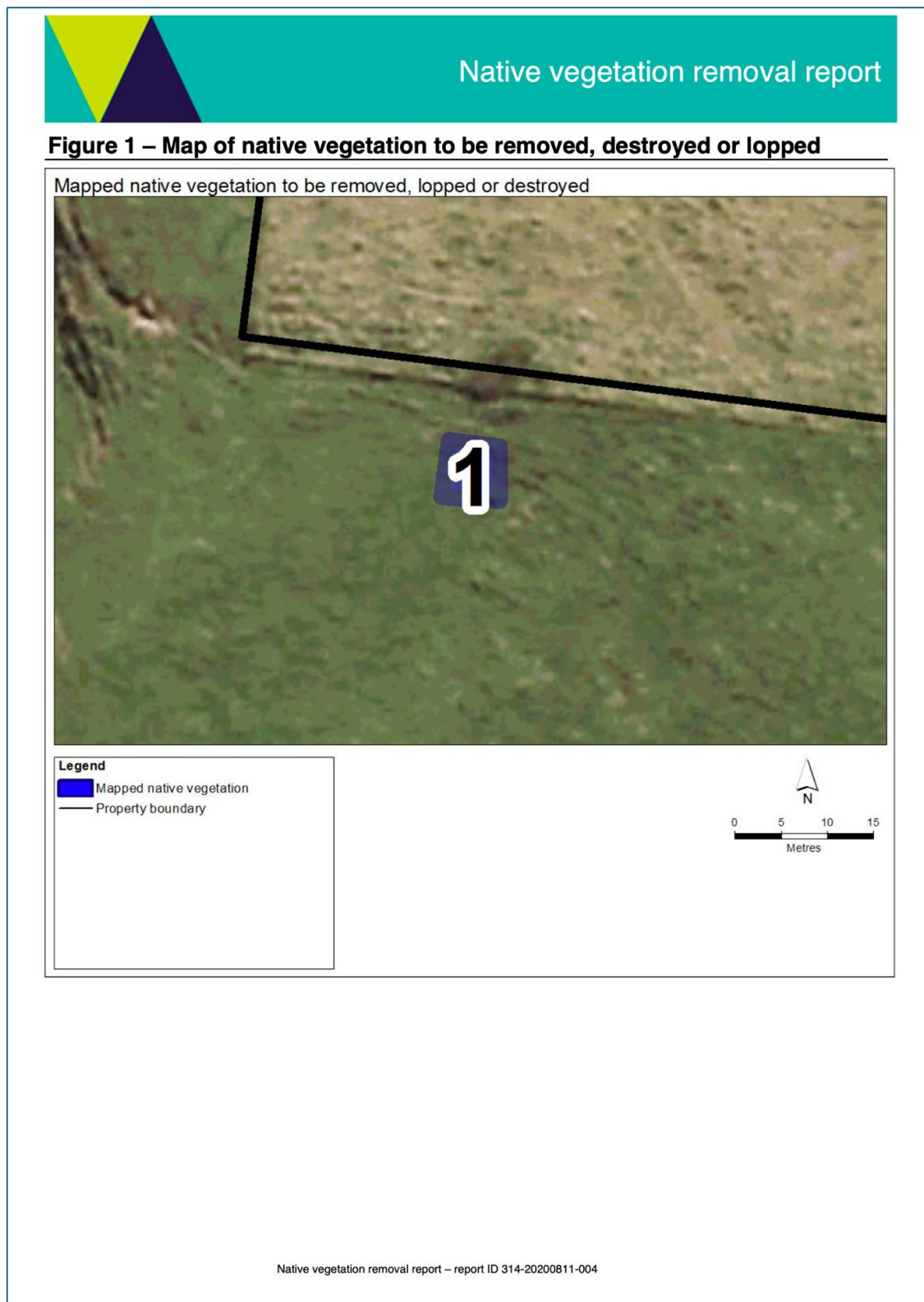
www.delwp.vic.gov.au

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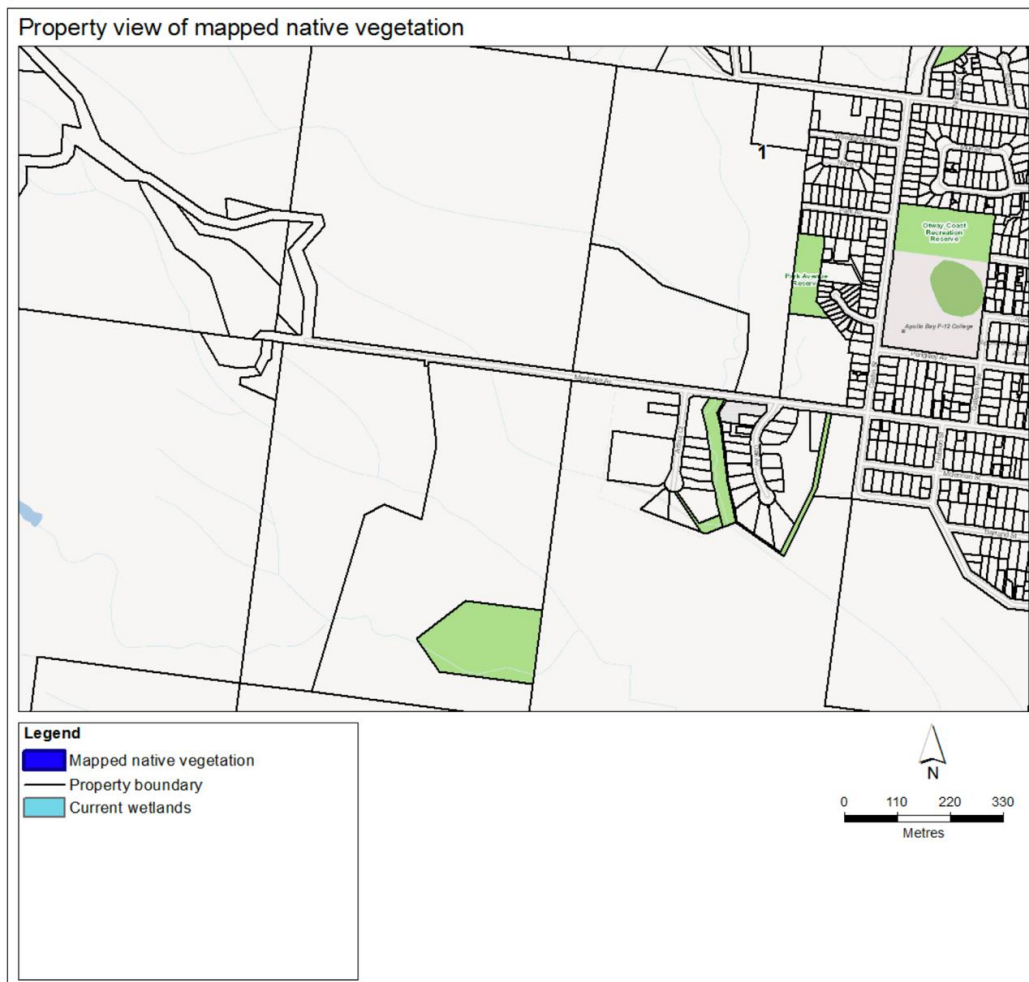
Obtaining this publication does not guarantee that an application will meet the requirements of Clauses 52.16 or 52.17 of planning schemes in Victoria or that a permit to remove native vegetation will be granted.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of planning schemes in Victoria.



Native vegetation removal report

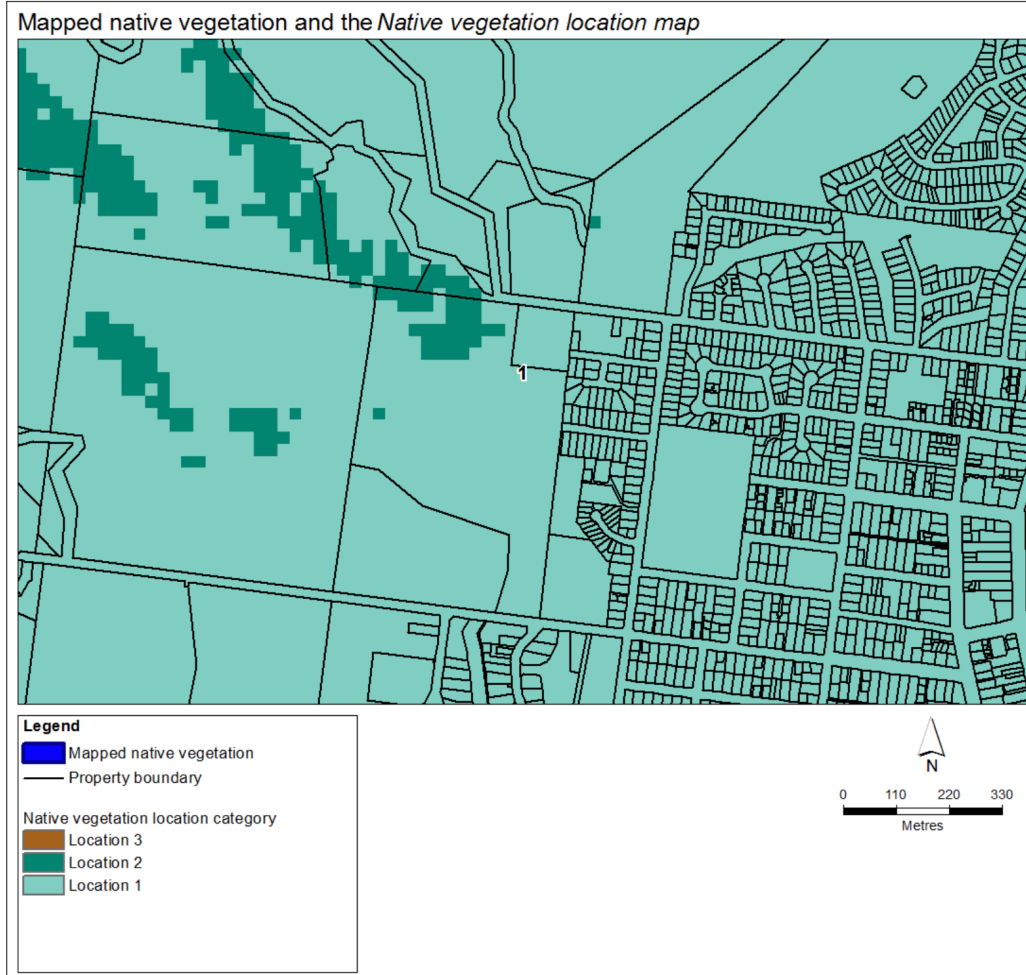
Figure 2 – Map of property in context



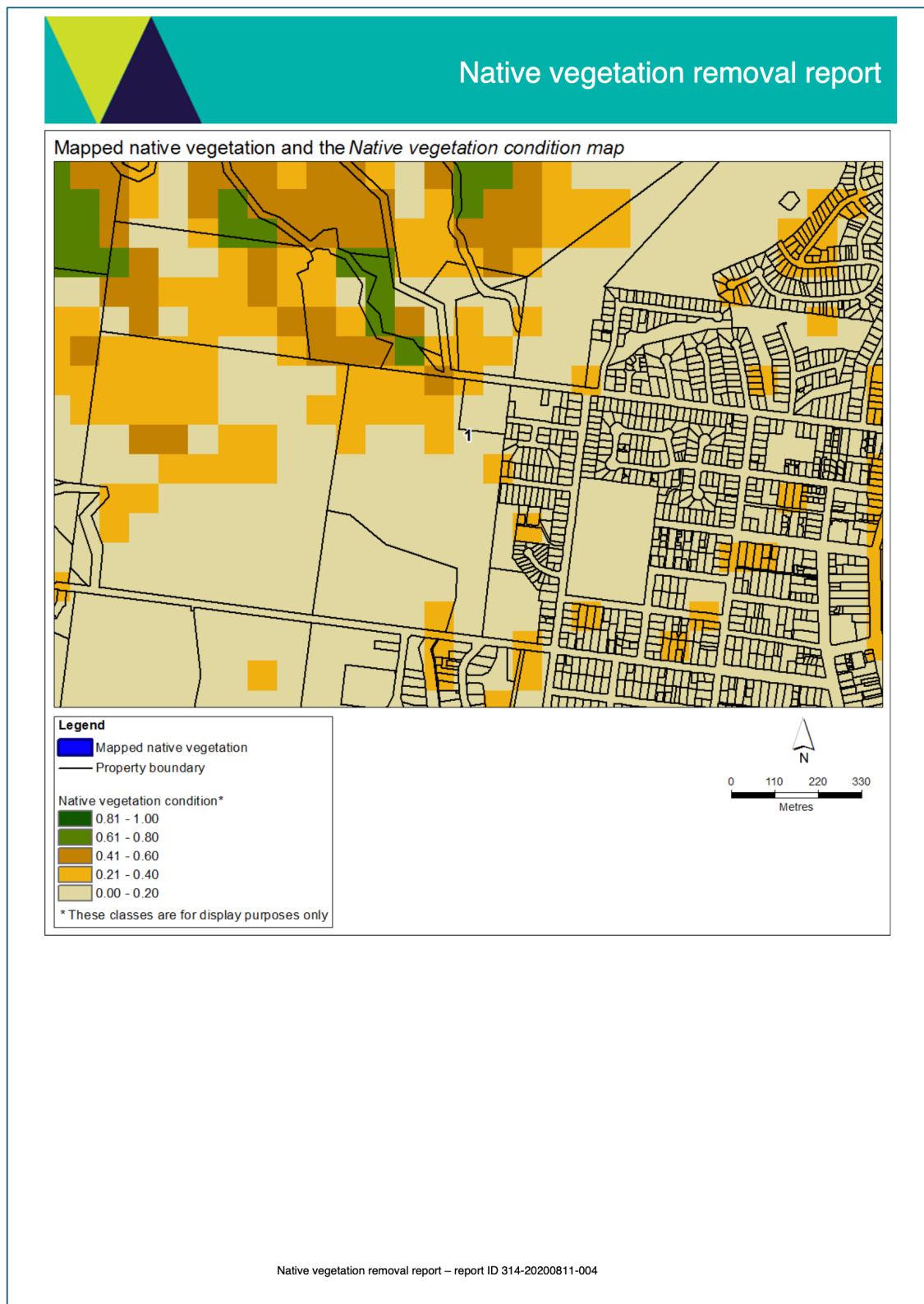
Native vegetation removal report – report ID 314-20200811-004

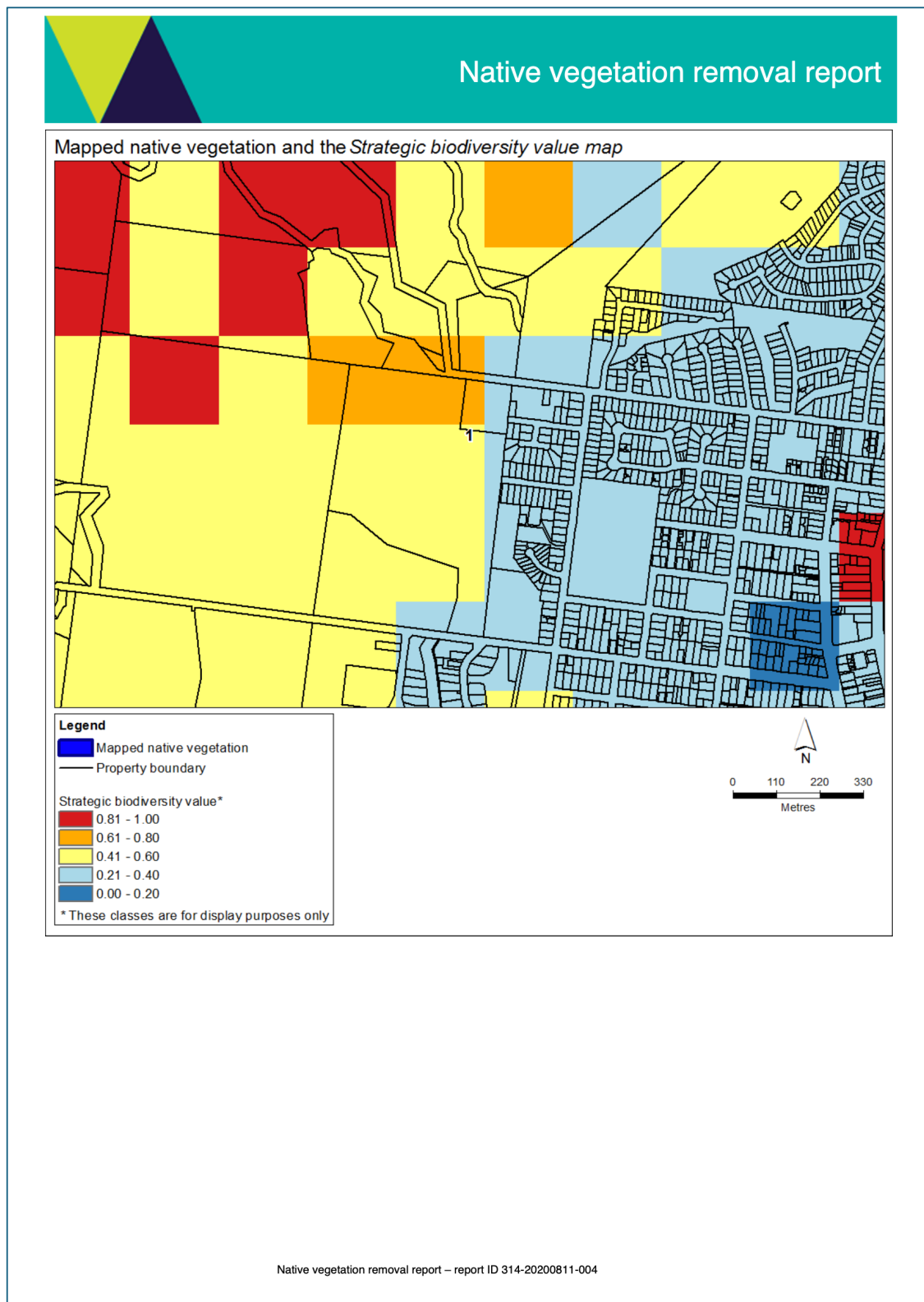
Native vegetation removal report

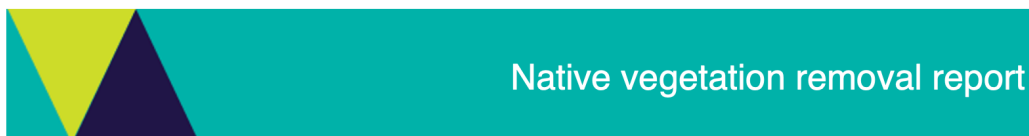
Figure 3 – Biodiversity information maps



Native vegetation removal report – report ID 314-20200811-004







Native vegetation removal report

Appendix 1 - Details of offset requirements

Native vegetation to be removed

Extent of all mapped native vegetation (for calculating habitat hectares)	0.004	The area of land covered by a patch of native vegetation and/or a scattered tree, measured in hectares. Where the mapped native vegetation includes scattered trees, each tree is assigned a standard extent and converted to hectares. A small scattered tree is assigned a standard extent defined by a circle with a 10 metre radius and a large scattered tree a circle with a 15 metre radius. The extent of all mapped native vegetation is an input to calculating the habitat hectares.
Condition score*	0.200	The condition score of native vegetation is a site-based measure that describes how close native vegetation is to its mature natural state. The condition score is the weighted average condition score of the mapped native vegetation calculated using the <i>Native vegetation condition map</i> .
Habitat hectares	0.001	Habitat hectares is a site-based measure that combines extent and condition of native vegetation. It is calculated by multiplying the extent of native vegetation by the condition score: Habitat hectares = extent x condition score
Strategic biodiversity value score	0.460	The strategic biodiversity value score represents the complementary contribution to Victoria's biodiversity of a location, relative to other locations across the state. This score is the weighted average strategic biodiversity value score of the mapped native vegetation calculated using the <i>Strategic biodiversity value map</i> .
General landscape factor	0.730	The general landscape factor is an adjusted strategic biodiversity value score. It has been adjusted to reduce the influence of landscape scale information on the general habitat score.
General habitat score	0.001	The general habitat score combines site-based and landscape scale information to obtain an overall measure of the biodiversity value of the native vegetation. The general habitat score is calculated as follows: General habitat score = habitat hectares x general landscape factor

* **Offset requirements for partial removal:** If your proposal is to remove parts of the native vegetation in a patch (for example only understorey plants) the condition score must be adjusted. This will require manual editing of the condition score and an update to the calculations that the native vegetation removal tool has provided: habitat hectares, general habitat score and offset amount.

Offset requirements

Offset type	General offset	A general offset is required when the removal of native vegetation does not have a significant impact on any habitat for rare or threatened species. All proposals in the Basic and Intermediate assessment pathways will only require a general offset.
Offset multiplier	1.5	This multiplier is used to address the risk that the predicted outcomes for gain will not be achieved, and therefore will not adequately compensate the biodiversity loss from the removal of native vegetation.
Offset amount (general habitat units)	0.002	The general habitat units are the amount of offset that must be secured if the application is approved. This offset requirement will be a condition to any permit or approval for the removal of native vegetation. General habitat units required = general habitat score x 1.5
Minimum strategic biodiversity value score	0.368	The offset site must have a strategic biodiversity value score of at least 80 per cent of the strategic biodiversity value score of the native vegetation to be removed. This is to ensure offsets are located in areas with a strategic biodiversity value that is comparable to the native vegetation to be removed.
Vicinity	Corangamite CMA or Colac Otway Shire Council	The offset site must be located within the same Catchment Management Authority boundary or municipal district as the native vegetation to be removed.
Large trees	0 large tree (s)	The offset site must protect at least one large tree for every large tree removed. A large tree is a native canopy tree with a Diameter at Breast Height greater than or equal to the large tree benchmark for the local Ecological Vegetation Class. A large tree can be either a large scattered tree or a large patch tree.

Native vegetation removal report – report ID 314-20200811-004

Appendix 3 Report of available native vegetation credits

Report of available native vegetation credits

This report lists native vegetation credits available to purchase through the Native Vegetation Credit Register.

This report is **not evidence** that an offset has been secured. An offset is only secured when the units have been purchased and allocated to a permit or other approval and an allocated credit extract is provided by the Native Vegetation Credit Register.

Date and time: 01/07/2025 03:31 **Report ID: 30498**

What was searched for?

General offset

General habitat units	Strategic biodiversity value	Large trees	Vicinity (Catchment Management Authority or Municipal district)	
0.002	0.368	0	CMA	Corangamite
			or LGA	Colac Otway Shire

Details of available native vegetation credits on 01 July 2025 03:31

These sites meet your requirements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
BBA-0114	0.536	180	Corangamite	Colac Otway Shire	Yes	Yes	No	VegLink
BBA-2113	0.005	59	Corangamite	Corangamite Shire	Yes	Yes	No	Bio Offsets
BBA-2252	164.158	0	Corangamite	Colac Otway Shire	No	Yes	No	Bio Offsets
BBA-2268	0.026	0	Corangamite	Golden Plains Shire	Yes	Yes	No	Contact NVOR
TFN-C0140	0.292	30	Corangamite	Greater Geelong City	Yes	Yes	No	TFN
TFN-C0482	0.302	0	Corangamite	Colac Otway Shire	Yes	Yes	No	TFN
TFN-C1765	0.026	70	Corangamite	Colac Otway Shire	Yes	Yes	No	
VC_CFL-0393_02	0.144	0	Corangamite	Greater Geelong City	Yes	Yes	No	Contact NVOR
VC_CFL-0393_03	0.181	0	Corangamite	Greater Geelong City	Yes	Yes	No	Contact NVOR
VC_CFL-3058_01	0.027	181	Corangamite	Moorabool Shire	Yes	Yes	No	Bio Offsets, VegLink
VC_CFL-3080_01	4.548	94	Corangamite	Golden Plains Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3697_01	18.297	0	Corangamite	Golden Plains Shire	Yes	Yes	No	Bio Offsets

VC_CFL-3699_01	1.594	30	Corangamite	Colac Otway Shire	Yes	Yes	No	Contact NVOR
VC_CFL-3699_01	2.457	0	Corangamite	Colac Otway Shire	No	Yes	No	Bio Offsets
VC_CFL-3718_01	7.521	894	Corangamite	Corangamite Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3718_01	0.106	4	Corangamite	Corangamite Shire	No	Yes	No	Bio Offsets
VC_CFL-3739_01	4.963	274	Corangamite	Colac Otway Shire	Yes	Yes	No	Bio Offsets
VC_CFL-3786_01	0.402	528	Corangamite	Corangamite Shire	Yes	Yes	No	VegLink
VC_CFL-3787_01	9.579	895	Corangamite	Colac Otway Shire	Yes	Yes	No	VegLink
VC_CFL-3798_01	1.648	212	Corangamite	Colac Otway Shire	Yes	Yes	No	VegLink
VC_CFL-3812_01	18.809	4726	Corangamite	Colac Otway Shire	Yes	Yes	No	VegLink
VC_CFL-3812_01	0.933	0	Corangamite	Colac Otway Shire	Yes	Yes	Yes	VegLink
VC_TFN-C2058_01	0.005	3	Corangamite	Colac Otway Shire	No	Yes	No	Contact NVOR

These sites meet your requirements using alternative arrangements for general offsets.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
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There are no sites listed in the Native Vegetation Credit Register that meet your offset requirements when applying the alternative arrangements as listed in section 11.2 of the Guidelines for the removal, destruction or lopping of native vegetation.

These potential sites are not yet available, land owners may finalise them once a buyer is confirmed.

Credit Site ID	GHU	LT	CMA	LGA	Land owner	Trader	Fixed price	Broker(s)
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There are no potential sites listed in the Native Vegetation Credit Register that meet your offset requirements.

LT - Large Trees

CMA - Catchment Management Authority

LGA - Municipal District or Local Government Authority

Next steps

If applying for approval to remove native vegetation

Attach this report to an application to remove native vegetation as evidence that your offset requirement is currently available.

If you have approval to remove native vegetation

Below are the contact details for all brokers. Contact the broker(s) listed for the credit site(s) that meet your offset requirements. These are shown in the above tables. If more than one broker or site is listed, you should get more than one quote before deciding which offset to secure.

Broker contact details

Broker Abbreviation	Broker Name	Phone	Email	Website
	Fully traded			
Abezco	Abzeco Pty. Ltd.	(03) 9431 5444	offsets@abzeco.com.au	www.abzeco.com.au
Baw Baw SC	Baw Baw Shire Council	(03) 5624 2411	bawbaw@bawbawshire.vic.gov.au	www.bawbawshire.vic.gov.au
Bio Offsets	Biodiversity Offsets Victoria	0452 161 013	info@offsetsvictoria.com.au	www.offsetsvictoria.com.au
Contact NVOR	Native Vegetation Offset Register	136 186	nativevegetation.offsetregister@deeca.vic.gov.au	www.environment.vic.gov.au/native-vegetation
Ecocentric	Ecocentric Environmental Consulting	0410 564 139	ecocentric@me.com	Not available
Ethos	Ethos NRM Pty Ltd	(03) 5153 0037	offsets@ethosnrm.com.au	www.ethosnrm.com.au
IDES	Indigenous Design Environmental Services Pty Ltd	(03) 9437 0555		www.idecological.com.au
Nillumbik SC	Nillumbik Shire Council	(03) 9433 3316	offsets@nillumbik.vic.gov.au	www.nillumbik.vic.gov.au
TFN	Trust for Nature	8631 5888	offsets@tfn.org.au	www.trustfornature.org.au
VegLink	Vegetation Link Pty Ltd	(03) 8578 4250 or 1300 834 546	offsets@vegetationlink.com.au	www.vegetationlink.com.au
Yarra Ranges SC	Yarra Ranges Shire Council	1300 368 333	biodiversityoffsets@yarraranges.vic.gov.au	www.yarraranges.vic.gov.au

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For more information contact the DEECA Customer Service Centre 136 186 or the Native Vegetation Credit Register at nativevegetation.offsetregister@delwp.vic.gov.au

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Obtaining this publication does not guarantee that the credits shown will be available in the Native Vegetation Credit Register either now or at a later time when a purchase of native vegetation credits is planned.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of Clauses 52.16 or 52.17 of the Victoria Planning Provisions and Victorian planning schemes

6 REFERENCES

Corangamite Catchment Management Authority (2005) 'Corangamite Native Vegetation Plan' CCMA Website.

DELWP Website i.

<https://www.environment.vic.gov.au/native-vegetation/native-vegetation>

DELWP Website ii.

<http://www.depi.vic.gov.au/environment-and-wildlife/biodiversity/victorian-biodiversity-atlas>

DELWP Website iii.

<https://nvim.delwp.vic.gov.au/Biodiversity/RiskPathway#/step-1>

DELWP Website iv.

<https://mapshare.vic.gov.au/MapshareVic/>

DELWP Website v

<https://www.environment.vic.gov.au/biodiversity/bioregions-and-evc-benchmarks>

Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017)

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7 PLATES 1-6 SITE PHOTOGRAPHS



Plate 1. Typical site condition showing dominance of exotic pasture grasses, herbs, and weeds (view looking north from Montrose Avenue)



Plate 2. Typical site condition showing dominance of exotic pasture grasses, herbs, and weeds (view looking south from northern boundary)



Plate 3. Remnant vegetation growing on 'soak' near northern boundary (Patch 1).



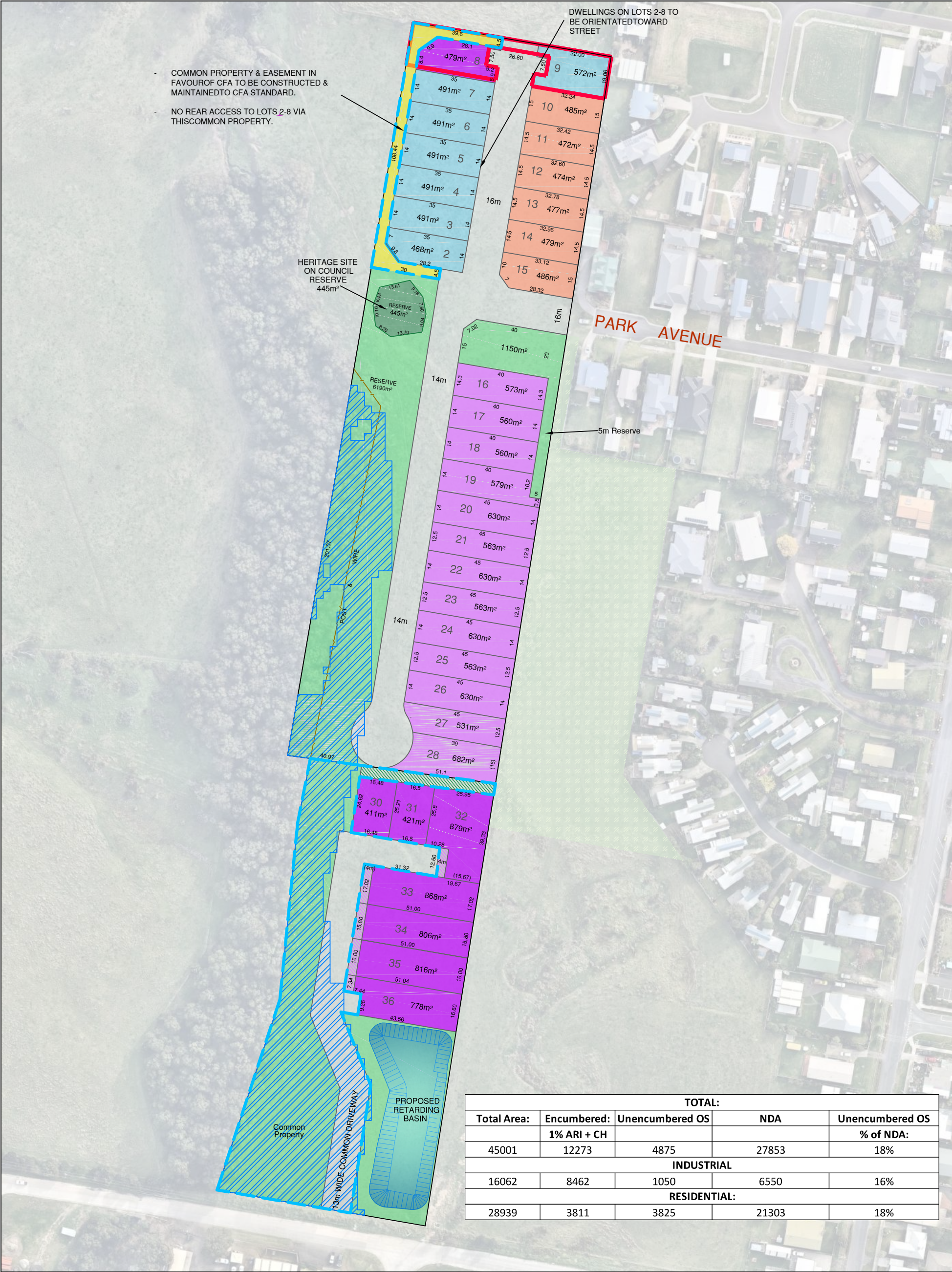
Plate 4. Remnant vegetation growing on 'soak' near northern boundary



Plate 5. Planted vegetation near the western boundary of the Park Avenue lot



Plate 6. View of drainage line looking north



Proposed Plan of Subdivision

0 30 60
LENGTHS ARE IN METRES

St. Quentin

Scale: 1:1500

Survey Reference: 16567

Version: V14

Last Updated: 10/08/2025

Sheet Size: A3

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- 4m wide no-build zone

Reserve

5m Common Property Landscape Strip

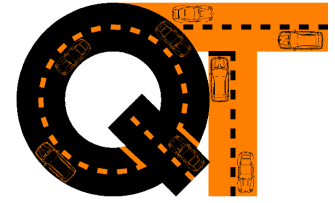
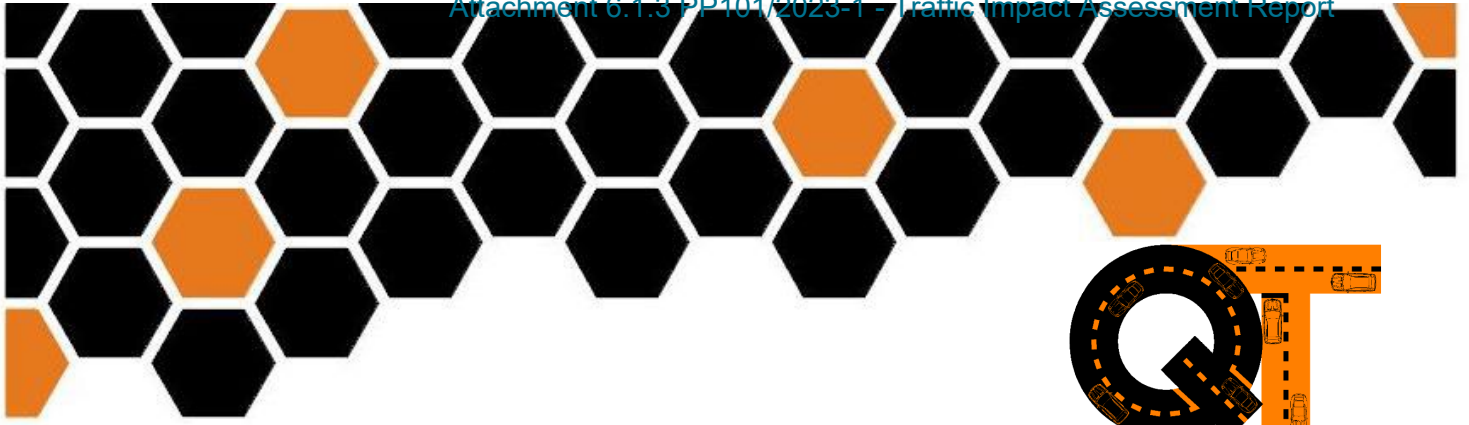
Building Envelope

- Stage 2 Lots

Common Property

1% AEP

10	Remove building envelopes	11/04/2025	SL	CG
08	Update table / add 1% AEP	17/10/2024	SL	CG
07	Lot redesign (Lots 16-28)	01/10/2024	SL	CG
06	Lot redesign, add reserve	30/09/2024	SL	CG
05	Lot redesign, remove reserve	24/07/2024	SL	CG
04	Lot redesign	11/07/2024	SL	CG
03	Update table	14/11/2023	SL	CG
02	Add tables and reserve	03/10/2023	SL	CG
01	Draft initial plan	03/04/2023	DN	CG
Rev	Description	Date	By	App



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Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue,
Apollo Bay

Proposed Residential & Industrial Subdivision

10/11/2023



Traffic Impact Assessment Report
19 Park Avenue and 92 Montrose Avenue, Apollo Bay



Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay

Proposed Residential & Industrial Subdivision

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Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



Executive Summary

This report assesses the Proposed Residential & Industrial Subdivision at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay. The following provides an executive summary of the report.

Development Summary

The proposed residential subdivision component includes 28 standard residential lots in the northern portion of the site, with a main north-south access street and T-Head / court bowl terminations.

The proposed industrial component consists of 6 lots in the southern portion of the site, accessed via an internal private road arrangement (body corporate).

Traffic Volumes

The proposed residential subdivision component includes 28 standard residential lots in the northern portion of the site, with a main north-south access street and T-Head / court bowl terminations.

The proposed industrial component consists of 6 lots in the southern portion of the site, accessed via an internal private road arrangement (body corporate).

The subdivision is expected to generate the following traffic volumes:

- a. Residential Component: 280 vehicles/day, with 28 vehicle/hour in the commuter peak hours.
- b. Industrial Component: 127 vehicles/day, with 25 vehicle/hour in the commuter peak hours.

Vehicle access for the residential component will occur to Park Avenue (continuation of existing carriageway). This will result in 280 vehicles/day on the main access street at the Park Avenue connection and 0-140 vehicles/day on the north-south access street.

Vehicle access for the industrial component will occur to Montrose Avenue, with the internal private road volumes range from 0-127 vehicles/day.

Road Hierarchy / Layout

A road hierarchy has been adopted for the subject site with all roads within the residential component being classified as 'access streets'.

The proposed access streets within the residential component includes a 12-16m road reserve and 7.3m wide carriageway. The southern section with 12-13m wide road reserve will maintain the verge on the residential side with a reduced width verge on the non-residential side.

The private road within the industrial component has a width of 13m, which provides sufficient space to accommodate traffic movements and truck loading for the various lots (noting the final configuration would be subject to future planning permit applications).

The residential sub-division layout includes a basic arrangement with a single north-south access street and a T-Head at the northern end and a court bowl at the southern end of the site. We recommend that permit conditions are included for the preparation of Functional Layout Plans for the key intersection and T-Heads to develop the layout and confirm the detailed property splays.

Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



If required by the shire, we are satisfied that traffic management options can be incorporated at the detailed design stage to manage traffic speeds.

Pedestrians

Footpaths are proposed on both sides of all roads within the residential subdivision, in line with the requirements of the IDM manual. It is recommended that a missing link in the existing footpath network at the eastern end of Park Avenue is constructed as part of this proposal, including pram ramps across Costin Street.

Service Vehicles

The proposal includes turn around treatments at the ends of the north-south local road, which can accommodate turning movements for emergency and service vehicle.

The proposed subdivision layout is compliant with the CFA requirements for road width, road construction, road grades and turning bays.

Traffic Impacts

Park Avenue is predicted to carry 470 vehicles/day post development, which is above the target volume of 0-300 vehicles/day for an Access Lane under the IDM manual. A concept plan has been developed for indented parking along the north side of the road (4 spaces), which will facilitate similar traffic flow conditions as a typical 7.3m wide local street.

Traffic volumes at the Costin Street / Park Avenue intersection will increase by 28 veh/hour. These volumes are distributed across the various turning movements at the intersection with a maximum of 13 veh/hour on any one movement. Given the local street-local street nature of the intersection and the T-intersection configuration we are satisfied that the additional volumes will have a negligible impact on intersection capacity.

The proposed private road access to Montrose Avenue, occurs at the eastern outskirts of the township. On this basis, the proposed access will have sufficient capacity to accommodate the additional 25 veh/hr during the peak periods.

Summary of Opinions

Having undertaken all tasks necessary to adequately assess the traffic engineering impacts of the Proposed Residential Subdivision at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay, we are satisfied that the proposed development is satisfactory, subject to appropriate conditions.

Traffic Impact Assessment Report
19 Park Avenue and 92 Montrose Avenue, Apollo Bay



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1 Introduction

The following Traffic Impact Assessment Report, reviews the key matters pertaining to traffic engineering associated with the proposed residential and industrial subdivision at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay.

2 Proposed Development

The proposal is for a residential and industrial subdivision at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay.

The northern portion of the site is proposed to accommodate 28 standard residential lots, ranging from 464m² to 661m². A park/reserve space is proposed to cover an existing heritage site and an areas subject to flooding.

The internal layout consists of a single north-south local road, which provides direct vehicle access to the majority of the residential lots. A T-Head arrangement is proposed at the northern end of the site and a court bowl arrangement is proposed at the southern end of the site. The proposed residential sub-division will access the external road network via Park Avenue to the east of the subject site.

The southern portion of the site is proposed to accommodate 6 industrial lots ranging in size from 580m² to 830m². Access is proposed via a private road on common property (13m wide), with access to the external road network via Montrose Avenue at the southern boundary of the subject site. The industrial portion of the site is separated from the residential portion via reserve.

Development Application Plans prepared by St. Quentin (dated 03/10/23) are attached at Appendix A.

3 Existing Conditions

3.1 Subject Site

The proposed development site is located west of Park Avenue and north of Montrose Avenue, Apollo Bay.

Table 1 outlines the key existing features of the development site.

Table 1: Existing Features of Subject Site

Site Feature	Detail
Municipality	
Municipality	Colac-Otway Shire
Existing Use	
19 Park Avenue and 92 Montrose Avenue	Vacant Land

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19 Park Avenue and 92 Montrose Avenue, Apollo Bay



Site Feature	Detail
Zoning & Overlays	
Zoning	Neighbourhood Residential Zone (NRZ1) Industrial 3 Zone (IN3Z)
Overlays	Design and Development Overlay (DDO7) Significant Landscape Overlay (SLO3) Land Subject to Inundation (LSIO1) Erosion Management Overlay (EMO1)
Critical Dimensions	
Total Site Area	Approx. 44.5ha
Nearby Land Use	
Within 200m	Residential to the east, industrial to the south and rural land to the west.

An aerial photo and location map are provided at Figure 1 to Figure 2 below.



Figure 1: Aerial Photograph (source: Nearmap)

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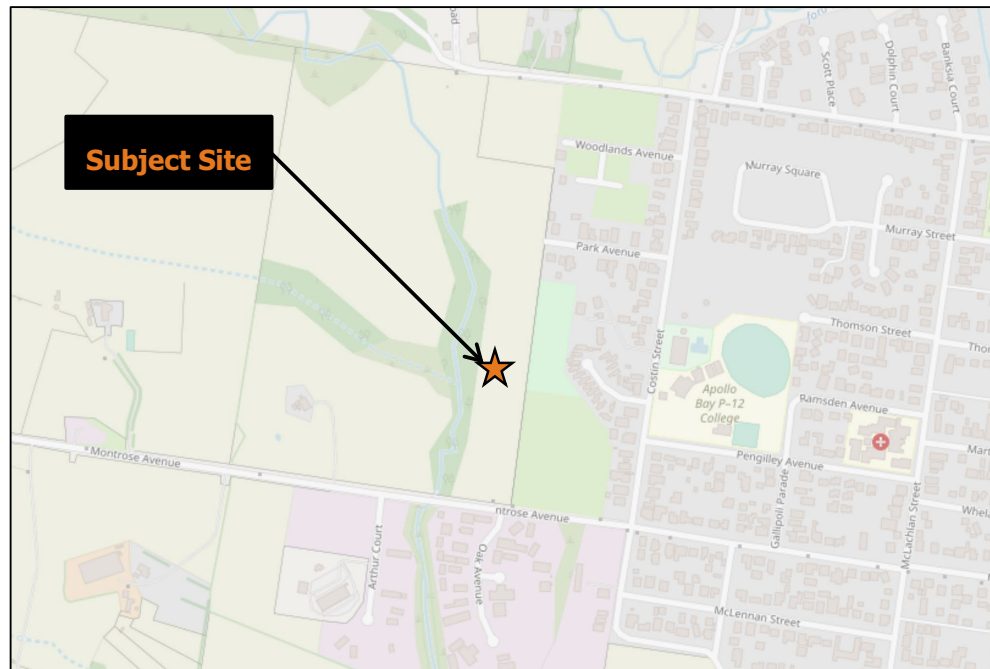


Figure 2: Location Map (Source: www.melway.com.au)

3.2 Road Network

Park Avenue

Park Avenue is classified as an 'Urban Minor' road under Colac-Otway Road Register, extending west from Costin Street.

Park Avenue provides for a single carriageway with a width of approximately 5.5m wide within a 16m road reserve. No formal on-street parking restrictions apply, however, parking can only occur on one side of the road due to the road width. The intersection with Costin Street is unsignalised, with a 'Give-Way' control applying to Park Avenue.

A footpath is generally provided on the south side of the road, with bicycle movements occurring in an informal shared arrangement on the carriageway.

Park Avenue is subject to the default urban speed zoning of 50km/h.

Montrose Avenue

Montrose Avenue is classified as an 'Urban Minor' road under the Colac-Otway Road Register, extending east-west from Pascoe Street in the east to a termination in the west.

In the vicinity of the subject site, Montrose Avenue has a concrete pavement approximately 8m wide, narrowing to a 5.5m wide asphalt pavement to the east of Costin Street.

A footpath is provided on the south side of Montrose Avenue, to the east of Costin Street, with no footpath provision to the west of Costin Street.

Montrose Avenue is subject to the default urban speed zoning of 50km/h.

Traffic Impact Assessment Report

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**Costin Street**

Costin Street is classified as an 'Urban Minor' road under Colac-Otway Road Register, extending north-south from Cawood Street in the north to Seymour Crescent in the south.

In the vicinity of the subject site, Costin Street includes a 10.8m wide pavement with a single traffic lane and shared parking / bicycle lane in each direction.

In the vicinity of Park Avenue, a footpath is provided on the east side of Costin Street.

Costin Street is subject to a posted 50km/h speed zoning, with a timed based reduction to 40km/h in the vicinity of Apollo Bay College.

3.3 Sustainable Transport Infrastructure

3.3.1 Public Transport

Public transport services in Apollo Bay are limited as follows:

- **V/Line Coach Service** – Operates a service between Melbourne / Apollo Bay / Warrnambool via the Great Ocean Road. The service operates 7 days per week with a number of services each day.
- **Colac – Marengo via Apollo Bay** – Service between Colac and Marengo via Skenes Creek, Forrest, Barwon Downs and Birregurra. This service operates on Wednesdays only.

These services operate along the Great Ocean Road, over 1.25km from the subject site. Given the scale of the development in the context of the town, additional services wouldn't be triggered by the proposed development.

3.3.2 Walking & Cycling

Apollo Bay has a basic footpath network, with key primary routes to the town centre including footpaths on at least one side of key roads.

A summary of the footpath network in the vicinity of the subject site is shown in Figure 3 below.

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19 Park Avenue and 92 Montrose Avenue, Apollo Bay

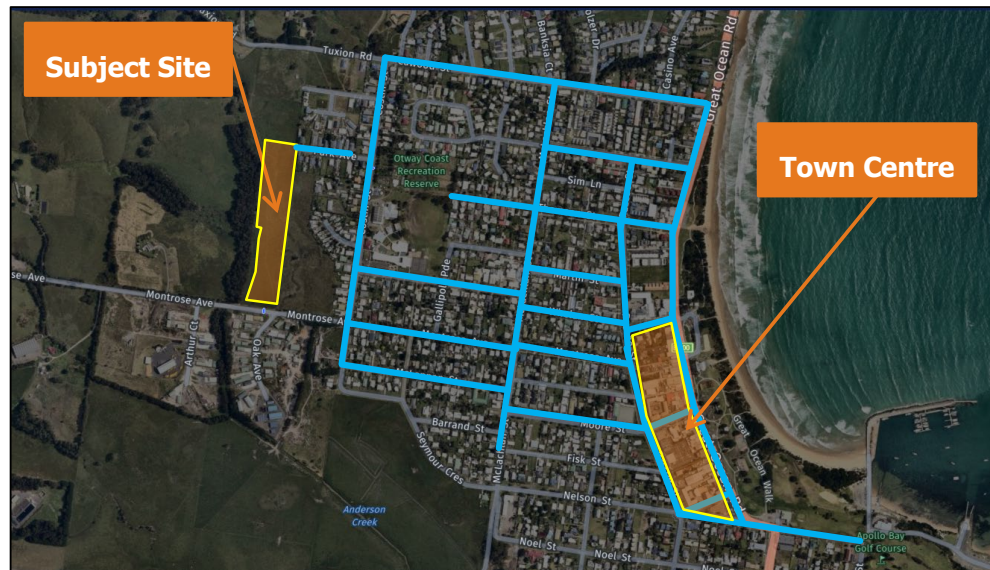


Figure 3: Apollo Bay – Existing Footpath Network (Aerial Source: Nearmap)

Based on the above, the existing footpath network provides connection between the subject site and the surrounding residential area and to the Apollo Bay town centre.

There is one key missing link in the footpath network in the vicinity of the subject site, with a short section of footpath missing at the eastern end of Park Avenue. This section of path should be constructed as part of this development to facilitate pedestrian movements.



4 Traffic Engineering Assessment

4.1 Residential Traffic Generation

Section 12.3.1 of the Infrastructure Design Manual (IDM) indicates the following in relation to traffic volumes for design:

'Ultimate traffic volumes for road classification and road design should be based upon accepted multipliers of existing traffic movements (measured), through traffic, and an estimate of traffic generated by proposed and future development. The estimated traffic volumes for undeveloped areas should normally be based upon the following factors:

- *Residential allotments - at least 10 vehicle movements per day per lot.*
- *Commercial/Industrial - To be determined on a case by case basis utilising the RTA NSW Guide to Traffic Generating Developments 2002'*

In view of the above, we have adopted 10 vehicles/dwelling/day for daily traffic generation. It is commonly accepted that in residential streets, 10% of daily traffic volumes occur in the commuter peak periods. On this basis, a peak hour traffic generation rate of 1 trip/dwelling/hour has been adopted for the commuter peak periods.

A summary of the overall traffic generation for the proposed subdivision is presented in Table 2 below.

Table 2: Residential Component Traffic Generation

Period	Size	Traffic Generation Rate	Volume
Daily	28 Lots	10 trips/dwelling/day	280 veh/day
AM Peak Hour		1 trip/dwelling/hour	28 veh/hour
PM Peak Hour		1 trip/dwelling/hour	28 veh/hour

In view of the above, the residential sub-division component is expected to generate 280 vehicles / day with 28 vehicle / hour in the commuter peak periods.

4.2 Industrial Traffic Generation

The 'RTA Guide to Traffic Generating Developments (2002)' provides traffic generation rates for a range land uses based on historical trip generation surveys. For Industry, the following rates are provided:

- Factory
 - Daily: 5 trips/100m² GFA
 - Evening Peak Hour: 1 trip/100m² GFA
- Warehouse:
 - Daily: 4 trips/100m² GFA
 - Evening Peak Hour: 0.5 trip/100m² GFA

Given that the ultimate business mix for these lots is unknown, we have conservatively adopted the higher 'Factory' rates for analysis.

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19 Park Avenue and 92 Montrose Avenue, Apollo Bay



An indicative layout for a potential industrial layout has been prepared and is provided in Appendix A. This layout has GFA for the proposed industrial lots of approximately 2,535m², which has been adopted for traffic volume analysis.

We have conservatively adopted the PM peak hour traffic generation rate in the AM peak hour.

A summary of the expected traffic generation for the Industrial component is provided in Table 3 below.

Table 3: Industrial Component Traffic Generation

Period	Size	Traffic Generation Rate	Volume
Daily	2,535	5 trips/100m ² GFA	127 veh/day
AM Peak Hour	m ²	1 trips/100m ² GFA	25 veh/hour
PM Peak Hour	GFA	1 trips/100m ² GFA	25 veh/hour

4.3 Traffic Distribution

Trips to/from the proposed residential subdivision will occur via Park Avenue, while trips to/from the proposed industrial subdivision will occur via Montrose Avenue.

Broad vehicle access in/out of Apollo Bay principally occurs via the Great Ocean Road to the north (Lorne, Anglesea, Torquay, Colac, etc.) and to the south (Warrnambool, Port Campbell, etc.). Trips within Apollo Bay are likely to occur to the south-east of the subject site to the commercial town centre precinct, recreation reserve, foreshore, school and leisure centre. On this basis, we have adopted the following broad traffic distribution:

- 40% of trips to the north via Park Avenue and Costin Street
- 60% of trips to the south via Park Avenue Costin Street.

A summary of this distribution is shown in Figure 4 below.

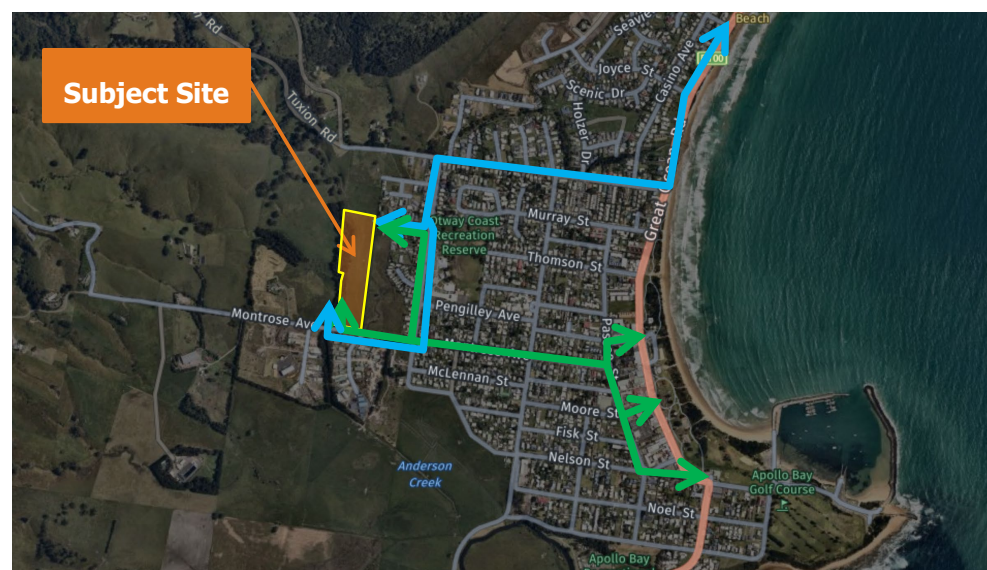


Figure 4: Subject Site – Broad Traffic Distribution (Aerial Source: Nearmap)

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4.4 Traffic Volumes – Internal Subdivision Layout

Based on the traffic generation and distribution detailed in the previous sections, the traffic volumes on the internal subdivision road network have been established.

A summary of the daily traffic volumes is provided in Figure 5 below.

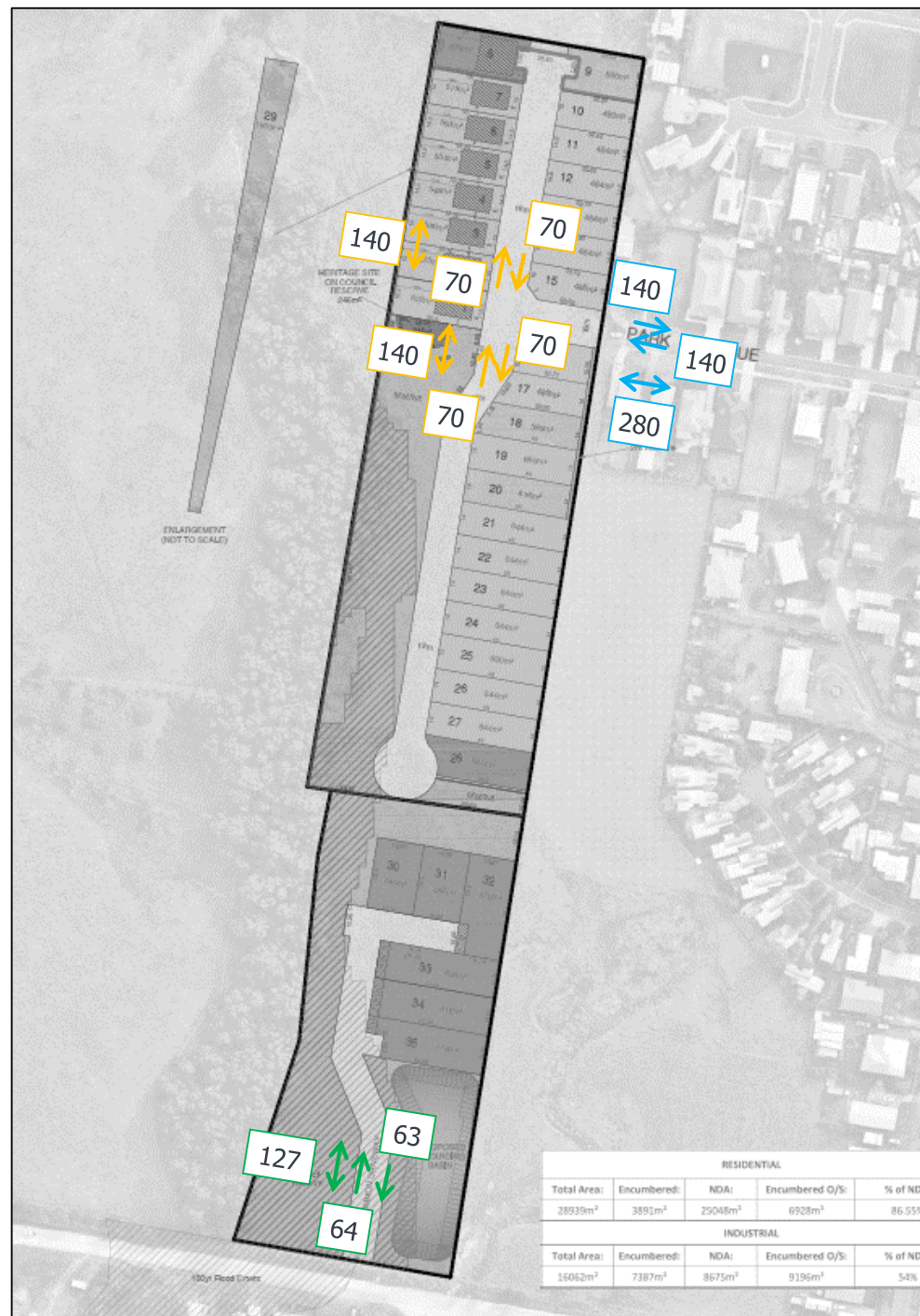


Figure 5: Internal Subdivision Layout – Daily Traffic Volumes

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4.5 Traffic Volumes – External Road Network

4.5.1 Daily Traffic Volumes

A summary of the daily traffic volumes generated by the proposed development on Park Avenue, Costin Street and Montrose Street are shown in Figure 6 below.

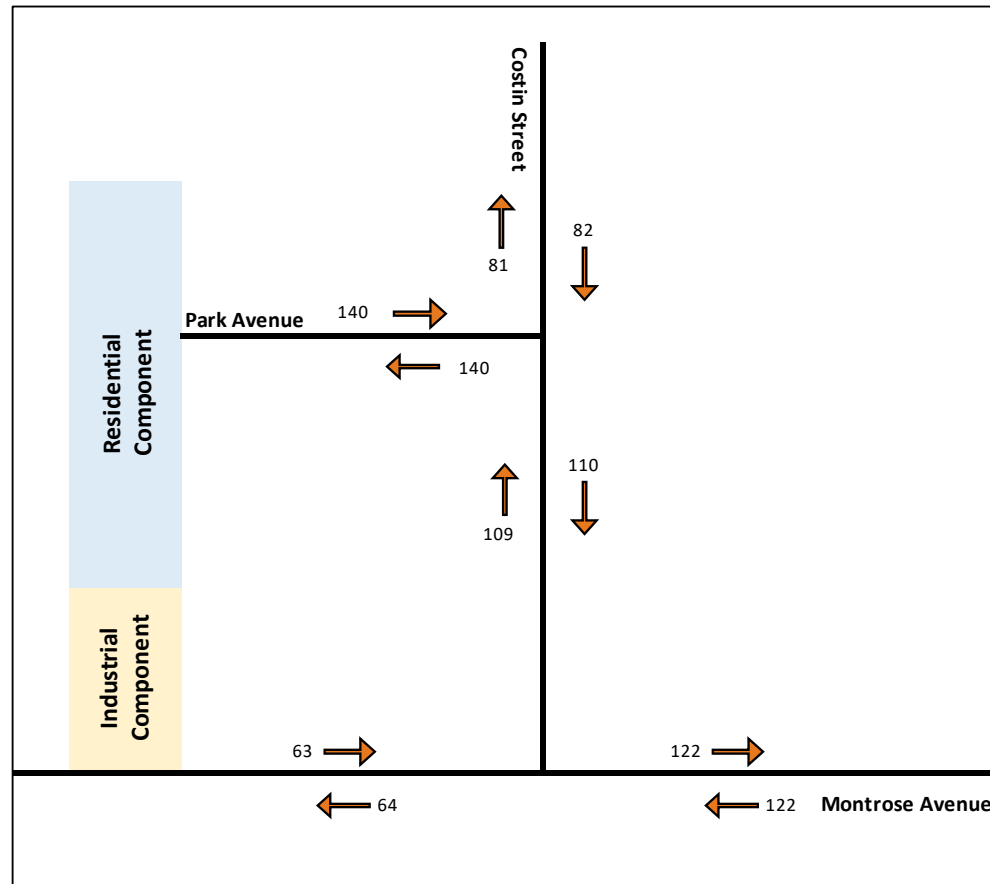


Figure 6: *External Road Network – Development Daily Traffic Volumes*

4.5.2 Peak Hour Traffic Volumes

Peak hour volumes have been assessed for the intersections of Park Avenue / Costin Street and Montrose Avenue / Costin Street.

The typical peak hour in/out splits for residential dwellings of 20%/80% in the AM peak and 60%/40% in the PM peak have been adopted. For the Industrial component, 75%/25% in the AM peak and 25%/75% in the PM peak have been adopted.

Figure 7 below shows the peak hour volumes for the surrounding intersections associated with the proposed development.

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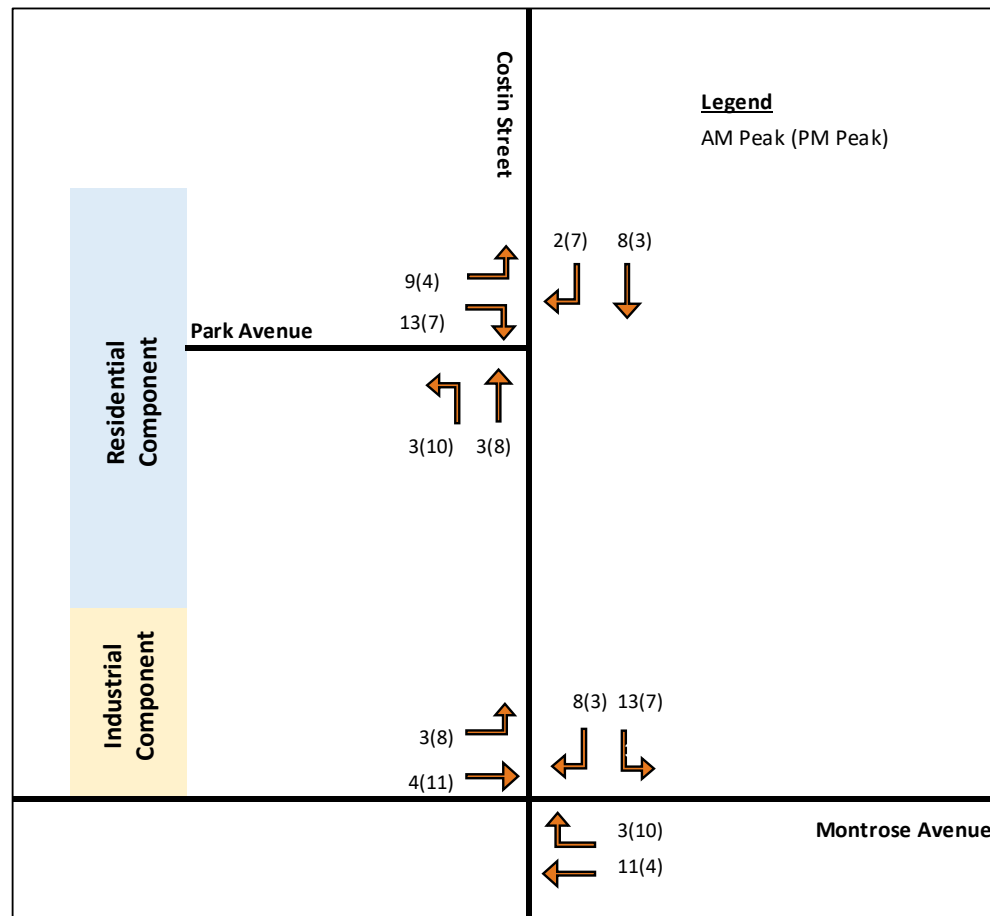


Figure 7: External Road Network – Development Peak Hour Traffic Volumes

Volumes on any one movement range from 2-11 vehicles/hour in the AM peak and 3-11 vehicles/hour in the PM peak. On average across the peak hours, this results maximum of 1 vehicle every 5-6 minutes on the highest volume movement.

4.6 Road Hierarchy

The adopted road hierarchy for the proposed residential subdivision includes a single 'access street' classification, based on the daily traffic volume estimates established in Section 4.4.

The internal road within industrial component will be a private road, owned / managed by the body corporate associated with industrial site.

A summary of the road classification adopted for the internal road network is shown in Figure 8 below.

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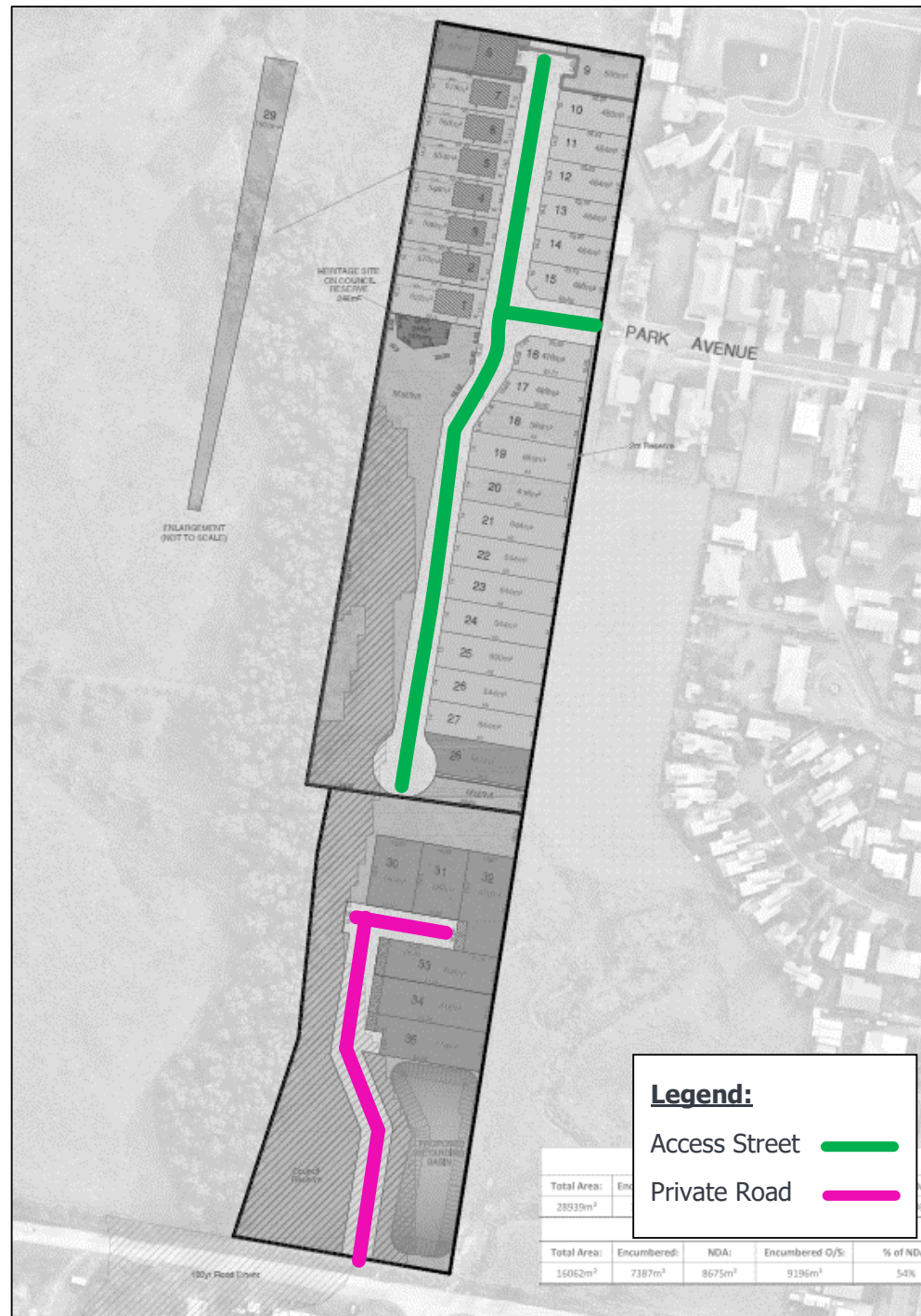


Figure 8: Proposed Road Classification / Road Hierarchy



4.7 Road Cross-Sections

The following sections review the key requirements in relation to road cross-sections from the IDM Manual.

4.7.1 IDM Manual Requirements

Colac-Otway Shire has adopted the Infrastructure Design Manual (IDM) as its principal design resource. The IDM includes recommended cross-sections for municipal roads based on a road classification.

The key requirements for 'access street' from the IDM Manual are detailed in Table 4 below.

Table 4: IDM Manual Cross Section Requirements

Element	Access Street
Traffic Volume	0-2,500 veh/day
Carriageway Width	7.3m
Road Reserve Width	16.0m
Minimum Verge Width	3.5m
Car Parking	Yes - Both Sides
Pedestrian Provision	Footpaths both sides
Cyclist Provision	No separate cycle provision

4.7.2 Adopted Road Cross-Sections

The proposed sub-division layout incorporates 16m road reserve with 7.3m wide carriageways for the proposed 'access streets' to the north of Park Street. This accords with the minimum requirements of the IDM manual. We recommend that footpaths are provided in line with the IDM manual, on both sides of all streets. No formal bicycle provision is required for access streets.

The southern section north-south access street, to the south of the continuation of Park Avenue, the road reserve reduces 12-13m. In this section, the 7.3m carriageway and the eastern verge would be maintained, with reduced verge adjacent to the reserve space (western side).

4.7.3 Industrial Private Road

The industrial component of the site is proposed to be accessed via an internal private road (i.e. road ownership / management will not be transferred to Council).

We understand that the industrial component is likely to accommodate warehousing and light industry, in a similar configuration to many small business parks.

The private road is proposed with a width of 13m. Whilst the final design / cross-section would be subject to future planning applications, the 13m width could comfortably cater for two-way vehicle movements.

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An indicative layout has been prepared to show a potential configuration of the proposed industrial lots, provided in Appendix B. This indicative scheme includes warehouse buildings at the rear of each lot with car parking provided in the front set-back.

Swept path assessments for the Heavy Rigid Vehicle (HRV) have been prepared for each lot utilising the indicative layout concept. The swept path assessment provided in Appendix C confirm that truck access can comfortably occur to each lot with a standard reverse movement and forward exit.

We note that the final internal layouts, truck access and car parking would be subject to future planning permit applications for each lot.

4.8 Residential Sub-Division Layout

The proposed internal layout for the residential component includes a main north-south 'access street' terminating in 'T-Head' configuration at the northern end and court bowl configuration at the southern end.

The access street is expected to continue into future adjacent development areas to the north, with the T-Head designed to allow for a future access street connection.

The site includes one key intersection between the north-south access street and the continuation of Park Avenue. Given the T-intersection configuration and low traffic volumes, this intersection can be sign controlled with no other intersection control required. We recommend that a condition of permit is included for the preparation of Functional Layout Plans for the key intersection to establish vehicle swept paths and detailed property splays.

The road reserve boundary at the proposed court bowl has a 13.5m radius, which can accommodate the 10m radius required for court bowls under the IDM Manual.

No guidance is provided within the IDM manual for T-Head arrangements. T-Heads are typical solutions for low volumes access street settings. Whilst not specifically applicable to Colac-Otway, the best guidance available regarding dimensions for T-Heads is from the Victorian Planning Authority *'Engineering Design and Construction Manual'* which specifies minimum T-Head carriageway dimensions of 25m wide and 7.5m deep. The proposed dimensions include a road reserve width of 26.8m x 7.5m, which would require the majority of the road reserve to be paved. We recommend that a permit condition is included requiring the preparation of functional layout plans to confirm the suitability of the proposed T-Head arrangements.

In order to maintain low traffic speeds in the local street environment, street lengths exceeding 100-200m can be considered for the inclusion of traffic management devices. If required by the Shire, traffic management could be included along the north-south access street at the detailed design stage.

4.9 Pedestrians / Cyclists

As detailed in Section 0, footpaths are proposed on both sides of all streets within the proposed subdivision in line with the IDM manual.

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Under the existing conditions, Park Avenue only includes a footpath on the south side of the road. On this basis, the northern footpath within the subdivision should include a pram ramp crossing to the south side.

As noted in Section 3.3.2, a short section of footpath is missing at the eastern end of Park Avenue, adjacent to #63 Costin Street. It is recommended that this section of path is constructed as part of the current proposal, including a pram ramp connecting to the existing footpath on the east side of Costin Street.

A summary of the recommended pedestrian upgrades is shown in Figure 9 below.



Figure 9: *Park Avenue – Pedestrian Upgrades*

4.10 Emergency and Service Vehicles

The residential component can be accessed via service and emergency service vehicles utilising the 'T-Head' or 'court bowl' treatments at the ends of the north-south access street. The treatments allow movements of waste collection and other service vehicles.

The industrial component is accessed via a private road with a width of 13m, which can comfortably accommodate service and emergency vehicles (as demonstrated by the swept path diagrams in Appendix C).

Additionally, we have assessed the proposal layout against the key CFA access requirements, as detailed in Table 5 below.

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Table 5: CFA Access Requirements Assessment

CFA Requirement	Discussion
Road Width <i>7.3m wide with parking on both sides or 5.5m wide with parking on one side</i>	Compliant The proposed subdivision includes 7.3m wide carriageways.
Road Construction <i>Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle 15 tonnes for the trafficable road width.</i>	Compliant All streets will be constructed and sealed.
Road Grades <i>Average grade must be no more than 1 in 7 (14.4%) with a maximum of no more than 1 in 5 (20%) for no more than 50m. Dips must have no more than a 1 in 8 (12.5%) entry and exit angle.</i>	Compliant The existing ground surface includes grade along the proposed roads ranging from approximately 1:14 to 1:50.
Turning Bays <i>Constructed roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m</i>	Compliant The proposed T-Head and court bowl will be designed to accommodate emergency and service vehicles.

4.11 Traffic Impacts

4.11.1 Park Avenue

The existing Park Avenue carriageway will carry additional traffic volumes associated with the proposed subdivision. As identified previously in Section 4.5.1, the traffic volumes on Park Avenue will increase by 280 veh/day.

Park Avenue is classified as an 'Urban Minor' street under the Colac-Otway Public Road Register. Whilst no traffic volume information is available, we have estimated the existing daily traffic volume based on the number of lots/dwellings with access to Park Avenue (19 lots) and the typical daily traffic generation of 10 vehicles/dwelling/day. On this basis, Park Avenue is expected to carry approximately 190 vehicles/day under the existing conditions.

A summary of the existing and post development daily traffic volumes on Park Avenue are presented in Table 6 below.

Table 6: Park Avenue – Traffic Volume Assessment

Measure	Traffic Volume
<i>Existing Volume</i>	190 veh/day
<i>Development Volume</i>	280 veh/day
<i>Post Development Volume</i>	470 veh/day

In view of the above, Park Avenue will be expected to carry 470 vehicles/day post development.

Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



The IDM manual identifies a target daily volume of 0-300 vehicle per day for an Access Lane (5.5m carriageway). On this basis, the expected traffic volumes on Park Avenue will exceed the IDM target volume.

We understand that Council have requested for Park Avenue to be widened to 7.3m or for indented parking to be provided on Park Avenue. On this basis, we have prepared a concept plan to demonstrate how indented parking could be achieved on the north side of Park Avenue. A copy of the concept plan is provided in Appendix D. The proposed layout achieves four indented parking spaces, which achieves the rate of 1 space per two lots identified in the IDM manual (7 dwellings located in the 5.5m wide section of Park Avenue).

The inclusion of indented parking on one side of Park Avenue results in the same operating conditions as a 7.3m wide carriageway with parking on both sides.

4.11.2 Costin Street / Park Avenue

During commuter peak periods, turning movements at the Costin Street / Park Avenue intersection will increase by 28 veh/hour. These volumes are spread across the various movements at the intersection with a maximum of 13 veh/hour on any one movement (right turn from Park Avenue into Costin Street in the AM peak).

These volumes are minor in the context of intersection capacity, averaging to a maximum of 1 vehicle every 3-4 minutes on the critical right turn movement. Given the local street-local street nature of the intersection and the T-intersection configuration we are satisfied that the additional volumes will have a negligible impact on intersection capacity.

4.11.3 Montrose Avenue / Industrial Private Road

Access to the industrial component occurs direct to Montrose Avenue, with 25 veh/hour across the AM and PM peak hour.

Given the location of the proposed access on the western outskirts of the Apollo Bay township, the intersection will comfortably have adequate capacity to cater for the expected volumes.



5 Conclusions

Having undertaken a detailed traffic engineering assessment the following conclusions are reached in relation to the proposed residential and industrial subdivision at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay:

1. The proposed residential subdivision component includes 28 standard residential lots in the northern portion of the site, with a main north-south access street and T-Head / court bowl terminations.
2. The proposed industrial component consists of 6 lots in the southern portion of the site, accessed via an internal private road arrangement (body corporate).
3. The subdivision is expected to generate the following traffic volumes:
 - a. Residential Component: 280 vehicles/day, with 28 vehicle/hour in the commuter peak hours.
 - b. Industrial Component: 127 vehicles/day, with 25 vehicle/hour in the commuter peak hours.
4. Vehicle access for the residential component will occur to Park Avenue (continuation of existing carriageway). This will result in 280 vehicles/day on the main access street at the Park Avenue connection and 0-140 vehicles/day on the north-south access street.
5. Vehicle access for the industrial component will occur to Montrose Avenue, with the internal private road volumes range from 0-127 vehicles/day.
6. A road hierarchy has been adopted for the subject site with all roads within the residential component being classified as 'access streets'.
7. The proposed access streets within the residential component includes a 12-16m road reserve and 7.3m wide carriageway. The southern section with 12-13m wide road reserve will maintain the verge on the residential side with a reduced width verge on the non-residential side.
8. The private road within the industrial component has a width of 13m, which provides sufficient space to accommodate traffic movements and truck loading for the various lots (noting the final configuration would be subject to future planning permit applications).
9. The residential sub-division layout includes a basic arrangement with a single north-south access street and a T-Head at the northern end and a court bowl at the southern end of the site. We recommend that permit conditions are included for the preparation of Functional Layout Plans for the key intersection and T-Heads to develop the layout and confirm the detailed property splays.
10. If required by the shire, we are satisfied that traffic management options can be incorporated at the detailed design stage to manage traffic speeds.
11. Footpaths are proposed on both sides of all roads within the residential subdivision, in line with the requirements of the IDM manual. It is recommended that a missing link in the existing footpath network at the eastern end of Park Avenue is constructed as part of this proposal, including pram ramps across Costin Street.

Traffic Impact Assessment Report

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12. The proposal includes turn around treatments at the ends of the north-south local road, which can accommodate turning movements for emergency and service vehicle.
13. The proposed subdivision layout is compliant with the CFA requirements for road width, road construction, road grades and turning bays.
14. Park Avenue is predicted to carry 470 vehicles/day post development, which is above the target volume of 0-300 vehicles/day for an Access Lane under the IDM manual. A concept plan has been developed for indented parking along the north side of the road (4 spaces), which will facilitate similar traffic flow conditions as a typical 7.3m wide local street.
15. Traffic volumes at the Costin Street / Park Avenue intersection will increase by 28 veh/hour. These volumes are distributed across the various turning movements at the intersection with a maximum of 13 veh/hour on any one movement. Given the local street-local street nature of the intersection and the T-intersection configuration we are satisfied that the additional volumes will have a negligible impact on intersection capacity.
16. The proposed private road access to Montrose Avenue, occurs at the eastern outskirts of the township. On this basis, the proposed access will have sufficient capacity to accommodate the additional 25 veh/hr during the peak periods.

Having undertaken all tasks necessary to adequately assess the traffic engineering impacts of the at 19 Park Avenue and 92 Montrose Avenue, Apollo Bay, we are satisfied that the proposed development is satisfactory.

There are no reasons why the permit for the proposed development should not be approved from a traffic engineering perspective, subject to appropriate conditions.

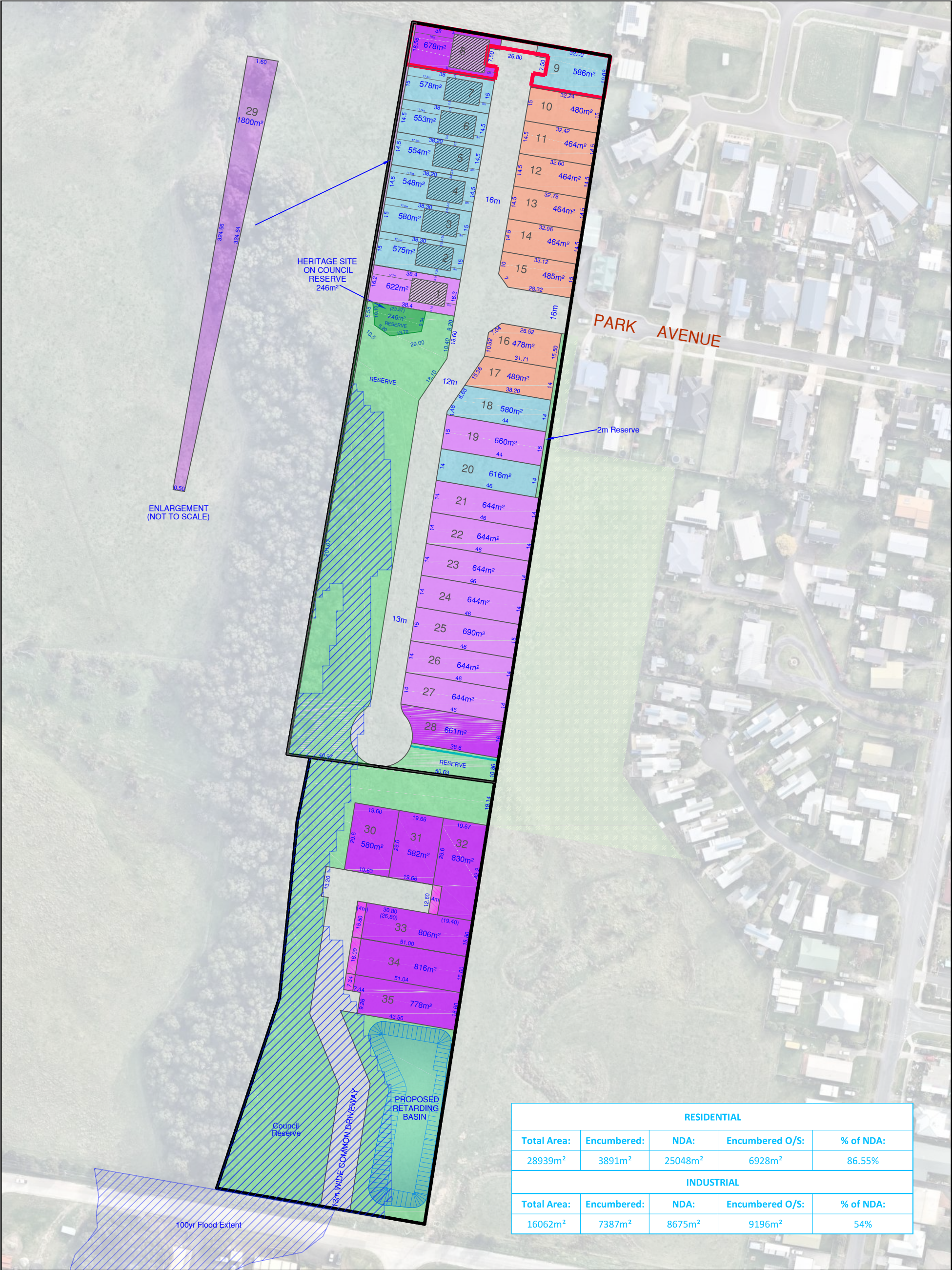
Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay

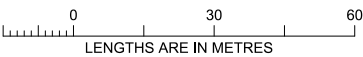


Appendix A

Development Plans



Proposed Plan of Subdivision



St. Quentin

Scale

1:1500



Survey Reference

16567

Version

V02

Last Updated

9/10/2023

Sheet Size

A3

4m wide no-build zone

Reserve



Stage 2 Lots

BUILDING ENVELOPES

LOTS 1-7

15.6m X 10m

LOT 8

15.65m X 14.56m

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02 Add tables and reserve
01 Draft initial plan

03/10/2023 SL CG
03/04/2023 DN CG

Rev Description

Date By App

Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



Appendix B

Indicative Industrial Lot Layout Scheme



ISSUE	DATE	DESCRIPTION	DESIGNED	BH	 Quantum Traffic	ec: admin@quantumtraffic.com.au pc: (03) 9879 4250 w: www.quantumtraffic.com.au e: S. Murray Place RIVINGTON VIC 3134	<u>GENERAL NOTES</u> 1. BASE PLAN FROM AERIAL PHOTO (NEARMAP) 2. 3. 4. 5.	19 PARK AVENUE & 92 MONTROSE AVENUE APOLLO BAY INDICATIVE INDUSTRIAL LAYOUT			
A	10/11/23	INITIAL DESIGN	CHECKED	DB							
			DATE	10/11/2023							
			PROJECT REF	21-0017							
						DRAWING NO. 21-0017-01	ISSUE A	SCALE 1:500 @ A3	0510		

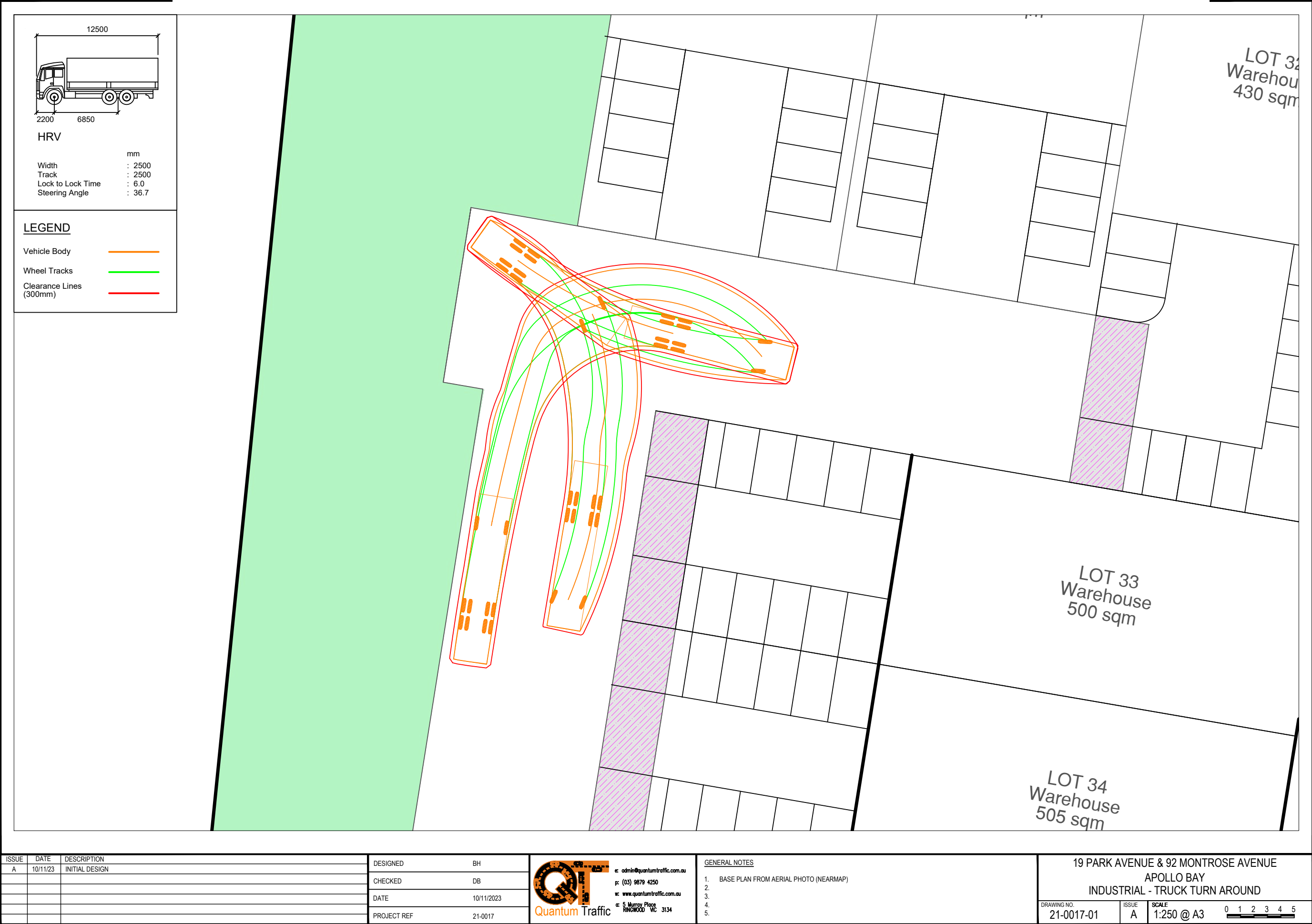
Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



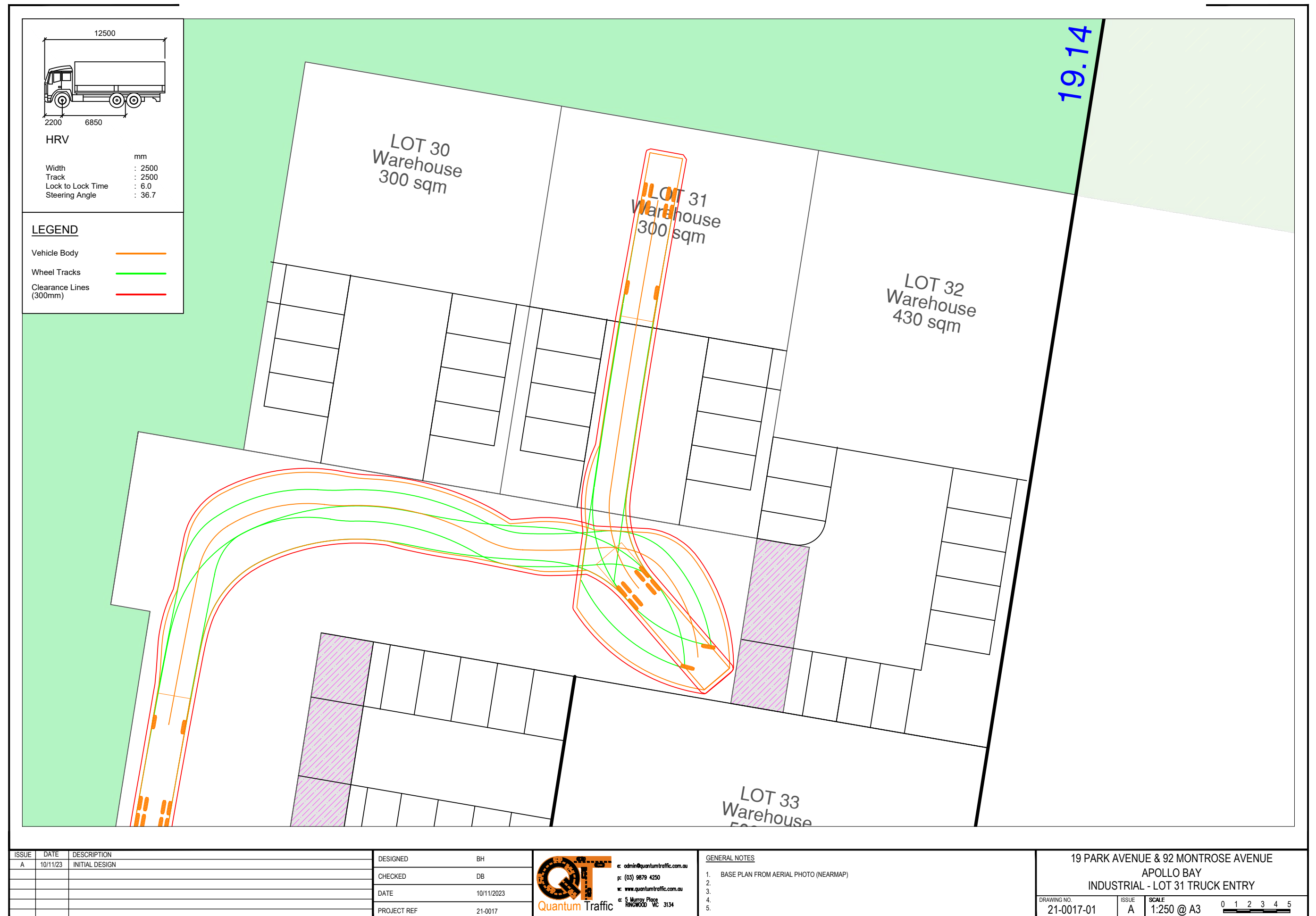
Appendix C

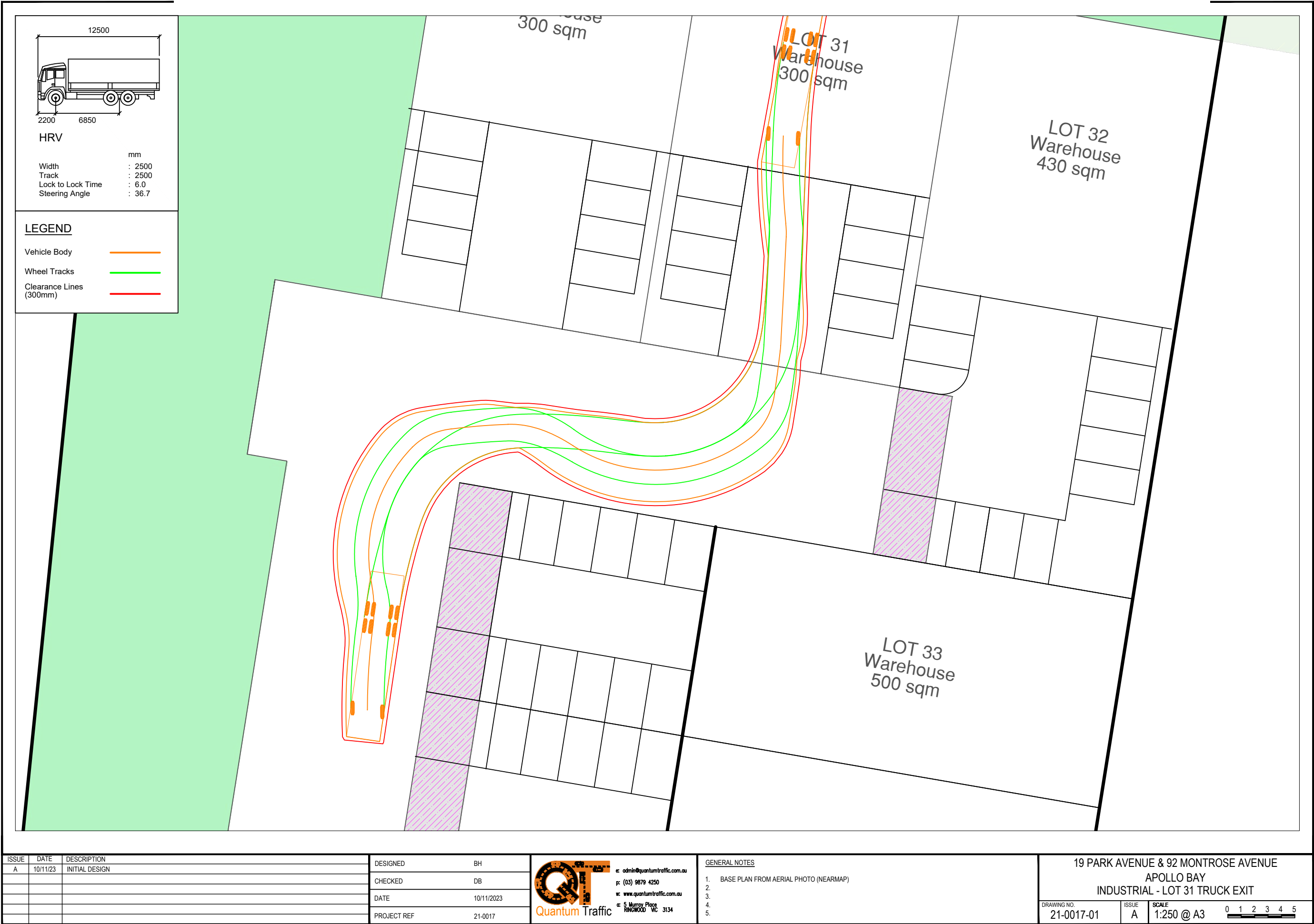
Industrial Lots – Swept Path Assessments

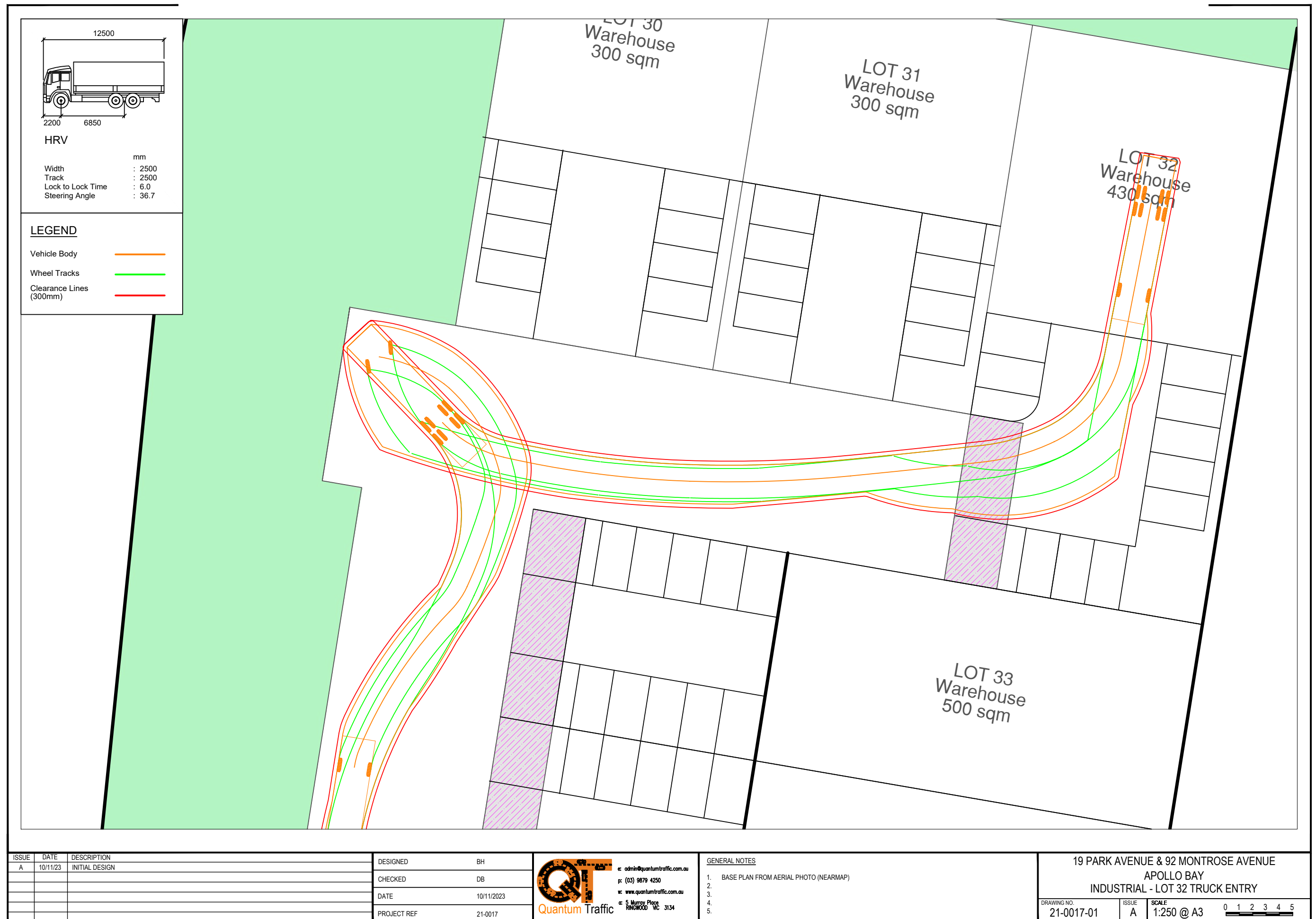


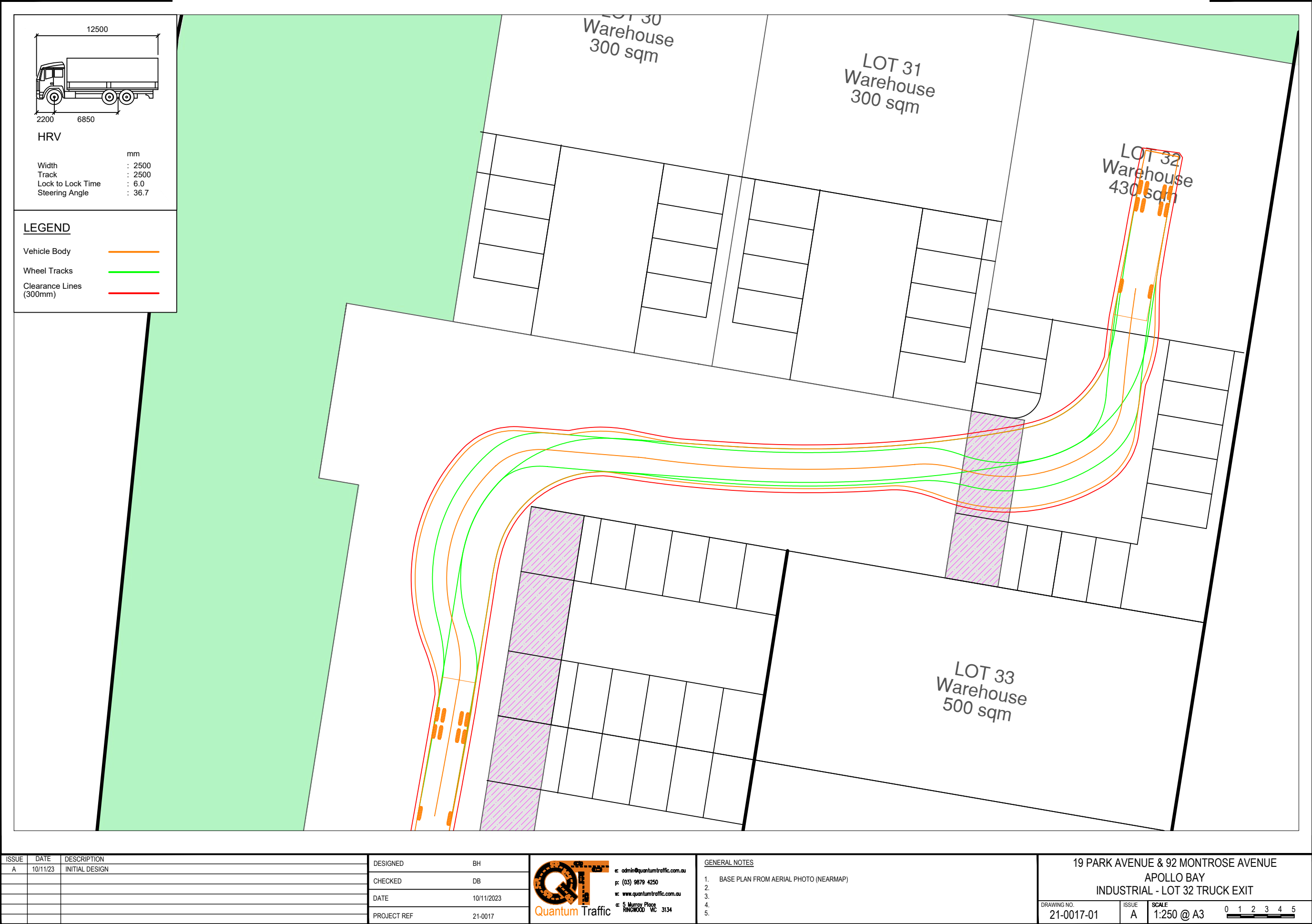
ISSUE	DATE	DESCRIPTION	DESIGNED	BH	 Quantum Traffic	e: admin@quantumtraffic.com.au p: (03) 9879 4250 w: www.quantumtraffic.com.au c: 5 Murray Place RINGWOOD VIC 3134	GENERAL NOTES			19 PARK AVENUE & 92 MONTROSE AVENUE APOLLO BAY INDUSTRIAL - LOT 30 TRUCK ENTRY			
A	10/11/23	INITIAL DESIGN	CHECKED	DB			1. BASE PLAN FROM AERIAL PHOTO (NEARMAP)			DRAWING NO.	ISSUE	SCALE	0 1 2 3 4 5
			DATE	10/11/2023			2.			21-0017-01	A	1:250 @ A3	
			PROJECT REF	21-0017			3.						
							4.						
					5.								

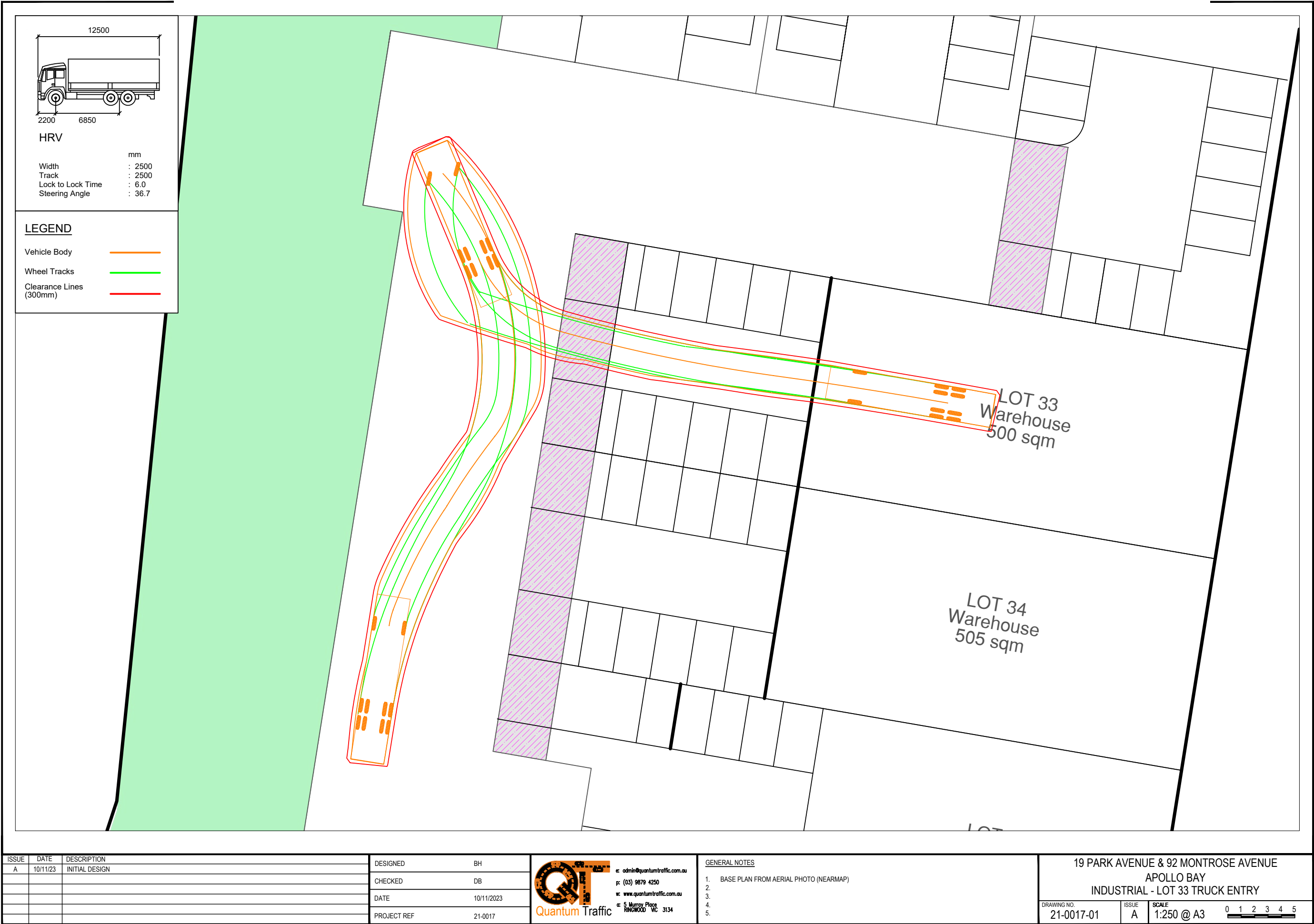
ISSUE	DATE	DESCRIPTION	DESIGNED	BH	 Quantum Traffic	e: admin@quantumtraffic.com.au p: (03) 9879 4250 w: www.quantumtraffic.com.au c: 5 Murray Place RINGWOOD VIC 3134	<u>GENERAL NOTES</u> 1. BASE PLAN FROM AERIAL PHOTO (NEARMAP) 2. 3. 4. 5.			19 PARK AVENUE & 92 MONTROSE AVENUE APOLLO BAY INDUSTRIAL - LOT 30 TRUCK EXIT		
A	10/11/23	INITIAL DESIGN	CHECKED	DB								
			DATE	10/11/2023								
			PROJECT REF	21-0017								
						DRAWING NO.		ISSUE	SCALE			
						21-0017-01		A	1:250 @ A3			

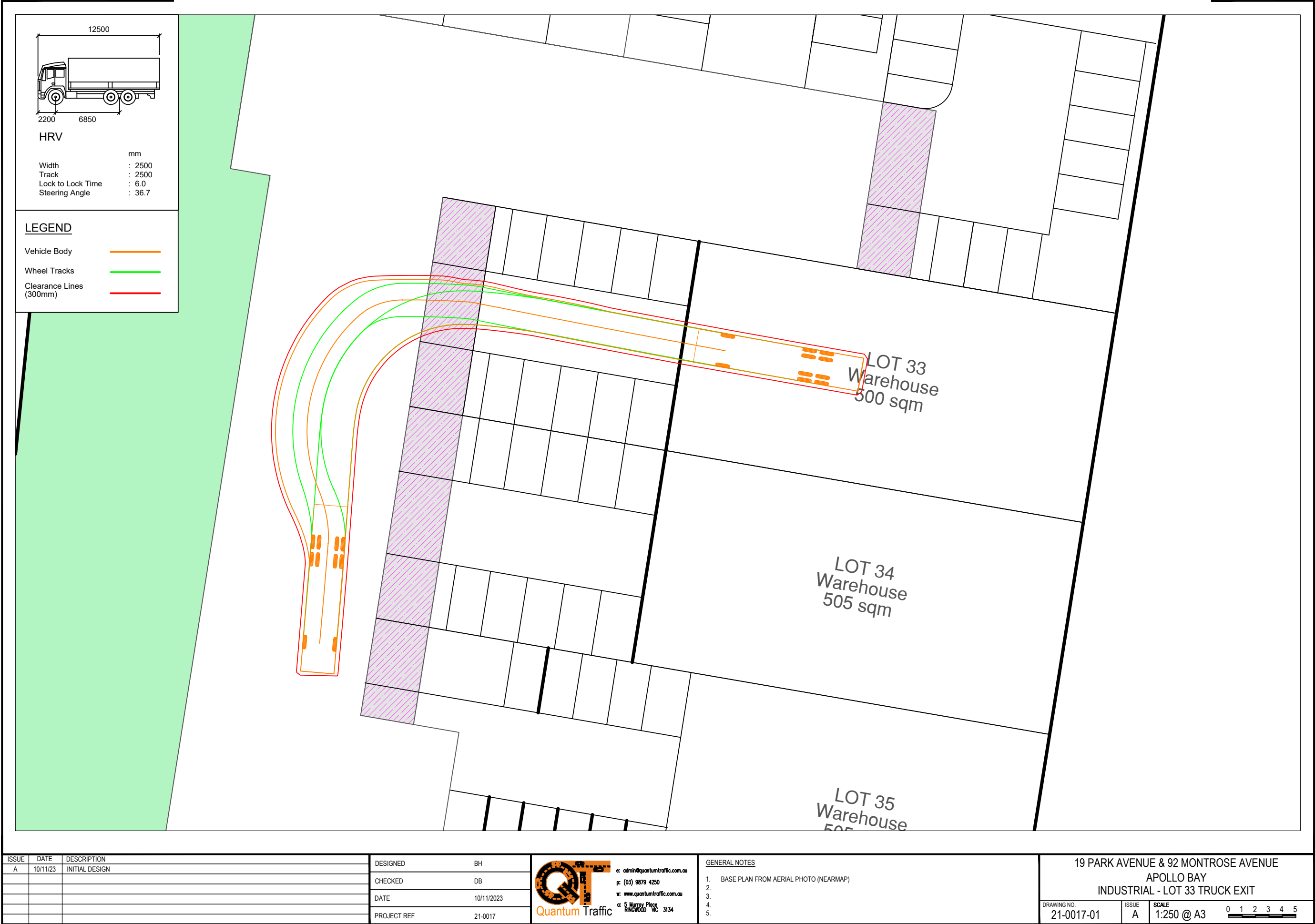


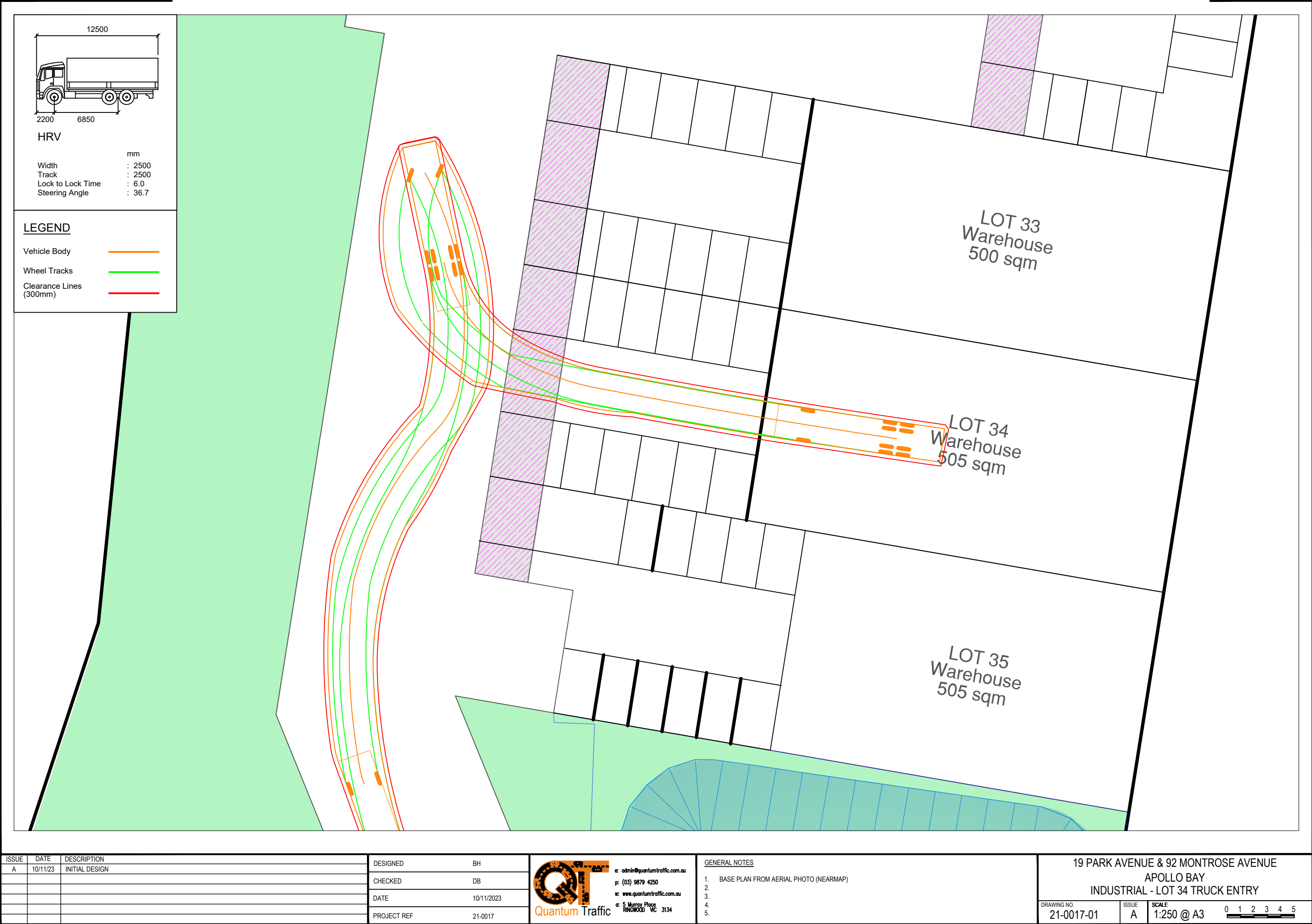


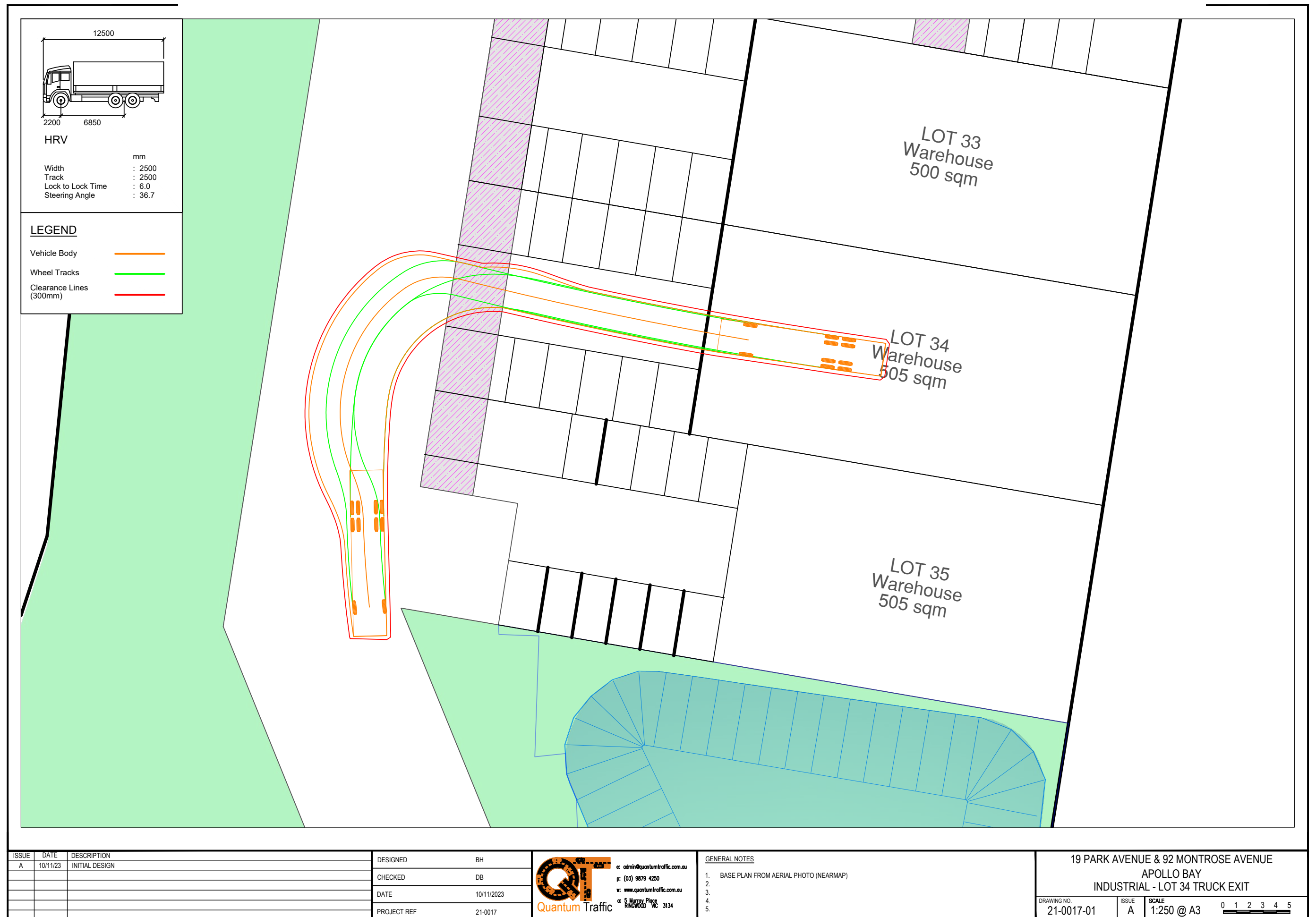


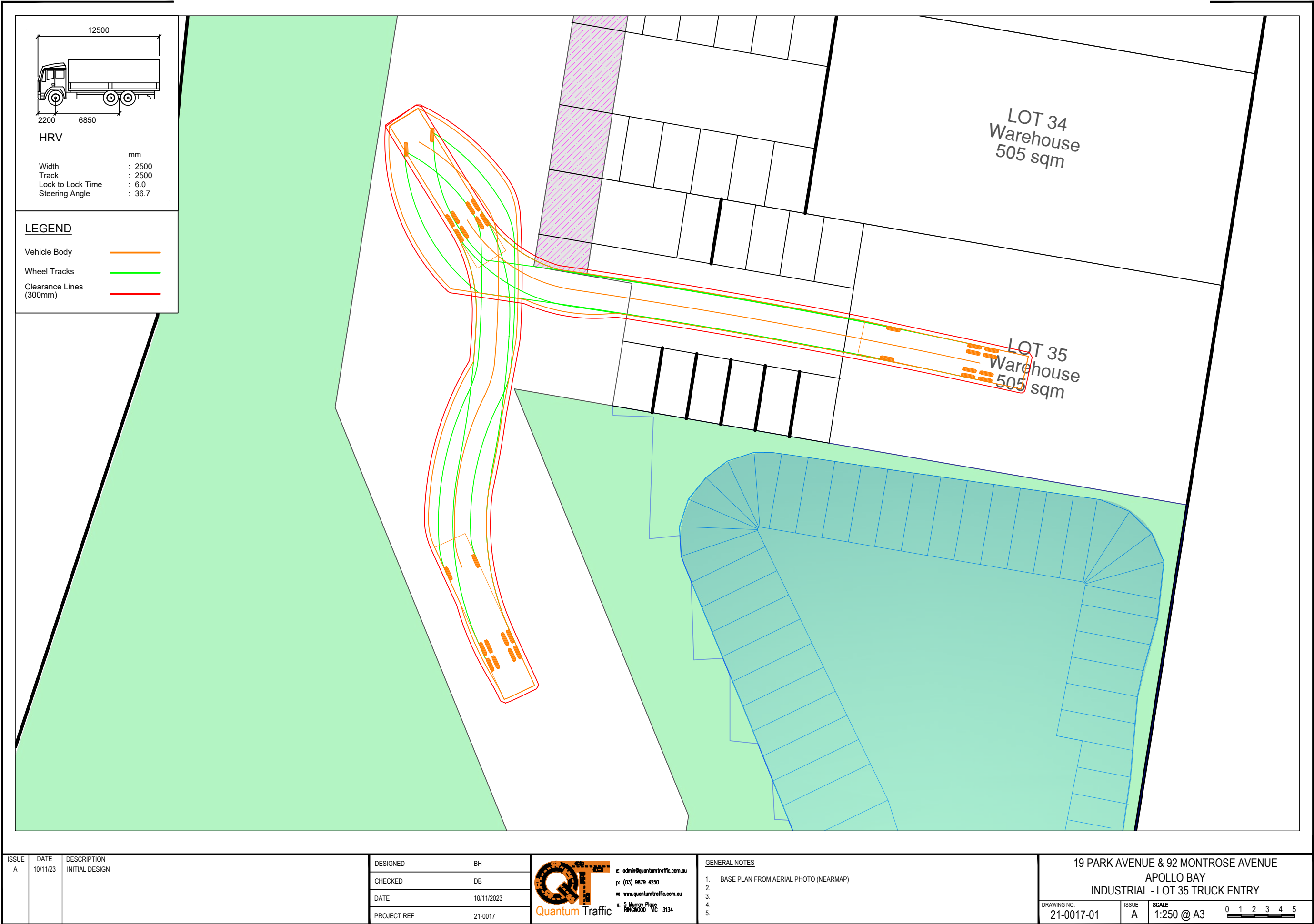


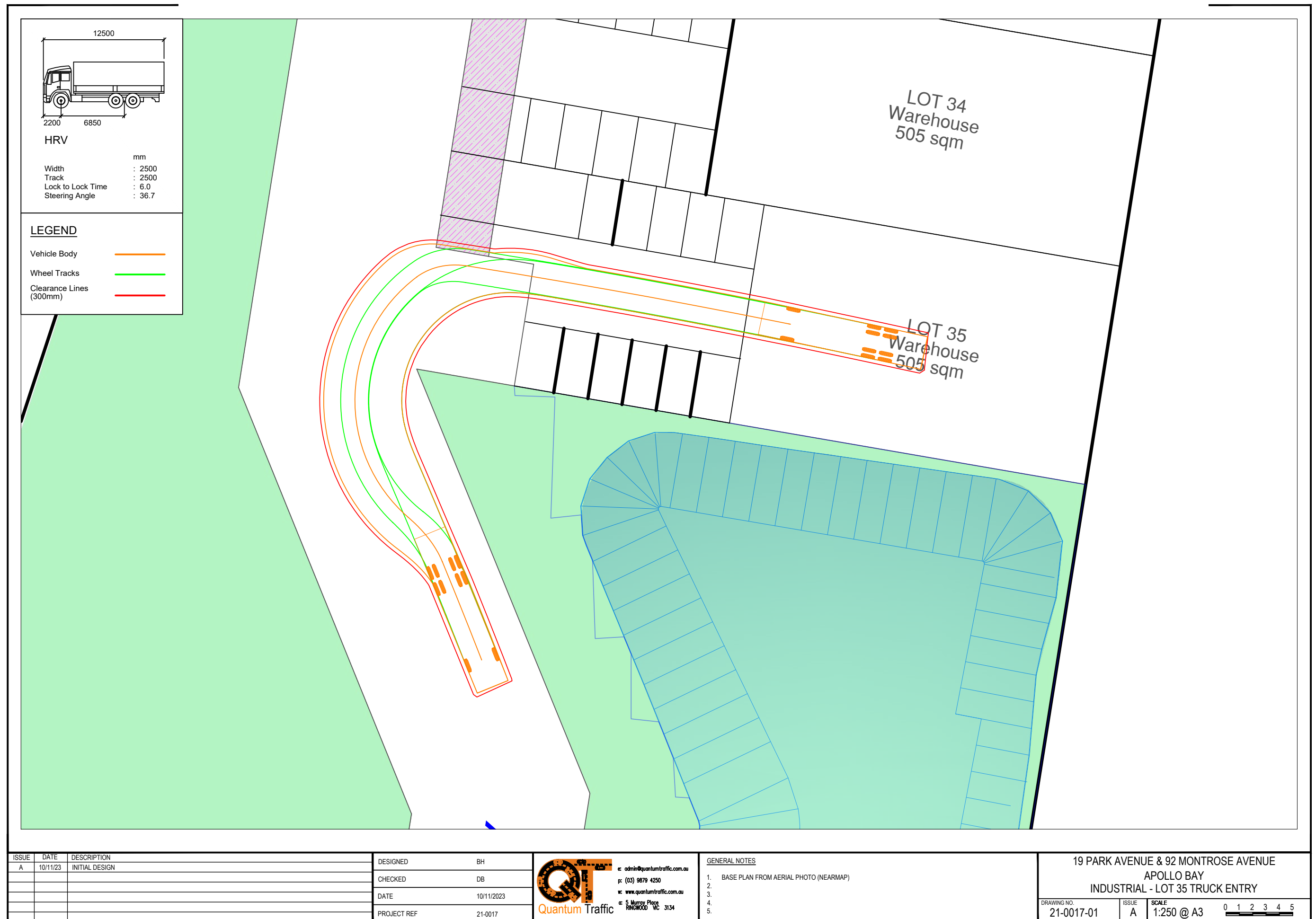












Traffic Impact Assessment Report

19 Park Avenue and 92 Montrose Avenue, Apollo Bay



Appendix D

Park Avenue – Indented Parking Concept Plan





APPENDIX C ST QUENTIN CONSULTING DRAINAGE REPORT AND SWMP





Treatment and Detention Concept Design

19 Park Avenue, Apollo Bay

December 2021

Version 2

Surveying • Town Planning • Civil and Geotechnical Engineering • Bushfire • Environmental



Document Title: 16567 Treatment and Detention Concept design
 Document Author: Cameron Walsh
 Client: [REDACTED]

Version No	Date	Checked by	Issued by	Issued to
1	10/09/2021			
2	10/12/2021			

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1. Introduction

St. Quentin Consulting was commissioned by the client to undertake treatment and detention system concept design for the proposed development at 19 Park Avenue Apollo Bay.

The development parcels are approximately 4.5ha in area and is proposed to be subdivided into 35 low density residential lots. The parcels currently zoned as Industrial Use Zone (INZ3) and Neighbourhood Residential Zone (NRZ1).

To support the permit application for the development of the parcel in question, this report has been prepared to demonstrate the stormwater and drainage management strategy for the site. This report is prepared with reference to:

- *WSUD Engineering Procedures: Stormwater, CSIRO Publishing, 2005*
- *The Infrastructure Design Manual (v5.30) and associated Design Notes*
- *Water Sensitive Urban Design Guidelines, Melbourne Water, 2013*
- *Music Guidelines, Melbourne Water, 2018*
- *Music–Modelling Approach And Parameters, City of Greater Geelong, 2019*

2. Site Characteristics

3.1 Existing Site

The proposed property for the development is located north of Montrose Ave, Apollo Bay. The site is approximately 4.5ha abutted by NRZ to the North-West, INZ along Montrose Ave South-East, and Rural Conservation Zone (RCZ) to the West (Refer Appendix 1).

The existing site consists of a grassed area. Topography of the site largely slopes to the south at an average slope of 4.5% (1 in 22). Small external section on the north, east, and west of the site slope towards the site. (Refer Appendix 2).

There is existing infrastructure to the south of the site located in Montrose Ave, along with Anderson creek located along the western boundary of the parcels; existing external pipe network discharges onto the property from the eastern external catchments (Refer Appendix 2). The Responsible Authority for stormwater discharge to authority pipe networks & open swale is the Colac Otway Shire Council (COSC), the CCMA is the responsible authority for designated waterways/waterbodies within the region.

3.2 Development Site

The proposed development site consists of 35 residential lots along with a road reserve, drainage reserves, reserves, and court bowls (Refer Appendix 3). It is proposed that onsite detention and treatment will be provided to address stormwater quality and quantity outcomes associated with the site development. Based on previous discussion with COSC, onsite detention is proposed in the form of a detention basin. Additionally, water quality treatment will be provided by in the form of and end of line treatment train. Based on a review of the existing infrastructure and LIDAR data, a small external catchment to the east is to be diverted through the site by proposed extensions to existing pipe networks. A small external RCZ catchment to the northwest will be drained through the site. A small external NRZ catchment will be currently drained through the site, when developed this external catchment is proposed to connect to a pipe network independent of the proposed development network (Refer Appendix 3).

The existing waterway flood extents have previously been modelled by Water Technology in their 19 Park Avenue, Apollo Bay Flood Impact Assessment, June 2020. The proposed development and RBWL will have minor encroachment within the flood extent. It is proposed that the minimal storage volume loss in these instances will be offset by increasing the storage volume in the balance of the flood extent within the development parcels.

3. Proposed Drainage Strategy

Standard C25 from Clause 56.07-4 of the Colac Otway Shire Council Planning Scheme specifies that the stormwater management system must be:

- Designed and managed in accordance with the requirements and to the satisfaction of the relevant drainage authority.
- Designed and managed in accordance with the requirements and to the satisfaction of the water authority where reuse of stormwater is proposed.
- Designed to meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).
- Designed to ensure that flows downstream of the subdivision site are restricted to predevelopment levels unless increased flows are approved by the relevant drainage authority and there are no detrimental downstream impacts.
- Designed to contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.

Based on the requirements of the Colac Otway Shire Council Scheme, discussions with COSC, and with consideration to the existing condition of the site and the development proposal, the following stormwater detention strategy is proposed:

- Specification of a detention basin located within a council reserve to ensure post development flows are detained to predevelopment levels for storm events up to the 1% AEP. During these major storm events it is anticipated that gap flows from external catchments will be directed through the proposed basin. During the minor storm events the existing piped network from the eastern NRZ catchment are anticipated to bypass the end of line treatment assets and basin.
- Provision of stormwater treatment and amenity via an end of line treatment system, located in the detention basin. This system will include a sedimentation basin and a wetland.

4. Stormwater Quality

The zoning and topography of the site is conducive to the use of an end of line proposed treatment train (Refer to Figure 4-1).

In order to determine the effectiveness of the proposed treatment measures in meeting the water quality objectives, stormwater quality modelling was performed using the Model for Urban Stormwater Improvement Conceptualisation (MUSIC) Version 6.3.

The MUSIC model requires the user to specify, among other things, meteorological data (rainfall and evaporation), soil properties and pollutant generation parameters. The appropriate parameters for the MUSIC model were adopted in accordance with “*MUSIC-Modelling Approach and Parameters-Design Note 3-The City of Greater Geelong*” and the Melbourne Water MUSIC guidelines.

The main parameters used in the MUSIC model are described below:

Rainfall and Evaporation – Rainfall data from the Melbourne Water MUSIC Guidelines 850-1100mm with a range of 1984 to 1993 was used in the model.

Rainfall Runoff Parameters - The appropriate rainfall-runoff parameters associated with urban residential nodes as per the Melbourne Water MUSIC guidelines are listed in Table 4.1.

Parameter	Source Node
Rainfall Threshold (mm)	1
Soil storage capacity (mm)	120
Initial Storage (%)	25
Field Capacity (mm)	50
Infiltration Capacity Coefficient - a	200
Infiltration Capacity Exponent - b	1
Initial Depth (mm)	10
Daily Recharge rate (%)	25
Daily Baseflow rate (%)	5
Daily deep Seepage rate (%)	0

Table 4.1
Rainfall-runoff
parameters

Table 4.2 outlines node inputs

Wetlands	
Inlet Pond Volume (cu.m)	122
Surface Area (sq.m)	550
Extended Detention Depth (mm)	350
Permanent Pool Volume (cu.m)	165
Catchments	
Fraction impervious	As per Figure 5.2

Table 4.2
Inputs

The MUSIC model setup is shown in Figure 4.1.

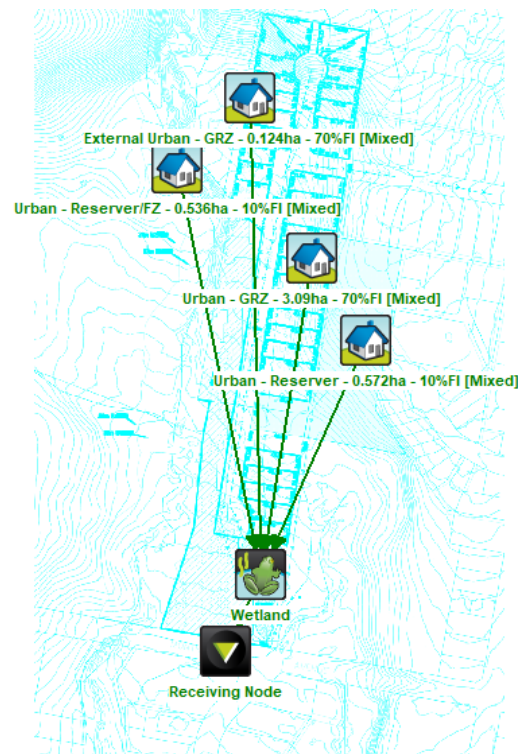
Figure 4.1
MUSIC Model
treatment train

Table 4.3 shows the overall effectiveness of the treatment train. The result indicates that the percentage reduction for TSS, TP, TN and GP were all above the criteria specified at the Best Practice Environmental Management Guidelines. The MUSIC model conservatively does not consider any water reuse, additional cut-off swale drains or buffer areas of vegetation.

Credit for treating the external catchments that flow through the proposed treatment train in the minor storm events have been included in the results shown in Table 4.3. Figure 4.2 shows the development catchment without the external catchments.

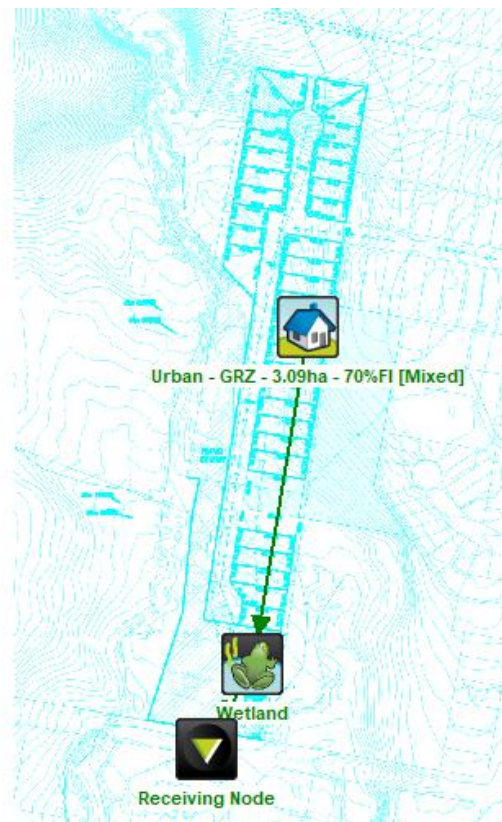


Figure 4.2
MUSIC Development
catchment only

Table 4.3
MUSIC pollutant

	Develop only source	Develop and external source	Residual load development and external	Removed amount	% Reduction as compared to development only source
Flow (ML/yr)	19.6	23.9	23.4	0.5	3%
Total Suspended Solids (kg/yr)	3590	3950	1080	2870	80%
Total Phosphorus (kg/yr)	7.58	8.65	3.42	5.23	69%
Total Nitrogen (kg/yr)	55	65.4	40.2	25.2	46%
Gross Pollutants (kg/yr)	734	800	0	800	109%

5. Stormwater Detention

As per clause 56.07 of the Colac Otway Shire Council Planning Scheme. – “Standard 25”, Urban Stormwater system must be designed to ensure that flows downstream of the subdivision site are restricted to predevelopment levels unless increased flows are approved by the relevant drainage authority and there are no detrimental downstream impacts.

The detention basin is to restrict 100 year ARI flow to the pre-development level.

Hydrological analysis has thus been constructed to assess and design the required detention basin storage capacity.

6.1 Site Catchment

A hydrological model was set up using RORB v6.42 and adopted for the hydrological analysis of the 6.23ha site (including the external upstream catchments). Refer Figure 6.1 for the RORB 1% AEP catchment. (Refer Appendix 3).



Figure 6.1
RORB Catchment
Setup

6.2 Hydrological Model

The RORB model was set up to model the 100 year ARI storm event for both the pre-developed and the post-developed site. A multi-storm analysis was conducted to determine the critical duration event that produces the largest peak discharge from the modelled pre-developed and post-developed site. This included assessing storm durations from 10 minutes up to 36 hours

Hydraulic loss rates have been applied in the model in a manner consistent with the land-use zoning. The initial losses and continuing loss rates have been adopted from the AR&R datahub, shown in Table 6.1. A continuing loss of 2 mm/h was adopted in lieu of the rate supplied by the datahub.

Catchment	Initial Loss (mm)	Continuing Loss (mm/h)
Pervious	21	2

Table 6.1
Rainfall-runoff
parameters

A Monte Carlo simulation was run for the set of storm durations, the 2 hr storm event was identified as the critical duration with a maximum peak flow of 0.38 m³/s. The 1.5hr storm event was of a similar peak flow.

An ensemble simulation of the 1.5 hr and 2hr storm events using all 10 available temporal patterns was undertaken. The median storm event temporal pattern was adopted as the initial design storm: 100year ARI, 1.5hr duration, temporal pattern 26, peak flow of 0.3426 m³/s.

Model Validation

The adopted median Kc value and existing site scenario was validated, peak flow results are summarised in Table 6.2. The catchment area is outside of the recommended size of the RFFE method, resulting in a lower accuracy and was not considered further.

Calculation Method	Peak Flow (m ³ /s)
Reginal Flood Frequency Estimation Model (RFFE)	0.02
Rational Method	0.353
Modified Rational Method (Vic Roads)	0.63315
RORB existing catchment Monte Carlo Simulation	0.38

Table 6.2
Existing Catchment
Peak Flow Summary

Pre-developed and Post Developed Flows

Pre-developed and post-developed flow rates and the proposed detention basin volume are outlined in Table 6.3 for the 1.5hr, 1% AEP, design storm event. The post development flows were determined based on the site development for usage under NRZ Zoning (refer Appendix 3). After incorporating the detention basin in the post-developed hydraulic model, the outflow rate from the site was reduced to 0.39 m³/s to reduce peak flow below/back to existing conditions. Alternative temporal patterns were run to validate the proposed basin is suitable for alternative events. A single temporal pattern produced a result that reduced the freeboard to a minimum of 390mm to the top of the proposed embankment.

Site	Peak Flow (m ³ /s)	Available Detention Volume (m ³)	Basin Outflow (m ³ /s)
Pre-Developed	0.343		
Post-Developed	0.681		
Detention Basin		866	0.34

Table 6.3
Pre-Developed and
Post-Developed
Flows

Alternative storm durations were run to validate the proposed basin is suitable for alternative events, as summarised in Table 6.4. Temporal patterns generating the median peak flow for the pre-developed storm durations were adopted for assessment.

Table 6.4
Alternative Storm
Durations

	Storm Duration							
	30 min	1hr	2hr	3hr	6hr	12hr	24hr	36hr
Tempral Pattern	21	23	22	22	22	22	24	26
Peak Elevation (m)	11.81	11.9	11.9	11.82	11.81	11.76	11.63	11.51
Peak Outflow (m ³ /s)	0.28	0.32	0.32	0.28	0.28	0.25	0.2	0.12
Peak Storage (m ³)	705	834	837	720	715	620	463	324
Minimum Freeboard (m)	0.39	0.3	0.3	0.38	0.39	0.44	0.57	0.69

Alternative temporal pattern were run to assess the sensitivity of the proposed basin to alternative events, as summarised in Table 6.5.

Table 6.5
1.5hr Strom event
Temporal Pattern
sensitivity

	1.5hr Temporal Pattern									
	21	22	23	24	25	26	27	28	29	30
Tempral Pattern	21	22	23	24	25	26	27	28	29	30
Peak Elevation (m)	11.84	11.94	11.85	11.89	11.82	11.92	11.92	11.92	11.94	12.01
Peak Outflow (m ³ /s)	0.29	0.36	0.3	0.32	0.28	0.34	0.34	0.34	0.36	0.43
Peak Storage (m ³)	746	901	766	820	723	866	859	870	894	1000
Minimum Freeboard (m)	0.36	0.26	0.35	0.31	0.38	0.28	0.28	0.28	0.26	0.19

Preliminary Basin Configuration

Preliminary Basin Configuration

The detention basin is proposed to be co-located at the southeast corner of the development site with the wetland treatment asset, as indicated in Figure 6-1. The basin will have the following approximate dimensions (refer Appendix 4 for the concept design plan):

- Internal Batter Slope (Northern End): 1:5
- Internal Batter Slope (Southern End): 1:3*
- Detention volume: 866 cu.m
- External Batter Slope: 1:5
- Controlling Outlet Pipes IL:
 - 2 x 225mm at 1 in 150, IL 11.2m
 - 2 x 150mm at 1 in 100, IL 11.3m
 - 1 x 225mm at a in 150, IL 11.6m
- Controlling Outlet Pipes IL:
 - 1m, IL 11.9m
- Top of Basin Bank IL: 12.2.
- Design Freeboard: 300 mm**

* Steeper internal batters are proposed for the southern portion of the RB/WL due to the limiting nature of the existing flood extent. The removal of the safety bench better slopes is proposed to be alleviated by dense vegetation planting as per Melbourne Water Guidelines, an alternative design approach is the adoption of minor retaining structures for this portion of the RB/WL.

** Lesser freeboard levels are anticipated in a limited number of specific storm event patterns.

The multistage pipe and weir outlet was reviewed for detention of peak minor storm flows, as summarised in Table 6.6. Temporal patterns generating the median peak flow for the pre-developed storm events were adopted for assessment

	Storm AEP
	20%
Storm Duration	4.5 hr
Temporal Pattern	2
Pre-Development Peak Flow (m ³ /s)	0.11
Post-Development Peak Flow (m ³ /s)	0.11

Table 6.6
Minor Storm Flows



6. Summary

The Stormwater Management Plan report completed by St Quentin for the proposed development at 19 Park Ave, Apollo Bay demonstrates how the stormwater management requirements can be addressed within the proposed site development.

The report summarises the calculation and modelling undertaken to determine the required detention volume and stormwater quality treatment measures required to achieve both stormwater flow rate and quality performance objectives.

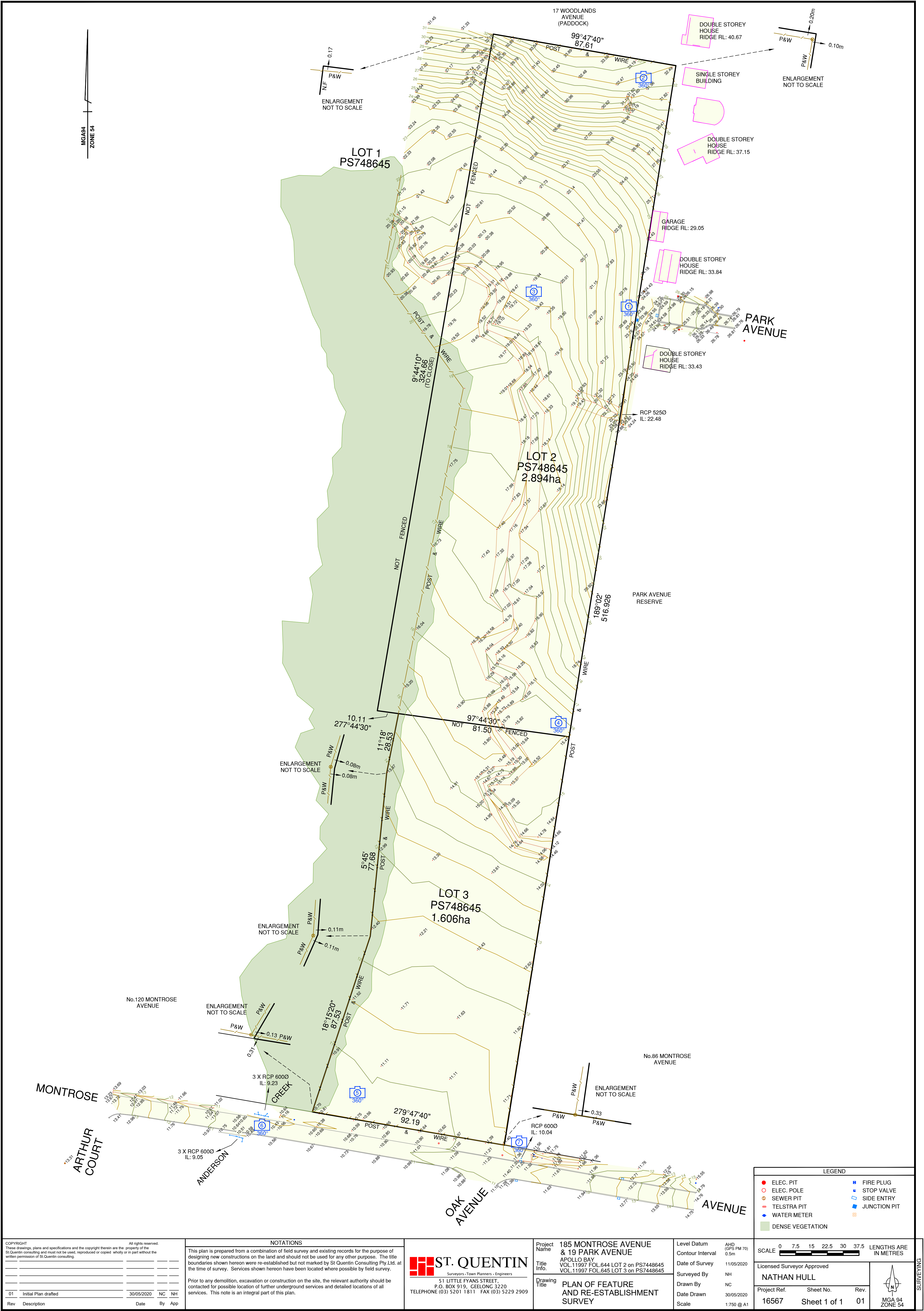
Appendix 1 Existing Aerial Photo



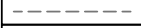

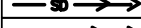


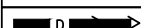

Appendix 2 Site Survey

Appendix 3 Proposed Development and SWMP

Appendix 4 Preliminary RB/WL Design





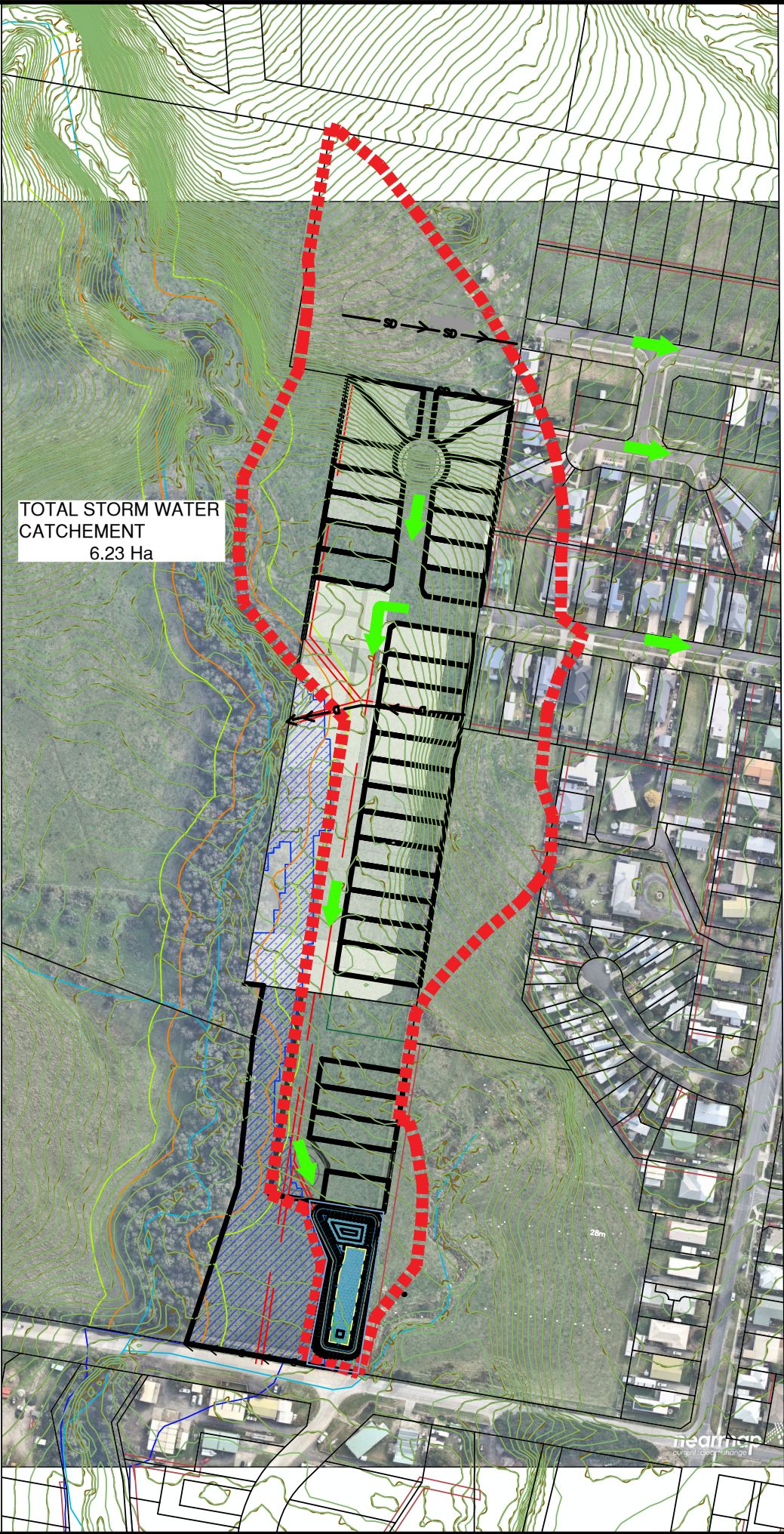
LEGEND	
ITEM	DESCRIPTION
	PROPOSED DRAINAGE RESERVE
	FLOOD EXTENT
	FUTURE ROAD RESERVE
	STORM WATER FLOW DIRECTION
	FUTURE DRAINAGE NETWORK TO CONNECT TO EXISTING SWD
	PROPOSED DRAINAGE NETWORK EXTENSION TO BYPASS SITE
	PROPOSED LOT BOUNDARIES
	STORM WATER CATCHMENT BOUNDARY
	PROPOSED OUTFALL (MINOR AND MAJOR STORM OUTFALLS)

NOTES:

PROPOSED 1% and 20% AEP OUTFALLS TO DISCHARGE THE NORTHERN SIDE OF MONTROSE AVE.

EXISTING PIPE NETWORK DISCHARGING ON SITE IS PROPOSED TO BE EXTENDED TO THE RECEIVING WATERWAY AND BYPASS THE INTERNAL DEVELOPMENT DRAINAGE NETWORK. ROCK BEACHING AND EROSION CONTROL TO BE DETAILED AT DESIGN PHASE

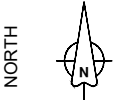
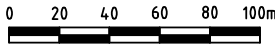
MINOR LOSS OF FLOOD STORAGE VOLUME DUE TO ROAD RESERVE AND BASIN ENCROACHMENT INTO MAPPED FLOOD EXTENT IS TO BE OFFSET WITHIN THE DIRECTLY ADJACENT FLOOD EXTENT AREA.



PRELIMINARY PLANS

NOT TO BE USED FOR CONSTRUCTION

SCALE AT A1 1:2000



REVISION VP2
DATE 13/12/21

PROJECT.....
19 PARK AVE, APOLLO BAY

DRAWING TITLE:.....16567E -
STORM WATER MANAGEMENT PLAN

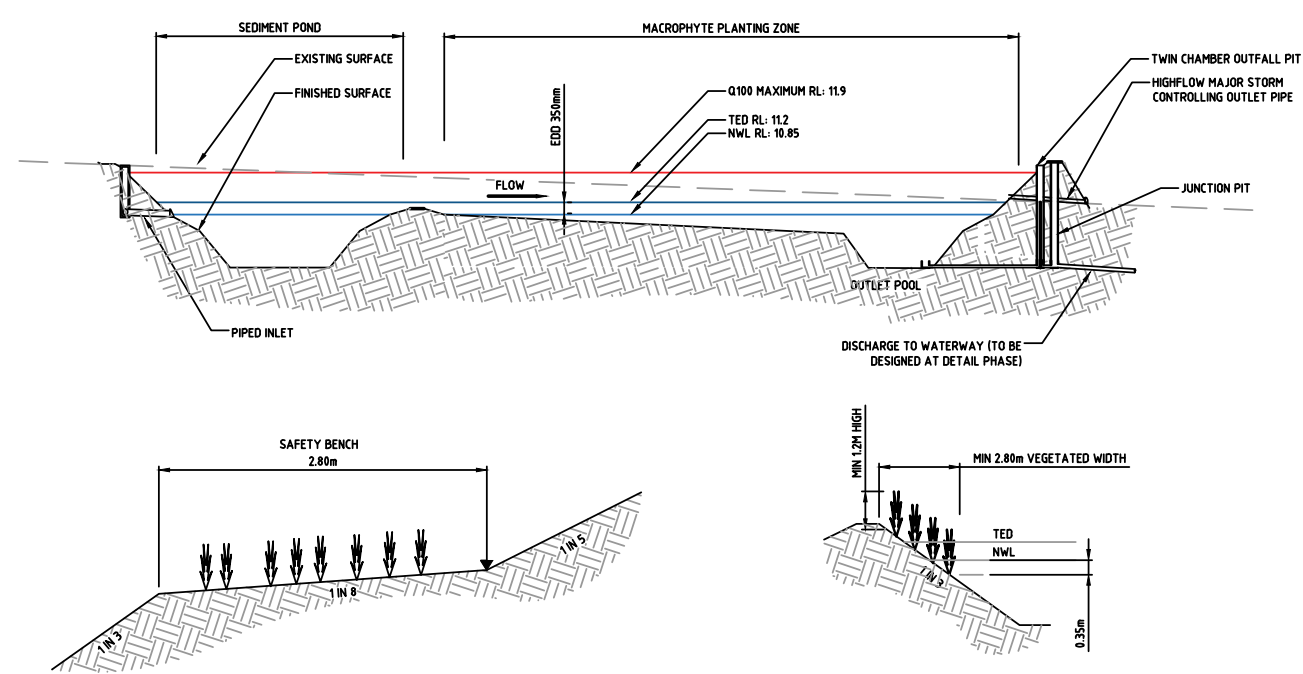


ST. QUENTIN
Surveyors - Town Planners - Engineers

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TELEPHONE (03) 5201 1811 FAX (03) 5229 2909

19 PARK AVENUE, APOLLO BAY

WETLAND/RETARDING BASIN CONCEPT DESIGN



WETLANDS TYPICAL SOFT EDGE
N.T.S.

WETLAND EDGE WITH IMPENETRABLE PLANTING
N.T.S.

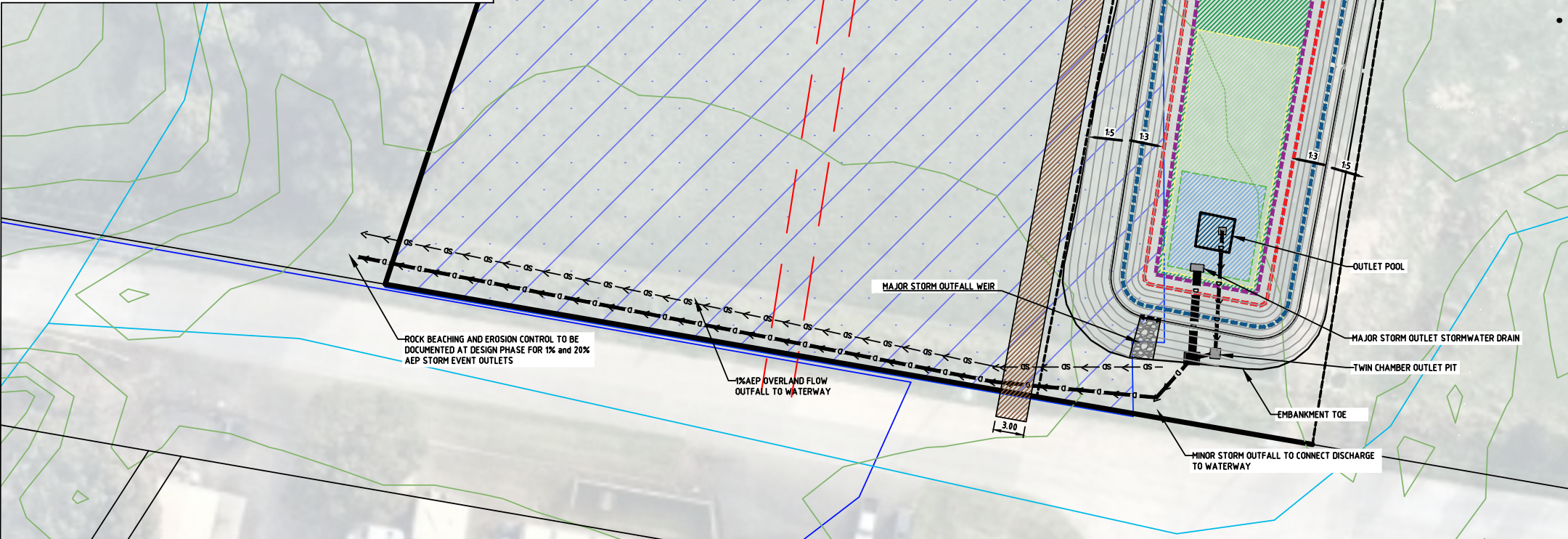
NOTE: WETLANDS TYPICAL SOFT EDGE IS PROPOSED AROUND THE SEDIMENTATION BASIN

NOTE: IMPENETRABLE PLANTING IS PROPOSED AROUND THE WETLAND MACROPHYTE ZONE

LEGEND	
ITEM	DESCRIPTION
---	EXISTING STORMWATER DRAIN
---	PROPOSED STORMWATER DRAIN
---	PROPOSED STORMWATER PIT
---	PROPOSED RESERVE BOUNDARY
---	NWL
---	TEDD
---	Q100
---	1% AEP OVERLAND FLOW OUTFALL

DRAWING INDEX

No.	SHEET TITLE
001	CONCEPT DESIGN PLAN
002	CONCEPT DESIGN LONG SECTION



SCALE AT A1 1:250

PRELIMINARY PLANS
NOT TO BE USED FOR CONSTRUCTION

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Project Name	19 PARK AVE APOLLO BAY
Drawing Title	WETLAND CONCEPT DESIGN PLAN

Level Datum	AHD
Contour Interval	0.5m (BASIN 0.2m)
Date of Survey	11.05.2020
Designed By	CW
Drawn By	cw
Date Drawn	08.09.2021
Scale	NOTED

FOR APPROVAL		
ENGINEERING MANAGER APPROVED		
Project Ref.	Sheet No.	Rev.
16872E	001	02



ENGINEERING



MEMORANDUM

To Cameron Gray
From Cameron Walsh – Water Technology
Date 6 November 2023
Subject 19 Park Avenue, Apollo Bay - Stormwater Management Plan Addendum
Our ref 24010145_M01v01a

1 INTRODUCTION

Water Technology has been engaged to prepare an addendum for the previous Treatment and Detention Concept Design Report¹ prepared by ST Quentin Consulting for the development of 19 Park Avenue, Apollo Bay. The previous report documented a concept design to manage stormwater runoff and treatment from the proposed development.

Following issue of this report and associated conceptual asset design, St Quentin's has further developed multiple iterations of the overall development plan in line; as such the modelling which underpins the conceptual asset design for the retarding basin and treatment assets has been reviewed in line with the current development plan. This Memorandum summaries the updated RORB and MUSIC modelling underpinning the latest development plan, along with an updated concept asset design.

This memorandum documents:

- Amended RORB analysis for the stormwater assets:
 - Updated detention volumes and controlling structures to represent the current conceptual design revision. (Refer to Appendix for conceptual plans)
 - Updated catchment parameters (Fraction Impervious values) to represent the current development layout.
- Amended MUSIC analysis for the stormwater assets:
 - Updated parameters (Fraction Impervious values) to represent the current development layout.
 - Updated asset modelling parameters to represent the current conceptual design revision.

¹ Treatment and Detention Concept Design, 19 Park Avenue, Apollo Bay – 16567E_Stormwater Mgt Plan V02 – December 2021



2 CURRENT DEVELOPMENT PLAN

The current development layout consists of both residential development, industrial development, and reserve areas, as per Figure 1.

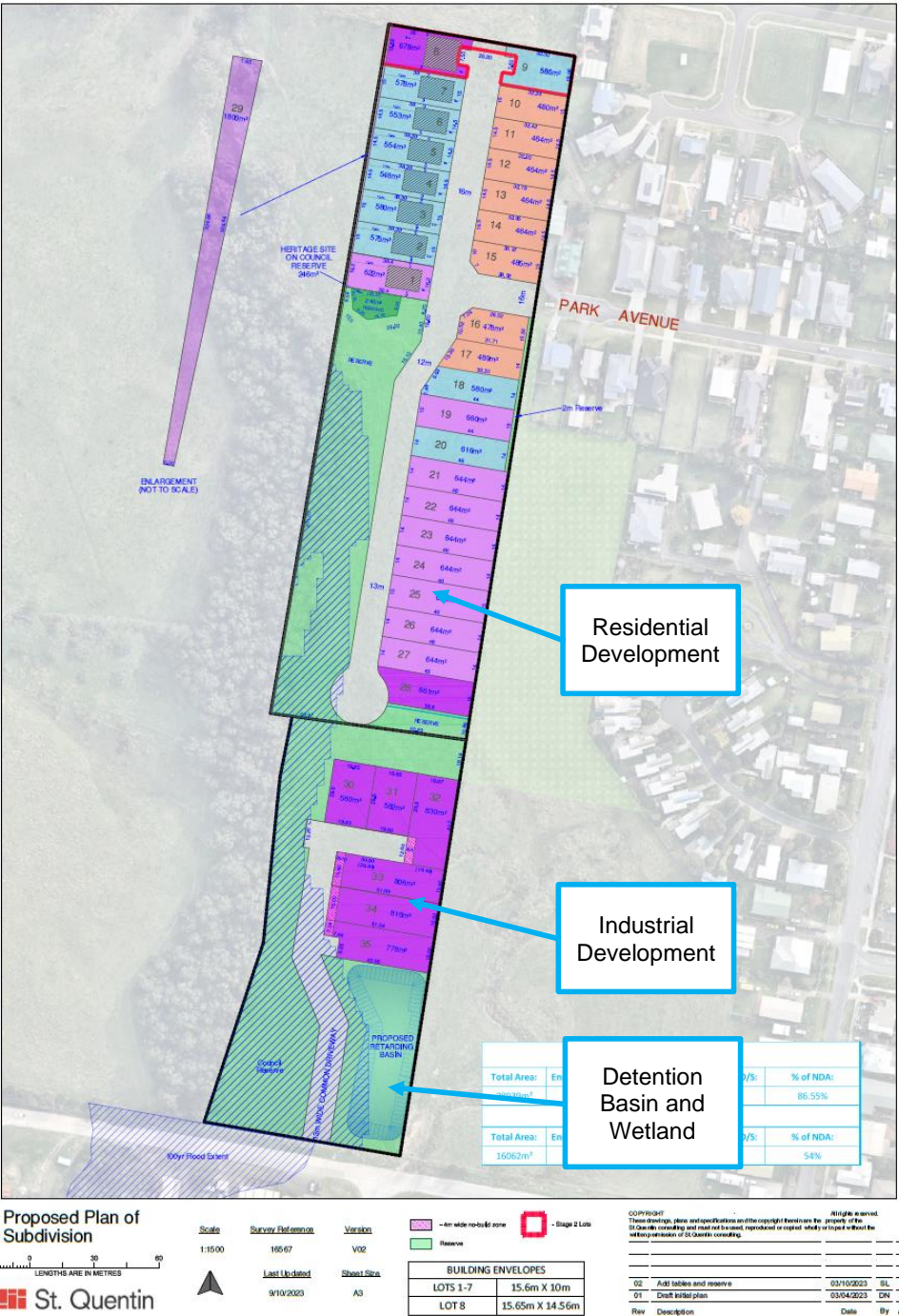


Figure 1 St Quentin Development Layout (extract)



3 CATCHMENT STRATEGY

The catchment strategy documented within the previous St Quentin reporting was adopted for this updated asset analysis. Refer to Appendix C for the St Quentin Storm Water Management Plan (SWMP). An extract of this SWMP is provided in Figure 2 – key elements:

- All development catchment 1% AEP flows are conveyed to the proposed end of line detention basin.
 - Minor external catchments are conveyed to the proposed detention basin.
 - Any future development runoff of the parcel adjacent to the northern boundary of the subject site will not be conveyed through the subject site.
 - An existing piped outfall which bisects the subject site is to remain and not be connected to the proposed development internal network.
 - This existing piped outfall is to be extended to discharge directly to the waterway.

Figure 3 denotes key elements current development layout stormwater drainage strategy to be incorporated in the detail design of the stormwater infrastructure design:

- Convey development catchment 1% AEP flows toward the proposed end of line detention basin.
- Regional flooding is not to be conveyed into the proposed basin asset.

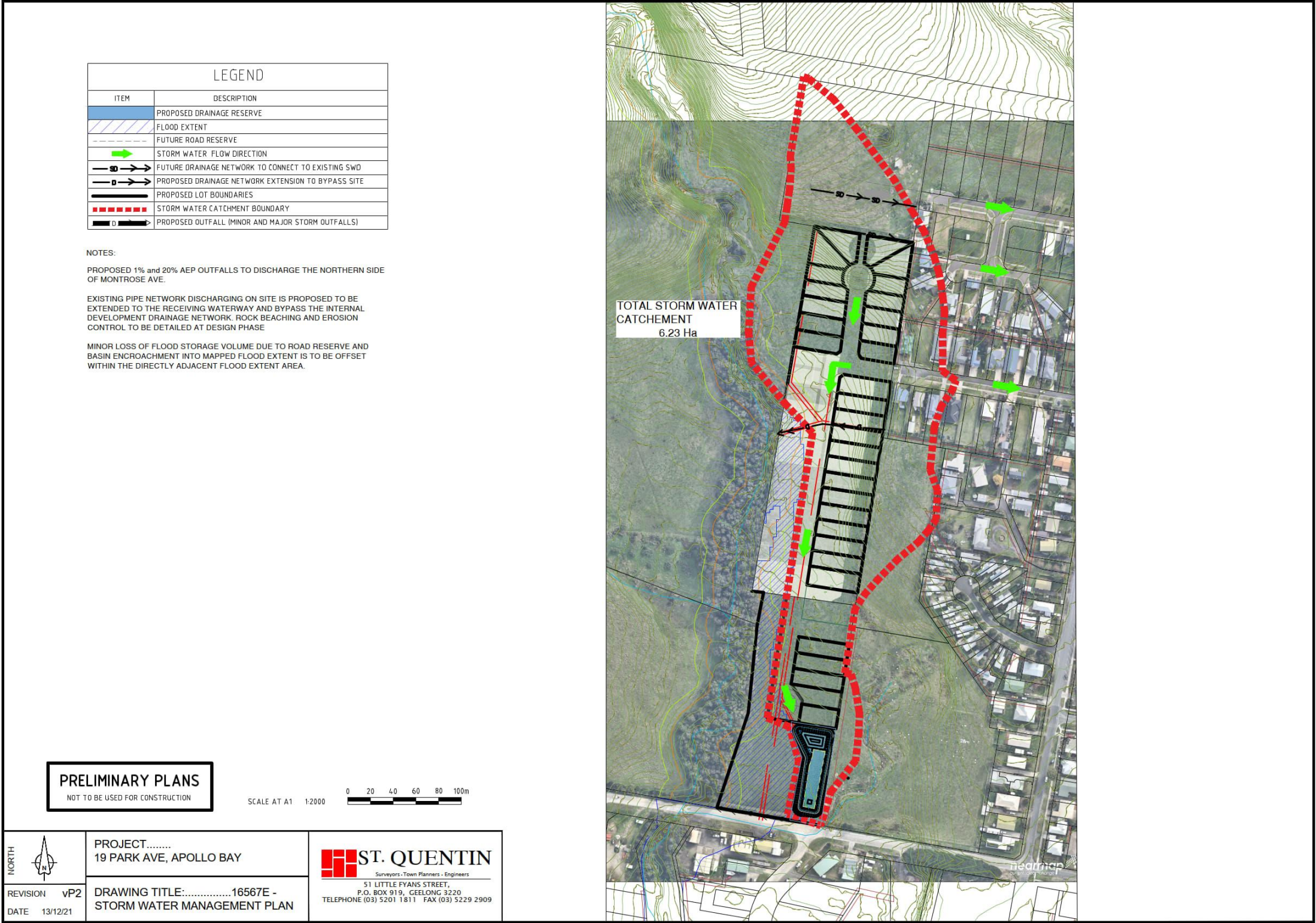


Figure 2 St Quentin SWMP (extract)

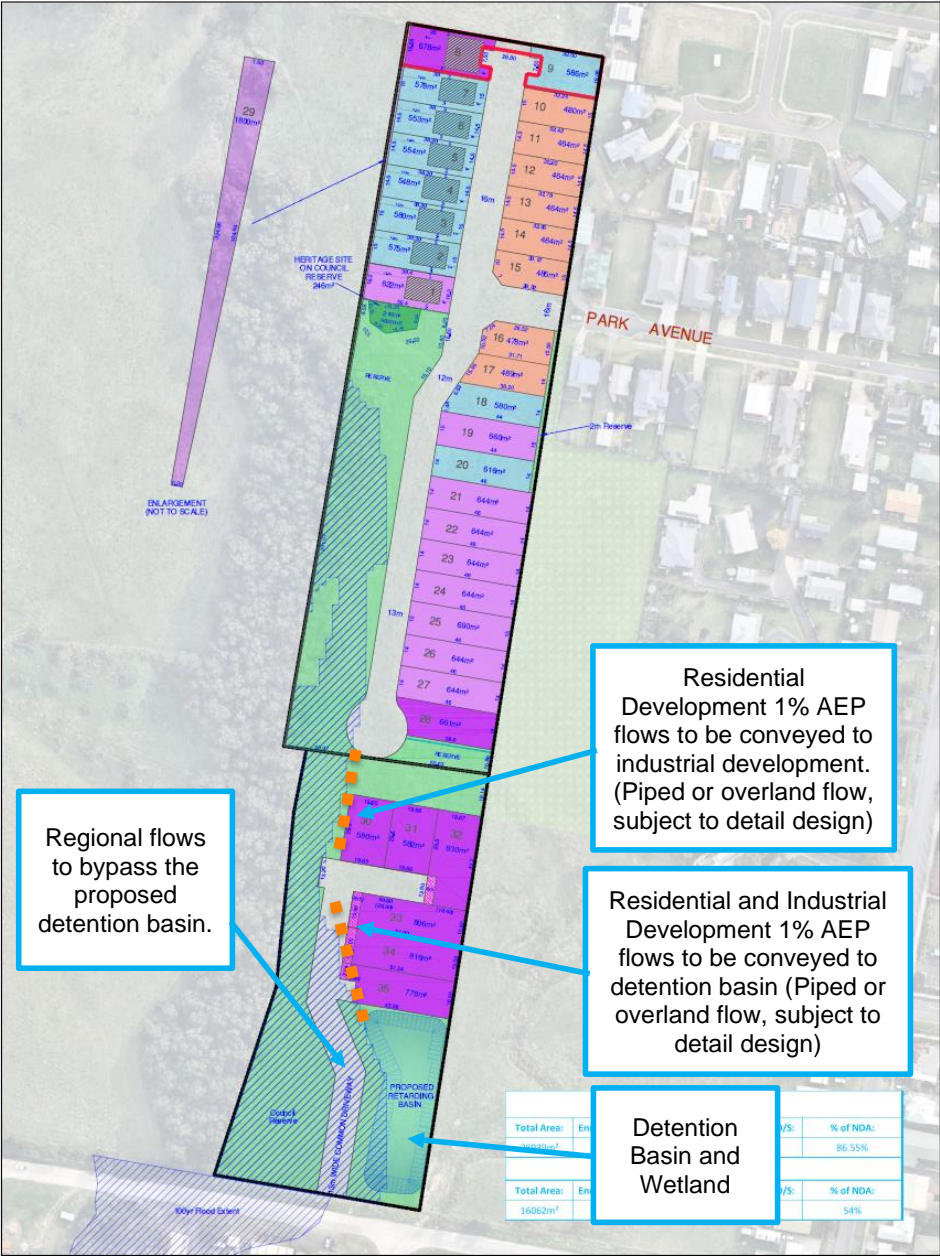


Figure 3 Amended Development Layout Additional Stormwater Drainage elements (extract from St Quentin development layout plan)



4 UPDATED HYDOLOGICAL MODELLING

To support the amended layout plan, the hydrology assessment underpinning the SWMP has been updated in line with the development proposal. In line with St Quentin's SWMP the 1%, and 20% AEP storm events were adopted to design the multi-storm outlet of each cell, and the ultimate site discharge location.

4.1 Developed Conditions

The RORB model underpinning the SWMS has been amended in accordance with the updated development plan, during this process the previous RORB model parameters have been updated:

- RORB, Fraction Impervious (FI) values were updated to represent the current residential and industrial development proposal.
- The proposed detention asset H-S relationship was updated accordingly within the amended conceptual basin asset design.
- Minor alterations to sub-catchment areas were made to encompass the full extent of the industrial development proposed within the subject site.
- RORB parameters, reach parameters, catchment delineation, kc, m, IL, and CL were adopted in line with the previous RORB modelling, as per Table 1.

Table 1 RORB Parameters

Item	
Kc	0.36
m	0.8
IL	21
CL	2

4.1.1 Detention Basin

A single 'end of line' retarding basin is proposed within the development to retard development peak flows leaving the site back to existing conditions.

The configurations of the proposed retarding basin to limit flows to target existing pre-development flow rates at the development site outlet are shown in Table 2 below.

Table 2 Retarding Basin Details

Item	RB/WL
Storage Volume Available (m ³) (NWL to Q100)	925*
NWL RL (m AHD)	11.2
Embankment Top RL (m AHD)	12.2**
Adopted Freeboard (m)	0.3
RORB Controlling outlet arrangements [#]	2 x 225mm at 1 in 150, IL 11.2m 1 x 150mm at 1 in 100, IL 11.26m 3 x 225mm at 1 in 150, IL 11.57m



* Increased from 866 m³ of storage volume in the previous asset arrangement.

** Maximum embankment height (Top to Toe) of approximately 1.5m, subject to detail design.

It is suitable for the outlet structure to be modified into a single structure at functional/detail design stage.

The proposed retardation asset function is summarised below:

- Local development, and minor local external catchment, stormwater flows from minor and major event up to 1% AEP will enter the retarding as either piped flows and/or overland flows.
- The retarding basin has been designed to ensure it can cater for up to and including the 1% AEP flows.

Temporal patterns generating the median peak flows for each storm duration were adopted for the design assessment. The overall detention performance is summarised in Table 3.

Table 3 Overall Retention performance (flow location adopted at final RB/WL in the overall series of detention assets).

Item	Details
Upstream Area (ha)	6.48
Storage Volume (m ³)	Refer Table 2
Pre-development 1% AEP rate at RB/WL (m ³ /s)	0.343*
Peak 1% AEP RB/WL Inflow (m ³ /s)	1.22
Peak 1% AEP RB/WL Outflow (m ³ /s)	0.34
Peak 1% AEP Water level in RB/WL (mAHD)	11.90
Pre-development 20% rate at RB (m ³ /s)	0.11*
Peak 20% AEP RB/WL Inflow (m ³ /s)	0.62
Peak 20% AEP RB/WL Outflow (m ³ /s)	0.11
Peak 20% AEP Water level in RB/WL (mAHD)	11.53

*Adopted as per previous SWMS modelling

5 UPDATED WATER QUALITY MODELLING

To support the amended layout plan, the MUSIC model assessment underpinning the SWMP has been updated in line with the development proposal. MUSIC model parameters which have been updated include:

- Fraction Impervious (FI) values updated to represent the current residential and industrial development proposal.
- Minor alterations to sub-catchment areas were made to encompass the full extent of the industrial development proposed within the subject site.

The amended MUSIC model schematic is shown in Figure 4.

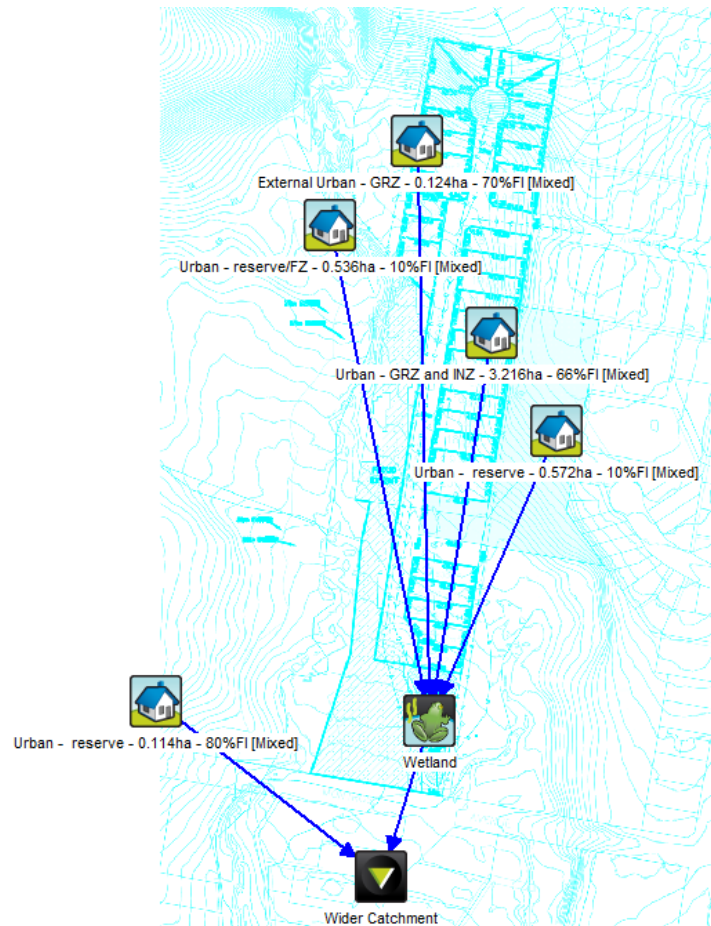


Figure 4 MUSIC model Schematic

5.1 Design Criteria

Sediment basins were sized to allow:

- 95% removal of coarse particles $\geq 125 \mu\text{m}$ diameter; and
- 5-year clean-out frequency (minimum).

The constructed wetland was sized to allow:

- An extended Detention Depth of 350 mm;
- Approximately 72 hr notional detention time (previously adopted as 48 hours);

5.2 Asset Sizing

The key modelling parameters for the end-of-line treatment assets are shown in Table 4.



Table 4 Key Modelling Parameters Related to Sedimentation Ponds and Wetland

System	Surface Area at the NWL (m ²)	Extended Detention Depth (m)	Low Flow Bypass (m ³ /s)	High Flow Bypass (m ³ /s)	Permanent Pool Volume (PPV) (m ³)	Notional Detention Time (hrs)
Sedimentation basin*	260##	0.35	n/a	n/a	109**	Na**
Wetland	675#	0.35	n/a	n/a	243	~72 hours

*Modelled within the MUSIC wetland node, and sized independently from MUSIC.

**Adopted in line with Melbourne Water MUSIC guidelines

Increased from 550 m² of storage volume in the previous asset arrangement.

260 m² in the previous asset arrangement.

5.3 Water Quality Performance

The wetlands pollutant load reduction performance is summarised in Table 5.

The proposed WSUD strategy meets the BPEM target for the overall development.

Table 5 Pollutant Load Reduction Performance for the Proposed Site

Component	Total Inflow Loads (kg/yr)	Inflow Loads Produced by the Development (kg/yr)	Load Removed (kg/yr)	Percentage Removal of Development Load
Total Suspended Solids	4,040	3,690	2,800	75.9%
Total Phosphorus	8.95	7.87	5.18	65.8%
Total Nitrogen	67.7	57.4	25.8	45.0%

6 UPDATED CONCEPT DESIGN

The Conceptual design has been amended in line with the finding of the stormwater treatment (MUSIC) and detention (RORB) modelling findings. Key concept design parameters are:

- Adopted in line with St Quentin design:
 - Internal Batter Slope (Northern End): 1:5



- Internal Batter Slope (Southern End): 1:3*
- External Batter Slope: 1:5
- Top of Basin Bank/crest IL: 12.2.
- Design Freeboard: 300 mm
- Altered parameters from St Quentin Concept Design
 - Detention volume: 925 cu.m
 - 2.0 m Embankment Top Width (Subject to detail design).

Refer to Appendix A for conceptual plan set.



SUMMARY

This memorandum outlines the amended RORB and MUSIC modelling, along with an updated conceptual design for the end of line detention basin and co-located wetland asset.

The proposed asset arrangement meets both the requirement for peak flow attenuation and pollutant load reduction performance target.

Water Technology has been engaged to update the Flood Impact Assessment (FIA) reporting for the proposed development layout, this assessment and its associated findings are documented in a separate FIA document.



APPENDIX A CONCEPT DESIGN



19 PARK AVENUE, APOLLO BAY

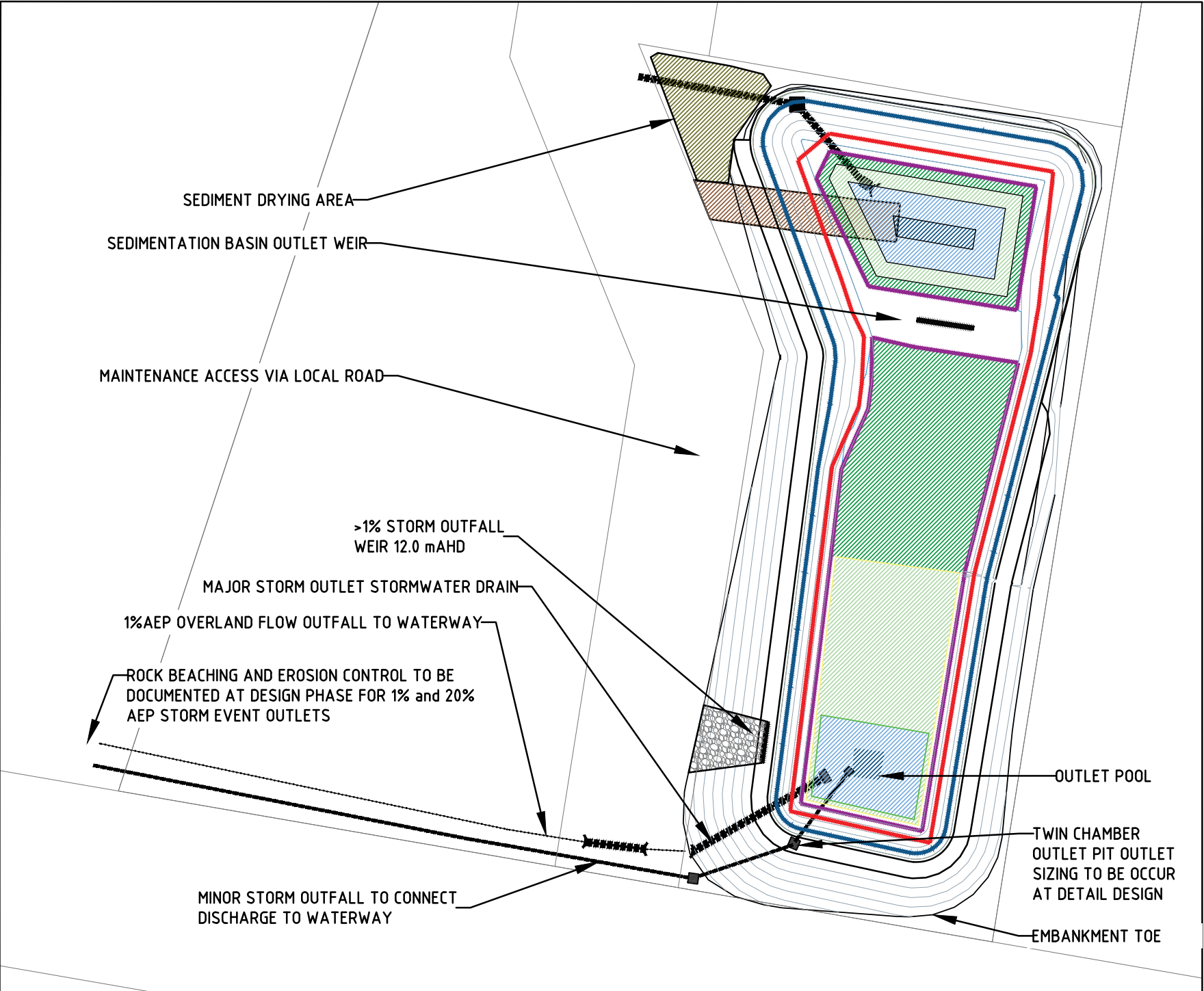
WETLAND/RETARDING BASIN CONCEPT DESIGN

DRAWING INDEX

No.	SHEET TITLE
CD001	CONCEPT DESIGN PLAN
CD002	CONCEPT DESIGN LONG SECTION

LEGEND

ITEM	DESCRIPTION
— Ex D —	EXISTING STORMWATER DRAIN
=====	PROPOSED STORMWATER DRAIN
■	PROPOSED STORMWATER PIT
—	PROPOSED RESERVE BOUNDARY
=====	NWL
=====	TEDD
=====	Q100
-----	1% AEP OVERLAND FLOW OUTFALL



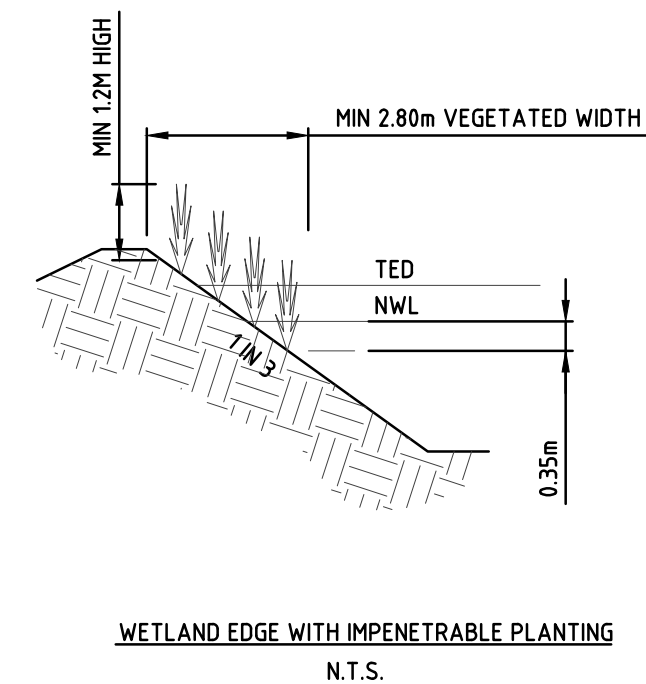
A	23.10.2023	ISSUED FOR APPROVAL
Amendments		



CLIENT:	
PROJECT:	19 PARK AVE APOLLO BAY

DESIGNED BY:	CW
DRAWING DATE:	09.11.2023
SHEET:	1 OF 2
FILE:	Concept_vp1c.dwg
DRAWN BY:	CW
CHECKED:	AZ
SCALE:	500 AT A3

CONCEPT DESIGN BASIN A PLAN		
PROJECT No.	DRAWING No.	REV.
24-010145	CD001	A



NOTE: IMPENETRABLE PLANTING IS PROPOSED AROUND THE WETLAND MACROPHYTE ZONE

177



APPENDIX B SEDIMENTATION AND VELOCITY COMPUTATIONS



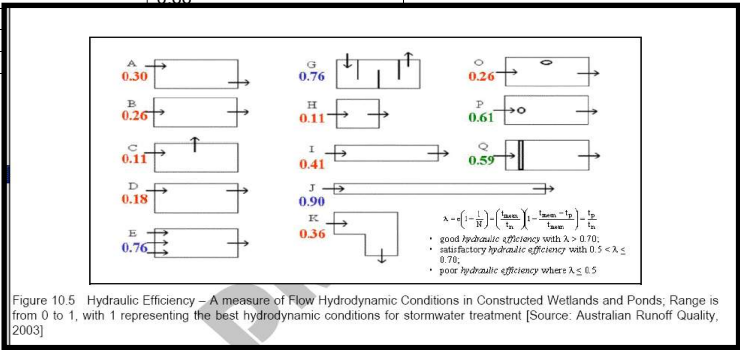
Calculation of Sediment Pond Size
Fair and Geyer Equation – Equ 10.3 WSUD Stormwater Technical Manual (2005)

R = 1 - [1 + (1/n) * (v_s / (Q/A)) * ((d_e + d_p) / (d_e + d*))]^(-n)
lambda = 1 - 1/n; n = 1/(1 - lambda)

R = fraction of Initial Solids Removed = 80 - 90 % typ.
R = fraction of Initial Solids Removed = 80 - 90 % typ.
d_p = Depth of permanent pool
d_e = Extended detention depth above permanent pool
d* = depth below permanent pool sufficient to retain particles (lower of 1.0m or d_p)
Q = design flow (Typically 3 month, 6 month or 1 year flow)
A = Basin Surface Area
n = turbulence parameter (see above) = 1 for significant short circuiting and turbulence = 5 for insignificant short circuiting and turbulence
v_s = setting velocity for particles

Table 7.2 Settling velocities under ideal conditions (Maryland Department of Environment, 1987)

Table with 3 columns: Classification of Particle size range, Particle diameter (µm), Settling velocities (mm/s). Rows include Very coarse sand, Coarse sand, Medium sand, Fine sand, Very fine sand, Coarse silt, Medium silt, Fine silt, Very fine silt, and Clay.



Enter the values in the cells in green

Source: WSUD Engineering Procedures: Stormwater Technical

Calculations

Sediment Target = Very fine sand
Vs = 0.011 m/s
d_e = 0.35 m
d_p = 1.25 m
d* = 1.0 m
(d_e+d_p)/(d_e+d*) = 1.19
Q = 0.13 m³/s
A = 260 m²
L/W = 1.3
V_e = 22.00
Q/A = 1.5m volum 198.4
lambda = 0.11
n = 1.12

Fraction of Initial Solids Removed
R = 97.21%

Requirement: Melbourne Water Requires R = 95% for a 125 micrometer particle

Cleanout Frequency

Table with 3 columns: Catchment area, Sediment load, Gross Pollutant Load. Values: 4.3 ha, 1.60 m³/ha/yr, 0.40 m³/ha/yr.

Option 1 Assumes clean out when sediment level is 500mm below NWL (MW Wetland Guidelines 2015)

Table with 3 columns: Parameter, Value, Description. Rows: Actual basin depth (0.75 m), Actual Basin volume (46.03 m³).

Therefore, cleanout frequency required = Catchment Load / ActualBasinVolume = 0.19 per year. Clean out every 5.35 years

Option 2 Assumes clean out when basin 50% full (WSUD Manual, 2005)

Table with 3 columns: Parameter, Value, Description. Rows: Actual basin depth (0.63 m), Actual Basin Volume (32.25 m³).

Therefore, cleanout frequency required = ((1.6+0.4)A_catchment) / ActualBasinVolume = 0.27 per year. Clean out every 3.8 years

Try to minimise cleanouts - ideally, once every 5 years 0.14

Dewatering Area

Table with 3 columns: Parameter, Value, Description. Rows: Dewatering depth (0.50 m), Sediment volume collected every 5 years (46.03 m³), Required Dewatering area (92.06 m²), Provided dewatering area (93 m²).

Initial Wetland Flow Velocity Checks

Initial Velocity Checks

$Q_{100} =$	1.28 m^3/s (RORB)
$Q_{10} =$	0.792 m^3/s (RORB)
$Q_5 =$	0.616 m^3/s (RORB)
$Q_{3\text{mth}} =$	0.12 m^3/s (MWC Rule of Thumb given 5 Year Flow)
Wetland Normal Water Level (NWL) =	10.85 m AHD
Wetland Top of Extended Detention (TED) =	11.20 m AHD
Base level at wetland narrowest width =	10.85 m AHD (0.3 deep conservatively)

1a	Peak 10 yr flow through sediment pond =	0.792 m^3/s (RORB)
	Peak 100 yr flow through sediment pond =	1.28 m^3/s (RORB)
1b	Bypass around Macrophyte zone =	0.0 m^3/s 5 yr capacity - wetland inflow
	Macrophyte zone inlet capacity =	0.79 m^3/s
	Peak 3 month flow through macrophyte zone =	0.1 m^3/s
	Peak 10 yr flow through macrophyte zone =	0.8 m^3/s (accounts for bypass)
	Peak 100 yr flow through macrophyte zone =	1.3 m^3/s (accounts for bypass)

Initial Sediment Pond Velocity Check

2	RORB 10 yr WL =	11.55 m AHD
	At narrowest part of the sediment pond:	
3a	NWL width =	12 m
3b	Width at 10 yr WL =	14 m
4	10 yr WL - NWL =	0.7 m
	Average width =	13 m
	Cross section flow area =	9.1 m^2
5	100 yr Flow velocity =	0.14 m/s < 0.5 m/s OK

Initial Macrophyte zone Velocity Check

6	RORB 10 yr WL =	11.55 m AHD
	At narrowest part of the macrophyte zone:	
7a	NWL width =	12 m
7b	TED width =	14 m
7c	Width at 10 yr WL =	16 m
8a	TED - base level at narrowest w	0.4 m (very conservative - at narrowest width base is actually
	Average width =	13 m
	Cross section flow area =	4.55 m^2
8b	10 yr WL - NWL =	0.7 m
	Average width =	15 m
	Cross section flow area =	10.5 m^2
9	3 month Flow velocity =	0.03 m/s < 0.05 m/s OK
10	100 Year ARI Flow velocity =	0.12 m/s < 0.5 m/s OK



Flood Impact Assessment

19 Park Avenue, Apollo Bay

St. Quentin

15 November 2023



Document Status

Version	Doc type	Reviewed by	Approved by	Date issued
01	Report	Lachlan Inglis	Lachlan Inglis	13/11/2023

Project Details

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Client	St. Quentin
Client Project Manager	Cameron Gray
Water Technology Project Manager	Jack Brook
Water Technology Project Director	Lachlan Inglis
Authors	Jack Brook
Document Number	24010145_R01_V01_FIA.docx



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 ABN 60 093 377 283





15 November 2023

Cameron Gray
Managing Director
St. Quentin
51 Little Fyans Street
South Geelong VIC 3220

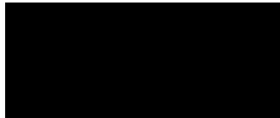
Via email: cameron@stqc.com.au

Dear Cameron

19 Park Avenue, Apollo Bay

Please see the attached report documenting Water Technology's assessment of the proposed development at 19 Park Avenue, Apollo Bay. If you have any questions, please do not hesitate to contact me.

Yours sincerely



Jack Brook
Project Engineer
Jack.Brook@watertech.com.au
WATER TECHNOLOGY PTY LTD



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1 INTRODUCTION

Water Technology has been engaged by the H5 Group to undertake a flood impact assessment on the site of 19 Park Avenue, Apollo Bay. The flood impact assessment has been prepared in response to a request for additional information from the Colac Otway Shire. Previous investigations along Anderson Creek have indicated a known flood risk at the site which will likely impact the proposed development layout. The origin of the existing overlay onsite is unknown and was likely based on information from the Victorian Flood Data Transfer study conducted in 2000 and is thought to be of limited reliability. Flood modelling of existing conditions for the 1% AEP design event was undertaken in 2020 by Water Technology as there was limited existing information available for the subject site. Findings from the 2020 assessment were presented to the Corangamite CMA who provided feedback in regard to the proposed development layout and flood risk, requiring alterations to the development layout to achieve safety design criteria for access to the proposed commercial precinct and all lots above the 1% AEP flood level.

This assessment sits alongside the *19 Park Avenue, Apollo Bay – Stormwater Management Plan Addendum* prepared by Water Technology (6 November 2023).

This Flood Impact Assessment (FIA) will address the following aspects:

- Ensure proposed lots within the development are elevated above the 1% AEP flood level and road reserves are not impact by flooding that exceeds safety design criteria as per Australian Rainfall and Runoff 2019.
- Ensure the proposed development does not adversely impact neighbouring properties.
- Ensure that there is no loss in floodplain storage within the site for the 1% AEP event.

1.1 Study Site & Background

The subject site is situated on the outskirts of Apollo with existing residential development to the east and bordered by the Anderson Creek to the west. The site drains towards the south with flows conveyed through the culvert under Montrose Avenue and around the industrial estate. The remnants of a former watercourse of Anderson Creek are present within the site, running north to south and previously directed water into the site and further east. An existing culvert now conveys local catchment runoff through Montrose Avenue and through the industrial estate with the existing pit and pipe network.

Water Technology completed a site inspection in June 2020 to inspect the subject site and its catchment. Findings from the site inspection and review of available data provided the following information.

The subject site is cleared of any significant vegetation and is blanketed by pasture grass. Significant erosion to the southeast of the site along the abandoned watercourse is also evident and may be the result of runoff from the residential area to the east and unstable embankments. It was noted that the current development (Otway Vista) does not drain into this channel and is captured in the pit and pipe network along Costin Street.

The waterway bounding the west side of the site is fed by a short and steep upstream catchment mainly consisting of open paddocks and steep gullies of native vegetation. The banks of the waterway are also quite high and steep, near vertical in some locations which is likely the result of the steep catchment and fast flows within the channel. Dense vegetation and trees hugging the upper banks of the waterway are currently contributing to stabilising the existing bank.

Part of the site is covered by a Land Subject to Inundation Overlay (LSIO). The origin of this extent appears to be unknown and was likely part of Victorian Flood Data Transfer project completed in 2000 which Colac Otway Shire currently refers to for planning controls in this location. The existing LSIO extent can be seen in Figure 1-1 below.



Figure 1-1 Existing LSIO for Anderson Creek



2 METHODOLOGY

The flood risk assessment for the subject site was based on hydrologic and hydraulic modelling of the Anderson Creek catchment. Hydrology for the investigation was modelled using RORB software which produced design flow hydrographs in the catchment in line with Australian Rainfall and Runoff 2019 (ARR19) guidelines. Flow hydrographs from key areas within the RORB model were placed into a hydraulic model (TUFLOW) where the flows were routed through the topography of the site and surrounding area to determine the extent, depth, and velocity of the 1% AEP storm event.

Outputs from the hydraulic model were used to determine a development layout for the subject site and to size appropriate stormwater infrastructure to mitigate inundation areas for developed conditions.

2.1 Hydrology

2.1.1 Overview

The hydrologic assessment used a rainfall-runoff approach with RORB software. Design modelling was completed using both the Monte-Carlo and Ensemble approaches within RORB, as recommended in the Australian Rainfall and Runoff guidelines (ARR2019).

The methodology for determining the 1% AEP design flows using RORB at the site is summarised below.

- RORB model development.
- Catchment delineation.
- Determination of kc and m model parameters.
- Design inputs (e.g. rainfall).
- Model verification.
- Selection of critical storm duration and appropriate temporal pattern for design hydrograph.
- Extraction of inflow hydrographs.

Details of these steps is provided in the following sections.

2.1.2 Catchment Delineation

The catchment contributing to the study site was delineated based on the 5m resolution topography data processed in ESRI.

The resulting delineated subareas were then input into ArcRORB to create a series of nodes and reaches, which represent the routing characteristics of the catchment to be used in the RORB model. The reaches were mainly defined as a mixture of 'natural' and 'excavated but unlined' for reaches along defined waterways. These definitions were derived from expected flow characteristics based on the aerial photography and a site visit. The impervious areas of the catchment (such as roads and roofs) were represented using the appropriate Fraction Impervious (FI) values calculated from the subarea and based on aerial imagery.

The resulting RORB model had 52 sub-catchments encompassing a total catchment area of approximately 3.7 km², with the subdivision located towards the lower end of the catchment as shown in Figure 2-1.

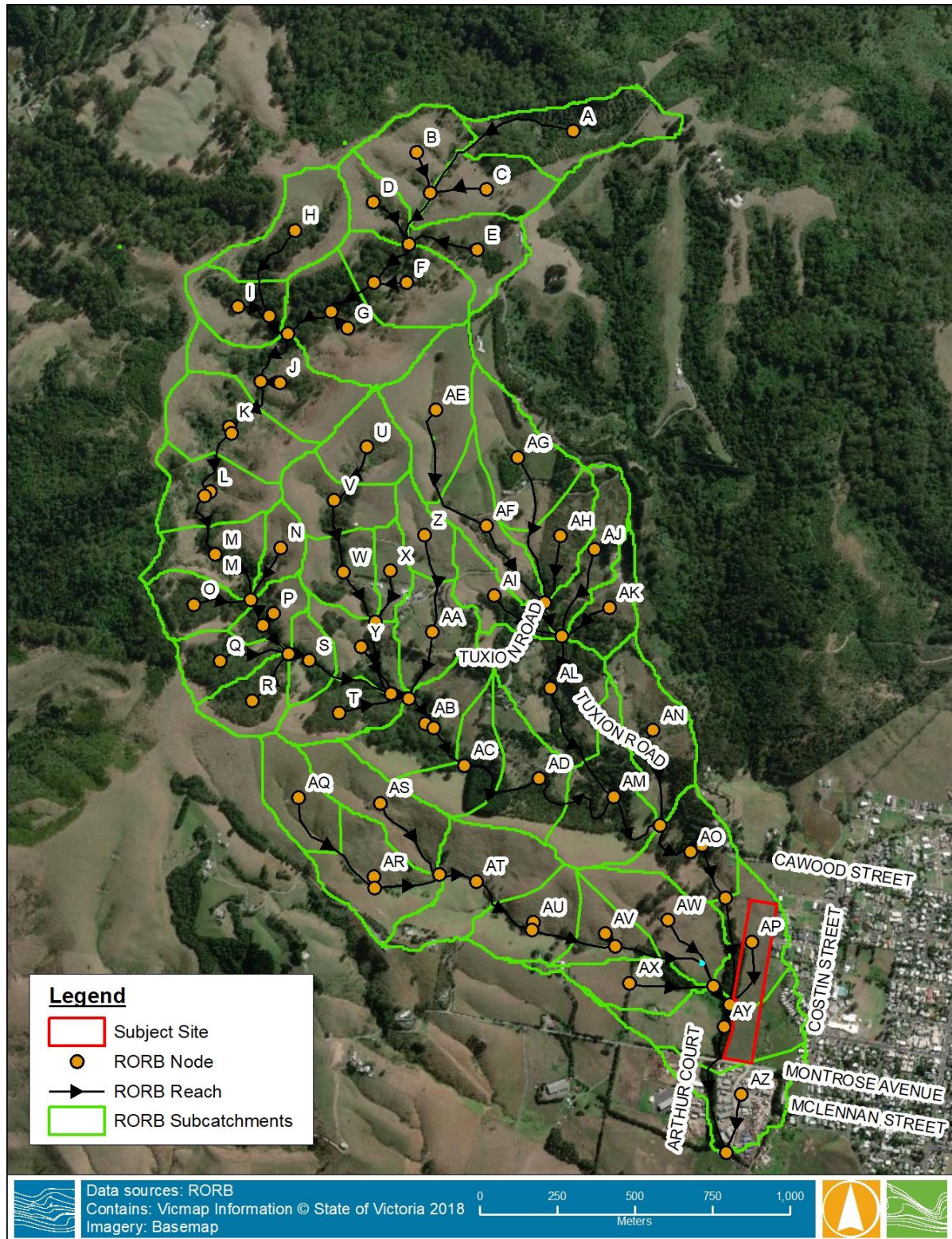


Figure 2-1 RORB Model – Catchment delineation



2.1.3 Critical Duration

A Monte-Carlo Assessment was undertaken to determine the critical storm duration impacting the proposed development site. ARR Datahub losses and a k_c based on Pearse (2002) was initially adopted to determine the critical duration. Table 2-1 provides a summary of the peak flows at the site for a range of storm durations. This assessment indicated that the 12-Hour duration is likely to be the critical event for Anderson Creek at the subject site.

Table 2-1 1% AEP Monte-Carlo Critical Duration Check

Duration	2-Hour	3-Hour	4.5-Hour	6-Hour	9-Hour	12-Hour	18-Hour	24-Hour
Peak Flow	17.41	16.62	17.84	17.57	19.58	20.55	14.3	13.88

2.1.4 Routing Parameters

No streamflow gauges or previous flood information exists for the site to calibrate the RORB model. Prediction equations for ungauged catchments were used to inform the selection of a 'reasonable' routing parameter, k_c . McMahon and Muller (1983) showed that k_c is directly proportional to the average flow distance (d_{av}). The relationship is expressed as: $k_c = C_{0.8} d_{av}$, where, $C_{0.8}$ is a characteristic of the catchment that is independent of catchment size, and d_{av} is the weighted average flow distance of all RORB model nodes to the catchment outlet.

Prediction equations are commonly used to determine routing parameters and are described below:

- CRC for Catchment Hydrology – 72 catchments across Australia, as described in Dyer et al (1994)
- Yu (1989) – 119 catchments located in NSW, Queensland, Victoria and Western Australia
- Pearse et al. (2002)– 39 Victorian catchments from the Hansen et al (1986) study
- RORB default equation (eqn 2.5 RORB manual)

The average ranges of k_c values from the three datasets is shown in Table 2-2.

Table 2-2 Average k_c Values

Source	k_c	Median Flow (12-Hour Duration)
RORB Default eqn.	4.25	12.92
Pearse et al. (2002)	3.51	16.73
Yu (1989)	2.70	18.77
CRC for Catchment Hydrology	3.21	17.62

For the catchment, the Pearse et al. k_c value of 3.51 provides a peak flow in the mid-range of the four estimates. This flow was then verified against the ARR Regional Flood Frequency Estimation Model (RFFE) and a number of other flow estimates discussed in more detail in Section 2.1.6.

2.1.5 Design Inputs

2.1.5.1 Intensity-Frequency-Duration (IFD)

Rainfall depths for the 1% AEP event were estimated for the centroid of the catchment using the Intensity-Frequency-Duration (IFD) information available from the Bureau of Meteorology. The design rainfall IFD estimates for the study area are shown in Table 2-3.



Table 2-3 1% AEP Design Rainfall Depths (mm)

Duration	1 hr	2 hr	3 hr	6 hr	9 hr	12 hr	18 hr
Rainfall	39.3	52.1	63.2	91.6	115	135	167

2.1.5.2 Temporal patterns

The design storm temporal patterns were downloaded from the ARR2019 Data Hub and were used to simulate the distribution of burst rainfall depth during each storm event modelled. Each of the 10 Temporal Patterns was selected and compared for the peak flow at the site. A comparison of the peak flows for each duration/temporal pattern and Monte-Carlo flows is shown in Figure 2-2.

The box and whisker plots shows the variability in design flows and allow for a comparison of the Monte-Carlo assessment against all ensemble simulation for the temporal patterns. The results show the 12 Hour Monte-Carlo assessment as the critical flow, however the 9 and 12-Hour storms show similar peak flows for the Median of all 10 temporal patterns. The 6-Hour storm has a significant outlier, which was identified as an extreme burst of rainfall within that storm event resulting in 36 mm of rain in 45 minutes which equates to greater than a 0.5% AEP or 1 in 200 year ARI. It is not recommended to use rainfall patterns with an extreme burst.

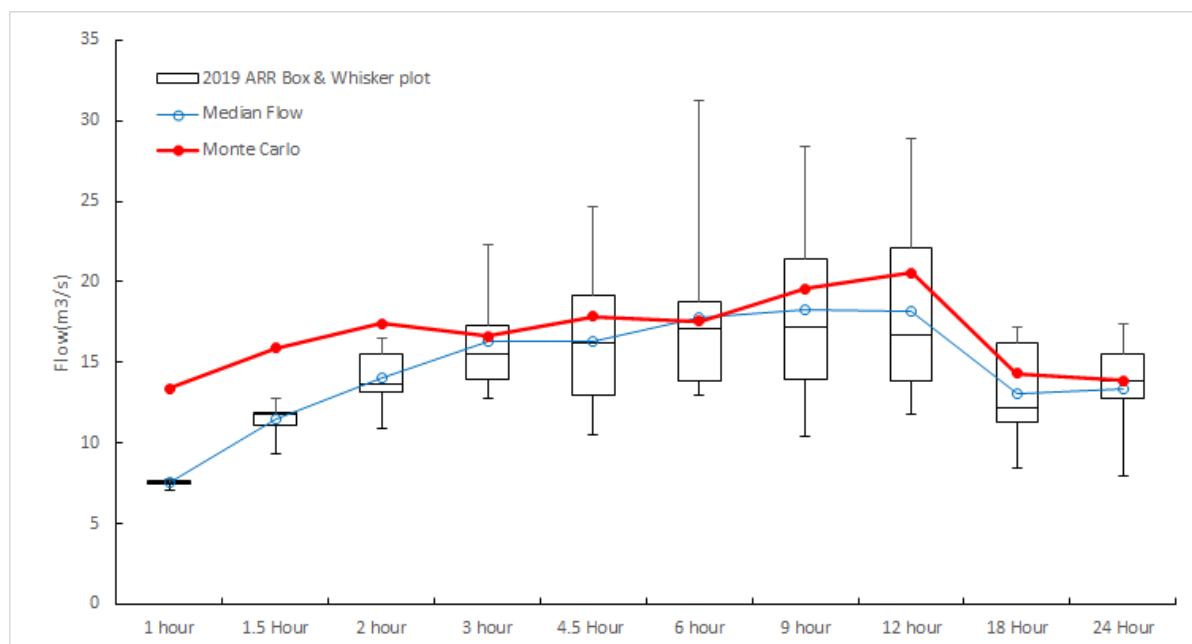


Figure 2-2 Flow Comparison (All TP's and Monte-Carlo)

2.1.5.3 Design losses

An initial/continuing loss model was applied for the RORB modelling. Losses were initially determined using the ARR online datahub³. The suggested losses were 21 mm initial loss and 3.5 mm/hr continuing loss. The data hub continuing loss of 3.5 mm/hr was lowered based on recent reviews of these losses indicating that they are too high and that consideration should be given to regionally appropriate losses where information is available. Having regard to this a continuing loss of 2mm/hr was adopted.



2.1.6 Model Verification

Sensitivity of k_c and rainfall losses were estimated by comparing the RORB modelled peak flows with the peak flows produced by the ARR Regional Flood Frequency Estimation (RFEE) method (Rahman et al, 2012). The RFEE method is a replacement for the Probabilistic Rational Method described in the previous version of ARR, however the Probabilistic Rational Method, VicRoads Rational Method, hydrological recipe estimate and a scaled design flow compared with the Barham River Eastern Branch (based on catchment size) have been used in this study for further verification in the absence of available gauge data.

Using the k_c value of 3.51 based on Pearse et al (2002) with an initial loss of 21 mm and continuing loss of 2 mm/hr, produced a RORB model peak flow for the 1% AEP within the range of design estimates discussed above. This suggests the parameters adopted within the RORB model are suitable for the 1% AEP flow estimate. A comparison of peak flows between the RORB model and flow estimates is shown in Table 2-4.

Table 2-4 1% AEP Peak Flow Estimates

1% AEP Estimation Method	Peak Flow (m ³ /s)
RFEE	3.11
RORB	16.96
Rational Method	13.25
VicRoads Rational Method	25.34
Hydrological Recipes	12.73
Scaled Design Flows (Barham River)	24.86

2.1.7 RFEE Check

Results from the RFEE did not yield viable flow rates in relation to the calculated values from the RORB model and alternate estimation methods. The estimated 1% AEP flow from the RFEE method is presented in Table 2-5 below where it can be noticed the upper confidence limit is well below the RORB estimation by almost half. The flows obtained from the RFEE are considerably less than the other flow estimates and when assessing the flow estimate vs catchment area (Figure 2-3) provided, RFEE suggests there is an issue relating to the flow estimate and should therefore be ignored.

Table 2-5 ARR Regional Flood Frequency Estimate Model Results

AEP (%)	Discharge (m ³ /s)	Lower Confidence Limit (5%) (m ³ /s)	Upper Confidence Limit (95%) (m ³ /s)
1	3.11	1.85	8.46

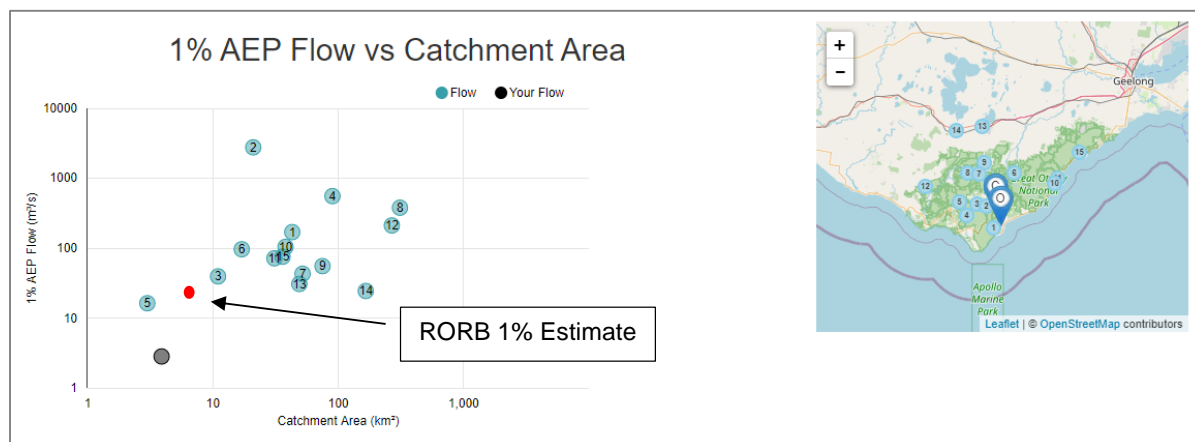


Figure 2-3 RFFE Flow Estimate vs Catchment Area (Nearby Gauged Catchments)

2.1.8 RORB Results

The Australian Rainfall and Runoff (2019) recommended approach for determining the 1% AEP event has been followed and discussed above. A summary of the adopted model parameters is provided in Table 2-6.

Table 2-6 Adopted RORB Model Parameters for Design Modelling

Parameter	Adopted Value
k_c	3.51
m	0.8
IL	21 mm
CL	2 mm/hr

The critical duration of the catchment was found to be the 12-hour storm event. The temporal pattern that produced flows close to the median flow was adopted (temporal pattern 30). Hydrographs upstream of the site in both Anderson Creek and the tributary were extracted and applied to the TUFLOW model based on the results of this assessment.



2.2 Hydraulic Model

2.2.1 Model Extent & Boundaries

The hydraulic model extent includes the subject site, and parts of the catchment upstream and downstream of the subject site to ensure that the proposed development did not adversely affect properties in the vicinity of the subject site.

An overview of the TUFLOW model extent and boundaries is shown in Figure 2-4 below.

2.2.2 Topography

Remnants of an abandoned watercourse of the Anderson Creek are located through the site. This waterway appears to have historically flowed through the middle of the subject site (Figure 2-5). Alterations in the terrain over time has resulted in the realignment of the waterway to its current alignment (located to the west of the subject site). Minor flows from the immediate catchment do appear to still be present in this old watercourse as stormwater infrastructure is present at Montrose Avenue which collects flows from this alignment and a former alignment to the east and directs them south through the industrial estate.

The topography of the site in the hydraulic model was represented by a collation of datasets, including:

- LiDAR – 1m resolution captured in 2007 (vicmap-costal-lidar2007).
- Site Feature and Level Survey completed by St Quentin (11 May 2020) – 1m resolution.

The above datasets were combined in TUFLOW to produce the 2d domain of the hydraulic models existing conditions, as shown in Figure 2-5 below.

The terrain for the developed conditions was designed in 12d using the *Site Feature and Level Survey* as its design base. The developed conditions terrain was exported to a Digital Elevation Model (DEM) with a resolution of 0.5 metres which was developed as part of the revised SWMP. Figure 3-4 shows the topography of the proposed development conditions.

2.2.3 Boundary Conditions & Drainage Network

The constructed TUFLOW model comprised of two inflow locations that referenced hydrographs developed from the RORB model. The first source inflow was located in the main waterway of the Anderson Creek slightly upstream of the junction from a tributary. The second source inflow was located towards the west of the subject site in the neighbouring tributary that discharges into Anderson Creek on the north side of Montrose Avenue.

A tailwater value was applied to the downstream boundary of the model. The applied tailwater allows water to exit the model. The downstream model boundary was located around 1 km downstream of the site.

Inflows from the existing residential area including Park Avenue and The Otway Vista have not been included in the existing conditions model build. The 525 mm diameter pipe identified during the site visit and feature survey is completely blocked and no evidence of recent flows from the pipe were found. It is understood this may have originally been used as a discharge point from earlier developments that is now abandoned. Further investigations into the operation of this pipe will be undertaken in the developed conditions assessment.

The stormwater runoff flows from The Otway Vista which based on the topography appear to have previously directed runoff (prior to residential development) to the east of Anderson Creek where stormwater infrastructure directs flows under the industrial estate. Based on the site visit undertaken, runoff from dwellings within The Otway Vista drain east to the stormwater network at Costin Street.



Figure 2-4 Model Extent and Boundary Conditions

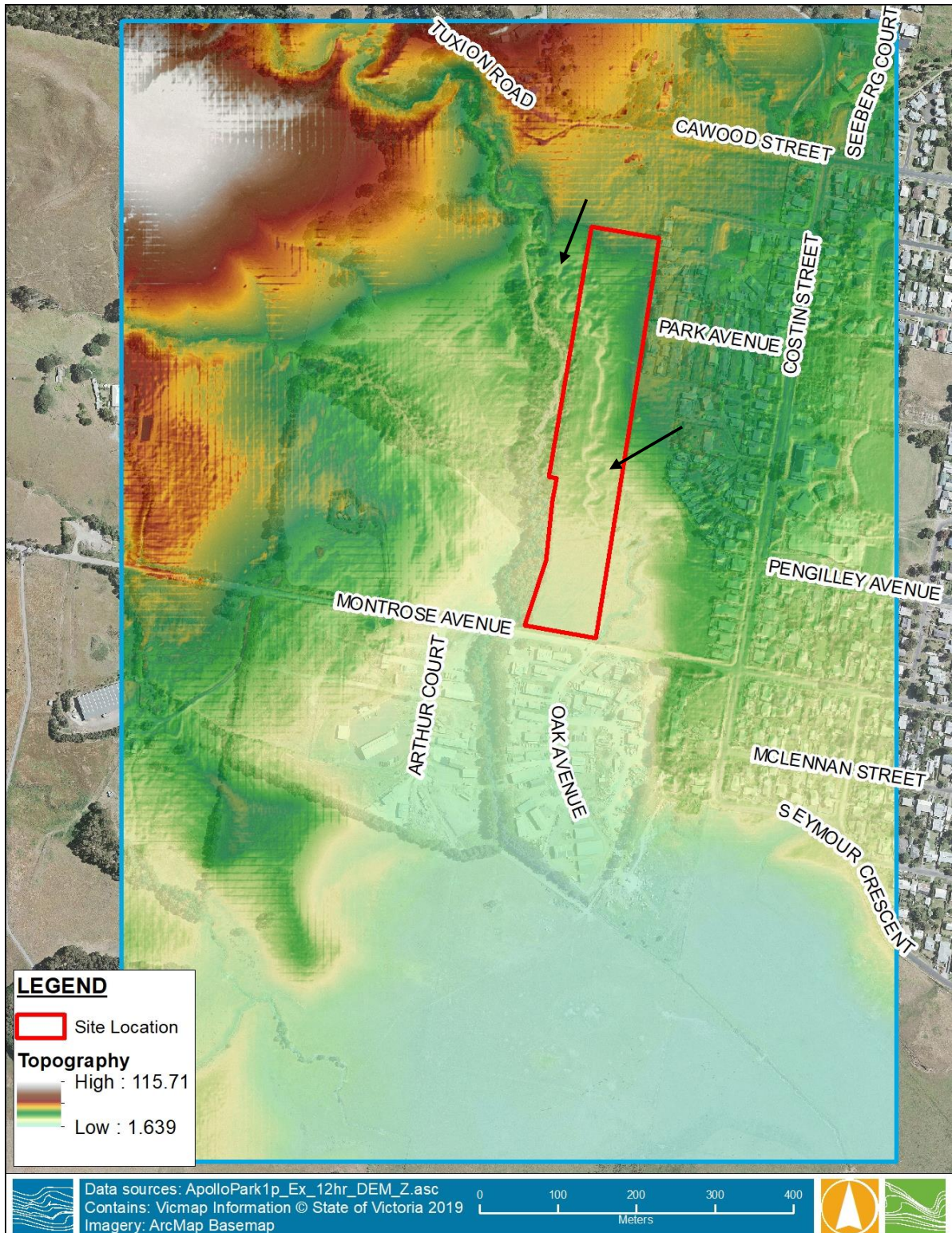


Figure 2-5 Site Topography – Existing Conditions



2.2.4 Model Summary

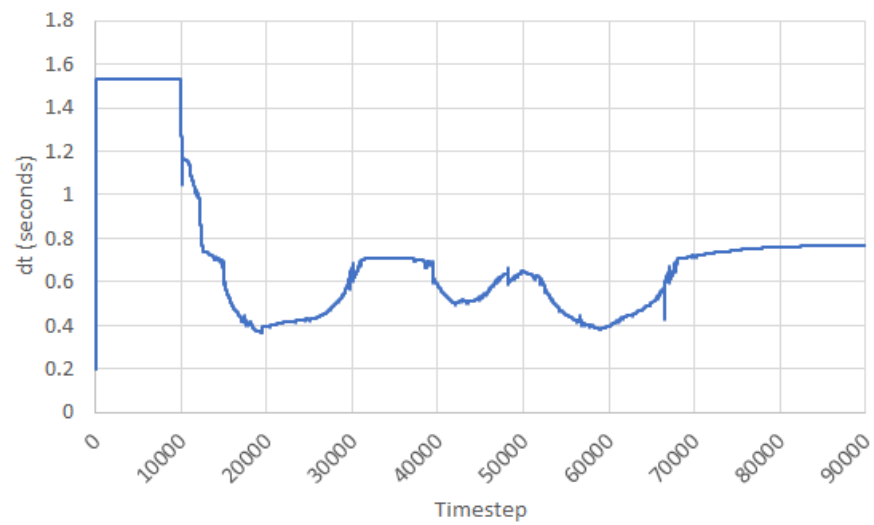
The hydraulic model was developed using TUFLOW software and employing a source inflow modelling approach. The model was run for the 1% AEP event for a 12-hour duration to determine the current flooding conditions of the site in a 1% AEP storm event. A summary of the model parameters used are shown in Table 4-1 below.

Table 2-7 TUFLOW Model Summary

Terrain	The base terrain of the model was derived from LiDAR captured from 2007 and 2008 with 1 metre and 5 metre grids respectively. This data was supplemented by a design DEM of the site based on a detailed feature survey captured by St Quentin Consulting.
Inflow boundary Regime	Source inflow methodology was used based on the rainfall hydrographs extracted from the RORB model. Two inflow locations from waterways. Flows in the waterway were verified against several methods to determine peak runoff, this was covered in more detail in Section 4.1.6.
Inflow peak (Andersons Creek)	1% AEP 12-hour event: 14.71 m ³ /s
Inflow Peak (Tributary)	1% AEP 12-hour event: 2.44 m ³ /s
Tailwater Boundary	Constant level: 2 m AHD
Model type	TUFLOW HPC – Linked 1D2D
Model build	2020-01-AB-iSP-w64
Hydraulic Roughness	<p>Manning's 'n' values were attributed to different land use or surface types. The adopted manning 'n' values are as follows:</p> <ul style="list-style-type: none"> ■ Urban Residential (high density) – 0.35 ■ Rural Residential (low density) – 0.15 ■ Industrial/commercial – 0.30 ■ Open space (minimal vegetation) – 0.04 ■ Open space (moderate vegetation) – 0.06 ■ Open space (heavy vegetation) – 0.08 ■ Road reserves and paths – 0.02
Losses	Losses were calculated in the hydrological RORB model in Section 4.
Model cell size	3 x 3 m
1D negative depths	Existing: 0 Developed: 0
Final cumulative mass error	Existing: 0.00% Developed: 0.00%



Model Stability
 (variable timestep
 plotted should not
 go below 0.3
 seconds)





3 RESULTS

The developed hydraulic model was run for a 1% AEP storm event with the single 12-hour critical storm duration to determine the flood conditions on the subject site.

3.1 Existing Conditions

The extent of the 1% AEP event at this location is confined reasonably well within the Anderson Creek waterway corridor for most of the catchment external to the subject site. The first breakout from the waterway occurs in the north of the site, where overland flow impacts approximately 150m of the western boundary with depths of less than 0.1 metre. The southern end of the site towards Montrose Avenue becomes significantly inundated due to existing site elevations resulting in water spreading out across the floodplain. The southern end of the site is slightly lower than the Montrose Avenue road crest. Flood waters which exceed the capacity of the three 600mm diameter culverts overtop Montrose Avenue after backing up behind the roadway within the subject site. Flood water depths in this area range between 0.1 to 0.3 metres with localised depths ranging between 0.3 and 0.5 metres on the southern boundary and partially along the southwest boundary.

The velocity of the flood water impacting the subject site from the breakout along the western boundary ranges between less than 0.25 to 0.75 m/s. A small anabranch is formed during the 1% AEP event and is confined to a narrow corridor with slow moving waters. This may also be slightly exaggerated due to LiDAR not penetrating the canopy of the native vegetation. Further south, where the flood extents impact most of the southwest corner of the site, flood velocities are shown to exceed 1 m/s. As flows exit the site from the southern boundary and overtop Montrose Avenue, flows increase to a speed greater than 1 m/s to the south.

Flood levels range across the site from 19 meters AHD along the northern section of the western boundary to 11 metres AHD at the property southern boundary along Montrose Avenue.

Peak flows at key locations along Andersons Creek were extracted from the existing conditions hydraulic model and are summarised in Table 3-1 below.

Table 3-1 Peak Flows at Key Locations

Location	Peak Flow (m ³ /s)
Upstream of Montrose Ave.	16.64
Montrose Ave. Culvert	2.62
Downstream of Montrose Ave.	16.79

Flood depths, velocities, water levels and flood hazard maps are shown in Figure 3-1 to Figure 3-3 below.

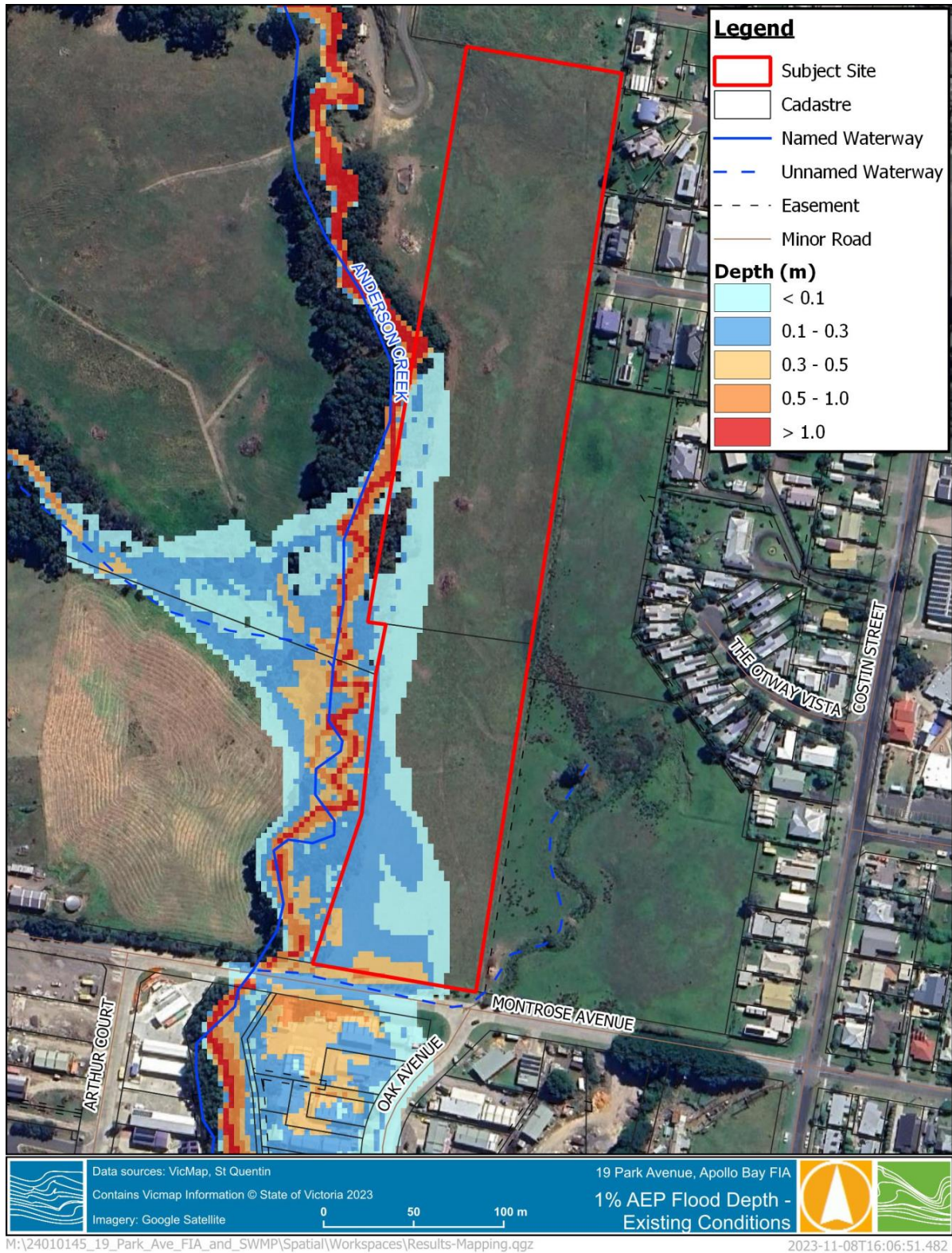


Figure 3-1 1% AEP Flood Depth – Existing conditions

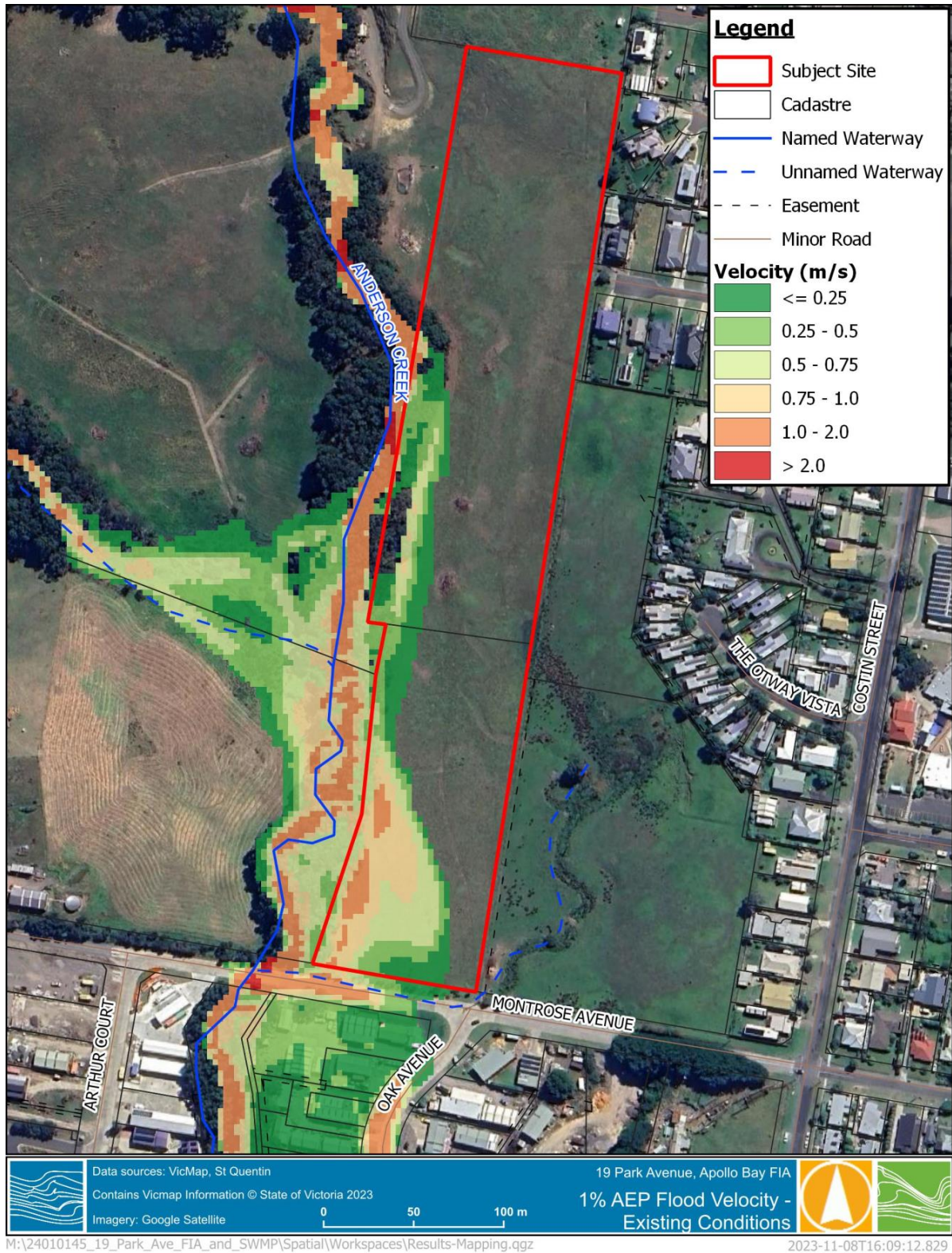


Figure 3-2 1% AEP Flood Velocity – Existing Conditions

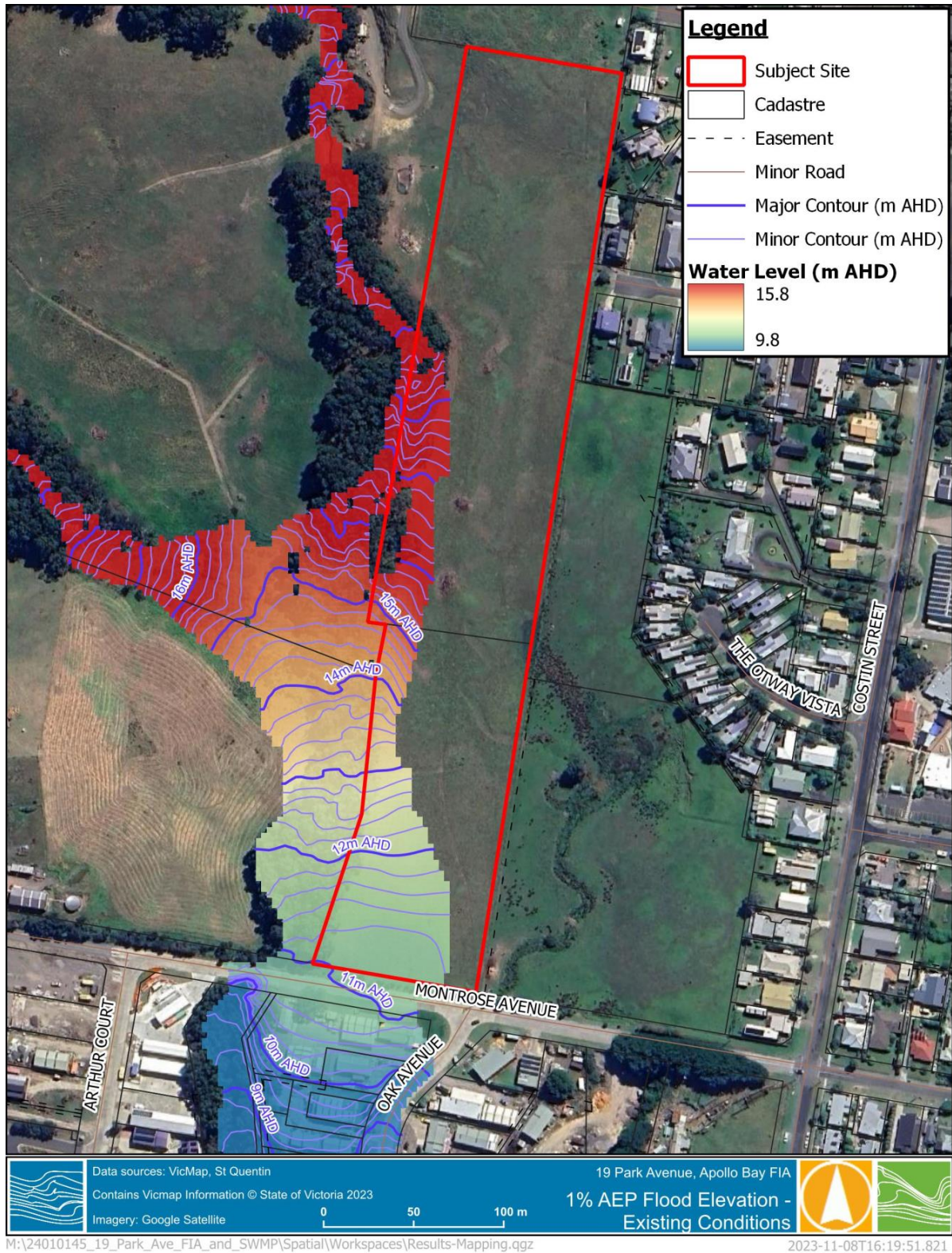


Figure 3-3 1% AEP Flood Level – Existing Conditions



3.2 Developed Conditions

3.2.1 Overview

A preliminary development layout was presented to the CCMA with the determined 1% AEP design event where it was identified that access to the subject site from Montrose Avenue was controlled by the Flood Hazard Category exceeding a H1 rating. Advice from the CMA was to reduce the Flood Risk category affecting the proposed road reserve off Montrose Avenue and ensure inundation of proposed lots does not occur during the 1% AEP event.

The proposed layout was adjusted to remove alleviate flooding of proposed lots in the commercial precinct and the proposed road reserve connecting to Montrose Avenue was moved east, where flood depths are less. The roadway was also elevated to 11.0 m AHD at its lowest point and tied into existing levels along the remaining alignment of the proposed road reserve and Montrose Avenue.

Corangamite CMA also require floodplain storage volume to be maintained in the 1% AEP flood event. To maintain floodplain storage, additional volume was provided by reducing the southwest reserve elevation, constructing an open channel and by including box culverts under the proposed road to connect the detention basin located in the south-east of the site. The culverts were designed to convey flows from the basin during the 1% AEP storm event, but water in the culverts during the 1% AEP event has counted towards the storage volume. An overview of the developed conditions design surface is shown in Figure 3-4 below.

The proposed culvert was sized using Manning's formula for box culverts flowing full, as described in Equation 3-1 below. The post-development peak outflow from the basin during the 1% AEP event (i.e. stormwater flows from the development) was determined to be 0.34 m³/s using RORB modelling. The design capacity of the culvert underneath the proposed road was determined to be 0.39 m³/s and will convey the 1% AEP discharge from the basin based on the adopted parameters as shown in Table 3-2 below.

To convey flows from the basin and the culverts, an open channel will be constructed to direct flows into the Anderson Creek immediately upstream of the Montrose Avenue culvert. The open channel was oversized to assist in maintaining the floodplain storage volume. Details on the proposed open channel are described in Table 3-3 below.

$$Q = \frac{A \times R^{\frac{2}{3}} \times S^{\frac{1}{2}}}{n}$$

(3-1)

A = Area of culvert (m²)
R = Hydraulic Radius (m)
S = Slope (m/m)
n = Manning's

Table 3-2 Proposed Culvert Details

Culver Type	Culvert Size (m)	No. of Cells	Slope (m/m)	Design Capacity (m ³ /s)
RC Box Culvert	0.45W x 0.30H	3	1 in 300	0.39

Table 3-3 Proposed Open Channel Details

Channel Depth (m)	Base Width (m)	Batter Slope (m/m)	Slope
0.5	1.65	1 in 4	1 in 195

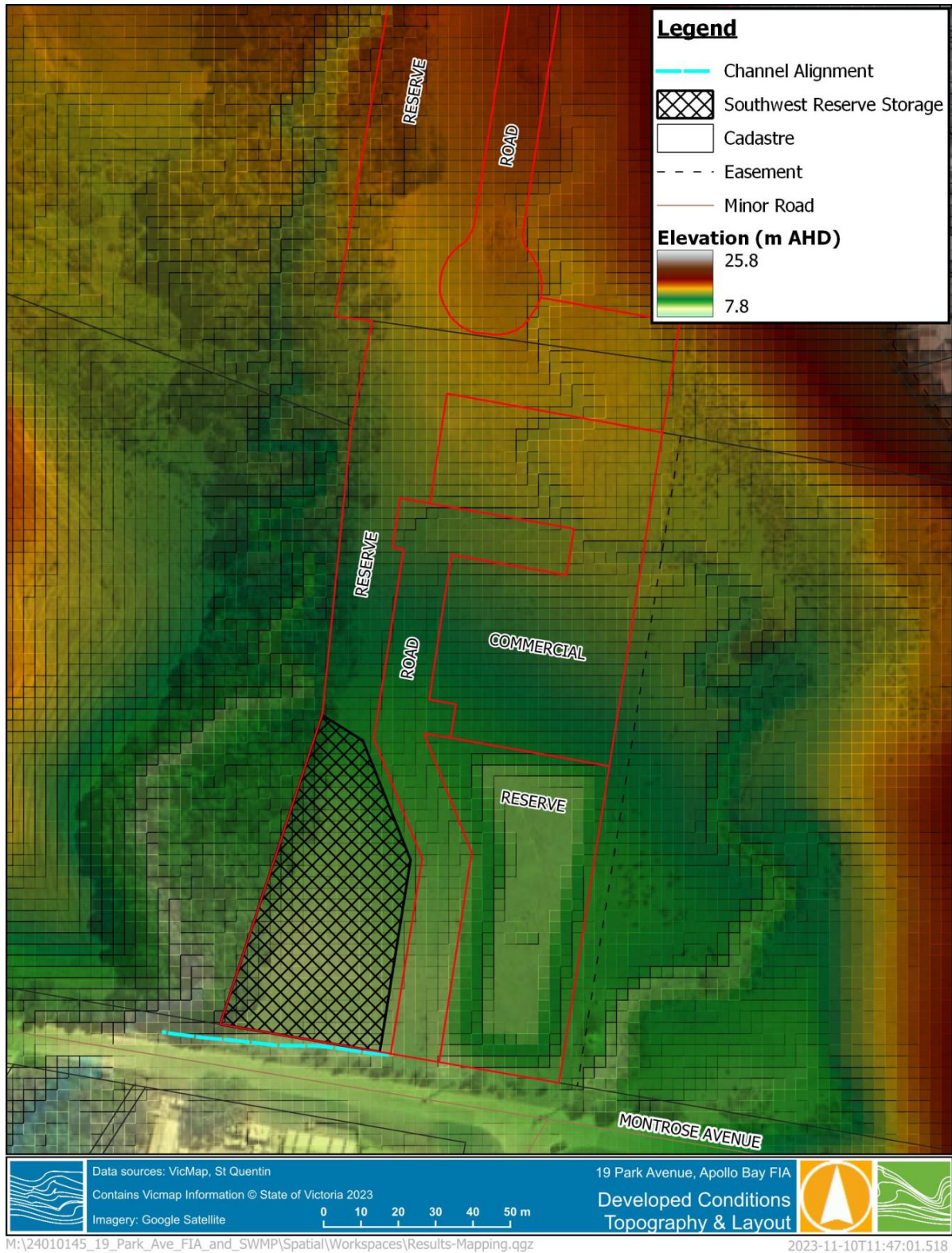


Figure 3-4 Proposed Development Topography & Layout



3.2.2 Results

Developed conditions flood behaviour shows that the southwestern reserve is still subject to inundation during the 1% AEP event, and maximum depths in the proposed road of the commercial precinct are now in the range of 0 to 0.3m. The revised layout shows there is no inundation of new lots (both commercial and residential) during the 1% AEP event, as required by the CCMA.

Velocities of the 1% AEP flood are higher in the proposed road reserve and are likely due to the reduced manning's n value for the developed conditions scenario. While there is an increase in velocity, the peak velocity is less than 2.0 m/s and is within Flood Hazard Category H1 limits (this is further discussed in Section 3.2.2.1 below).

Flows in Anderson Creek and the Montrose Avenue culvert were extracted from the hydraulic model and compared between existing and developed conditions. Flow rates decrease slightly for the developed conditions in the Anderson Creek. This change in flow has been considered negligible for this assessment. Therefore, the developed conditions on the site have not impacted flows in the Anderson Creek, both upstream and downstream of Montrose Avenue and through the Montrose Avenue culvert.

Table 3-4 Comparison of Peak Flows at Key Locations

Location	Peak Flow (m ³ /s)	
	Existing Conditions	Developed Conditions
Upstream of Montrose Ave.	16.64	16.63
Montrose Ave. Culvert	2.62	2.62
Downstream of Montrose Ave.	16.79	16.77

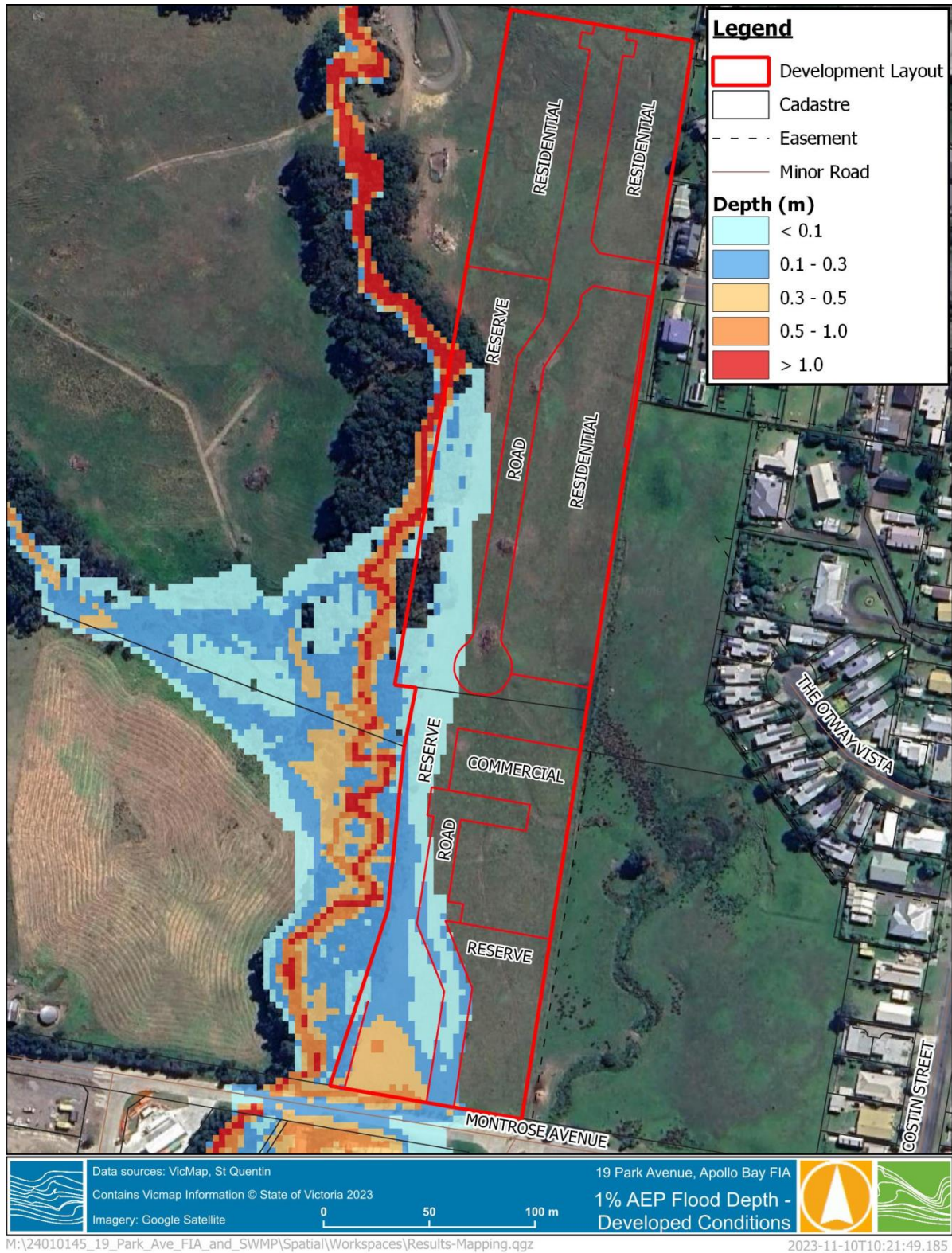


Figure 3-5 1% AEP Flood Depth – Developed Conditions

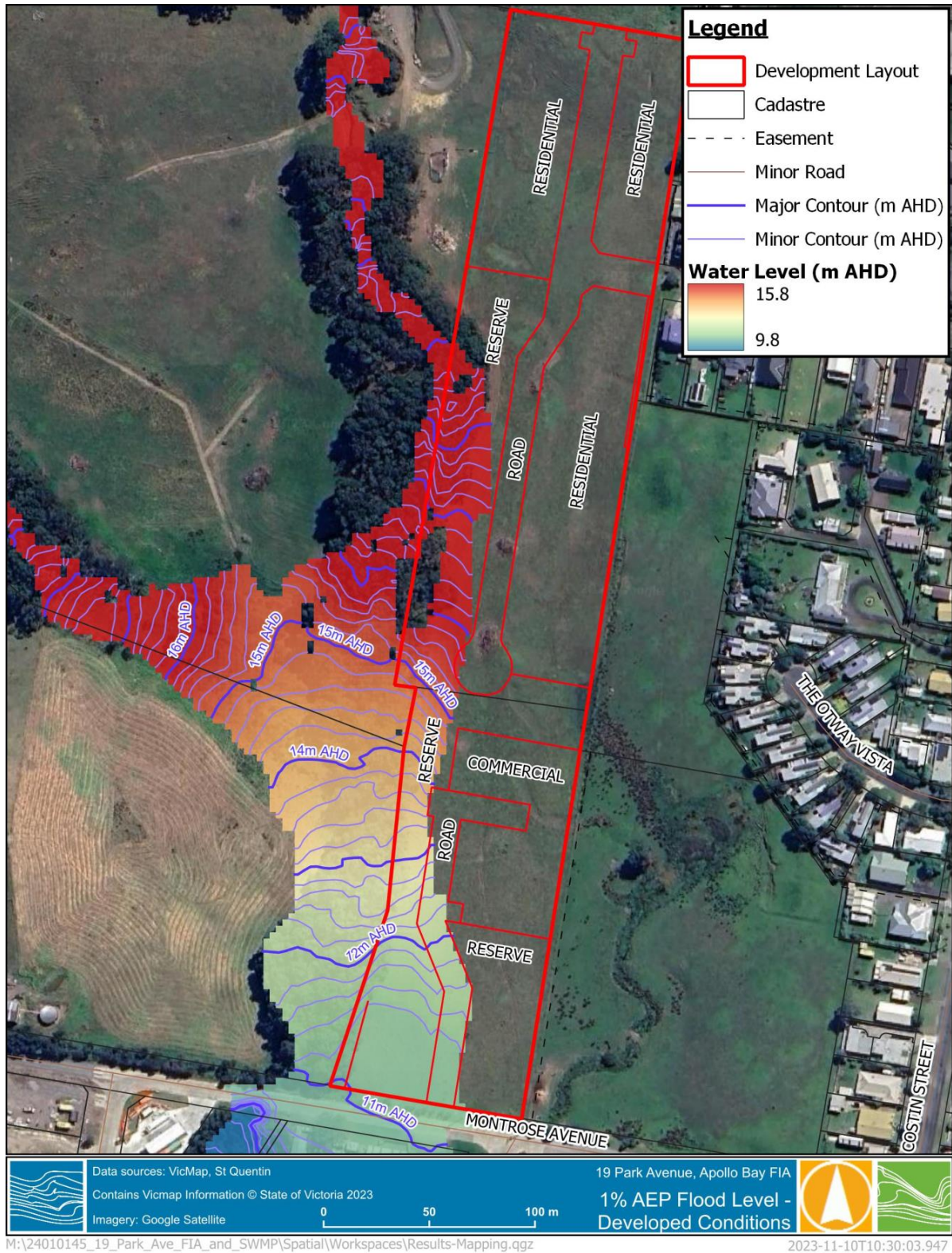


Figure 3-6 1% AEP Flood Level – Developed Conditions

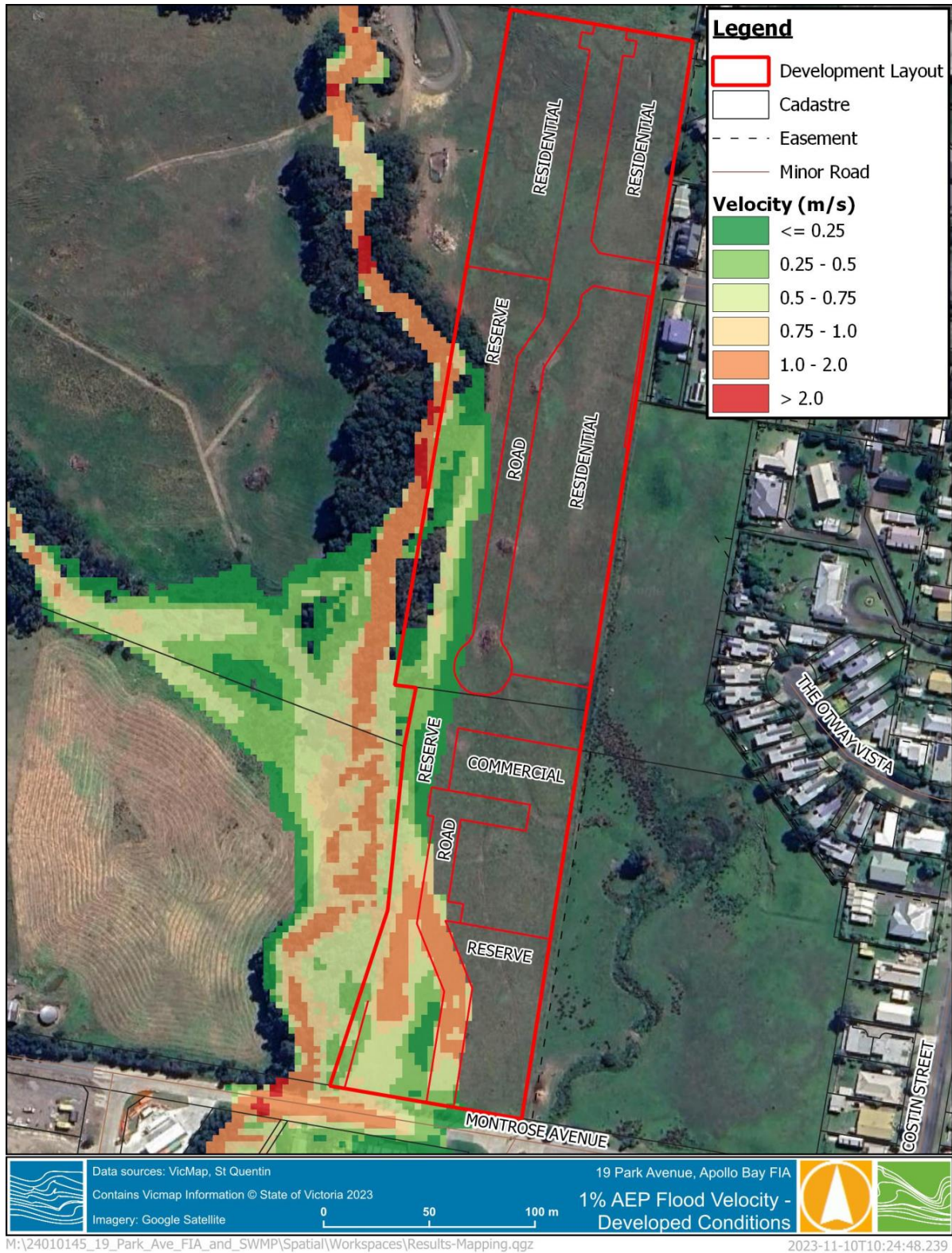


Figure 3-7 1% AEP Flood Velocity - Developed Conditions



3.2.2.1 Flood Hazard

Flood hazard is used to determine if overland flows are considered safe for people and vehicles to evacuate during a flood event. The recommended criteria for assessing flood hazard are outlined in ARR2019 and the Australian Emergency Management handbook¹. The flood hazard curve, shown in Figure 3-8, and vulnerability thresholds, shown in Table 3-5, specifies safety/risk levels for floodplain management or emergency management during a 1% AEP storm event.

The behaviour of flood waters within the proposed development and at its access point along Montrose Avenue are within safety limits advised in ARR2019, thus permitting access for people and small cars. The 1% AEP flood hazard for developed conditions is shown in Figure 3-9 and Figure 3-10 below.

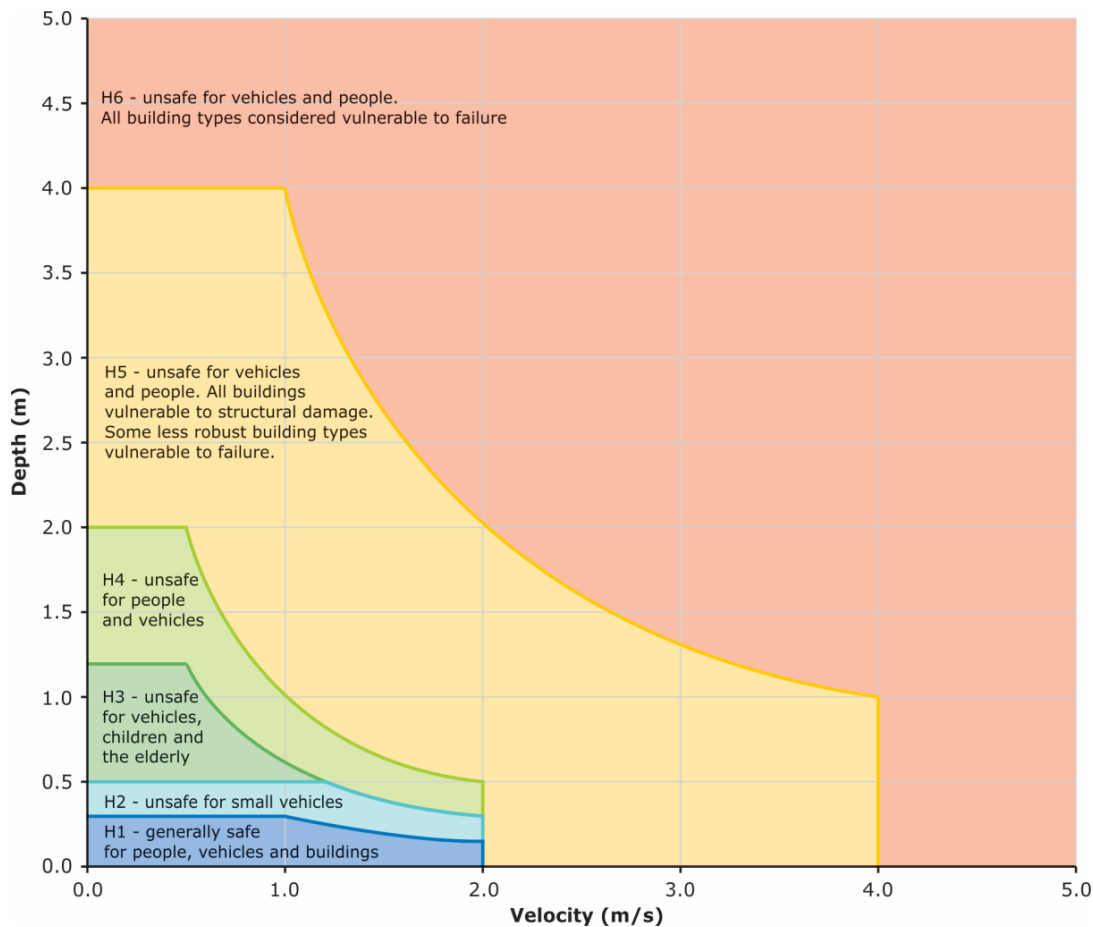


Figure 3-8 Flood Hazard Curves (Smith et al., 2014)

¹ Technical flood risk management guideline: Flood hazard - Supporting document for the implementation of Australian Emergency Management Handbook 7, Managing the floodplain: Best practice in flood risk management in Australia" by Australian Emergency Management Institute



Table 3-5 Combined Hazard Curves – Vulnerability Thresholds Classification Limits (Smith et al., 2014)

Classification	Classification Limit (D and V in combination)	Limiting Still Water Depth (D)	Limiting Velocity (V)
H1	$D*V \leq 0.3$	0.3	2.0
H2	$D*V \leq 0.6$	0.5	2.0
H3	$D*V \leq 0.6$	1.2	2.0
H4	$D*V \leq 1.0$	2.0	2.0
H5	$D*V \leq 4.0$	4.0	4.0
H6	$D*V > 4.0$	-	-

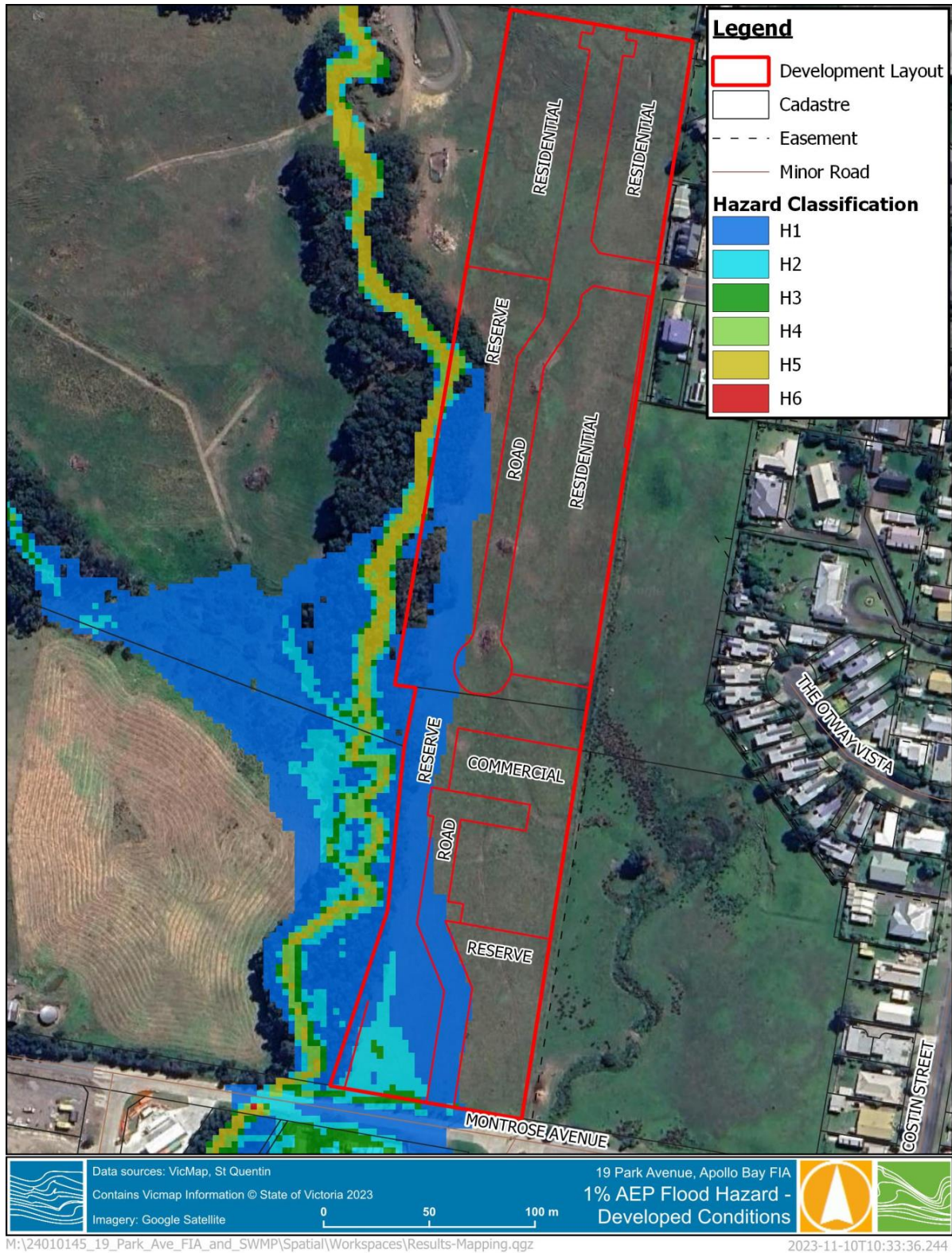


Figure 3-9 1% AEP Flood Hazard Classification – Developed Conditions

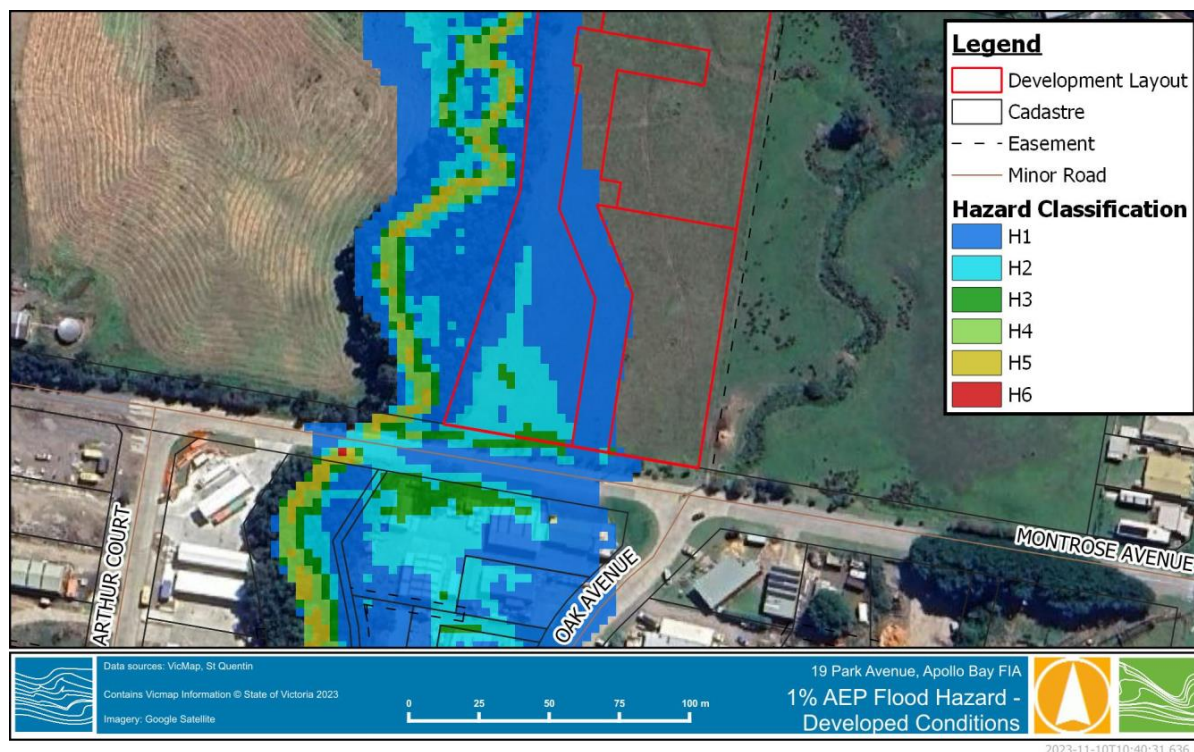


Figure 3-10 1% AEP Flood Hazard Classification – Developed Conditions Close View

3.2.3 Afflux Assessment

Existing and developed conditions water elevations were compared for the 1% AEP event to highlight any impact the proposed development may have on neighbouring properties. This comparison was determined by subtracting the existing conditions water levels from the developed conditions and comparing the difference, as shown in the equation below.

$$\text{Change in Flood Level} = \text{Developed Conditions Flood Level} - \text{Existing Conditions Flood level}$$

Extents of the 1% AEP flood event no longer inundate the reserve on the east side of the commercial precinct roadway, where the sites water treatment and detention asset will be located. Depths in the proposed roadway have reduced approximately 5 to 10 cm towards the middle of the precinct, and by more than 10 cm at the intersection with Montrose Avenue.

The reduced ground levels in the southwest reserve and the addition of the open channel have increased the depth of the 1% AEP storm event at these locations. As a result, waters overtopping Montrose Avenue have reduced and a reduction of 2 to 5 cm is observed immediately south of Montrose Avenue. This reduction has also slightly reduced the extent of flooding in Oak Avenue road reserve.

There is evidence of isolated increases in flood depths east of Arthur Court and several grid cells indicating newly flooded extents (depths up to 2.5 cm). Considering there are no increases immediately downstream of the development, these increased depths and extents can be considered negligible.

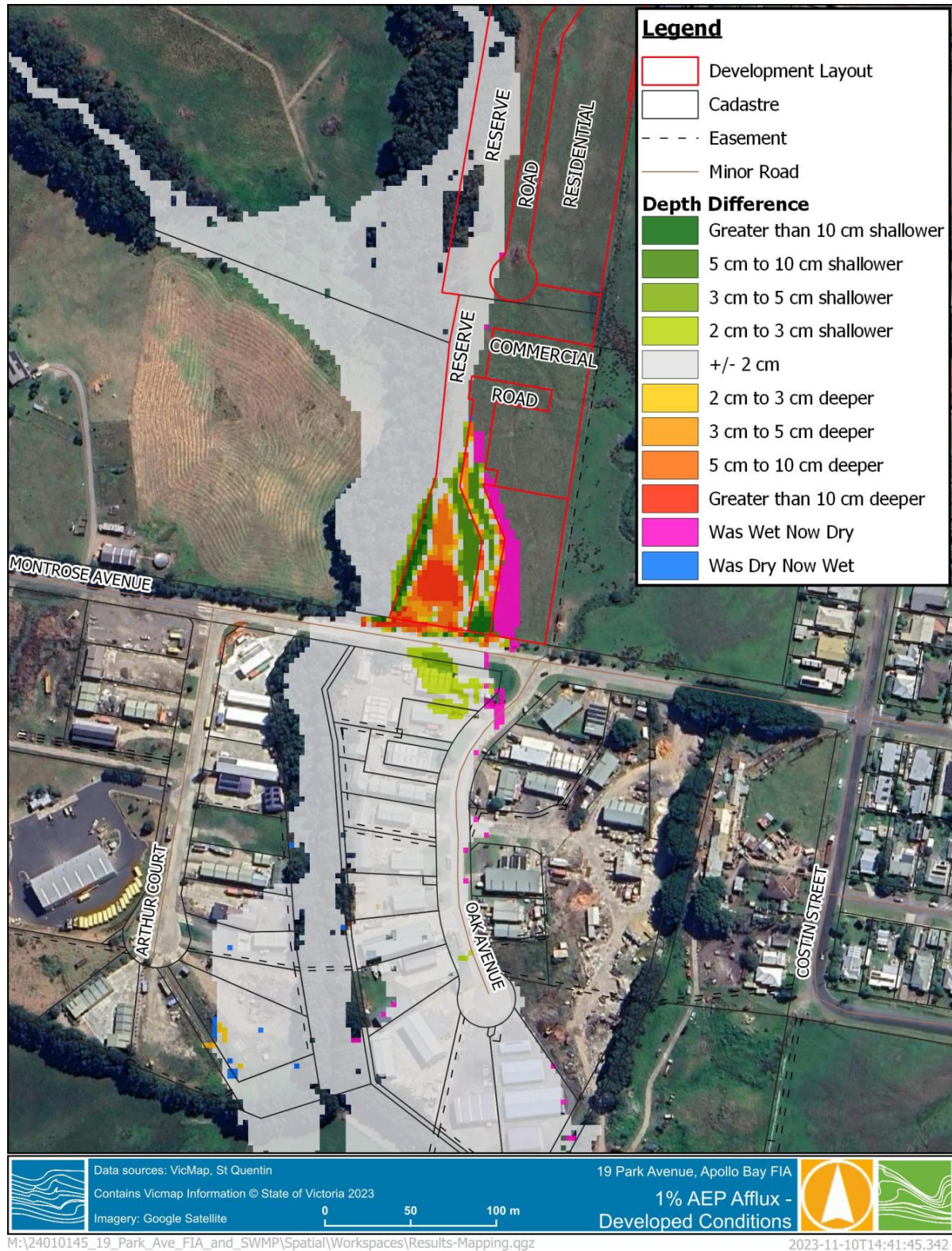


Figure 3-11 1% AEP Flood Level Difference



3.2.3.1 Floodplain Storage

The floodplain storage volume for the existing conditions within the site is approximately 1,448 m³ and for the developed conditions modelling, the flood volume is approximately 1,384 m³. Although measures were taken to maintain the sites floodplain storage, an estimated volume of 57 m³ of floodplain storage is removed through the raising of the commercial precinct roadway to achieve Flood Hazard safety design criteria for access (H1 category).

A profile view of the proposed open channel invert compared to the existing surface level is shown in Figure 3-12 while an overview of the alterations made to the terrain in the southwest reserve are shown in Figure 3-13 below, where the excavation depths of the reserve are noted.

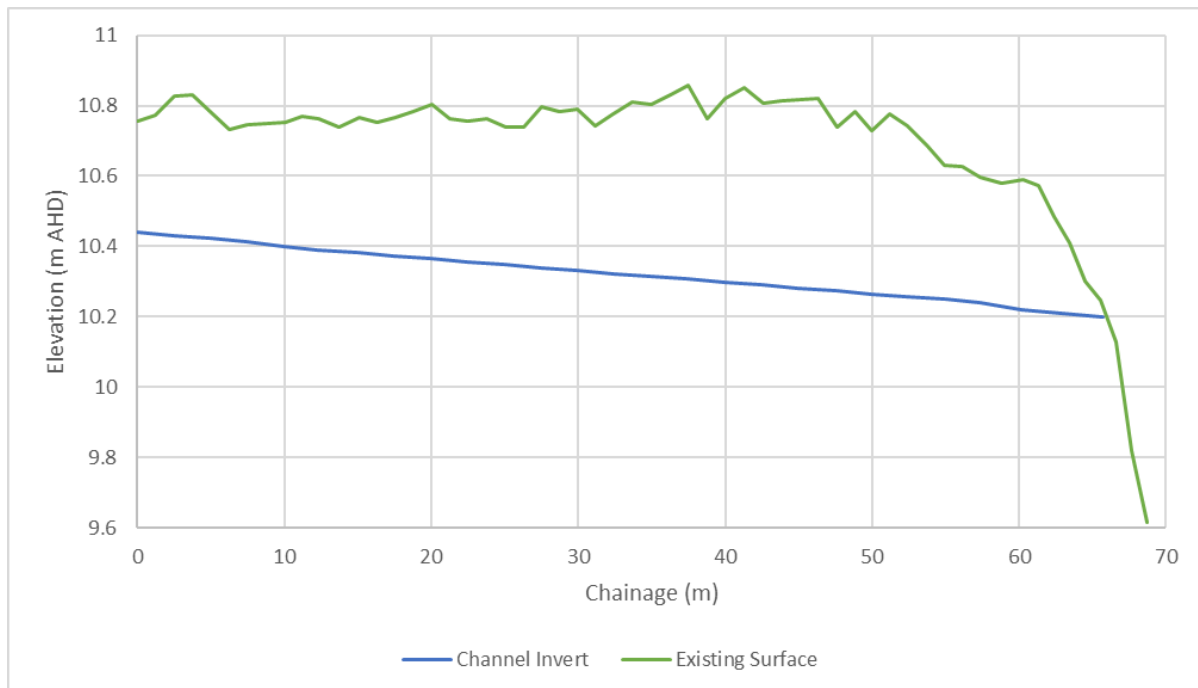


Figure 3-12 Proposed Channel Invert

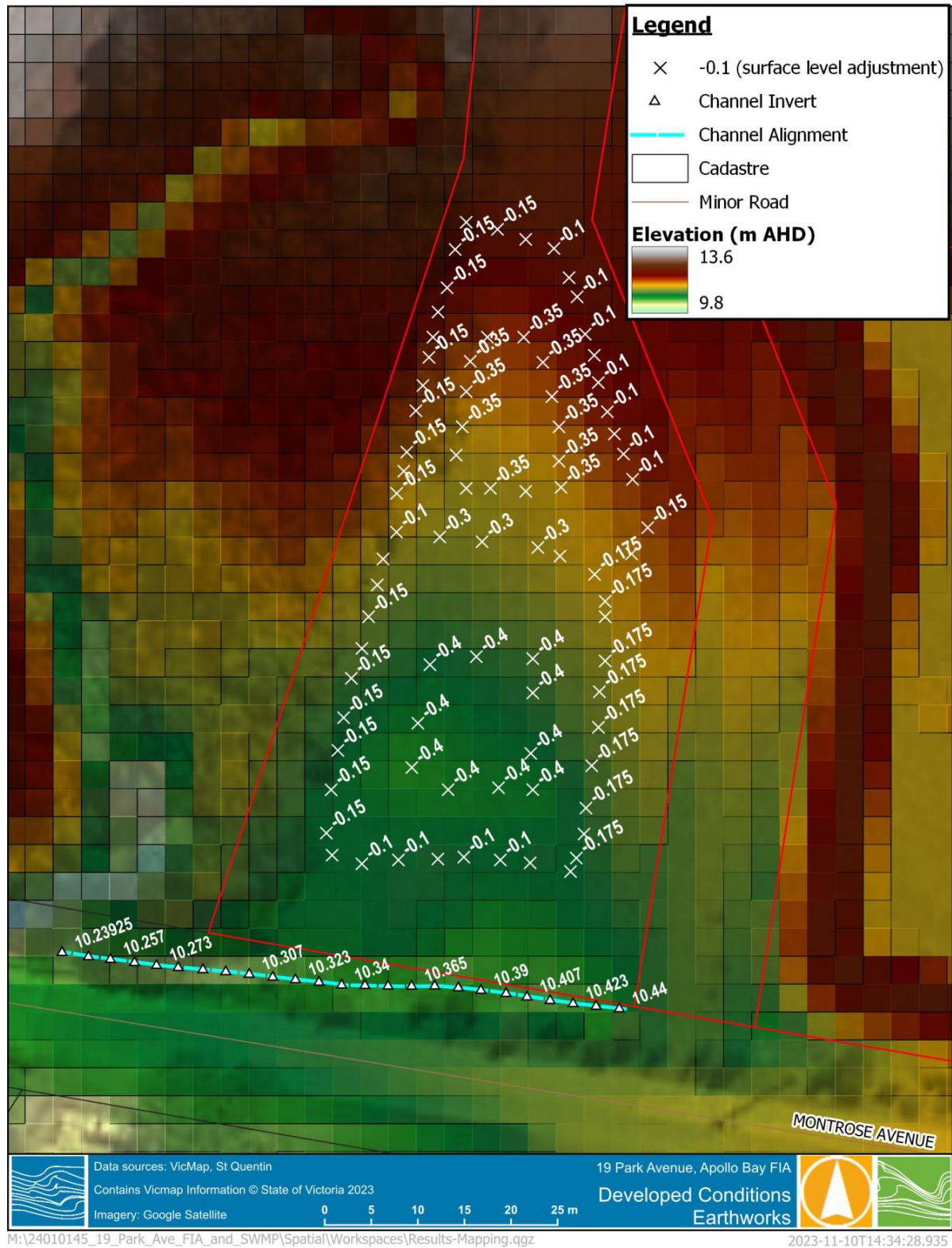


Figure 3-13 Proposed Developed Floodplain Storage Works & Open Channel



4 SUMMARY

Findings from this Flood Impact Assessment indicate that access requirements are achieved to the commercial precinct via Montrose Avenue by elevating the proposed road reserve while not having any adverse impacts on neighbouring properties during the 1% AEP flood event. The proposed roadway to the commercial precinct is still inundated during the 1% AEP flood event however the maximum depths, velocities and subsequent Flood Hazard Criteria are within CCMA thresholds as per ARR2019 safety design criteria.

Maintaining floodplain storage volume is required by the CCMA to minimise the potential impacts to neighbouring properties. While the proposed development will result in a deficit of 57 m³ storage volume, this volume is considerable negligible which along with afflux mapping comparing the existing and developed flood depths shows this will have no negative impacts on neighbouring properties.

The hydraulic modelling undertaken for the proposed development layout and recommended developed conditions demonstrates that the subject site is suitable to facilitate the development of residential dwellings and a commercial precinct. The modelled conditions show access requirements can be achieved to the commercial precinct via Montrose Avenue during the 1% AEP event.



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Memorandum of bushfire advice

To: Cameron Gray – St. Quentin
From: Anthony Matthews – Director, Nexus Planning
Subject: Planning Application PP101/202-31
Proposed 35 lot residential and industrial subdivision in a bushfire prone area
19 Park Avenue and 92 Montrose Avenue, Apollo Bay VIC 3233
Date: 15 September 2025

1. Introduction

1. This memorandum sets out my advice about the extent to which bushfire planning can be considered by the Colac Otway Shire Council ('Council') when deciding the planning application for the residential and industrial subdivision at 19 Park Avenue and 92 Montrose Avenue Apollo Bay. It also includes information about the bushfire hazards influencing the land and the extent to which the subdivision design will enable the risk to life and property from bushfire to be reduced to an acceptable level.
2. This updates my advice dated 21 October 2024 and is provided in response to an amended plan of subdivision and the Conditional Consent to the Grant of a Permit from the CFA dated 27 June 2025 (CFA Ref: 6000-70636-145054). This includes a re-classification of the bushland to the west of the subdivision from Woodland (Type B vegetation) to Forest (Type A vegetation) which has had the effect of increasing the setbacks needed to achieve the relevant Bushfire Attack Level (BAL) rating for each lot that interfaces with that hazard.

2. Subject land and proposal

3. The subject land comprises two parcels of land – being 19 Park Avenue Apollo Bay (Lot 2, PS748645) which is the northern-most parcel, and 92 Montrose Avenue Apollo Bay (Lot 3, PS748645) which is the southern-most parcel.
4. It is proposed to subdivide the land into 35 lots, reserves and common property in two stages, generally as follows:
 - The residential land (19 Park Avenue) is proposed to be subdivided into 28 lots (Lots 2-29), three reserves and common property. This part of the subdivision will be accessed from a western extension of Park Avenue, with two courts extending north and south. It is also proposed to construct a 4.5 metre wide common property and easement in favour of the CFA to the west of Lots 2-8 and to the north of Lot 8. This is intended to act as a perimeter road to that part of the subdivision.

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The two northern-most lots (Lot 8 and 9) are proposed to be created as Stage 2, and it is assumed that this is due to the current Grassland interface on the adjoining land.

- The industrial land (92 Montrose Avenue) is proposed to be subdivided into 7 lots (Lots 30-36), one reserve containing a retarding basin, and common property. This part of the subdivision will be accessed via a common driveway from Montrose Avenue.

The above description is based on a plan prepared by St. Quentin titled 'Proposed Plan of Subdivision', Survey Reference 16567, Version V14, dated 10/08/2025 which is reproduced in **Appendix 1**.

3. Planning controls and permit triggers

5. The subject land is covered by the provisions of the Colac Otway Planning Scheme ('Planning Scheme').
6. The land at 19 Park Avenue in zoned Neighbourhood Schedule 1 ('NRZ1')¹, is fully covered by the Design and Development Overlay Schedule 7 ('DDO7') and partly covered by the Land Subject to Inundation Overlay ('LSIO') and the Significant Landscape Overlay Schedule 3 ('SLO3')².
7. The land at 92 Montrose Avenue is zoned Industrial 3 ('IN3Z') and is partly mapped in the Erosion Management Overlay Schedule 1 ('EMO1') and the LSIO³.
8. A planning permit is triggered for the proposed subdivision under each of the planning controls cited above pursuant to Clauses 32.09-3 (NRZ1), 33.03-3 (IN3Z), 43.02-3 (DDO7), 44.01-5 (EMO1) and 44.04-3 (LSIO). For the reasons cited below it is noteworthy that none of these controls include a requirement to undertake bushfire planning and do not include performance requirements or standards relevant to the management of bushfire risk.
9. For completeness it is acknowledged that the SLO3 includes the following decision guideline under the subheading of 'Tree removal' – but this does not constitute a requirement to undertake bushfire planning:
 - Vegetation management requirements to reduce fire hazard, prevent erosion and maintain flood control measures.

¹ A sliver of the land was previously located in the Rural Conservation Zone but this since been removed

² DTP, 4 September 2025a

³ DTP, 4 September 2025b



4. Bushfire hazard mapping and bushfire planning policy

10. As reflected in **Section 3** above the subject land is not mapped in the Bushfire Management Overlay ('BMO') at Clause 44.06 of the Planning Scheme but is entirely mapped in a designated Bushfire Prone Area ('BPA') pursuant to Section 192A of the *Building Act 1993* ⁴.
11. Having reviewed the Planning Scheme I have identified that the State planning policy for bushfire (Clause 13.02-1S) is the only policy in the scheme which provides guidance on the bushfire planning and the management of bushfire risk.
12. The policy application clause of Clause 13.02-1S – *Bushfire planning* ('Clause 13.02-1S') provides the following:

Policy application

This policy must be applied to all planning and decision making under the *Planning and Environment Act 1987* relating to land that is:

- Within a designated bushfire prone area;
- Subject to a Bushfire Management Overlay; or
- Proposed to be used or developed in a way that may create a bushfire hazard.

Notwithstanding this and as documented in **Section 5** below, the decision of *Booth v Strathbogie SC* [2023] VCAT 782 ('Booth decision')⁵ has been a game changer in that it makes clear that this policy does not have the broad application that is implied by the above clause.

13. The Objective of Clause 13.02-1S is:

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

14. Several strategies are set out in Clause 13.02-1S to support the implementation of the above objective covering 'protection of human life', 'bushfire hazard identification and assessment', 'settlement planning', 'areas of biodiversity conservation value' and 'use and development control in a Bushfire Prone Area'.

⁴ DTP, 4 September 2025a and DPT, 4 September 2025b

⁵ <https://www.austlii.edu.au/cgi-bin/viewdoc/au/cases/vic/VCAT/2023/782.html>

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15. Notwithstanding the issues raised in the Booth decision, the settlement planning strategies of Clause 13.02-1S are reproduced below because until the time of that decision (11 July 2023) it has been accepted by decision makers that they are relevant to planning application for land located outside the BMO:

Settlement planning

Plan to strengthen the resilience of settlements and communities and prioritise protection of human life by:

- Directing population growth and development to low risk locations, being those locations assessed as having a radiant heat flux of less than 12.5 kilowatts/square metre under AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018)
- Ensuring the availability of, and safe access to, areas assessed as a BAL-LOW rating under AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018) where human life can be better protected from the effects of bushfire.
- Ensuring the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development. Achieving no net increase in risk to existing and future residents, property and community infrastructure, through the implementation of bushfire protection measures and where possible reducing bushfire risk overall.
- Assessing and addressing the bushfire hazard posed to the settlement and the likely bushfire behaviour it will produce at a landscape, settlement, local, neighbourhood and site scale, including the potential for neighbourhood-scale destruction.
- Assessing alternative low risk locations for settlement growth on a regional, municipal, settlement, local and neighbourhood basis.
- Not approving any strategic planning document, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL-12.5 rating under AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018).

16. Similarly, it is noted that the strategy 'use and development control in a Bushfire Prone Area' states that:

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Use and development control in a Bushfire Prone Area

In a bushfire prone area designated in accordance with regulations made under the Building Act 1993, bushfire risk should be considered when assessing planning applications for the following uses and development: (inter alia):

- Subdivisions of more than 10 lots.

17. Finally, Clause 71.02-2 of the Planning Scheme sets out the operation of the Planning Policy Framework:

The Planning Policy Framework operates together with the remainder of the scheme to deliver integrated decision making. Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. However, in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.

18. The jointly badged CFA and DEWLP publication 'Design Guidelines – Settlement Planning at the Bushfire Interface' ('settlement planning guidelines')⁶ has also been considered and addressed in the preparation of this advice.

5. Supreme Court and VCAT authority

19. The decision of *Booth v Strathbogie SC* [2023] VCAT 782 has been a game changer in the way that Clause 13.02-1S is applied in decision making under the *Planning and Environment Act 1987* ('the Act') – albeit it follows the authority provided in the decision of the Full Court of the Supreme Court of Victoria *National Trust of Australia (Victoria) v Australian Temperance and General Mutual Life Society Limited* ('National Trust decision')⁷.
20. As noted in the Booth decision, the National Trust decision established the principle that "when exercising a discretion conferred by a scheme provision, the decision maker is confined to considerations relevant to the purpose of the particular provision."
21. The Booth decision is particularly significant and relevant to this proposal because it explicitly applies the principle established in the National Trust decision to the application of Clause 13.02 and finds that:

⁶ CFA/DELWP, July 2020

⁷ <https://www.austlii.edu.au/cgi-bin/viewdoc/au/cases/vic/VCAT/2023/782.html#fn13>

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- "... the relevance of the policy is determined by the purpose of the discretion to be exercised in the context of any planning controls applicable to the proposal.", and
 - "... the complete absence ... of any express requirement to undertake bushfire planning, the lack of applicable performance standards or requirements leads to the conclusion that to the extent that the policy desires bushfire planning to occur on land other than land affected in by [sic] BMO, those aspirations of Clause 13.02-1S are unfulfilled because of a lack of integration of that policy into the controls triggered.... Whilst the policy may exist, the necessary machinery or control provisions ... do not exist."
22. If the authority provided by the National Trust decision and as confirmed by Booth is to be followed then in the context of this project Council has little if any discretion to consider Clause 13.02-1S and bushfire issue more broadly when making a decision on this application. Notwithstanding this I have outlined in this document the extent to which I believe the risks to life and property from bushfire will be reduced to an acceptable level as required by Clause 13.02-1S.

6. Implications of bushfire risk on the future development of the subject land

23. For the reasons cited in **Section 3** and **Section 5** above, the management of bushfire risk will not be required to be addressed as part of any buildings and works application that may be required for the development of any of the lots under the provisions of the Planning Scheme.
24. The requirements of the *Building Regulations 2018* ('building regulations') and the Volume 1 and Volume 2 of the National Construction Code 2022 ('NCC')⁸ will determine whether there is a need to determine the Bushfire Attack Level ('BAL') and minimum construction requirements for the future buildings to be developed in the subdivision – either in compliance with AS.3959-20218 – *Construction of buildings in bushfire-prone areas* or the NASH Standard – *Steel Framed Construction in Bushfire Areas*.

Through the building regulations and NCC, the requirement to comply with bushfire construction requirements is applied to buildings used for accommodation (Class 1, 2 & 3 buildings), health-care and primary or secondary school's (Class 9a buildings), residential care buildings (Class 9c) and Class 10a buildings and decks immediately adjacent or connected to one of those types of buildings. This is likely to apply to all development within the residential part of the subdivision but potentially to some of the buildings that may be developed in the industrial land.

⁸ ABCB 2022a and ABCB 2022b



25. To determine the implications of the bushfire hazards influencing the subject land and the setbacks that would be needed to achieve the lowest desirable BAL rating for each lot (typically BAL-29 or less) I have undertaken a bushfire hazard site assessment of the subdivision and the details of that assessment is presented in **Appendix 2** and the spatial mapping of that assessment is presented in **Map 1a** and **Map 1b** of **Appendix 2**.
26. The following is a summary of the implications of the bushfire hazard site assessment for each lot in the subdivision and the assumptions that underpin this assessment:

Assumptions

- 26.1. Council will landscape and maintain vegetation in each of the following reserves in a minimal fuel/low threat condition consistent with the descriptions in Clause 2.2.3.2(f) of AS 3959:2018 – including maintaining grass in a short-cropped condition during the declared Fire Danger Period ('FDP'):

- Each of the reserves that will be created as part of the subdivision – except for the area of bushland that will be retained to the west of the internal fence located adjacent to western boundary of 19 Park Avenue (west of Lots 16-28).
- The land known as 17a Park Avenue Rosebud (Res 1, PS43972) which is located external to the subdivision, generally to the east of Lots 16-28 and Lot 32.

To be clear, if Council decides to grant a permit for the proposed subdivision, then it has an obligation to implement the standard of management described above to ensure that the risk to life and property from bushfire is reduced to an acceptable level.

- 26.2. An appropriate mechanism will be applied to ensure the owners corporation responsible for maintaining the common property has an obligation to landscape and maintain vegetation on that land in a minimal fuel/low threat condition consistent with the descriptions in Clause 2.2.3.2(f) of AS 3959:2018 – including maintaining grass in a short-cropped condition during the declared Fire Danger Period ('FDP').
- 26.3. The subdivider will ensure that grass located on parts of the subdivision that are retained in their ownership from time-to-time is maintained in a short-cropped condition during the declared FPD.

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- 26.4. The subdivider will be required to construct the common property access to the west and north of Lots 2-8 that generally complies with CFA's access requirements.
- 26.5. An appropriate mechanism will be applied to ensure the owners corporation are responsible for maintaining, repairing and upgrading (as required) the common property access to the west and north of Lots 2-8.

Residential subdivision (19 Park Avenue)

Lots 2-8 (western interface)

- 26.6. A setback of at least 4.5 metres will be required from the western boundaries of Lots 2-8 to achieve a maximum rating of BAL-29 from the adjoining Grassland. That setback would still provide a generous potential building envelope and depending on the size/siting of the building it may be possible to achieve a lower rating.
- 26.7. Meeting the above will ensure the future dwelling on Lot 2 is also setback the minimum distance needed to achieve BAL-29 from the bushland located to the south-west of that lot.

Lots 8 & 9 (northern interface)

- 26.8. A setback of at least 4.5 metres will be required from the northern boundary of Lot 8, and at least 9 metres from the northern boundary of Lot 9, to achieve a maximum rating of BAL-29. The narrow width of these lots, measured perpendicular to the northern boundary, would make it impractical to achieve those setbacks.

For this reason, it is recommended that these lots are not developed until the adjoining land to the north (21 Tuxion Road) is developed or there is otherwise an arrangement in place that ensures the grass located on that land is maintained in a short-cropped condition during the FDP within at least 9 metres of the southern boundary of that land. It is understood that this is the reason why these two lots are proposed to be created as Stage 2 of the subdivision.

Alternatively, the purchasers of these lots could seek advice from a suitably experienced bushfire consultant about the potential to erect a Colorbond fence on the northern boundary to reduce the setback that would be needed to achieve a BAL-29 rating.

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Lots 9-28 (eastern interface)

- 26.9. Due to the low threat vegetation located on the adjoining land to the east no bushfire specific setbacks are required from the eastern boundaries of Lots 9-28.

Lots 16-28 (western interface)

- 26.10. A bushfire specific setback would not be required to achieve a maximum BAL-29 rating for Lots 16-27 from the bushland located to the west of those lots and with a modest setback for lots 16-28 a maximum rating of BAL-19 could be achieved.

Industrial subdivision (19 Park Avenue)

Lot 30 (western interface)

- 26.11. Lot 30 will achieve a maximum rating of BAL-29 without the need to provide a bushfire specific setback from the bushland to the west of that lot. Due to the narrow width of the lot measured perpendicular to the bushland it would not be possible to achieve a lower rating for that lot.

Lot 31 (eastern and western interface)

- 26.12. Lot 31 will achieve a maximum rating of BAL-19 without the need to provide bushfire specific setbacks from any boundary. Due to the narrow width of the lot measured perpendicular to the bushland it would not be possible to achieve a lower rating for that lot.

Lots 32-36 (eastern and western interface)

- 26.13. A setback of at least 9 metres will be required from the eastern boundaries of Lots 32-36 to achieve a maximum rating of BAL-29 from the adjoining Grassland. That setback would still provide a generous potential building envelope for each lot, albeit Lot 32 would be more constrained than the others and, depending on the size/siting of the building, it may be possible to achieve a lower rating.
- 26.14. Lots 33-36 would achieve a maximum rating of BAL-29 without the need to provide a bushfire specific from the bushland to the west of those lots. Given the Grassland interface to the east, it would be impractical to achieve a lower rating for these lots.

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Other matters

27. I recommend that the existing internal fenceline that defines the eastern edge of the bushland located in the western extent of the subdivision remains in situ to clearly demarcate the part of the reserve that is retained as bushland from the part of the reserve that will need to be maintained in a low bushfire threat condition.

7. Response to Clause 13.02-1S and the settlement planning guidelines

28. Notwithstanding the implications of the Booth decision, it is my opinion that even if the Responsible Authority takes Clause 13.02-1S into account when deciding on the application that the proposed subdivision complies with the objective of that policy and is consistent with the settlement planning guidelines having regard to the following:
- 28.1. The subject land is not located in the BMO and accordingly it is not located in an area that is subject to the potential for extreme fire behaviour.
 - 28.2. The subject land is located in an area that has a low bushfire risk that is consistent with the typology for Landscape Type 1 in the DELWP 'Technical Guide – Permit Applications Bushfire Management Overlay' ('BMO Technical Guide')⁹.
 - 28.3. The policy does not require that each lot in a subdivision achieve a maximum rating of BAL-12.5 – with that arbitrary measure being confined to an assessment of a strategic planning document, local planning policy of planning scheme amendment and this proposal does not fit into any of those categories.
 - 28.4. The development of the land is consistent with the strategy of directing population growth and development to low risk locations and which has safe access to areas assessed as BAL-LOW where human life can be better protected from the effects of bushfire.
 - 28.5. The development of the land will result in a net reduction to the bushfire risk to existing and future residents, property and community infrastructure by facilitating the development of land which incorporates appropriate bushfire protection, and which provides a buffer to the established residential land to the east of the subject land.

⁹ DELWP, September 2017



- 28.6. Each lot in the subdivision is provided with a perimeter road that separates those lots from the primary area of bushfire hazard to the west of the subdivision. This outcome is consistent with good subdivision design in a bushfire prone area. In that regard it is noted that the CFA's conditional consent reflects that they are satisfied with the design of the common property access to the west and north of Lots 2-8.
- 28.7. The bushfire hazards contained in the proposed reserves and common property and in the proposed external reserve to the east of the subdivision are capable of being managed by the relevant entity (Council and the owners corporation as applicable) to prevent the spread of fire through the subdivision.
- 28.8. All of the proposed residential lots have an area of less than 700 sqm. Lots of this size are insufficient to support the establishment of significant fuel sources and the relatively low bushfire risk influencing the site reduces the risk of house-to-house fire spread.

7. Council request for a direct road connection between the residential & industrial subdivisions

- 29. It is understood that Council has requested that a direct road connection is provided between the residential and industrial parts of the subdivision and that this is to ensure that the future residents in the subdivision have a secondary point of egress from the subdivision. Aside from the mixing of residential and industrial traffic clearly being counter to proper and orderly planning and having an unacceptable impact on the amenity of the residential lots it is my opinion that this is an unnecessary design response having regard to the following:
 - 29.1. The nature of the bushfire hazards influencing the site at the landscape and site level.
 - 29.2. The subject land is located in an area that has a low bushfire risk that is consistent with the typology for Landscape Type 1 in the BMO Technical Guide.
 - 29.3. It would be safer for residents to egress via Park Avenue than it would be to egress to the south via Montrose Avenue due to it increasing the length of exposure to the bushland hazard to the west and increasing the time it takes to access the established low threat township area of Apollo Bay.
 - 29.4. The relatively small size of the subdivision and relatively low number of residents that would be using Park Avenue to egress to the township area of Apollo Bay.

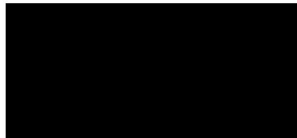
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Notwithstanding the above, if the CFA considered it was desirable to provide a fire access track to provide a link between the northern and southern parts of the subdivision, then this would be worthy of consideration.

8. Conclusion

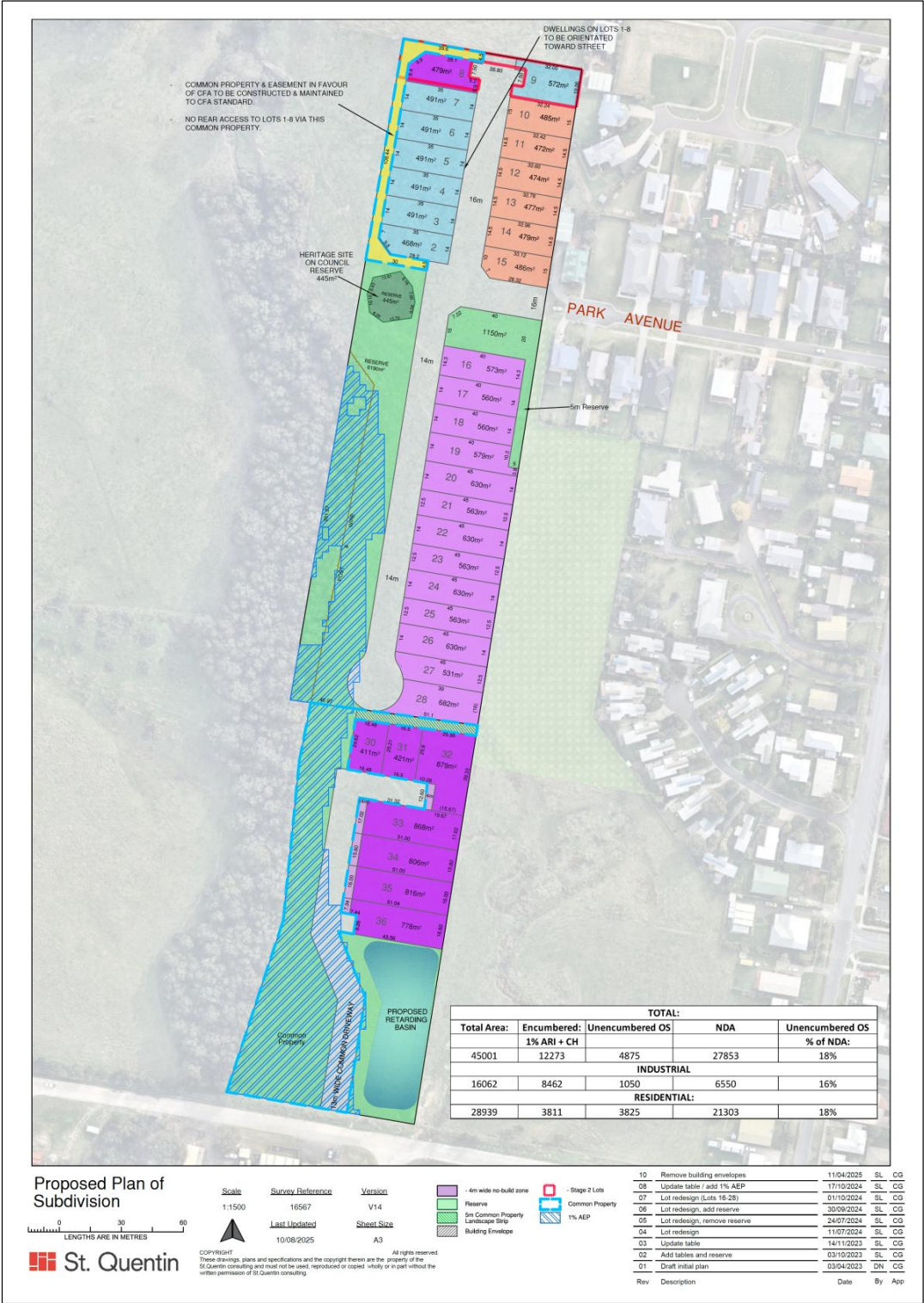
30. Recent VCAT decisions, in particular the Booth decision, have significant implications for the application of the State bushfire planning policy Clause 13.02-1S when making decisions on the development of bushfire prone land outside the BMO. These implications are equally relevant to the proposed subdivision of the subject land.
31. Notwithstanding the above, it is my opinion that the subdivision layout, together with the following measures, will reduce the risk to life and property from bushfire will be reduced to an acceptable level, as required by Clause 13.02-1S:
 - 31.1. Council's obligations to maintain the reserves within and external to the subdivision.
 - 31.2. The obligations of the owners corporation to maintain vegetation in the common property in a low bushfire threat condition and to maintain the functional access to the west and north of Lots 2-8.
 - 31.3. Compliance with building regulations relating to bushfire construction requirements.



Anthony Matthews
Director – Nexus Planning

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APPENDIX 1 – Proposed plan of subdivision V14



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APPENDIX 2 – Bushfire Hazard Site Assessment of proposed subdivision

A. Introduction

This part of the report is to be read in conjunction with **Map 1a** and **Map 1b** which are presented at the end of this section. This assessment is informed by an inspection of the subject land and surrounding land carried out by the author of this document on 18 June 2024 and the advice of the CFA in their conditional consent dated 27 June 2025 (CFA Ref: 6000-70636-145054).

While the subject land is not mapped in the BMO the more conservative 150 metre assessment area has been adopted for this assessment in lieu of the 100 metre assessment area adopted in AS 3959:2018.

As noted in the BMO Technical Guide the Bushfire Hazard Site Assessment provides factual information about the bushfire hazard, it informs the defendable space and construction requirements and is informed by the methodology contained in *Australian Standard AS 3959:2018 – Construction of buildings in bushfire-prone areas* (AS 3959:2018).

B. Assumptions

The following assumptions have been made and are relied upon for the purposes of this assessment:

- Council will landscape and maintain vegetation in each of the following reserves in a minimal fuel/low threat condition consistent with the descriptions in Clause 2.2.3.2(f) of AS 3959:2018 – including maintaining grass in a short-cropped condition during the declared Fire Danger Period ('FDP'):
 - Each of the reserves that will be created as part of the subdivision – except for the area of bushland that will be retained to the west of the internal fence located adjacent to eastern boundary of 19 Park Avenue (west of Lots 16-28).
 - The land known as 17a Park Avenue (Res 1, PS434972) located generally located to the east of Lots 16-28 and Lot 32.
- An appropriate mechanism will be applied to ensure the owners corporation responsible for maintaining the common property will landscape and maintain vegetation on that land in a minimal fuel/low threat condition consistent with the descriptions in Clause 2.2.3.2(f) of AS 3959:2018 – including maintaining grass in a short-cropped condition during the declared Fire Danger Period ('FDP').
- The subdivider will ensure that all grass located within the undeveloped parts of the subdivision is maintained in a short-cropped condition during the declared FPD.

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C. Vegetation type (Clause 2.2.3, AS 3959:2018)

In accordance with Clause 2.2.3.1 of AS 3959:2018, the vegetation has been classified in accordance with Table 2.3 and Figures 2.3 and 2.4(A) to 2.4(G) of AS 3959:2018. Where there is more than one vegetation type, each type has been classified separately with the worst-case scenario applied – which is not necessarily the predominant vegetation.

C.1 Forest – Type A vegetation

A linear strip of bushland located generally to the west of the subdivision and partly encroaching onto the land at 19 Park Avenue has been classified in Type A – Forest and is most closely aligned to the description for Open Forest 03:

*Trees up to 30 m high; 30–70% foliage cover (may include understorey of sclerophyllous low trees or shrubs). Typically dominated by eucalypts, melaleuca or callistemon (may include riverine and wetland environments) and callitris. Includes eucalypt plantations.*¹⁰

Representative photographs of this vegetation type are presented in **Plates 1-6** below.

Plate 1 View north through a section of the bushland located to the west of the industrial subdivision



Plate 2 View west across a section of the bushland located to the west of the industrial subdivision



¹⁰ Standards Australia, 18 December 2020

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Plate 3 View north through a section of the bushland located to the west of the industrial subdivision – north of Plate 1



Plate 4 Distant view to the western edge of the bushland looking south-south-west from adjacent to Park Avenue



Plate 5 Distant view to the western edge of the bushland looking west from adjacent to Park Avenue



Plate 6 Distant view to the western edge of the bushland looking west-north-west from adjacent to Park Avenue



C.2 Grassland – Type G vegetation

Areas of paddock grass located generally to the west, north and east of the subdivision has been classified in Type G – Grassland which has the following characteristics for all Grassland types:

All forms (except tussock and moorlands), including situations with shrubs and trees, if the overstorey foliage is less than 10%. Includes pasture and cropland.

NOTE: Grassland managed in a minimal fuel condition and non-curing cropland is regarded as low threat vegetation for the purposes of Clause 2.2.3.2.¹¹

¹¹ Standards Australia, 18 December 2020

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APPENDIX 2 – Bushfire Hazard Site Assessment of proposed subdivision

As noted in **Section B** of this assessment it is assumed that the proposed parkland located at 17a Park Avenue (Res 1, PS434972), located generally located to the east of Lots 16-28 and Lot 32, will be maintained in a low bushfire threat condition – but in its current condition it would be classifiable as Grassland, as is the grass located on the subject land.

Representative photographs of this vegetation type located proximate to the site are presented in **Plates 7-9** below.

Plate 7 View north from Montrose Avenue across the Grassland located to the west of the subdivision



Plate 8 View north from Montrose Avenue across the Grassland located to the east of the subdivision



Plate 9 View south from Tuxion Road across the Grassland located to the north of the subdivision



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APPENDIX 2 – Bushfire Hazard Site Assessment of proposed subdivision

C.3 Exclusions – Low threat vegetation and non-vegetated areas

It has been assessed that all unshaded areas within the 150 metre assessment area on **Map 1a** and **Map 1b** comprise areas of low threat vegetation that satisfy one or more of the following exclusions under Clause 2.2.3.2 of AS 3959:2018:

- (a) *Vegetation of any type that is more than 100 m from the site.*
- (b) *Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.*
- (c) *Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified.*
- (d) *Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.*
- (e) *Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.*
- (f) *Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.*

NOTES:

- 1 *Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).*
- 2 *A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.¹²*

This assessment takes the following factors into account:

- The assumptions outlined in **Section B** of this assessment.

¹² Standards Australia, 18 December 2020

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APPENDIX 2 – Bushfire Hazard Site Assessment of proposed subdivision

- The nature of the cultivated gardens in the area and the general absence of significant understorey fuels.
- The existing residential use and development of surrounding land provides a reasonable level of assurance that vegetation located on that land will continue to be managed in a low threat condition.

Representative photographs of areas of existing areas of low threat vegetation are presented in **Plates 10-13** below.

Plate 10 View east along Montrose Avenue from adjacent to the intersection with Oak Avenue



Plate 11 Developed industrial land to the south of Montrose Avenue – north of Oak Avenue



Plate 12 Developed industrial land to the south of Montrose Avenue – south of Oak Avenue



Plate 13 Location of the proposed access to the subdivision from Park Avenue



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D. Effective slope of land under the classified vegetation (Clause 2.2.5, AS 3959:2018)

The effective slope of all areas of classifiable vegetation is flat or upslope and this is recorded in **Table 1** below.

E. Building setbacks from classified vegetation to achieve BAL-29 or less

Table 1 below sets out the setback distances that are required to achieve a rating of BAL-29, BAL-19 and BAL-12.5 from each area of bushfire hazard. These distances are derived from Table 2.4 to AS 3959:2018 and the inputs from **Sections B-D** above. These distances are represented by the red (BAL-29), purple (BAL-19) and yellow (BAL-12.5) lines on **Map 1a** and **Map 1b**.

Table 1: Recording the outcome of the bushfire hazard site assessment

Aspect	Vegetation type (Clause 2.2.3)	Effective slope (degrees) (Clause 2.2.5)	Distance from vegetation needed to achieve nominated BAL (Clause 2.2.4)		
			BAL-12.5	BAL-19	BAL-29
West	Forest	Flat	48 m	35 m	25 m
West	Grassland	Flat/upslope	19 m	13 m	9 m
North	Grassland	Upslope	19 m	13 m	9 m
East	Grassland	Flat/upslope	19 m	13 m	9 m
South	Low/threat	N/A	N/A	N/A	N/A

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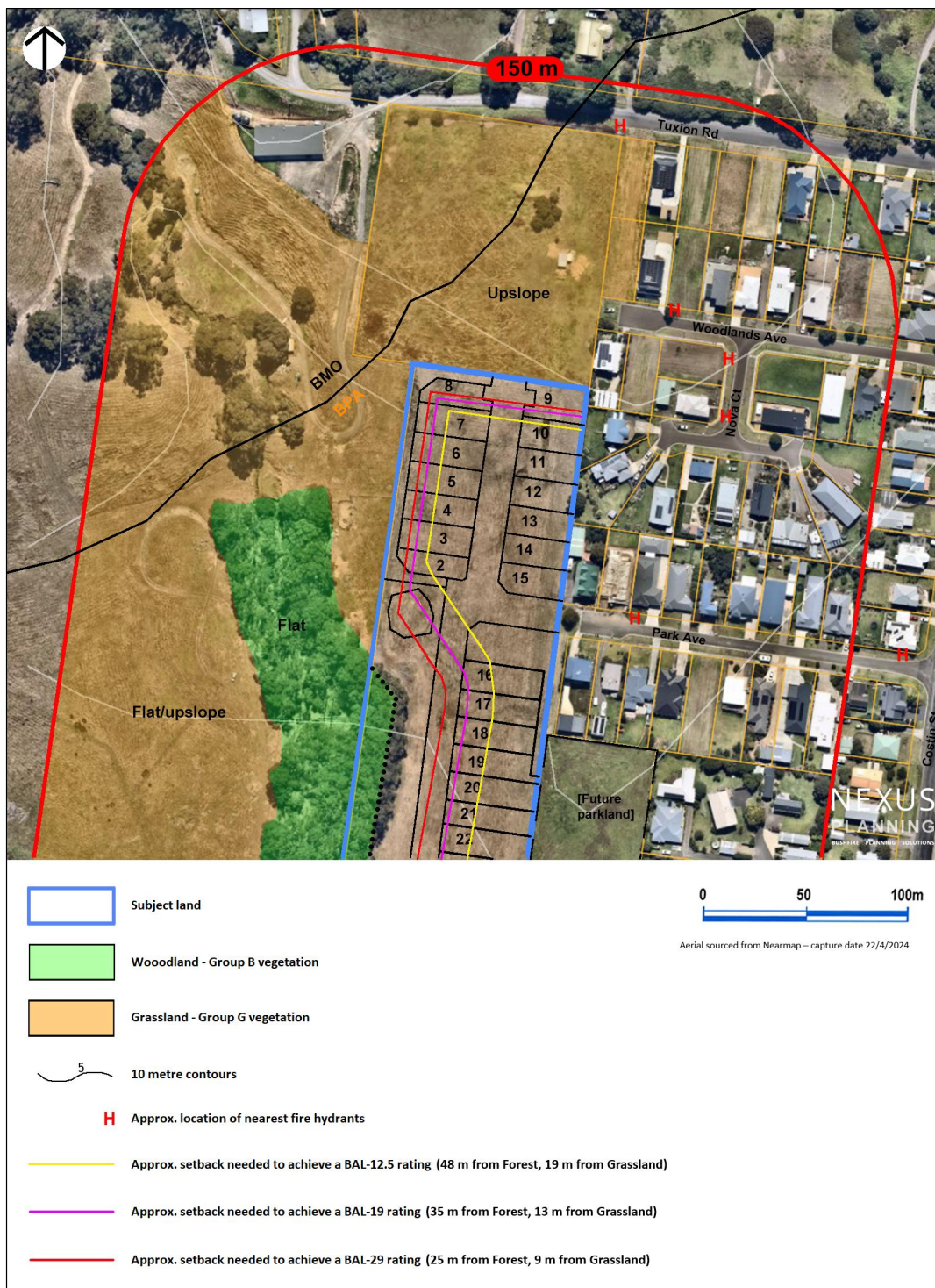
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APPENDIX 2 – Bushfire Hazard Site Assessment of proposed subdivision

Map 1a – Bushfire Hazard Site Assessment Map for the northern part of the subdivision



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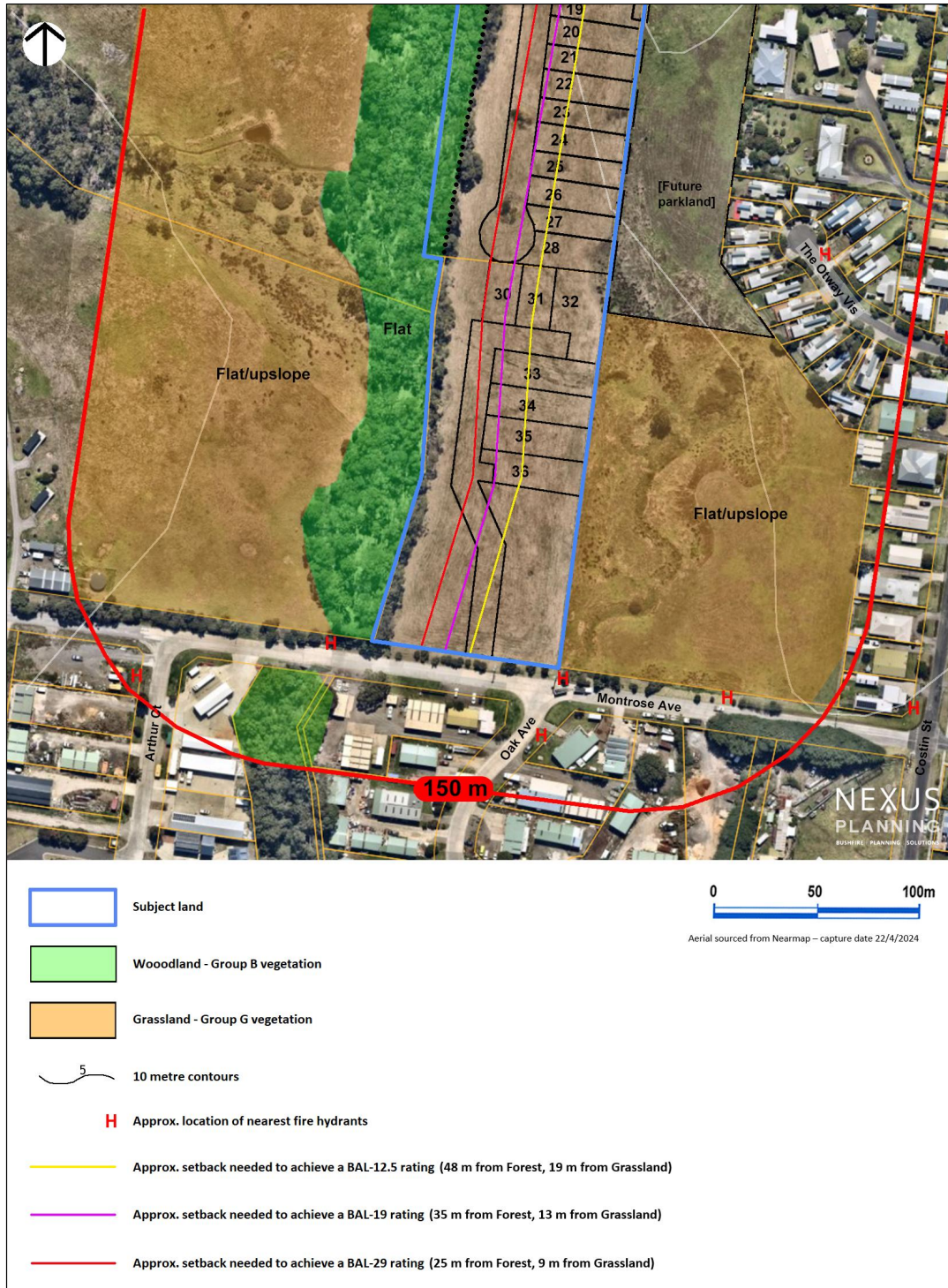
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Map 1b – Bushfire Hazard Site Assessment Map for the southern part of the subdivision



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APPENDIX 3 – References

Author	Date	Publication / document	Source / viewed at
ABCB	2022a	<i>National Construction Code Volume Two – Building Code of Australia 2022</i>	https://ncc.abcb.gov.au/editions/ncc-2022
ABCB	2022b	<i>National Construction Code Volume One – Building Code of Australia 2022</i>	https://ncc.abcb.gov.au/editions/ncc-2022
CFA/ DELWP	July 2020	<i>Design Guidelines – Settlement Planning at the Bushfire Interface</i>	https://www.planning.vic.gov.au/guides-and-resources/guides/all-guides/bushfire-policy
DTP	4 September 2025a	<i>Planning Property Report – 19 Park Avenue Apollo Bay 3233</i>	http://mapshare.maps.vic.gov.au/vicplan/
DTP	4 September 2025b	<i>Planning Property Report – 92 Montrose Avenue Apollo Bay 3233</i>	http://mapshare.maps.vic.gov.au/vicplan/
DELWP	September 2017	<i>Technical Guide Planning Permit Applications Bushfire Management Overlay</i>	https://www.planning.vic.gov.au/guides-and-resources/guides/all-guides/building-in-the-bushfire-management-overlay
Standards Australia	18 December 2020*	<i>Australian Standard AS 3959:2018 Construction of buildings in bushfire-prone areas (AS 3959:2018)</i>	www.saiglobal.com (May be subject to a fee to access and download)
<p>* Incorporating Amendment Nos 1 and 2</p> <p>ABCB – Australian Building Codes Board CFA – Country Fire Authority DELWP – Department of Environment, Land, Water and Planning DTP – Department of Transport and Planning</p>			

ABN 59 660 012 941



Bushfire Risk Assessment

19 Park Avenue

Apollo Bay

April 2023

Version 3

Surveying – Planning – Civil and Geotech – Bushfire - Environmental



Prepared by:

Cameron Gray

Disclaimer:

This report has been made with careful consideration and with the best information available to St Quentin at the time of writing. St Quentin do not guarantee that it is without flaw or omission of any kind and therefore disclaim all liability for any error, loss or other consequence that may arise from you relying on any information in this report.

Requirements detailed in this document do not guarantee survival of the buildings or the occupants. The client is strongly encouraged to develop and practice a bushfire survival plan.

Document Control

Document Title: Bushfire Risk Assessment

Document Author: Cameron Gray

Client: [REDACTED]

Job No: 16567

Version No	Date	Checked by	Issued by	
1	29/4/23	CG	CG	
2				
3				



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1. Scope Of Report

St Quentin have been commissioned by the client [REDACTED] to conduct a Bushfire Risk Assessment for the site at 19 Park Avenue, Apollo Bay.

The subject site (see red outline in Figure 1 below) is part of a Planning Application for a multi lot subdivision for both residential and industrial uses.

The Bushfire Risk Assessment will be prepared with consideration to Clause 13.02-1S of the Colac Otway Planning Scheme.

2. Methodology

As per Planning Practice Note No.64 the following methodology has been applied.

Establish the context.

- Policy
- Site
- Proposed Development
- Existing information

Identify risks from bushfire.

- Landscape Assessment
- Site Assessment
- BAL Assessment

Analyse and evaluate risk.

- Identify risk mitigation.

Respond to risk.

- Clause 13.02



3. Proposed Development

The proposal is for a multi lot subdivision comprising.

- 28 residential lots in the northern portion of the site, accessed via Park Street and serviced by an internal residential road.
- 6 industrial lots in the southern portion of the site accessed via Montrose Street and serviced via a common property accessway.

As shown in the Figure 1 Proposed Plan of Subdivision below



Figure 1 Proposed Plan of Subdivision



4. Context

4.1 Subject Site

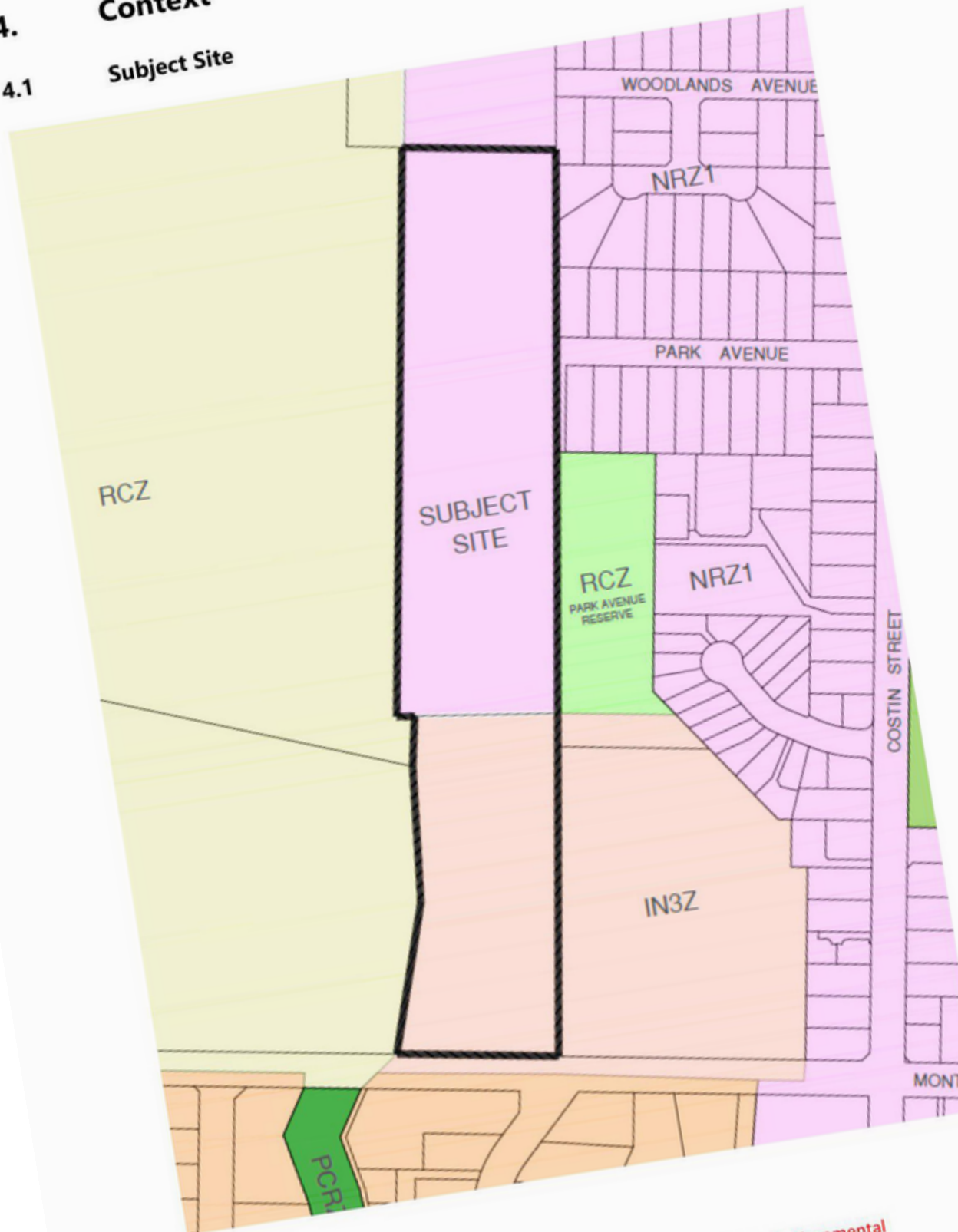


Figure 2 Zones

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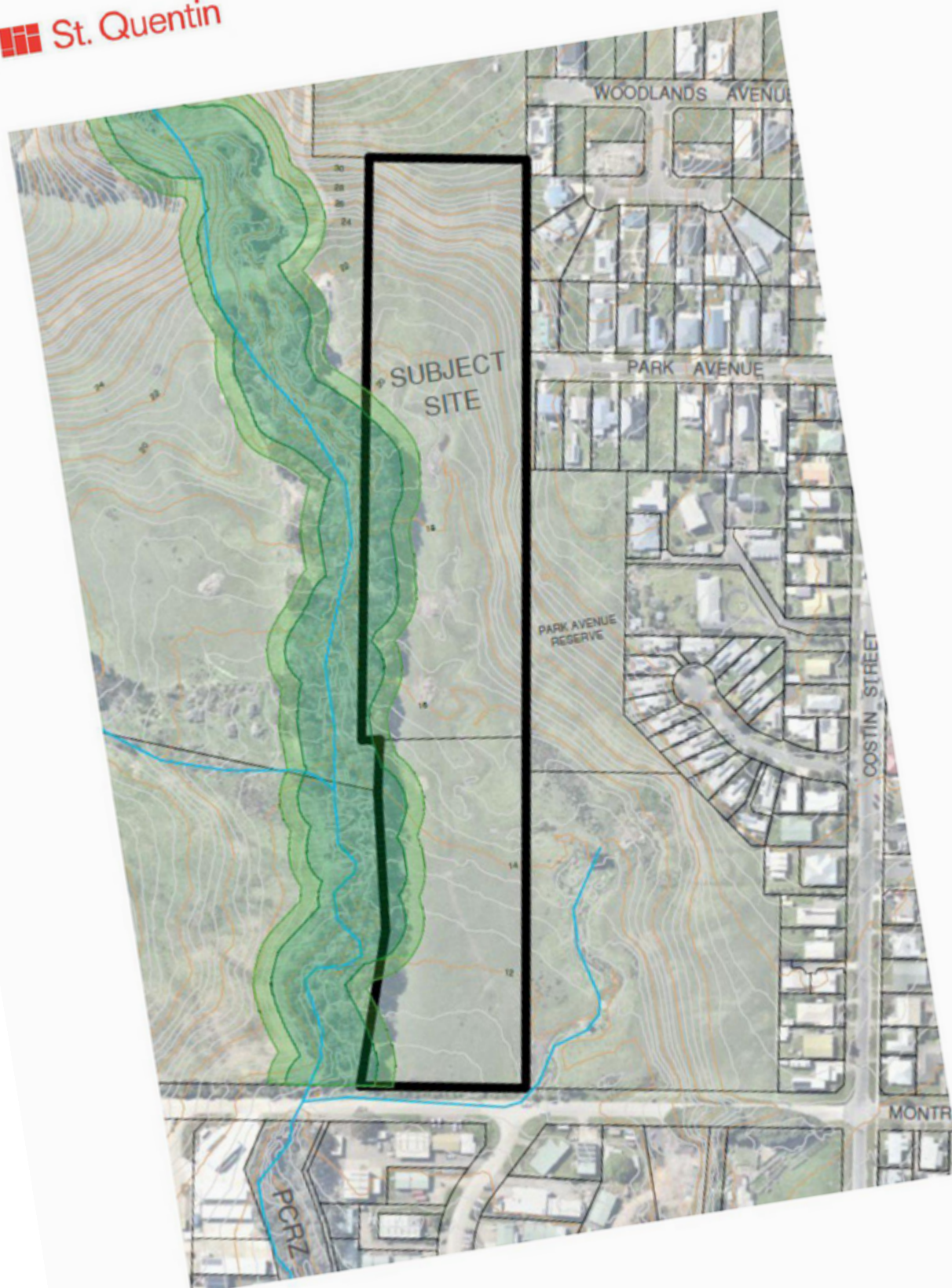


Figure 3 Site analysis
The site.

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- Is a mix of residential and industrial zoned land as per Figure 2 Zones above.
- Is 4.5ha in size.
- Is located between Anderson Creek to the west and residential dwellings. Council reserves, and vacant industrial land to the west
- Is vacant land with some of the Anderson Creek vegetation overhanging the western boundary of the site.
- Falls to the south and the west with the areas in the northern and eastern parts of the site being the steepest as per Figure 3 Site analysis
- Supports no dwellings or buildings.

Street Address:	19 Park Ave Apollo Bay
Title Details:	Lot 2 PS748645 Lot 3 PS748645
Restrictions/Covenants:	Not relevant to Bushfire
Land Size:	4.5 ha
Zone:	Neighbourhood Residential Zone – Schedule 1 Industrial 3 Zone
Overlays:	Design and Development Overlay – Schedule 7 Land Subject to Inundation Overlay – Schedule 1 (partly) Significant Landscape Overlay – Schedule 3 (partly)
Other Regulatory Constraints:	Bushfire Risk Assessment Cultural Heritage Sensitivity
Key Site Features:	Vacant site sloping to the west and south. Vegetated waterway along western boundary.



4.2 **Surrounding Context**

North:	North of the site is a vacant residential zoned site which will be an extension to the Woodlands Residential Estate. Further north is a mixture of cleared and vegetated Rural Conservation Zoned land inclining to the north.
South:	To the south of the site is Montrose Avenue and a small industrial precinct on the opposite side of the road. Rural grazing land is further south.
East:	Immediately to the east is a Council Park, residential housing and a vacant industrial lot. Further east is the remainder of the Apollo Bay urban areas including Apollo Bay P-12 College, Apollo Bay Aquatic and Leisure Centre and Otway Coast Recreation Reserve
West:	West of the site is Anderson Creek. Beyond the creek is rural grazing land.



4.3 Policy

4.3.1 BMO and BPA

Figure 4 BMO + BPA mapping below shows the extent of the BMO application in the general area, noting the site is not subject to the BMO, and also the BPA.

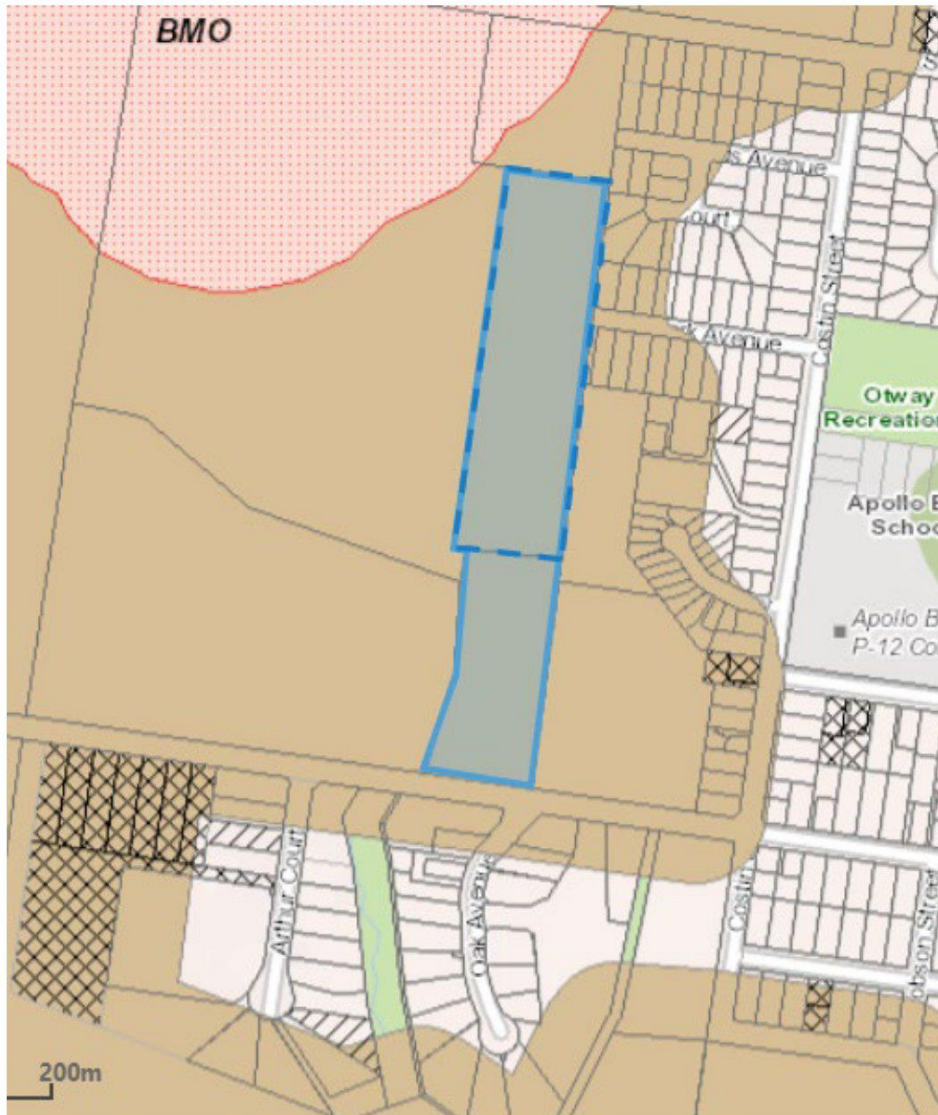


Figure 4 BMO + BPA mapping



4.3.2 Clause 13.02-1S Bushfire Planning

Objective

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Strategies

Protection of human life

Bushfire hazard identification and assessment

Settlement planning

Areas of biodiversity Conservation value

Use and development control in a Bushfire Prone Area

Detailed assessment against Clause 13.02-1S is provided elsewhere in this report.

4.3.3 Previous investigations

This report has been reviewed against and informed by.

- Previous versions of St Quentin Consulting Bushfire Risk Assessments
- Previous CFA advice
- *Comments on Bushfire Assessment Report for Subdivision and Rezoning at 19 Park Avenue, Apollo Bay* by Southern Cross Town Planning September 2022 Revision D



5. Risks from Bushfire

5.1 General Bushfire Hazard Characteristics and Bushfire Planning

Australia has a long history of bushfires going back more than 150 years. There are a number of key factors that are involved in major bushfires, including the presence of fuel, oxygen and an ignition source. More specifically, fire intensity and the speed at which a bushfire spreads will depend on ambient temperature, fuel load, fuel moisture, wind speed and slope angle.

Understanding how bushfire behaves and destroys houses is important when planning and designing a dwelling and selecting suitable plants for a garden. There are three major factors that influence bushfire behaviour: topography, weather conditions and vegetation.

5.1.1 Bushfire Attack Methods

There are a number of ways in which bushfires attack vegetation and structures, including:

- Direct flame contact
- Ember attack
- Radiant heat

5.1.2 Mechanisms of bushfire attack

The mechanisms of bushfire attack on a building can be a combination of sparks and embers and or direct flame contact and or radiant heat. Strong winds may also cause structural damage to a building and increase the chances of ignition by embers, radiant heat or flame. These mechanisms and their possible implications for the subject site area are briefly discussed in this section.

5.1.3 Direct Flame Contact and radiant heat

Radiant heat is the heat generated by burning materials. It can cause combustible surfaces to ignite without direct flame or ember contact, crack and break windows and dry out materials ahead of an advancing bushfire, making them more readily combustible.

It is flame contact or radiant heat that poses the greatest threat to human survival. These mechanisms can result in rapid involvement of the entire building and cause the building to ignite during the passage of the fire front when in most cases there is no option for people present, other than to shelter within the building. Radiant heat is the most common cause of death in bushfires.



Figure 5 Flame contact and radiant heat

5.1.4 Ember Attack

Ember attack is the most common cause of house loss during bushfires. Ember attack occurs when small burning twigs, leaves and bark are carried by the wind, and land on and around the building. If they land on combustible surfaces, they can cause an ignition that can spread to the whole building. Embers can enter gaps as small as 1.8mm¹.

Typically, ember attack can be expected to commence well before a fire front arrives, peak with the passage of the fire front and then continue for a number of hours after the fire front has passed, as nearby trees continue to smoulder and shed burning bark. Many buildings are lost to ember attack in the period after the fire front has passed.

Where there are rough and loose barked, stringybark eucalypts in the woodland and forest vegetation on and around a site, severe ember attack is possible, especially in a large, landscape scale bushfire. Eucalypt species can also generate burning materials and firebrands that can be lofted hundreds of meters and at times many km in advance of the fire. Under unpredictable and variable bushfire wind conditions, such ember attack may be possible from all directions. One of the purposes of the AS 3959-2018 BAL construction standards is to provide sufficient protection from embers.



Figure 6 Ember attack on structure

¹ CFA Vegetation Classes Victorian Bushfire Management Overlay



5.1.5 Wind

Wind has the potential to increase a building's vulnerability to other mechanisms of bushfire attack. Severe winds can accompany severe bushfires and cause failure of the building structure, allowing ember entry onto combustible surfaces. It can also cause trees and branches to fall, breaking windows, and other damage to the structure.

The winds associated with Black Saturday Bushfires on 7 February 2009 at times exceeded more than 100 km per hour combined with temperatures exceeding 46 degrees C. During the Ash Wednesday Bushfires of 1983 winds exceeding 110 km per hour were recorded.

5.1.6 Vegetation Elements

This section outlines the vegetation within and adjacent to a site area and classifies it pursuant to AS 3959- 2018 Construction of buildings in bushfire prone area², vegetation classification scheme. The bushfire attack level (BAL) site assessment requires the identification of classified vegetation within 150m radius of the site due to the bushfire risk of a site and surrounding vegetation. The bushfire hazard site assessment documents the bushfire hazard on or near the site.

The assessment provides factual information, on the bushfire hazard (vegetation type and slope), informs defensible space, bushfire attack level and building construction requirements, which is informed by the methodology contained in AS3959:2018.

The BAL relies on a generalised description of vegetation based on the AUSLIG (Australian Natural Resources Atlas: - Native Vegetation) classification system. If more than one vegetation type is present, the 'worst case scenario' is applied.

5.1.7 Topography

Topography can significantly influence the rate of spread and intensity of a bushfire. Fire burns faster uphill – as the slope increases so does the speed of the fire and its intensity. For every 10° slope, the fire will double its speed. Fires move more slowly down-hill because the flames reach less fuel, and less radiant heat preheats the vegetation in front of the fire. For every 10° of downhill slope, the fire will halve its speed³. When winds are light the slope will be the dominant influence on the direction of fire spread.

² Australian Standard Construction of building in bushfire prone areas AS3959-2009

³ Advisory Note 46 | Bushfire Management Overlay Mapping Methodology and Criteria

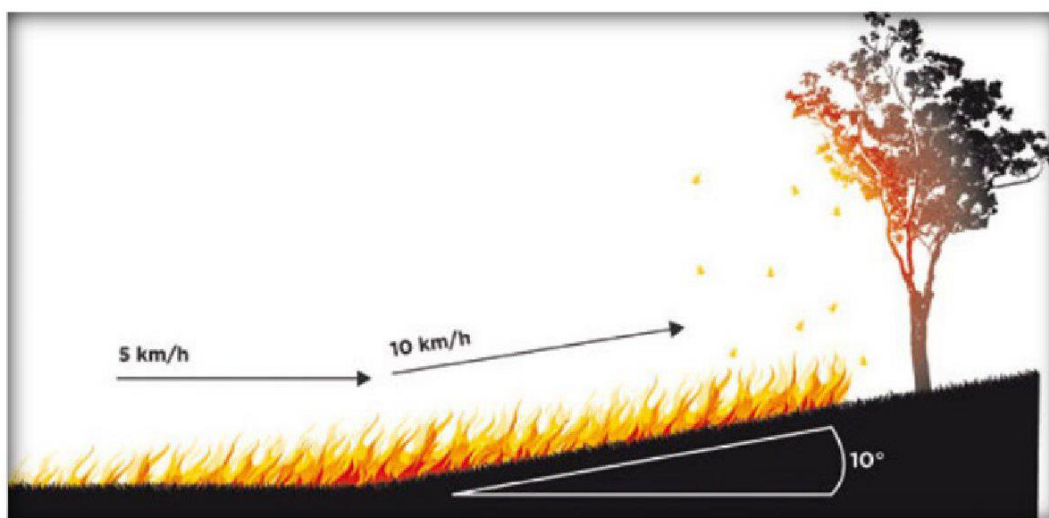


Figure 7 Topography impact on fire speed

5.1.8 Fire Weather

Hot, dry and windy days provide ideal conditions for a bushfire. In summer, these are common weather conditions that increase the flammability of vegetation. Low humidity and high temperatures, which are fuelled by hot winds, dry out vegetation, allowing it to readily ignite.

Fire weather is a significant part of bushfire hazard. Vegetation types, fuel loads, effective slope and a range of other factors can be assessed, fire weather can vary greatly across days and seasons, and can have a significant impact on the potential for bushfire threat and bushfire behaviour and intensity.

The Fire Danger Index (FDI) was developed in the 1960's by Scientist A. G. McArthur to measure the degree of danger of fire in Australian forests. The index combines a record of dryness, based on rainfall and evaporation, with meteorological variables for wind speed, temperature and humidity. The FDI is a key component for calculating the Bushfire Attack Level (BAL) combined with vegetation type, distance to classified vegetation and slope.

The FDI is the primary method used to communicate the level of fire danger at a point in time and the likely ability of fire suppression agencies being able to suppress a fire.






5.2 Bushfire hazard identification and assessment

5.2.1 Bushfire Hazard Landscape Assessment



Figure 8 Landscape 3km from subject site

-  Predominant Fire Run/Front
-  Ember Attack
-  Grassfire direction

The site is located on the western edge of the Apollo Bay Urban area. As shown in Figure 8, the wider landscape area is primarily undulating grazing or pastured land. During times of drought or at the end of summer these pastures can have excessive curing of the grasslands which can be a dangerous fire risk particularly when combined with strong and hot winds. A grassfire from the west is possible however there are gullies and waterways throughout the landscape which means for a grassfire to impact on the site, it would need to be relatively localized.

Between the grassfire to the west and the subject sites is a vegetated waterway along Anderson Creek (see Figure 8) which is an active waterway. The vegetation along the creek is between 30 and 80m wide. While this vegetated waterway may have local effects on bushfire behavior, it can be expected to have only limited influence on bushfire spread at a landscape scale. The narrow vegetation area is



unlikely to meet the threshold for peak spread and intensity and little ember activity due to insufficient updraft.

To the south of the site is the Apollo Bay Industrial Area and to the east is the residential areas of Apollo Bay which pose no bushfire threat to the site.

The bushland and elevated areas to the north of the site (see Figure 11) are part of the southern extents of the Otway National Park and pose a threat of ember attack on the site. A fire from the north with northerly winds could emit embers down on to the site which is only 500m away. The fire run from the north may be slow as the fire will need to come down some steep slopes.



Figure 9 Looking to the north you can see the elevated vegetation to the north of the site and to the west along Anderson Creek.



5.2.2 Bushfire Hazard Site Assessment

Vegetation



Figure 12: Classified vegetation within 150m of the assessment area.

- 150m radius
- Proposed subdivision location
- Low threat- Existing urban land
- Low threat- Managed parkland
- Low threat- Future urban land
- Grasslands
- Scrub



PLOT 1
Vegetation classification
Scrub
Slope
Upslope/flat
Description:

This is a heavily vegetated and active waterway but only 30-80m wide. Towards the southern end of the vegetation (nearest Montrose Ave) the understorey is dominated by grasslands (see photos 3 & 4) with a 15m tall canopy which is unlikely to be impacted from the grasslands below particularly with the presence of the waterway.

As the waterway goes further north the understorey vegetation becomes scrubbier in nature and still has a predominantly tall canopy.

Waterways, even vegetated ones are not usually areas where fires start, and they often do not contribute significantly to a fire front. There are examples where fire fronts have completely passed vegetated waterways without burning. Certainly, a grassfire from the west could burn into the understorey of the waterway but there is unlikely to be enough intensity for the crown or canopies to burn which would increase the radiant heat significantly. For a combination of these reasons the waterway has been defined as scrub as it does not need the setback of a forest but deserves a greater setback than grasslands.







PLOT 2
Vegetation classification
Grassland
Slope
Upslope/flat
Description:
Continuous grasslands on neighbouring block which runs into the vegetated waterway. Grasslands are partially cured at time of inspection.




PLOT 3
Vegetation classification




Low threat- Existing Urban
Slope
Upslope/flat
Description:
Developed urban residential with some landscaping on sites and develop industrial sites with narrow vegetated waterway.





PLOT 4	
Vegetation classification	
Grassland	
Slope	
Upslope/flat	
Description:	
<p>This land is currently vacant industrial land. It is part of the rezoning to residential. Currently it remains a vacant paddock of approximately 2.3ha which will likely be developed at some point. It is located between two urban development area and is approximately only 140m wide. Very small chance of this land being a bushfire threat given it will be nestled between two residential estates.</p>	



PLOT 5	
Vegetation classification	
Low threat- Future Urban land	
Slope	
Upslope/flat	
Description:	<p>Very similar to Plot 4 however this land is already zoned residential, and an application is imminent for its development. It is an extension to the Woodlands Ave estate and will have lots backing on to Cawood Street and abutting the subject site. The site can be seen beyond the horse shelter (see photo 8) as vacant grazing land with a slight slope to the south.</p>

PLOT 6	
Vegetation classification	
Low threat- Managed parkland	
Slope	
Upslope/flat	
Description:	<p>Parkland - Council undertaking to manage grass in a low threat <10mm state.</p>



PLOT 7
Vegetation classification
Low threat- Future Managed parkland
Slope
Upslope/flat
Description:
Future managed parklands within the estate. Coloured green in plan shown opposite.



Topography

As demonstrated in Figure 3 Site analysis, the site falls to the south and the west with the areas in the northern and eastern parts of the site being the steepest.

Additional comments

- Lots 8 & 9 (Plot 5) assume development of land to the north (Plot 5) and should be developed only when land to the north is developed or managed on a low threat state.
- Land in Plot 6 is a Council reserve. Assessment in relation to this plot assumes Council management to a low threat state in accordance with Council’s open space guidelines and fire management plans.
- Land in Plot 4 is undeveloped Industrial zoned land. It is unclear if and when this land will be developed and whilst undeveloped would be categorised as grassland. The land is however a relatively small and narrow parcel (140m) situated between two urban developments (assuming development of the subject land).
- Colorbond fencing is a useful addition in terms of fire risk, to Lots 1-8 and Lots 32-35.
- Lots 32-35 are likely to be constructed with ‘tilt-up’ slab’ technology.
- Safe residential areas considered BAL LOW are in close vicinity to the site in the residential area to the east.

**Bushfire Attack Level (BAL)**

Plot	Vegetation	Slope	Separation from proposed building envelope		BAL
1	Scrub	Flat/Upslope	Lot 1	19m-<27m	BAL19
			Lot 2	19m-<27m	BAL19
			Lot 29	13m-<19m	BAL29
			Lots 3-28	27m-<100m	BAL12.5
			Lot 30	13m-<19m	BAL29
			Lot 31,32	27m-<100m	BAL12.5
			Lots 33-35	19m-<27m	BAL19
2	Grassland	Flat/Upslope	Lots 1-8	13m-<19m	BAL19
			Lot 29	13m-<19m	BAL19
			Lot 9-28 & 30-35	19m-50m	BAL12.5
3	Low threat-Existing urban	NA	NA	NA	NA
4	Low threat-Future urban	Flat/Upslope	Lots 33-35	9m-<13m	BAL29
			Lot 32	19m-50m	BAL12.5
5	Low threat-Future urban	NA	NA	NA	NA
6	Low threat-Managed parkland	NA	NA	NA	NA
7	Low threat-Future managed parkland	NA	NA	NA	NA

**Proposed measures****Lot 1**

- Will require the building envelope to be greater than 19m from the edge of the scrub in which case a BAL19 construction standard will apply.
- Will require the building envelope to be greater than 13m from the edge of the grasslands in which case a BAL19 construction standard will apply.

Lots 2-8

- Will require the building envelope to be greater than 13m from the edge of the grasslands in which case a BAL19 construction standard will apply.

Lot 29

- Will require the building envelope to be greater than 13m from the edge of the scrub in which case a BAL29 construction standard will apply.

Lots 9-28

- A BAL12.5 construction standard will apply – no envelopes are required.

Lot 30

- A BAL29 construction standard will apply – no envelopes are required.

Lot 31

- A BAL12.5 construction standard will apply – no envelopes are required.

Lots 32-35

- Will require the building envelope to be greater than 9m from the edge of the grassland in which case a BAL29 construction standard will apply.

5000 litre tanks on all lots**Colorbond fencing to rear boundaries of Lots 1-8 and Lots 32-35**



6. Risk Assessment

The policy from Clause 13.02 of the Colac Otway Planning Scheme must be applied to all planning and decision making relating to land that is subject to a Bushfire Prone Area.

Strategy	Discussion
Prioritise the protection of human life over all other policy considerations.	There are no competing policy considerations. The proposal can adequately address bushfire risk via defensible space and construction requirements.
Direct population growth and development to low-risk locations and ensure the safe access to areas where human life can be better protected from the effects of fire.	The land is already zoned for urban use. Safe access to BAL LOW areas is provided by Park Avenue and Montrose Street, both of which provide access to safe urban areas to the east
Reduce the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stage of the planning process.	The risk to bushfire has been considered throughout the preparation of the plan of subdivision.
Apply the best available science to identify vegetation, topographic and climatic conditions that create a bushfire hazard.	This Bushfire Risk Assessment has used the best possible science.
Consider the best available information about bushfire hazard including the map of designated bushfire prone areas.	This Bushfire Risk Assessment has used the best possible science.
Consider and assess the bushfire hazard on the basis of, landscape, local, neighbourhood and site conditions.	This Bushfire Risk Assessment has used the best possible science.
Consult with emergency management agencies and the relevant fire authority.	This Bushfire Risk Assessment has been prepared in response to the CFA's request. Further consultation with the CFA is expected.
Ensure strategic documents and planning permit applications properly assess bushfire risk and	Water plugs will be provided along the new internal road and there is appropriate vehicle access to the east and south with ultimate vehicle access to the north. Other measures will include minimum BAL



include appropriate bushfire protection measures.	construction levels appropriate to each lot and appropriate defendable space management.
Not approving development where a landowner or proponent has not satisfactory demonstrated that the relevant policies have been addressed, performance measures satisfied or bushfire protection measures can be adequately implemented.	This Bushfire Risk Assessment is satisfactory demonstration of current Bushfire Policies.
Direct population growth and development to low risk locations assessed as having a radiant heat flux of less than 12.5.	The land is already zoned for urban purposes and is available for population growth.
Ensure the availability of and safe access to areas assessed as a BAL-LOW.	Costin Street is the closest street which is not within the Bushfire Prone Area. It is 180m away to the east and at ultimate development there will be two roads heading east from the subject site.
Ensure the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development.	The bushfire risk is being reduced because the site of vacant grazing land is now being developed for urban purposes.
Achieving no net increase in risk to existing and future residents, property and community infrastructure through the implementation of bushfire protection measures.	The bushfire measures to be implemented include maintaining defendable space and increase in bushfire construction standards. These measures will not increase the bushfire risk.
Assessing and addressing the bushfire hazard posed to the settlement and the likely bushfire behaviour it will produce at a landscape, settlement, local neighbourhood and site scale, including the potential for neighbourhood-scale destruction.	This report assesses the bushfire hazard posed to the settlement at a landscape and site scale.
Assessing alternative low risk locations for settlement growth on a regional, municipal,	The land is within existing urban zones.



settlement , local and neighbourhood basis.	
Not approving any strategic planning documents, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has or will on completion have more than a BAL12.5 rating.	No such policies or documents are proposed.
Ensure new development can implement bushfire protection measures without unacceptable biodiversity impacts.	The recommended implementation measures are not proposed unacceptable biodiversity impacts.

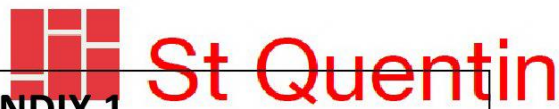
7. Conclusion

It is considered that the proposed subdivision adequately responds to the bushfire hazard, providing a balanced outcome and overall net community benefit.

The site is located on the periphery of Apollo Bay, is within a designated bushfire prone area, and has limited egress and access routes (2) although this is expected to increase with the development of the land to the north and southeast. Routes away from any potential bushfire front, and into the site for emergency vehicles are reasonable even without the future roads mentioned above.

The construction of all new development to minimum construction standards and associated defensible spaces will protect against the risk of ember attack, and in addition to bushfire resistant fencing, respond appropriately to, and will ensure that any localised grassfires will not impact upon future dwellings.

In summary, the proposed subdivision layout at 19 Park Avenue Apollo Bay appropriately responds to and mitigates the bushfire risk posed by both the surrounding landscape and the neighbourhood vegetation. This will ensure that the impact on life and property from bushfire is reduced to an acceptable level in accordance with the requirements of Clause 13.02 of the Colac Otway Planning Scheme. Detailed conditions should be included on any planning permit to achieve these outcomes.



APPENDIX 1

BUSHFIRE MANAGEMENT PLAN

PARK AVE APOLLO BAY

APRIL 2023

Legend

- Defendable space to property boundaries
- 13m defendable space line from grasslands for Lots 1-8 & 29
- 19m defendable space from scrub for Lot 1
- 13m defendable space from scrub for Lot 29
- 9m defendable space from grassland for Lots 32-35

Construction Requirements

- Lot 1-8 to be constructed to BAL19.
- Lot 9-28 & 31 to be constructed to a BAL12.5
- Lot 29, 30 & 32-35 to be constructed to BAL29.

Defendable Space Management

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10m of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10cm in height must not be placed within 3m of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5m² in area and must be separated by at least 5m.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5m.
- There must be a clearance of at least 2m between the lowest tree branches and ground level.

Water Supply

- All lots to have minimum 5,000 litres of water supply for firefighting purposes. Fire authority fittings are not required.



Item: 7.1

Project Budget Adjustments and Cash Reserve Transfers

OFFICER	Mikael Blyth
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	Nil

1. PURPOSE

To present the project budget adjustments and cash reserve transfers for Council ratification and approval. These budgets are for 2025-26 Capital Works and Operational projects.

2. EXECUTIVE SUMMARY

The project budget adjustments presented in this report relate to the 2025-26 financial year. The report seeks formal approval to adjust project budgets, create new projects where needed, or recognise that some projects are complete and can be formally closed. The report demonstrates good governance and project management practice and provides improved transparency to the community about matters that occur outside of the annual budget cycle.

3. RECOMMENDATION

That Council:

- 1. Approves the project budget adjustment in Table 1, with a transfer of \$146,000 from the Recreational Lands Reserve to part fund the new project.***
- 2. Approves the project budget adjustment in Table 2 at a net cost of \$10,000.***

4. KEY INFORMATION

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

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

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

- Unallocated Renewal Funds (WO38793): \$2,608,542 (Capital)
- Unallocated Discretionary Funds (WO38810): \$276,014 (Operational)

Table 1 – New projects for Council approval

Project Name	Funding Source	Basis for Variation	Project Allocation (Ex GST)	
			Exp	Income
New WO required. Capital Works – Open Space: Colac Bike Park Construction	Project partially funded from external sources (SRV \$500,000 and Colac Connected Communities \$80,000), with a Council contribution of up to \$146,000 from Council's Recreational Lands Reserve	Council Resolution - Item 7.5, 28 October 2025 Council Meeting. Council supported a grant application to be made late in 2025 for construction of the Colac Bike Park, on the basis that if successful, the Council contribution would be made via a transfer of funds from the reserve holding unspent open space contributions from residential subdivision in Colac. Given the transfer from reserve, no new budget funding is required for the project (ie no net cost to the Council budget). Council has recently been advised of its success in attracting this funding.	\$726,000	\$726,000

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to

adjust project budgets are open and transparent to the community. Therefore, any changes to project budgets or cash reserves are reported in Tables 2 and 3 of this report to demonstrate the diligence and transparency of the organisation's financial management principles.

Table 2 Existing Project budgets requiring adjustment (Capital Projects)

Project Name	Transfers from project account	Transfers to project account	Basis for Variation	Project Budget Adjustment (Ex GST)	
				Exp	Income
Forrest Caravan Park Wastewater Upgrade	WO 38793 Unallocated Renewal Funds	WO 38101 – Capital Works – Forrest Caravan Park Wastewater Upgrade	To obtain the EPA consent, one of the requirements was installation of a Groundwater Borehole. The initial quote for the groundwater well only included 5m of drilling, whereas no ground water was encountered at this depth. Additional drilling works to additional 16m depth was required. This budget adjustment seeks a further \$10,000 to cover the costs associated with the extra drilling works.	\$10,000	\$0

Table 3 Existing Project budgets requiring adjustment (Operational Projects)

Project Name	Transfers from project account	Transfers to project account	Basis for Variation	Project Budget Adjustment (Ex GST)	
				Exp	Income
Nil					

5. CONSIDERATIONS

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

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

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

Not applicable.

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

The proposed groundwater bore at the Forrest Caravan Park forms part of the environmental monitoring process associated with implementation of the new wastewater system installed at the site. The bore will ensure that the wastewater system operates without adverse impact to the environment.

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

Not applicable.

Public Transparency (s58 LGA 2020)

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

Alignment to Plans and Strategies

Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of Council

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

Financial Management (s101 Local Government Act 2020)

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

Service Performance (s106 Local Government Act 2020)

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

Risk Assessment

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

Communication/Implementation

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

Human Rights Charter

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

Officer General or Material Interest

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

Options

Option 1 – Approve transfers as per the recommendation.

This option is recommended as the project budgets and cash reserve transfers supports implementation of Council's strategies and/or to respond to statutory obligations or organisational risks.

Option 2 – Not approve transfers as recommended.

This option is not recommended as transfers are necessary to allow ongoing delivery and closure of projects, which have been through a series of governance checks.

Item: 7.2

Proposal to enter into a Lease - COPACC

OFFICER	Heidi Taylor
GENERAL MANAGER	Doug McNeill
DIVISION	Community and Economy
ATTACHMENTS	Nil

1. PURPOSE

The purpose of this report is to present the outcomes of the community consultation undertaken in accordance with section 115 of the *Local Government Act 2020* in relation to the proposed lease of the Colac Otway Performing Arts and Cultural Centre (COPACC) following Council's earlier endorsement of IVG Global Pty Ltd (IVG) as the preferred operator.

2. EXECUTIVE SUMMARY

COPACC is a significant Council owned cultural and community asset. In response to ongoing operating losses and the complexity of managing a contemporary performing arts venue Council undertook an Expression of Interest (EOI) process in 2025 to explore alternative operating models that could improve financial sustainability, improve venue activation and enhance community access and cultural outcomes.

Following the EOI process, Council endorsed IVG at its meeting on 10 March 2026 as the preferred operator, subject to the completion a community consultation process in accordance with section 115 of the *Local Government Act 2020* and reference checks.

Community consultation on the proposed terms of the lease was undertaken. There were 21 written submissions received. Submitters were provided the opportunity to speak at a Submissions Committee Meeting on 14 April 2026. Submissions reflected a range of views, with key themes relating to community access, affordability, governance, financial impacts and the future sustainability of COPACC.

The proposed lease arrangement with IVG incorporates a number of measures which respond to these themes, including capped Council financial contributions, profit-sharing arrangements, commitments to community access, a cap on hiring fees for community hirers, defined performance and review mechanisms, and clear allocation of operational and maintenance responsibilities between Council and the operator.

This report presents the outcomes of the community consultation and confirms that the statutory requirements, due diligence and reference checks arising from Council's earlier resolution have been completed. The report seeks Council's endorsement to proceed with entering into the lease with IVG.

3. RECOMMENDATION

That Council:

- 1. Notes that Council has previously endorsed IVG as the preferred operator for COPACC, subject to the completion of a statutory consultation process and reference checks.***
- 2. Notes the outcomes of the reference checks and community consultation undertaken in accordance with section 115 of the Local Government Act 2020 in relation to the proposed lease of COPACC.***
- 3. Resolves to proceed with entering into a lease agreement for the operation of COPACC with IVG, generally in accordance with the lease terms previously endorsed by Council at the Council meeting on 10 March 2026.***
- 4. Authorises the Chief Executive Officer to finalise and execute the lease and any associated documentation, subject to final legal review and any amendments that do not materially alter the intent of the agreement.***

4. KEY INFORMATION

4.1 Context and Previous Council Decision

In March 2026, Council considered a report outlining the outcomes of an EOI and negotiation process for the future management of COPACC. That process identified IVG as the preferred operator based on financial, operational, capability and risk considerations.

Council provided support to enter into a lease arrangement with IVG, subject to conditions being satisfied prior to execution, including:

- Completion of a community consultation process in accordance with section 115 of the *Local Government Act 2020*.
- Completion of reference checks.
- Further development of lease documentation to Council's satisfaction.

4.2 Community Consultation Process

Community consultation was undertaken over a four-week period (10 March to 7 April) and was conducted in accordance with Council's Community Engagement Policy and the principles of the *Local Government Act 2020*. The consultation included:

- Public exhibition of information outlining the proposed key lease terms
- Direct communication through Council's website and communication channels

A Submissions Committee meeting was held on 14 April 2026 to provide submitters who wished to speak in support of their submission the opportunity to do so. Three submitters elected to address Council at the hearing.

4.3 Summary of Community Feedback

At the close of the consultation period, 21 written submissions were received from 20 individual submitters. Submissions reflected a broad range of perspectives on the proposed lease. Of the submissions received, four expressed support, 10 opposed the proposal and seven provided neutral submissions primarily seeking clarification or proposing conditions or safeguards. A copy of all written submissions is attached as a Confidential Attachment.

Overall, submissions demonstrated strong attachment to COPACC as a community and civic asset, with differing views on the most appropriate operating model to ensure its long-term sustainability, affordability and community value.

Key Themes Raised

Across all submissions several consistent themes emerged:

- a. Value of COPACC as a community asset
- b. Financial Sustainability and Risk
- c. Community Access and Affordability
- d. Local Arts, Culture and Programming
- e. Governance, Oversight and Trust
- f. Local Business and Employment Impacts
- g. Cinema Operations and Technical Capability
- h. Preference for Alternative Models

Submissions in Support

Supportive submissions generally recognised the need to address COPACC's sustainability challenges and cited:

- potential benefits of specialist venue management;
- opportunities for improved programming, activation and visitation; and
- the importance of structuring the lease to protect community access, affordability and civic use.

Submissions Opposing the Proposed Lease

Submissions opposing the proposal commonly expressed concerns including:

- perceived loss of Council control and transfer of decision-making to a private operator;
- potential increases in hire fees, ticket prices or additional user costs;
- Council having to pay to access its own facility for civic or community purposes;
- impacts on community access and local participation;
- preference for continued Council management of COPACC; and
- possible impacts on local businesses and suppliers.

Several submissions also raised detailed questions regarding legal, financial and governance arrangements and sought stronger assurances around accountability and transparency.

Neutral Submissions

Neutral submissions generally sought further information or proposed safeguards to ensure that:

- community access and affordability are maintained;
- local arts and cultural participation is protected; and
- programming diversity and community benefit remain central outcomes, regardless of the operating model adopted.

4.4 Additional Due Diligence and Pre-Execution Conditions

Consistent with Council's earlier resolution, officers have undertaken additional due diligence activities in parallel with the community consultation process. These activities have included:

- Reference checks with previous clients, including government partners, IVG has worked with.
- Review of IVG's organisational capability, governance arrangements and operational experience.

These steps were undertaken to provide further assurance to Council regarding IVG's suitability as the proposed lessee and operator of COPACC.

4.5 Proposed Lease Arrangement

The proposed lease with IVG reflects the outcomes of the EOI process previously reported to Council and has been refined to respond to the key themes raised through community consultation.

The lease establishes the framework under which COPACC would be operated, setting out the responsibilities of the operator, the financial and governance arrangements, and the mechanisms through which Council retains oversight of this important community asset.

Key Elements of the Proposed Lease

The proposed lease includes the following core requirements and arrangements, many of which respond directly to matters raised by the community during consultation:

- **Structured lease term and performance framework**
A defined lease term with performance, reporting and review mechanisms that allow Council to monitor compliance, assess outcomes and determine suitability for any future extension.
- **Clearly defined financial arrangements**
Council's financial contribution is capped and clearly specified in the first two years of the lease, with no ongoing subsidy beyond the second year. Profit-sharing and lifecycle renewal provisions are included to support longer-term asset sustainability.
- **Affordability**
Price escalation for community hires will be restricted to a maximum of 5% per annum. The fee baseline to be used are the 2026-27 fees adopted by Council.
- **Defined operator responsibilities**
IVG would be responsible for day-to-day management and operation of COPACC, including programming, venue activation, cinema operations, staffing, maintenance and routine operational costs, in accordance with agreed plans and budgets.
- **Community access and activation requirements**
The lease requires the Centre to be operated as an active performing arts, cultural and community facility, with provisions supporting community use, civic access, and diverse programming rather than a single-use or purely commercial operation. Not-for-profit organisations will be afforded some flexibility in regard to catering.

- **Local Content**

IVG will report on the local procurement and expenditure as part of periodic reporting.

- **Governance, transparency and accountability controls**

The lease includes requirements for regular (e.g. annual) operational and financial reporting, Council approval of key plans (including business planning and pricing frameworks), inspection and audit rights, and structured liaison between Council and the operator.

Overall, the proposed lease arrangement is designed to reduce Council's direct operational and financial risk, improve cost certainty, and support COPACC's long-term viability as a sustainable cultural and community facility.

5. CONSIDERATIONS

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

This report has been prepared with regard to the overarching governance principles set out in section 9(2) of the *Local Government Act 2020*. Consideration has been given to ensuring decisions are made in accordance with statutory requirements, including compliance with section 115 of the Act, and that Council's decision-making processes are transparent and publicly accountable.

Priority has been given to achieving the best outcomes for the municipal community by seeking an operating model for COPACC that supports long-term financial sustainability, continued community access, and improved cultural and economic outcomes. The proposed lease arrangement is intended to reduce ongoing financial risk to Council while maintaining COPACC as a valued community and regional asset.

The process undertaken has supported community engagement in strategic decision-making through a formal consultation process, enabling community members to provide feedback prior to Council making a final determination. Consideration has also been given to Council's ongoing financial viability, risk management responsibilities, and the efficient and effective use of public resources.

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

This report has been prepared in accordance with the relevant legislative framework and Council policies governing leasing, financial management and community engagement.

The proposed lease and associated decision-making process comply with the requirements of the *Local Government Act 2020*, including:

- Section 115 – requiring community engagement prior to entering into a lease with a value exceeding \$100,000 per annum that is not included in the adopted Budget;
- Section 9(2) – overarching governance principles guiding transparent, lawful and community-focused decision-making;
- Section 56 – community engagement principles, which informed the consultation process undertaken; and
- Sections 101 and 106 – financial management and service performance principles, including prudent risk management and long-term sustainability.

The process undertaken is also consistent with Council's:

- Procurement Policy, ensuring a fair, transparent and probity-advised Expression of Interest and negotiation process;

- Community Engagement Policy, guiding the design and delivery of the section 115 consultation;
- Financial Management and Risk Management frameworks, supporting informed assessment of financial exposure and long-term viability; and
- Council Plan 2025–2029, particularly objectives relating to cultural infrastructure, community participation, and leveraging arts and culture to support economic development.

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

The proposed lease relates to the operation of an existing facility and does not involve new development. No significant environmental or sustainability risks have been identified.

Environmental considerations will continue to be managed through existing operational, maintenance and asset management arrangements.

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

Community engagement was undertaken in accordance with section 115 and section 56 of the *Local Government Act 2020* and Council's Community Engagement Policy to inform the community of the proposed COPACC lease and provide an opportunity for feedback prior to Council making a final decision.

The consultation involved public exhibition of information outlining the proposed lease arrangement with IVG, together with an invitation for written submissions over a defined consultation period. Information was made available through Council's website and communication channels to support informed participation.

The engagement process was designed to provide transparency, ensure access to relevant information, and clearly outline how community feedback would be considered by Council as part of its decision-making.

Public Transparency (s58 LGA 2020)

The EOI process was publicly advertised, conducted in accordance with Council's Procurement Policy, and overseen by probity advice. The proposed lease and its key terms were subsequently made publicly available as part of the section 115 community consultation process, ensuring the community had access to relevant and understandable information prior to Council making a final decision.

Council information associated with this matter has been publicly accessible through Council's website and Council meeting agendas, except where information is confidential or commercially sensitive in accordance with the *Local Government Act 2020*. The process undertaken supports transparent decision-making and facilitates public awareness of Council's consideration of the proposed lease.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

2.2 - Build greater community connection through social, cultural, and recreational opportunities.

3.1 - Elevate the efficiency and effectiveness of our Council

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

3.4 - Communicate and engage positively and clearly with the community

Theme 3 - PROSPERITY

4.3 - Build economic opportunities from local arts, culture, sports, science and technology

Financial Management (s101 *Local Government Act 2020*)

The proposed lease arrangement supports prudent financial management by reducing Council's ongoing financial exposure and providing greater cost certainty through a defined and capped contribution. Council will share in any operational profit generated through the delivery of the service.

The financial implications of the lease were assessed through the Expression of Interest and negotiation process and are consistent with Council's financial policies and long-term planning. Appropriate financial controls and reporting will be maintained to manage risk and ensure accountability.

Service Performance (s106 *Local Government Act 2020*)

The proposed lease arrangement supports effective service delivery at COPACC by enabling services to be provided by an experienced specialist operator, while retaining Council oversight through the contractual framework.

Service performance considerations include maintaining equitable community access, ensuring services remain accessible and responsive to community needs, and delivering value for money. The lease includes performance, reporting and complaints management requirements to support service quality, accountability and continuous improvement.

Risk Assessment

The primary risks associated with the proposed lease include financial, operational and reputational risks if the operating model does not perform as anticipated or if community expectations are not met. These risks have been mitigated through a structured Expression of Interest and negotiation process, community consultation, due-diligence and reference checks, and the inclusion of defined financial contributions, performance monitoring and review mechanisms within the lease.

Overall, the proposed lease reduces Council's direct operational and financial risk compared to Council continuing to operate COPACC.

Communication/Implementation

Should Council resolve to proceed with entering into the lease, the decision and outcomes will be communicated publicly through Council's usual channels.

Implementation actions will include finalisation and execution of the lease documentation, transition planning with International Venue Group Pty Ltd (IVG), and commencement of the lease in accordance with agreed timelines. Ongoing communication with key stakeholders and regular reporting to Council will be undertaken as part of the lease and performance framework.

The current cinema operator has a lease that finishes on 31 May 2026. Efforts will be made to minimise the length of time between the end of cinema operations under that lease, and commencement of the new operations by IVG.

Human Rights Charter

No adverse impacts have been identified.

Officer General or Material Interest

Ian Seuren, General Manager Community and Economy, has declared a general conflict of interest pursuant to section 127 of the *Local Government Act 2020* due to a connection with a proponent in the original Expression of Interest process. Mr Seuren has not participated in the assessment, negotiation, consultation, or preparation of this report.

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

Options

Option 1 – Resolves to proceed with entering into a lease agreement for the operation of COPACC with IVG and authorise the CEO to finalise and execute the lease and any associated documentation.

This option is recommended by officers as Council has already endorsed IVG as the preferred operator, subject to statutory consultation and reference check requirements. The required community consultation under section 115 of the *Local Government Act 2020* has now been completed, along with reference checks, enabling Council to finalise the lease in a transparent, informed and compliant manner. This option provides the greatest certainty for the future management and sustainability of COPACC.

Option 2 – Note the community consultation outcomes but seek further information or amendments to the proposed lease arrangement

This option is not recommended by officers as the proposed lease terms reflect the outcomes of the EOI process and Council's earlier endorsement of IVG. Seeking amendments at this stage may delay implementation, introduce additional risk or uncertainty, result in additional downtime for cinema service provision and undermine the financial and operational framework previously considered and supported by Council.

It is noted that any delay to a decision on this matter could extend the timeframe that cinema operations are not available after the conclusion of the current cinema lease on 31 May.

Option 3 – Do not proceed with entering into the lease with IVG

This option is not recommended by officers as it would be inconsistent with Council's previous resolution endorsing IVG as the preferred operator, would negate the completed procurement and consultation processes, and would require Council to reconsider alternative operating models with associated financial, operational and reputational risks. It is again noted that the current cinema lease does not extend past 31 May, and that abandonment of the current negotiations of a lease with IVG would create uncertainty about continuity of cinema services in the short term.

Item: 7.3

Draft Budget 2026-27 - Endorse for Public Exhibition

OFFICER	Azam Mahmood
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none">1. Draft 2026-27 Colac Otway Shire Budget [7.3.1 - 73 pages]2. Draft 2026-27 Fees and Charges [7.3.2 - 31 pages]

1. PURPOSE

To seek Council's endorsement to place the Draft Budget 2026-27 and Draft 2026-27 Fees and Charges on public exhibition.

2. EXECUTIVE SUMMARY

The Draft 2026–27 Budget has been developed over several months through a structured process of budget workshops and briefings with Councillors. This collaborative approach enabled detailed consideration of operating budgets, fees and charges, operational projects and the capital works program prior to the preparation of the draft documentation.

The Draft Budget has been prepared in the format prescribed by the Local Government Model Financial Report (LGMFR) and in accordance with the financial management principles outlined in the Local Government Act 2020.

The 2026–27 Draft Budget seeks to balance service delivery priorities, ongoing investment in Council's extensive asset base, and affordability for ratepayers, within a challenging economic environment characterised by cost pressures and constrained revenue growth.

Key financial outcomes in the Draft 2026–27 Budget include:

- Net Result (surplus): \$0.71 million
- Adjusted Underlying Result (deficit): (\$5.43 million)
- Closing Cash Balance: \$13.08 million
- Other Reserves Balance: \$13.22 million
- Capital Works Program – new allocations: \$13.06 million
- Asset Renewal Allocation: \$11.74 million, equating to 67% of Council's adopted renewal target (110% of depreciation)

The budget continues to prioritise the renewal of existing infrastructure, particularly roads, bridges, drainage and community facilities, while also responding to community driven requests for targeted new capital and operational projects. Despite this focus, Council is unable to fully meet its asset renewal funding benchmark in 2026–27 and, as a result, the asset renewal backlog is expected to increase in the short term.

Council's cash position is forecast to decline during the year, reflecting delivery of the capital works program and the planned use of reserves for known commitments. While overall liquidity remains adequate, the majority of cash and reserve balances are committed to statutory obligations and future capital requirements, limiting Council's discretionary financial flexibility.

Council continues to maintain a low level of debt. The Draft Budget includes provision for the drawdown of a \$500,000 loan in 2026–27, which was previously approved by Council and relates to the Bluewater Leisure Centre electrification project. Even with this borrowing, Council's debt ratios remain well within prudent and sustainable levels.

Overall, the Draft 2026–27 Budget represents a responsible and balanced financial plan that supports Council Plan priorities, maintains core service delivery, and continues investment in essential infrastructure, while acknowledging the ongoing structural challenges facing local government finances.

3. RECOMMENDATION

That Council:

- 1. Endorses the Draft Budget 2026-27 for the financial year, and subsequent 3 financial years, for the purposes of Section 94 of the Local Government Act 2020, including the Draft 2026-27 Fees and Charges.***
- 2. Gives public notice via Council's website, local newspapers and social media that Council has prepared a Draft Budget for the 2026-27 year and subsequent 3 financial years, including the Draft 2026-27 Fees and Charges.***
- 3. Determines that the public consultation period will be conducted from 29 April 2026 to 27 May 2026 to ensure sufficient time to consider submissions and adopt the budget by 30 June 2026.***
- 4. Schedules a Submissions Committee meeting to be held on Tuesday 9 June 2026 to provide the opportunity for any person or a nominated representative wishing to speak to their written submission.***
- 5. Authorises the Chief Executive Officer to undertake administrative procedures necessary to enable Council to carry out its obligations under sections 94, 95 and 96 of the Local Government Act 2020.***

- 6. Considers for adoption the Budget 2026-27, and subsequent 3 financial years, including the 2026-27 Fees and Charges at the Council Meeting scheduled to be held on Tuesday 23 June 2026.**

4. KEY INFORMATION

Council has prepared a Draft Budget for the 2026-27 financial year which seeks to support the provision of services and infrastructure that are affordable for our community. The Draft Budget is informed by the principles and assumptions contained in the Financial Plan and discussions with Councillors through 2025 and 2026 as the Draft Budget was developed.

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

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

1. People
2. Place
3. Prosperity

This Draft Budget includes investment across all three themes through ongoing delivery of Council's Day to day operations as well as some specific initiatives and projects.

The Draft Budget development process has been extensive. All aspects of the budget have been reviewed to ensure the services identified within the Council Plan are being delivered, within available resources. It has also been prepared in accordance with the requirements of the LGA 2020.

The following items have been reviewed and discussed by Council:

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

5. CONSIDERATIONS

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

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

- a) Council decisions are to be made and actions taken in accordance with the relevant law:
 - i. The Draft Budget 2026-27 has been:
 - developed in accordance with the financial management principles as outlined in Section 101 of LGA 2020 and Council's Community Engagement Policy. (S96 LGA 2020),
 - developed to ensure that it gives effect to the Council Plan (S94(2) LGA 2020),
 - prepared in compliance with the 2.75% average rate cap set by the State Government for the 2026-27 financial year (S94(3) LGA 2020),
 - prepared to include commentary on the description and funding of services in the budget and the major initiatives that will contribute to the achievement of one of the four Strategic Objectives Council Plan 2021-2025 (S94(2) LGA 2020),
 - prepared in the form set out in the Local Government Model Financial Report (LGMFR) in accordance with the regulations, and
 - developed and prepared in accordance with a rigorous schedule, discussions with Councillors through 2025 and 2026 as the Draft Budget was developed, development of a community vision and Council Plan 2025-2029 with the community, and finally, a community engagement process prior to consideration by Council for adoption by 30 June (S94(1) LGA 2020).
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations:
 - i. Commentary is included in section 2 of the Draft Budget on how the allocation of financial resources to services and initiatives in the budget will achieve the Strategic Objectives in the Council Plan 2025-2029.
- c) innovation and continuous improvement is to be pursued:
 - i. Initiatives include Council's commitment to:
 - continue to grow its asset management capabilities, undertaking asset condition assessments, and
 - improving the customer experience.
- d) the ongoing financial viability of the Council is to be ensured:
 - i. The budget forecasts have been updated to provide:
 - a meaningful projection of Council's long term financial position and provide a current understanding of Council's ongoing financial viability, and
 - financial indicators that describe Council's current and projected performance across a range of key financial performance indicators.

- e) regional, state and national plans and policies are to be taken into account in strategic planning and decision making:
- i. Budget allocations include available funding opportunities for initiatives and capital works that will contribute to the achievement of Council's Strategic Objectives in the Council Plan 2025-2029, if known at the time of preparation of the budget, and
- f) the transparency of Council decisions, actions and information is to be ensured:
- i. Council's Community Engagement Policy is applied to the Council budget development, including Council Fees and Charges.
 - ii. Statutory fees and charges, which are set by the State Government, are also included in the budget process alongside Council fees and charges to ensure transparency of all fees and charges collected by the Council. Statutory fees and charges applicable from 1 July 2026 are subject to a separate State Government review process and may therefore change.
 - iii. The standard public exhibition period of six weeks in the Community Engagement Policy is proposed to be reduced to a period of four weeks to ensure sufficient time to adopt the budget by 30 June 2026 in accordance with the requirement of Section 94(1) of LGA 2020.

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

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

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

Section 94 requires that:

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

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

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

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

- b) the financial management principles; and
- b) its community engagement policy.

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

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

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

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

In 2025, Colac Otway Shire Council adopted the Council Plan 2025-2029 with the support and collaboration of its community.

An initial budget consultation process was undertaken early in the development process. During the period 01 December 2025 to 30 January 2026, the community were invited to share their views and ideas on what they would like Council to prioritise in the 2026-27 Budget. The submissions received from that process were collated and considered as part of the budget development process.

To ensure the budget is adopted by 30 June 2026, it is proposed that the Draft Budget 2026-27, including the Draft 2026-27 Fees and Charges, be placed on public exhibition for a period of four weeks. During this time submissions will be invited to be considered by Council.

Public Transparency (s58 LGA 2020)

The Chief Executive Officer, authorised by Council, will give public notice via Council's website, local newspapers and social media following endorsement of the Draft Budget 2026-27, including the Draft 2026-27 Fees and Charges, at this Council Meeting, in accordance with Council's Community Engagement Policy. The public notice will inform the community that Council has prepared the Draft Budget, including the Draft Fees and Charges, for the 2026-27 and will be on public exhibition for a period of four weeks. Copies of the Draft Budget will be available via Council's website, local newspapers and social media to view on Council's website at www.colacotway.vic.gov.au or in person at Council's Customer Service Centres in Colac (2-6 Rae Street) or Apollo Bay (100 Great Ocean Road).

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

- 3.1 - Elevate the efficiency and effectiveness of our Council
- 3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance
- 3.4 - Communicate and engage positively and clearly with the community

Financial Management (s101 *Local Government Act 2020*)

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

- a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans,
- b) financial risks must be monitored and managed prudently having regard to economic circumstances (financial risks include any risk relating to the financial viability of the Council, the management of current and future liabilities of the Council and the beneficial enterprises of the Council,
- c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community, and
- d) accounts and records that explain the financial operations and financial position of the Council must be kept.

Specifically, the budget document includes commentary on:

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

Service Performance (s106 *Local Government Act 2020*)

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

Risk Assessment

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

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

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

Communication/Implementation

The Draft Budget is planned to be placed on public exhibition for a period of four weeks, following endorsement at this Council Meeting as per Council's Community Engagement Policy. In order to achieve the legislated deadline of adoption by 30 June, submissions will be invited during May and any person wishing to be heard in support of their submission will be invited to a Submissions Committee meeting scheduled on 9 June 2026 prior to consideration and adoption of the Budget at the Council Meeting to be scheduled on 23 June 2026.

Human Rights Charter

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

Officer General or Material Interest

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

Where conflicts of interests have been identified in relation to fees and charges these have been addressed in separate items in this agenda.

Options

Option 1 – Endorse the Draft Budget 2026-27 for the financial year, and subsequent 3 financial years, including the Draft 2026-27 Fees and Charges as presented

This option is recommended by officers. The prepared budget document has been developed over a number of months, has been guided by Councillors participating in dedicated budget briefing sessions, and incorporates Council's most recent information and decisions. Importantly, the Draft Budget 2026-27 incorporates important initiatives to support the community and will support ongoing service delivery. Endorsement of the Draft Budget at this meeting will also fulfil Council's obligations under the Local Government Act 2020.

Amendments to the Draft Budget may be made by Council following consideration of:

- b) public submissions to be heard in June 2026, and
- b) officer recommendations to incorporate any recent information, including updated forecasts, where appropriate.

Option 2 – Endorse the Draft Budget 2026-27 for the financial year, and subsequent 3 financial years, including the Draft 2026-27 Fees and Charges with amendments

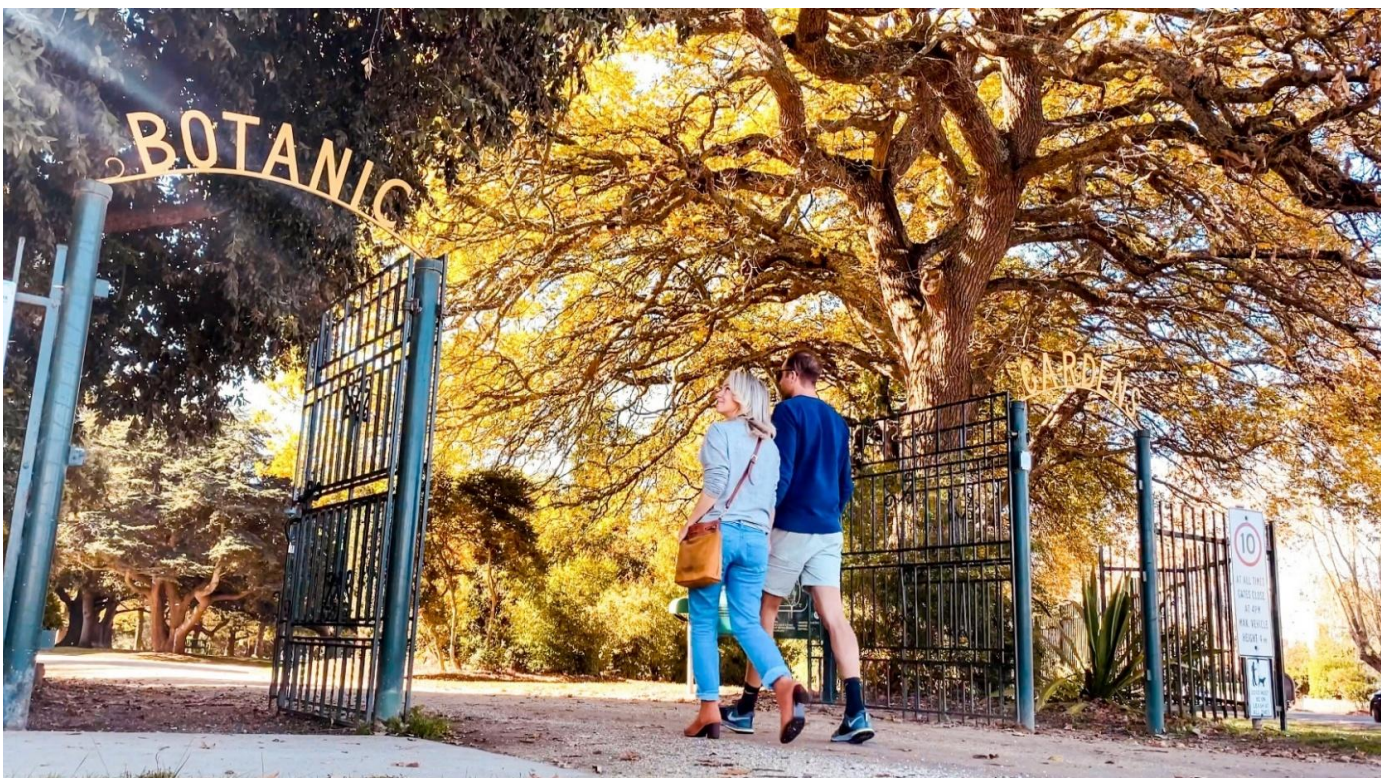
This option is not recommended by officers as the implications of amendments to the Draft Budget at this meeting will not be able to be assessed, nor financial implications determined to inform Councillors' consideration of the changes.

Option 3 – Do not endorse the Draft Budget 2026-27 for the financial year, and subsequent 3 financial years, including the Draft 2026-27 Fees and Charges

This option is not recommended by officers.

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

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



COLAC OTWAY SHIRE COUNCIL

DRAFT 2026-27 BUDGET

TO BE ADOPTED

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

Colac Otway Shire

Draft

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

Acknowledgement of Traditional Custodians

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

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

Vision Statement

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

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

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

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



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Draft Budget 2026-27**Mayor's Message**

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

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

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

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

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

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

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

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

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

Cr Jason Schram

Mayor



Draft Budget 2026-27**CEO's Introduction**

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

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



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

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

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

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

Summary of Key Financial Outcomes for the Budget 2026-27		\$'000
Net Result surplus/(deficit)		\$709
Adjusted Underlying Result surplus/(deficit)		(\$5,434)
Closing Cash Balance		\$13,075
Reserves balance		\$13,222
Capital Works Program (new allocations)		\$13,056
Allocation to Annual Asset Renewal Program (67% of Council adopted target)		\$11,741

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

Andrew Tenni

Chief Executive Officer

Executive Summary

Rates and municipal charges

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

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

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

Summary of Rate Revenue		\$
Forecast Annualised Rate Revenue at 30 June 2026		\$33,874,922
Forecast Number of Assessments at 30 June 2026		16,259
Forecast Base Average Rate 2025-26 per assessment		\$2,083
Budget Rate Revenue 2026-27		\$34,806,483
Capped Average Rate 2026-27 per assessment		\$2,141
Average Rate Increase		2.75%

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

Waste charges

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

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

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

The cost of providing waste services continues to increase due to a range of factors, including the ongoing implementation of enhanced waste services, rising landfill levies imposed by the State

Draft Budget 2026-27

Government, and increasing fuel costs driven in part by the current global crisis. These pressures directly affect waste collection and transport operations.

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

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

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

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

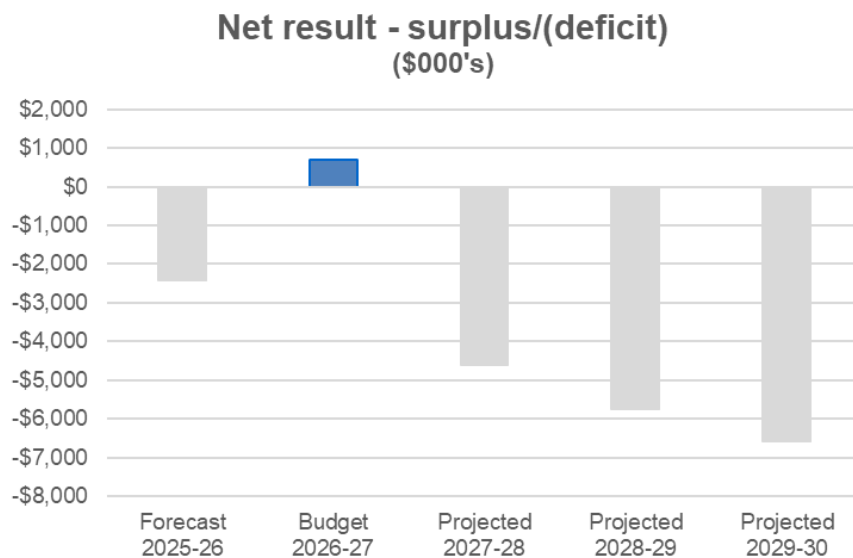
- \$40 per annum (approximately 77 cents per week) for weekly collections
- \$31 per annum (approximately 60 cents per week) for fortnightly collections

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

Net Result

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

For the 2026-27 financial year, Council anticipates a net operating surplus of \$0.71 million.



By comparison, the Forecast 2025-26 deficit of \$2.41 million includes approximately \$10.23 million in capital income tied to specific projects and outcomes that were incorporated into the adopted Budget 2025-26.

Draft Budget 2026-27**Adjusted Underlying Result**

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

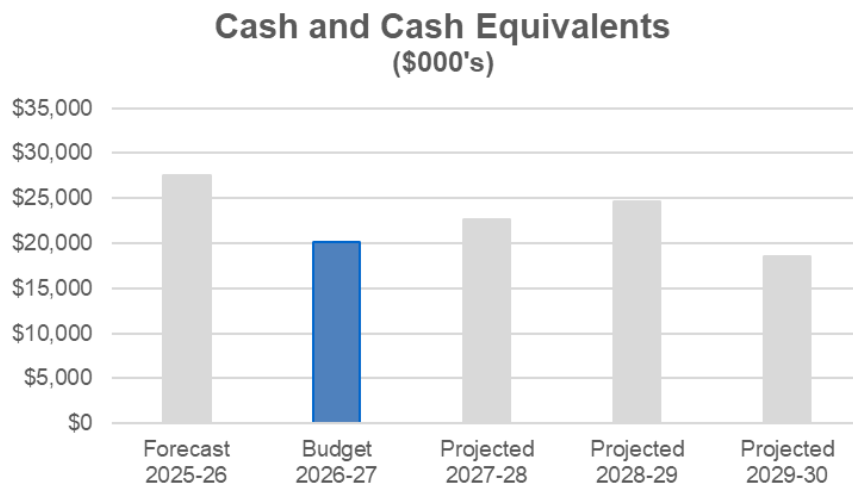
The Adjusted Underlying Result for the 2026-27 financial year is calculated in accordance with regulatory requirements and is presented as follows:

Adjusted Underlying Result	\$'000
Total Comprehensive Result	\$709
Non-recurrent grants used to fund capital expenditure	\$6,143
Non-monetary asset contributions	-
Other contributions to fund capital expenditure	-
Adjusted Underlying Result surplus/(deficit)	(\$5,434)

Cash and Investments

Council's cash and investment balances are forecast to decrease by \$7.49 million during the 2026-27 financial year, resulting in a closing balance of \$20.08 million. This reflects the assumption that there will be no capital project carryovers at the end of the 2026-27 year.

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



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

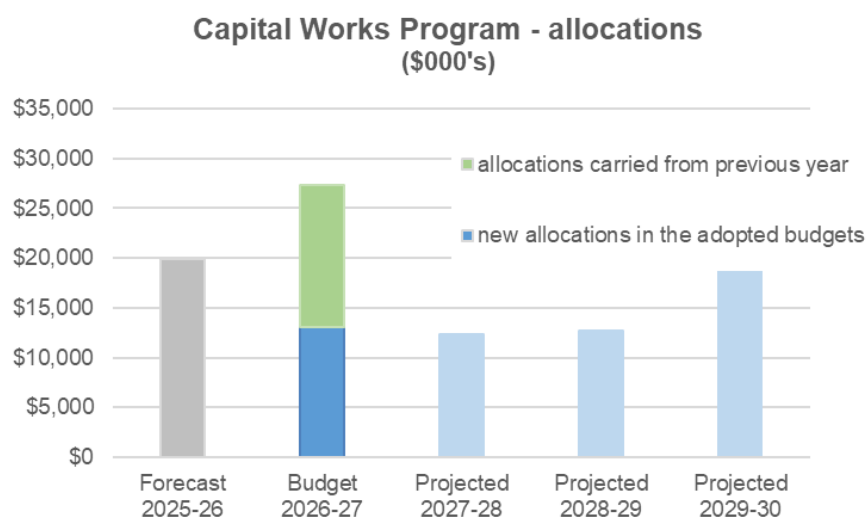
Draft Budget 2026-27**Capital Works Program**

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

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

An estimated carry forward of \$14.25 million is included in Note 4.5.3. The final carry forward amount will be determined as part of the end-of-year process and incorporated into the Forecast 2026-27 during the first quarter of the following financial year.

With a new capital program allocation of \$13.06 million for 2026-27 and the projected carry forward of \$14.25 million, the total forecast allocation to Council's Capital Works Program for the year is \$27.31 million.

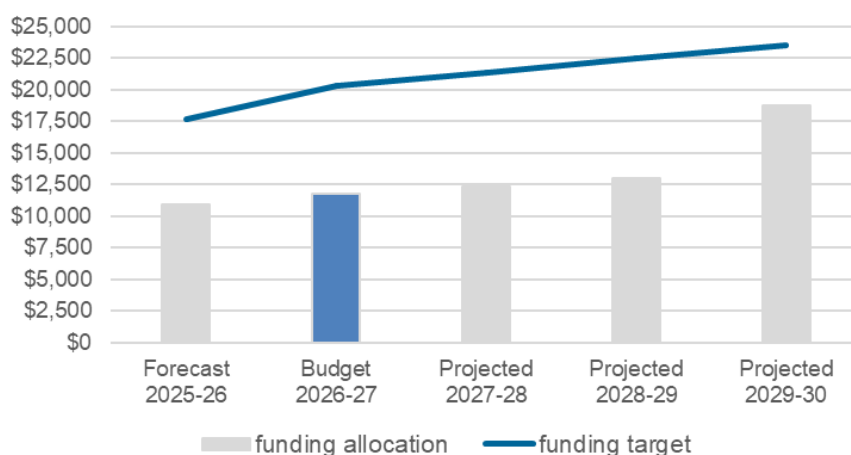
**Asset Renewal Funding**

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

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

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

Annual Asset Renewal Funding Allocation (\$'000's)



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

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

Operational Projects

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

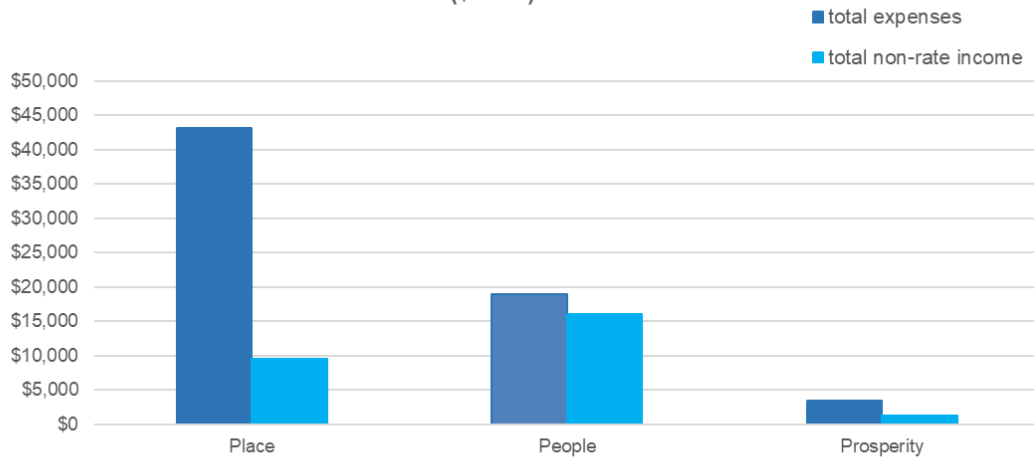
Council has allocated \$0.84 million to operational projects in 2026-27. Details of these projects are provided in Appendix B.

Strategic objectives

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

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

Council Plan Themes (\$'000's)



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

Strategic targets

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

Service/Financial area	Description	2026-27 Target
Service Indicators		
Governance	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	55
Roads	Number of kms of sealed local roads below the renewal intervention level set by Council/kms of sealed local roads	100%
Statutory planning	Number of planning application decisions made within the relevant required time/Number of decisions made	85%
Waste management	Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins	4,742 Tonne
Financial Indicators		
Liquidity	Current assets/current liabilities	226.33%
Obligations	Asset renewal and upgrade expense/Asset depreciation	143.99%
Stability	Rate revenue/adjusted underlying revenue	61.77%
Efficiency	Total expenses/ no. of property assessments	4,377

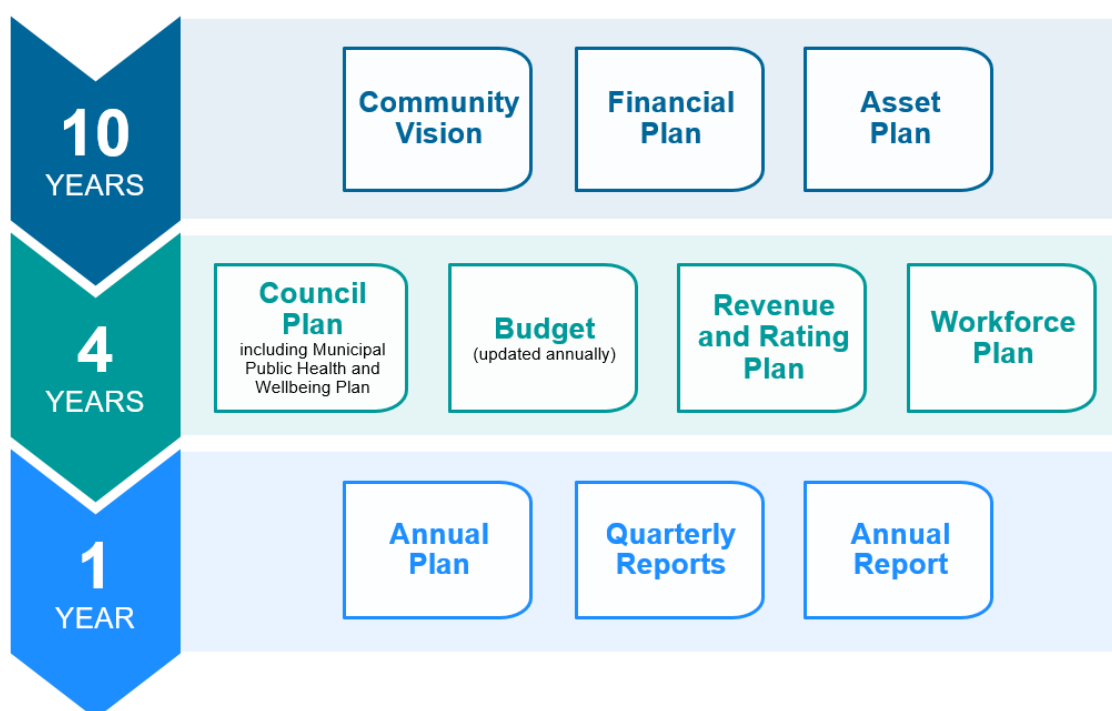
1 Link to the Integrated Strategic Planning and Reporting Framework

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

1.1 Legislative Planning and Accountability Framework

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

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



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

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1.1.2 Key Planning Considerations

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

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

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

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

Our Mission

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

Our Values

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

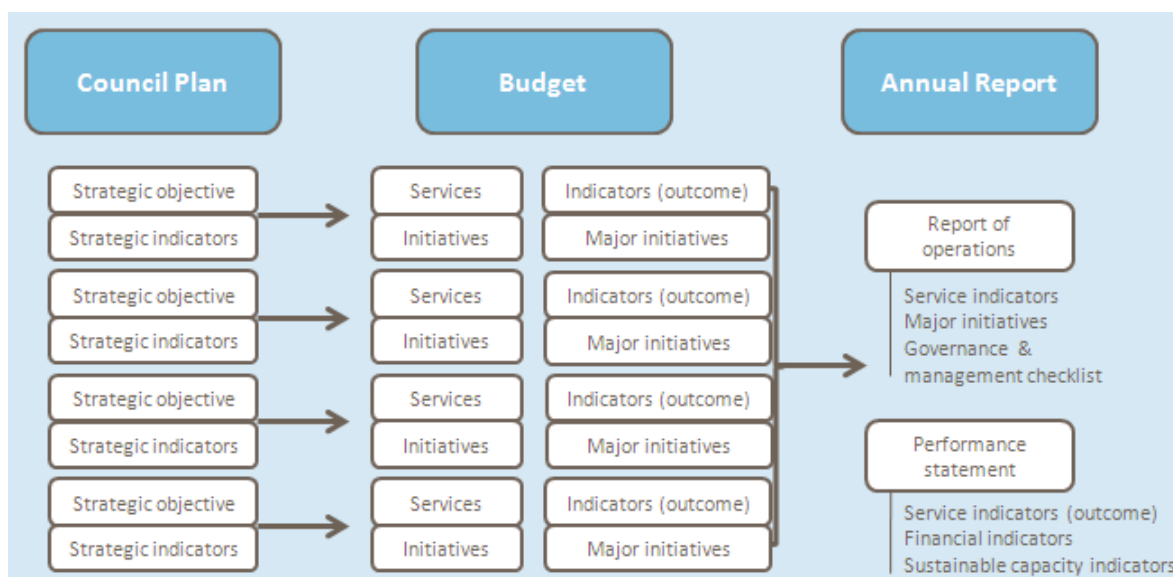
1.3 Strategic Objectives

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

2 Services, Initiatives and Service Performance Indicators

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

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



Source: Department of Government Services.

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

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

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



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2.1 Council Plan Theme 1 - Place

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

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

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



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

Major initiatives – Capital Projects

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

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

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

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

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Domain	Indicator	2024-25 Actual	2025-26 Forecast	2026-27 Target
Environment*	Roads	99%	100%	100%
Environment*	Waste management	380kg	422kg	438kg
Responsiveness*	Food safety	91%	100%	100%
Responsiveness*	Statutory planning	56 days	85 days	85 days
Cost*	Waste management	\$ 400.54	\$ 439.33	\$ 479.25

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

2.2 Council Plan Theme 2 - People

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

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

Service area	Description of services provided		2024-25	2025-26	2026-27
			Actual \$'000	Forecast \$'000	Budget \$'000
Aged Care Services	This service supports older community members by delivering programs and assistance that promote independence, wellbeing and social connection, enabling residents to live safely and comfortably in their own homes and communities.	<i>Expenditure</i>	3,500	4,311	4,226
		<i>Overheads</i>	1,089	972	1,001
		<i>Revenue</i>	(5,534)	(4,753)	(4,986)
		NET	(945)	530	241
Children and Family Services	This service supports children and families by delivering early years programs, maternal and child health services and initiatives that promote safe and healthy development.	<i>Expenditure</i>	1,366	1,774	1,420
		<i>Overheads</i>	366	327	336
		<i>Revenue</i>	(798)	(981)	(689)
		NET	934	1,120	1,067
Councillors and Chief Executive Office	This service supports elected Council and executive leadership by providing administrative support and strategic direction for the organisation.	<i>Expenditure</i>	1,113	1,267	1,083
		<i>Overheads</i>	232	160	170
		<i>Revenue</i>	(5)	(131)	-
		NET	1,340	1,296	1,253
Customer and Communications	This service provides front line customer support and clear, timely communication to ensure the community can easily access Council information, services, and engagement opportunities	<i>Expenditure</i>	1,104	1,166	1,440
		<i>Overheads</i>	(1,336)	(1,241)	(1,541)
		<i>Revenue</i>	-	-	-
		NET	(232)	(75)	(101)
Financial Services	This service provides responsible financial management by ensuring accurate revenue collection, budgeting, reporting and long-term financial sustainability for Council.	<i>Expenditure</i>	1,635	2,013	1,739
		<i>Overheads</i>	(1,452)	(1,300)	(1,356)
		<i>Revenue</i>	(48,302)	(40,828)	(10,396)
		NET	(48,119)	(40,115)	(10,013)
Governance	This service ensures strong and transparent governance by supporting Council meetings, statutory obligations, policy frameworks and ethical decision-making.	<i>Expenditure</i>	1,265	1,102	734
		<i>Overheads</i>	181	116	120
		<i>Revenue</i>	(4)	(1)	(1)
		NET	1,442	1,217	853
Information Services	This service delivers reliable information and technology systems that support effective data management, digital capability and secure, compliant operations across Council.	<i>Expenditure</i>	2,729	3,304	3,393
		<i>Overheads</i>	(2,458)	(2,915)	(3,047)
		<i>Revenue</i>	-	-	-
		NET	271	389	346
Library Services	This service delivers equitable access to library resources, programs and information that support lifelong learning, literacy and community connection.	<i>Expenditure</i>	883	934	958
		<i>Overheads</i>	-	-	-
		<i>Revenue</i>	-	-	-
		NET	883	934	958
People and Culture	This service supports organisational capability and performance through workforce planning, development, health, safety and employee relations.	<i>Expenditure</i>	1,636	1,637	1,562
		<i>Overheads</i>	(1,512)	(1,664)	(1,527)
		<i>Revenue</i>	-	-	-
		NET	124	(27)	35
Procurement and Contract Management	This service ensures accountable procurement practices and provides oversight of contract management to support value-for-money, compliance and ethical purchasing.	<i>Expenditure</i>	411	544	387
		<i>Overheads</i>	(459)	(584)	(546)
		<i>Revenue</i>	-	-	-
		NET	(48)	(40)	(159)
Risk Management	This service identifies, assesses and manages organisational risks to support safe, compliant and resilient Council operations and to protect community and corporate assets.	<i>Expenditure</i>	963	1,013	1,198
		<i>Overheads</i>	295	190	196
		<i>Revenue</i>	(86)	(27)	(32)
		NET	1,172	1,176	1,362

Draft Budget 2026-27**Major Initiatives – Capital Projects**

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

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

- Youth Engagement Program

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

Domain	Indicator	2024-25 Actual	2025-26 Forecast	2026-27 Target
Governance*	Community Engagement	47%	54%	55%
Governance*	Financial decisions	7%	11%	11%
Community*	Library services	27%	29%	30%
Community*	Maternal and child health services	78%	72%	75%
Cost*	Library services	\$33.51	\$29.18	\$32.31

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

2.3 Council Plan Theme 3 - Prosperity

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

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

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

Major Initiatives – Capital Projects

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

Refer to Note 4.5.2 for further breakdown of Capital Projects

Other Initiatives – Operational Projects

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

Refer to Appendix B for full Operational Project listing

Service Performance Outcome Indicators relevant to this theme

There are no Service Performance Outcome Indicators relevant to this theme

2.4 Service Performance Outcome Indicators

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

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

2.5 Reconciliation of Council Plan themes to the Income Statement

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

	Surplus/ (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
Place	(21,369)	30,979	9,610
People	(2,035)	18,139	16,104
Prosperity	(2,093)	3,342	1,249
Total	(25,497)	52,460	26,963

Expenses added in:

Depreciation (18,479)

Amortisation - right of use assets (84)

Finance costs (9)

Deficit before funding sources (44,069)

Funding sources added in:

Rates and charges revenue (excluding Waste) 35,399

Capital grants 9,379

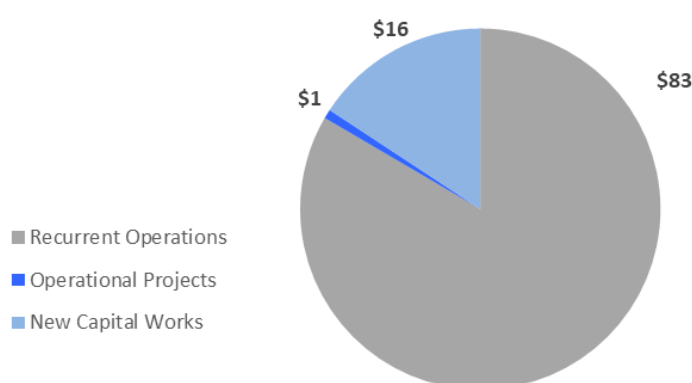
Total funding sources 44,778

Operating surplus/(deficit) for the year 709

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

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

How does \$100 get spent in 2026-27



2.6 Service Statistics

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

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

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

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3 Financial Statements

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

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

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

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3.1 Comprehensive Income Statement

For the four years ending 30 June 2030.

		Forecast Actual 2025-26 \$'000	Budget 2026-27 \$'000	Projections 2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
	NOTES					
Income / Revenue						
Rates and charges	4.1.1	39,040	40,670	43,869	45,393	46,972
Statutory fees and fines	4.1.2	1,161	1,119	1,146	1,175	1,205
User fees	4.1.3	8,252	8,926	9,283	9,655	10,041
Grants - Operating	4.1.4	10,229	10,423	10,684	10,951	11,225
Grants - Capital	4.1.4	10,230	9,379	3,406	3,406	3,406
Contributions - monetary	4.1.5	757	25	25	25	25
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		250	-	-	-	-
Other income	4.1.6	1,367	1,199	1,199	1,199	1,199
Total income / revenue		71,286	71,741	69,612	71,804	74,073
Expenses						
Employee costs	4.1.7	26,054	27,068	27,880	28,717	29,578
Materials and services	4.1.8	29,648	23,628	25,046	26,548	27,743
Depreciation	4.1.9	16,038	18,479	19,403	20,373	21,392
Depreciation - right of use assets	4.1.10	93	84	66	62	62
Bad and doubtful debts		5	5	5	5	5
Borrowing costs		-	9	26	24	22
Other expenses	4.1.11	1,860	1,759	1,794	1,830	1,867
Total expenses		73,698	71,032	74,220	77,559	80,669
Surplus/(deficit) for the year		(2,412)	709	(4,608)	(5,755)	(6,596)
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain		137,485	6,002	15,220	3,204	41,975
Total other comprehensive income		137,485	6,002	15,220	3,204	41,975
Total comprehensive result		135,073	6,711	10,612	(2,551)	35,379

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3.2 Balance Sheet

For the four years ending 30 June 2030.

		Forecast Actual 2025-26	Budget 2026-27	Projections		
	NOTES	\$'000	\$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Assets						
Current assets						
Cash and cash equivalents		10,569	13,075	15,627	17,558	11,590
Trade and other receivables		4,650	3,772	3,866	4,013	4,154
Other financial assets		17,000	7,000	7,000	7,000	7,000
Inventories		218	218	218	218	218
Other assets		1,054	1,054	1,054	1,054	1,054
Total current assets	4.2.1	33,491	25,119	27,765	29,843	24,016
Non-current assets						
Property, infrastructure, plant & equipment		701,048	715,879	724,023	719,591	758,925
Investments in associates, joint arrangement and subsidiaries		243	243	243	243	243
Right-of-use assets		2,688	2,604	2,538	2,476	2,414
Total non-current assets	4.2.1	703,979	718,726	726,804	722,310	761,582
Total assets		737,470	743,845	754,569	752,153	785,598
Liabilities						
Current liabilities						
Trade and other payables		7,037	6,214	2,934	3,110	3,495
Trust funds and deposits		339	339	339	339	339
Contract and other liabilities		-	-	3,431	3,431	3,431
Provisions		4,641	4,507	4,507	4,507	4,507
Interest-bearing liabilities	4.2.3	-	39	41	44	46
Total current liabilities	4.2.2	12,017	11,099	11,252	11,431	11,818
Non-current liabilities						
Provisions		9,518	9,652	9,652	9,652	7,377
Interest-bearing liabilities	4.2.3	-	448	407	363	317
Total non-current liabilities	4.2.2	9,518	10,100	10,059	10,015	7,694
Total liabilities		21,535	21,199	21,311	21,446	19,512
Net assets		715,935	722,646	733,258	730,707	766,086
Equity						
Accumulated surplus		137,702	147,622	140,668	132,713	131,730
Reserves	4.3	578,233	575,024	592,590	597,994	634,356
Total equity		715,935	722,646	733,258	730,707	766,086

3.3 Statement of Changes in Equity

For the four years ending 30 June 2030.

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual					
Balance at beginning of the financial year		580,862	134,566	418,315	27,981
Surplus/(deficit) for the year		(2,412)	(2,412)	-	-
Net asset revaluation gain /(loss)		137,485	-	137,485	-
Transfers to other reserves		-	-	-	-
Transfers from other reserves		-	5,548	-	(5,548)
Balance at end of the financial year		715,935	137,702	555,800	22,433
2026 Budget					
Balance at beginning of the financial year		715,935	137,702	555,800	22,433
Surplus/(deficit) for the year		709	709	-	-
Net asset revaluation gain /(loss)		6,002	-	6,002	-
Transfers to other reserves	4.3	-	(3,296)	-	3,296
Transfers from other reserves	4.3	-	12,507	-	(12,507)
Balance at end of the financial year	4.3	722,646	147,622	561,802	13,222
2027					
Balance at beginning of the financial year		722,646	147,622	561,802	13,222
Surplus/(deficit) for the year		(4,608)	(4,608)	-	-
Net asset revaluation gain /(loss)		15,220	-	15,220	-
Transfers to other reserves		-	(4,998)	-	4,998
Transfers from other reserves		-	2,652	-	(2,652)
Balance at end of the financial year		733,258	140,668	577,022	15,568
2028					
Balance at beginning of the financial year		733,258	140,668	577,022	15,568
Surplus/(deficit) for the year		(5,755)	(5,755)	-	-
Net asset revaluation gain /(loss)		3,204	-	3,204	-
Transfers to other reserves		-	(5,151)	-	5,151
Transfers from other reserves		-	2,951	-	(2,951)
Balance at end of the financial year		730,707	132,713	580,226	17,768
2029					
Balance at beginning of the financial year		730,707	132,713	580,226	17,768
Surplus/(deficit) for the year		(6,596)	(6,596)	-	-
Net asset revaluation gain /(loss)		41,975	-	41,975	-
Transfers to other reserves		-	(5,314)	-	5,314
Transfers from other reserves		-	10,927	-	(10,927)
Balance at end of the financial year		766,086	131,730	622,201	12,155

3.4 Statement of Cash Flows

For the four years ending 30 June 2030.

		Forecast Actual 2025-26	Budget 2026-27	Projections		
	Notes	\$'000	\$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		39,040	41,441	43,611	45,253	46,838
Statutory fees and fines		1,161	1,126	1,146	1,174	1,204
User fees		8,252	8,983	9,274	9,644	10,030
Grants - operating		10,229	10,423	10,684	10,951	11,225
Grants - capital		10,230	9,418	3,574	3,406	3,406
Contributions - monetary		757	25	25	25	25
Interest received		1,060	1,001	1,001	1,001	1,001
Other receipts		307	199	199	199	199
Employee costs		(26,054)	(27,068)	(27,880)	(28,717)	(29,578)
Materials and services		(30,016)	(24,396)	(24,899)	(26,377)	(27,614)
Other payments		(1,860)	(1,816)	(1,791)	(1,826)	(3,888)
Net cash provided by/(used in) operating activities	4.4.1	13,106	19,336	14,944	14,733	12,848
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(19,908)	(27,308)	(12,327)	(12,737)	(18,750)
Proceeds from sale of investments		604	10,000	-	-	-
Net cash provided by/ (used in) investing activities	4.4.2	(19,304)	(17,308)	(12,327)	(12,737)	(18,750)
Cash flows from financing activities						
Finance costs		-	(9)	(26)	(24)	(22)
Proceeds from borrowings		-	500	-	-	-
Repayment of borrowings		-	(13)	(39)	(41)	(44)
Net cash provided by/(used in) financing activities	4.4.3	-	478	(65)	(65)	(66)
Net increase/(decrease) in cash and cash equivalents		(6,198)	2,507	2,552	1,931	(5,969)
Cash and cash equivalents at the beginning of the financial year		16,767	10,569	13,075	15,627	17,558
Cash and cash equivalents at the end of the financial year		10,569	13,075	15,627	17,558	11,590

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3.5 Statement of Capital Works

For the four years ending 30 June 2030.

		Forecast Actual 2025-26	Budget 2026-27	Projections		
	Notes	\$'000	\$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
<u>Property</u>						
Land		-	-	-	-	-
Buildings		2,189	4,596	1,291	1,329	1,369
Total land and Buildings		2,189	4,596	1,291	1,329	1,369
Total property	4.5.2	2,189	4,596	1,291	1,329	1,369
<u>Plant and equipment</u>						
Plant, machinery and equipment		3,461	3,544	2,000	2,000	2,000
Fixtures, fittings and furniture		-	181	21	21	22
Computers and telecommunications		270	238	245	252	260
Total plant and equipment	4.5.2	3,731	3,963	2,266	2,273	2,282
<u>Infrastructure</u>						
Roads		7,355	11,968	6,695	6,696	6,897
Bridges		199	1,146	721	743	765
Footpaths and cycleways		423	476	355	366	377
Drainage		499	413	196	202	208
Other infrastructure		5,512	4,746	803	1,128	6,853
Total infrastructure	4.5.2	13,988	18,749	8,770	9,135	15,100
Total capital works expenditure		19,908	27,308	12,327	12,737	18,751
Represented by:						
New asset expenditure		-	700	-	-	-
Asset renewal expenditure		19,908	25,833	12,327	12,737	18,751
Asset upgrade expenditure		-	775	-	-	-
Total capital works expenditure		19,908	27,308	12,327	12,737	18,751
Funding Sources represented by:						
Grants		10,230	9,379	3,406	3,406	3,406
Council Cash		6,092	12,879	6,921	7,331	13,345
Council Reserves		3,586	4,550	2,000	2,000	2,000
Borrowings		-	500	-	-	-
Total capital works expenditure*		19,908	27,308	12,327	12,737	18,751

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3.6 Statement of Human Resources

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

For the four years ending 30 June 2030.

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

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

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

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

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

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

3.7 Summary of Planned Human Resources Expenditure

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

For the four years ending 30 June 2030.

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

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

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

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4 Notes to the Financial Statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and Charges

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

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

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

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

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

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

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

This will raise total rates and charges for 2026-27 to \$40.10 million (Note 4.1.1(k)).

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

	2025-26 Forecast \$'000	2026-27 Budget \$'000	Change \$'000	%
General rates*	30,443	31,404	960	3.16%
Municipal charge*	3,312	3,403	91	2.75%
Waste management charge	4,763	5,271	508	10.7%
Special rates and charges	23	23	-	-
Supplementary rates and rate adjustments	120	140	20	16.67%
Revenue in lieu of rates	260	270	10	3.85%
Interest on rates and charges	120	160	40	33.3%
Total rates and charges	39,040	40,670	1,629	4.17%

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

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

Type or class of land	2025-26 cents/\$CIV	2026-27 cents/\$CIV*	Change
Residential - Colac/Elliminyt	0.002825	0.002945	4.3%
Residential - Balance Of Shire	0.002402	0.002503	4.2%
Holiday Rental	0.002967	0.003093	4.2%
Rural Farm	0.001837	0.001914	4.2%
Commercial/Industrial - Colac/Elliminyt	0.004662	0.004860	4.2%
Commercial/Industrial - Balance Of Shire	0.003956	0.004123	4.2%

*2026-27 figures are subject to change due to the pending stage 4 valuation

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

Type or class of land	2025-26 \$	2026-27 \$	Change \$	%
Residential - Colac/Elliminyt	8,298,010	8,992,075	694,065	8.4%
Residential - Balance Of Shire	10,143,628	10,235,440	91,812	0.9%
Holiday Rental	1,400,150	1,348,406	(51,744)	(3.7%)
Rural Farm	6,622,471	6,875,162	252,691	3.8%
Commercial/Industrial - Colac/Elliminyt	2,522,434	2,753,020	230,586	9.1%
Commercial/Industrial - Balance Of Shire	1,184,803	1,199,595	14,792	1.2%
Total amount to be raised by general rates	30,171,496	31,403,699	1,232,203	4.1%

*2026-27 figures are subject to change due to the pending stage 4 valuation



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

Type or class of land	2025-26	2026-27	Change	
	Number	Number	Number	%
Residential - Colac/Elliminyt	6,045	6,110	65	1.1%
Residential - Balance Of Shire	5,690	5,675	(15)	(0.3%)
Holiday Rental	485	467	(18)	(3.7%)
Rural Farm	2,925	2,988	63	2.2%
Commercial/Industrial - Colac/Elliminyt	677	682	5	0.7%
Commercial/Industrial - Balance Of Shire	332	337	5	1.5%
Total number of assessments	16,154	16,259	105	0.6%

*2026-27 figures are subject to change due to the pending stage 4 valuation

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

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

Type or class of land	2025-26	2026-27	Change	
	\$	\$	\$	%
Residential - Colac/Elliminyt	2,936,938,000	3,053,064,000	116,126,000	4.0%
Residential - Balance Of Shire	4,223,721,000	4,088,496,000	(135,225,000)	(3.2%)
Holiday Rental	471,961,000	436,021,000	(35,940,000)	(7.6%)
Rural Farm	3,606,015,000	3,591,249,000	(14,766,000)	(0.4%)
Commercial/Industrial - Colac/Elliminyt	541,074,000	566,502,000	25,428,000	4.7%
Commercial/Industrial - Balance Of Shire	299,529,000	290,926,000	(8,603,000)	(2.9%)
Total value of land	12,079,238,000	12,026,258,000	(52,980,000)	(0.4%)

2026-27 Capital Improved Values (CIV's) in the above table represent Stage 3 valuations from the Valuer General. These CIV's will be updated to Stage 4 values, once received from Valuer General.

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

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

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

Type of Charge	2025-26	2026-27	Change	
	\$	\$	\$	%
Municipal Charge	3,291,218	3,402,784	111,566	3.4%



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

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

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

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

These figures include supplementary waste charges from new properties.

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

	2025-26	2026-27	Change	
	\$	\$	\$	%
General rates	30,171,496	31,403,699	1,232,203	4.1%
Municipal charge	3,291,218	3,402,784	111,566	3.4%
Kerbside collection and recycling	4,763,230	5,270,843	507,613	10.7%
Tirengower Drainage Scheme	22,500	22,500	-	-
Total Rates and charges	38,248,444	40,099,826	1,851,382	4.8%

*2026-27 figures are subject to change due to the pending stage 4 valuation

4.1.1(l) Fair Go Rates System Compliance

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

	2025-26	2026-27
Forecast Annualised Rate Revenue From Prior Year	\$ 32,512,344	\$ 33,874,922
Number of rateable properties	16,154	16,259
Base Average Rate	\$ 2,013	\$ 2,083
Maximum Rate Increase (set by the State Government)	3.00%	2.75%
Capped Average Rate	\$ 2,073	\$ 2,141
Maximum General Rates and Municipal Charges Revenue	\$ 33,487,714	\$ 34,806,483
Budgeted General Rates and Municipal Charges Revenue	\$ 33,462,714	\$ 34,806,483
Budgeted Supplementary Rates	\$ 120,000	\$ 140,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 33,582,714	\$ 34,946,483

*2026-27 figures are subject to change due to the pending stage 4 valuation

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

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

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

4.1.1(n) Differential rates

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

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

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

See Appendix C for further details regarding differential rating framework.

Tirrengower Special (Drainage) Scheme

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

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



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4.1.2 Statutory fees and charges

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

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

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

4.1.3 User fees and charges

	Forecast 2025-26 \$'000	Budget 2026-27 \$'000	Change	
			\$'000	%
Aged Care Management Administration	4,750	4,783	33	0.7%
Bluewater Fitness Centre Operations	1,599	1,910	311	19.4%
Colac Regional Saleyards Operations	478	554	76	16.0%
Waste Management Administration	456	469	13	2.9%
COPACC Management Operations	175	393	218	124.7%
Local Laws Operations	288	371	83	28.8%
Great Ocean Road VIC Operations	151	157	6	3.6%
Strategic Asset & Property Services Operations	128	130	2	1.2%
Family & Children's Services Operations	108	46	(62)	(57.7%)
Airfield Operations	44	46	2	4.0%
Infrastructure Development	54	43	(11)	(20.6%)
Building Services Operations	4	4	0	3.9%
Public Health Operations	0	4	4	100.0%
Events Operations	2	2	0	15.9%
Financial Services Operations	2	-	(2)	(100.0%)
Risk Management Operations	1	1	0	-
Statutory Planning Operations	12	8	(4)	(35.5%)
Emergency Management Operations	-	5	5	-
Total user charges	8,252	8,926	675	8.2%

User fees and charges are budgeted to increase by 8.2% or (\$675,000) in 2026-27 compared with the 2025-26 forecast. The increase is primarily driven by continued membership growth at Bluewater Leisure Centre in 2026-27 alongside reduced income in 2025-26 due to facility closures resulting in an additional (\$311,000) increase. It is expected that COPACC will increase by (\$218,000) compared to forecast due to a reduced program in 2025-26. Smaller increases across other service areas further support the overall growth in user fee revenue.



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4.1.4 Grants: operating and capital

	Forecast 2025-26 \$'000	Budget 2026-27 \$'000	Change \$'000 %	
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	8,134	18,748	10,614	130.5%
State funded grants	12,325	1,054	(11,271)	(91.4%)
Total Grants received	20,459	19,802	(657)	(3.2%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
Family & Children's Services Operations	240	160	(80)	(33.3%)
Aged Care Management Administration	-	200	200	100.0%
Public Health Operations	10	4	(7)	(65.0%)
Other	66	66	-	-
Victorian Grants Commission	4,566	9,258	4,692	102.8%
Recurrent - State Government				
Aged Care Management Administration	3	3	-	-
Maternal & Child Health Operations	479	483	3	0.7%
COPACC Management Operations	95	95	-	-
School Crossing Supervision Operations	73	75	2	3.0%
Revenue Services	103	54	(49)	(47.6%)
Public Health Operations	30	15	(15)	(50.0%)
Family & Children's Services Operations	1	1	-	-
Total Recurrent Grants	5,714	10,413	4,699	82.2%
Non-Recurrent - Commonwealth Government				
Health Active Communities Operations	-	10	10	-
Non-Recurrent - State Government				
Chief Executive Operations	131	-	(131)	(100.0%)
Strategic Projects	50	-	(50)	(100.0%)
Recreation Operations	1,082	-	(1,082)	(100.0%)
Family & Children's Services Operations	25	-	(25)	(100.0%)
Maternal & Child Health Operations	128	-	(128)	(100.0%)
Strategic Planning Operations	2,230	-	(2,230)	(100.0%)
Environment and Community Safety Operations	869	-	(869)	(100.0%)
Waste Management Operations	-	-	-	-
Total Non-Recurrent Grants	4,515	10	(4,505)	(99.8%)
Total Operating Grants	10,229	10,423	194	1.9%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to Recovery	2,725	3,236	511	100.0%
Total Recurrent Grants	2,725	3,236	511	18.8%
Non-Recurrent - Commonwealth Government				
Community Facilities	15	1,164	1,149	7662.4%
Local Roads Infrastructure	512	4,650	4,138	808.2%
Non-Recurrent - State Government				
Local Roads and Community Infrastructure Funding	982	-	(982)	(100.0%)
Landslip	4,965	-	(4,965)	(100.0%)
Community Facilities	225	329	104	46.2%
Local Roads Infrastructure	806	-	(806)	(100.0%)
Total Non-Recurrent Grants	7,505	6,143	(1,362)	(18.1%)
Total Capital Grants	10,230	9,379	(851)	(8.3%)
Total Grants	20,459	19,802	(657)	(3.2%)

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The recurrent operating grants increase of 82.2% (\$4.69 million) in 2026–27 compared to the 2025–26 forecast is attributable to the early receipt of the Federal Financial Assistance Grant of (\$4.69 million) in the 2024–25 financial year. This early payment resulted in a corresponding decrease in operating grants in 2025–26.

The budgeted capital grants have decreased compared to 2025-26 by 8.3% (\$851,000). The reduction in expected capital grants is reflected in the capital works program (refer to section 4.5 Capital works program).

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

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

4.1.5 Contributions

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

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

4.1.6 Other income

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

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



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4.1.7 Employee costs

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

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

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

4.1.8 Materials and services

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

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

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

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

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



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4.1.9 Depreciation

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

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

4.1.10 Depreciation - Right of use assets

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

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

4.1.11 Other expenses

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

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

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4.2 Balance Sheet**4.2.1 Assets**

Total assets are expected to increase in 2026–27, primarily driven by growth in property, plant and equipment. Cash and cash equivalents are forecast to decrease as funds are applied to the delivery of capital projects. Property, infrastructure, plant and equipment are expected to represent 96.24% of Council's total assets in 2026–27.

4.2.2 Liabilities

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

4.2.3 Borrowings

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

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

4.3 Statement of Changes in Equity

Reserve Name	Reserve Type	Forecast 2025-26 \$'000	Budget 2026-27 \$'000
Asset Revaluation Reserve	Discretionary	555,800	561,802
Colac Livestock Selling Centre Reserve	Discretionary	35	35
Financial Assistance Grants Received in Advance	Discretionary	-	-
Waste Management Reserve	Discretionary	2,071	2,071
Landfill Rehabilitation (Alvie) Reserve	Discretionary	1,286	1,750
Long Service Leave Reserve	Discretionary	2,822	2,823
Plant Replacement Reserve	Discretionary	2,326	1,797
Recreational Lands Reserve	Statutory	2,816	2,651
Rehabilitation Reserve	Discretionary	1,070	1,070
Water Sensitive Urban Design	Discretionary	88	88
Strategic Projects Reserve	Discretionary	1,736	901
Carried Forward Projects Reserve	Discretionary	8,109	-
Tirrengower Drainage Scheme Reserve	Contractual	74	36
Total Equity Reserves		578,233	575,024

See Appendix D for purpose of reserves

Draft Budget 2026-27**4.4 Statement of Cash Flows****4.4.1 Net Cash Provided from Operating Activities**

Cash provided by operating activities in 2026-27 is expected to increase compared to the forecast 2025-26 financial year due to a reduction of payments relating to materials and services costs predominantly related to operating projects expected to be complete in 2025-26

4.4.2 Cash Flows from Investing Activities

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

4.4.3 Cash Flows from Financing Activities

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

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4.5 Statement of Capital Works

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

4.5.1 Summary

	Forecast 2025-26 \$'000	Budget 2026-27 \$'000	Change \$'000	%
Property	2,189	4,596	2,407	109.96%
Plant and equipment	3,731	3,963	232	6.22%
Infrastructure	13,988	18,749	4,761	34.03%
Total	19,908	27,308	7,400	37.17%

	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
Property	4,596	-	4,596	-	1,164	-	2,097	835	500
Plant and equipment	3,963	400	3,412	151	-	-	438	3,525	-
Infrastructure	18,749	290	17,985	474	8,215	-	10,344	190	-
Total	27,308	690	25,993	625	9,379	-	12,879	4,550	500

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

The above table for 4.5.1 includes capital works carried forward from 2025-26 of \$14.25 million and the new capital works committed in 2026-27 of \$13.06 million giving a total of \$27.31 million budgeted. Table 4.5.2 shows a detailed list of new allocations to the capital program for this budget.

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4.5.2 Current Budget

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

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Current Budget (cont.)

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

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4.5.3 Works carried forward from the 2025-26 year

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Council Reserves \$'000	Borrowings \$'000
PROPERTY									
Buildings	3,093	-	3,093	-	1,164	-	594	835	500
TOTAL PROPERTY	3,093	-	3,093	-	1,164	-	594	835	500
PLANT AND EQUIPMENT									
Annual Heavy Plant Replacement Program	490	-	490	-	-	-	-	490	-
Annual Light Fleet Replacement Program	350	-	350	-	-	-	-	350	-
Fixtures, Fittings and Furniture	9	-	9	-	-	-	9	-	-
Computers and Telecommunications	-	-	-	-	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	849	-	849	-	-	-	9	840	-
INFRASTRUCTURE									
Roads	5,694	-	5,694	-	4,650	-	1,044	-	-
Bridges	447	-	447	-	-	-	447	-	-
Footpaths and Cycleways	131	-	131	-	-	-	131	-	-
Drainage	73	-	73	-	-	-	73	-	-
Other infrastructure	3,965	-	3,965	-	329	-	3,636	-	-
TOTAL INFRASTRUCTURE	10,310	-	10,310	-	4,979	-	5,331	-	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2025-26	14,252	-	14,252	-	6,143	-	5,934	1,675	500

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

Capital projects to be carried forward from 2025-26 amount to \$14.25 million, in addition, new 2026-27 program allocations of \$13.06 million, creates an anticipated total program allocation of \$27.31 million.

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

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4.6 Summary of Planned Capital Works Expenditure

For the year ending 30 June 2028

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

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For the year ending 30 June 2029

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

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For the year ending 30 June 2030

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

5 Performance and Financial Indicators

5.1 Targeted Performance Indicators (Council Selected)

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

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

Targeted performance indicators - Council Selected

Domain/Indicator	Measure	Notes	Actual 2024-25	Forecast 2025-26	Target 2026-27	Target Projections			Trend
						2027-28	2028-29	2029-30	+/-
Governance									
Transparency (Councilors actively participate in the decision making process, ensuring that all decisions are made in an open and transparent manner)	Council resolutions made at meetings closed to the public The percentage of Council resolutions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councilors	1	7.25%	5.00%	5.00%	5.00%	5.00%	5.00%	o
Community									
Library Services (Library services and resources are accessible and well utilised)	Library loans per head of population The number of library collection item loans per head of population	2	7.24	7.28	7.3	7.3	7.3	7.3	o
Maternal & Child Health (Councils promote healthy outcomes for children and their families)	Infant enrolments in MCH service The percentage of infants enrolled in the MCH service	3	100.45%	101.84%	100.00%	100.00%	100.00%	100.00%	o
Responsiveness									
Animal Management (Councils respond to animal management requests in a timely manner)	Time taken to action animal management requests The median number of days it takes for Council to action animal management related requests	4	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	+
Cost									
Food Safety (Food safety service is planned and delivered in a cost-efficient manner)	Cost of food safety service The direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the financial year	5	\$513.45	\$513.45	\$513.45	\$513.45	\$513.45	\$513.45	o
Library services (Provision of library services is planned and delivered in a cost-efficient manner)	Cost of library services The direct cost of the library service per head of population	6	\$33.51	\$29.18	\$32.31	\$33.12	\$33.95	\$34.79	+
Aquatic Facilities (Provision of aquatic facilities is planned and delivered in a cost-efficient manner)	Cost of aquatic facilities The direct cost less any income received from providing aquatic facilities per visit	7	\$4.62	\$6.10	\$4.37	\$4.37	\$4.37	\$4.37	o
Financial Forecasting									
Revenue and grants (Revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population Own-source revenue per head of population	8	\$2,117.62	\$2,245.29	\$2,327.99	\$2,488.71	\$2,574.98	\$2,664.45	+

Key to Target Trend:

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

5.2 Targeted Performance Indicators (Mandatory)

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

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

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Targeted service performance indicators - Mandatory

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

Key to Target Trend:

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

Targeted financial performance indicators - Mandatory

Domain/Indicator	Measure	Notes	Actual 2024-25	Forecast 2025-26	Budget 2026-27	2027-28	Projections 2028-29	2029-30	Trend +/-
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Current assets compared to current liabilities Current assets / current liabilities	13	320.21%	278.70%	226.33%	246.76%	261.08%	203.23%	o
Financial forecasting									
Asset renewal and upgrade (renewal and upgrade of assets is planned and delivered)	Asset renewal and upgrade compared to depreciation Asset renewal and upgrade expenses / Asset depreciation	14	89.53%	124.13%	143.99%	63.53%	62.52%	87.65%	-
Financial management									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	15	57.47%	61.72%	61.77%	62.81%	63.01%	63.21%	o
Financial management									
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	16	\$4,381.80	\$4,562.22	\$4,376.54	\$4,551.43	\$4,733.75	\$4,900.25	+

Key to Target Trend:

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

5.3 Financial Performance Indicators

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

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

Domain/Indicator	Measure	Notes	Actual 2024-25	Forecast 2025-26	Budget 2026-27	Projections 2027-28	Projections 2028-29	Projections 2029-30	Trend +/-
Financial forecasting									
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue	17	20.16%	19.01%	19.46%	18.12%	17.44%	12.96%	-
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to own-source revenue Interest bearing loans and borrowings / own-source revenue	18	0.00%	0.00%	1.20%	1.03%	0.90%	0.78%	o
	Loans and borrowings repayments compared to own-source revenue Interest and principal repayments on interest bearing loans and borrowings / own-source revenue	19	0.00%	0.00%	0.05%	0.15%	0.14%	0.14%	o
Population (population is a key driver of a Council's ability to fund the delivery of services to the community)	Expenses per head of population Total expenses / Population	20	\$3,155.29	\$3,304.85	\$3,185.31	\$3,328.27	\$3,477.99	\$3,617.41	+
	Infrastructure per head of population Value of infrastructure / Population	21	\$22,270.72	\$28,587.80	\$29,252.82	\$29,617.97	\$29,419.20	\$31,182.99	+
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population Own source revenue / Population	22	\$2,117.62	\$2,245.29	\$2,327.99	\$2,488.71	\$2,574.98	\$2,664.45	+
	Recurrent grants per head of population Recurrent grants / Population	23	\$769.51	\$271.79	\$612.51	\$631.83	\$643.80	\$656.08	+
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Cash compared to current liabilities Cash / current liabilities	24	129.71%	85.13%	190.23%	189.46%	184.15%	175.11%	o
Operating position (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	25	-8.04%	-16.94%	-8.33%	-6.66%	-8.05%	-8.94%	+
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property value Rate revenue / CIV of rateable properties in the municipal district	26	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	o
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments	27	\$2,022.79	\$2,117.18	\$2,179.63	\$2,232.19	\$2,285.75	\$2,340.33	+
Rates collection (rates and charges are being responsibly collected)	Rates and charges debt Unpaid rates and charges / all rates and charges	28	7.32%	10.60%	10.60%	10.60%	10.60%	10.60%	o

Key to Target Trend:

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

5.4 Notes to measures

1. Council resolutions made at meetings closed to the public

Council aims to make decisions in an open and transparent manner wherever possible. Closed sessions are only used when required to meet legislative, confidentiality, or privacy obligations. The low proportion of resolutions made in closed meetings reflects Council's ongoing commitment to transparent governance.

2. Library loans per head of population

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

3. Infant enrolments in MCH service

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

Draft Budget 2026-27**4. Time taken to action animal management requests**

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

5. Cost of food safety service

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

6. Cost of library services

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

7. Cost of aquatic facilities

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

8. Own-source revenue per head of population

Own-source revenue per capita is forecast to increase steadily over the budget period, reflecting rate increases within the rate cap and moderate growth in other revenue sources. This supports Council's capacity to fund local services and infrastructure.

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

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

10. Sealed local roads below the intervention level

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

11. Planning applications decided within the relevant required time

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

12. Kerbside collection waste to landfill per serviced property

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

Draft Budget 2026-27**13. Current assets compared to current liabilities**

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

14. Asset renewal and upgrade compared to depreciation

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

15. Rates compared to adjusted underlying revenue

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

16. Expenses per property assessment

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

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

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

18. Loans and borrowings compared to own-source revenue

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

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

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

20. Expenses per head of population

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

21. Infrastructure per head of population

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

22. Own-source revenue per head of population

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

23. Recurrent grants per head of population

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

Draft Budget 2026-27**24. Cash compared to current liabilities**

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

25. Adjusted underlying surplus (or deficit)

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

26. Rates compared to property value

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

27. Average rate per property assessment

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

28. Rates and Charges debt

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

Appendix A – Council Contributions to External Parties

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

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Organisations Contribution	2026-27
Apollo Bay Neighbourhood House	\$3,720
Colac Neighbourhood House	\$3,720
Forrest Neighbourhood House	\$3,720
Gellibrand Neighbourhood House	\$3,720
Barwon Network of Neighbourhood Houses	\$3,720
Neighbourhood Houses	\$18,600
Total contributions to partners and community	\$1,948,470

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Appendix B – Operational Projects 2026-27

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

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

Appendix C – Differential Rating Framework

Residential – Colac/Elliminyt

Definition:

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

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

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

Objectives:

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

Types and Classes:

Rateable land having the relevant characteristics described below:

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

Use of Rate:

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

Level of Rate:

100% of the base rate.

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

Use of Land:

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

Geographic Location:

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

Planning Scheme Zoning:

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

Draft Budget 2026-27**Types of Buildings:**

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

Residential – Balance of Shire**Definition:**

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

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

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

Objectives:

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

Characteristics:

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

Types and Classes:

Rateable land having the relevant characteristics described below:

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

Use of Rate:

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

Level of Rate:

85% of the base rate.

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

- generally in smaller townships or rural areas;
- have less access to the full suite of services and amenities provided by Council; and

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- due to small populations are generally less likely to attract expenditure by Council.

Use of Land:

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

Geographic Location:

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

Planning Scheme Zoning:

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

Types of Buildings:

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

Holiday Rental**Definition:**

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

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

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

The category will not include:

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

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

Objectives:

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

Characteristics:

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

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

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

Types and Classes:

Rateable land having the relevant characteristics described below:

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

Use of Rate:

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

Level of Rate:

105% of the base rate.

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

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

It is recognised however that:

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

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

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

Draft Budget 2026-27**Use of Land:**

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

Geographic Location:

In all the localities of the Colac Otway Shire.

Planning Scheme Zoning:

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

Types of Buildings:

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

Rural Farm**Definition:**

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

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

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

That is used by a business –

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

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

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

Typically these properties will be:

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

Draft Budget 2026-27**Objectives:**

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

Characteristics:

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

Types and Classes:

Farm Land having the relevant characteristics described above that is:

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

Use of Rate:

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

Level of Rate:

65% of the base rate.

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

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

Use of Land:

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

Geographic Location:

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

Planning Scheme Zoning:

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

Draft Budget 2026-27**Types of Buildings:**

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

Commercial/Industrial – Colac/Elliminyt**Definition:**

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

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

Is used primarily for:

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

Objectives:

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

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

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

Characteristics:

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

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

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

Draft Budget 2026-27**Use of Rate:**

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

Level of Rate:

165% of the base rate.

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

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

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

Use of Land:

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

Geographic Location:

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

Planning Scheme Zoning:

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

Types of Buildings:

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

Commercial/Industrial – Balance of Shire**Definition:**

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

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

is used primarily for:

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

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

Objectives:

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

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

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

Characteristics:

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

Types and Classes:

Commercial/Industrial having the relevant characteristics described below:

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

Use of Rate:

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

Level of Rate:

140% of the base rate.

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

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

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

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

Draft Budget 2026-27**Use of Land:**

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

Planning Scheme Zoning:

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

Types of Buildings:

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

Other Charges**Municipal Charge**

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

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

Annual Service (Waste Management) Charges

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

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

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

Draft Budget 2026-27**Appendix D – Purpose of Reserves****Asset Revaluation Reserve**Purpose

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

Colac Livestock Selling Centre ReservePurpose

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

Financial Assistance Grants received in advancePurpose

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

Waste Management ReservePurpose

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

Landfill Rehabilitation (Alvie) ReservePurpose

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

Long Service Leave ReservePurpose

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

Plant Replacement ReservePurpose

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

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Recreational Lands Reserve

Purpose

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

Rehabilitation Reserve

Purpose

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

Strategic Projects Reserve

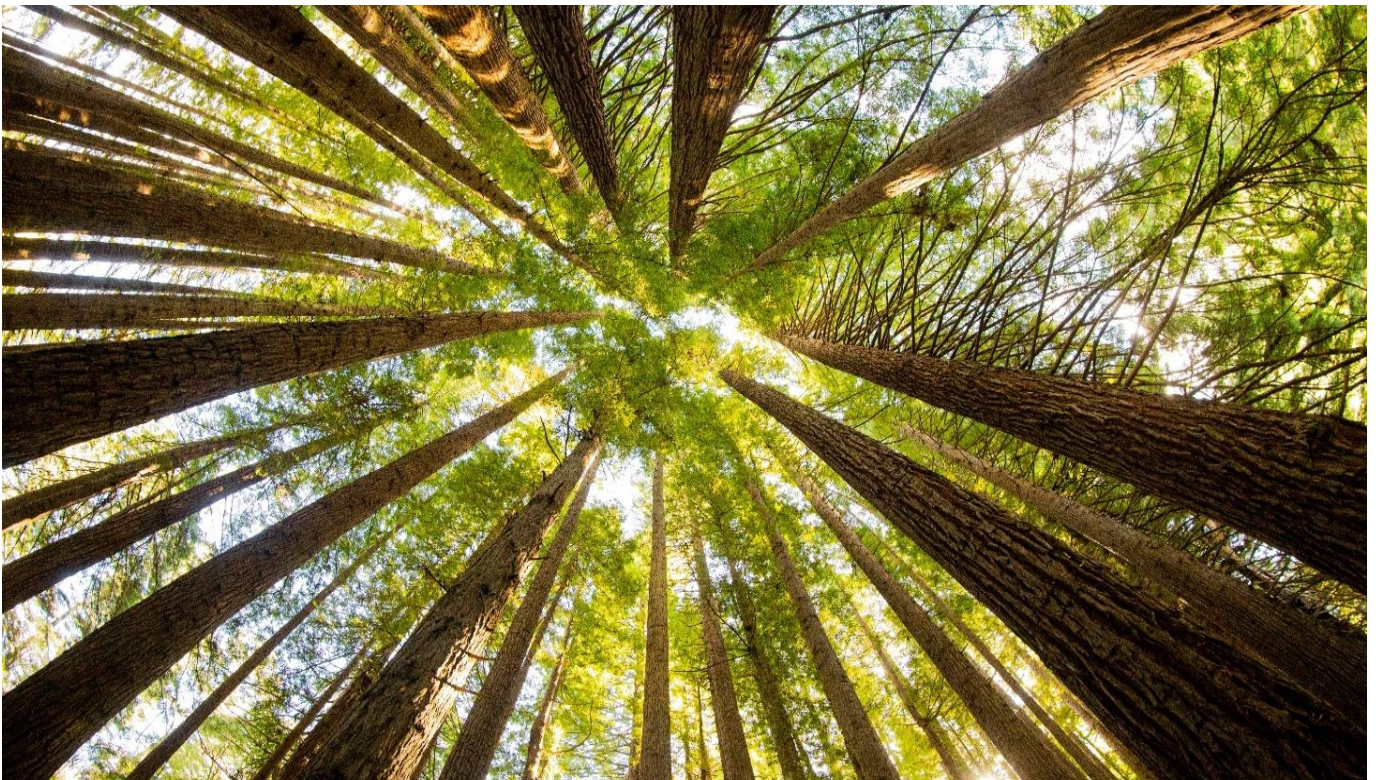
Purpose

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

Tirrengower Drainage Scheme Reserve

Purpose

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



COLAC OTWAY SHIRE COUNCIL

DRAFT 2026-27 FEES AND CHARGES TO BE ADOPTED

Colac Otway Shire

Draft

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

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

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

Governance

Freedom of Information

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

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

Bluewater Leisure Centre

Aquatic – Daily Charges

Swim, Spa and Sauna

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

Pool Casual Entry

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

Aqua Membership (Aquatics Only)

Adult

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

Concession

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

Family

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

Childcare

Member - BWLC

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

Non-member - BWLC

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

Health Club & Group Fitness

Platinum Entry (Gym and Swim)

Adult	C	\$19.60	\$20.40	4.08%
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Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Platinum Entry (Gym and Swim) [continued]				
Adult Concession	C	\$15.70	\$16.30	3.82%
Group Fitness Casual Entry				
Adult	C	\$18.00	\$18.70	3.89%
Adult Concession	C	\$14.40	\$15.00	4.17%
Group Entry (Schools)	C	\$12.60	\$13.20	4.76%
Living Active (Senior Program)	C	\$9.00	\$9.40	4.44%
Personal Training				
1 session personal training (45 min)	C	\$60.00	\$62.00	3.33%
1 on 1 Personal Training - 10 sessions	C	\$480.00	\$500.00	4.17%
1 on 1 Personal Training - 5 sessions	C	\$270.00	\$280.01	3.71%
Platinum Membership (Full Centre)				
Youth 14 - 17 years old				
Direct Debit (Fortnightly)	C	\$32.60	\$34.00	4.29%
Off-Peak Full Facility Access (8.30am-4.30pm)				
Direct Debit	C	\$32.60	\$34.00	4.29%
Adult				
12 months	C	\$1,132.00	\$1,170.00	3.36%
Direct Debit	C	\$43.50	\$45.00	3.45%
Concession				
12 months	C	\$907.00	\$936.00	3.20%
Direct Debit	C	\$34.80	\$36.00	3.45%
Family				
12 months	C	\$1,702.80	\$1,872.00	9.94%
Direct Debit	C	\$65.50	\$72.00	9.92%
Gold Membership (Gym Only)				
Adult				
12 months	C	\$1,009.00	\$1,053.00	4.36%
Direct Debit	C	\$38.80	\$40.50	4.38%
Concession				
12 months	C	\$807.00	\$845.00	4.71%
Direct Debit	C	\$31.00	\$32.50	4.84%
Family				
12 months	C	\$1,596.00	\$1,690.00	5.89%
Direct Debit	C	\$61.40	\$65.00	5.86%

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

Direct Debit Joining Fee

Adult	C	\$59.00	\$61.00	3.39%
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Multipass

Adult

10 Ticket Group Fitness	C	\$162.00	\$170.00	4.94%
10 Ticket Gym	C	\$177.00	\$185.00	4.52%
10 Ticket Swim	C	\$80.00	\$83.00	3.75%

Concession

10 Ticket Group Fitness	C	\$130.00	\$135.00	3.85%
10 Ticket Swim	C	\$63.00	\$66.00	4.76%
10 Ticket Gym	C	\$142.00	\$150.00	5.63%

Other Charges

Instructor hire/hr aquatic or dry

Instructor Hire	C	\$79.00	\$82.00	3.80%
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Swim School

30 min Private Lesson

30 Min Group SS 2 on 1 (per person)	C	\$46.40	\$48.00	3.45%
30 Min Group SS 3 on 1 (per person)	C	\$40.60	\$42.00	3.45%
30 Min Group SS 4 on 1 (per person)	C	\$34.80	\$36.00	3.45%
Swim School	C	\$58.00	\$60.00	3.45%

30 min group lesson

Swim School - Concession	C	\$15.20	\$15.80	3.95%
Swim School - Paid in Full (per lesson)	C	\$19.00	\$19.80	4.21%
Swim School	C	\$19.00	\$19.80	4.21%

Schools Swim & Survive Program Entry

Program Entry	C	\$5.50	\$5.70	3.64%
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Venue Hire

Pool Hire

Lane hire/hr (during normal operating hrs)	C	\$41.30	\$43.00	4.12%
Whole pool full day 4+ hrs (during normal operating hours)	C	\$706.00	\$735.00	4.11%
Program Pool Hire - half pool per hr	C	\$45.60	\$47.00	3.07%
Program Pool Hire - full pool per hr	C	\$76.00	\$79.00	3.95%

Commercial Room Hire

Program Room Single	C	\$50.00	\$52.00	4.00%
Program Room Double	C	\$74.00	\$77.00	4.05%

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Commercial Room Hire [continued]

Meeting Room	C	\$50.00	\$52.00	4.00%
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Community Room Hire

Program Room Single	C	\$33.60	\$35.00	4.17%
Program Room Double	C	\$51.00	\$53.00	3.92%
Meeting Room	C	\$33.60	\$35.00	4.17%

Stadium Hire

All day hire	C	\$842.00	\$875.00	3.92%
Off Peak court hire/hr	C	\$51.00	\$53.00	3.92%
Peak court hire/hr	C	\$60.00	\$62.00	3.33%

Stadium - Daily Charges**Stadium Casual Entry**

Stadium Entry	C	\$3.00	\$3.00	0.00%
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Community Services - Family Day Care**Family Day Care Administration Levy****Educators Levy**

Carers Levy per week	C	\$13.50	\$13.50	0.00%
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Rate per child per hour

Rate per child per hour	C	\$2.30	\$2.40	4.35%
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Family Day Care Charges**8am to 6pm Monday to Friday**

Per hour per child - Lower Limit	C	\$11.40	\$11.50	0.88%
Per hour per child - Upper Limit	C	\$12.00	\$12.45	3.75%
Per hour per child - Diploma qualified Educator Upper Limit	C	\$12.50	\$12.90	3.20%

Before 8 am and after 6 pm

Mon - Fri (per hour per child) - Lower Limit	C	\$11.90	\$12.00	0.84%
Mon - Fri (per hour per child) - Upper Limit	C	\$12.40	\$12.80	3.23%
Mon-Fri (per hour per child) – Diploma qualified Educator Upper Limit		\$14.50	\$15.00	3.45%

Saturday, Sunday and Public Holidays

Per hour per child - Lower Limit	C	\$11.90	\$12.00	0.84%
Per hour per child - Upper Limit	C	\$12.40	\$12.80	3.23%
Sat, Sun, Public Holidays (per hour per child) – Diploma qualified Educator Upper Limit	C	\$14.50	\$15.00	3.45%

Meals (per meal)

Meals	C	\$8.50	\$9.00	5.88%
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Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Meals (per meal) [continued]

Snacks	C	\$4.50	\$5.00	11.11%
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Trips

Fee	C	\$6.70	\$6.80	1.49%
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Community Services - Family and Children**MCH Room Hire****Apollo Bay Early Years Hub**

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

Community Services - Recreation and Open Space**Casual Hire Rates****Central Reserve Full Facility**

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

Central Reserve Oval only

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

Central Reserve Pavillion Hire Commercial

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

Central Reserve Pavillion Hire Community

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

Central Reserve Netball Court Hire

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

Attachment 7.3.2 Draft 2026-27 Fees and Charges

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

Netball court light use per hour	C	\$33.00	\$35.00	6.06%
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Central Reserve Netball change rooms Hire

Cleaning surcharge if hirer not cleaning	C	\$78.00	\$85.00	8.97%
Full day hire (up to 8 hours)	C	\$97.00	\$97.00	0.00%
Half day hire (up to 4 hours)	C	\$48.00	\$48.00	0.00%

Electricity charge, visiting health van services

Full day electricity use	C	\$44.00	\$50.00	13.64%
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Other City Reserves Oval Hire (Western, Eastern, Elliminyt, Lake)

Pre-season/casual training other city reserves (oval only, up to 4 hours)	C	\$112.00	\$112.00	0.00%
Oval lights use per hour	C	\$46.00	\$50.00	8.70%
Pre-season casual training other city reserves (netball court only, up to four hours, price per court)	C	\$44.00	\$44.00	0.00%
Netball court light use per hour	C	\$33.00	\$35.00	6.06%

COPACC

Marketing

Additional Boosted Post – on top of Marketing Packages	C	\$20.00	\$21.00	5.00%
Additional EDM – on top of Marketing Packages	C	\$90.00	\$93.00	3.33%
Complimentary Marketing Package	C	\$0.00	\$0.00	0.00%
Gold Marketing Package	C	\$430.00	\$447.00	3.95%
Silver Marketing Package	C	\$215.00	\$224.00	4.19%

Auditorium 1 - 4 Hour Minimum Hire

Commercial Hire

Holding Fee - per non usage day	C	\$215.00	\$224.00	4.19%
4 Hour Hire	C	\$1,180.00	\$1,227.00	3.98%
8 Hour Hire	C	\$1,770.00	\$1,841.00	4.01%
Additional Hour	C	\$207.50	\$216.00	4.10%

Community From Colac Otway

4 Hour Hire	C	\$885.00	\$920.00	3.95%
8 Hour Hire	C	\$1,330.00	\$1,383.00	3.98%
Additional Hour	C	\$155.00	\$161.00	3.87%

Catering

Tablecloth Hire - COPACC Black - per cloth	C	\$13.50	\$5.00	-62.96%
Essentials Catering Package – per person	C	\$4.60	\$5.00	8.70%
Juice - Apple/Orange per Jug	C	\$7.70	\$8.00	3.90%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

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

Commercial Hire

4 Hour Hire	C	\$570.00	\$593.00	4.04%
8 Hour Hire	C	\$865.00	\$900.00	4.05%
Additional Hour	C	\$103.00	\$107.00	3.88%

Community From Colac Otway

4 Hour Hire	C	\$465.00	\$484.00	4.09%
8 Hour Hire	C	\$725.00	\$754.00	4.00%
Additional Hour	C	\$88.00	\$92.00	4.55%

Equipment Hire

Civic Hall presenter package/day	C	\$190.00	\$198.00	4.21%
Civic Hall presenter package/week	C	\$335.00	\$348.00	3.88%
Consumables Charge- Item cost plus 15%	C	\$0.00	\$0.00	0.00%
Minor Equipment Charge	C	\$16.00	\$16.50	3.13%
PA System - Intermediate	C	\$300.00	\$312.00	4.00%
Projector Hire - per day	C	\$180.00	\$187.00	3.89%
Projector Hire – per week	C	\$450.00	\$468.00	4.00%
Stage Build 300mm height - per 1x2m module	C	\$32.00	\$33.50	4.69%
Stage Build 700mm height - per 1x2m module	C	\$37.00	\$38.50	4.05%
Haze Machine - Daily	C	\$49.00	\$51.00	4.08%
Haze Machine - Weekly	C	\$240.00	\$250.00	4.17%
Mirror Ball	C	\$96.00	\$100.00	4.17%
PA System - Advanced	C	\$480.00	\$500.00	4.17%
PA System - Basic	C	\$126.00	\$132.00	4.76%
Wireless Microphone - per additional day	C	\$32.00	\$33.00	3.13%
Wireless Microphone - first day	C	\$62.00	\$64.50	4.03%

Green Room Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$80.00	\$83.00	3.75%
Between 8:30am & 5pm	C	\$50.00	\$53.00	6.00%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
Between 8:30am & 5pm	C	\$37.50	\$39.00	4.00%

Kitchen Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$82.00	\$85.00	3.66%
Between 8:30am & 5pm	C	\$63.00	\$65.00	3.17%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
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Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Community From Colac Otway [continued]

Between 8:30am & 5pm	C	\$44.00	\$45.00	2.27%
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Labour Charges

Hourly Rate

Public Holiday Surcharge (Staffing)	C	Additional 25% on standard rates		
		Last year fee		
		Additional 25% on standard rates		
Event staff - First 8 Hours (per hour)	C	\$79.00	\$83.00	5.06%
Event staff - Additional Hour (per hour)	C	\$104.00	\$109.00	4.81%
Technical staff - First 8 Hours (per hour)	C	\$79.00	\$83.00	5.06%
Technical staff - Additional Hour (per hour)	C	\$104.00	\$109.00	4.81%

Meeting Room/s Hourly Rate

Commercial Hire

Double Room (After Hours, Weekends and Public Holidays)	C	\$130.00	\$136.00	4.62%
Double Room (Between 8:30am & 5pm)	C	\$89.00	\$93.00	4.49%
Single Room (After Hours, Weekends and Public Holidays)	C	\$89.00	\$93.00	4.49%
Single Room (Between 8:30am & 5pm)	C	\$61.00	\$64.00	4.92%

Community From Colac Otway

Double Room (After Hours, Weekends and Public Holidays)	C	\$110.00	\$115.00	4.55%
Double Room (Between 8:30am & 5pm)	C	\$77.00	\$80.00	3.90%
Single Room (After Hours, Weekends and Public Holidays)	C	\$77.00	\$80.00	3.90%
Single Room (Between 8:30am & 5pm)	C	\$52.00	\$54.00	3.85%

Other Charges

Background Music - Soundtrack your Band		\$31.00	\$32.00	3.23%
Cancellation of show after ticket build	C	\$170.00	\$177.00	4.12%
Major changes after ticket build	C	\$170.00	\$177.00	4.12%
Medium changes after ticket build		\$85.00	\$89.00	4.71%
Minor changes after ticket build		\$0.00	\$0.00	0.00%
Soundtrack your Brand (inc Migration of Spotify Playlist)	C	\$42.00	\$43.50	3.57%
Ticket Commission	C	\$3.75	\$3.90	4.00%
Ticket Exchange Fee (Subject to Ticketing T's & C's)	C	\$3.00	\$3.10	3.33%
Ticket Refund Fee (subject to Ticketing T's & C's)		\$3.00	\$3.10	3.33%

Commercial & Community Hire

Grand Piano Community	C	\$0.00	\$0.00	0.00%
Admin Fee	C	\$215.00	\$223.01	3.73%
Grand Piano	C	\$350.00	\$364.00	4.00%
Major Cleaning	C	\$265.00	\$270.00	1.89%
Minor Cleaning	C	\$198.00	\$200.00	1.01%
Test & Tag Services - per item	C	\$12.00	\$12.00	0.00%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Public Gallery Exhibition & Display Hire Charges

Exhibition

Exhibition - % Commission	C			10.00%
				Last year fee 10.00%

Public Gallery Hourly Rate For Meeting & Convention

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$82.00	\$85.00	3.66%
Between 8:30am & 5pm	C	\$56.00	\$58.00	3.57%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$70.00	\$73.00	4.29%
Between 8:30am & 5pm	C	\$48.00	\$50.00	4.17%

Rehearsal Room Hourly Rate

Commercial Hire

After Hours, Weekends and Public Holidays	C	\$89.00	\$93.00	4.49%
Between 8:30am & 5pm	C	\$61.00	\$63.00	3.28%

Community From Colac Otway

After Hours, Weekends and Public Holidays	C	\$77.00	\$80.00	3.90%
Between 8:30am & 5pm	C	\$52.00	\$54.00	3.85%

Customer Service

A3 sheet	C	\$1.00	\$1.50	50.00%
A4 sheet	C	\$0.50	\$1.00	100.00%
Coloured copy – A3 sheet	C	\$2.50	\$3.00	20.00%
Coloured copy – A4 sheet	C	\$1.50	\$2.00	33.33%

Economic Development Events

Events

Event in a public place permit	C	\$230.00	\$0.00	-100.00%
Event trailer hire - Commercial	C	\$345.00	\$0.00	-100.00%
Event trailer hire - not-for-profit	C	\$115.00	\$0.00	-100.00%
Consumption of Liquor in a Public Place Permit	C	\$205.00	\$205.00	0.00%

Planning & Building

Building

Building Permit Applications

Building Permit Application Fees | Domestic – Class 1a Dwellings (Construction and Demolition)

Does not exceed \$5,000	C	\$900.00	\$940.00	4.44%
Does not exceed \$10,000	C	\$1,230.00	\$1,280.00	4.07%

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Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Building Permit Application Fees | Domestic – Class 1a Dwellings (Construction and Demolition) *[continued]*

Does not exceed \$15,000	C	\$1,675.00	\$1,745.00	4.18%
Does not exceed \$25,000	C	\$2,060.00	\$2,145.00	4.13%
Does not exceed \$50,000	C	\$3,255.00	\$3,390.00	4.15%
Does not exceed \$75,000	C	\$3,750.00	\$3,900.00	4.00%
Does not exceed \$100,000	C	\$4,530.00	\$4,715.00	4.08%
Does not exceed \$150,000	C	\$4,810.00	\$5,010.00	4.16%
Does not exceed \$200,000	C	\$5,900.00	\$6,140.00	4.07%
Does not exceed \$250,000	C	\$6,400.00	\$6,660.00	4.06%
Does not exceed \$300,000	C	\$7,050.00	\$7,340.00	4.11%
Does exceed \$300,000	C	\$8,300.00	\$8,640.00	4.10%

Building Permit Application Fees | All Other Classes of Occupancy 2-9 Inclusive (Construction and/or Demolition)

Does not exceed \$5,000	C	\$1,220.00	\$1,270.00	4.10%
Does not exceed \$10,000	C	\$1,630.00	\$1,700.00	4.29%
Does not exceed \$20,000	C	\$2,475.00	\$2,575.00	4.04%
Does not exceed \$50,000	C	\$3,550.00	\$3,695.00	4.08%
Does not exceed \$100,000	C	\$5,550.00	\$5,780.00	4.14%
Does not exceed \$200,000	C	\$7,000.00	\$7,280.00	4.00%
Does not exceed \$500,000	C	\$8,800.00	\$9,160.00	4.09%
Does not exceed \$600,000	C	\$10,500.00	\$10,930.00	4.10%
Does not exceed \$700,000	C	\$12,150.00	\$12,640.00	4.03%
Does not exceed \$800,000	C	\$12,100.00	\$12,590.00	4.05%
Does not exceed \$900,000	C	\$15,600.00	\$16,230.00	4.04%
Does not exceed \$1,000,000	C	\$16,100.00	\$16,750.00	4.04%
Does not exceed \$1,500,000	C	\$23,900.00	\$24,860.00	4.02%
Does not exceed \$2,000,000	C	\$29,200.00	\$30,370.00	4.01%
Does exceed \$2,000,000	C	\$35,400.00	\$36,820.00	4.01%

Building Permit Application Fees | Minor Works - Class 10a, 10b & 1ai: Garages, carports, pool/spas & fence where value of work:

Less than \$5000	C	\$900.00	\$940.00	4.44%
Between \$5,000 to \$10,000	C	\$1,230.00	\$1,280.00	4.07%
Between \$10,001 to \$20,000	C	\$2,000.00	\$2,080.00	4.00%
More than \$20,000	C	\$2,300.00	\$2,395.00	4.13%
Minor works - Class 10b: Safety Barrier (without pool/spa) & Alterations to Safety Barrier.	C	\$660.00	\$690.00	4.55%

Application to Amend Permit

Permit Amendments	C	\$275.00	\$286.00	4.00%
Extensions of Time	C	\$275.00	\$286.00	4.00%

Building - Lodgements

Building Permit Lodgement - Private Building Surveyor	S	\$125.80	\$138.30	9.94%
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Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Building – Essential Safety Measures

Essential Safety Measures Determination	C	\$765.00	\$1,150.00	50.33%
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Building – Place of Public Entertainment and Temporary Structure

Application for Place of Public Entertainment (PoPE) Permit - Single Event Not Including Any Temporary Structure

PoPE - less than 500 persons	C	\$319.00	\$332.00	4.08%
PoPE - 500 to 2000 persons	C	\$670.00	\$700.00	4.48%
PoPE - more than 2000 persons	C	\$1,000.00	\$1,040.00	4.00%

Application for Place of Public Entertainment (PoPE) Permit - Multi Year Event (Maximum 5 Years) Not Including Any Temporary Structure (in addition to single event fee for additional years)

PoPE - less than 500 persons - additional fee per year	C	\$176.00	\$184.00	4.55%
PoPE - 500 to 2000 persons - additional fee per year	C	\$234.00	\$244.00	4.27%
PoPE - more than 2000 persons - additional fee per year	C	\$292.00	\$304.00	4.11%

Application for Siting of Temporary Structure associated with PoPE (In addition to PoPE fee)

Temporary sitting permit per structure per year	C	\$95.00	\$99.00	4.21%
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Application for Siting of Temporary Structure not associated with a PoPE

Temporary structure siting permit - single event per structure	C	\$169.00	\$176.00	4.14%
Temporary structure siting permit - single event fee, plus per multi year event per structure	C	\$113.00	\$118.00	4.42%

Late Application for PoPE or Siting of Temporary Structure

Application for PoPE or Temporary Structure Siting Permit made less than 21 days from the scheduled event	C	\$600.00	\$625.00	4.17%
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Building – Report and Consent Applications

Demolition Consent	S	\$0.00	\$96.70	∞
Siting	S	\$0.00	\$461.40	∞
Buildover Easements and Septic, Projection Over Street, Designated Work	C	\$0.00	\$329.60	∞
Public Precautions – Hoardings	C	\$0.00	\$334.50	∞
Legal Point of Discharge	C	\$0.00	\$238.20	∞
Charge Per Notice Sent to Adjoining Properties	C	\$30.00	\$30.00	0.00%

Building – Swimming Pools

Application for Registration	C	\$32.30	\$33.50	3.72%
Information Search	C	\$47.90	\$50.00	4.38%
Lodgement of Certificate - Pool Barrier Compliant	C	\$20.70	\$21.50	3.86%
Lodgement of Certificate - Pool Barrier Non-Compliant	C	\$390.70	\$407.00	4.17%
Swimming Pool/Spa Compliance Audit for Land Owner	C	\$800.00	\$835.00	4.38%
Failure to Register	C	\$0.00	\$407.00	∞
Failure to lodge certificate of compliance	C	\$0.00	\$407.00	∞
Failure to pay lodgement fee	C	\$0.00	\$407.00	∞

Attachment 7.3.2 Draft 2026-27 Fees and Charges

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

Place of Public Entertainment (PoPE)	S	\$0.00	\$1,018.00	∞
Any other case	S	\$0.00	\$407.00	∞

Building – Other Charges

Property Information Application

Property (Land) information Request	S	\$48.80	\$53.60	9.84%
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Additional Inspections

Additional Inspection (Domestic) - within 20km radius of Colac	C	\$305.00	\$318.00	4.26%
Additional Inspection (Commercial) - within 20km radius of Colac	C	\$360.00	\$375.00	4.17%
Additional Travel per km (in addition to additional inspection fee) - more than 20km from Colac	C	\$1.35	\$1.45	7.41%

Search and Copy

Search and Copy for Permits and Plans	C	\$133.00	\$139.00	4.51%
Building plans/plan search (archival search)	C	\$263.00	\$274.00	4.18%

Bonds

Bond for Demolition or Removal of Building (Reg 48) - per sqm of floor area; OR - cost of works, whichever is the lesser	S	\$105.00	\$105.00	0.00%
Bond for Re-erection of Building (Reg 48) - Fee; OR - cost of works	S	\$10,000.00	\$10,000.00	0.00%

Planning

Planning Permit Applications

Permit for Use of Land

Application where only the land use is changed	S	\$1,415.10	\$1,496.10	5.72%
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To Develop Land or to Use and Develop Land for a Single Dwelling per Lot or to Undertake Development Ancillary to the Use of the Land for a Single Dwelling Per Lot Based on Estimated Cost of Development | Excluding VicSmart Applications

\$10,000 or less	S	\$214.60	\$226.90	5.73%
\$10,000 - \$100,000	S	\$675.70	\$714.40	5.73%
\$100,000 to \$500,000	S	\$1,383.30	\$1,462.50	5.73%
\$500,000 - \$1,000,000	S	\$1,494.60	\$1,580.10	5.72%
\$1,000,000 - \$2,000,000	S	\$1,605.90	\$1,697.80	5.72%

VicSmart Applications

VicSmart application - other than a class 7, 8 or 9 permit	S	\$0.00	\$226.90	∞
\$10,000 or less	S	\$214.60	\$226.90	5.73%
More than \$10,000	S	\$461.10	\$487.50	5.73%
Subdivision or consolidation	S	\$214.60	\$226.90	5.73%

To Develop Land (Other than for a Single Dwelling Per Lot) if the Estimated Cost of Development Included in the Application is

Less than \$100,000	S	\$1,232.20	\$1,302.80	5.73%
\$100,000 - \$1,000,000	S	\$1,661.50	\$1,756.60	5.72%

continued on next page ...

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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To Develop Land (Other than for a Single Dwelling Per Lot) if the Estimated Cost of Development Included in the Application is [continued]

\$1,000,000 - \$5,000,000	S	\$3,664.90	\$3,874.70	5.72%
\$5,000,000 - \$15,000,000	S	\$9,341.20	\$9,875.90	5.72%
\$15,000,001 - \$50,000,000	S	\$27,546.70	\$29,123.30	5.72%
More than \$50,000,000	S	\$61,914.60	\$65,458.10	5.72%

Subdivision

To subdivide an existing building	S	\$1,415.10	\$1,496.10	5.72%
To subdivide land into two lots	S	\$1,415.10	\$1,496.10	5.72%
To effect a realignment of a common boundary between lots or to consolidate two or more lots	S	\$1,415.10	\$1,496.10	5.72%
All other subdivisions per 100 lots created	S	\$1,415.10	\$1,496.10	5.72%

Restrictions and Easements

An application to remove a restriction (within the meaning of the Subdivision Act 1988) in the circumstances described in Section 47(2) of the Planning and Environment Act 1987	S	\$1,415.10	\$1,496.10	5.72%
An application to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right-of-way.	S	\$1,415.10	\$1,496.10	5.72%
To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement other than a right of way in a Crown.	S	\$1,415.10	\$1,496.10	5.72%

A permit not otherwise provided for in the Fee regulations

A permit not otherwise provided for in the Fee regulations	S	\$1,415.10	\$1,496.10	5.72%
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Amendments to Permit

Amendment to Permit - Use

Change of use only	S	\$1,415.10	\$1,496.10	5.72%
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Amendment to Permit - Preamble And/Or Conditions

To amend a permit other than a single dwelling to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit	S	\$1,415.10	\$1,496.10	5.72%
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Amendment to Permit - Single Dwelling

Single dwelling (\$10,000 or less)	S	\$214.60	\$226.90	5.73%
Single dwelling (\$10,000 - \$100,000)	S	\$675.70	\$714.40	5.73%
Single dwelling (\$100,000 - \$500,000)	S	\$1,383.30	\$1,462.50	5.73%
Single dwelling (\$500,000 - \$2,000,000)	S	\$1,494.60	\$1,580.10	5.72%

Amendment to Permit - VicSmart

VicSmart - other than class 7, 8 or 9	S	\$0.00	\$226.90	∞
VicSmart - \$10,000 or less	S	\$214.60	\$226.90	5.73%
VicSmart - development more than \$10,000	S	\$461.10	\$487.50	5.73%
VicSmart - subdivision or consolidation	S	\$214.60	\$226.90	5.73%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Amendment to Permit - Other Developments

Other developments (less than \$100,000)	S	\$1,232.20	\$1,302.80	5.73%
Other developments (\$100,00 - \$1,000,000)	S			\$1,756.50
				Last year fee 1661.50
Other developments (\$1,000,000 - \$50,000,000)	S	\$3,664.90	\$3,874.70	5.72%

Amendment to Permit - Not Otherwise Provided for in Regulations and Specified Subdivisions, Restrictions, Easements and Rights of Way

Amendment to a permit not otherwise provided for in the fee regulation	S	\$1,415.10	\$1,496.10	5.72%
Subdivision - common boundary realignment, consolidation of two or more lots, existing buildings and two lot subdivisions (other than VicSmart)	S	\$1,415.10	\$1,496.10	5.72%
Subdivision (other than VicSmart, two lot subdivisions and boundary realignments)	S	\$1,415.10	\$1,496.10	5.72%

Application for Approval of Amended Plans under Secondary Consent

Vicsmart and single dwellings	C	\$207.00	\$175.00	-15.46%
Any other secondary consent application	C	\$0.00	\$275.00	∞

Extension of Time to Planning Permits

First Extension of time to planning permits	C	\$130.00	\$136.00	4.62%
Second Extension of time to planning permits	C	\$195.00	\$205.00	5.13%
Each additional extension of time to planning permits	C	\$260.00	\$271.00	4.23%

Satisfaction Matters

Satisfaction matters as specified by planning scheme	S	\$349.80	\$369.80	5.72%
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Public Notice

Advertising notice sent to individual property owners per letter	C	\$8.60	\$9.00	4.65%
Advertising sign erected on site	C	\$369.00	\$384.00	4.07%

Subdivision - Certification and Statement of Compliance

Application for Certification of Subdivision under Subdivision Act

Application for Certification of subdivision under Subdivision Act	S	\$187.60	\$198.40	5.76%
Required alteration of plan	S	\$119.20	\$126.10	5.79%

Application for Recertification of Plan of Subdivision

Recertification of Plan of Subdivision	S	\$151.00	\$159.70	5.76%
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Application for Plan of Consolidation

Plan of Consolidation	S	\$187.60	\$198.00	5.54%
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Engineering Plan prepared by Council

Engineering Plan prepared by Council	S			3.50%
				Last year fee 3.50%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

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

Supervision of works associated with subdivision	S			2.50%
				Last year fee 2.50%

Restrictions, Easements and Rights of Way

Creation, variation and removal of restrictions, easements and rights of way	S	\$1,415.10	\$1,496.10	5.72%
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Section 173 Agreements

Amendment to an existing agreement	S	\$707.50	\$748.00	5.72%
Removal of an existing agreement	S	\$707.50	\$748.00	5.72%

Certificates of Compliance

Certificate of Compliance	S	\$349.80	\$369.80	5.72%
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Written Consent (WCON) Applications

Written consent to vary something registered on title.	C	\$765.00	\$795.60	4.00%
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Search and Copy

Search and Copy	C	\$0.00	\$0.00	0.00%
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Planning Scheme Amendments

Considering a Request for a Planning Scheme Amendment

Considering a request for an Amendment	S	\$3,275.40	\$3,462.90	5.72%
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Planning Scheme Amendment Fees – Consideration of Submissions

For considering up to 10 submissions	S	\$16,233.90	\$17,163.00	5.72%
For considering 11-20 submissions	S	\$32,436.00	\$34,292.40	5.72%
For considering in excess of 20 submissions	S	\$43,359.30	\$45,840.90	5.72%

Planning Scheme Amendment Fees – Adoption by Responsible Authority

Adoption of Amendment by Responsible Authority	S	\$516.80	\$546.30	5.71%
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Planning Scheme Amendment Fees – Consideration of Request to Approve an Amendment (By the Minister for Planning)

Consideration of a request to approve an Amendment (by the Minister for Planning)	S	\$516.80	\$546.30	5.71%
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Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Infrastructure and Environment Services

Infrastructure Development

Asset Protection Permit Fee

Permit Fee	C	\$170.00	\$176.00	3.53%
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Check Engineering Plans

These fees apply to developments/subdivisions that do not require the construction of new Council roads.

Up to 2 Dwellings	C	\$168.00	\$174.00	3.57%
3 to 5 Dwellings	C	\$278.00	\$286.00	2.88%
6 to 12 Dwellings	C	\$446.00	\$459.00	2.91%
13 to 19 Dwellings	C	\$613.00	\$631.00	2.94%
20 to 30 Dwellings	C	\$780.00	\$803.00	2.95%
31+ Dwellings	C	\$1,002.00	\$1,032.00	2.99%
Apartment, motel, hotel building (per 10 units)	C	\$278.00	\$286.00	2.88%
Small commercial developments (<500m2 + floor area)	C	\$278.00	\$286.00	2.88%
Medium commercial developments (500-2,000m2 + floor area)	C	\$613.00	\$631.00	2.94%
Large commercial developments (2,001m2 + floor area)	C	\$1,059.00	\$1,091.00	3.02%
1 industrial/factory/warehouse buildings/lots	C	\$167.00	\$172.00	2.99%
2-5 industrial/factory/warehouse buildings/lots	C	\$446.00	\$459.00	2.91%
6+ industrial/factory/warehouse buildings/lots	C	\$668.00	\$688.00	2.99%
Fee	S	0.75%		
		Last year fee 0.75%		

Design Fee

In house	C	10.00%		
		Last year fee 10.00%		
External design - Supervision of Civil and Landscaping fee	C	2.5%		
		Last year fee 2.5%		
External design work	C	At Cost		
		Last year fee At Cost		

Fee for Legal Point of Discharge Report

As per Section 36(4) Building Regulations 2018

Fee (9.77 units)	S	\$160.00	\$165.00	3.13%
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Special Charge Scheme

Contract administration	C	2.50%		
		Last year fee 2.50%		

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Special Charge Scheme [continued]

Scheme administration	C			3.00%
				Last year fee 3.00%

Local Road (speed at any time is greater than 50 kph)

Minor Works

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (9.3 units)	S	\$152.00	\$157.00	3.29%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Works on Roads (works other than minor works)

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (43.1 units)	S	\$704.00	\$725.00	2.98%
Not conducted on any part of the roadway, shoulder or pathway (23.5 units)	S	\$384.00	\$396.00	3.13%

Local Road (speed at any time is not more than 50kph)

Minor Works

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (9.3 units)	S	\$152.00	\$157.00	3.29%
Not conducted on any part of the roadway, shoulder or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Works on Roads (works other than minor works)

Cost per fee unit

Conducted on any part of the roadway, shoulder or pathway (23.5 units)	S	\$384.00	\$396.00	3.13%
Not conducted on any part of the roadway, should or pathway (6 units)	S	\$98.00	\$101.00	3.06%

Standpipe water fee

Per kilolitre	C	\$6.70	\$6.90	2.99%
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Facilities

Aerodrome Landing Fees

Colac

Per landing	C	\$13.10	\$13.60	3.82%
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Colac Regional Saleyards

Annual Agent Fees

Agent Annual Selling Licence and Office Rental	C	\$2,700.00	\$2,808.00	4.00%
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Attachment 7.3.2 Draft 2026-27 Fees and Charges

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

Agent Sale Day Fees

Agent Sale Day (with leased office space)	C	\$228.00	\$237.00	3.95%
Agent Sale Day (without leased office space)	C	\$624.00	\$649.00	4.01%

Per Animal Sale Fees

Calves	C	\$6.80	\$7.10	4.41%
Bulls and Stud Cattle	C	\$20.40	\$21.20	3.92%
Dairy Cattle	C	\$14.70	\$15.30	4.08%
Sheep and Lambs	C	\$2.50	\$2.60	4.00%
Horses	C	\$20.50	\$21.30	3.90%
Pigs	C	\$4.00	\$4.20	5.00%
Store Sale	C	\$1.16	\$1.20	3.45%

Weighing Fees

Per Animal	C	\$4.50	\$4.70	4.44%
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Other Fees

Ear Tag Replacement	C	\$11.45	\$11.90	3.93%
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Paddock Accommodation Fees

Daily Paddock Accommodation per head	C	\$4.80	\$5.00	4.17%
Transit fee	C	\$2.40	\$2.50	4.17%
Hay - Small Square Bale	C	\$23.00	\$24.00	4.35%
Hay - Round Bale	C	Equivalent market price plus 10%		
		Last year fee		
		Equivalent market price plus 10%		

Facility Fees

Dead Animal Disposal	C	\$0.00	\$200.00	∞
Facility Hire	C	\$477.00	\$497.00	4.19%
Truck Wash per minute	C	\$1.30	\$1.35	3.85%

Public Health

Health Protection Administration (Registration Fees)

CLASS 1 Food Premises

Class 1 - Not For Profit Renewal or New	C	\$346.00	\$360.00	4.05%
Class 1 Renewal or New	C	\$694.00	\$720.00	3.75%
Class 1 Change of Ownership	C	\$348.00	\$360.00	3.45%

CLASS 2 Food Premises

Class 2 Major Renewal or New	C	\$1,288.00	\$1,340.00	4.04%
Class 2 Major Transfer of Registration	C	\$650.00	\$680.00	4.62%
Class 2 Not for Profit Renewal or New	C	\$293.00	\$305.00	4.10%
Class 2 Not for Profit Transfer of Registration	C	\$150.00	\$155.00	3.33%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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CLASS 2 Food Premises [continued]

Class 2 General Renewal or New	C	\$582.00	\$605.00	3.95%
Class 2 General Change of Ownership	C	\$292.00	\$305.00	4.45%

CLASS 3 Food Premises

Class 3 General Renewal or New	C	\$359.00	\$375.00	4.46%
Class 3 General Transfer of Registration	C	\$179.00	\$185.00	3.35%
Class 3 Not for Profit Renewal or New	C	\$182.00	\$190.00	4.40%
Class 3 Not for Profit Change of Ownership	C	\$91.00	\$95.00	4.40%

Additional Temporary/Mobile Food Registration

Class 2 Streatrader Additional Component	C	\$142.00	\$150.00	5.63%
Class 3 Streatrader Additional Component	C	\$80.00	\$85.00	6.25%

Community Group Support

Class 2 or 3 - Not For Profit - Community Service Club	C	\$53.04	\$55.00	3.70%
Class 2 or 3 less than 3 Months Not For Profit (once per year)	C	\$0.00	\$0.00	0.00%

Category 1 Aquatic Facilities

Registration or Renewal of category 1 aquatic facilities (1 year registration)	C	\$346.19	\$360.00	3.99%
Transfer of category 1 aquatic facilities	C	\$346.19	\$360.00	3.99%

Personal Appearance Services

Beauty Therapies

Beauty Therapy/Ear Piercing (Med Risk) Renewal or New	C	\$179.00	\$185.00	3.35%
Beauty Therapy/Ear Piercing (Med Risk) Transfer of Registration	C	\$90.00	\$95.00	5.56%

Hairdressers

Hairdresser/Makeup (Low Risk) New - One Off Reg Fee	C	\$227.00	\$235.00	3.52%
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Skin Penetration (Tattooists, body piercing)

Dry Needling and Other therapeutic Skin Penetration Procedures (allied health/ non APHRA registered i.e. Myotherapy)	C	\$120.00	\$125.00	4.17%
Tattooist/Body Piercing (High Risk) Renewal or New	C	\$241.00	\$250.00	3.73%
Tattooist/Body Piercing (High Risk) Transfer of Registration	C	\$120.00	\$125.00	4.17%

Miscellaneous

Conveyance Enquiries for regulated businesses

Pre Purchasing Inspection	C	\$259.00	\$270.00	4.25%
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Water Sampling

Professional service fee	C	\$164.00	\$170.00	3.66%
Actual testing fee	C	Actual cost		
		Last year fee		
		Actual cost		

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
Immunisation				
Immunsiation Service Fee Flu Vaccine	C	\$29.50	\$30.00	1.69%
Replacement Certificate				
Fee	C	\$47.50	\$50.00	5.26%
Express Service				
Within 5 days	C	\$235.00	\$245.00	4.26%
Professional Service				
Additional compliance inspection	C	\$166.00	\$175.00	5.42%
Prescribed Accommodation				
6 to 10 persons				
Prescribed Accommodation up to 10 Renewal or New	C	\$380.00	\$395.00	3.95%
Prescribed Accommodation up to 10 Transfer of Registration	C	\$190.43	\$200.00	5.03%
11 to 20 persons				
Precribed Accomodation 10 -20 persons Rewewal or New	C	\$493.00	\$515.00	4.46%
Precribed Accomodation 11-20 persons Transfer of Registration	C	\$247.00	\$255.00	3.24%
20+ persons				
Prescribed Accomodation 20+ persons Rewewal or New	C	\$605.00	\$630.00	4.13%
Prescribed Accomodation 20+ persons Transfer of Registration	C	\$302.00	\$315.00	4.30%
Caravan Parks per site				
Fee	S	\$16.33	\$16.33	0.00%
Public Health - Septic Tanks				
Additional inspections				
additional hours for OWMS approval per hour	S	\$99.94	\$99.94	0.00%
Septic tank alterations				
Minor Alterations	S	\$608.29	\$608.29	0.00%
Septic tanks system				
Construct, install or alter	S	\$798.21	\$798.21	0.00%
Septic tank amend a permit				
Amend a permit	S	\$169.51	\$169.51	0.00%
Transfer a septic tank permit				
Fee	S	\$162.15	\$162.15	0.00%

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Renew a septic tank permit

Fee	S	\$135.70	\$135.70	0.00%
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Septic tank exemption

Fee	S	\$239.56	\$239.56	0.00%
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Environment & Community Safety

Animal Control

Registration

All other (refer Sch 2 of Domestic Animal Act 1994)	C	\$50.00	\$56.00	12.00%
Cat registration - full	C	\$132.00	\$138.00	4.55%
Cat registration - micro chipped and de-sexed	C	\$25.00	\$31.00	24.00%
Cat registration - micro chipped only	C	\$43.00	\$49.00	13.95%
Dog registration - full	C	\$155.00	\$161.00	3.87%
Dog registration - micro chipped and de-sexed	C	\$35.00	\$41.00	17.14%
Dog registration - micro chipped only	C	\$50.00	\$56.00	12.00%
Pensioner discount of registration fee	C	50.00%		
		Last year fee 50.00%		
Working farm dog	C	\$33.00	\$39.00	18.18%
Declared Dangerous & Menacing Dogs	C	\$170.00	\$180.00	5.88%
Pet Shop - Breeding/Boarding Facility Audit Fee	C	\$270.00	\$280.00	3.70%

Pound Release Fees

Cats - Initial impoundment plus	C	\$52.00	\$54.00	3.85%
Cats - Impound Same Day Release	C	\$0.00	\$25.00	∞
Cats - per head per day	C	\$14.00	\$15.00	7.14%
Dogs - Initial impoundment plus	C	\$85.00	\$87.00	2.35%
Dogs - Impound Same Day Release	C	\$0.00	\$40.00	∞
Dogs - per head per day	C	\$25.00	\$26.00	4.00%
Cattle/horses - Initial impoundment plus	C	\$120.00	\$125.00	4.17%
Cattle/horses - per head per day	C	\$24.00	\$25.00	4.17%
Sheep/pigs - Initial impoundment plus	C	\$52.00	\$54.00	3.85%
Sheep/pigs - per head per day	C	\$20.00	\$21.00	5.00%
All others - Initial impoundment plus	C	\$40.00	\$42.00	5.00%
All others - per head per day	C	\$17.00	\$18.00	5.88%

Fire Prevention

Administrative fee block slashing

Fee (plus cost of slashing)	C	\$500.00	\$500.00	0.00%
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Local Law Infringement fee – burning of offensive material (2 penalty units)

Infringement fee - burning of offensive material (2 penalty units)	S	\$395.00	\$420.00	6.33%
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Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Statutory Penalty fee – Failing to comply with fire prevention notice (10 penalty units)

Infringement fee - failing to comply with fire prevention notice (10 penalty units)	S	\$1,976.00	\$2,094.00	5.97%
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Local Laws

Local Law No 1

Bench Table and Seats - Annually from 1st November	C	\$160.00	\$165.00	3.13%
Bulk Rubbish Container - 3 Square Metres per permit application	C	\$44.00	\$46.00	4.55%
Bulk Rubbish/Shipping Container - Cost per week	C	\$44.00	\$46.00	4.55%
Shipping Containers - per permit application	C	\$75.00	\$78.00	4.00%
Tear Drop Flags/Banners - Annually from 1st November	C	\$75.00	\$78.00	4.00%
Umbrellas - Annually from 1st November	C	\$75.00	\$78.00	4.00%
Alcohol infringement fee (2 penalty unit)	S	\$395.00	\$410.00	3.80%
Goods for sale per Square Metre - Annually from 1st November	C	\$82.00	\$85.00	3.66%
Signs (A fame) - Charitable Organisations - Annually from 1st November	C	\$80.00	\$83.00	3.75%
Signs (A frame) - Other - Annually from 1st November	C	\$160.00	\$165.00	3.13%
Tables and chairs - 1st table and 4 chairs - Annually from 1st November	C	\$155.00	\$160.00	3.23%
Tables and chairs - Then per seat thereafter - Annually from 1st November	C	\$45.00	\$46.00	2.22%
Using Council land - Permit /admin fee	C	\$75.00	\$78.00	4.00%
Plus Cost Per Week				
Using Council land - Cost per week	C	\$44.00	\$45.00	2.27%
Vegetation	C	\$75.00	\$78.00	4.00%

Other

Abandoned or derelict vehicles

Pickup fee	C	\$320.00	\$330.00	3.13%
Plus Transport and Storage Costs				
Transport and storage costs	C			At Cost
				Last year fee At Cost

All other permits

Busking - 90 Days	C	\$110.00	\$115.00	4.55%
Excess Animal Permit	C	\$74.00	\$77.00	4.05%
Spruiking, Door Knocks and Temporary Dwellings Permit - Cost per week	C	\$110.00	\$115.00	4.55%

Impoundment Fee

Fee	C	\$175.00	\$182.00	4.00%
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Public Protection

Hoarding Application fee	C	\$46.00	\$48.00	4.35%
Plus Per m2 fee				
Hoarding - Per m2 fee	C	\$24.00	\$25.00	4.17%

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Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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Public Protection [continued]

Hoarding - Plus per week	C	\$100.00	\$104.00	4.00%
Work Zone / Timed Parking Permit (per bay per week)	C	\$54.00	\$56.00	3.70%

Parking

All day parking permit (Payable in 6 monthly blocks - Johnstone's Carpark only)

Per week	C	\$27.00	\$28.00	3.70%
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Car parking fines

Fine	C	\$95.00	\$99.00	4.21%
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Apollo Bay Market

Apollo Bay Community Saturday Market 1/2 Day permit (per annum)	C	\$40.00	\$42.00	5.00%
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Waste Management

Waste Management Additional Service Charge/Bin

360 Litre Recycle additional bin	C	\$145.20	\$151.00	3.99%
Additional 120Ltr - Green Organic Bin	C	\$0.00	\$80.00	∞
Additional 120Ltr - Red Landfill Bin	C	\$0.00	\$231.00	∞
Additional 120Ltr - Yellow Recycle Bin	C	\$0.00	\$64.00	∞
Additional Glass Bin 120 Litre	C	\$72.00	\$75.00	4.17%
Downgrade to 120Ltr - Green Organic Bin	C	\$0.00	\$0.00	0.00%
Downgrade to 120Ltr - Red Landfill Bin		\$0.00	\$0.00	0.00%
Downgrade to 120Ltr - Yellow Recycling Bin	C	\$0.00	\$0.00	0.00%
240 litre garbage additional service charge/bin	C	\$444.00	\$462.00	4.05%
240 litre organic additional service charge/bin	C	\$154.00	\$160.00	3.90%
240 litre recycle additional service charge/bin	C	\$125.00	\$130.00	4.00%
Upgrade to 240 litre Garbage Bin	C	\$186.00	\$193.00	3.76%
Upgrade to 360 litre Recycling bin	C	\$28.00	\$29.00	3.57%

All waste receival sites

240L Comingled Recycling (Charging from 1 January 2022)	C	\$4.80	\$5.00	4.17%
Chemical drums (each)	C	\$1.70	\$1.81	6.47%
Commercial fully co-mingled recyclables (per m3)	C	\$106.00	\$110.00	3.77%
Commercial fully co-mingled recyclables (per tonne)	C	\$204.00	\$212.00	3.92%
Mattresses each	C	\$40.00	\$46.00	15.00%
Putrescibles (incl mixed rubbish) per m3	C	\$64.00	\$67.00	4.69%
Putrescibles (incl mixed rubbish) 240 litre bin	C	\$14.00	\$14.50	3.57%
Putrescibles (incl mixed rubbish) per tonne	C	\$305.00	\$315.00	3.28%
Tree pruning's (per m3)	C	\$70.00	\$73.00	4.29%
Tree pruning's (per tonne)	C	\$166.00	\$175.00	5.42%
Car tyre	C	\$12.60	\$13.00	3.17%
Car tyre on rim	C	\$20.80	\$22.00	5.77%
Commercial batteries each (more than 2)	C	\$9.40	\$10.00	6.38%
Light truck tyre	C	\$24.00	\$25.00	4.17%
Tractor tyre 1 - 2m	C	\$297.00	\$310.00	4.38%

continued on next page ...

Attachment 7.3.2 Draft 2026-27 Fees and Charges

Name	Council / Statutory	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (incl. GST)	Increase %
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All waste receival sites [continued]

Tractor tyre up to 1m	C	\$141.00	\$147.00	4.26%
Truck tyre	C	\$63.00	\$66.00	4.76%
10 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	\$105.00	\$109.00	3.81%
25 tickets up to 240L, Waste, Co-mingled or Mix of Both	C	\$222.00	\$231.00	4.05%
15 tickets up to 240L, Waste, Recycling Disposal	C	\$24.00	\$25.00	4.17%
30 tickets up to 240L, Waste, Recycling Disposal	C	\$48.00	\$50.00	4.17%

Kerbside Bin Fees

Additional Bin	C	\$97.00	\$101.00	4.12%
Bin change over fee (all bins)	C	\$40.00	\$42.00	5.00%
Lost or stolen bins – 120/240 litre	C	\$76.00	\$80.00	5.26%

Item: 7.4

Asset Management Policy - Endorse for Public Exhibition

OFFICER	David Hildebrand
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	<ol style="list-style-type: none">1. DRAFT 2026 Asset Management Policy for Public Exhibition [7.4.1 - 6 pages]2. Asset Management Policy - Adopted by Council - 2022 [7.4.2 - 6 pages]

1. PURPOSE

To present the draft Asset Management Policy and seek endorsement for public exhibition.

2. EXECUTIVE SUMMARY

Council's Asset Management Policy (AMP) needs to be reviewed every four years. The previous review was completed in 2021-22. The AMP sets out the basis on which Council manages the assets in its care to enable relevant, effective and sustainable delivery of services to the community in alignment with the Community Vision and Council Plan.

The current AMP has been reviewed with minor changes to capture the need to consider climate change impacts on asset renewal, upgrades and new asset acquisition and encourage use of more sustainable materials in construction. More substantial changes are not considered warranted. A copy of the reviewed AMP is attached. It is recommended the policy be placed on public exhibition under Council's Community Engagement Policy before being finalised.

3. RECOMMENDATION

That Council:

- 1. Notes the revised Asset Management Policy (Attachment 1) which has arisen from a cyclic review of the 2022 adopted policy.***
- 2. Authorises public exhibition of the draft Asset Management Policy for a minimum of six weeks in accordance with Council's Community Engagement Policy.***
- 3. Provides the opportunity for any person wishing to speak to their written submission to be heard, or for a nominated representative of that person to speak to the submission on their behalf, at a Submissions Committee meeting prior to Council considering a report on the final version of the Asset Management Policy.***

4. KEY INFORMATION

Role of the Policy

Council's Asset Management Policy (AMP) forms part of a suite of asset management related documents in place to ensure that Council is meeting its legislative obligations and that its assets are maintained and developed in a financially affordable manner and are meeting community needs.

The AMP and Asset Plan (adopted in 2025 alongside the Council Plan and Financial Plan) work together to provide an integrated approach to asset management. The Asset management policy establishes Council's overarching principles, governance arrangements and expectations for managing assets in a sustainable, risk based and whole of life cycle manner. It sets the rules for how asset decisions are made.

The Asset Plan by comparison gives effect to this policy by translating those principles into a practical, long-term program of asset maintenance, renewal, acquisition, upgrade and disposal over a minimum ten-year period. In this way the Asset Plan operationalises the policy, ensuring asset investment decisions are consistent with Council's service objectives, financial capacity community expectation and legislative obligations.

The AMP should be reviewed every four years. The last review occurred in 2021-22. The document is subject to Council consideration and public exhibition in accordance with Council's Community Engagement Policy.

Key Changes

The review has resulted mainly in an update to the format of the policy and updating of relevant information. Much of the policy direction has remained unchanged and considered to remain relevant. The policy provides robust and appropriate direction for Council's asset management.

The key changes have been inclusion of objectives relating to consideration of climate change impacts on asset renewal, upgrades and new asset acquisition, and to encourage the use of more sustainable materials in construction.

It is critical that Council continues to consider future climate change impacts when undertaking infrastructure works. A key example is that drainage pipes, basins and other related infrastructure will need to account for more intense rainfall events in future years to avoid increased flooding.

The new objective relating to use of sustainable materials reflects current practice and aligns with State objectives related to reduced resource use and increased recycling to reduce landfill demand. An example of this is the use of rubber, glass or other recycled material in road base construction, or the use of recycled plastic).

More substantial changes to the policy are not considered warranted.

5. CONSIDERATIONS

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

The *Local Government Act 2020* requires that Councils have adequate control over their assets and together with the Asset Management Strategy and Asset Plans, the Asset Management Policy provides a framework for comprehensive, accountable, and transparent asset management practices.

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

Councils Asset Management Policy needs to be reviewed every four years. The previous review was completed in 2021-22.

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

The draft policy recognises the challenges on asset renewal and creation of, or expansion of assets due to climate change impacts. Also, the draft policy recognises the importance of using sustainable construction materials in asset construction creating positive impacts on environmental sustainability.

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

The draft Asset Management Policy 2026 will be displayed on the Council webpage to ensure the community have access to objective, relevant and timely information. Feedback will be sought over a six week period in accordance with Council's Community Engagement Policy. Submitters will be provided an opportunity to present their submission at a Submissions Committee meeting before a decision to adopt the policy.

Public Transparency (s58 LGA 2020)

The draft Policy is being considered at an open Council meeting and will be available for community feedback for six weeks before being considered for adoption by Council.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

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

Financial Management (s101 *Local Government Act 2020*)

Council's Financial Plan has been informed by the Asset Plan for forecasting budgets for infrastructure renewal and new and upgraded assets over the next ten years. The current Asset Plan is based on the current Asset Management Policy. Given only minor changes are proposed to the policy, there is not expected to be any material impact to financial management.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The draft policy will be placed on exhibition for six weeks.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Exhibit the draft Asset Management Policy

This option is recommended by officers to ensure that community input is sought in relation to the proposed changes.

Option 2 – Exhibit the Policy with amendments

This option is not recommended by officers as the updated draft Policy has been carefully reviewed and further changes are not considered necessary. Any significant amendments would require careful consideration of potential financial implications and impacts on service planning.

Option 3 – Do not exhibit the revised policy

This option is not recommended by officers as it is important that policies are regularly reviewed to ensure they remain relevant. It is also important to comply with public transparency principles of the Act and ensure the community has input into the review process.

COUNCIL POLICY

13.7 ASSET MANAGEMENT POLICY

Responsible Officer: Manager Assets and Engineering

Due for Review: 2030

PURPOSE

The purpose of this policy is to set out the basis on which **Council** manages the **assets** in its care to enable relevant, effective and **sustainable** delivery of services to the community in alignment with the **2050 Community Vision** and **Council Plan 2025-2029**.

SCOPE

This policy applies to all **assets** over which **Council** has ownership or control or for which **Council** has the authority to determine either technical or service standards.

These **assets** include:

- Fixed physical **assets** such as road, pathway, recreation, and building infrastructure
- Mobile/ non-fixed physical **assets** such as heavy plant, fleet, and furniture
- Non-physical **assets** such as software and licenses.

These **assets** exclude:

- Physical **assets** that are the responsibility of others
- **Financial assets** such as money
- Natural or environmental **assets** such as trees.

RATIONALE

Council requires an Asset Management Policy to provide a structured framework for the **sustainable**, cost-effective, and safe **lifecycle** management of community infrastructure (roads, buildings, parks, etc). An Asset Management Policy ensures our financial sustainability by aligning long-term financial planning with **asset** needs, minimizing risks, and maximizing value for money.

STATEMENT OF POLICY

POLICY

- **Council** will pursue **asset** management best practice aimed at providing sustainable service levels from its **asset** portfolio over the long term.
- Asset Management decisions shall be based on community service delivery needs.
- Asset Management decisions will be aimed at optimising the use of the funding available to undertake relevant and prioritised asset renewal works.
- **Council** will firstly assess the financial impact on **Council's** ability to sustain its own **asset** base before it commits funding (including grant funding) to new, upgraded or expanded **assets**, including consideration of the whole of lifecycle costs of the proposed **assets**.

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- The potential decommissioning or sale of an **asset** will be determined by ongoing strategic need, increasing or diminishing usage, condition, risk, lifecycle costs, and overall service priorities.
- Asset management decisions will consider the whole of lifecycle costs (maintenance, operation, and renewal), risk, and the evaluation of alternative options, to allow full assessment, project evaluation and reporting.
- **Council's** Asset Plan and **asset** planning shall be integrated with **Council's** Financial Plan, corporate and business plans, capital works programs, budgets and reporting processes, as part of the Integrated Strategic Planning and Reporting Framework.
- Whole of life costs will be assessed in **asset** management plans for each long-life infrastructure **asset** group which will inform **Council's** overall Asset Plan.
- Council will proactively pursue operational practices, suppliers, and material that positively contribute to a healthy environment and actively promotes a circular economy within renewal and capital works.
- Council will consider future climate change impacts such as higher temperatures and higher intensity of rainfall when renewing or upgrading its assets.
- Financial and Asset Management reporting shall be categorised in terms of operational, maintenance, renewal, upgrade and new expenditure classifications to enable sound Asset Management decisions.
- Staff with **asset** and financial responsibilities will be appropriately trained and skilled in relevant **asset** and financial management principles and processes.

OBJECTIVES

The objectives of this Asset Management Policy are to:

- Define an asset management framework that will provide for sustainable delivery of relevant services to the community through fit for purpose assets.
- Provide a clear basis for **asset** management decision making in relation to **Council's** delivery of services to the community, including the appropriate management of service and **asset** related risks.
- Outline governance responsibilities for management of Council's assets
- Ensure compliance with legislation and regulatory requirements.
- Consider and minimise detrimental impacts on the natural environmental

PRINCIPLES

Asset Management involves all areas of **Council** including those that plan services, provide services, manage **assets** and manage financial functions. Asset Management is a key element of **Council's** Integrated Strategic Planning and Reporting Framework.

Council will ensure that when considering the social, environmental, financial and organisational impacts of any decision they will also properly consider the impact on **Council's** services and the **assets** that support them.

Council will provide and manage its **assets** to ensure they are appropriate to service the needs of the community within its financial constraints.

Assets will be effectively and sustainably utilised and maintained at agreed levels of service. **Council** will manage its **assets** through the implementation of an Asset Management Strategy and Asset Plan as part of **Council's** Integrated Strategic Planning and Reporting Framework.

Asset Management practice will include utilising up-to-date technologies, methodologies, systems, and community consultation to provide relevant, strategic, and efficient delivery of services to the community.

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Decisions regarding allocation of resources will have regard to sustainable maintenance of **assets** and the ongoing provision of services provided by those **assets**.

ASSET MANAGEMENT GOVERNANCE

Roles and Responsibilities

Council:

- Provide sustainable assets for the community by recognising and considering the full cost of **Council** acquiring, maintaining, renewing and operating **assets** throughout their lifecycle.
- Provide **assets** that deliver sustainable services to benefit the community at a level of service that justifies the costs of owning and operating these **assets**.
- Acts as the **asset** custodian on behalf of the community.
- Make decisions regarding **assets** in accordance with the 2050 Community Vision, Financial Plan 2025-26 to 2034-35 and Colac Otway Shire's **Council** Plan 2025-2029.
- Review and adopt (when required) the Asset Management Policy, Asset Management Strategy, and Asset Plan.

Chief Executive Officer and Executive Management Team:

- Reflect the corporate and community strategic planning principles embraced by **Council** in the Asset Management Policy, Strategy, Plans, and Asset Plan.
- Seek allocation of sufficient resources to the development, ongoing improvement and delivery of the Asset Management Strategy, Asset Management Plans, Asset Plan and supporting systems.
- To ensure the Asset Management Policy and Asset Management Strategy integrates with the Asset Plan and Financial Plan within the Integrated Strategic Planning and Reporting Framework, and with other policies and business processes of **Council**.
- To ensure **Councillors** and the organisation understand the principles and importance of Asset Management, and that training needs for **Councillors** and staff are assessed and programmed.
- To ensure that there is a cross-functional corporate Asset Management group that provides high level involvement, oversight, accountability, promotion, and reporting of asset management status and effectiveness within **Council**.
- Review and adoption of Asset Management Plans (when required).

Council Staff with Asset Management Responsibilities:

- Develop and maintain Council's Asset Management Policy, Asset Management Strategy, Asset Plan, and Asset Management Plans.
- Develop asset maintenance, renewal, upgrade and disposal programs in accordance with the Asset Plan, Asset Management Plans, agreed levels of service, and budget allocation.
- Periodically review the Asset Management Policy, Asset Management Strategy, Asset Plan, and Asset Management Plans in accord with the required timeframes.
- Engage up-to-date technologies, methodologies and continuous improvement processes in the management of **Council's assets** and its **asset** management system.
- Ensure that Asset Management skills and training needs are identified and completed as part of the staff performance appraisal process.

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Asset Management Working Group

The Asset Management Working Group is established to provide coordinated oversight and strategic guidance for asset management practices across the organisation. The Working Group meets **quarterly** and is comprised of the **Executive Management Team**, Manager Assets and Engineering, Asset Management Coordinator, Finance Manager and other relevant officers as required to support effective asset management outcomes. The key functions of the Asset Management Working Group include:

- Providing strategic direction and governance oversight for the Council's Asset Management Framework and related policies
- Supporting the development, review, and integration of asset management plans, lifecycle strategies, and defined service levels
- Ensuring alignment between asset management practices, the Council Plan, Financial Plan, and annual budget processes
- Facilitating cross-departmental collaboration to improve consistency, data quality, and evidence-based asset decision-making
- Monitoring asset performance, condition, risk, and compliance with legislative, regulatory, and best-practice requirements
- Reviewing and discussing asset condition modelling during the second and third quarterly meetings to inform renewal forecasting and capital investment planning
- Overseeing and reviewing the end-of-financial-year asset revaluation and capitalisation processes, including assumptions, methodologies, and outcomes, during the second and third quarterly meetings
- Identifying and advising on asset investment priorities, renewal needs, and service level trade-offs
- Promoting continuous improvement in asset management capability and organisational maturity
- Providing advice and recommendations to the Executive on emerging asset-related risks, opportunities, and strategic issues

DEFINITIONS

Terms presented in ***bold italics*** in this policy represent terms used across multiple Council policies and their definitions are detailed in the "Council *Policy Terms and Definitions*" document located on Council's website www.colacotway.vic.gov.au.

Other terms, specific to this document are detailed below:

Asset Management: The combination of management, financial, economic, engineering and other practices applied to assets with the objective of balancing costs, opportunities and risks against the desired performance of assets to achieve an organisation's objectives.


Asset Management Plan: A plan developed for the management of one or more asset groups that combines multi-disciplinary management techniques (including technical and financial) over the asset lifecycle in the most cost-effective manner to provide a defined level of service.

Asset Management Strategy: A strategic framework that effectively guides the management, planning, construction, maintenance and operation activities of assets in the implementation of Council's Asset Management Policy.

Asset Plan: Council's 10 year plus planning document that outlines key elements, processes, management, and resource allocation for assets of which council is the custodian.

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Financial Plan:	Councils 10 year plus planning document that outlines the financial management, key elements, and resource allocation of the organisation.
Integrated Strategic Planning and Reporting Framework:	The linked strategic and reporting framework required under the Local Government Act 2020 (Victoria).
Level of Service:	The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, satisfaction and cost.
Lifecycle Costs:	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs, also referred to as 'Whole of Life' Costs.
Maintenance:	All actions necessary to manage the physical condition of an asset until rehabilitation or replacement is necessary.
New Asset:	Refers to an asset that has been created, produced or introduced for the first time, not existing before.
Operation(s):	The active process of utilizing an asset which will consume resources such as manpower, energy, chemicals and materials.
Renewal:	Refers to works required or undertaken to return the asset to its "as-new" condition.
Sustainable:	Able to be maintained or kept going at a certain rate or level by the application of defined actions, process and/ or funding.
Upgrade:	With respect to any physical asset, any physical enhancement or series of physical enhancements, including any such physical enhancements that would increase the product or service it provides.

RELATED DOCUMENTS AND PROCEDURES

2050 Community Vision
 Council Plan 2025-2029
 Financial Plan 2025-26 to 2034-35
 Asset Plan 2025-2035
 Asset Management Strategy (under review)
 2025 Building Asset Management Plan
 2025 Road Asset Management Plan
 2025 Bridge Asset Management Plan
 2025 Pathway Asset Management Plan
 2025 Stormwater Asset Management Plan
 2025 Open Space and Recreation Asset Management Plan
 2025 Risk Management Framework

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REFERENCES

2050 Community Vision
 Council Plan 2025-2029
 Financial Plan 2025-26 to 2034-35
 Local Government Act 2020
 Local Government (Finance and Reporting) Regulations 2020
 International Infrastructure Management Manual (Edition 6)

DOCUMENT HISTORY

Version	Document History	Approved by	Date
V1		Council	August 2022
V2	D26/43135	EMT	March 2026

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Council Policy

13.7 ASSET MANAGEMENT

PURPOSE

The purpose of this policy is to set out the basis on which Council manages the assets in its care so as to enable relevant, effective and sustainable delivery of services to the community in alignment with the 2050 Community Vision and Council Plan 2021-25.

SCOPE

This policy applies to all assets over which Council has ownership or control or for which Council has the authority to determine either technical or service standards.

These assets include:

- Fixed physical assets such as road, pathway, recreation, and building infrastructure
- Mobile/ Non-fixed physical assets such as heavy plant, fleet, and furniture
- Non-physical assets such as software and licenses.

These assets exclude:

- Physical assets that are the responsibility of others
- Financial assets such as money
- Natural or environmental assets such as trees.

DEFINITIONS

Asset:	A resource controlled by Council from which future economic, social and environmental benefits or service potential are expected to flow to the municipality or the community.
Asset Management:	The combination of management, financial, economic, engineering and other practices applied to assets with the objective of balancing costs, opportunities and risks against the desired performance of assets to achieve an organisation's objectives.
Asset Management Plan:	A plan developed for the management of one or more asset groups that combines multi-disciplinary management techniques (including technical and



financial) over the asset lifecycle in the most cost-effective manner to provide a defined level of service.

Asset Management Strategy:	A strategic framework that effectively guides the management, planning, construction, maintenance and operation activities of assets in the implementation of Council's Asset Management Policy.
Asset Plan:	Council's 10 year plus planning document that outlines key elements, processes, management, and resource allocation for assets of which council is the custodian.
Financial Plan:	Council's 10 year plus planning document that outlines the financial management, key elements, and resource allocation of the organisation.
Integrated Strategic Planning and Reporting Framework:	The linked strategic and reporting framework required under the Local Government Act 2020 (Victoria).
Level of Service:	The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, satisfaction and cost.
Lifecycle Costs:	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs, also referred to as 'Whole of Life Costs'.
Maintenance:	All actions necessary to manage the physical condition of an asset until rehabilitation or replacement is necessary.
New Asset:	Refers to an asset that has been created, produced or introduced for the first time, not existing before.
Operation(s):	The active process of utilizing an asset which will consume resources such as manpower, energy, chemicals and materials.
Renewal:	Refers to works required or undertaken to return the asset to its "as-new" condition.
Sustainable:	Able to be maintained or kept going at a certain rate or level by the application of defined actions, process and/ or funding.
Upgrade:	With respect to any physical asset, any physical enhancement or series of physical enhancements, including any such physical enhancements that would increase the product or service it provides.



REFERENCES

2050 Community Vision
Council Plan 2021 – 2025
Financial Plan 2021-22 to 2030-31
Local Government Act 2020
Local Government (Finance and Reporting) Regulations 2004
International Infrastructure Management Manual

STATEMENT OF POLICY

POLICY

- Council will pursue asset management best practice aimed at providing sustainable service levels from its asset portfolio over the long term.
- Asset Management decisions shall be based on community service delivery needs.
- Asset Management decisions will be aimed at optimising the use of the funding available to undertake relevant and prioritised asset renewal works.
- Council will firstly assess the financial impact on Council's ability to sustain its own asset base before it commits funding (including grant funding) to new, upgraded or expanded assets, including consideration of the whole of lifecycle costs of the proposed assets.
- The potential decommissioning or sale of an asset will be determined by ongoing strategic need, increasing or diminishing usage, condition, risk, lifecycle costs, and overall service priorities.
- Asset management decisions will consider the whole of lifecycle costs (maintenance, operation, and renewal), risk, and the evaluation of alternative options, to allow full assessment, project evaluation and reporting.
- Council's Asset Plan and asset planning shall be integrated with Council's Financial Plan, corporate and business plans, capital works programs, budgets and reporting processes, as part of the Integrated Strategic Planning and Reporting Framework.
- Whole of life costs will be assessed in asset management plans for each long life infrastructure asset group which will inform Council's overall Asset Plan.
- Financial and Asset Management reporting shall be categorised in terms of operational, maintenance, renewal, upgrade and new expenditure classifications to enable sound Asset Management decisions.
- Staff with asset and financial responsibilities will be appropriately trained and skilled in relevant asset and financial management principles and processes.



OBJECTIVES

The objectives of this Asset Management Policy are to:

- Define an asset management framework that will provide for sustainable delivery of relevant services to the community through fit for purpose assets.
- Provide a clear basis for asset management decision making in relation to Council's delivery of services to the community, including the appropriate management of service and asset related risks.
- Define the roles and responsibility of Council and its staff.
- Ensure compliance with legislation and regulatory requirements.
- Consider environmental impacts.

PRINCIPLES

Asset management involves all areas of Council including those that plan services, provide services, manage assets and manage financial functions. Asset Management is a key element of Council's Integrated Strategic Planning and Reporting Framework.

Council will ensure that when considering the social, environmental, financial and organisational impacts of any decision they will also properly consider the impact on Council's services and the assets that support them.

Council will provide and manage its assets to ensure they are appropriate to service the needs of the community within its financial constraints.

Assets will be effectively and sustainably utilised and maintained at agreed levels of service. Council will manage its assets through the implementation of an Asset Management Strategy and Asset Plan as part of Council's Integrated Strategic Planning and Reporting Framework.

Asset management practice will include utilising up-to-date technologies, methodologies, systems, and community consultation to provide relevant, strategic, and efficient delivery of services to the community.

Decisions regarding allocation of resources will have regard to sustainable maintenance of assets and the ongoing provision of services provided by those assets.

ROLES AND RESPONSIBILITIES

Council:

- Provide sustainable assets for the community by recognising and considering the full cost of Council acquiring, maintaining, renewing and operating assets throughout their lifecycle.
- Provide assets that deliver sustainable services to benefit the community at a level of service that justifies the costs of owning and operating these assets.
- Acts as the asset custodian on behalf of the community.
- Make decisions regarding assets in accordance with the 2050 Community Vision and Colac Otway Shire's Council Plan 2021-2025.
- Review and adopt the Asset Management Policy, Asset Management Strategy, and Asset Plan.



Chief Executive Officer and Executive Management Team:

- Reflect the corporate and community strategic planning principles embraced by Council in the Asset Management Policy, Strategy, Plans, and Asset Plan.
- Seek allocation of sufficient resources to the development, ongoing improvement and delivery of the Asset Management Strategy, Asset Management Plans, Asset Plan and supporting systems.
- To ensure the Asset Management Policy and Strategy integrates with the Asset Plan and Financial Plan within the Integrated Strategic Planning and Reporting Framework, and with other policies and business processes of Council.
- To ensure Councillors and the organisation as a whole understand the principles and importance of asset management, and that training needs for Councillors and staff are assessed and programmed .
- To ensure that there is a cross-functional corporate asset management group that provides high level involvement, oversight, accountability, promotion, and reporting of asset management status and effectiveness within Council.
- Review and adoption of Asset Management Plans.

Council Staff with Asset Management Responsibilities:

- Develop and maintain Council's Asset Management Policy, Strategy, Asset Plan, and Asset Management Plans.
- Develop asset maintenance, renewal, upgrade and disposal programs in accordance with the Asset Plan, Asset Management Plans, agreed levels of service, and budget allocation.
- Periodically review the Asset Management Policy, Strategy, Asset Plan, and Asset Management Plans in accord with the required timeframes.
- Engage up-to-date technologies, methodologies and continuous improvement processes in the management of Council's assets and its asset management system.
- Ensure that Asset Management skills and training needs are identified and completed as part of the staff performance appraisal process.

RELATED DOCUMENTS

2050 Community Vision
Council Plan 2021-2025
Financial Plan 2021-22 to 2030-31
Asset Plan (under review)
Asset Management Strategy (under review)
Building Asset Management Plan
Road Asset Management Plan Bridge
Asset Management Plan Pathway
Asset Management Plan
Stormwater Asset Management Plan
Open Space and Recreation Asset Management Plan
Capital Funds Allocation Policy 2022 (under review)
Capital Project Prioritisation Policy 2022 (under review)
Risk Management Policy



DOCUMENT CONTROL

Policy owner	Manager Assets and Engineering	Division	Infrastructure and Operations
Adopted by council	August 2022	Policy Number	13.7
File Number	D22 72623	Review date	Every 4 years - Next review due in 2026

Item: 7.5

Road Safety Strategy - Endorse for Public Exhibition

OFFICER	Kanishka Gunasekara
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	1. Draft Road Safety Strategy - For Public Exhibition [7.5.1 - 41 pages]

1. PURPOSE

To present the draft Road Safety Strategy and seek endorsement for public exhibition.

2. EXECUTIVE SUMMARY

Council secured \$50,000 in funding from the Transport Accident Commission (TAC) to develop a Shire-wide Road Safety Strategy focused on reducing road trauma and improving safety for all road users. Wallbridge Gilbert Aztec (WGA), experienced traffic engineering consultants, were engaged to prepare the Strategy.

The draft Strategy (refer Attachment 1) has been shaped by extensive community and stakeholder engagement, including drop-in sessions, an online survey, and consultation with 25 regional stakeholders. It has a 10 year implementation horizon, supported by a structured Action Plan comprising of 19 short, medium and long-term actions under five themes. The Strategy will be used to direct Council's future efforts to implement road safety initiatives.

It is recommended that Council endorse the draft Road Safety Strategy for public exhibition to enable broader feedback prior to final consideration and adoption.

3. RECOMMENDATION

That Council:

- 1. Notes that the draft Road Safety Strategy has been developed in consultation with community and key stakeholder groups across the municipality.***
- 2. Authorises public exhibition of the draft Road Safety Strategy for a minimum of six weeks in accordance with Council's Community Engagement Policy.***
- 3. Provides the opportunity for any person wishing to speak to their written submission to be heard, or for a nominated representative of that person to speak to the submission on their behalf, at a Submissions Committee meeting prior to Council considering a report on the final version of the Road Safety Strategy.***

4. KEY INFORMATION

The TAC Local Government Grant Program provides opportunities for Councils to improve road safety in their local communities. The program supports projects aligned with the *Victorian Road Safety Strategy 2021-2030* that adopt Safe System principles to reduce cyclist and pedestrian crashes. Council was successful in receiving \$50,000 in funding from this program for development of a Shire wide Road Safety Strategy and Action Plan.

The purpose of the project is to ensure that available resources are focused on achieving the greatest overall reduction in the risk of injury or loss of life on municipal roads, with a strong emphasis on those roads under Council management. The strategic document will provide a robust basis to inform the direction of future capital works programs, and funding bids to State and Federal Government for crash countermeasures and other initiatives to improve the safety of the Shire's road network.

Methodology

The strategy development has been conducted in four stages by the appointed consultant Wallbridge Gilbert Aztec (WGA), including:

- **Data Collection & Analysis**
 - Review of existing road safety data, including crash statistics, speed limits and traffic volumes
 - Review of information concerning reports of traffic safety concerns
 - Review all existing Council policies and strategies
 - Identification of high-risk areas and priority locations for further investigation and intervention
 - Benchmarking against best-practice road safety principles and interventions (Safe System Assessment principles and approach)
- **Stakeholder Engagement**
 - Interviews of 25 businesses and stakeholders summarising key objectives and concerns

- **Consultation & Community engagement**
 - Drop-in sessions and online surveys to capture community feedback, concerns and ideas.
- **Strategy and Action Plan development**

Development of a draft Road Safety Strategy detailing:

 - Stakeholder Management Plan and Community Consultation Strategy
 - Key safety issues and risk areas at both a state and local road network level
 - Short and long-term actions, prioritised according to risk as per a standard risk assessment in accordance with the Austroads Guide to Road Safety
 - Identification of potential funding sources
 - Implementation and evaluation framework

The draft Road Safety Strategy is now complete and is ready to be publicly exhibited to seek feedback from the community.

Key Information

- **Community and Stakeholder Engagement**

Community and stakeholder engagement was undertaken to inform the development of the Road Safety Strategy and capture local concerns and priorities.

Drop-in consultation sessions were held in Birregurra, Colac and Apollo Bay on 10–11 October 2025. An online survey was also hosted on Council's "Have Your Say" platform between 27 August and 3 November 2025. The survey received 60 responses, with 29 participants also identifying locations of concern on an interactive map (91 total issues raised). The largest respondent group was aged 55–64.

Consultation was also undertaken with key stakeholders including government agencies, schools, Victoria Police, local businesses, health services and Road Safe Otway.

Feedback indicated that road users generally feel safer driving within townships than on rural roads, while activities such as cycling, motorcycling and crossing roads were commonly perceived as unsafe. Key factors contributing to safety concerns included road user behaviour, road maintenance, and limited road infrastructure.

Priority improvements identified by respondents included footpath infrastructure, road design and traffic management, on-road cycling facilities, pedestrian and cyclist infrastructure, and driver education. Other commonly raised issues included poor road conditions, intersection safety concerns, inconsistent speed limits near townships and schools, and gaps in pedestrian and cycling networks.

These findings have been considered in the development of the Road Safety Strategy Action Plan.

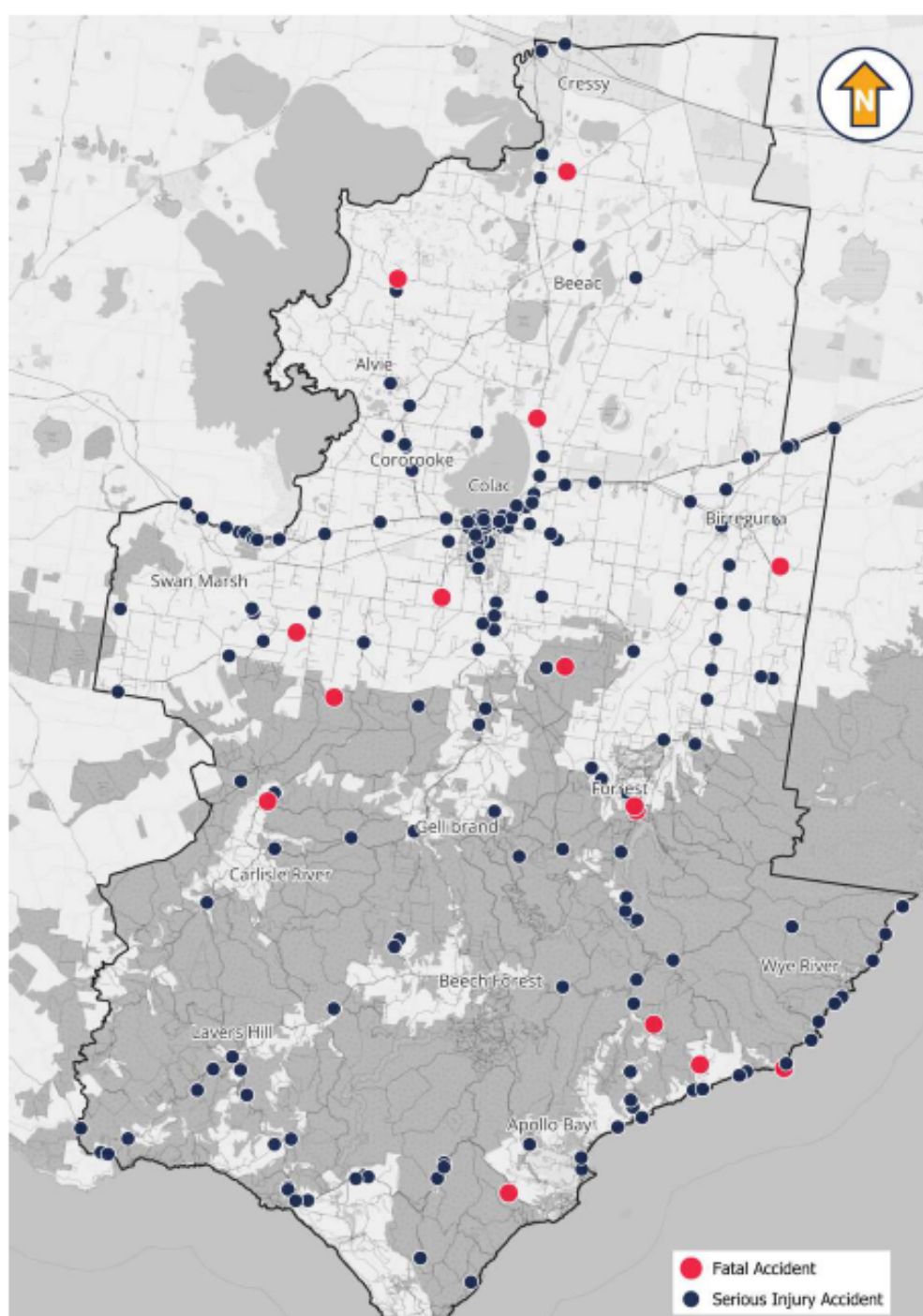
- **Crash Statistics Assessment**

The Department of Transport and Planning (DTP) maintains a database of all reported road casualty crashes with publicly available data from 2012 onwards. Crash data has been obtained and analysed for the Colac Otway Shire for the last available five-year period between 1 April 2020 to 31 March 2025. A breakdown by crash injury severity is provided in Table 1, noting that 52% of all reported crashes resulted in a fatal or serious injury.

Table 1: Crash Injury Severity Summary

CRASH SEVERITY	NO. CRASHES	PROPORTION OF TOTAL RECORDED CRASHES
Fatal	15	4%
Serious Injury	197	48%
Other Injury	200	48%
TOTAL	412	100%

Figure 1: Serious and Fatal Injury Crash Locations



The fatal crash locations, types and road users are outlined in Table 2 below. It is noted that the majority of recorded fatality crashes are off path (straight or bend) hitting an object (12 out of 15).

Table 2: Fatal Crash Locations and Types

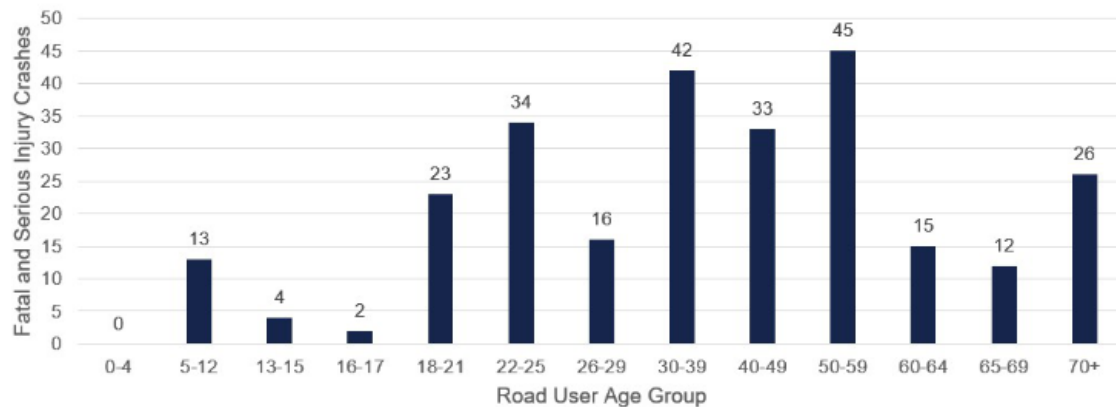
LOCATION	TYPE	AUTHORITY	ROAD USER
Barpinba Rd	U Turn	-	Passenger Vehicle
Great Ocean Rd	Head On (Not Overtaking)	DTP	Cyclists
Sunnyside Rd	Off End Of Road/T-Intersection.	Local Road	Heavy Vehicle
Skenes Creek Rd	Off Right Bend Into Object/Parked Vehicle	DTP	Heavy Vehicle
Carlisle Rd	Off Left Bend Into Object/Parked Vehicle	DTP	Passenger Vehicle
Colac-Ballarat Rd	Off Right Bend Into Object/Parked Vehicle	DTP	Passenger Vehicle
Grant St	Off Right Bend Into Object/Parked Vehicle	DTP	Passenger Vehicle
East West Rd	Struck Animal	Local Road	Motorcycle
Westwood Rd	Off Right Bend Into Object/Parked Vehicle	Local Road	Motorcycle
Great Ocean Rd	Off Right Bend Into Object/Parked Vehicle	DTP	Passenger Vehicle
Irrewillipe Rd	Right Off Carriageway Into Object/Parked Vehicle	DTP	Passenger Vehicle
Irrewillipe Rd	Off Right Bend Into Object/Parked Vehicle	Local Road	Passenger Vehicle
Rifle Butts Rd	Left Off Carriageway Into Object/Parked Vehicle	-	Passenger Vehicle
Corangamite Lake Rd	Off Carriageway On Left Bend	-	Motorcycle
Rivendell Ln	Left Off Carriageway Into Object/Parked Vehicle	Local Road	Passenger Vehicle

Colac Otway Shire has a significantly higher rate of reported crashes (all crash severities) compared to the G21 Region and Victoria as a whole. This may partly be attributable to the relatively high numbers of tourists (domestic and international) that frequent the Shire, particularly on the Great Ocean Road and surrounding areas, and the prevalence of high-speed arterials which dominate Colac Otway Shire's road network.

It is however a strong indication of the need for road safety improvements to decrease the incidence of fatal and serious injury crashes within the Shire.

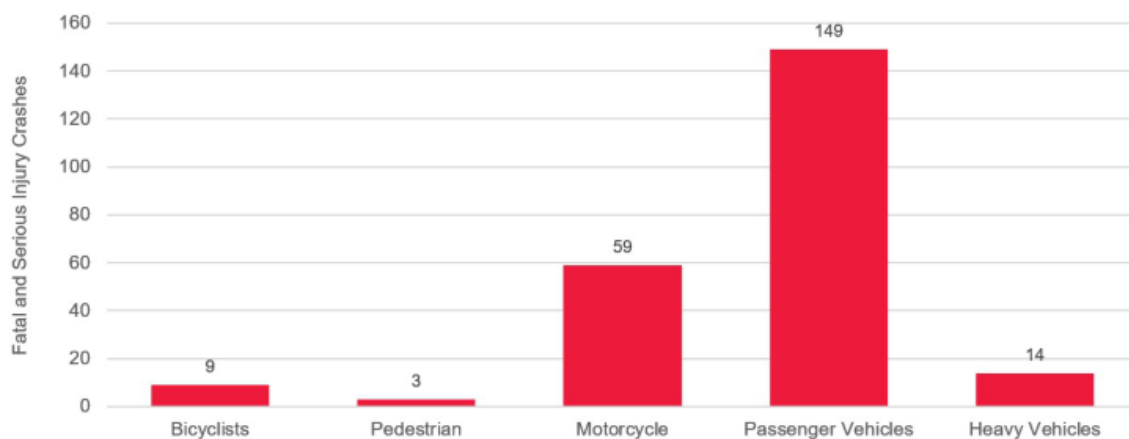
Similarly, a review of fatal and serious injuries to people (in crashes) indicates that the most impacted age group is between 30-59 years old. When considering the Shire's population age profile (Figure 2), younger and older people are less represented. This may be that older people are less likely to drive and therefore have a lower exposure.

Figure 2: Crashes by Age Group



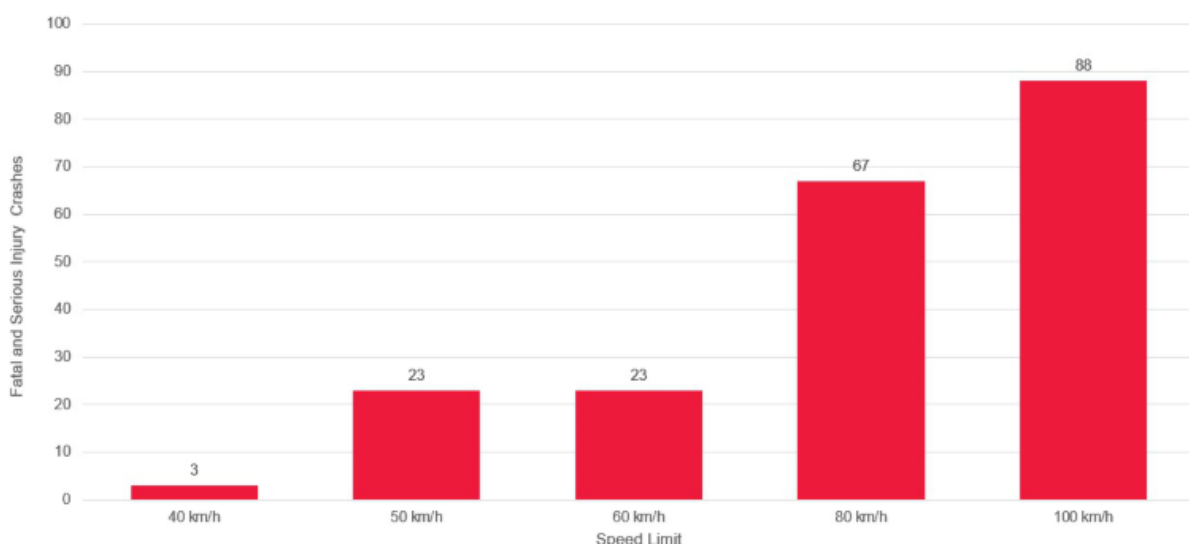
Crashes per road user have been summarised in Figure 3. The data indicates that most fatal and serious injury crashes involve passenger vehicles, noting that those involving motorcyclists appear to be highly represented compared to typical motorcycle mode share. This is expected to be due to Great Ocean Road being a popular motorcycle recreational route and a key crash corridor hotspot.

Figure 3: Crashes by Road User



Speed limit contributes to a high proportion of crashes and a comparison between speed and fatal and serious injury crashes is included in Figure 4.

Figure 4: Crashes by Speed Limit



A review of crash locations (intersections and road link sections) with the highest volume of fatal and serious injury crashes was undertaken across the Shire. A list of the top 10 locations has been summarised in Table 3 and illustrated in Figure 5.

Figure 5: Top Ten Crash Locations and Key Corridors

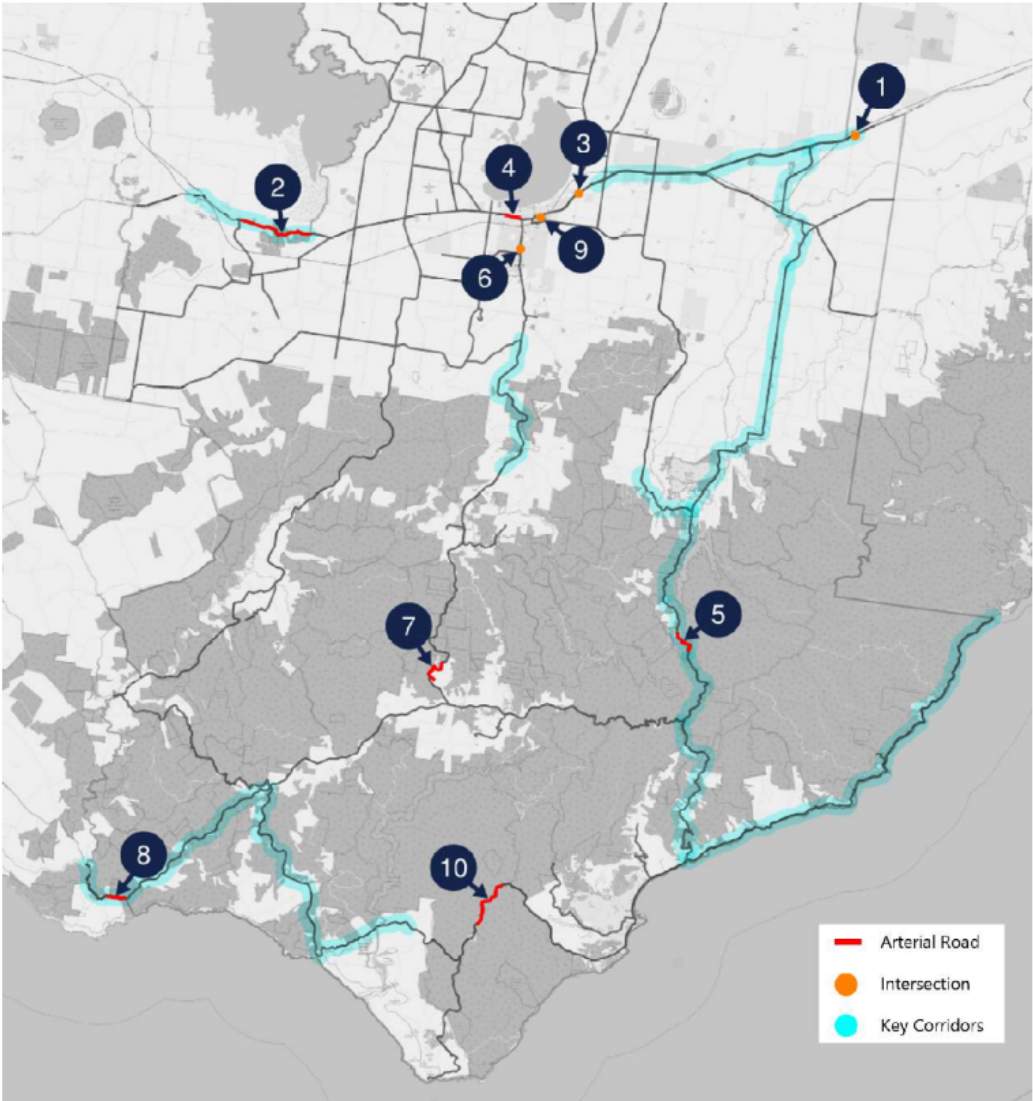


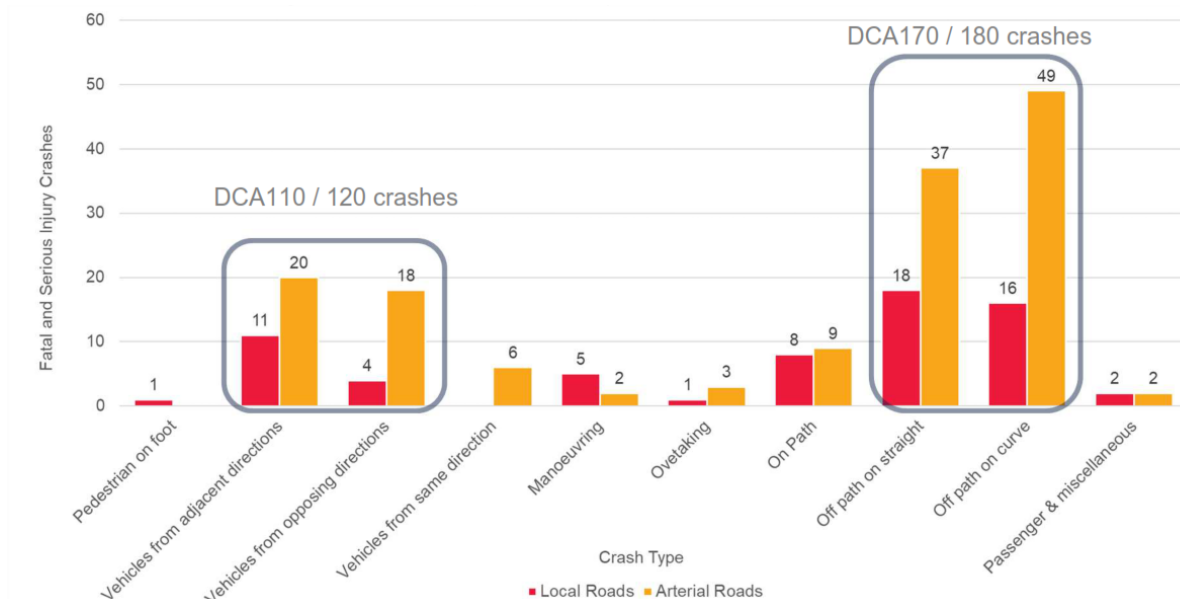
Table 3: Top Ten High Crash Locations

NO.	LOCATION	TYPE	AUTHORITY
1	Princes Hwy / Conns Ln, Winchelsea	Intersection	DTP / Council
2	Princes Hwy – East of Swan Marsh Rd, Pirron Yallock	Arterial Road	DTP
3	Princes Hwy / Drapers Rd, Colac East	Intersection	DTP / Council
4	Murray St West, Colac	Segment of road and intersection crashes	DTP
5	Forrest-Apollo Bay Rd, Barramunga	Arterial Road	DTP
6	Main St / Aireys St, Elliminyt	Intersection	DTP / Council
7	Colac-Lavers Hill Rd, Carlisle River	Arterial Road	DTP
8	Great Ocean Rd Near Otways Forest Park, Yuulong	Arterial Road	DTP
9	Murray St / Queen St, Colac	Intersection	DTP
10	Great Ocean Rd Near Malts Rest, Cape Otway	Arterial Road	DTP

Fatal and serious injury crashes were analysed using VicRoads Definition for Classifying Accidents (DCA) and are summarised in Figure 6. The analysis shows the most common crash types are ‘off path (on straight or curve)’ crashes and ‘vehicles from opposing directions or the same direction’ crashes. The most frequent crash type was ‘off-right bend’, followed by cross-traffic crashes at intersections. Animal strike crashes were also relatively high, reflecting the rural nature of parts of the Shire and concerns raised during community consultation.

Head-on crashes were also recorded, mainly on arterial roads including the Great Ocean Road, Forrest-Apollo Bay Road and Princes Highway, which have undivided carriageways. Cross-traffic crashes are largely associated with four-way priority-controlled intersections, including locations such as the Pound Road/Deans Creek Road/Black Larpent Road intersection and the Forest Street/Shorts Road intersection.

Figure 6: Fatal and Serious Injury Crash Types by Road Authority



Next Steps

The draft Strategy has been shaped by extensive community and stakeholder engagement and has a 10 year implementation horizon, supported by a structured Action Plan comprising of 19 short, medium and long-term actions under five themes. The Strategy will be used to direct Council's future efforts to implement road safety initiatives.

Whilst the Strategy does not itself identify specific road safety initiatives it will be the precursor to a follow-up project that will investigate specific intersection or road safety treatments that can then form the basis of grant applications and consideration of Council funding in future budgets.

5. CONSIDERATIONS

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

The Road Safety Strategy supports the *Victorian Road Safety Strategy 2021-2030* which aims to improve road safety across Victoria. It will provide a strategic basis for decision making to allocate Council funds and seek external grants for road safety improvements that address the needs of the community.

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

The draft Road Safety Strategy has been prepared in line with Victorian Road Safety Strategy. Relevant Austroads Road Safety Guidelines and Department of Transport and Planning guidelines has been incorporated in the draft.

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

Not applicable.

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

Council has engaged with the community in order to capture feedback, concerns and ideas on local and state managed road infrastructure. It is proposed that the draft strategy is placed on public exhibition for six weeks in accordance with Council's Community Engagement Policy.

Public Transparency (s58 LGA 2020)

Council will publicise the draft Road Safety strategy once it has been considered by Council, to ensure that it reflects community feedback.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 1 - PLACE

1.2 - Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments

1.3 - Make it safe and easy to get around the Shire

Theme 2 - PEOPLE

2.4 - Promote and enable healthy behaviours

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

3.5 - Develop and refine policies that support the health and wellbeing of the community

Financial Management (s101 *Local Government Act 2020*)

Development of the strategy is jointly funded by the TAC with a Council co-contribution. The project is funded in the 2025/26 budget. The final Strategy will guide Council decision making on future road safety initiatives. The Strategy does not bind Council to any future expenditure.

Service Performance (s106 *Local Government Act 2020*)

The Strategy will not impact the service delivery of Council but will help guide the future allocation of funds to road safety initiatives.

Risk Assessment

Risk assessments will form a key component of the Road Safety Strategy, as evaluating and managing safety-related risks is an integral part of effective strategy development.

Communication/Implementation

The draft Strategy will be placed on Council's web site and the opportunity for feedback will be publicised in a range of ways including direct notification to stakeholders and on social media, media releases and the like.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Endorse the public exhibition of the draft Road Safety Strategy

This option is recommended by officers as significant work has occurred to develop the draft Road Safety Strategy to ensure that it reflects the extensive feedback received through community and stakeholder consultation.

It is proposed that the draft be released for a six-week public consultation period in line with Council's Community Engagement Policy. Council will consider any verbal presentations from submitters at a future Submissions Committee Meeting before the Strategy is finalised and presented to a Council meeting for adoption.

Option 2 – Endorse the public exhibition of the draft Strategy with amendments

This option is not recommended by officers as extensive stakeholder management and community consultation has already been undertaken to inform its development. The draft reflects carefully considered inputs and analysis, and any further amendments require detailed assessment to ensure alignment with the Strategy's objectives and stakeholder expectations.

Option 3 – Do not endorse the public exhibition of the draft Strategy

This option is not recommended by officers as Council has provided a commitment to the TAC to complete the strategy by August and there is a considerable community and stakeholder interest in Council pursuing future road safety actions.

WGA

Colac Otway Shire Road Safety Strategy

WGA250914-RP-TT-0001_B

10 April 2026



Revision History

REV	DATE	ISSUE	ORIGINATOR	CHECKER	APPROVER
A	27/02/2026	Draft	KR	BS	BS
B	10/04/2026	Second Draft	KR	BS	BS



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1 INTRODUCTION

1.1 Purpose and Objectives

This Road Safety Strategy aims to facilitate the improvement of road safety for all road users within Colac Otway Shire by defining an action plan for the next 10 years. The strategy will form part of Council's suite of documents including the Road Management Plan and other relevant guidelines and strategies identified in Section 3.

A Road Safety Strategy should primarily concentrate on reducing road trauma by addressing key risk factors for all road users. This road safety strategy includes consideration of the following key items:

- Enhance road safety for all users, including pedestrians, cyclists and motorists
- Identify high-risk locations and propose intervention methodology
- Implementing speed management measures
- Improving road design and infrastructure
- Promoting education and awareness programs
- Strengthening enforcement of road rules
- Engage stakeholders and community in shaping road safety priorities

The Road Safety Strategy vision is to align with the National and Victorian Road Safety Strategies (discussed in Section 3), adopting the Safe System approach and principles to reduce the number of fatal and serious injury crashes on the Colac Otway Shire road network.

1.2 Approach

The Road Safety Strategy has been developed based on the following:

- Review of relevant government policies and local projects
- Formal community and stakeholder consultation, and review of key issues identified
- Review of Colac Otway Shire demographics, statistics and crash history across the Shire
- Adoption of a 'Safe System Approach' and identification of key issues and actions

1.2.1 Community & Stakeholder Consultation

In consultation with Council, community and stakeholder engagement and consultation strategies were initially prepared to ensure there were appropriate opportunities for the community to provide input to the Road Safety Strategy.

Summaries of the community and stakeholder consultation process, and issues identified as part of the process, have been prepared separately and provided to Council and are not included in this document. These have been considered in preparing the Road Safety Strategy.

Community Consultation

- Online consultation between 8 September 2025 to 3 November 2025 (91 responses)
- Open House Sessions (64 comments)
 - Birregurra Open House Session – Friday 10 October 2025
 - Colac Open House Session – Friday 10 October 2025
 - Apollo Bay Open House Session – Saturday 11 October 2025

As part of the community consultation process, a number of site inspections were undertaken concurrently to investigate some of the issues raised.



Stakeholder Consultation

A number of stakeholders were identified with Council as summarised below. Various levels of stakeholder engagement was sought and completed on the basis of stakeholder engagement requirements developed with Council (e.g. email, phone call, online meeting, in-person), with a total of 62 comments/issues collated.

It is noted that not all stakeholders responded to requests for engagement on the Road Safety Strategy.

Agriculture, Forestry & Fishing

- Associated Kiln Driers Pty Ltd (AKD)
- Bulla
- Hancock Victorian Plantations (HVP)
- Midway Limited
- Minerva Foods (formerly Australian Lamb Company)

Health Care & Social Assistance

- Colac Area Health
- Country Fire Authority (CFA)
- Great Ocean Road Health
- Victoria State Emergency Services (SES)
- Victoria Police

Education & Training

- Apollo Bay P12 College
- Carlisle River Primary School
- Colac Primary School
- Colac Secondary School
- Colac South West Primary School
- Lake Colac School
- Sacred Heart Primary School
- St Mary's Catholic Primary School
- Trinity College

Professional, Scientific & Technical Services

- Department of Energy, Environment & Climate Action (DEECA)
- Department of Transport & Planning (DTP)
- Great Ocean Road Coast & Parks Authority (GORCAPA)
- Parks Victoria
- Roadsafe Otway



1.3 The Safe System

The internationally recognised Safe System approach to road safety considers the network as a system of interactions between the road itself, people, vehicles and speeds. The Safe System recognises that people will make mistakes and may have road crashes – but that crashes should not result in death or serious injury.

In consideration of the above roads, speeds and vehicles should be designed to reduce or avoid crashes and to reduce the impact when they do. The Safe System advocates for shared responsibility when it comes to safety on our roads – of those who design and manage the network, as well as those who use it.

Figure 1.1 below summarises the Safe System approach.

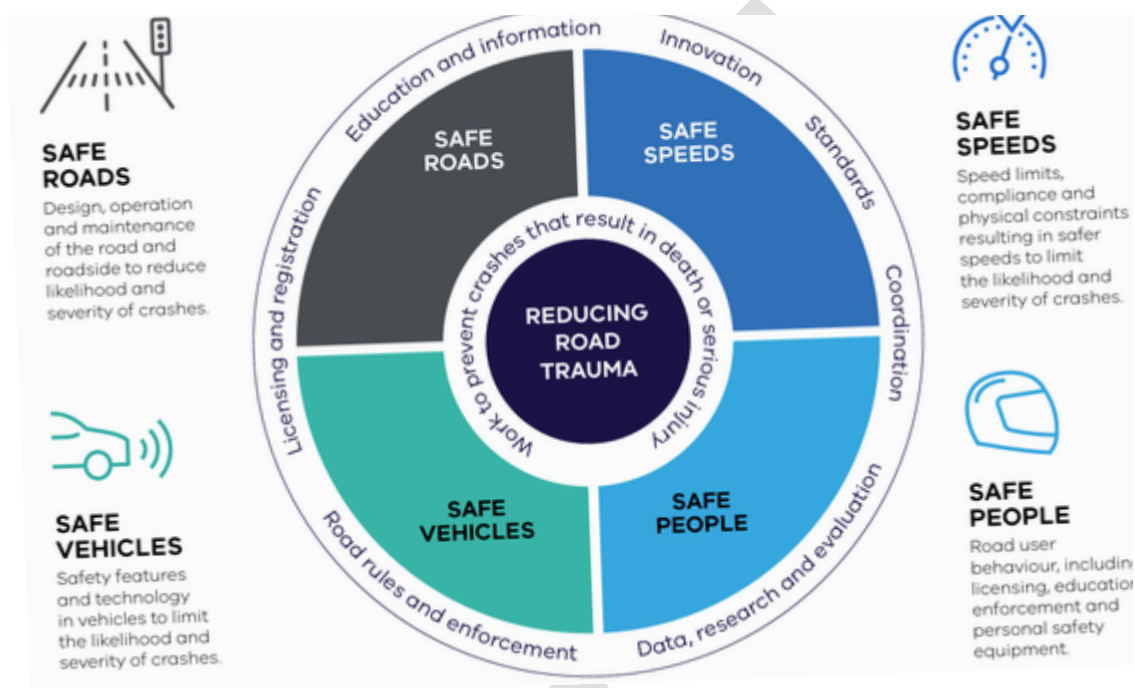


Figure 1.1: Safe System Principles (Source: Victorian Road Safety Strategy)

The Safe System approach highlights various key principles, including that:

- People inevitably make mistakes that can lead to road crashes
- The human body has a limited physical ability to tolerate crash forces before serious harm occurs
- A shared responsibility exists amongst those who design, build, manage, and use roads and vehicles, as well as those who provide post-crash care to prevent crashes resulting in serious injury or death
- All parts of the system must be strengthened to employ their effects so that if one part fails, road users are still protected

This Road Safety Strategy has been developed considering the safe systems approach with the Road Safety Strategy's themes and action plan (detailed in Section 5) developed under the safe system's key pillars of:

- Leadership
- Safe Roads
- Safe Speeds
- Safe People
- Safe Vehicles



2 COLAC OTWAY SHIRE

2.1 Location & Geographical Context

Colac Otway Shire (the Shire) is a municipal area of approximately 3,440km², located in the southwest of Victoria approximately 160km and a two-hour drive from the Melbourne CBD as shown in Figure 2.1.

The Shire borders three other regional Victorian municipalities including Corangamite Shire, Golden Plains Shire and Surf Coast Shire. It is located within commuting distance of the major regional cities of Geelong and Ballarat, and with Warrnambool to the west. The Shire features two main townships; Colac as the major administrative, retail and commercial centre and Apollo Bay.

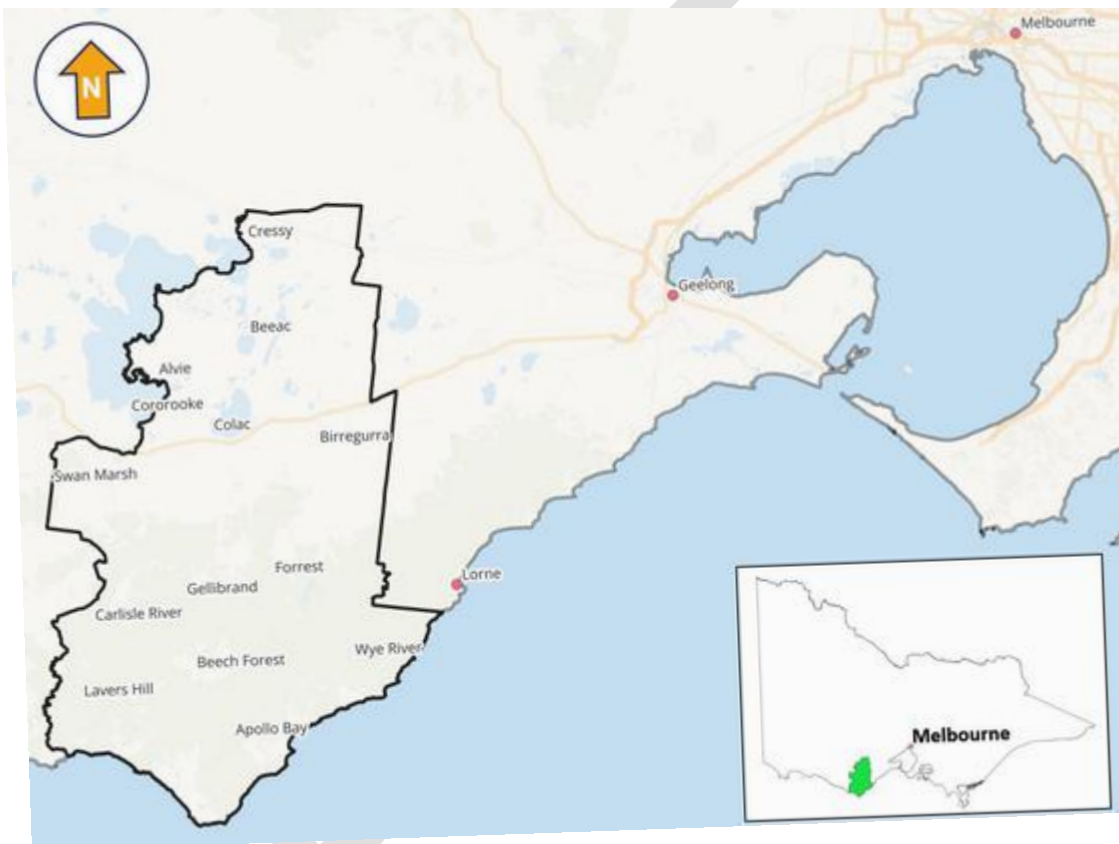


Figure 2.1: Municipal Area & Townships

Colac Otway Shire is diverse in its natural environment with spanning rugged coastlines, rainforests, productive farmland and volcanogenic lakes. Its inland and coastal townships support a wide mix of small and medium-sized businesses and is a regional manufacturing hub in southwest Victoria. The key economic sectors include:

- Manufacturing (food processing, dairy, meat, timber products)
- Agriculture, forestry and fishing (dairy, beef and sheep grazing, timber/forestry and cropping)
- Healthcare & social assistance (a major local employer)
- Tourism & Accommodation (centred around Apollo Bay and the Great Ocean Road corridor and adjacent areas)



This environmental and economic diversity places unique demands on the transport network compared to different Shires and Municipalities:

- Freight movements from agriculture and timber rely on safe, efficient rural and arterial roads
- Tourism destinations require accessible, resilient routes that can handle seasonal peaks
- Dispersed townships, resulting in longer vehicle trips in the Shire, depend on reliable connections for workers, visitors and goods

As a result, transport infrastructure in the Shire needs appropriately support economic productivity, visitor access and community mobility which sometimes have conflicting needs.

From a road safety perspective, the transport network needs to ensure a safe and reliable network to support these activities.

2.2 Tourism

The Tourism industry accounts for approximately \$160 million plus and attracts in the order of 900,000 domestic and 100,000 international visitors every year¹.

Tourism is largely focused in the south and southeastern coastal areas of the Shire, including the Great Ocean Road and townships along it, Cape Otway and the Cape Otway National Park.

The Great Ocean Road itself is a key tourism attraction with approximately 7 million visitors a year². This results in a significant number of tourism related vehicle trips in the Shire, particularly focused along the south and southeast coastal areas and in the warmer periods of the year.

A significant portion of these are international tourists driving on Great Ocean Road and adjacent areas along the coast.

2.3 Population and Age

The Shire's population of approximately 22,300 people reside in more than 15 small town and rural communities spread across the Colac Otway Shire, as follows:

- 13,000 people living in the Shire's major industrial, commercial and service centre of Colac (Colac and Elliminyt). This area's population is forecast to reach 20,000 by 2050.
- the second major urban centre Apollo Bay has a permanent population of 1,800 (Apollo Bay and Marengo) that swells to more than 15,000 during the busy summer tourist season.

In terms of population densities, the Shire has a relatively low 6.5 people / km² compared to 40 people / km² for the G21 Region and 30 people / km² for Victoria. This means that for some trip purposes, vehicle trips are expected to be relatively longer compared to these regions (on average).

The Shire's population demographics is summarised in Figure 2.2 and the following is noted:

- The average resident age is 45 years old.
- The Shire has a relatively aging population with:
 - Lower proportions of younger people compared to the G21 Region average³
 - Higher proportions of older people compared to the G21 Region average – with 31% of the Shire's residents (7,019 people) equal to or over the age of 60 years old and the population over 50 years old being higher than G21 Region average (6.7% higher than the G21 Region)

¹ Colac Otway Shire / Great Ocean Road Regional Tourism.

² Road Genius July 2025.

³ The G21 Region (Geelong Regional Alliance) includes Colac Otway, Golden Plains, Greater Geelong and Surf Coast Shires and the Borough of Queenscliff.

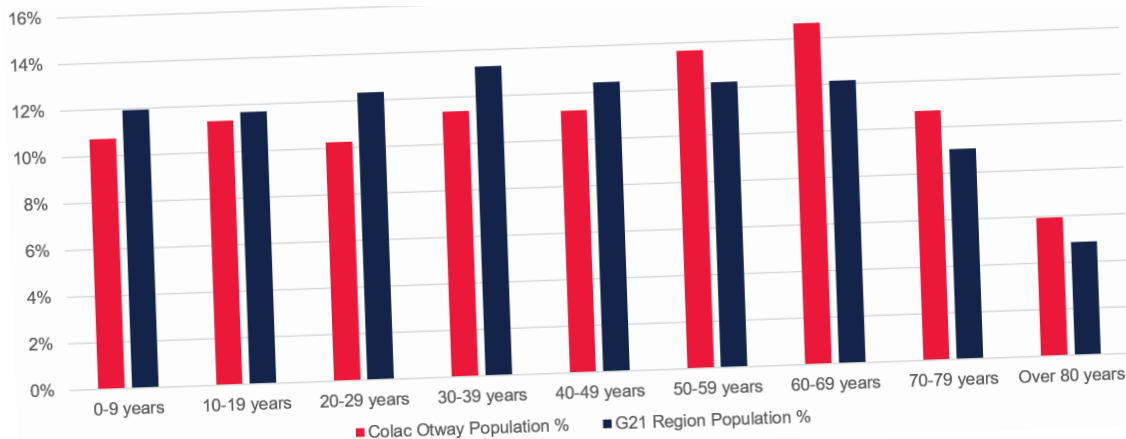


Figure 2.2: Population by Age (ABS 2021 Census Data)

Given the ageing population of the Shire, it is expected that this proportion of residents requiring care and assistance for core activities will continue, with the potential to grow as the existing population grows older and new residents move to the region.

2.4 Road Network

Colac Otway Shire manages more than 1,600km of public roads, including 566km of sealed and 1,059 km of unsealed roads, along with footpaths, drainage, bridges, rail trails and on-street and off-street parking areas. Posted speed zones on Shire managed roads vary from unposted 100km/h roads to 40-50km/h for local area traffic managed roads.

Department of Transport (DTP) manages approximately 890km of arterial roads within the Colac Otway Shire. Posted speed zones on DTP managed roads tend to be higher, in the order of 100km/h to 80km/h, with some areas of lower speeds in certain townships/locations (i.e. 60km/h).

The map of local and arterial roads is provided in Figure 2.4 on the following page and the breakdown of posted speed limits in the Shire in Figure 2.3 below.

Local Council managed roads comprise a relatively higher proportion of higher speed roads (100km/hr) compared to State managed roads (note many rural roads have default 100 km/h speed limits). State managed roads include a higher proportion of 60 km/h and 80km/h speed limit roads.

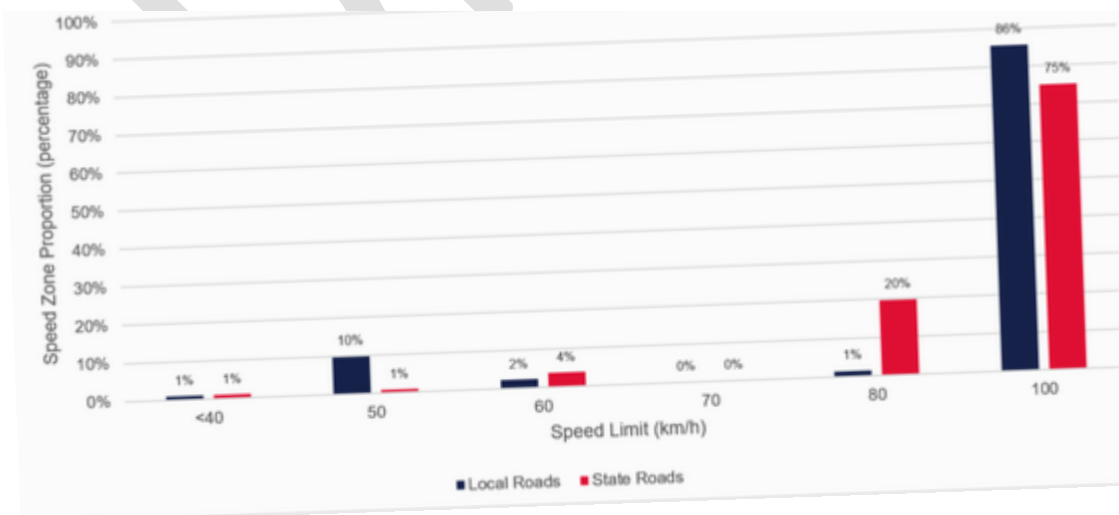


Figure 2.3: State and Local Speed Limit Profile

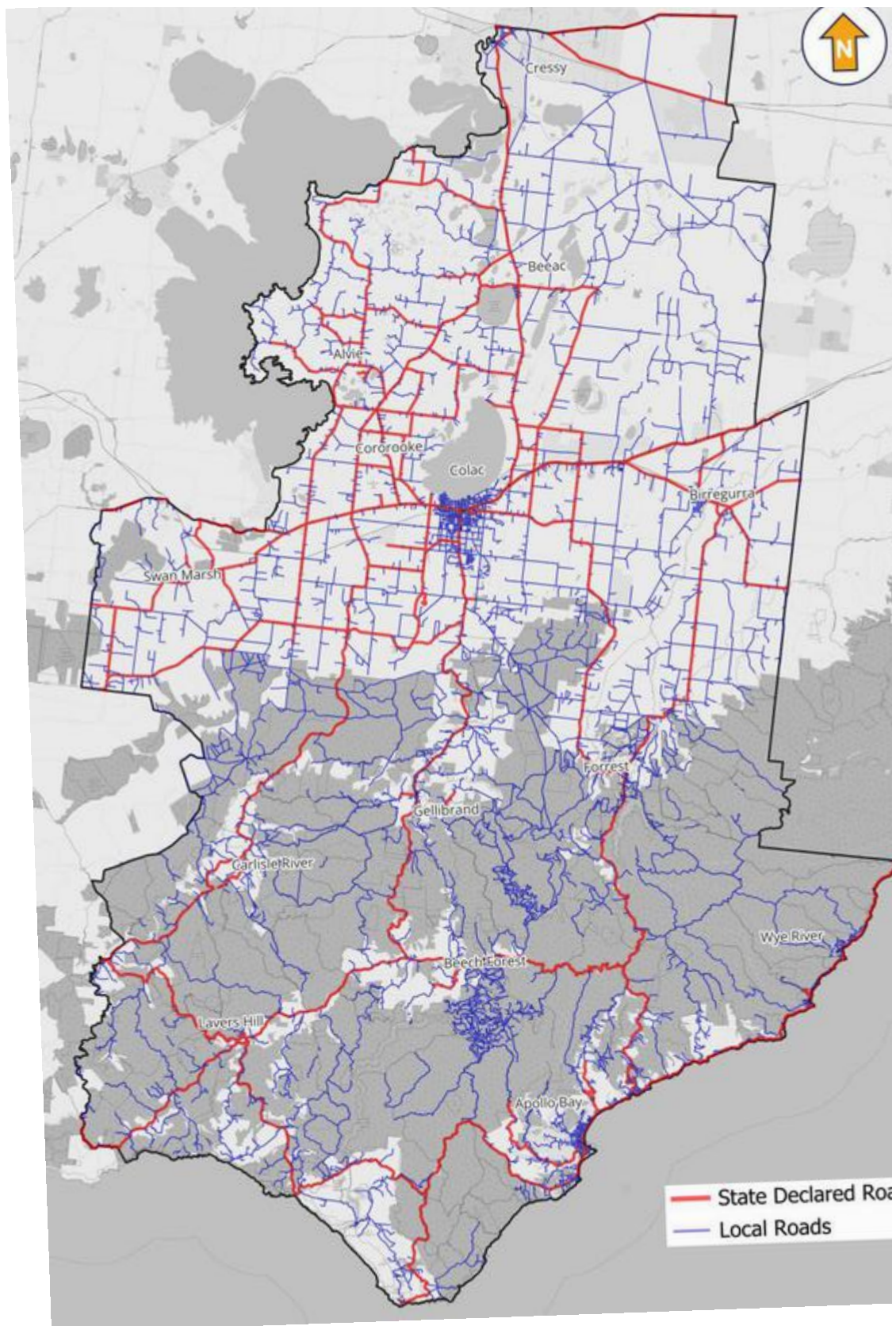


Figure 2.4: Arterial and Local Roads



2.5 Travel

Based on the Shire's size and potential for relatively long trip journeys, availability of public transport services (both routes and frequency), private vehicle travel is the dominant travel mode adopted by residents, workers and tourists.

This is reflected in the travel to work mode share data for the Shire of which 67% of residents travel by car (compared to 62% for the G21 Region and 54% for Victoria) (Figure 2.6), noting that on the day of the 2021 Census, 0.3% of people took public transport, 6.3% rode a bike or walked⁴.

Overall average vehicle ownership in the Shire is generally higher compared to the G21 Region and Victoria, with car ownership levels per dwelling summarised below in Figure 2.5 – with overall car ownership levels higher on average.

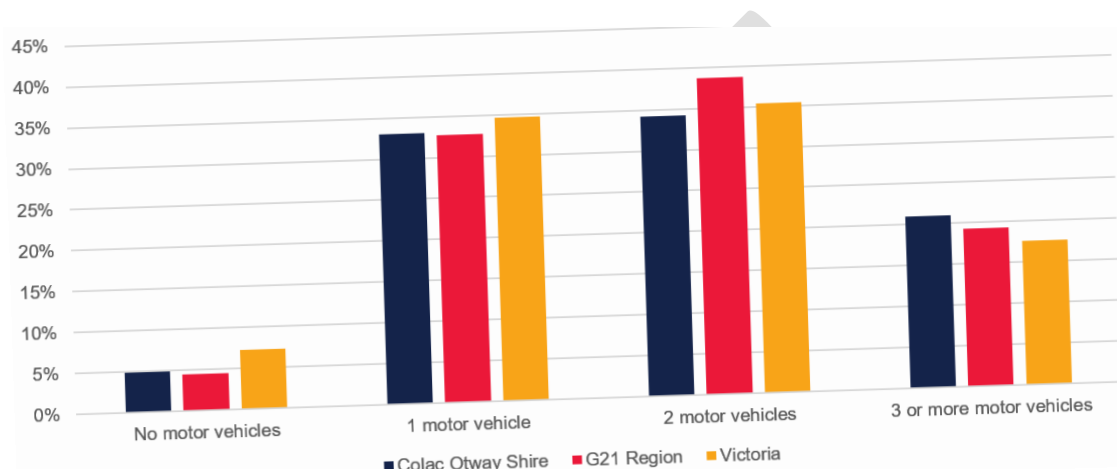


Figure 2.5: Car Ownership Data Comparison

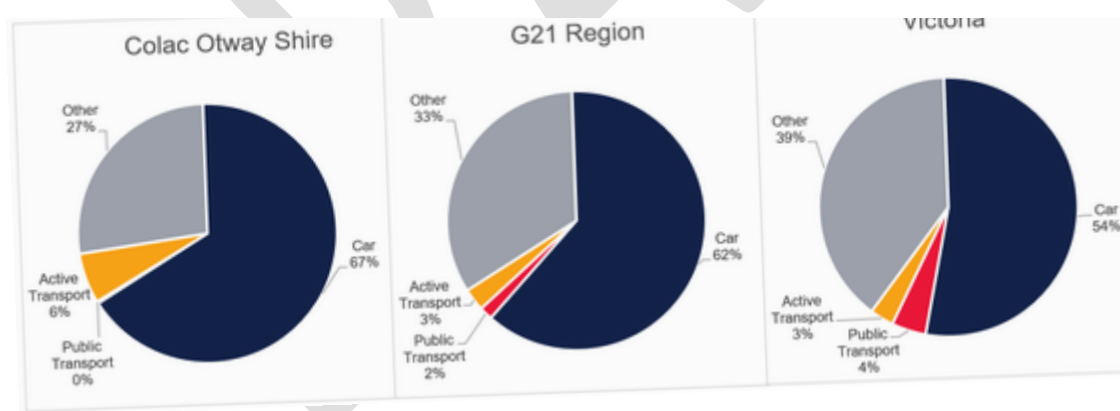


Figure 2.6: Travel to Work Mode Share

⁴ 12.5% worked at home in Colac Otway Shire and 19.3% in the G21 Region.



3 GOVERNMENT POLICY

3.1 Federal

The **Federal Government** provides national road safety leadership, setting the *National Road Safety Strategy 2021–2030* and coordinating national programs such as Black Spot funding, vehicle safety standards, and national data frameworks. It works with states, territories and Councils to deliver consistent national road safety actions.

The *National Road Safety Strategy 2021–2030* was agreed to by the Australian Government and all state and territory governments in May 2021. It sets the agenda for co-ordinated and planned government action to improve road safety over the next 10 years.

The *National Road Safety Action Plan 2023–25* identifies nine (9) priorities where data shows the greatest reductions in road trauma can be achieved over the 10-year period. These priorities are:

- Infrastructure planning and investment
- Regional road safety
- Remote road safety
- Vehicle safety
- Heavy vehicle safety
- Workplace road safety
- Aboriginal and Torres Strait Islander people (road safety outcomes)
- Vulnerable road users (e.g. pedestrians, cyclists, motorcyclists)
- Risky road use (e.g. speeding, drink/drug driving, distraction)

3.2 State

The **State Government (Department of Transport and Planning)** manages freeways, arterial roads and some non-arterial state roads, including upgrades, operations and major maintenance. It also leads statewide road safety policy through the *Victorian Road Safety Strategy 2021–2030*.

The *Victorian Road Safety Strategy 2021-2030* sets out an ambitious target to halve road deaths by 2030 and eliminating death on Victoria's roads by 2050. The objectives are:

- **Be safe:** ensure all Victorians are safe and feel safe, on and around our roads.
- **10-year reduction:** halve road deaths and progressively reduce serious injuries by 2030.
- **A culture of safety:** embed a culture of road safety within the Victorian community.
- **Deliver initiatives:** deliver a suite of initiatives that are achievable and have an impact in the short-term but also prepare the state for the future.

Through a combination of policies, innovation and technology, infrastructure improvements, public information campaigns, education programs and enforcement, the strategy focuses on:

- Supporting and enforcing safer driver behaviour
- Removing unsafe vehicles from roads
- Vulnerable and unprotected road users
- Improving safety on high-speed roads and at intersections and reducing the underlying risk
- Increasing safety for those using the road for work or at work
- Recognising the importance of post-crash care



The strategy is to be delivered in three action plans. *Road Safety Action Plan 2* has been developed by the Victorian Road Safety Partners and is the second to be delivered under the *Victorian Road Safety Strategy 2021-2030*. The priorities of this Action Plan are:

- Improving safety across the network
- Protecting vulnerable and unprotected road users
- Addressing risky behaviours
- Improving vehicle safety
- Engaging for change
- Research and data to inform and improve road safety

Additional state government documents relevant to the development of this Road Safety Strategy are listed in Table 3.2.

Table 3.1: Relevant State Government Documents

DOCUMENT	DESCRIPTION
<i>Plan Melbourne 2017–2050</i>	<i>Plan Melbourne</i> is a long-term plan aspiring as a transformational blueprint for a “ <i>generation of action</i> ” with response to statewide, regional and local challenges and opportunities Victoria faces through to 2050.
<i>Movement & Place</i>	In 2019, the Department of Transport & Planning (DTP) adopted the <i>Movement & Place (M&P)</i> framework as a new approach to designing, planning and delivering Victoria’s road and streets to meet the needs of people and businesses whilst emphasising the creation and improvement of important places and spaces for people.
<i>Victoria’s Infrastructure Strategy 2021–2051</i>	Infrastructure Victoria has provided recommendations based on Victoria’s ever evolving and changing circumstances, retaining a long-term approach until 2051 understanding that immediate and future needs must be met together.
<i>Victoria’s Climate Change Strategy</i>	The strategy provides a roadmap to net-zero emission and climate resilience in Victoria by 2050, identifying initiatives that will support communities and businesses to make the requisite changes to reduce impacts of climate change and continuing to support economic growth.
<i>Victorian Cycling Strategy 2018–2028</i>	The <i>Victorian Cycling Strategy 2018–2028</i> sets out the State’s 10-year plan to increase cycling for transport by delivering a safer, lower-stress, more connected cycling network and by making cycling a more inclusive option for all Victorians. Two Core Goals: <ul style="list-style-type: none"> • Invest in a safer, lower-stress, better-connected cycling network • Make cycling a more inclusive experience

3.3 Local

Local Government (Council) are responsible for building and maintaining local roads and the local active transport networks, as well as advocating to State and Federal Governments and holding local road safety education and outreach programs.

Colac Otway Shire has several road safety projects currently underway and in 2025 received TAC grant fund to deliver road safety projects:

- Pascoe Street/Moore Street – Raised roundabout and priority crossings.
- Connor Street (health precinct) – Two raised priority crossings.
- Armstrong Street, Pound Road and Hart Street (Trinity College and Scared Heart Primary School) – Two raised priority crossings and speed cushions.



Additionally, the Sealed Road Policy is currently under development which will identify and prioritise roads for sealing.

Local government documents relevant to the development of this Road Safety Strategy are listed in Table 3.2.

Table 3.2: Relevant Local Government Documents

DOCUMENT	DESCRIPTION
<i>Colac Otway Shire Council Plan 2025–2029</i>	The Council Plan sets out the Shire's four-year strategic direction, built around the overarching vision: " <i>Colac Otway is a thriving regional hub where residents prosper, businesses find opportunity and visitors stay longer.</i> " The plan is structured around the themes Place, People, and Prosperity, guiding how the Shire will develop its communities, economy, environment, and infrastructure.
<i>Colac 2050 Growth Plan</i>	<p>The <i>Growth Plan</i> is a long-term strategic framework designed to guide how Colac will accommodate significant growth—potentially doubling its population to around 20,000 by 2050.</p> <ul style="list-style-type: none"> • Emphasis on a Safe, Efficient Road Network • Supporting Sustainable and Active Transport • Transport Planning within Growth Areas (Deans Creek PSP) • Integration with Land Use & Infrastructure Planning • Road Safety Through Urban Design
<i>Colac Otway Shire Road Management Plan (2025–2029)</i>	The Road Management Plan provides a clear framework for how Council manages, inspects and maintains its entire local road network, ensuring compliance with the <i>Road Management Act 2004</i> while delivering a safe and reliable network within available resources.
<i>Colac CBD Entrances Project 2012</i>	<p>The <i>Colac CBD Entrances Project</i> sets out a range of recommendations to shape access and movement, buildings and land use, streetscapes and open space within the context of the areas defined by the CBD and the entrances to Colac.</p> <ul style="list-style-type: none"> • 40km/h CBD speed limit recommended (now implemented) • Pedestrian-first street hierarchy with safer crossings and slower traffic • Gateway and corridor upgrades to calm traffic and improve arrival experience • Streetscape changes designed to influence vehicle speed and behaviour • Integration of walking and cycling through enhanced active transport links • Precinct-specific movement strategies for key CBD streets and public spaces
<i>Civic Health and Rail Precinct Plan (DRAFT 2025)</i>	<p>This plan covers the development of the Colac Civic Health and Rail Precinct over the next 20 years.</p> <ol style="list-style-type: none"> 1. Create a Safe, Pedestrian-Focused Precinct 2. Integrated Transport & Land Use Around the Station 3. Holistic Parking Strategy 4. Safe and Legible Road Network Within the Civic–Health–Rail Triangle 5. Support for Urban Density That Reduces Car Reliance 6. Strengthening Gellibrand Street as a 'Green Spine' <p>Pedestrian crossings and improved parking is proposed as part of this plan.</p>



DOCUMENT	DESCRIPTION
<i>Active Transport Strategy 2013–2023</i>	<p>The <i>Colac Otway Shire Active Transport Strategy 2013–2023</i> outlines the 10-year plan to improve the safety and appeal of active travel, reduce car dependency and addressing the needs of the community with appropriate infrastructure within the Shire.</p> <p>The strategy recommended actions for infrastructure, behaviour, policy and regulatory, promotional and leadership.</p> <ul style="list-style-type: none"> Infrastructure actions are related to: <ul style="list-style-type: none"> Walking & cycling network development Trails & path projects Footpath & pedestrian infrastructure Wayfinding & signage Supporting facilities Behavioural actions aim to encourage and enable more people to walk and cycle by building skills, confidence and awareness. Policy and regulatory actions integrate walking and cycling requirements into Council planning, design and regulatory processes. Promotional actions aim to build community awareness, normalise walking and cycling, and celebrate active travel. Leadership actions position Council as a leader and role-model for active transport. <p>The Strategy set out improvements for pedestrian and cyclist paths, infrastructure and crossings for each township which would improve connectively and safety.</p>
<i>Birregurra Structure Plan 2025</i>	<p>The <i>Birregurra Structure Plan 2025</i> provides the strategic land-use and development framework for Birregurra over the next 10–15 years, guiding how the township will accommodate future growth and change.</p> <ul style="list-style-type: none"> Managed growth – guiding Birregurra's development over the next 10–15 years Land-use planning – identifying where future residential, commercial and community development should occur Infrastructure planning – ensuring future upgrades to roads, paths, and services support growth Transport and access – improving local roads, active transport links and crossings Community needs – ensuring development aligns with township character and resident priorities
<i>Community Infrastructure Plan Apollo Bay, Skenes Creek and Marengo (2023)</i>	<p>The <i>Community Infrastructure Plan (CIP)</i> for Apollo Bay, Skenes Creek and Marengo sets a 20–30 year long-term vision for the three coastal towns, guiding future planning, infrastructure improvements, and investment priorities.</p>
<i>Colac Otway Shire Tourism Parking and Traffic Strategy (2019)</i>	<p>This strategy focuses on eight individual towns within the Colac Otway Shire which have the Great Ocean Road passing through. It provides a comprehensive framework to manage tourism-related parking and traffic pressures across key coastal and hinterland towns in the Colac Otway Shire. It focuses on Apollo Bay, Marengo, Skenes Creek, Kennett River, Wye River, Separation Creek, Forrest, and Lavers Hill.</p>



DOCUMENT	DESCRIPTION
<i>Footpath Strategy (Colac & Apollo Bay) 2025</i>	<p>The Footpath Strategy has been completed for Apollo Bay and Colac which brings together all past plans and assessments to identify:</p> <ul style="list-style-type: none"> • Where footpaths already exist, • Where gaps remain, and • Which missing connections should be prioritised for future construction <p>Footpath connection prioritisation has then been defined based on community need.</p>
<i>Deans Creek Structure Plan</i>	<p>The Deans Creek area is identified in the Colac 2050 Growth Plan as the primary long-term growth front for Colac, accommodating a major share of future residential development. The area sits on the western edge of Colac and has been the subject of several planning processes aimed at preparing it for future urban expansion.</p>



4 ROAD SAFETY REVIEW

4.1 Crash Statistics Assessment

DTP maintains a database of all reported road casualty crashes in the state of Victoria with publicly available data from 2012 onwards with a seven-month lag. This provides a comprehensive and detailed view of road crashes in Victoria.

Crash data has been obtained and analysed for the Colac Otway Shire for the last available five-year period between 1 April 2020 to 31 March 2025.

4.1.1 Overview

A breakdown by crash injury severity is provided in Table 4.1, noting that 52% of all reported crashes resulted in a fatal or serious injury.

Table 4.1: Crash Injury Severity Summary

CRASH SEVERITY	NO. CRASHES	PROPORTION OF TOTAL RECORDED CRASHES
Fatal	15	4%
Serious Injury	197	48%
Other Injury	200	48%
TOTAL	412	100%

The crashes per year are shown in Figure 4.1, which also includes the previous 5-year period for comparison (this previous period has not been further analysed as part of this safety strategy).

Over this 10-year period the volume of 'all injury crashes' have decreased slightly however have remained relatively flat for 'fatal and serious injury' crashes. It is noted that the below data may be impacted due to COVID lockdowns and 'COVID-normal' settings (i.e. may be artificially lower in some periods).

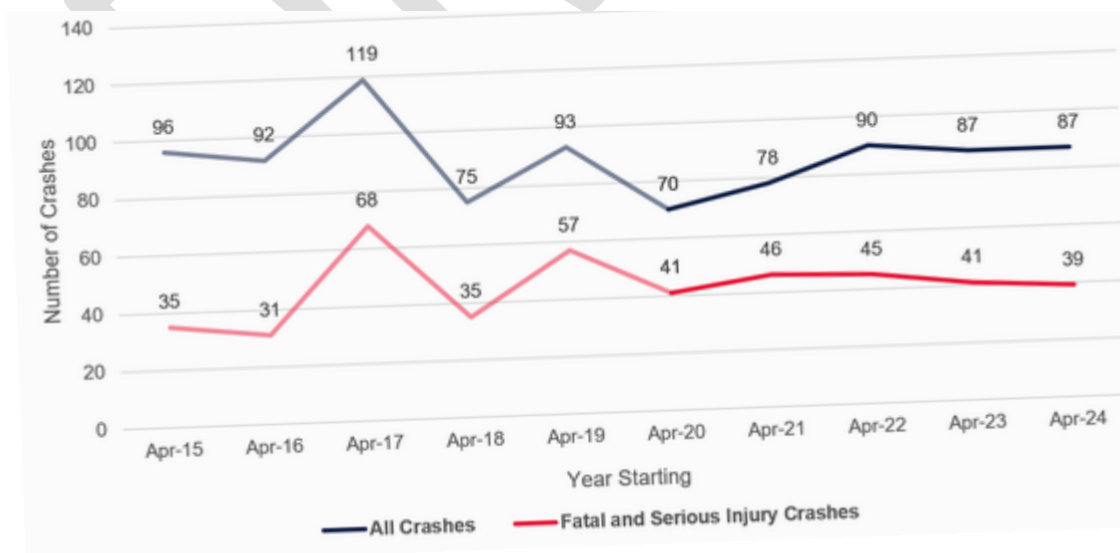


Figure 4.1: Crashes by Year



An overview of fatal and serious injury crash locations within the Colac Otway Shire is presented in Figure 4.2 below. Of these 67% occurred on DTP managed arterial roads.

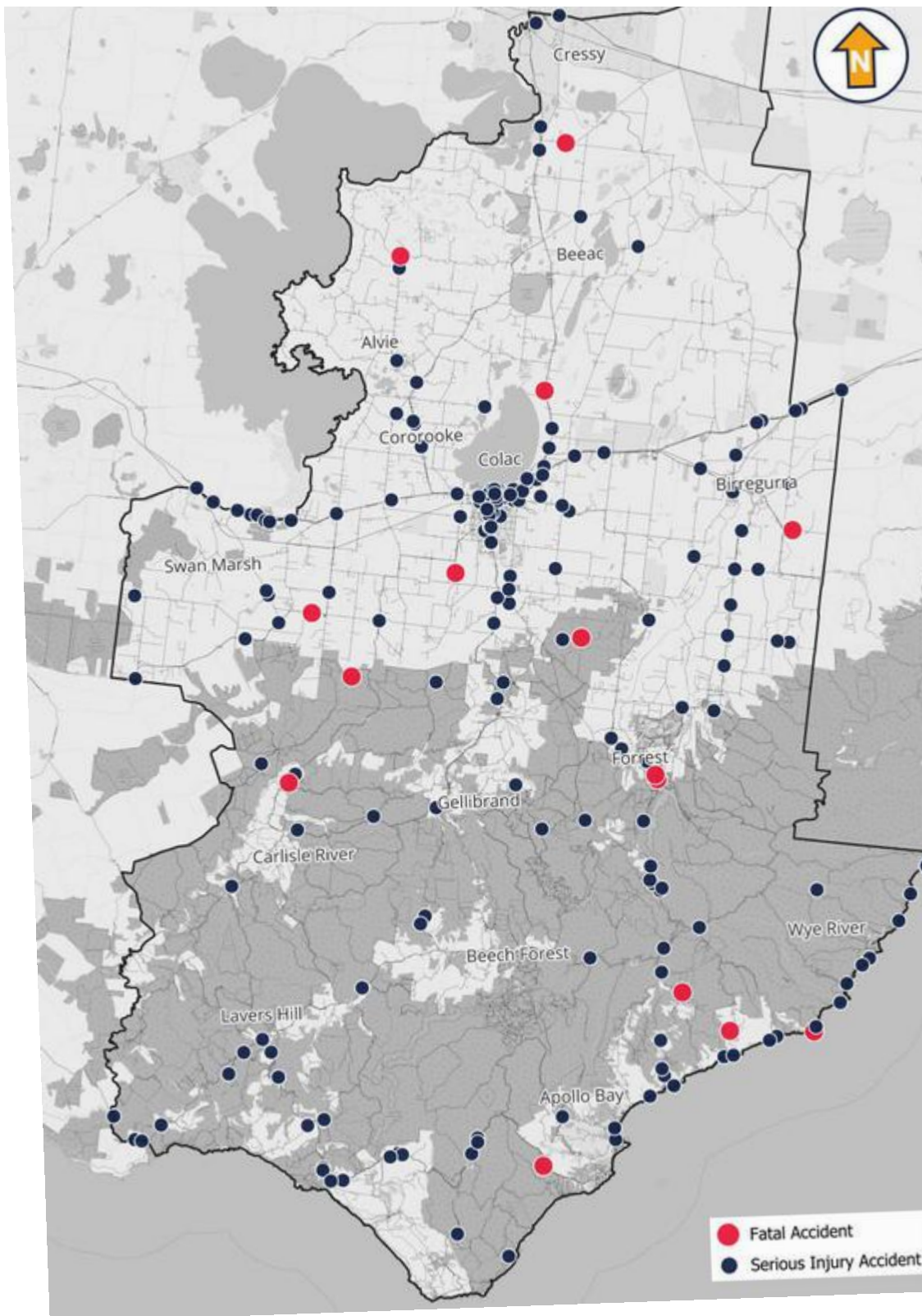


Figure 4.2: Serious and Fatal Injury Crash Locations



The fatal crash locations, types and road users are outlined in Table 4.2 below. It is noted that the majority of recorded fatality crashes are off path (straight or bend) hitting an object (80%).

Table 4.2: Fatal Crash Locations and Types

LOCATION	TYPE	AUTHORITY	ROAD USER
Barpinba Road	U-Turn	-	Passenger Vehicle
Great Ocean Road	Head On (Not Overtaking)	DTP	Cyclists
Sunnyside Road	Off End of Road/T-Intersection.	Local Road	Heavy Vehicle
Skenes Creek Road	Off Right Bend into Object/Parked Vehicle	DTP	Heavy Vehicle
Carlisle Road	Off Left Bend into Object/Parked Vehicle	DTP	Passenger Vehicle
Colac-Ballarat Road	Off Right Bend into Object/Parked Vehicle	DTP	Passenger Vehicle
Grant Street	Off Right Bend into Object/Parked Vehicle	DTP	Passenger Vehicle
East West Road	Struck Animal	Local Road	Motorcycle
Westwood Road	Off Right Bend into Object/Parked Vehicle	Local Road	Motorcycle
Great Ocean Road	Off Right Bend into Object/Parked Vehicle	DTP	Passenger Vehicle
Irrewillipe Road	Right Off Carriageway into Object/Parked Vehicle	DTP	Passenger Vehicle
Irrewillipe Road	Off Right Bend into Object/Parked Vehicle	Local Road	Passenger Vehicle
Rifle Butts Road	Left Off Carriageway into Object/Parked Vehicle	-	Passenger Vehicle
Corangamite Lake Road	Off Carriageway on Left Bend	-	Motorcycle
Rivendell Lane	Left Off Carriageway into Object/Parked Vehicle	Local Road	Passenger Vehicle

The Colac Otway Shire's crashes within the five-year period have been compared to the G21 Region and Victoria in Figure 4.3 (crashes per 100,000 population).

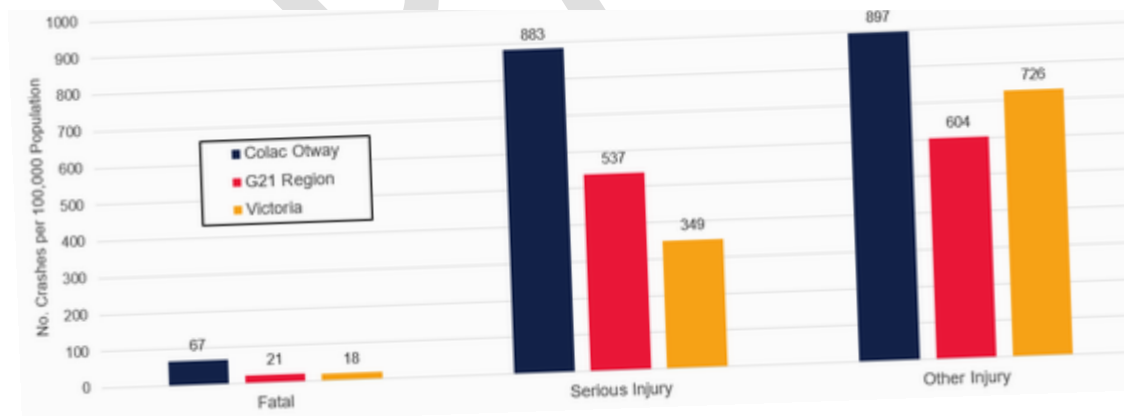


Figure 4.3: Crash Rate Comparison (per 100,000 Population)

Colac Otway Shire has a significantly higher rate of reported crashes (all crash severities) compared to the G21 Region and Victoria as a whole. This may partly be attributable to the relatively high numbers of tourists (domestic and international) that frequent the Shire, particularly on the Great Ocean Road and surrounding areas (i.e. the south and southeastern coast of the Shire) – when compared to Victoria, however this should be relatively similar to the G21 Region.



Notwithstanding, there is a substantially higher rate of fatal and serious injury crashes in comparison to the G21 Region and all of Victoria. It is expected that in part this may be due to the prevalence of high-speed arterials which dominate Colac Otway Shire's road network and again, differences in population densities (refer Section 2.3) and tourism on Great Ocean Road which is a key crash corridor hotspot (discussed further in Section 4.1.5).

It is however a strong indication of the need for road safety improvements to decrease the incidence of fatal and serious injury crashes within the Shire.

4.1.2 Age Group

A review of fatal and serious injuries to people (in crashes) indicates that the most impacted age group is between 30-59 years old. When considering the Shire's population age profile (Figure 2.2), younger and older people are less represented. This may be that older people are less likely to drive and therefore have a lower exposure.

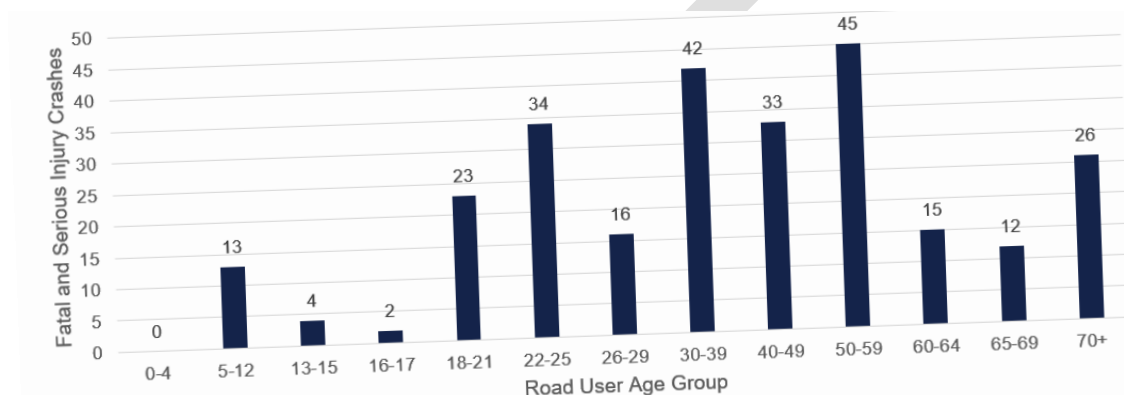


Figure 4.4: Crashes by Age Group

4.1.3 Road Users

Crashes per road user have been summarised in Figure 4.5. The data indicates that most fatal and serious injury crashes involve passenger vehicles, noting that those involving motorcyclists appear to be highly represented compared to typical motorcycle mode share (refer Section 2.5). This is expected to be due to Great Ocean Road being a popular motorcycle recreational route and a key crash corridor hotspot (discussed further in Section 4.1.5).

Fatal and serious crashes involving pedestrians, cyclists or heavy vehicles are relatively low in comparison to these road users.

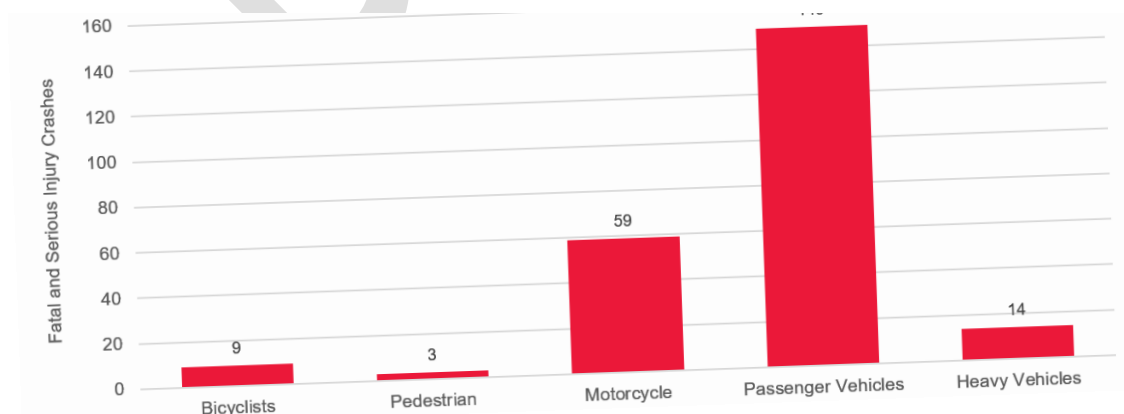


Figure 4.5: Crashes by Road User



The fatal and serious injury crash locations of pedestrian, cyclist and motorcycle road users have been mapped in Figure 4.6.

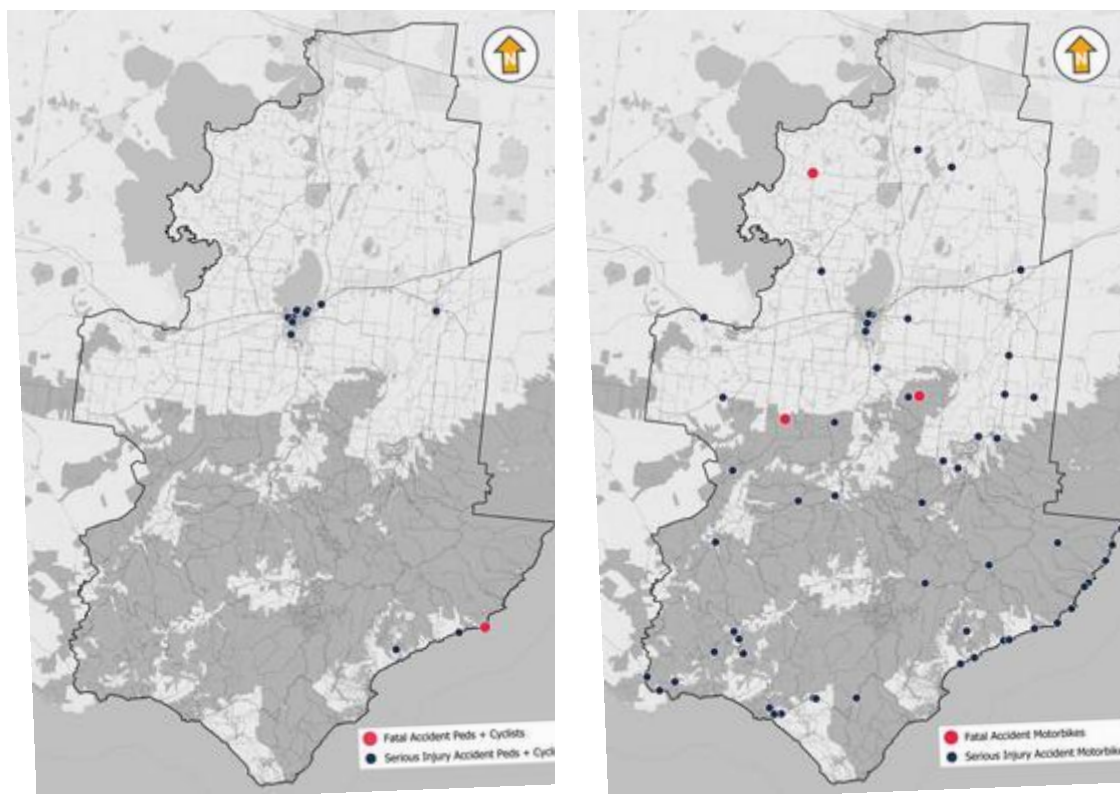


Figure 4.6: Pedestrian and Cyclist (left) and Motorcyclist Fatal and Serious Injury Crashes (right)

It is noted that:

- The majority of the pedestrian and cyclist crashes are in, and around, Colac.
- There is a single fatal cyclist crash on the Great Ocean Road (as discussed previously).
- There is a trend of motorcyclist crashes on the Great Ocean Road which is likely due to the road environment (higher speeds and tight corners) and as it is a popular motorcyclist recreational route. Great Ocean Road is therefore considered a key crash corridor for motorcyclists.

4.1.4 Speed Environment

Speed contributes to a high proportion of crashes and a comparison between speed and fatal and serious injury crashes is included in Figure 4.7.

Generally speaking, crash incidence and injury severity increases on higher speed roads. For instance, and with specific regard to pedestrians, the likelihood of being killed or seriously injured increases dramatically with speeds above 30km/h (outlined in The Safe System).

Notwithstanding, as a proportion, reported casualty crashes predominately occur on lower speed roads within the Shire, noting Colac itself is a casualty crash hotspot for the Shire (refer following section).

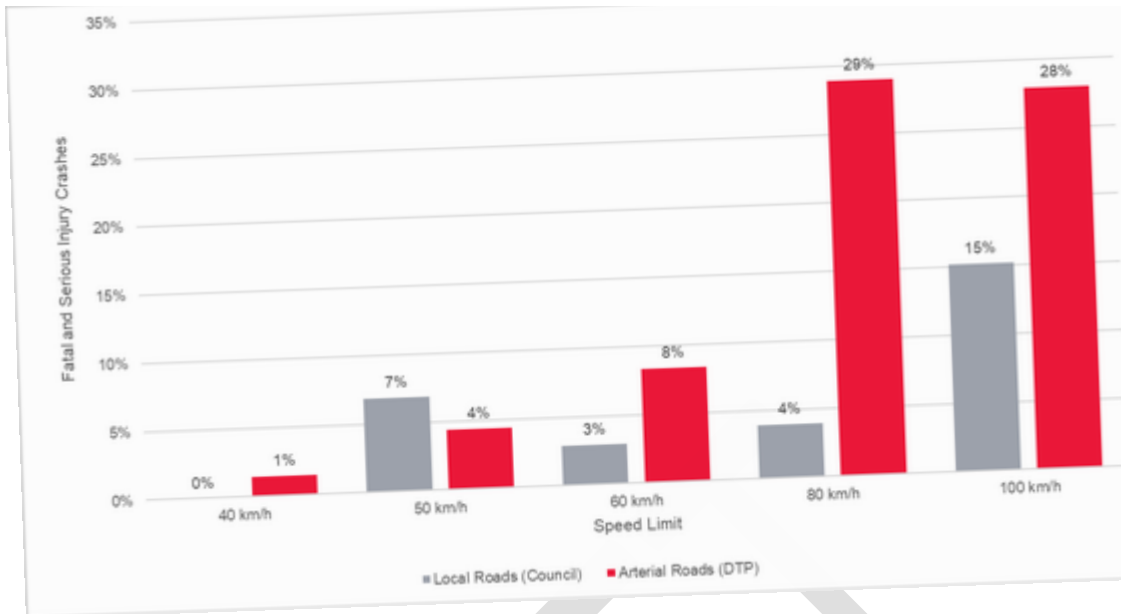


Figure 4.7: Crashes by Speed Limit

4.1.5 High Crash Locations

A fatal and serious injury crash heat map is included in Figure 4.8 which indicates a concentration of fatal and serious injury crashes in the following areas:

- Colac
- Along Princes Highway
- Along Great Ocean Road (particularly the eastern section to Apollo Bay)
- Along north-south arterial roads connecting Princes Highway (east) to Skenes Creek (Skenes Creek Road, Forrest-Apollo Bay Road, Birregurra-Forrest Road)

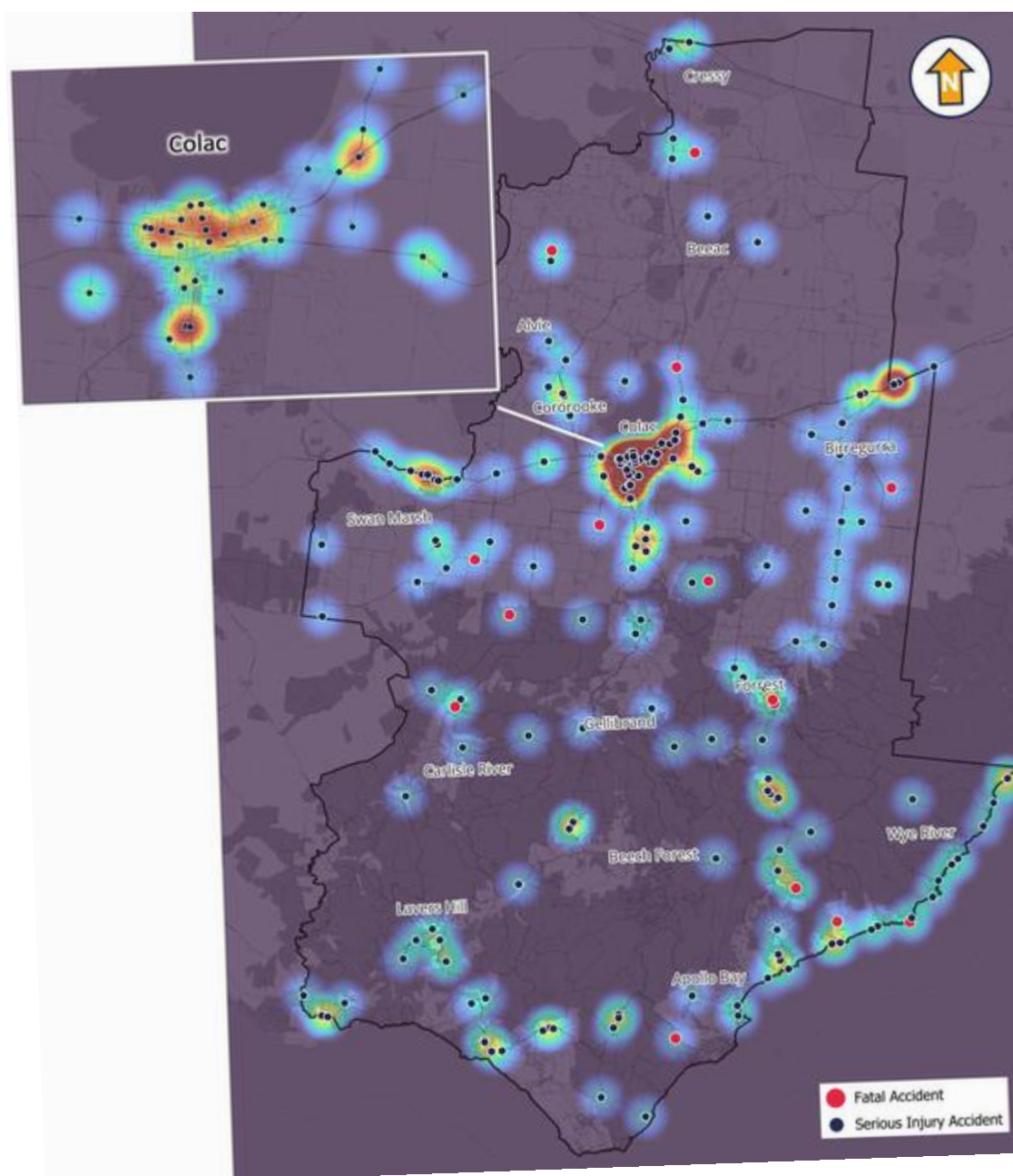


Figure 4.8: Fatal and Serious Injury Crash Heat Map

A review of crash locations (intersections and road link sections) with the highest volume of fatal and serious injury crashes was undertaken across the Shire.

A list of the top 10 locations has been summarised in Table 4.3 and illustrated in Figure 4.9⁵ on the following page.

⁵ These locations have firstly considered the number of fatal and serious injury crashes by location, and then other injury crashes were also considered to assist in ranking sites with similar numbers of serious injury crashes.



Additionally, on the basis of Figure 4.8, key crash corridors have also been identified as follows and included in Figure 4.9, noting these are all DTP arterial roads:

- Great Ocean Road (east)
- Great Ocean Road (west)
- Princes Highway (east) – Birregurra – Forest – Skenes Creek
- Colac-Lavers Hill Road
- Princes Highway (west)



Figure 4.9: Top Ten Crash Locations and Key Corridors

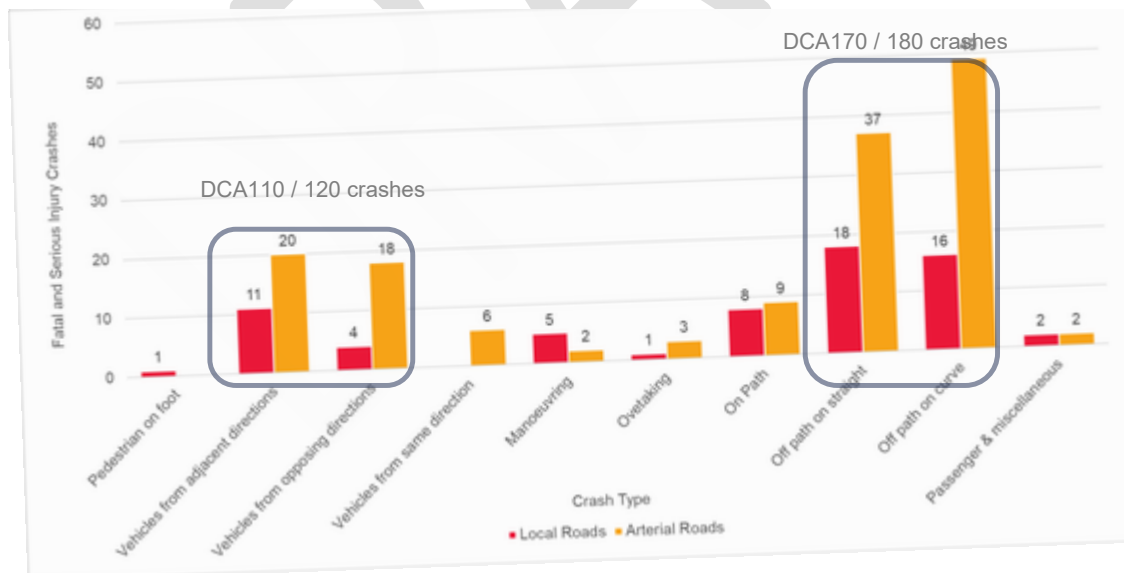
**Table 4.3: Top Ten High Crash Locations**

NO.	LOCATION	TYPE	AUTHORITY
1	Princes Highway / Conns Lane, Winchelsea	Intersection	DTP / Council
2	Princes Highway – East of Swan Marsh Road, Pirron Yallock	Arterial Road	DTP
3	Princes Highway / Drapers Road, Colac East	Intersection	DTP / Council
4	Murray Street West, Colac	Segment of road and intersection crashes	DTP
5	Forrest-Apollo Bay Road, Barramunga	Arterial Road	DTP
6	Main Street / Aireys Street, Elliminyt	Intersection	DTP / Council
7	Colac-Lavers Hill Road, Carlisle River	Arterial Road	DTP
8	Great Ocean Rd Near Otways Forest Park, Yuulong	Arterial Road	DTP
9	Murray Street / Queen Street, Colac ⁶	Intersection	DTP
10	Great Ocean Road Near Malts Rest, Cape Otway	Arterial Road	DTP

4.1.6 Crash Types

In addition to the top crash locations, fatal and serious injury crashes have been assessed using their identified VicRoads Definition of Classifying Accidents (DCA) Codes and summarised in Figure 4.10.

The predominant crash types include 'off path (on straight or curve) crashes' and 'vehicles from opposing directions (intersections)' or 'vehicles from same direction crashes' (DCA170/180 and DCA110/120 crash code series, respectively). This analysis has also separated the local (Council managed) roads and arterial roads (DTP managed). This highlights that there are similar crash types occurring on both the Council and DTP road networks.

**Figure 4.10: Fatal and Serious Injury Crash Types by Road Authority**

The above indicates that the two predominant fatal and serious injury crashes occur at intersections and on sections of road where a vehicle has left the carriageway or road.

⁶ It is separately noted that a fatal crash (right through) has occurred in 2017.



Further breakdown into sub-DCA codes provides the ten highest crash types as summarised in Figure 4.11.

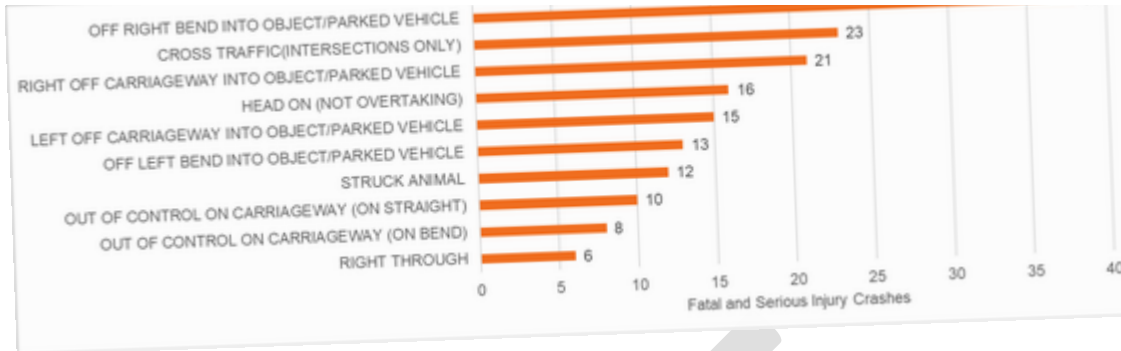


Figure 4.11: Crash Type Summary

This reveals that 'off-right bend' is the most common crash type for all crashes and cross-traffic (which occurs at intersections) is the second common. It is noted that 'struck animal' crashes are relatively high, noting that this issue was raised as part of community and stakeholder consultation, but not unexpected due to the rural and agricultural nature of parts of the Shire.

It is noted that head on crashes (DCA120) are the fourth highest crash type incidence. These have occurred mostly on the arterial road network (Great Ocean Road, Forrest-Apollo Bay Road and Princes Highway) which all have undivided carriageways and may indicate the need for further consideration as to geometry, barriers and speed review.

Cross-traffic crashes appear to mostly be related to four-way priority-controlled intersections across the Shire. These locations with the highest fatal and serious crash injuries have been identified in the preceding Section 4.1.5.

With specific regard to cross-traffic crashes on Council managed intersections (and in addition to the Top 10 intersections summarised Section 4.1.5 in Table 4.3) there are two intersections which have two serious injury crashes:

- Pound Road / Deans Creek Road / Black Larpent Road, Elliminyt (Council has applied for funding to improve the safety at this intersection)
- Forest Street / Shorts Road, Barongarook

Figure 4.12 has been prepared to summarise the locations of 'vehicles from opposing (intersections)' or 'vehicles from same direction crashes' (DCA110/120 crash codes) and Figure 4.13 has been prepared to summarise the locations of 'vehicles 'off path (on straight or curve) crashes' (DCA170/180), respectively.

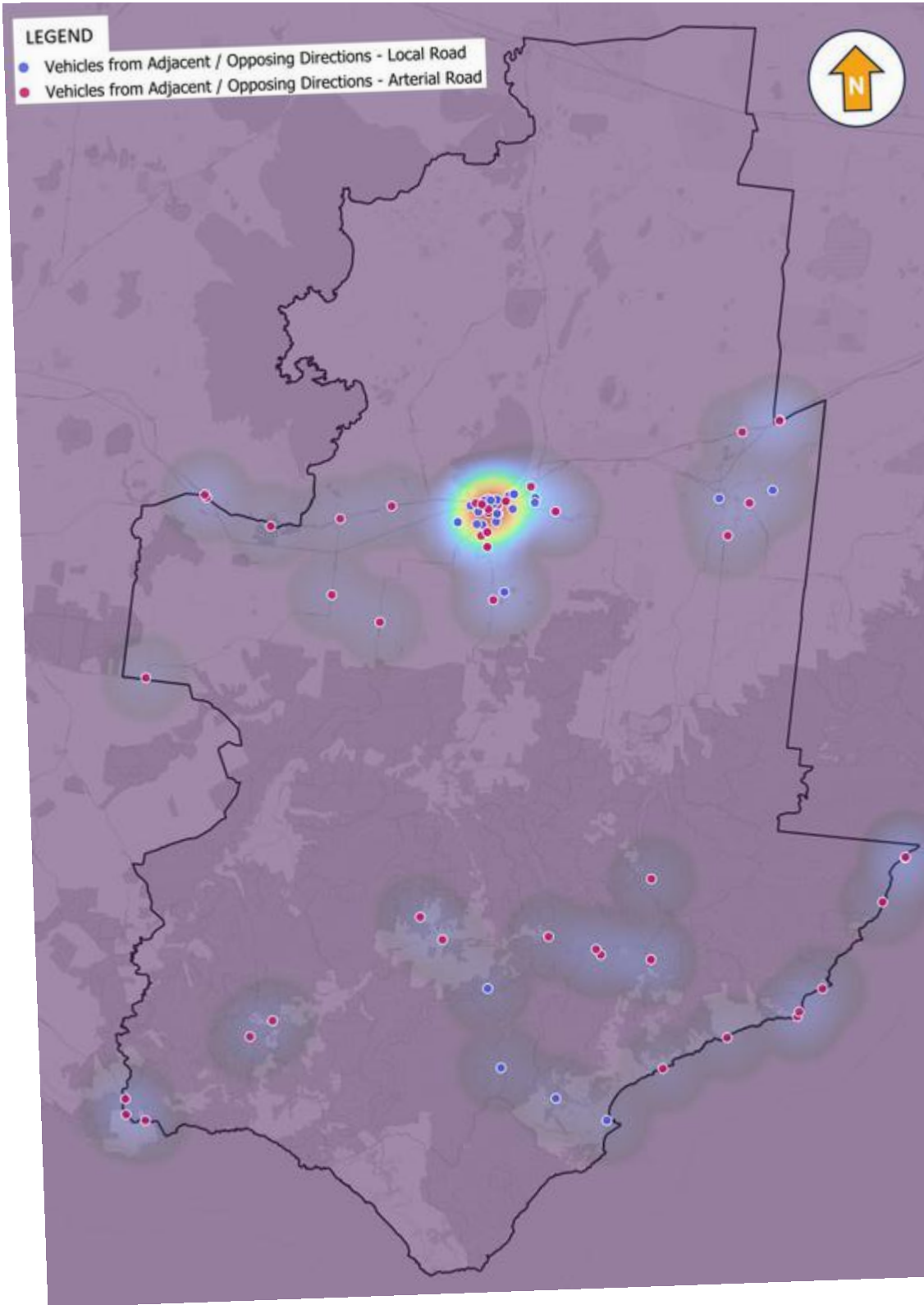


Figure 4.12: Vehicles from Adjacent / Opposing Directions – Local vs Arterial Roads

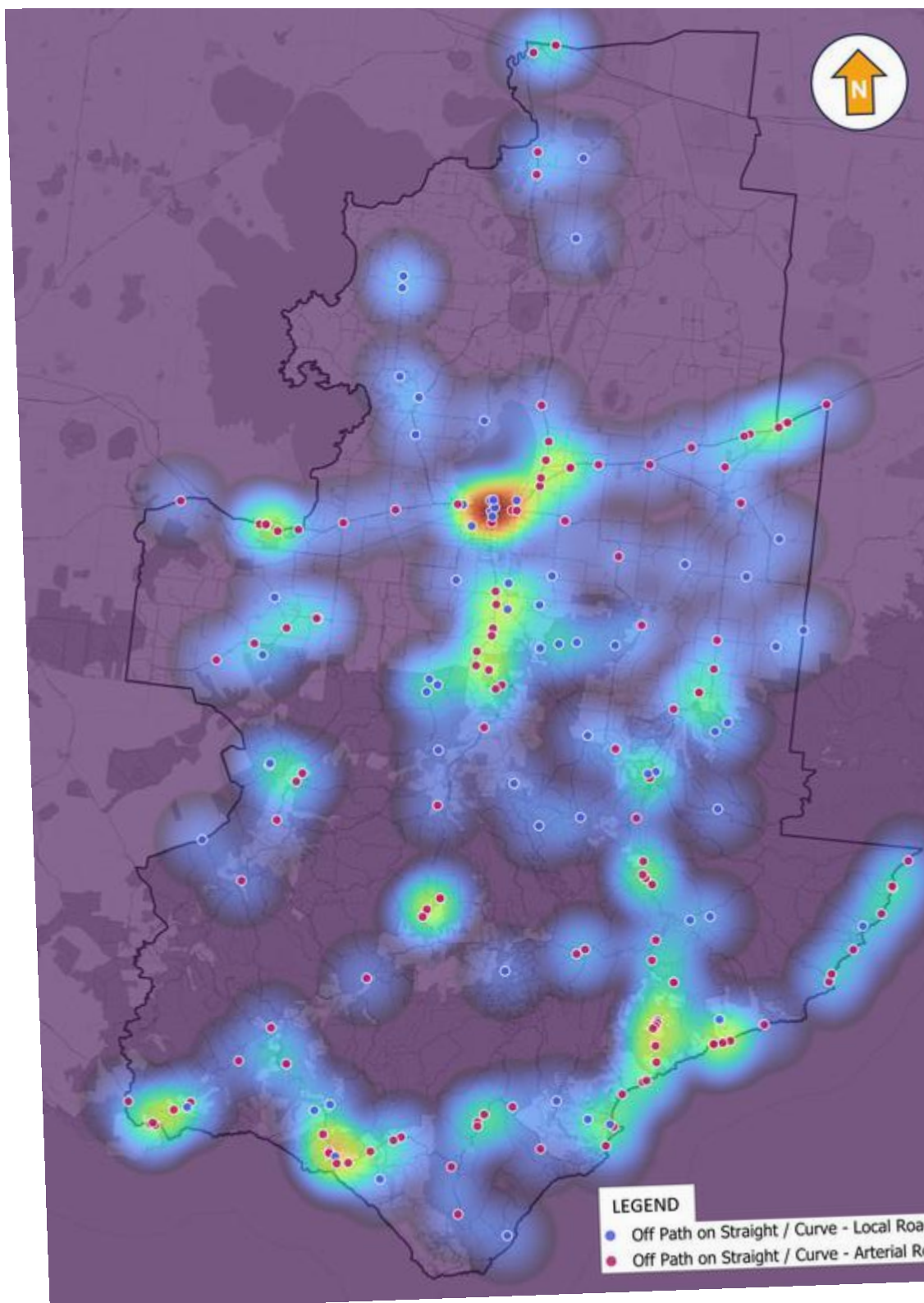


Figure 4.13: Off Path Accidents on Straights and Curves – Local vs Arterial Roads

As noted in Section 4.1.5, a number of key crash corridors have been identified. The highlighted off path/off carriageway crashes (on bend or straight) generally align with these key crash corridors.



4.2 Community and Stakeholder Engagement

4.2.1 Approach

As briefly noted in Section 1.2.1, the community of Colac Otway Shire was engaged to assist in developing the strategy with the aim to capture the views and concerns of the community, allowing development of actions in line with this.

Drop-in community consultation sessions were held in Birregurra, Colac and Apollo Bay on the 10 and 11 October 2025 to provide the community an opportunity to discuss the Road Safety Strategy and raise any related concerns in-person.

An **online survey** was posted onto Colac Otway Shire's community engagement platform 'Have Your Say' between 8 September 2025 and 3 November 2025. This allowed key stakeholders, residents and or visitors to provide their feedback on a range of safety related questions. Respondents were given the opportunity to respond to a survey as well as interact with a map where particular places could be pinned with a comment for specific comments.

The online engagement platform received a total of 60 people participating in the survey with 29 people placing pinpoints on the map (a total of 91 issue responses). The primary age group which responded was between 55-64 with 30% of respondents.

Key **stakeholder groups were engaged** to provide input to the strategy. This included government bodies, local primary and high schools, Victoria Police, several primary industry businesses, health care services and the Otway Road Safety group.

Full summaries of the community and stakeholder engagement process have been provided to Council separately. Key issues and items have been addressed in this Road Safety Strategy, with key items summarised below.

4.2.2 Online Survey Community Response

Results suggest that respondents consider:

- Driving a car to be a **safe** activity in townships (67%) however **unsafe/very unsafe** on rural roads (65%)
- Cycling on the road to be an **unsafe/very unsafe** activity within both township (80%) and on rural roads (98%)
- Riding a motorbike to be an **unsafe/very unsafe** activity within both township (68%) and on rural roads (83%)
- Crossing the road to be an **unsafe/very unsafe** activity in townships (54%) and on rural roads (65%)

Overall respondents considered rural activities more unsafe than in townships. This is likely to correspond to higher speeds and less facilities.

In regard to speed limits:

- Local roads are at a **comfortable** speed however 29% say they are too high
- Arterial roads are at a **comfortable** speed however 15% say they are too high

The top three (3) reasons which respondents feel unsafe on roads was similar for both town centre and rural roads were:

1. Road user behaviours
2. Maintenance
3. Lack of safe road infrastructure

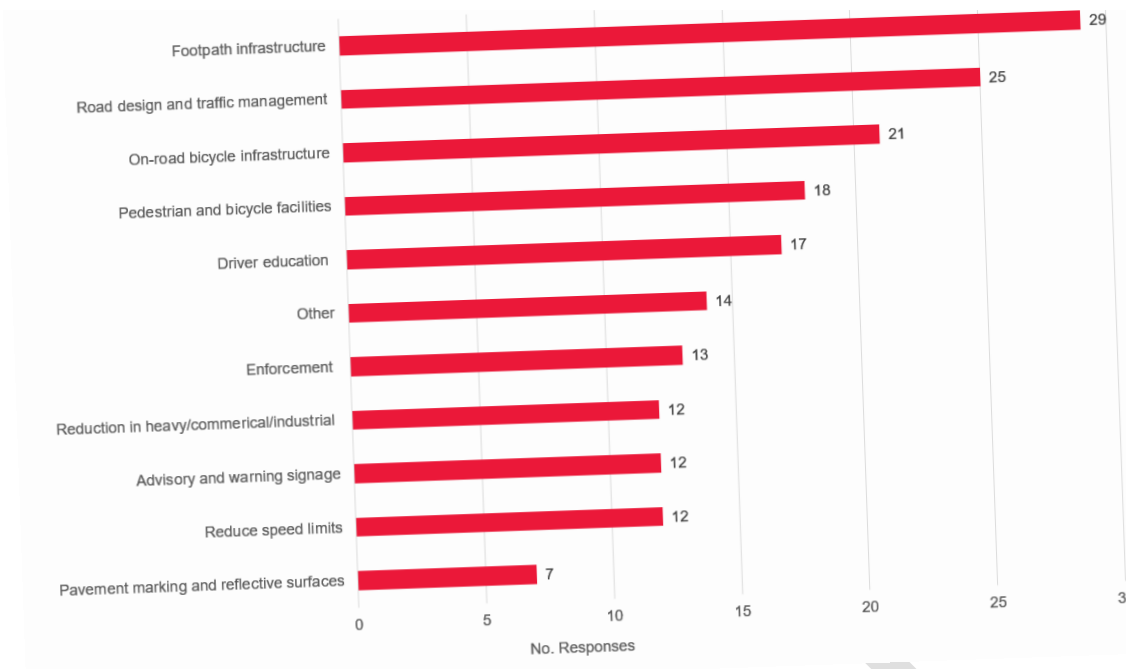


Figure 4.14: Highest Priorities to Improve Safety

The top five reasons which respondents suggest are highest priority to improve safety are:

1. Footpath infrastructure
2. Road design and traffic management
3. On-road bicycle infrastructure
4. Pedestrian and cyclist infrastructure
5. Driver education

4.2.3 Community & Stakeholder Response

Overall, there was a substantial response from the community and key stakeholders relating to feedback for the development of this road safety strategy. These have been reviewed and considered in the development of the Action Plan.

Key elements raised by the community and stakeholders include:

- Poor road conditions (such as lack of shoulders, narrow roads, unsealed roads and lack of maintenance)
- Poor and risky driver behaviours, including tourists not understanding the road rules
- Intersections and roads perceived to have issues, such as sight lines, signage and layout deficiencies
- Desire for lower speed on several local/town roads, and consistent application of lower speed zone areas around townships and schools (including Costin Street and Pengilley Avenue, Apollo Bay, Forest Street, Colac and Roadknight Street, Birregurra)
- Improvement needed to the pedestrian and cyclist network including missing footpath and bicycle links and crossings at key locations (including within Birregurra, Colac and Apollo Bay)



4.3 Key Issues Summary

The road safety review has provided an overview of the current road safety issues and concerns within Colac Otway Shire. The Shire has a significantly higher rate of reported crashes (all crash severities) compared to the G21 Region and Victoria, noting the majority of fatal and serious crashes are occurring on the arterial network.

The review indicates that the key issues and factors to safety within the Shire are:

- The majority of roads within the Shire being high speed roads (both arterial and local) (80 - 100 km/h). Higher speeds can increase the likelihood of a crash occurring and increases the likely crash severity when crashes do occur.
- Many intersections are priority-controlled intersections, often on high speed roads comprising cross or T-intersections. The crash data and community response indicates there are road safety deficiencies at a number of key locations, and this is expected to be a common theme within the Shire.
- Poor road conditions, relating to maintenance and perceived unsafe infrastructure.
- Road user behaviours, the top reason the community feel unsafe on roads.
- A lack of active transport connections and safe travel options throughout the Shire (footpaths, crossings, cyclist facilities) and it is currently considered an unsafe travel method.


There are a number of potential treatment and mitigations available to improve safety for road users and common crash types. Note these are highly specific and are adopted in response to site-dependant conditions and issues.

Notwithstanding, common mitigation treatments are outlined below, noting these are not exhaustive.

Table 4.4: Common Mitigation Treatments

ROAD USER	POTENTIAL MITIGATION
Vehicles (including motorcyclists)	<p>Off-road / off-carriageway crashes</p> <ul style="list-style-type: none"> • Roadside environment treatments (hazard removal, relocation or protection (i.e. barriers)) • Delineation treatments (signage, audio tactile line marking) • Road / shoulder widening to provide additional buffer <p>Intersection crashes</p> <ul style="list-style-type: none"> • Geometry realignment (staggered intersections, turn lanes, improved geometry) • Conversion to roundabouts or signalised intersections • Improved signage, line marking and sight distance <p>Struck animal type crashes</p> <ul style="list-style-type: none"> • Virtual fencing (wildlife alert system) • Wildlife/warning signage • Driver education <p>Head on crashes</p> <ul style="list-style-type: none"> • Divided/widened carriageway, central barriers



ROAD USER	POTENTIAL MITIGATION
Pedestrians	<ul style="list-style-type: none">• Footpaths and/or Shared User Paths (SUPs)• Implementing crossings and/or crossing improvements (such as wombat crossings, pedestrian refuges, signalised crossings) 
Cyclists	<ul style="list-style-type: none">• Off-road cyclist paths or SUPs• On-road cyclist lanes and line marking improvements• Signalised crossings



5 THEMES & ACTION PLAN

5.1 Themes

The Colac Otway Shire Road Safety Strategy is to align with the Road Safety Strategies of the state and national government, with the vision to decrease serious and fatal injury crashes on the road network.

In line with Safe Systems five action themes have been identified for the Action Plan.

Leadership	To foster collaboration across agencies and the community, ensure accountability and monitoring for delivering the Road Safety Strategy as well as continuing to identify safety issues and proactively work towards improvement.
Safe Roads (Transport Network)	To review the design, construction, maintenance and management of the road environment to minimise the likelihood and severity of crashes. This includes existing issues and arising issues on the roads, intersections and active transport networks.
Safe Speeds	To set, manage and review speed limits that reflect the function, design and safety of the road, ensuring that the forces in a crash are survivable for all road users.
Safe Vehicles	Ensuring that the vehicles using the road network are designed, maintained and operated to reduce the risk and severity of crashes.
Safe People	Supporting and encouraging road users to make safe choices, behave responsibly, and understand the risks associated with road use.

5.2 Action Plan

The implementation of the Road Safety Strategy Action Plan is proposed for a 10-year period. Actions are proposed as immediate or short term, ongoing and longer-term actions.

Based on the review of existing documentation, community and stakeholder consultation, Council feedback and crash assessment undertaken, actions have been identified to work towards reducing the number of fatal and serious injury incidents in aligning with the Safe System approach and principles.

Actions with associated timeframes are detailed in the next few pages in Table 5.1.

These are the key actions noting that in addition to the action plan it is recommended that Council review key and specific items raised as part of the community and stakeholder engagement process.



Table 5.1: Action Plan

ITEM	AIM	ACTION	TIMELINE
LEADERSHIP			
1.1	Accountability and monitoring of this Road Safety Strategy	Appoint the Manager of Assets and Engineering to implement the Road Safety Strategy.	Immediate
		Provide Safe Systems training to those involved in implementing the Strategy and those developing and implement transport infrastructure projects.	Short-term
		Ongoing monitoring and evaluating the actions of this Road Safety Strategy on an annual basis.	Once a year
		Refresh the Road Safety Strategy after the initial 10-year strategy period.	Year 10 / long term
1.2	Ensure any road safety funding opportunities are identified and utilised	<p>Develop a list of funding opportunities for road safety projects, and develop targeted applications, including:</p> <p>Federal:</p> <ul style="list-style-type: none"> • Active Transport Fund • Local Roads & Community Infrastructure Program • Roads to Recovery Program • Black Spots Program • Heavy Vehicle Safety & Productivity Program • Safer Local Roads & Infrastructure Program <p>State:</p> <ul style="list-style-type: none"> • Community Road Safety Grants Program • Flexible Local Transport Solutions Program • Transport Accident Commission (TAC) Grant Programs <p>Collaborate and communicate with key industrial and tourism stakeholders that enhance and contribute to the local economy to assist in obtaining grant funding opportunities and equitably contribute to mutually beneficial projects.</p> <p>Ensure this is updated as opportunities arise and apply for funding as these arise.</p>	Ongoing



ITEM	AIM	ACTION	TIMELINE
1.3	Working alongside and advocating with key partners	<p>Develop and attend key partner working groups to ensure ongoing communication. This includes:</p> <ul style="list-style-type: none"> Periodic meetings (monthly) with key authorities including DTP to collaborate, relay, advocate and collaborate on safety issues (ongoing and new issues) Periodic meetings (monthly) with key stakeholders such as emergency services, including Victoria Police, SES, TAC, GORCAPA, RoadSafe Otway, etc. <p>Continue collaboration with community groups (Kennet River Association, Kennet Community Action Group and WYE SEPPA) where road safety risks are identified.</p>	Ongoing
1.4	Active and ongoing communication with key stakeholders	Establish a list of road safety stakeholders and annually proactively engage them in road safety programs, projects and initiatives – such as a safety forum for key stakeholders to attend, including schools, health care and other stakeholder groups.	Ongoing
1.5	Road safety issues are identified as they arise	<p>Continue collecting and recording community feedback in relation to road safety issues. Prioritise key risks and respond to the community issues raised.</p> <p>Review crash statistics annually to determine emerging safety issues on the network.</p> <p>Investigate and monitor key issues and locations identified. This may include road safety audits, site inspections, surveys, speed data collection, etc.</p>	Ongoing
SAFER ROADS (TRANSPORT NETWORK)			
2.1	Footpath Network Improvements	<p>Continue to secure allocated funding each year to implement the Strategic Footpath Connections program for the <i>Colac & Apollo Bay Footpath Strategy</i> with at least one priority from Colac and Apollo Bay per year. This is also to include key Birregurra connections.</p> <p>Review community and stakeholder identified path, crossing and pram ramp issues. For example:</p> <ul style="list-style-type: none"> pram ramp design and grade issues were identified in Colac and Apollo Bay A significant sight distance issue was identified at the zebra crossing with flashing lights in Apollo Bay (opposite 133 Great Ocean Road) <p>Refresh the footpath strategy and expand to include pedestrian crossings (i.e. pram ramps and DDA compliance and appropriate grades).</p>	Ongoing



ITEM	AIM	ACTION	TIMELINE
2.2	Action the <i>Colac Otway Shire Active Transport Strategy (2013-2023)</i>	<p>Review the <i>Active Transport Strategy</i> infrastructure actions for each town, in line with current infrastructure provisions, latest strategies (such as the Colac & Apollo Bay Footpath Strategy), and this Road Safety Strategy (crash data, community and stakeholder engagement results).</p> <p>This is expected to include implementation of key pedestrian crossings and active transport connections.</p> <p>Refresh the Colac Otway Shire Active Transport Strategy, to include updated action plan, priorities and timelines for completion.</p>	<p>Short-term (review)</p> <p>Ongoing (implementation)</p>
2.3	Action strategies and structure plans that propose improved active transport connections and outcomes	<p>Continue to action the improved active transport connections and outcomes which have been developed as part of the:</p> <ul style="list-style-type: none"> • <i>Colac CBD Entrances Project 2012</i> • <i>Civic Health and Rail Precinct Plan (DRAFT 2025)</i> • <i>Birregurra Structure Plan 2025</i> • <i>Community Infrastructure Plan Apollo Bay, Skenes Creek and Marengo (2023)</i> <p>These are to consider the findings and feedback as part of this strategy and ongoing.</p>	Ongoing
2.4	Maintenance	<p>Ensure ongoing road maintenance as per the Road Management Plan and in consideration of issues raised during consultation. If necessary, seek additional funding to ensure timely implementation.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Vegetation management (including sight distance and signage obstructions) • Kerb and channel construction/replacement • Road damage and poor-quality pavements • Maintenance of footpaths cycle paths (Shared User Paths, etc.) 	Ongoing
		Continue to advocate with DTP for improved maintenance and arterial road conditions, including shoulders, maintenance and items raised by the community as part of this engagement.	Ongoing
2.5	Road Sealing	Implement the Road Upgrade Policy which assesses and prioritises roads required to be sealed.	Ongoing



ITEM	AIM	ACTION	TIMELINE
2.6	Improve key intersection and road link safety	Undertake a detailed review of identified crash locations, road sections and key crash corridors in this Road Safety Strategy. Identify potential location specific mitigation options, focusing on the key crash types. In the first instance, this should focus on the high crash locations, common crash types and key crash corridors (refer Section 4.1.5 and 4.1.6). <i>It is noted that many of the locations identified are on DTP managed state arterial roads.</i>	Short term / ongoing
		Review key intersections and locations identified in the community and stakeholder engagement process – noting this process raised road safety concerns at a total of 40 roads and intersections (some of which have been identified in the crash statistics assessment in this strategy).	Short term / ongoing
		Continue to develop mitigation options and a live priority action list (both Shire and DTP managed road locations).	Short term / ongoing
		Secure funding for road safety mitigation treatment and implement upgrades.	Ongoing
SAFER SPEEDS			
3.1	Speed Limit Reviews	Undertake a speed limit review, including investigation of: <ul style="list-style-type: none">• Speed reduction treatments (schools, townships, activity centres, local streets/areas identified in community consultation), noting that this partly aligns with the Active Transport Strategy actions PR-5 and PR-6• Consistency in speed reduction treatments on roads, and key environments (i.e. Cape Otway Road, schools, townships)• Consider variable speed limit zones where appropriate (schools in urban areas / activity centres)	Short-term, Ongoing
3.2	Speed Limit Enforcement	Advocate and communicate with Victoria Police for enforcement of speed limits, this includes where speeding issues are being identified through community consultation (e.g. not adhering to the new Murray Street speed limit).	Ongoing



ITEM	AIM	ACTION	TIMELINE
3.3	Speed Management	Where speed limits are not being observed, consider the development of speed mitigation treatments and local area management plans.	Ongoing
3.4	Speed Monitoring	Continue collection of traffic volume and speed data on Council roads, monitoring speed mitigation treatment effectiveness and identifying speed hotspots.	Ongoing
SAFER VEHICLES			
4.1	Safe Vehicle Fleet	Review and update the Council fleet vehicles to ensure these are ANCAP 5 star rated and have the latest in safety technology.	Ongoing
		Council fleet vehicles to be well maintained and training provided to staff on safe driving.	
4.2	Safe Use of E-Mobility Devices	Be aware of and align with any statewide e-mobility device management and safety initiatives which can be implemented by Council.	Ongoing
SAFER PEOPLE			
5.1	Increase Safety Awareness and Safety Programs	Develop and organise safety awareness and safety programs where opportunity rises. Continue to facilitate Walk to School every year and school crossing training for kinders.	Ongoing
5.2	Community Messaging on Road Safety	Continue to development and communicate messaging to the community on how to be a safe driver.	Ongoing
		Review and identify opportunities with partners to support driver education – in particular tourists (issues observing signage & road rules (lack of education, experience, unfamiliar road / driving environment) sometimes drive on the wrong side of the road).	Ongoing
		Advocate to DTP develop and communicate messaging targeting tourists' safety (domestic and international, including motorcyclists). For example, variable message signage (VMS) to coincide with holiday periods on the Great Ocean Road and adjacent areas.	Ongoing



ITEM	AIM	ACTION	TIMELINE
5.3	Enforcement of Road Rules	Collaborate with Victoria Police to monitor and enforce road rules and high crash locations, including Queen Street / Murray Street in Colac as an example.	Ongoing

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Item: 7.6

Councillor attendance at the Australian Local Government Association National General Assembly (ALGA)

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To seek Council endorsement for Colac Otway Shire Councillor's participation in the Australian Local Government Association's 32nd National General Assembly (ALGA NGA) and Regional Cooperation and Development Forum in Canberra during the period 23 to 25 June 2026.

2. EXECUTIVE SUMMARY

The ALGA provides a forum for local government to discuss and advance issues of national significance to local government. The forum is held annually. In accordance with Council's Expenses and Support Policy (adopted on 25 February 2025), any expenditure greater than \$1,500 (including registration, travel and accommodation) for a Councillor to attend a conference, seminar, training session, trade delegation, friendship visit etc., must be approved by Council.

3. RECOMMENDATION

That Council approves Cr _____ as the ALGA representative to attend the Australian Local Government Association's 32nd National General Assembly and Regional Forum in Canberra.

4. KEY INFORMATION

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) of Local Government is the peak annual event for Local Government, bringing together over 800 conference participant representatives of Australia's 537 councils.

There are a number of benefits to participating in NGA, some of which include:

- Over 10 hours of professional development.
- Over 15 hours available to network with other Local Government leaders.
- Over 140 motions debated and used to engage with 24 Ministers and Federal portfolios.

The 2026 NGA theme is 'STRONGER TOGETHER: RESILIENT. PRODUCTIVE. UNITED'. It provides an opportunity to hear from political leaders, experts, commentators and colleagues in local government. The agenda for the conference is now publicly available and on Wednesday 24th and Thursday 25th June, the following is scheduled:

- Debate on motions
- Jobs and skills survey launch
- Financial sustainability
- Securing funds
- Disability Inclusion in Action
- Respectful communication in the online world

The National General Assembly (NGA) runs for four days from Tuesday 23 to Thursday 25 June 2026. On Tuesday 23rd June, there are two concurrent agendas running; one that is focused for Regional Councillors and one focused for Urban Councillors. It is intended that Councillor attendance would be for the two main days on Wednesday 24 and Thursday 25 2026.

Colac Otway Shire's General Manager Community and Economy Ian Seuren would accompany any Councillors attending.

The total cost associated with participation by an individual Councillor is estimated at \$3,000 and includes airfare, accommodation for up to two nights and registration costs.

5. CONSIDERATIONS

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

Attendance at the 2026 ALGA NGA and Regional Forum is consistent with the following overarching governance principles:

- Pursuing innovation and continuous improvement.
- Seeking collaboration with other councils and governments and statutory bodies.
- Regional, state and national plans and policies are taken into account in strategic planning and decision making.

The transparency of Council decisions, actions and information is to be ensured.

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

Bringing this report to Council is consistent with Council's Expenses and Support Policy (to approve any expenditure greater than \$1500).

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

Bringing this matter to the Council meeting for resolution in open session ensures decision making is transparent, and the public are aware of Councillor attendance.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

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

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

Financial Management (s101 Local Government Act 2020)

Councillor attendance at the 2026 ALGA NGA and Regional Forum is in accordance with Council's Expenses and Support Policy. The total cost associated with participation by an individual Councillor is estimated at \$3,000 each and includes airfare, accommodation for up to two nights and registration costs.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Approves Councillor Attendance at the ALGA NGA.

This option is recommended by officers as representation and participation in the ALGA NGA provides a forum for local government to discuss and advance issues of national significance to local government and Colac Otway Shire

Option 2 – Not approve Councillor attendance at the ALGA NGA.

This option is not recommended by officers, as it removes the ability for Councillors to represent and participate in a critical annual forum held specifically for local government to discuss and advance issues of national significance.

Item: 7.7

Governance Report - Monthly

OFFICER	Matilda Hardy-Smith / Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. January 2026 Maddocks Biannual Update S6 Instrument of Delegation Members of Staf [7.7.1 - 6 pages] 2. For Council Resolution S6 Instrument of Delegation Members of Staff [7.7.2 - 135 pages] 3. Informal Meeting of Councillors Councillor Briefing Budget 24 March 2026 [7.7.3 - 2 pages] 4. Informal Meeting of Councillors - Pre council meeting preparation 24 March 2026 [7.7.4 - 3 pages] 5. Informal Meeting of Councillors - Councillor Briefing 7 April 2026 [7.7.5 - 2 pages] 6. Informal Meeting of Councillors Record - Submissions Committee Preparation 14 April 2026 [7.7.6 - 2 pages] 7. Informal Meeting of Councillors Record - Councillor Briefing 14 April 2026 [7.7.7 - 2 pages] 8. Informal Meeting of Councillors - Councillor Briefing 21 April 2026 [7.7.8 - 3 pages] 9. For Council Resolution Instrument of Authorisation Planning and Environment Act A [7.7.9 - 1 page]

1. PURPOSE

The purpose of this report is to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

2. EXECUTIVE SUMMARY

The Governance practices being reported on in this report are:

- S6 Instrument of Delegation – Council to Staff
- Informal Meetings of Councillors
- Appointment of Adele McErlain as an Authorised Officer pursuant to section 147(4) of the *Planning and Environment Act 1987* (refer Attachment 9)
- Appointing member to the Apollo Bay Senior Citizens Centre and revocation of a member

3. RECOMMENDATION

That Council:

- 1. In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation (Attachment 2), delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation, the powers, duties, and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.***
 - a. Authorises the Chief Executive Officer to execute the S6 Instrument of Delegation.***
 - b. Authorises the use of the common seal in accordance with Colac Otway Shire's Governance Local Law No 4 – 2020.***
 - c. Approves the S6 Instrument of Delegation to come into force immediately upon execution.***
 - d. Approves that coming into force of the S6 Instrument of Delegation, the previous S6 Instrument of Delegation from Council to Members of Council staff (dated 28 August 2025) is revoked.***
 - e. Notes the duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that may from time to time be adopted.***
- 2. Notes the Informal Meetings of Councillor Records reported for the period of 24 March 2026 to 21 April 2026.***
- 3. Add membership for Deb Frizon to the Apollo Bay Senior Citizens Centre Community Asset Committee.***
- 4. Revokes membership for Kate Borne to the Apollo Bay Senior Citizens Centre Community Asset Committee.***
- 5. Appoints Adele McErlain as an Authorised Officer pursuant to section 147(4) of the Planning and Environment Act 1987 (Attachment 9).***
 - a. Authorises the use of the common seal in accordance with Colac Otway Shire Council's Governance Local Law No 4 – 2020.***

- b. Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary the instrument.***
- c. Authorises the Chief Executive Officer to revoke the Instrument of Authorisation from the date Adele McErlain ceases their employment with Colac Otway Shire Council.***

4. KEY INFORMATION

Council has introduced this monthly Governance Report, to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

S6 Instrument of Delegation – Council to Members of Staff

Councils have been given many powers, duties, and functions under multiple pieces of legislation which are essential in fulfilling the wide-ranging responsibilities of Local Government. Council must regularly update its Instruments of Delegation to enable enforcement of the statutory powers and responsibilities required within legislation and confer these duties to the relevant staff.

The organisation generally undertakes a review of delegations on a biannual basis or where there have been advised changes to legislation.

Council subscribes to the regular update service offered by Maddocks, which provides updates on legislative amendments required to Council's Instruments of Delegation to ensure legislative compliance. Council also uses a software package, RelianSys, to automate the reporting and management of delegations.

The new provisions have been recommended to be delegated to either the Chief Executive Officer, Manager Planning and Building or for Council to retain the power and not delegate to any role.

This is based on the need for Councillor involvement in the planning scheme amendment process. This is ordinarily when a planning scheme amendment process is commenced (authorisation), approved or abandoned. Other matters of a routine basis, or where directed by the Minister for Planning, are delegated either to the Chief Executive Officer or Manager of Planning and Building as appropriate. However, anything that would be worthy of Council input would still be briefed to Council or referred to a Council meeting.

Attachment 1 contains a summary of changes made by Maddocks and the updated S6 Instrument of Delegation – Council to Members of Staff is at attachment 2.

Instrument of Appointment and Authorisation – Adele McErlain

Adele McErlain commenced as a Statutory Planner on 27 April 2026. To fulfill this function Adele requires authorisation under the Act.

The Act sets out procedures for preparing and amending the Victoria Planning Provisions and planning schemes. It also sets out the process for obtaining permits under schemes, settling disputes, enforcing compliance with planning schemes and permits, and other administrative procedures.

Various staff members within Council's Planning team are required to undertake assessments, give advice, or investigate various issues in relation to the Act. To undertake these assessments legally, particularly during issues of noncompliance, authorisation under the Act is required.

The officer nominated to be appointed as an Authorised Officer under the Act has been employed to fulfil specific roles and responsibilities as documented in their position description. Their experience and capabilities that enable them to fulfil their duties have been assessed through the recruitment process, and accordingly they are deemed to be suitable for appointment as an Authorised Officer.

Legal advice recommends authorised officers be appointed by Council using an instrument to address specific authorisation provisions of s 147(4) of the Act versus the broader authorisations of section 224 of the *Local Government Act 1989*.

Update to Community Asset Committees

Colac Otway Shire Council is currently supported by 19 Community Asset Committees (CACs), which have been appointed to manage a range of public halls, recreation reserves, and sporting facilities across the municipality.

In accordance with Section 65 of the *Local Government Act 2020*, Council is requested to approve changes to the membership of various Community Asset Committees (CAC). These changes include the revocation of existing memberships and the appointment of new members, ensuring continued community representation and effective local governance of Council-managed facilities.

For committee memberships appointed by Council resolution prior to 27 November 2024, revocation of membership must also occur via Council resolution. For appointments made since 27 November 2024, memberships are considered to cease upon the resignation of the member. However, the authority to appoint and revoke committee memberships may be delegated to the Chief Executive Officer to enable a more efficient and timely administrative process.

This report seeks for Council to add Deb Frizon to the Apollo Bay Senior Citizens Community Asset Committee and revoke membership for Kate Borne for the same committee.

Informal Meetings of Councillor Records

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

If there is a meeting of Councillors that:

- *Is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors*
- *Is attended by at least one member of Council staff*
- *Is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.

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

Councillor Briefing – Budget Discussion	24 March 2026
Council Meeting Preparation	24 March 2026
Councillor Briefing	7 April 2026
Councillor Briefing	14 April 2026
Submissions Committee Preparation	14 April 2026
Councillor Briefing	21 April 2026

5. CONSIDERATIONS

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

- (i) the transparency of Council decisions, actions and information is to be ensured

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

Planning and Environment Act 1987.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) public awareness of the availability of Council information must be facilitated.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 2 - PEOPLE

3.1 - Elevate the efficiency and effectiveness of our Council

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

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution and the S6 Instrument of Delegation Council to Members of Staff comes into force once executed by the Chief Executive Officer.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the officers recommendation.

This option is recommended by officers in order to align the Instrument with the requirements of the Act and confer these duties to the relevant officers enabling enforcement of the statutory powers and responsibilities required within legislation, to note the Informal Meetings of Councillors Records, to add and revoke membership to Community Asset Committees and authorisation under the *Planning Act* is required for Planning staff to perform their role.

Option 2 – Not adopt the officers recommendation.

This option is not recommended by officers as it will render officers unable to carry out enforcement of the statutory powers and responsibilities required within legislation and impact the delivery of important ongoing services and Planning Staff require authorisation under the *Planning Act* to perform their role. In addition, this option is not recommended as members of Community Asset Committees are volunteers in our community and perform valuable work to maintain Councils assets.

COLAC OTWAY SHIRE

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

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Colac Otway Shire

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817130	Planning and Environment Act 1987	s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Not delegated, Council retains power	
817131	Planning and Environment Act 1987	s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	Manager Planning and Building (MP&B)	
817132	Planning and Environment Act 1987	s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Manager Planning and Building	
817133	Planning and Environment Act 1987	s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Not delegated, Council retains power	

Attachment 7.7.1 January 2026 Maddocks Biannual Update S6 Instrument of Delegation
Members of Staff

Colac Otway Shire

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817134	Planning and Environment Act 1987	s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Chief Executive Officer	_____
817135	Planning and Environment Act 1987	s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Chief Executive Officer	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies. _____
817136	Planning and Environment Act 1987	s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Not delegated, Council retains power	_____
817137	Planning and Environment	s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I.	Chief Executive	_____

Attachment 7.7.1 January 2026 Maddocks Biannual Update S6 Instrument of Delegation
Members of Staff

Colac Otway Shire

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Act 1987		Note: see also sections 16D, 16G and 16J.	Officer	
817138	Planning and Environment Act 1987	s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Not delegated, Council retains power	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N). _____
817139	Planning and Environment Act 1987	s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Manager Planning and Building	_____
817140	Planning and Environment Act 1987	s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Manager Planning and Building	Where Council is the responsible authority _____
817141	Planning and	s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Manager Planning	Where Council is the responsible authority

Attachment 7.7.1 January 2026 Maddocks Biannual Update S6 Instrument of Delegation
Members of Staff

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Environment Act 1987			and Building	
817142	Planning and Environment Act 1987	s 158F	Power to make submissions in response to a directions panel	Manager Planning and Building	

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COLAC OTWAY SHIRE

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF
STAFF

16 FEBRUARY 2026

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as the below table.

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 April 2026; and

3.2 the delegation:

3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council)

in the presence of:)

.....
Witness

Date:

Colac Otway Shire

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2025
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Positions

Abbreviation	Position
CEO	Chief Executive Officer
CEM	Coordinator Emergency Management
CEH	Coordinator Environmental Health
CLLCS	Coordinator Local Laws
CPBA	Coordinator Planning and Building Administration
CPD	Coordinator Project Management
CRS	Coordinator Revenue Services
CSP	Coordinator Statutory Planning
CSPP	Coordinator Strategic Planning
CCDP	Customer and Communications Digital Partner

Colac Otway Shire

Abbreviation	Position
GMCE	General Manager Community and Economy
GMCS	General Manager Corporate Services
GMIE	General Manager Infrastructure and Environment
HPSO	Health Protection Support Officer
MAES	Manager Assets and Engineering
MFS	Manager Financial Services
MHC	Manager Healthy Communities
MPC	Manager People and Culture
MPB	Manager Planning and Building
MSO	Manager Services and Operations
N/A	Not Applicable
OWWO	Onsite Waste Water Officer
PCofC	Planning Committee of Council
SSP1	Senior Statutory Planner 1
SSP2	Senior Statutory Planner 2
SP6	Statutory Planner 6
SP3	Statutory Planners 3

Colac Otway Shire

Abbreviation	Position
SP4	Statutory Planners 4
SP5	Statutory Planners 5
SP	Strategic Planner
SP7	Strategic Planner 2

Positions Groups

Positions Group	Position	Positions
All GMs	All GMs	GMCS, GMCE, GMIE
CAO	Compliance Administration Officers	ALL1, ALL2, CAO4
CO	Compliance Officers	LLR4, LLR2, LLR3, LLR4, LLR1
CSO	Customer Services Officers	TLCS, CSO5, CSO1, CSO2, CSO3, CSO4, CSO7, CSO9, CSO10, CSO11, CSO12, CSO13, CSO14, CSO15, CSO16, CSO17, CSO18
HPO	Health Protection Officers	EHO2, EHO1, EHO3, EHO4
PA	Planning Administrators	PBA2, PBA1, PBA3, PBA4
PLO	Planning Officers	SP3, SP, SP4, SP5, SSP2, SSP1, SP6, SP7

Colac Otway Shire

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	OWWO, HPO, CEH	
r 10	Function of receiving application for registration	OWWO, HPO, CEH, HPSO	
r 11	Function of receiving application for renewal of registration	OWWO, HPO, CEH	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH, HPSO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH, HPSO	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	OWWO, HPO, CEH	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	OWWO, HPO, CEH	
r 12(4) & (5)	Duty to issue certificate of registration	OWWO, HPO, CEH, HPSO	
r 14(1)	Function of receiving notice of transfer of ownership.	OWWO, HPO, CEH, HPSO	
r 14(3)	Power to determine where notice of transfer is displayed	OWWO, HPO, CEH, HPSO	
r 15(1)	Duty to transfer registration to new caravan park owner	OWWO, HPO, CEH, HPSO	
r 15(2)	Duty to issue a certificate of transfer of registration	OWWO, HPO,	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEH, HPSO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, CEH, MHC	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	OWWO, HPO, CEH	
r 17	Duty to keep register of caravan parks	OWWO, HPO, CEH, HPSO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	OWWO, HPO, CEH, HPSO	
r 21(2)	Duty to consult with relevant emergency services agencies	OWWO, HPO, CEH	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	OWWO, HPO, CEH, HPSO	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	OWWO, HPO, CEH, HPSO	
r 24(2)	Power to consult with relevant floodplain management authority	OWWO, HPO, CEH	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	OWWO, HPO, CEH, HPSO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	OWWO, HPO, CEH, HPSO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	OWWO, HPO, CEH, HPSO	
r 39(3)	Function of receiving installation certificate	OWWO, HPO, CEH, HPSO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone	OWWO, HPO,	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	number of an emergency contact person	CEH, HPSO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	OWWO, HPO, CEH, HPSO	

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CO, CLLCS	Council may delegate this power to a Council authorised officer

Food Act 1984			
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Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	OWWO, HPO, CEH	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	OWWO, HPO, CEH, HPSO	If s 19(1) applies

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	OWWO, HPO, CEH, HPSO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	OWWO, HPO, CEH, HPSO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 19CB(4)(b)	Power to request copy of records	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	OWWO, HPO, CEH	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	OWWO, HPO, CEH	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

s 19NA(1)	Power to request food safety audit reports	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	OWWO, HPO, CEH	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	OWWO, HPO, CEH, HPSO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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	Power to register or renew the registration of a food premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	HPO, CEH	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEH, MHC	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 38A(4)	Power to request a copy of a completed food safety program template	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 38D(3)	Power to request copies of any audit reports	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	OWWO, HPO, CEH, HPSO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	HPO, CEH	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

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s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	HPO, CEH	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	OWWO, HPO, CEH, HPSO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	OWWO, HPO, CEH, HPSO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	OWWO, HPO, CEH, HPSO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	OWWO, HPO, CEH	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	OWWO, HPO, CEH, HPSO	

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s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	OWWO, HPO, CEH, HPSO	
s 40F	Power to cancel registration of food premises	CEH, MHC	Where Council is the registration authority
s 43	Duty to maintain records of registration	OWWO, HPO, CEH, HPSO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	OWWO, HPO, CEH, HPSO	Where Council is the registration authority

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s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	OWWO, HPO, CEH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	HPO, CEH	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	OWWO, HPO, CEH	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	GMCE	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CSP, CSPP, GMCE, MPB	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CSP, CSPP, GMCE, MPB	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	PLO, CPBA, CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CSP, CSPP, GMCE, MPB	
s 12B(1)	Duty to review planning scheme	CSP, CSPP, GMCE, MPB	
s 12B(2)	Duty to review planning scheme at direction of Minister	CSP, CSPP, GMCE, MPB	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 16B	<p>Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:</p> <ul style="list-style-type: none"> - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. <p>Note: see also sections 16A, 16D, 16E and 16K.</p>	N/A	Not delegated, Council retains power
s 16C(1)	<p>Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.</p> <p>Note: The notice must contain prescribed information, and reasons if it is a refusal.</p>	MPB	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	N/A	Not delegated, Council retains power
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	CEO	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	CEO	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	N/A	Not delegated, Council retains power
s 16I	Power to prepare amendment to the planning scheme applying to	CEO	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>an area adjoining Council's municipal district</p> <p>where the Minister has authorised Council to do so under section 16I.</p> <p>Note: see also sections 16D, 16G and 16J.</p>		
s 17(1)	Duty of giving copy amendment to the planning scheme	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	
s 17(2)	Duty of giving copy s 173 agreement	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18	Duty to make amendment etc. available in accordance with public availability requirements	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CSP, CSPP, GMCE, MPB	Where Council is a planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CSO, PA, CPBA, CSP, CSPP, CCDP, GMCE, MPB	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CSP, CSPP, GMCE, MPB	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	SP, CSP, CSPP, MPB , SP7	
s 23(1)(b)	Duty to refer submissions which request a change to the	CSP, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	amendment to a panel	GMCE, MPB	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CSP, CSPP, GMCE, MPB	
s 23A(2)	Power to: <ul style="list-style-type: none"> - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment. 	N/A	<p>Where Council is the planning authority.</p> <p>After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).</p> <hr/> <p>Not delegated, Council retains power</p>
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	PLO, CSP, CSPP, GMCE, MPB	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	PA, PLO, CPBA, CSP, CSPP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CSP, CSPP, GMCE, MPB	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	CSP, CSPP, GMCE, MPB	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	MPB	
s 30(4)(a)	Duty to say if amendment has lapsed	CPBA, CSP, CSPP, GMCE, MPB	
s 30(4)(b)	Duty to provide information in writing upon request	CPBA, CSP, CSPP, GMCE, MPB	
s 32(2)	Duty to give more notice if required	CPBA, CSP, CSPP, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 33(1)	Duty to give more notice of changes to an amendment	CPBA, CSP, CSPP, GMCE, MPB	
s 36(2)	Duty to give notice of approval of amendment	CPBA, CSP, CSPP, GMCE, MPB	
s 38(5)	Duty to give notice of revocation of an amendment	CPBA, CSP, CSPP, GMCE, MPB	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CSP, CSPP, GMCE, MPB	
s 40(1)	Function of lodging copy of approved amendment	CPBA, CSP, CSPP, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CAO, PA, PLO, CPBA, CSP, CSPP, GMCE, MPB	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, GMCE, MPB	
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	N/A	Where Council is a responsible public entity and is a planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	public entity		
s 46AW	Function of being consulted by the Minister	CEO, GMCE, MPB	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CSP, CSPP, CEO, GMCE, MPB	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CSP, CSPP, CEO, GMCE, MPB	Where Council is a responsible public entity
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	CSP, CSPP, CEO, GMCE,	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	relation to the declared area	MPB	
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MFS, CEO, GMCS, GMCE, MPB	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	MFS, CEO, GMCS, GMCE, MPB	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	MFS, CEO, GMCS, GMCE, MPB	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	MFS, CEO, GMCS	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GP	Function of receiving a notice under s 46GO	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	MFS, CEO, GMCS, GMCE, MPB	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	MFS, CEO, GMCS, GMCE, MPB	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MFS, CEO, GMCS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner	MFS, CEO, GMCS	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	public purpose land		
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	MFS, CEO, GMCS	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CSP, CSPP, CEO, GMCE, MPB	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CSP, CSPP, CEO, GMCE, MPB	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MFS, CSP, CSPP, CEO, GMCS, GMCE, GMIE, MPB	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(a)	Function of receiving the monetary component	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	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	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MFS, CSP,	Where Council is the development agency under an

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CSPP, CEO, GMCS, GMCE, MPB	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)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	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) Where Council is the collecting agency under an approved

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>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	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	<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	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the	MFS, CSP,	Where Council is a development agency under an

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Local Government Act 2020	CSPP, CEO, GMCS, GMCE, MPB	approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MFS, CSP, CSPP, CEO,	Where Council is the collecting agency under an approved

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCS, GMCE, MPB	infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	Function of receiving proceeds of sale	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MFS, CEO, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, GMCS, GMCE, MPB	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CSP, CSPP, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CSP, CSPP, GMCE, MPB	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMCE, MPB	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMCE, MPB	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CSP, CSPP, GMCE, MPB	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CSP, CSPP, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CSP, CSPP, CEO, GMCE, MPB	
s 46Q(1)	Duty to keep proper accounts of levies paid	MFS, CSP, CSPP, GMCS, GMCE, MPB	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MFS, CSP, CSPP, GMCS, GMCE, MPB	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CSP, CSPP, GMCE, MPB	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CSP, CSPP, CEO, GMCE, MPB	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CSP, CSPP, CEO, GMCE, MPB	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CSP, CSPP, CEO, GMCE, MPB	With the consent of, and in the manner approved by, the Minister

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46QC	Power to recover any amount of levy payable under Part 3B	MFS, CSP, CSPP, GMCE, MPB	
s 46QD	Duty to prepare report and give a report to the Minister	MFS, CSP, CSPP, GMCE, MPB	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	N/A	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CSP, CSPP, CEO, GMCE, MPB	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the	MPB	Where Council is the responsible authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	date for payment or production, and the effect of non-compliance set out in section 48B(1).		
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	MPB	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 50(4)	Duty to amend application	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 50(6)	Duty to make note of amendment to application in register	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 50A(1)	Power to make amendment to application	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 50A(4)	Duty to note amendment to application in register	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
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	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	The officers nominated as delegates are authorised to respond to notice of applications submitted to the Minister for Planning through the Development Facilitation Program.
s 52(1)(c)	Duty to give notice of the application to all persons required by the	PLO, CPBA,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	planning scheme	CSP, CSPP, CEO, GMCE, MPB	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered	CPBA, CSP,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	restrictive covenant	CSPP, CEO, GMCE, MPB	
s 52(3)	Power to give any further notice of an application where appropriate	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 54(1)	Power to require the applicant to provide more information	PLO, CPBA, CSP, CSPP, CEO, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 54(1B)	Duty to specify the lapse date for an application	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSP, CSPP, CEO, GMCE, MPB	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 57A(5)	Power to refuse to amend application	CSP, CSPP, CEO, GMCE, MPB	
s 57A(6)	Duty to note amendments to application in register	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 57B(1)	Duty to determine whether and to whom notice should be given	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	PLO, CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 57C(1)	Duty to give copy of amended application to referral authority	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 58	Duty to consider every application for a permit	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 58A	Power to request advice from the Planning Application Committee	CSP, CSPP, CEO, GMCE, MPB	
s 60	Duty to consider certain matters	PA, PLO, CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>broader community.</p> <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 • Or where the land is in the Farming or Rural Conservation Zones and the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application). - for the subdivision of land to excise an existing dwelling
s 60(1A)	Duty to consider certain matters	PLO, CSP, CSPP, CEO,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	PLO, CSP, CSPP, GMCE, MPB	
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	PLO, CSP, CSPP, CEO, GMCE, MPB	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application). - for the subdivision of land to 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>

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSP, CSPP, CEO, GMCE, MPB	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSP, CSPP, CEO, GMCE, MPB	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CSP, CSPP, CEO, GMCE, MPB	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CSP, CSPP, CEO, GMCE, MPB	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSP, CSPP, CEO, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	PLO, CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>scheme has recommended refusal of the application).</p> <p>- for the subdivision of land to excise an existing dwelling</p>
s 62(2)	Power to include other conditions	PLO, CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> • Or where the land is in the Farming or Rural Conservation Zones and the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application). - for the subdivision of land to excise an existing dwelling
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless that recommendation is made due to the response of a referral authority under Section 55 of the Act • Or where the land is in the Farming or Rural Conservation Zones and the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application) - for the subdivision of land to excise an existing

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			dwelling
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	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	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	This provision applies also to a decision to grant an amendment to a permit - see s 75A

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	PA, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 69(1A)	Function of receiving application for extension of time to complete development	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 69(2)	Power to extend time	PLO, CSP, CSPP, CEO, GMCE, MPB	Delegation to officers applies save where the development has commenced lawfully under the planning permit and:

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> o the application seeks approval for an extension of time to complete the works; and o the officer recommendation is for refusal, unless that recommendation is made due to the recommendation of a referral authority under Section 55 of the Act.
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 71(1)	Power to correct certain mistakes	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 71(2)	Duty to note corrections in register	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MPB	
s 73	Power to decide to grant amendment subject to conditions	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 74	Duty to issue amended permit to applicant if no objectors	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
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	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 83	Function of being respondent to an appeal	PLO, CSP,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CSPP, CEO, GMCE, MPB	
s 83B	Duty to give or publish notice of application for review	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been 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

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>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 the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application). - for the subdivision of land to excise an existing dwelling
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	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 84AB	Power to agree to confining a review by the Tribunal	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSP, CSPP, CEO, GMCE, MPB	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2)	Duty to comply with the directions of VCAT	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 93(2)	Duty to give notice of VCAT order to stop development	CO, PLO, CSP, CSPP, CEO, CLLCS, GMCE, MPB	
s 95(3)	Function of referring certain applications to the Minister	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 95(4)	Duty to comply with an order or direction	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSP, CSPP, CEO, GMCE, MPB	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CSP, CSPP, CEO, GMCE, MPB	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	PLO, CSP, CSPP, CEO, GMCE, MPB	<p>The request to prepare the amendment must be made under section 16A.</p> <p>Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.</p>

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CSP, CSPP, CEO, GMCE, MPB	
s 96F	Duty to consider the panel's report under s 96E	CSP, CSPP, CEO, GMCE, MPB	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	CSP, CSPP, CEO, GMCE, MPB	<p>Save where the proposed use and/or development:</p> <ul style="list-style-type: none"> • Results in four (4) or more objections having been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. • Or if the application seeks approval for works which had commenced under a lawful planning permit, where: <ul style="list-style-type: none"> • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>that recommendation is made due to 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 the application is either: <ul style="list-style-type: none"> - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application). - for the subdivision of land to excise an existing dwelling
s 96H(3)	Power to give notice in compliance with Minister's direction	CSP, CSPP, CEO, GMCE, MPB	
s 96J	Duty to issue permit as directed by the Minister	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96K	Duty to comply with direction of the Minister to give notice of refusal	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97C	Power to request Minister to decide the application	CSP, CSPP, CEO, GMCE, MPB	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	PLO, CSP, CSPP, CEO,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CSP, CSPP, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97Q(4)	Duty to comply with directions of VCAT	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	PA, PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, GMCE, MPB	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, GMCE, MPB	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, GMCE, MPB	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, GMCE, MPB	
s.107(1)	Function of receiving claim for compensation	CEO, GMCE, MPB	
s 107(3)	Power to agree to extend time for making claim	CEO, GMCE, MPB	
s 113(2)	Power to request a declaration for land to be proposed to be	GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	reserved for public purposes		
s 114(1)	Power to apply to the VCAT for an enforcement order	CO, CSPP, CEO, CLLCS, GMCE, MPB , MHC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CO, PLO, CSP, CSPP, CEO, CLLCS, GMCE, MPB , MHC	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CO, CSPP, CEO, CLLCS, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, CLLCS, GMCE, MPB	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CEO, MPB	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	CO, MFS, CEO, CLLCS, GMCE, MPB	
s 130(5)	Power to allow person served with an infringement notice further time	CO, CSPP, CEO, CLLCS, GMCE, MPB	
s 149A(1)	Power to refer a matter to the VCAT for determination	CO, CSP, CSPP, CEO, CLLCS, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CO, CSP, CSPP, CEO, CLLCS, GMCE, MPB	
s 149B	Power to apply to the Tribunal for a declaration.	CEO, MPB	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the relevant planning authority
s 158F	Power to make submissions in response to a directions panel	MPB	
s 171(2)(f)	Power to carry out studies and commission reports	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	CSP, CSPP, CEO, GMCE, MPB	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, GMCS, GMCE	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, GMCS, GMCE	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, GMCS, GMCE	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CSP, CSPP, CEO, GMCE, GMIE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, GMCS, GMCE, GMIE, MPB	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	PLO, CSP, CSPP, CEO, GMCE, MPB	
	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	CSP, CSPP, CEO, GMCE, MPB	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CSP, CSPP, CEO, GMCE, MPB	
s 178A(1)	Function of receiving application to amend or end an agreement	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	PLO, CPBA, CSP, CSPP, CEO, GMCE, MPB	
s 178A(5)	Power to propose to amend or end an agreement	PLO, CSP, CSPP, CEO,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		GMCE, MPB	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178C(4)	Function of determining how to give notice under s 178C(2)	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	PLO, CSP, CSPP, CEO, GMCE, MPB	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	PLO, CSP, CSPP, CEO, GMCE, MPB	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	PLO, CSP, CSPP, CEO, GMCE, MPB	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	If no objections are made under s 178D Must consider matters in s 178B

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	PLO, CSP, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	PLO, CSP, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	PLO, CSP, CSPP, CEO, GMCE, MPB	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	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)	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	CSP, CSPP, CEO, GMCE, MPB	
s 181	Duty to apply to the Registrar of Titles to record the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 182	Power to enforce an agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is	PLO, CSP, CSPP, CEO,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	made for the review of its failure to end or amend the agreement	GMCE, MPB	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184G(2)	Duty to comply with a direction of the Tribunal	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184G(3)	Duty to give notice as directed by the Tribunal	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	SP5, PA, SP3, SP, SP4, CPBA, SSP2, CSP, CSPP, SSP1,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SP6, MPB , SP7	
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	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	
s 201(3)	Duty to make declaration	PLO, CSP, CSPP, CEO, GMCE, MPB	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of	CO, PLO, CSP, CSPP, CEO,	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Council	CLLCS, GMCE, MPB	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	PLO, CSP, CSPP, CEO, GMCE, MPB	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	PLO, CSP, CSPP, CEO, GMCE, MPB	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	PLO, CSP, CSPP, CEO, GMCE, MPB	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	PLO, CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	Power to approve and or endorse 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	PLO, CSP, CSPP, CEO, GMCE, MPB	
-	Power to give written authorisation in accordance with a provision of a planning scheme	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CSP, CSPP, CEO, GMCE, MPB	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEH, MHC	
s 522(1)	Power to give a compliance notice to a person	CO, MFS, CLLCS, CRS, MHC	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	All GMs, MHC	
s 525(4)	Duty to issue identity card to authorised officers	All GMs, MHC	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MFS, CLLCS, CRS, MHC	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	MFS, CLLCS, CRS, MHC	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CO, CLLCS, MHC	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	GMIE, MAES	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	GMCS, CRS, GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(9)(b)	Duty to advise Registrar	GMCS, CRS, GMIE, MAES	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CRS, GMIE, MAES	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MSO, GMIE, MAES	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	GMIE, MAES	
s 12(10)	Duty to notify of decision made	GMIE, MAES	<p>Duty of coordinating road authority where it is the discontinuing body</p> <p>Does not apply where an exemption is specified by</p>

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	GMIE, MAES	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	GMIE, MAES	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	GMIE, MAES	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMIE, MAES	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(2)	Duty to include details of arrangement in public roads register	GMIE, MAES	
s 16(7)	Power to enter into an arrangement under s 15	GMIE, MAES	
s 16(8)	Duty to enter details of determination in public roads register	GMIE, MAES	
s 17(2)	Duty to register public road in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public	GMIE, MAES	Where Council is the coordinating road authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	roads register		
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	GMIE, MAES	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating	GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	road authority		
s 19(4)	Duty to specify details of discontinuance in public roads register	GMIE, MAES	
s 19(5)	Duty to ensure public roads register is available for public inspection	GMIE, MAES	
s 21	Function of replying to request for information or advice	GMIE, MAES	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	GMIE, MAES	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(5)	Duty to give effect to a direction under s 22	GMIE, MAES	
s 40(1)	Duty to inspect, maintain and repair a public road.	MSO, GMIE, MAES	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	MSO, GMIE, MAES	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	MSO, GMIE, MAES	
s 42(1)	Power to declare a public road as a controlled access road	GMIE, MAES	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	GMIE, MAES	Power of coordinating road authority and sch 2 also applies

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	GMIE, MAES	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	GMIE, MAES	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMIE, MAES	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	GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	guidelines under s 48M		
s 49	Power to develop and publish a road management plan	GMIE, MAES	
s 51	Power to determine standards by incorporating the standards in a road management plan	GMIE, MAES	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMIE, MAES	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMIE, MAES	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMIE, MAES	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	GMIE, MAES	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMIE, MAES	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMIE, MAES	
s 63(1)	Power to consent to conduct of works on road	MSO, GMIE, MAES	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	MSO, CEM, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CO, MSO, CLLCS, GMIE, MAES, MHC	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, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
s 67(3)	Power to request information	CO, MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
s 68(2)	Power to request information	CO, MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(3)	Power to appoint an authorised officer	MSO, CLLCS, GMCS, GMCE, GMIE, MAES, MHC	
s 72	Duty to issue an identity card to each authorised officer	MPC, MSO, CLLCS, GMCS, GMIE, MAES, MHC	
s 85	Function of receiving report from authorised officer	MSO, CLLCS, GMIE, MAES, MHC	
s 86	Duty to keep register re s 85 matters	MSO, CLLCS, GMIE, MAES, MHC	
s 87(1)	Function of receiving complaints	MSO, CLLCS, GMIE, MAES,	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MHC	
s 87(2)	Duty to investigate complaint and provide report	MSO, CLLCS, GMIE, MAES, MHC	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, CLLCS, GMIE, MAES, MHC	
s 112(2)	Power to recover damages in court	MSO, CLLCS, GMIE, MAES, MHC	
s 116	Power to cause or carry out inspection	MSO, CLLCS, GMIE, MAES, MHC	
s 119(2)	Function of consulting with the Head, Transport for Victoria	MSO, CLLCS, GMIE, MAES,	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MHC	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	MSO, CLLCS, GMIE, MAES, MHC	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	MSO, CLLCS, GMIE, MAES, MHC	
s 121(1)	Power to enter into an agreement in respect of works	CLLCS, GMIE, MAES, MHC	
s 122(1)	Power to charge and recover fees	CLLCS, GMIE, MAES, MHC	
s 123(1)	Power to charge for any service	CLLCS, GMIE, MAES, MHC	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CLLCS, GMIE, MAES, MHC	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	GMIE, MAES	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	GMIE, MAES	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	GMIE, MAES	
sch 2 cl 5	Duty to publish notice of declaration	GMIE, MAES	
sch 7 cl	Duty to give notice to relevant coordinating road authority of proposed	MSO, CLLCS,	Where Council is the infrastructure manager or

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
7(1)	installation of non-road infrastructure or related works on a road reserve	GMIE, MAES, MHC	works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager or works manager

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MSO, CLLCS, GMIE, MAES, MHC	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	CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	MFS, MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority

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Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	MSO, CLLCS, GMIE, MAES, MHC	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)	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority, responsible authority or infrastructure manager

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	MSO, CLLCS, GMIE, MAES, MHC	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	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch7 cl 19(1)	Power to give notice requiring rectification of works	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	MSO, CLLCS, GMIE, MAES, MHC	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, MSO, CLLCS, GMIE, MAES	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	MSO, GMIE, MAES	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	MSO, GMIE, MAES	Where Council is the responsible road authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	MSO, GMIE, MAES	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	MSO, GMIE, MAES	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 36	Duty to ensure that cemetery complies with depth of burial requirements	N/A	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	N/A	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	N/A	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	

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Colac Otway Shire

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	
r 46(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period	N/A	

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Colac Otway Shire

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	N/A	
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	N/A	
r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	N/A	
r 52	Power to approval the arrangement or conduct of a funeral	N/A	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	N/A	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	N/A	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	N/A	

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Cemeteries and Crematoria Regulations 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	N/A	
r 57(1)	Power to approve the use of fire in a public cemetery	N/A	
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	N/A	
r 59	Duty to display the hours during which the public can access the cemetery	N/A	
	Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	N/A	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	N/A	See note above regarding model rules

Planning and Environment Regulations 2015

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CSP, CSPP, GMCE, MPB	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	PLO, CSP, CSPP, CEO, GMCE, MPB	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	Where Council is the responsible authority
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	CSO, PA, PLO, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	Where Council is not the responsible authority but the relevant land is within Council's municipal district

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CSP, CSPP, CEO, GMCE, MPB	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CSP, CSPP, CEO, GMCE, MPB	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CSP, CSPP, CEO, GMCE, MPB	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CSP, CSPP, CEO, GMCE, MPB	

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Colac Otway Shire

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	GMIE, MAES	
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMIE, MAES	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMIE, MAES	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	GMIE, MAES	
r 13(1)	Duty to publish notice of amendments to road management plan	GMIE, MAES	where Council is the coordinating road authority

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Colac Otway Shire

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	GMIE, MAES	
r 16(3)	Power to issue permit	GMIE, MAES	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	GMIE, MAES	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	GMIE, MAES	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	GMIE, MAES	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	MSO, GMIE, MAES	Where Council is the responsible road authority

Attachment 7.7.2 For Council Resolution S6 Instrument of Delegation Members of Staff

Colac Otway Shire

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMIE	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	GMIE	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	GMIE	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	GMIE	Where Council is the coordinating road authority

Informal Meeting of Councillors Record

Councillor Briefing – Budget Discussion

Date: 24 March 2026

Time: 2.40pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Charlie Buchanan, Andrew Tenni, Ian Seuren, Doug McNeil, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Charlie Buchanan, Andrew Tenni, Ian Seuren, Doug McNeil, Emma Lowes, Anita Craven
External attendees:
Nil
Apologies:
Cr Phil Howard, Cr Chrissy De Deugd
Absent:
Nil

Meeting Commenced at: 2:40pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Budget 2026-27 – Community Submissions	In relation to community submission relating to improvement of Harris Road - Lives on Harris Road.



Councillor Briefing – Budget Discussion – 24 March 2026 (continued)

Time	Item	Attendees
2:40pm	2026-27 Budget Development	Azam Mahmood, Rebecca Wolfe, Darcy Lambert
3.06pm	Meeting Closed	

Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 24 March 2026

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Steven Lionakis, Simon Clarke, Dave Thornburg, Debbie Reeves, Stephen Parker, Heidi Taylor, Kanishka Gunasekara
External attendees:
Nil
Apologies:
Cr De Deugd and Cr Howard
Absent:

Meeting Commenced at: 10.01am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Hudgell	General	Item 7.6 - Colac Recreation Centre Expression of Interest	Owner of Red Door which operates in the same industry as an applicant of the EOI process.
Cr McCrickard	Material	Item 7.6 – Colac Recreation Centre Expression of Interest	Employee of a firm who put forward an application for Expression of Interest.
Ian Seuren	General	Item 7.6 – Colac Recreation Centre Expression of Interest	Committee member of an organisation that has submitted an EOI for the centre.
Anita Craven	General	Item 7.6 – Colac Recreation Centre Expression of Interest	Sits on a board of a NFP that provides disability support



Name	Type of Disclosure	Item	Reason
			services similar to one of the proponents who submitted an EOI.
Cr Buchanan	General	Item 7.5 – Lake Colac Path Feasibility Study	Owens a property that borders the lake.
Andrew Tenni	General	Item 7.8 – 80a Hart Street Colac - Disposal	Owens a property that is in proximity to 80a Hart Street.

Pre Council Meeting Preparation – 24 March 2026 (continued)

Time	Item	Attendees
10.03am	Item 6.1 - Combined Planning Scheme Amendment and Subdivision - 82 Marriner Street, Colac East	Steven Lionakis Simon Clarke
10.06am	Item 7.1 - Project Budget Adjustments and Cash Reserve Transfers	Dave Thornburg Debbie Reeves
10.10am	Item 7.2 - Award of Contract 2612 - Supply of Fuel	Dave Thornburg Debbie Reeves
10.15am	Item 7.3 - Award of Contract 2621 - Koonya Avenue and The Boulevard, Wye River - Road Reconstruction (Bundle 2)	Debbie Reeves
10.23am	Item 7.4 - Submission to State Inquiry - 2026 Victorian Summer Bushfires	
10.27am	Item 7.5 - Lake Colac Perimeter Path Feasibility Study - Final for Adoption <i>Cr Buchanan declared a COI and left the room at 10.27am, returned at 10.38am when discussion had concluded.</i>	Stephen parker
10.37am	Item 7.6 - Colac Recreation Centre Expression of Interest <i>Cr McCrickard and Cr Hudgell declared a COI and left the room at 10.37am, returned at 10.52am when discussion had concluded.</i>	Stephen Parker
10.52am	Item 7.7 - GORRT Membership Review 2025-26	Heidi Taylor



Pre Council Meeting Preparation – 24 March 2026 (continued)

11.10am	Item 7.8 - 80a Hart Street Colac – Disposal	Debbie Reeves
11.23am	Item 7.9 - For Public Exhibition - Draft Road Upgrade Policy	Kanishka Gunasekara
11.25am	Item 7.10 - For Adoption - Governance Rules	
11.25am	Item 7.11 - For Adoption - Council Policy 18.9 Gifts, Benefits & Hospitality	
11.25am	Item 7.12 - MAV State Council – Motion	
11.26am	Item 7.13 - Governance Report – Monthly	
11.26am	Item 10.1 - Notice of Motion 362 25-26 - Cr Potter - Emergency Services Volunteer Fund	
11.28am	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 7 April 2026

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven, Azam Mahmood, Jan Coventry, Bec Wolfe, Kanishka Gunasekara, Heidi Taylor, Morgan Eldridge
External attendees:
Anne-Marie Cade Joe McCracken MP
Apologies:
Doug McNeill
Absent:
Nil

Meeting Commenced at: 10.00am

Declarations of Interest: NIL



Council Briefing Meeting – 7 April 2026 (continued)		
Time	Item	Attendees
10.00am – 11.30am	Councillors Professional Development Session	Anne-Marie Cade (external)
11.30am – 11.36am	Break	
11.36am	Joe McCracken MP – with Lunch	Joe McCracken MP (external)
1.02pm	Item 1.1 – Budget Workshop #5 <i>Cr Hudgell left the room at 1.31pm, returned 1.34pm</i>	Azam Mahmood Jan Coventry Bec Wolfe
1.59pm	Item 1.2 – Draft Revised Asset Management Policy – For Public Exhibition <i>Cr Hudgell left the meeting at 1.59pm and did not return.</i>	Kanishka Gunasekara
2.05pm – 2.12pm	Break <i>Cr McCrickard left the room at 2.07pm, returned 2.09pm</i>	
2.12pm	Item 1.3 – Christmas 2026 Activation Proposal	Heidi Taylor Morgan Eldridge
2.39pm	General Business	
2.57pm	Meeting Closed	

Informal Meeting of Councillors Record

Submissions Committee Meeting Preparation Meeting

Date: 14 April 2026

Time: 12.32pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven, Steven Lionakis, Ian Williams, Roslyn Snaauw, Rashil Pradhan, Suk Gurung, Archana Rani, Heidi Taylor, Debbie Reeves
External attendees:
Nil
Apologies:
Doug McNeill
Absent:

Meeting Commenced at: 12.32pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Hudgell	General	Item 5.3 – Proposed COPACC Lease	Owens a company that is a major user group of the facility
Ian Seuren	General	Item 5.3 – Proposed COPACC Lease	Is associated with an organisation that put in an expression of interest for the facility.
Cr Schram	General	Item 5.2 - PP118/2025-1 - 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre	Family member is an objector and owns property in proximity to address.



Submissions Committee Preparation Meeting – 14 April 2026 (continued)		
Time	Item	Attendees
12.33pm	Item 5.1 - PP101/2023-1 - 19 Park Avenue & 92 Montrose Avenue APOLLO BAY <i>Cr McCrickard left the room at 12.40pm, returned at 12.42pm</i>	Steven Lionakis, Ian Williams, Roslyn Snaauw, Rashil Pradhan, Suk Gurung, Archana Rani
<i>This item was discussed during Councillor Briefing.</i>	Item 5.2 - PP118/2025-1 - 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre	
12.47pm	Item 5.3 – Proposed COPACC Lease <i>Cr Hudgell left the meeting at 12.47pm upon declaring a COI, they did not return.</i>	Heidi Taylor Debbie Reeves
1.04pm	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 14 April 2026

Time: 11.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Brendan Walsh, Ian Seuren, Emma Lowes, Anita Craven, Natasha Skurka, Belinda Rocka, Kanishka Gunasekara, Steven Lionakis, Rashil Pradhan, Roslyn Snaauw, Suk Gurung, Archana Rani, Ian Williams
External attendees:
Nil
Apologies:
Doug McNeill
Absent:

Meeting Commenced at: 11.06am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 1.5 – PP118/2025-1 - 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre	Family member is an objector, and owns property in proximity to address.



Council Briefing Meeting – 14 April 2026 (continued)		
Time	Item	Attendees
11.08am	Item 1.1 – Strategic Risk Management	Natasha Skurka
11.41am – 11.54am	Break	
11.54am	Item 1.2 – S6 Instrument of Delegation – Council to members of Council Staff – Biannual Update <i>Cr Potter left the room at 11.56am</i> <i>Cr De Deugd left the room at 11.57am</i>	Belinda Rocka
11.57am – 12.03pm	Break <i>Cr Potter and Cr De Deugd returned at 12.03pm</i>	
12.03pm	Item 1.3 – ALGA Conference – Councillor Attendance	
12.10pm	Item 1.4 – Speedway Road Urgent Repairs	Kanishka Gunasekara
12.19pm	Item 1.5 - PP118/2025-1 - 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre <i>Cr Schram left the room at 12.20pm upon declaring a COI, and did not return to the meeting.</i>	Steven Lionakis Rashil Pradhan Roslyn Snaauw Suk Gurung Archana Rani Ian Williams
12.31pm	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 21 April 2026

Time: 11am

Meeting Location: Colac Library meeting room 4

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Darcy Lambert, Azam Mahmood, Bec Wolfe, Dora Novak, Rashil Pradhan, Kanishka Gunasekara, Hesala Nallaperuma, Heidi Taylor, Brendan Walsh, Maternal Child and Health team, Darren Rudd.
External attendees:
Leo Reid Katelyn Ritcher Representative from Salvation Army Representative from MELI Representatives from Headspace Representatives from Colac Area Health
Apologies:
Nil
Absent:

Meeting Commenced at: 10.59am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Ian Seuren	General	Item 1.6 – COPACC Lease - Response to Public Exhibition, Lease and Transition Details	Is associated with an organisation that put in an expression of interest for the facility.
Cr Hudgell	General	Item 1.6 – COPACC Lease - Response to Public Exhibition, Lease and Transition Details	Owens a company that is a major user group of the facility.



Council Briefing Meeting – 21 April 2026 (continued)		
Time	Item	Attendees
11.00am – 12.12pm	<p>Item 1.1 – Socio-economic disadvantage across Colac Otway Shire</p> <p><i>Cr Hudgell arrived to the meeting at 11.02am</i></p> <p><i>Cr Schram arrive to the meeting at 11.35am</i></p>	<p>Maternal Child and Health Team</p> <p>Representative from Salvation Army</p> <p>Representative from MELI</p> <p>Representatives from Headspace</p> <p>Representatives from Colac Area Health</p>
12.12pm	Break	
12.19pm	<p>Item 1.2 – Properties for Disposal</p> <p><i>Cr Buchanan left the meeting at 12.19pm</i></p>	
12.55pm	Lunch	
1.03pm	Item 1.3 – Budget Workshop #6	Darcy Lambert, Azam Mahmood, Bec Wolfe
1.29pm	Break	
1.36pm	Item 1.4 – Landfill rehabilitation obligations and independent advice to Council	Dora Novak Leo Reid (external)
2.05pm	Item 1.5 – Road Safety Strategy	Rashil Pradhan, Kanishka Gunasekara, Hesala Nallaperuma, Katelyn Ritcher (external)
2.35pm	<p>Item 1.6 – COPACC Lease – Response to Public Exhibition, Lease and Transition Details</p> <p><i>Cr Hudgell left the room at 2.31pm upon declaring a COI. Returned to the room at 3.15pm when discussion had concluded.</i></p> <p><i>Cr Buchanan returned to the meeting at 2.42pm</i></p>	Heidi Taylor, Brendan Walsh
FIO	Item 1.7 – Results from IBAC perceptions of corruption report 2025	



3.15pm	CEO and Councillor Only Time <i>Cr Schram left the meeting at 3.38pm and did not return.</i>	Darren Rudd
4.00pm	Meeting Closed	



Colac Otway Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

Adele McErlain

By this instrument of appointment and authorisation Colac Otway Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Colac Otway Shire Council on 25 February 2025.

The COMMON SEAL of Colac Otway Shire)

Council was hereunto affixed in accordance)

with Local Law 4)

CLOSED SESSION

RECOMMENDATION

That pursuant to the provisions of Section 66 of the Local Government Act 2020, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	REASON	SECTION OF ACT
<i>Minutes of the Closed Session Council Meeting held on 10 March 2026</i>	This matter deals with confidential meeting information, being records of meetings closed to the public under section 66 (2) (a)	Section 3(1)(h)
<i>Chief Executive Officer Employment Matters</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.	Section 3(1)(f)

13 REOPENING OF MEETING

At the conclusion of the Closed Session, the meeting will be reopened to the public.