

Council Meeting Agenda

22 September 2026 at 1pm

COPACC Meeting Rooms 1 & 2

Colac Otway SHIRE

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 22 September 2026

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COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next ***COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL*** will be held at COPACC on Tuesday 22 September 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

RECOMMENDATION

That Council approves a Leave of Absence from the 22 September 2026 Council Meeting for Cr Charlie Buchanan and Cr Phil Howard.

3.3 Confirmation of Minutes

RECOMMENDATION

That Council confirm the minutes of the Council Meeting held on 25 August 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 18 September 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 20 September 2026.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

Nil Reports.

6 PLANNING AUTHORITY / RESPONSIBLE AUTHORITY DECISIONS

Nil Reports.

Item: 7.1

Proposal to Amend S173 Agreement - Pascoe Street Car Park Management

OFFICER	Doug McNeill
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	1. Pascoe Street Carpark Layout Plan [**7.1.1** - 1 page]

1. PURPOSE

To seek Council approval to amend the existing S173 agreement relating to the management of the Pascoe Street car park in Apollo Bay.

2. EXECUTIVE SUMMARY

Council has an agreement under Section 173 of the *Planning and Environment Act 1987* with a number of private land owners to manage an off street car park in Pascoe Street Apollo Bay that is accessed from Council land. The agreement requires private owners to make annual contributions to Council for this maintenance. Council has not collected these contributions to date. In the process of applying these contributions a request has been made for Council to amend the agreement. The request is that Council remove the requirement for private contributions.

Separately, Council has received a proposal from Evie to enter into a new nine year licence that would add a further two charging bays to the existing two bays located on the Council land and upgrade the existing charger. Income from a new licence with Evie has potential to reduce the ongoing maintenance costs for all parties.

There is merit in the land owner proposal to amend the S173 agreement to remove the need for financial contributions towards car park maintenance, provided this was accompanied by removal of obligations to consult these owners on future use of Council's car park. A separate decision to support the Evie expansion proposal would provide income to Council to help offset the loss of land owner generated income and meet the community demand for improved EV charging infrastructure in Apollo Bay.

If Councillors determine to support this approach, officers would engage with the land owners to negotiate an amended agreement and seek formal comment on the Evie charging proposal. A separate report on whether to issue an amended licence will be presented at a future Council meeting.

3. RECOMMENDATION

That Council:

1. ***Notes the request by private land owners which are a party to the S173 agreement that Council amend the agreement to remove the requirement for annual contributions relating to maintenance and renewal of the car park.***
2. ***Approves officers to negotiate with parties to the S173 agreement to remove obligations for annual contributions relating to maintenance and renewal on the basis of the following:***
    a. ***Council retains responsibility for management of the entire car park.***
    b. ***Obligations on joint private land owners to ensure the on-going use of the land for a public car park are retained.***
    c. ***The owners agree to the expansion of the EV charging facility by Evie in order to raise income that offsets lost income from owner contributions.***
    d. ***Obligations relating to consultation by Council on changes to the use and layout of land in Council's ownership, and day to day maintenance of the privately owned land, are removed, provided that Council continues to maintain the primary purpose of the land for public car parking and maintains on-going access to the private owner parking.***
3. ***Delegates the finalisation of any changes to the S173 agreement, and all actions required to sign, seal and execute an amended agreement, to the Chief Executive Officer.***

4. KEY INFORMATION

Background

Council manages a car park in Pascoe Street, Apollo Bay – see the yellow highlighted area on the aerial photo below.



The following is relevant background to this management arrangement:

- Council owns land at 14 Pascoe Street in Apollo Bay, developed as a car park. It is part occupied by a portable public toilet and two EV charging bays.
- The adjoining commercial properties at 16, 18 and 20 Pascoe Street and properties between 65-79 Great Ocean Road also have connected car parking areas that were constructed in 2016 as a joint car park. The car park is accessed via the Council land and there are three Owners Corporations associated with those properties (the car parking areas are common property).
- Council facilitated the construction of the car park in 2015-16 on behalf of the relevant land owners after a Section 173 agreement *(under the Planning and Environment Act 1987)* was entered into by all owners with Council that documented the obligations on each party for both the immediate construction and the long term use and management of the car park. A copy of the agreement is included in a Confidential Attachment.
- The project arose from a series of planning decisions in the early 2000s relating to use, development and subdivision of the private land which allowed shops and first floor apartments to be constructed fronting both Pascoe Street and Great Ocean Road, with shared public car parking between.
- Council has responsibility for on-going management of the car park. The S173 agreement with land owners has obligations on Council to prepare estimates for costs of maintenance and renewal of the car park, to be reviewed every three years. Annual contributions are to be invoiced to land owners annually and collected in a reserve to be spent over time to meet the costs of the private component of the car park.

- These financial contributions were not put in place after the car park was constructed. Whilst Council has undertaken basic maintenance, there has been no money collected from owners over a ten year period. Council has met in 2026 with the joint land owners to resolve outstanding issues and determine the contribution amounts.
- Council approved a planning permit for development of the adjoining land at 10 Pascoe Street (south of the site) for a supermarket and retail development in 2024. The development would front onto the car park and allow through access between Pascoe Street and Great Ocean Road and connect the car park with a small car park at the rear of the supermarket. The development proposes a public toilet in lieu of providing all of the required car parking. If the development proceeds, it would allow Council to remove the portable toilet in the car park, re-establishing three car spaces.
- Many of the joint owners of the car park have expressed concern at:
    - The loss of parking spaces on the Council land for the proposed connection to the supermarket and reliance of the supermarket on the Council and private car park for parking of patrons, increasing the on-going cost to all parties of the car park maintenance; and
    - The removal of car spaces in the past to establish the public toilet and EV charging bays, and lack of consultation on those proposals.

The owners have requested that Council amend the S173 agreement to remove the requirement for private contributions on the basis of the supermarket decision.

Attached is a layout of the car park – refer Attachment 1.

Status of the Section 173 Agreement

Council has confirmed that actions taken by it in recent years relating to the car park, as well as its planning decision to approve a permit application for a supermarket on the adjoining land to the south were done in accordance with the S173 agreement obligations. Despite Council not putting in place arrangements for annual financial contributions by joint owners, the Section 173 agreement remains valid and Council is able to proceed with collection of contributions in the future.

It has been confirmed that any income received by Council relating to the car park (which in this case includes the licence to Evie for EV charging bays) needs to be held in a reserve for use to fund maintenance on the car park.

Decision Required on Whether to Enforce Annual Private Contributions

Should Council determine to proceed with the current agreement, Council engineering staff have developed a draft report for land owner consideration that details estimated maintenance and renewal costs, and proposed contribution amounts. The annual cost of maintenance and renewal is estimated at **$19,700**, of which **$11,400** would be payable as income to Council by the joint private owners (reflecting their 58% share of the ownership). The next step would be to consult the land owners on the proposed contribution amounts.

As noted above, the car park owners have requested that Council consider amending the S173 agreement to remove the need for private financial contributions. The implication of this would be that Council assumes responsibility for the full cost of maintaining and renewing the car park, which would increase over time, particularly when the surface requires significant

renewal. A positive benefit would be that Council could negotiate greater flexibility about how it uses its part of the car park, with less obligation for consultation.

EV Charger Proposal

Council has recently been approached by Evie with a proposal to extend the current charging infrastructure (two bays associated with one charger) by a further two bays (serviced by a new charger) within the Council owned part of the car park. Evie also proposes to replace the current charger with a new one that is more flexible for a broader range of vehicles.

This proposal is in response to community demand for increased EV charging in Apollo Bay and a current government grant program which would subsidise the installation of the equipment. The chargers would need to be installed by early 2027 and a new licence would be required. Officers are currently negotiating with Evie concerning the terms of a new licence, but there would likely be increased revenue associated with it.

The current charging bays take up approximately four car spaces. The proposal would result in a further three to four car spaces being taken up by EV charging use.

Whilst not the focus of this report, extension of the EV charging infrastructure on the Council land would represent an opportunity to increase income associated with the facility and offset costs of maintaining the car park.

Were Council to consider waiving the private land owner contributions (estimated at $11,400 per annum), the new licence fee would partially offset the loss of income Council would otherwise receive.

It is proposed to formally consult with the private land owners and broader community concerning the Evie proposal, including giving formal notice to the private owners for a 20 day period as per the current S173 agreement provisions.

5. CONSIDERATIONS

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

Council is meeting these principles by working with joint land owners of the Pascoe Street car park to determine annual financial contributions consistent with the S173 agreement and ensure that Council achieves an appropriate outcome for future car park maintenance and EV charging that meets the community's needs.

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

Council is bound by the provisions of the Section 173 agreement which relates to management of the car park. Any change requires the support of all parties to the agreement.

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

The Evie proposal to amend its licence and facilitate expansion of the current EV charging facility would support lower carbon emissions by servicing the demand in Apollo Bay for public charging facilities.

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

As noted above, Council is consulting with all relevant owners who have an interest in the S173 agreement and management of the car park. It is proposed to undertake broader engagement with the community on the Evie proposal.

Public Transparency (s58 *LGA 2020)*

Council is publicly considering the request for an amendment to the Section 173 agreement at an open Council meeting to ensure full transparency to the community of its decision making on the matter.

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)*

As noted above, Council should be collecting annual contributions from joint owners of the car park to pay for long term maintenance costs. It is estimated that $19,700 would be required annually to fund the regular maintenance as well as long term renewal of assets such as stormwater drainage and the car park surface.

This report considers the potential loss of $11,400 in private land owner contributions annually versus the potential for future income from an amended licence to Evie relating to EV charging infrastructure in the car park, which would partially offset the loss of owner contributions (terms of licence still being negotiated).

Service Performance (s106 *Local Government Act 2020)*

This matter is being managed within operational resources.

Risk Assessment

Council's is taking action to ensure it is abiding by its obligations relating to the S173 agreement.

Communication/Implementation

Council is communicating directly with the relevant land owners.

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

There is merit in the land owner proposal to amend the S173 agreement to remove the need for financial contributions towards car park maintenance, provided this was accompanied by removal of obligations to consult these owners on future use of Council's car park.

A separate decision to support the Evie expansion proposal would provide income to Council to help offset the loss of land owner generated income and meet the community demand for improved EV charging infrastructure in Apollo Bay.

If Council were to support amending the S173 agreement in this way, officers would:

- Engage with the joint land owners to negotiate an amended agreement and progress its implementation. It is proposed that Council delegate this responsibility to the CEO.
- Initiate consultation on the Evie proposal with the joint land owners (under the current agreement) as well as the broader community. A report could be considered at the November Council meeting in respect of whether to issue a licence. Should the amended licence proceed this would enable Evie to meet the deadline of its government grant for the installation by 31 March 2027.

Option 1 – Endorse the Officer recommendation

This option is recommended by officers as it has potential to address a number of issues raised by different parts of the community. It would meet the requests of the joint owners of the car park, recognising the higher level of public use of the car park if the supermarket proceeds on the adjoining land. It would also provide Council increased flexibility in the way that it manages the car park, particularly its own land. For example, future decisions on issues such as EV charging, changes to parking layout and the like, would not be subject to the same consultation requirements. It is intended that Council still agree to the primary purpose of the land being for public parking, and access maintained to the privately owned parking areas.

Whilst a decision to forgo annual contributions from the joint owners for car park maintenance would represent a reduction in revenue to Council of $11,400 per annum, there is an opportunity to partially offset this with increased income from the EV charging bays. The reduction in net income and increased flexibility of use of the Council owned part of the car park are considered to be of overall benefit to Council. It is on this basis that it is recommended Council proceed with negotiating a change to the S173 agreement to remove the need for joint owner contributions.

Option 2 – Not Endorse any Change to the S173 agreement

This option is not recommended by officers for the reasons outlined above. However, should Council determine to retain the current terms of the S173 agreement officers will proceed with consultation on the proposed annual contributions and put an arrangement in place.



VER	APPD.	DATE	AMENDMENT
6	T.McGANN	12/04/10	G – GENERAL PARKING MODIFICATIONS
5	T.McGANN	26/03/10	F – SECOND OPTION ADDED
4	T.McGANN	23/02/10	E – LOADING ZONES & WALKWAY ADDED
3	T.McGANN	15/01/10	D – LAYOUT ALTERED
2	T.McGANN	16/11/09	C – ISSUED AS CONCEPT
1	T.McGANN	18/02/09	B – ISSUED AS CONCEPT
0	T.McGANN	01/01/09	A – ISSUED AS CONCEPT

VER	APPD.	DATE	AMENDMENT
11			
10			
9	P CORKERY	28–11–13	J – CROSS–SECTION, BIN SCREENING
8	T.McGANN	11–04–13	I – GENERAL PARKING MODIFICATIONS
7	T.McGANN	19–02–13	H – GENERAL PARKING MODIFICATIONS

A1

DESIGNED C.D.
DRAWN C.D.
CHECKED T.MCGANN

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PROJECT TITLE:
CARPARK DEVELOPMENT
PASCOE STREET
APOLLO BAY

DRAWING TITLE:
CARPARK LAYOUT OPTION 1

CLIENT:
COLAC OTWAY SHIRE

Colac Otway SHIRE
'Naturally Progressive'

PROJECT No	SCALE: 1:250
DATE NOV '09	DRAWING No 1
REVISION No 8	SHEET 1 OF 2

PROJECT DELIVERY PTY L
CONSULTING CIVIL EN
ABN 48 102 819 750
PO Box 529 T: 5231 6307
61–65 Gellibrand Street 5231 6144
Colac Vic 3250 E: Contact@projectdelivery.com

Item: 7.2

Proposal to enter into a Grazing Licence - 20 Ocean Park Drive, Marengo

OFFICER	Matthew Pope
GENERAL MANAGER	Emma Lowes
DIVISION	Corporate Services
ATTACHMENTS	Nil

1. PURPOSE

To seek Council approval to enter into a grazing licence at 20 Ocean Park Drive, Marengo (known as Heathfield Public Reserve).

2. EXECUTIVE SUMMARY

Heathfield Public Reserve is Council-owned land that has been used for grazing purposes for approximately two decades. Following the expiry of the current grazing licence, Council undertook an open Expression of Interest (EOI) process seeking applications for a new grazing licence.

Council received two proposals under the expression of interest:

- Submitter 1 was found to be capable of providing continuity of land management and operational requirements, conforming to the EOI.
- Submitter 2 was unable to provide a complete proposal that council could consider in its current form.

Based on the assessment and overall value to Council and the community, officers recommend entering into negotiations for a licence with Submitter 1.

3. RECOMMENDATION

That Council:

1. ***Authorises officers to enter into a Licence with Submitter 1 for the grazing land known as 'Heathfield Public Reserve' at 20 Ocean Park Drive, Marengo subject to the following terms.***
    a. ***Two-year licence term.***
    b. ***Annual licence fee of $5,280 (including GST), payable annually in advance.***
    c. ***Permitted use restricted to grazing livestock and/or growing fodder.***
    d. ***Licensee responsible for maintaining fences, gates and associated infrastructure within the licensed area.***
    e. ***Fencing to be maintained to prevent livestock access to the Barham River frontage vegetation area.***
    f. ***Licensee required to undertake regular weed control and general land maintenance.***
    g. ***Licensee responsible for water consumption costs and maintaining public liability insurance of at least $20 million.***
    h. ***Council responsible for municipal rates and maintenance of the access track to the licensed area.***
    i. ***Council retains the ability to terminate the licence on 60 days' notice if required.***
2. ***Authorises the Chief Executive Officer to finalise and execute the Licence with Submitter 1.***
3. ***Notes that post execution of this Licence, the terms of the Licence will be made publicly available on Councils Lease and Licence Register.***

4. KEY INFORMATION

Property Background

Heathfield Public Reserve is a Council-owned parcel of land comprising approximately 11.5 hectares located at 20 Ocean Park Drive, Marengo, adjacent to the Barham River.

The land is currently maintained through grazing, weed management and general land management obligations associated with the licence arrangement.

Below is an aerial map of Licenced Area. The area is bordered by the purple line.



There is an existing grazing licence on the reserve that started in 30 July 2024 for a period of two years. The details of the existing licence are on Council's Leasing and Licencing register.

Expression of Interest Process

As per usual practice, council commenced EOI 2605 - Grazing Land Licence, 20 Ocean Park Drive, Marengo to identify a suitable licensee for the ongoing grazing and management of Heathfield Public Reserve.

The EOI process was conducted in accordance with Council's procurement requirements and included the following key milestones:

- EOI released to market: 7 July 2026 and advertised in the Colac Herald
- EOI closed: 22 July 2026
- Submission received Submitter 1: 3 August 2026
- Submission received from Submitter 2: 7 August 2026
- Both submissions were received after the EOI closing date and were acknowledged and accepted by officers for consideration.

Submitter 1

Officers assessed the submission against the EOI requirements and determined that it met the specified criteria, including insurance, land management and operational requirements. The submitter also confirmed their capacity and commitment to undertake ongoing weed control and maintenance of the reserve and includes the following terms:

- Two-year licence term.
- Annual licence fee of $5,280 (including GST), payable annually in advance.
- Permitted use restricted to grazing livestock and/or growing fodder.
- Licensee responsible for maintaining fences, gates and associated infrastructure within the licensed area.
- Fencing to be maintained to prevent livestock access to the Barham River frontage vegetation area.
- Licensee required to undertake regular weed control and general land maintenance.
- Licensee responsible for water consumption costs and maintaining public liability insurance of at least $20 million.

- Council responsible for municipal rates and maintenance of the access track to the licensed area.
- Council retains the ability to terminate the licence on 60 days' notice if required.

Submitter 2

Council received a proposal from Submitter 2 seeking consideration of an ecological restoration project. The proposal was that Heathfield Public Reserve be managed as a long-term ecological restoration and community green space initiative, incorporating revegetation, weed management, habitat restoration and community stewardship activities.

However, the concept remains at an early stage of development, with no detailed business case, governance model, funding commitments, risk assessment or implementation framework yet presented to Council. Submitter 2 has advised that further work would be required over a 12 month period to develop the proposal to a stage where Council could make an informed decision.

Conclusion

In meeting requirements of the EOI, officers are seeking Council's approval to enter into a licence agreement with Submitter 1 for a period of two years.

5. CONSIDERATIONS

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

- Priority is to be given to achieving the best outcomes for the municipal community, including future generations

  Under Section 9(2)(b) of the Local Government Act 2020, Colac Otway Shire Council prioritises decisions that deliver the best outcomes for the municipal community, including future generations. This includes ensuring long-term community benefit, sustainability, and responsible stewardship of public assets.

- The transparency of Council decisions, actions and information is to be ensured

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

Local Government Act 2020
Colac Otway Shire Council Licensing Policy

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

The proposed licence has manageable environmental and sustainability implications. Continued grazing, supported by licence conditions requiring weed control, boundary fencing, general land maintenance and protection of the Barham River frontage vegetation area, will assist in managing environmental risks associated with the site. The two-year licence term also allows Council to maintain practical stewardship of the land.

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

Community engagement is not required for the proposed licence, as the rental value is nominal and the term is less than 10 years, consistent with the provisions of the Local Government Act 2020 regarding leases of low impact.

Public Transparency (s58 *LGA 2020)*

Colac Otway Shire Council ensures that its decision-making processes are transparent, and that Council information is publicly available and accessible, except where confidentiality is required by law.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:

Theme 1 - PLACE
1.1 - Enliven and beautify our townships and natural environments
1.2 - Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments
1.3 - Make it safe and easy to get around the Shire

Theme 2 - PEOPLE
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
4.2 - Protect and leverage our traditional agricultural and manufacturing industries to create new economic opportunities, preparing for and responding to changes to the natural environment

Financial Management (s101 *Local Government Act 2020)*

The proposed licence complies with the financial management principles outlined in Section 101 of the *Local Government Act 2020,* ensuring that Council resources are managed prudently, transparently, and in accordance with strategic financial policies. The licence arrangement poses no financial risk and is consistent with Council's commitment to sound financial stewardship.

Service Performance (s106 *Local Government Act 2020)*

Not Applicable.

Risk Assessment

In accordance with Council's obligations under the Local Government Act 2020, risk has been assessed and mitigated through the terms and conditions of the proposed licence. The licence includes provisions for insurance, maintenance responsibilities, and financial safeguards, ensuring that Council's exposure is managed prudently.

Communication/Implementation

The proposed licence is pending Council resolution for formal execution. Communication with stakeholders has been ongoing to ensure alignment and readiness. Upon Council approval, the licence will be finalised and implemented.

Human Rights Charter

The proposed licence has been assessed in accordance with the Charter of Human Rights and Responsibilities Act 2006, and it is confirmed that no person's human rights are impacted by this decision. The licence arrangement respects the rights to property, participation, and equality, and balances community benefit with legal obligations

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 entering into licence with submitter 1
This is the recommended option. This action will formalise the licenced arrangements, ensure continuity of land management at 20 Ocean Park Drive, Marengo (known as Heathfield Public Reserve), and uphold Council's obligations under the *Local Government Act 2020*. Following execution.

Option 2 – Approve entering into licence with submitter 1 with amendments
It is not recommended that Council amend the officer recommendation as it is consistent with legislative requirements, reflects thorough due diligence and supports a transparent and efficient outcome.

Option 3 – Approve entering into licence with submitter 2
It is not recommended that Council enter into licence with submitter 2 as the proposal had not provided sufficient information on how the reserve was to be managed so would therefore provide a risk to Council.

Option 4 – Do not approve entering into licence with either submitter.
This option is not recommended by officers, as it would prevent Council from formalising the licence option and assignment, despite the absence of any known breaches and the completion of thorough due diligence.

Item: 7.3

Outcome of Review of Resource Recovery and Waste Management Strategy

OFFICER	Dora Novak
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	1. Review of Resource Recovery & Waste Management Strategy 2026 - For Noting by Council [**7.3.1** - 33 pages] 2. Revised Strategic Objectives & Action Plan - For Council Endorsement [**7.3.2** - 2 pages]

1. PURPOSE

To present the findings of a review of the Resource Recovery and Waste Management Strategy and to seek endorsement of the revised Strategic Objectives and Priority Action Plan arising from that review.

2. EXECUTIVE SUMMARY

Council has conducted a mid-term review of its Resource Recovery and Waste Management Strategy 2021–2030 (RR&WMS) - refer Attachment 1. The review acknowledges progress implementing the Strategy and identifies a number of emerging issues.

The Review has recommended revised strategic objectives and implementation actions. The updated approach consolidates initiatives outlined in the Strategy while strengthening focus on emerging priorities, adding two new objectives but reducing the number of actions from 76 to a more achievable 20.

Attachment 2 outlines the revised objectives and priority actions. It is recommended Council endorse this document to guide its activities over the remaining life of the Strategy up to 2030.

3. RECOMMENDATION

That Council:

1. ***Notes the mid-term review (Attachment 1) of the Resource Recovery and Waste Management Strategy 2021–2030.***
2. ***Acknowledges the progress achieved in implementing the Strategy since its adoption in 2021 including the completion of 28 actions and achievements in kerbside services, resource recovery, community education and waste service management.***
3. ***Acknowledges the emerging challenges identified through the review.***
4. ***Notes that Council is currently undertaking a review of its Transfer Stations and waste drop-off areas.***
5. ***Notes that the 76 actions in the 2021 Strategy have been reviewed and consolidated into a streamlined set of 20 actions, together with revised Strategic Objectives that reflect current priorities and service delivery requirements.***
6. ***Endorses the Resource Recovery and Waste Management Strategy Revised Strategic Objectives and Priority Actions 2026-30 (Attachment 2) as the framework to guide Council's waste management and resource recovery activities for the remainder of the Strategy period to 2030.***

4. KEY INFORMATION

The review document is attached (Attachment 1).

The original RRWMS was adopted by Council in 2021 and contained three Strategic Objectives and 76 supporting actions. One of these actions was that Council should undertake a mid-term review through the ten-year period of the Strategy.

The Review documents the status of these actions and key achievements in progressing the actions. Notable achievements include:

- Full implementation of the four-stream kerbside collection system, including successful rollout of the purple-lidded glass bin.
- Launch and strong community uptake of the GoodSort mobile app.
- Improvements in community behaviour, supported by education campaigns, additional organics and recycling collections and improved street litter infrastructure and services.
- Efficient contract monitoring through digital dashboards and improved data collection.

The Review also highlights future challenges. These are described in the following section.

The 76 actions in the original Strategy were considered to be excessive and often overlapped. Whilst 28 actions are now complete, and many others ongoing or in progress, there are some that have not been able to progress due to lack of capacity.

The Review report has thus presented revised Strategic Objectives that reflect the current emerging priorities, and a more streamlined list of 20 priority actions that provide Council with a more focussed framework to guide its waste management activities up to 2030. The updated approach consolidates initiatives outlined in the RRWMS while strengthening focus on emerging priorities, including landfill stewardship, rehabilitation obligations and the long-term financial sustainability of waste services.

The review occurred alongside other key and interconnected waste management related strategic work such as planning for the EPA mandated Alvie Landfill rehabilitation, the expiry of Council's major waste services contract in October 2027 and a review of Council's Transfer Stations.

Key Issues Arising from the Strategy

The following is a brief analysis of the key new and emerging issues identified in the Strategy:

1. **Landfill Levy Increases**

   The cost of the waste service has increased considerably in recent years due to significant increases in State Government gate fees for the disposal of waste. This has contributed to related increases in Council's Waste Charge applied to properties receiving a kerbside service through annual budget processes. This cost burden has been borne by Council ratepayers through Waste Charge increases that have exceeded the increase in general rates.

2. **Landfill Capping and Rehabilitation Obligations and Costs**

   The Review recognises the significant obligation for Council to cap and rehabilitate five if its closed landfills, the largest being Alvie. The projected cost over six years is approximately $8.625 million. In the case of Alvie, Council has a commitment to the EPA in response to an Environmental Action Notice issued in 2023 to progress the rehabilitation works by 2029. Rehabilitation plans have been prepared and submitted to the EPA for these works, with an estimated cost of $4.5 million. In addition, there is a projected cost of up to $6.3 million of re-establishing a transfer station at Alvie or other nearby site if Council decides to continue with this facility. Council's Financial Plan acknowledges these financial commitments, but revenue to fund the works still needs to be confirmed.

3. **Adopting a Full Cost Recovery Model**

   The Review identified that significant funding is required to be allocated from 2029-30 and in subsequent years, as noted above, for rehabilitation of closed landfills including the main one at Alvie. Council has in recent years set the Waste Charge at a level that recovers the full cost of the kerbside collection service, but there remains approximately $1.9 million of waste services that are not covered by this charge (including street litter and operation of transfer stations), which are funded through general rates. The Review highlights the opportunity to fully fund waste services provided to the community through the application of a broader Public Waste Charge, so that income from that charge can assist to fully fund landfill rehabilitation and

ultimately release increased funding for broader Council initiatives. This is being further progressed in the Rating and Revenue Plan process (currently on public exhibition).

4. **Future of our Transfer Stations**

   The Review acknowledges that the Alvie Transfer Station, for both the contractor bulk haulage of waste and the public facility, will need to be removed to facilitate rehabilitation of the site and that Council will need to determine whether it seeks to reestablish a facility at the current site or another location close to Colac, or not at all. It notes that a review is currently being finalised of the need for Council transfer stations, with a particular focus on Alvie and Birregurra.

   Further work is progressing on reviewing waste drop-off locations for residents not receiving a kerbside service and a contract will be awarded for the waste service late in 2026. Council will formally consider the future of the three transfer stations and drop-off areas once these processes are finalised.

5. **Council's new Waste Services Contract**

   The Review highlights the commencement of the next contract in November 2027 for delivery of Council's waste services, and that a tender process is underway for this contract. The process of awarding a new contract and transitioning services to a new contractor is significant given the complexity of the services and the need to ensure the continuity of services to ratepayers. This will therefore be a focus of the waste team over the next two years. Transition planning will commence immediately upon award of the contract and will require ongoing work with the appointed contractor through the course of 2027.

6. **Need for review of waste team resources**

   The Review indicates there is a need for Council to review its resourcing of the Waste Management team to ensure that Council is effective in its delivery and long-term management of Council's waste and resource recovery services.

Revised Strategic Actions and Streamlined Action Plan

The more streamlined set of actions proposed for Council consideration will enable Council and the waste management team to focus on the key areas identified above and achieve a balance between maintaining the integrity of the original strategy but recognising that current priorities require a dedicated focus over the remaining life of the Strategy. The revised objectives and actions are documented at Attachment 2.

Council is being asked to note the Review and endorse the revised objectives and actions, which would sit as a stand-alone document to supplement the 2021 Strategy.

5. CONSIDERATIONS

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

Council must comply with EPA and other waste and recycling related regulations and legislation, and any EPA Environmental Action Notice issued to Council in relation to the prescribed requirements to rehabilitate landfills to protect the environment and public health. The Strategy Review aims to ensure that Council continues to meet its waste related obligations.

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

The key legislation relevant to the waste service is documented in the Strategy review report.

Council also has to comply with the EPA Environmental Action Notice EAN-5595-3 served on Council under the *EPA Act 2017* relating to the former Alvie landfill. The Review notes the on-going obligation for Council to rehabilitate a range of closed landfills in the Shire, including Alvie.

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

Waste Management including waste collection and the operation of transfer stations and drop off facilities has significant environmental implications and is subject to significant legislative responsibilities.

There is a need for ongoing alignment with the State Government's '*Recycling Victoria: a new economy*', which aims to reduce waste, increase landfill diversion, and transition to a circular economy. Council is required to manage waste in accordance with the Waste Hierarchy with the priority order of avoidance, reuse, recycling, recovery, and disposal.

Council is required to rehabilitate closed landfills that are in its ownership under a General Environmental Duty in compliance with the *Environment Protection Act 2017*. The capping of former landfills will reduce the potential for environmental impact to land and groundwater as a result of waste in the landfill.

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

There is not proposed to be community engagement on the review of the RRWMS. Once approved by Council the Review report will be published on the website and promoted to the community through Council's media channels.

Engagement is not required for the revised actions given they largely consolidate the actions in the adopted Strategy. Any significant departure from the adopted Strategy or new actions that change service delivery or policy direction would require community engagement.

Public Transparency (s58 *LGA 2020)*

The ongoing reporting of the progress and outcomes of this work to Council ensures there is public transparency in relation to the Strategy review.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:
Theme 1 - PLACE
1.1 - Enliven and beautify our townships and natural environments
1.2 - Enhance our community and social spaces and collaborate with communities to deliver healthy and climate resilient environments

Theme 2 - PEOPLE
2.4 - Promote and enable healthy behaviours
3.1 - Elevate the efficiency and effectiveness of our Council

Council's relevant Strategies and Plans:

- Resource Recovery and Waste Management Strategy 2021–2030
- Waste Collection Operational Guidelines 2021-2030
- Environmental Sustainability Strategy 2023-2033
- Climate Change Action Plan 2023-2033
- Environmental Sustainability Policy 2021

Financial Management (s101 *Local Government Act 2020)*

Council allocated funds in its 2025-26 budget for the review of the RRWMS and associated work to prepare the tender for the upcoming contract renewal for the waste collection service. This funding is supporting consultant and legal costs incurred in all of the related processes.

Service Performance (s106 *Local Government Act 2020)*

Council must comply with State Government Service Standards set by Recycling Victoria regarding bin infrastructure, collection, and acceptable materials in relation to its waste services offered to the community. The review of the Strategy indicates actions Council can take to continuously improve its service delivery to meet these obligations and address the significant financial challenges.

Risk Assessment

There are significant risks associated with the waste service including the work health and safety of waste management staff and contractors, compliance obligations with legislation, as well as reputational risk related to consistency of kerbside pick-up services.

The Strategy identifies a range of emerging issues which need to be addressed, including landfill rehabilitation, staff capacity within the Waste Management team and funding to support waste management and landfill rehabilitation obligations.

Communication/Implementation

The Strategy Review report will be made publicly available once noted by Council.

Waste education and communication initiatives will continue through digital platforms, print materials and community events.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Note the Strategy Review and Endorse the Revised Objectives and Actions
This option is recommended by officers as the review document does not infer any change in direction from the objectives and actions endorsed in 2021 with the original Strategy. The review recognises the good progress on a range of actions but recommends simplifying the actions to provide a greater focus. Given the revised actions encompass those from the 2021

Strategy, with the addition of objectives and actions that reflect the current issues not overtly addressed in the original Strategy, community engagement is not recommended. Community engagement will be important when Council next prepares a waste management strategy for the period beyond 2031, or in relation to any particular service changes which might be proposed before then.

Option 2 – Place the Documents on Public Exhibition

This option is not recommended by officers. As noted above, community engagement is not considered necessary at the current time. Were the review to significantly alter direction in the Strategy and/or result in service change, this would warrant community engagement before a decision. The revised actions proposed are consistent with previously endorsed Strategy actions and no service changes are proposed. Any future changes to transfer stations or waste drop-off facilities arising from the current review of these facilities would be subject to appropriate community engagement.

Option 3 – Do not note or endorse either document

This option is not recommended by officers. The review identifies a number of contemporary issues that Council needs to respond to, including the future rehabilitation of landfills, funding for rehabilitation works, the need to review current transfer station (to address sub-standard facilities and facilitate rehabilitation at Alvie and Birregurra), and to ensure that resourcing of the waste management area is appropriate. The revised actions and objectives reflect these current priorities.



Resource Recovery and Waste Management Strategy 2021- 2030

Mid-Term Review 2026



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EXECUTIVE SUMMARY

The Mid-Term Review of the Colac Otway Shire Resource Recovery and Waste Management Strategy 2021–2030 confirms that Council has made good progress in implementing key waste and resource recovery reforms.

Achievements

Key achievements include the successful implementation of the four-bin kerbside system, strong community engagement through the GoodSort app and community education programs, improved resource recovery services, and improved monitoring and data capture. Council completed 28 actions within the Strategy's Implementation Plan, with many others now embedded in ongoing operations.

Emerging Issues and Challenges

As the Strategy enters its second half, the focus is shifting from service transition and implementation towards addressing several significant emerging challenges that will shape waste management outcomes through to 2030.

Several emerging challenges will shape Council's waste and resource recovery priorities through to 2030. Rising landfill levies, escalating operational costs and increasing regulatory obligations are placing sustained pressure on waste service affordability. At the same time, Council faces significant future liabilities associated with the rehabilitation and long-term management of the Alvie Landfill and other legacy landfill sites, requiring substantial investment and careful risk management.

Council must also determine the future role of its transfer station network, particularly at Alvie and Birregurra.

The expiry of the current Waste Services Contract in 2027 represents an important decision point for Council. The procurement of a new long-term contract must respond to evolving State service standards, community expectations and market conditions while maintaining value for money and service reliability.

The review also acknowledges that more proactive management of this service and future workload challenges necessitates a review of staff resourcing in the Waste management team.

Revised Strategic Objectives and Implementation Actions

In response to these challenges, the Strategy has been refocused around 20 priority actions under five strategic objectives: waste avoidance, resource recovery, environmental protection, landfill stewardship and financial sustainability. The revised framework recognises that responsible management of landfill liabilities, future infrastructure planning and the transition to a full-cost recovery model are now critical strategic priorities and are now fundamental to the future success of waste management services into the future.

Future Focus

The way forward to 2030 will focus on strengthening resource recovery performance, reducing contamination, delivering environmental compliance, planning and funding landfill rehabilitation, securing a future-ready waste services contract, and implementing a transparent and sustainable cost-recovery model. Through these actions, Council will continue to support Victoria's circular economy objectives while delivering reliable, affordable and environmentally responsible waste and resource recovery services for the Colac Otway community.

BACKGROUND

Colac Otway Shire Council continues to plan for a sustainable future by reducing waste management costs and leading the way in responsible resource recovery and a conscientious reduction in waste to landfill.

Maximising our recycling processes, composting and minimizing waste to landfill through innovative and well-considered waste management is our ongoing goal to improve efficiency, reduce costs and care for our environment.

Colac Otway Shire has proudly been a leader in green waste reuse for more than two decades, introducing separate green waste bins in 1998 and convenient compost caddies in 2015 to encourage food waste composting.

In 2021 Council adopted the Colac Otway Shire Resource Recovery and Waste Management Strategy (RR&WMS) 2021-2030. The strategy sets a vision that leads and assists the community to manage waste and resource recovery in a way that minimises impacts on the environment.

Included in the strategy are operational requirements and strategic goals for waste management and resource recovery as well as aspirational targets for the reduction of waste to landfill. It includes a detailed implementation plan which outlines the strategies and actions for achieving the vision.

The Strategy reflects the context globally and nationally that shapes our waste management system, as well as expressing the community views identified during extensive consultation with the community during the development of the strategy.

The Strategy provides an Implementation Plan of actions to deliver better waste and resource recovery services, that support the community in continuing to minimise waste generation and maximise waste diversion from landfill.

The strategic objectives of the RR&WMS are:

1. Sustainable management of resources:
   - To engage, educate and promote sustainable practices.
2. To Recover / reuse more resources
   - To provide convenient and affordable waste services that meet the needs of the community to reduce their potential environmental, social and financial costs.
3. To Protect the environment
   - To minimise negative impacts of waste on the environment.



LEGISLATION & POLICY CONTEXT

Victorian councils currently operate within one of Australia's most comprehensive and prescriptive waste policy frameworks. The Circular Economy Act, Recycling Victoria regulations, mandatory four-stream standards, and the Environment Protection Act collectively require councils to deliver consistent, low-contamination, well-governed, and environmentally responsible services. By 2027, all councils must comply with the legislated household service standards, while ensuring operations meet EPA duties and support long-term circular economy goals.

The key legislative and policy frameworks shaping council obligations in 2026 are:

Circular Economy (Waste Reduction and Recycling) Act 2021

This Act requires councils to deliver consistent, transparent waste services and align their procurement and operations with circular economy principles. This Act is the central piece of Victorian waste legislation, establishing:



- Mandatory municipal waste and recycling services
- State-wide four-stream household waste system, underpinning the transition to standardised bin colours and materials separation.
- Creation of Recycling Victoria, a regulator with significant powers for sector oversight, planning, procurement, and market development.
- Container Deposit Scheme (CDS) governance and funding structures.
- Data collection and reporting obligations for councils as "reporting entities," enabling the regulator to track sector performance.

Recycling Victoria – Policy Framework and Regulatory Strategy (2023–2026)

This strategy guides how the regulator applies powers, engages with councils, and monitors service delivery. Recycling Victoria's Regulatory Strategy outlines the state's approach to overseeing the waste and recycling sector, giving councils a clear regulatory context:

- It implements the CE Act and supports Victoria's transition to a world-class circular economy system.
- Councils are expected to meet service standards, regulatory expectations, and transparency requirements.
- Emphasis is placed on compliance, accountability, and performance monitoring across kerbside services.

LEGISLATION & POLICY CONTEXT

Mandatory Household Waste and Recycling Service Standards (from 2027)

New regulations are being finalised to prescribe minimum service levels for all Victorian councils, including:

- Mandatory provision of the four-stream kerbside system, with compliant bin lid colours by 1 July 2027.
- Kerbside services must be delivered unless not reasonably practicable (e.g. remote areas).
- These standards will mandate consistent waste services across all Victorian municipalities.

Recycling Victoria: A New Economy (Circular Economy Policy)

The Victorian Government's Recycling Victoria: A New Economy policy sets the overarching direction for councils:

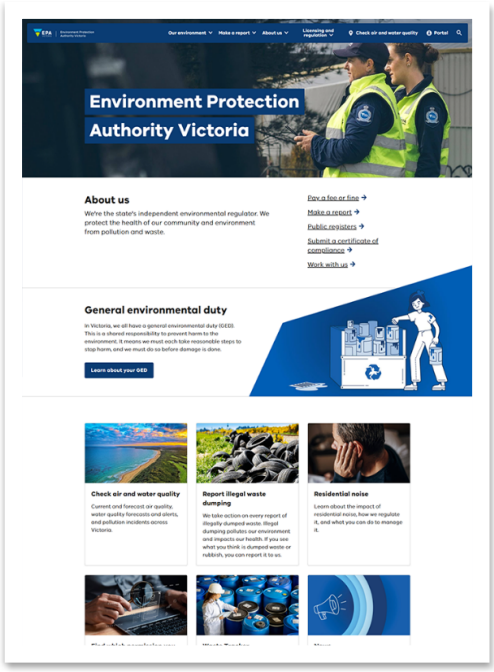
- Rolling out the statewide four-stream waste system.
- Delivering the Container Deposit Scheme (cash-for-containers).
- Implementing bans on certain single-use plastics and supporting reuse systems.
- Supporting infrastructure development for recycling and resource recovery.

Councils must align their long-term waste planning, budgets, contracts and procurement activities with this policy's targets.

Environment Protection Act 2017 & EPA Regulations

The Environment Protection Act 2017 imposes duties on councils that apply to all waste and recycling activities:

- The General Environmental Duty (GED) requires councils to minimise risks of harm to human health and the environment so far as reasonably practicable.
- Duties around pollution incidents, contaminated land management, and safe waste handling and storage, plastic bans and waste levy rules
- Oversight of waste transportation, storage, disposal and infrastructure through EPA permissions and licensing schemes.
- Councils must consider the GED in all waste operations, including transfer stations, landfills, bin storage, litter collection, and illegal dumping response.



Councils have legal duties to manage environmental risks at all waste sites including:

- Landfills
- Resource Recovery Centres
- Transfer stations
- Waste transport operations
- Litter management services

Councils must comply with EPA permissions, licences, and regulations covering pollution incidents, waste handling and storage and contaminated land duties

LEGISLATION & POLICY CONTEXT

Victorian Council Waste & Recycling Compliance Checklist	
Requirement	**Must Do**
Four-stream kerbside services	✓ Provide garbage, recycling, glass, FOGO
Standard bin lid colours	✓ Must match statewide system by 2027
Circular Economy Act compliance	✓ Deliver mandatory services, CDS, procurement rules
Recycling Victoria compliance	✓ Meet regulatory strategy & service standards
Data reporting	✓ Submit all required RV reports; maintain records
EPA duties	✓ Comply with GED, pollution risk controls, permissions
Procurement	✓ Align contracts to circular-economy best practice
Community education	✓ Promote correct sorting, plastic bans, CDS

WHERE ARE WE NOW?

Current Council Waste Services

Council operates a four-bin kerbside collection service. There are 10,829 tenements that received the weekly kerbside collection service and 167 tenements that received the fortnightly kerbside collection service as of 30 June 2026.

Kerbside collections are also provided to several non – residential properties including business, commercial and industrial property; schools; child or aged care centres; sports clubs; health services centres or hospitals; religious centres; community groups; and open spaces.

Currently the kerbside collection service is conducted five days per week:

STANDARD KERBSIDE SERVICE	MGB SIZE
 Recycling	240L or 120L recycle bin collected fortnightly. Additional 240L recycle bin available, extra annual fees apply.
 Fogo	240L or 120L FOGO organics bin collected fortnightly. Additional 240L organics bins available, extra annual fees apply.
 Landfill	120L general waste bin collected weekly/ fortnightly. Upgrade to 240L general waste bin. Additional 240L or 120L general waste bins available, extra annual fees apply.
 Glass	120L or 80L glass bin collected every four weeks. Additional 120L or 80L glass bins available, extra annual fees apply.
	Kitchen caddy and liners (one per household)

Service	Standard Bin size	2025/2026 Collection Arrangements / Fast Facts on 30 June 2026			
		Collection Frequency	Tonnage	Kg generated per household/ Annum	Diversion Rate
	**Garbage** 120 Litres	Weekly/Fortnightly 11195 / 167 services	**4538** Tonnes	8.6 kg/bin 7.5 kg/household/ week	Diversion rate = 54.3%
	**Recycling** 240 Litres	Fortnightly 11228 services	**1343** Tonnes	6.4 kg/bin 5.9 kg/household/ week	15.4%
	**Glass** 120 Litres	Monthly 11140 services	**281** Tonnes	12.8 kg/bin 0.5kg/household /week	3.2%
	**FOGO** 240 Litres	Fortnightly 11216 services	**3101** Tonnes	21.9 kg/bin 2.5 kg/household/ week	35.7%
Additional Collections		Three extra kerbside recycling collections start the week before Boxing Day to assist with disposal of extra recycling during Christmas and the New Years.			
		Extra kerbside organics collection is offered in October and November, on a weekly basis (three additional collections)			
Other Service Options	Additional bins may be purchased including 240L Recycling or 120L glass bin or 240L organics bin or 240L garbage bin. Bin size upgrades are available for purchase. Bin downsizes are available at no cost. Free 6x4 trailer green waste disposal during November at Council Resource Recovery Centres (Alvie and Apollo Bay). Coastal green waste skips ate Wye River and Kennett River (October – November)				

WHERE ARE WE NOW?

Waste And Resource Recovery Infrastructure

Council manages a range of waste and resource recovery facilities to support the community and local businesses. Transfer stations are located at Alvie, Birregurra and Apollo Bay. Council's waste transfer stations accept general rubbish, hard rubbish, recycling and organic waste as detailed below:

Transfer Stations /Resource Recovery Centres	Materials accepted
Apollo Bay Resource Recovery Centre. 10-18 Arthur Court, Apollo Bay **Opening hours -10am to 2pm Seven days a week**	General rubbish Co-mingled recyclables Glass Green waste (excluding stumps & large trees) Steel scrap Mattresses Chemical drums (Drummuster) Car tyres / Truck tyres Batteries – commercial /household E-waste items
Alvie Transfer Station. 977 Corangamite Lake Road, Alvie Opening hours -10am to 2pm Seven days a week	
Birregurra Transfer Station. 75 Scouller St, Birregurra Opening hours Sunday 10am-4pm: First Friday of every month 10am-4pm	

Council also operates drop-off facilities at Beech Forrest, Lavers Hill, Carlisle River and Gellibrand for residents without access to kerbside waste collection services who need to dispose of their domestic waste and recycling only. The drop-off facilities accept domestic rubbish and recycling, and glass, however hard waste and green waste is not accepted through these facilities.



Drop-off Facility

WHERE ARE WE NOW?

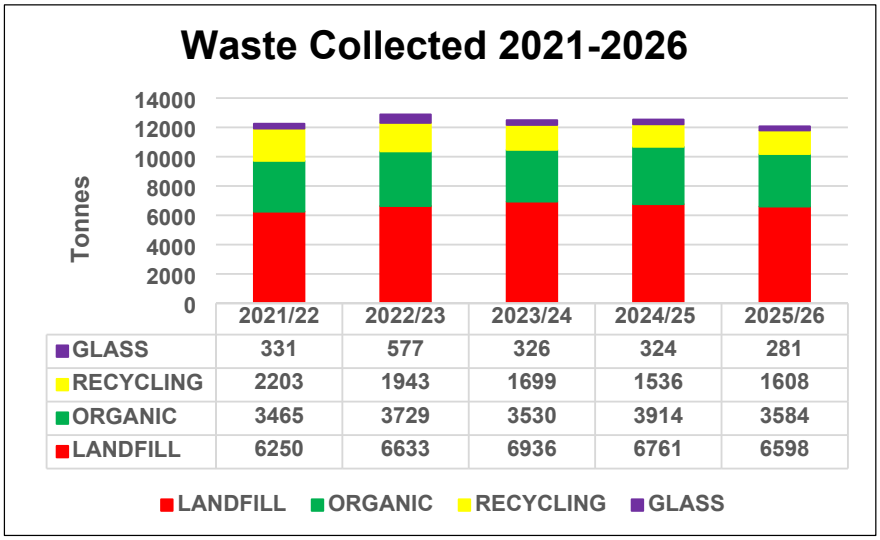
There are 232 public litter bins and 48 public recycling bins serviced in the municipality on a weekly basis. Council also has 24 solar powered street litter compaction bins to protect public health, community amenity and the environment.



Public Litter Bins

Providing litter bins, emptying bins and cleaning up litter in parks, reserves, town centres and other public places helps keep these areas attractive, usable and welcoming for residents and visitors.

Many coastal tourist towns across Victoria, including Apollo Bay and our other coastal towns and settlements, continue to face significant challenges with public litter and waste management due to ever-increasing visitor numbers putting pressure on waste services and existing waste infrastructure. During peak holiday periods, demand for waste services increases significantly, and additional measures are often necessary to manage higher waste volumes and maintain service delivery. Council's public litter and recycling bins are emptied much more frequently in peak holiday periods and public holidays to ensure that our public spaces are clean and welcoming for residents and visitors alike.



	2021/22	2022/23	2023/24	2024/25	2025/26
GLASS	331	577	326	324	281
RECYCLING	2203	1943	1699	1536	1608
ORGANIC	3465	3729	3530	3914	3584
LANDFILL	6250	6633	6936	6761	6598

KEY FACTS

- **1.36 million annual bin lifts**
- **Annual Kerbside Waste and Recycling Tonnage trends:**
  - **Garbage 4,538 tonnes**
  - **Recycling: 1,343 tonnes *(down 600 tonnes due to CDS)***
  - **FOGO: 3,101 tonnes**
  - **Glass: 281 t *(down 200 tonnes due to CDS)***

ACHIEVEMENTS & HIGHLIGHTS

Colac Otway Shire continues to advance its waste and resource recovery services in line with state-wide Recycling Victoria reforms and the Circular Economy policy framework. Since 2021, the Shire has implemented a series of major reforms designed to improve sorting at the source, increase recovery rates, reduce contamination, and enhance community awareness.

This review summarises those achievements while outlining new challenges and strategic service planning requirements and projects to ensure long term financial sustainability while improving service delivery and protecting the environment and public health.

Council now aligns with the State Government kerbside reforms by operating a four-bin collection service, with the introduction of the purple glass bins in late 2021.

Implementation of the Four-Bin Kerbside Service

In November 2021, the Shire transitioned to a four-stream kerbside collection system, introducing a dedicated purple bin for glass recycling, alongside existing services for FOGO, mixed recycling, and landfill. The rollout was substantial, involving the delivery of 120L purple bins to more than 10,600 households across the municipality over a four-week period.



Council's waste team distributing the glass collection bins to local residents in 2021

The four-bin system has now become embedded in the community, with more than 1.35 million annual bin lifts recorded. Missed bin reports remain low at 731 for 2024–25 and only 580 for 2025-26. Additional bins have been supplied as needed across all streams, indicating growing uptake and community reliance on the system.

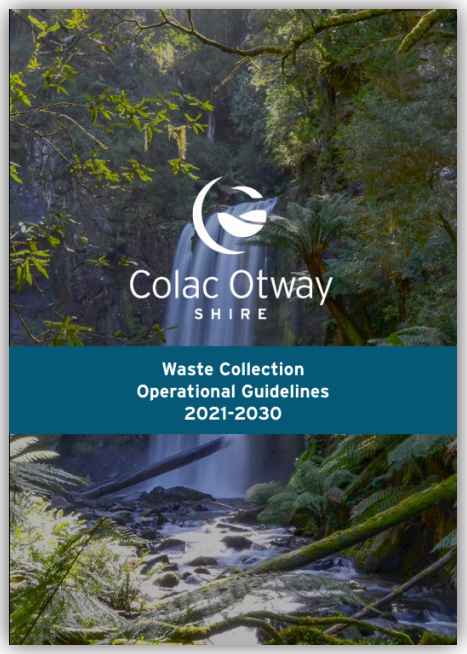
Since the introduction of the purple bin, glass processing has become both more efficient and more cost-effective. The Shire now processes glass at $60 per tonne, compared with $205 per tonne when glass was included in mixed recycling. The successful implementation of the glass service demonstrates both operational efficiency and improved material separation, supporting higher-quality recycling outcomes.

Glass tonnages have stabilised around 315–330 tonnes per year between 2023 and 2025, with a peak during 2022–23 prior to the CDS rollout. As the CDS system becomes more accessible with more and more return locations opened across the region we continue to see a decline in the tonnages of glass collected kerbside with only 194 tonnes of glass collected by Council during 2025-26.

ACHIEVEMENTS & HIGHLIGHTS

Waste Collection Operational Guidelines 2021–2030

The Waste Collection Operational Guidelines outline how Colac Otway Shire delivers kerbside waste services between 2021 and 2030. They support the *Resource Recovery and Waste Management Strategy 2021–2030* by detailing objectives, service standards, operational requirements, and rules for households and businesses. These guidelines operate alongside relevant legislation and local laws.



The guidelines aim to ensure waste services are equitable, transparent, sustainable, and consistent, supporting three main strategic objectives:

- Setting and communicating waste services standards that Council committed to.
- Sustainable resource management through education and community engagement.
- Increased resource recovery and reuse via convenient services that reduce environmental and financial costs.
- Environmental protection by minimising harmful impacts from waste itself and the management of it by Council.

GoodSort Waste and Recycling App

Council took its waste & recycling service into the digital space with the launch of the GoodSort App, an innovative tool to support Colac Otway residents to recycle right by using the interactive A-Z waste materials guide. The app provides personalised bin reminders, service notifications and an A–Z materials disposal guide. With 6,772 downloads, more than 123,000 waste material searches and nearly half a million dashboard views, the app has become a key tool for residents navigating collection schedules and waste sorting rules. The waste team also uses the app to communicate directly with users regarding route delays, fire danger-day changes, and service disruptions.

KEY FACTS

- > 6,770 downloads
- 123,796 material searches
- 480,806 dashboard views

Benefits:

- Bin reminders and push notifications
- A–Z materials disposal guide
- Communication platform (Reminders, Extra services, Service disruptions)



ACHIEVEMENTS & HIGHLIGHTS

Improving Recycling and Targeting Contamination

High diversion rates from landfills are due to better source separation of recycling, glass and organic material. This requires ongoing community education to encourage positive behaviour change across all levels of the Waste Hierarchy.

During 2025-2026, residents diverted 3,584 tonnes organic waste from landfill - a combination of the fortnightly collections, three additional kerbside collections and the coastal green waste skips prior to fire season each year and free trailer drop offs at Transfer Stations. Council also provides kitchen caddies and liners at our Customer Service Centres to encourage residents to remove more FOGO from the landfill waste.



Wye River Green Waste Skip

Supported by $63,000 in Sustainability Victoria behaviour change funding, the Shire delivered the "Small act, big impact" campaign in 2025 to improve community understanding of proper waste sorting and reduce contamination. The campaign included the development and distribution of 12,000 flyers, brochures, magnets, posters and large banners across the Shire. Ongoing community education remains a priority to ensure long-term behavioural change.



ACHIEVEMENTS & HIGHLIGHTS

Council has also enhanced the use of recovered or reusable materials:

- ✓ Wood chips from tree maintenance are used on garden beds and surplus amounts are made available to community groups for mulching.
- ✓ Road materials recovered from asphalt renewal projects are repurposed in high maintenance areas on gravel roads.
- ✓ Recovered bitumen material is used by Colac Otway Shire Council on local roads.
- ✓ Colac Otway Shire collects printer cartridges, household batteries, mobile phones, CDs and DVDs for recycling.
- ✓ E-waste is also gathered for recycling.

Container Deposit Scheme (CDS)

The Victorian Container Deposit Scheme (CDS) started in November 2023. Funded by contributions from the beverage industry, the scheme contributes to Victoria's target of diverting 80% of all material away from landfill by 2030 and moving towards a circular economy.

The program aims to increase the recycling of drink cans, bottles and cartons and reduce Victoria's litter by offering a financial reward for returning drink containers for recycling. It lowers public and street litter clean-up costs for Council and makes producers more responsible for their products once used. By participating, residents are creating clean streams of recycling, reducing litter and earning money for themselves, their communities and charities.

Council's waste collection tonnages show shifting patterns since the introduction of the CDS in 2023. Recycling and glass streams have both decreased—recycling by approximately 600 tonnes and glass by 300 tonnes—reflecting the diversion of container materials into the CDS network.



Colac CDS Collection Point

ACHIEVEMENTS & HIGHLIGHTS

Council also receives CDS Kerbside Gain Share revenue quarterly which is a new source of modest but quickly growing income to offset waste services costs. During the October–December 2025 period over 360 tonnes of eligible containers were collected through Council's kerbside glass and comingled recycling collection streams.

To further reduce litter and bin fossicking, the Shire is trialling CDS cages attached to public street litter bins in key locations during 2026.



Example of CDS Basket

KEY FACTS

- 6.66 million containers returned in Colac Otway = $666,000 back to local residents and the local economy in 24-25
- Council receives CDS payments quarterly which is a new source of revenue
- Reduced tonnages of comingled recycling and glass only collections
- Trial of CDS cages to reduce bin fossicking and public litter

NEW AND EMERGING CHALLENGES

The mid-term review of the *Resource Recovery and Waste Management Strategy 2021–2030* confirms substantial progress but highlights new and future challenges and priority strategic actions required to ensure environmental compliance, financial sustainability, and service continuity:

Landfill Levy Increases

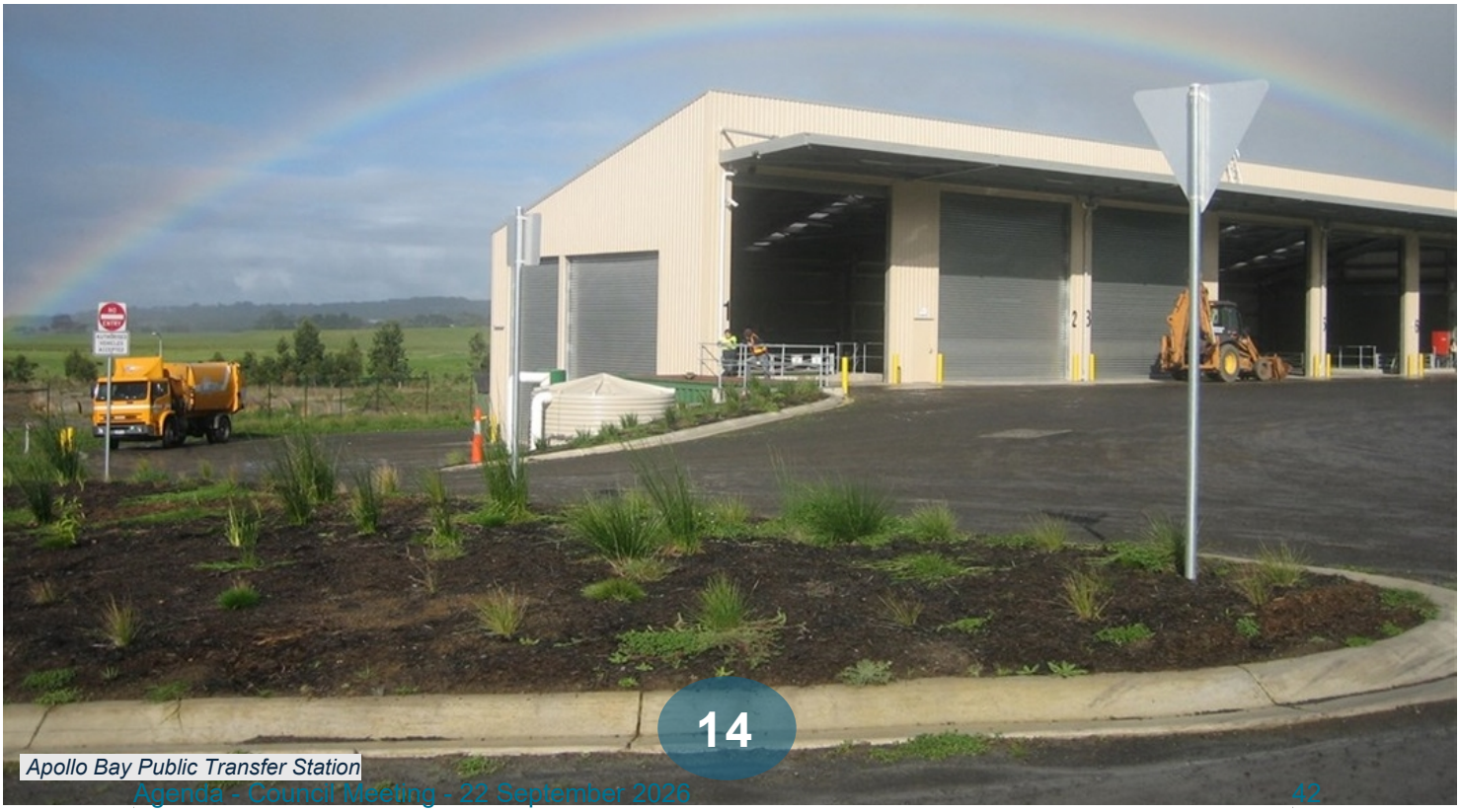
The Victorian Government announced significant increases to the state's landfill levy as part of the 2024–25 State Budget and associated legislation. The decision aligned Victoria's levy with other eastern states (NSW and SA) and is intended to drive higher recycling and resource recovery.

The Rural Levy for 2025–26 was set at $84.78 per tonne for municipal waste, up from $33.03 in 2020. These increases represent a 30%+ uplift compared with 2024–25 rates.

Such increases in levies aims to discourage interstate transport of waste to Victorian landfills whilst creating a strong incentive to support the waste management hierarchy by encouraging waste avoidance, recycling and technological innovation in landfill alternatives.

The most immediate impact on Councils' Waste Services is increased operational costs for landfill disposal - a direct rise in disposal (gate) fees at landfills. Since landfill charges form a major portion of council waste costs, Council will have to manage and plan for cost increases flowing directly from increases of this levy.

The levy is outside council control, yet Council must pass the cost on to ratepayers or reduce services. This has been reflected in substantial increases in the Municipal Kerbside Waste Charge paid by residents who receive kerbside waste services, via their annual Rates in recent years.



Apollo Bay Public Transfer Station

NEW AND EMERGING CHALLENGES

Landfill Capping and Rehabilitation Obligations and Costs

Council has a General Environmental Duty (GED) under current EPA legislation and regulations to manage closed landfills to minimise the risk to human health and the environment. This duty extends into the future even if a site is rehabilitated.

Council manages rehabilitation and aftercare of ten closed landfill sites across the Shire, five of which remain uncapped and require major rehabilitation works. These include the Alvie landfill and sites at Birregurra, Barwon Downs, Forrest and Gellibrand.

A key priority in 2025 was to comply with the EPA Environment Action Notice in relation to the Alvie Landfill capping and rehabilitation. Council submitted a rehabilitation design to the EPA and committed to rehabilitation works of that site commencing in 2029-30 and has finalised an alternate option (capping without the transfer stations' reconstruction), following EPA advice that infrastructure on a landfill cap is not current best practice.

Council also needs to plan for the rehabilitation and aftercare of other four uncapped landfill sites across the Shire over the next five to ten years, with remaining sites to follow between 2031 and 2035 following the completion of rehabilitation works at Alvie.

The significant cost estimates of the rehabilitation and capping of the Alvie Landfill and the remaining uncapped rural landfill sites have been highlighted through this process. Council's 2025 Financial Plan outlines the expected level and timing of expenditure for Alvie and the four smaller landfills over the next decade totalling $8.625 million, as follows:

Colac Otway Shire Financial Plan 2025/26 – 2034/35

Landfill Rehabilitation Expenditure

	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	
Site											
Alvie	$ -	$ -	$ -	$ -	$ 2,225,000	$ 2,250,000	$ -	$ -	$ -	$ -	$ 4,475,000
Barwon Downs	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Gellibrand	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$50,000	$1,250,000	$ 1,300,000
Forrest	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	$1,000,000	$ -		$ 1,050,000
Birregurra	$ -	$ -	$ -	$ -	$ 50,000		$1,500,000	$ -	$ -	$ -	$ 1,550,000
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,275,000**	**$ 2,250,000**	**$1,800,000**	**$1,000,000**	**$50,000**	**$1,250,000**	**$ 8,625,000**

Transfer Station Development Costs

Site											
Alvie	$ -	$ -	$ -	$300,000	$ 6,000,000	$ -	$ -	$ -	$ -	$ -	$ 6,300,000
Barwon Downs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Gellibrand	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Forrest	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Birregurra	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$300,000**	**$ 6,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,300,000**

Whilst provision is included for $6.3 million to re-establish the Alvie Transfer Station facility, this commitment will be avoided if the facility is not replaced in its current form.

NEW AND EMERGING CHALLENGES

Future of our Transfer Stations

The transfer stations at Alvie will need to remain operational until at least October 2027 as they are part of the current waste services contract and managed and operated by Council's current waste contractor. These transfer stations will need to be demolished in 2029 to facilitate the capping and rehabilitation of the Alvie Landfill Site.

Considering the need to demolish both public and kerbside bulk-haulage facilities at Alvie to enable the capping and rehabilitation of the Landfill, Council is also evaluating the future of its transfer stations, including the public and kerbside facilities at Alvie and Birregurra. Options under assessment include relocating facilities to a Council-owned site closer to Colac, consolidating existing sites or phasing them out if other options provide better long-term value. The outcome of this assessment and subsequent decisions made by Council regarding the future of its transfer stations will significantly impact the funds required for the Alvie Landfill rehabilitation works.



Alvie Public Transfer Station

The State Government's new proposed Recycling Victoria Household Waste & Recycling Service Standard is expected to be finalised sometime in 2026. The standard will come into effect on 1 July 2027, just a few months before Council's new Kerbside Waste Collection contract will commence. It will mandate that all households have access to four services as kerbside collection services: general rubbish, mixed recycling, glass recycling, and FOGO (food organics and garden organics) services.

If it is not reasonably practicable to provide a kerbside collection service for one or more of the four streams of waste and recycling services, those services must be provided as a drop-off service, which may have implications in relation to the future of Council's transfer stations - if transfer stations are shut down and no longer operated by Council, additional Drop-off Facilities may need to be provided to small rural communities without a kerbside service.

NEW AND EMERGING CHALLENGES

Adopting a Full-Cost Recovery Model

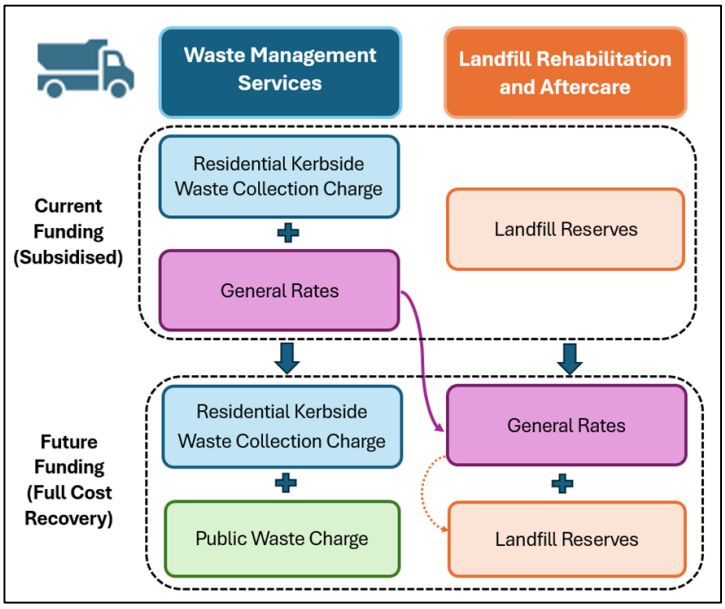
Financial sustainability has become a key challenge over recent years, with current waste charges not covering the full cost of service delivery.

Meeting the requirements of EPA's Environment Action Notice (EAN) issued for the Alvie Landfill in 2023 also acutely highlighted the need to ensure that the funds required are available for the capping and rehabilitation of the Alvie Landfill site by the 2029-2030 financial year and for the rehabilitation of other uncapped rural landfill sites across the shire in later years.

Council requires a clear framework for transparent waste service charges to ensure financial sustainability. The future rehabilitation of the Alvie Landfill and the four smaller landfills will require substantial funding beyond what is currently held in Council's Landfill Rehabilitation related reserves. Whilst provision is included for $6.3 million to re-establish the Alvie Transfer Station facility, this commitment will be avoided if the facility is not replaced in its current form.

The manner in which the above costs are funded will need to be addressed through Council's Rating and Revenue Plan review, which is currently underway.

The current Financial Plan has made provision for income to fund the works via the application of a new Public Waste Charge applicable to all properties across the Shire. This waste charge, should it be supported through the Rating and Revenue Plan process, would enable Council to fully fund its waste service, including kerbside costs and non-kerbside waste costs, by recovering a further $1.9 million in income per annum. The additional funds collected from the Public Waste Charge would increase the capacity for income from general rates to fund the landfill rehabilitation works.



In the meantime, Council is continuing to contribute funds to the landfill rehabilitation reserves using saved funds from closing the gap in income and expenditure for the kerbside waste service, contributing $444,000 in 2025-26 and a further $444,000 in 2026-27. The two landfill rehabilitation reserves (estimated to have a balance of approximately $2.5 million on 30 June 2026) will provide some of the funds required.

NEW AND EMERGING CHALLENGES

Council's new Waste Services Contract

Council's current Waste Services Contract with Wheelie Waste expires in October 2027. No options for extension are available. This is Council's largest contract, costing Council approximately $6.5 million a year (approximately $65 million over a 10-year contract term). The contract covers kerbside waste and recycling collections, street litter services, operation of transfer stations and rural drop-off facilities, and receival and processing of waste and resource recovery streams.

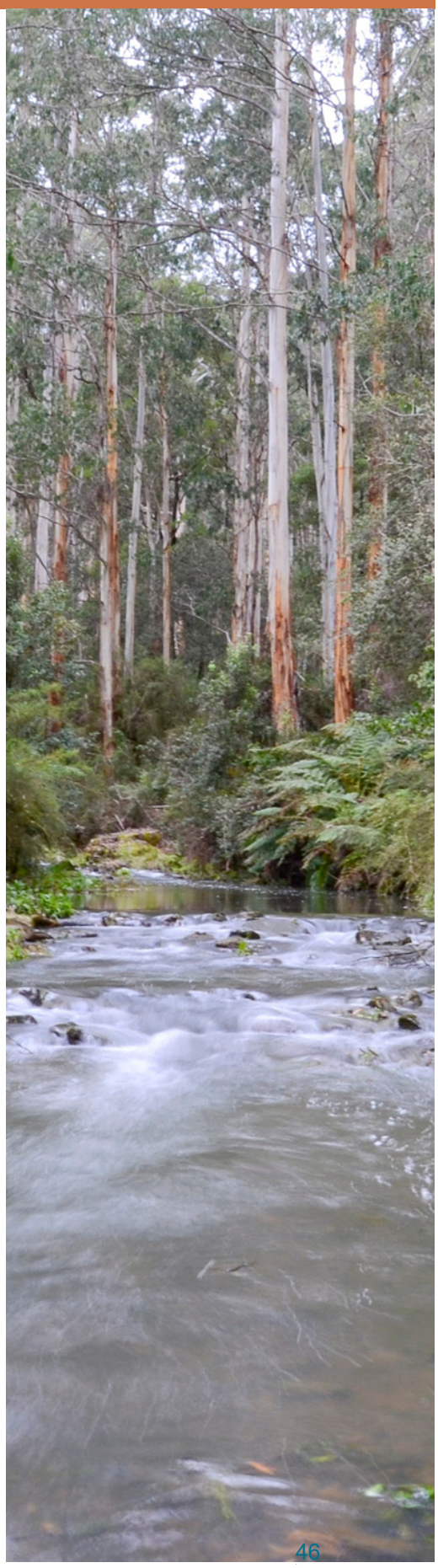
Waste management services contracts need to be awarded 9-12 months prior to the commencement of the contract to allow contractors adequate time to ensure that the resources and logistics required to service the contract are ready and available at the start of the contract (e.g. procure trucks, hire staff, plan transition, etc.).

The new Waste Services Contract is due to commence in November 2027 (to be awarded between September and December 2026).

Officers developed detailed specifications, incorporating upcoming State Government service standards and considering alternative contract structures, in preparation for commencement of the tendering process in July 2026.

The Waste Services tendering will also aid Council in refining future service costs over the next ten years once awarded and will help calibrate the scale of cost recovery required to maintain financial sustainability of Council's waste management services.

The new contract will require that tenderers provide prices for disposal of waste direct to a disposal point without a local bulk haulage transfer station provided by Council at Alvie as well as bulk haul for a staging/aggregation point. This will provide Council flexibility to close the Alvie site if it determines this to be appropriate. Early analysis suggests that direct delivery of some waste streams to landfill and processing sites by larger kerbside collection vehicles could be more efficient and cost effective.



NEW AND EMERGING CHALLENGES

Staff Resourcing and Service Capacity

There is a need for Council to review its internal resourcing of the Waste Management team to ensure that Council is effective in its delivery and long-term management of Council's waste and resource recovery services.

This service is one of Council's most significant with expenditure of $7.5 million per year. The service delivers around 11,400 weekly or fortnightly kerbside bin collections for waste, plus collections for separate streams of recycling, glass and organics. In addition, the waste team oversees waste education, street litter management, support for events and management of three transfer stations and a number of small drop-off facilities for residents without a kerbside collection. The team is responsible for rehabilitation and after care of ten closed landfills and a number of other waste initiatives. These services are becoming increasingly complex due to on-going changes in legislative requirements.

This Review also notes that service demands will increase significantly over the next five years, including procurement and transition to a new waste services contract in 2027, enhanced contract management, delivery of the Alvie Landfill rehabilitation project and other closed landfill rehabilitation programs, implementation of transfer station review outcomes, and compliance with evolving State Government and EPA requirements. Investment in staff capacity will support Council to more effectively deliver these outcomes.

THE WAY FORWARD TO 2030

Revised Strategic Implementation Objectives and Priority Actions 2026-2030

While the Strategy has achieved substantial progress, several emerging challenges require a stronger strategic focus between now and 2030.

28 of the 76 actions of the Strategic Implementation Plan are now completed and many others are now also incorporated into waste service delivery and administration and are ongoing. A detailed progress update on each of the original strategy actions is provided in the Appendix of this report.

Looking ahead, Council must prepare for the expiry of its current waste services contract in October 2027, move toward a cost-recovery service model, and plan infrastructure investment including the Alvie Landfill rehabilitation and the future of the associated Resource Recovery Centres (RRCs), as well as other rural legacy landfills' rehabilitation.

To focus Council's efforts in these critical areas the objectives have been reviewed, and a rationalised set of actions developed that are achievable and most relevant to the current priorities. This is largely a consolidation of the original 76 actions of the Strategy under an updated strategic framework rather than creation of new objectives and actions.

The revised five objectives, and associated streamlined actions, provide a strong framework for Council's future waste management and resource recovery activities. The addition of two new strategic objectives elevates landfill rehabilitation and full-cost recovery from operational actions into their own strategic objectives, reflecting their rising priority and associated costs, alongside waste avoidance, resource recovery and environmental protection.

The following table represents the revised strategic objectives:

STRATEGIC OBJECTIVE	STRATEGIC DIRECTION
1. Avoid Creating Waste & Promote Sustainable Resource Use	Reduce the generation of waste across households, businesses and Council operations through waste avoidance, reuse and circular economy initiatives.
2. Recover More Resources & Support a Circular Economy	Maximise recovery of recyclable and organic materials and reduce reliance on landfill and support a resilient local resource recovery sector that keeps materials in productive use and creates economic value from recovered resources.
3. Protect the Environment & Community	Minimise the environmental impacts of waste management and landfill disposal while protecting public health and amenity.
4. Manage Landfill Assets and Rehabilitate Responsibly	Ensure landfill sites are rehabilitated and monitored in accordance with regulatory requirements while minimising long-term environmental and financial risks.
5. Ensure Financial Sustainability and Full-Cost Recovery	Deliver financially sustainable waste services through transparent pricing, efficient service delivery and full recovery of operating, capital and future liability costs.

THE WAY FORWARD TO 2030

Updated Actions to Achieve Revised Strategic Objectives

Strategic Objectives	Objective Statement	Revised Priority Actions
1. Avoid Creating Waste and Promote Sustainable Resource Use	Reduce the generation of waste across households, in public spaces and Council operations through waste avoidance, reuse and circular economy initiatives.	**1. Promote and deliver waste avoidance and behaviour change programs.**
		2. Support repair, reuse and sharing initiatives.
		3. Embed circular economy principles into Council procurement and operations.
2. Recover More Resources and Support a Circular Economy	Maximise recovery of recyclable and organic materials and reduce reliance on landfill and support a resilient local resource recovery sector that keeps materials in productive use and creates economic value from recovered resources.	**4. Continue to implement and optimise four-stream kerbside services.**
		5. Reduce contamination in recycling and organics streams.
		6. Encourage innovation in local material recovery and processing and support end markets for recovered materials.
		7. Develop partnerships that strengthen regional resource recovery infrastructure.
		8. Increase procurement of recycled-content products.
3. Protect the Environment and Community	Minimise the environmental impacts of waste management and landfill disposal while protecting public health and amenity.	**9. Reduce litter and illegal dumping.**
		10. Minimise waste disposed of at landfill.
		11. Encourage responsible public litter and recycling disposal.
		12. Improve environmental compliance across all waste facilities (Transfer Stations and Drop Offs).
4. Manage Landfill Assets and Rehabilitate Responsibly	Ensure landfill assets are operated, closed, rehabilitated and monitored in accordance with regulatory requirements while minimising long-term environmental and financial risks.	**13. Establish and regularly review landfill rehabilitation cost estimates and ensure that these are reflected in forward budgeting processes.**
		14. Develop and implement rehabilitation and aftercare plans for closed landfills. Implement a schedule of rehabilitation works commencing with Alvie in 2029.
		15. Monitor and manage post-landfill closure obligations.
		16. Review the need for public transfer stations to remain at Alvie and Birregurra
5. Ensure Financial Sustainability and Full-Cost Recovery	Deliver financially sustainable waste services through transparent pricing, efficient service delivery and full recovery of operating, capital and future liability costs.	**17. Implement a full-cost recovery model across waste and resource recovery services.**
		18. Maintain waste reserves that are used to hold funds accumulated for funding landfill rehabilitation
		19. Review staff resourcing to facilitate effective management of waste contracts and other waste management priorities
		20. Regularly review waste fees and charges to reflect the rising cost of waste management services provided.

THE WAY FORWARD TO 2030

Strategic Outcomes and KPIs

Key Strategic Outcome	KPI
Less Waste Generated	Total waste per household reduced over time and levels of recycling increased.
More Resource Recovery and Recycling	Resource recovery rate and tonnes diverted from landfill increased and reported annually.
Stronger Community Engagement and Education	Number of education, engagement and behaviour change activities delivered annually.
Better Service Delivery	Customer satisfaction, service requests and service performance indicators monitored and reported annually.
Increased reuse and circular economy	Number of reuse, repair, recycling and circular economy initiatives supported and/or implemented.
Reduced Environmental Impact	Illegal dumping, littering and contamination indicators reduced over time. Landfill sites are monitored and rehabilitated in accordance with EPA requirements.
Improved Data and Decision Making	Waste performance data collected, analysed and used to inform Council decisions.
Financial Sustainability	Waste service cost drivers monitored and reflected in waste service fees and charges and communicated through annual reporting and budget processes.

The revised Strategic Implementation Objectives and actions provide Council with a clear and contemporary framework to guide waste management and resource recovery through to 2030. Building on the significant progress already achieved under the Strategy, the updated approach consolidates existing actions while strengthening focus on key emerging priorities, including landfill stewardship, rehabilitation obligations and the financial sustainability of waste services.



APPENDIX: STRATEGIC IMPLEMENTATION PLAN PROGRESS UPDATE

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030			
ACTION	**TIMEFRAME**	**PERFORMANCE OUTCOME**	**REVIEW 2026**
1. Continue to develop and support delivery of community education that focuses on reducing waste and minimising contamination in recycling / FOGO and Glass bins.	Annually	Number of education postings	On-going. Regular delivery of community education postings, leading to better resource recovery and a reduction in waste generation and contamination across recycling, FOGO, and glass streams. Council has continued to run advertisements online, on Council's website, in the local newspapers and via the Good Sort app on glass recycling and producing quality compost from green waste. Supported by a $63,000 grant from Sustainability Victoria, Council delivered the "Small act, big impact" community education and behaviour change campaign in 2025 to improve community understanding of proper waste sorting and reduce contamination.
2. Promoting Council's (as well as the community's) waste and recycling performance annually via Council communications could also encourage residents to perform better and seek self-improvement in waste and recycling behaviour within the home.	Annually	Annual Resource Recovery and waste Management report	On-going. Council's Waste Management and Services performance is reported annually in Council's Annual Report.
3. Increase community confidence of the kerbside recycling service, through communications around what happens to the recycling after collections and local recycling contamination issues.	Annually	Community satisfaction rating	On-going. Council produced a number of social media videos in 2021-22 to promote the introduction of the fourth bin for glass and the use of the other three bins for garbage, commingled recycling and FOGO to reduce contamination. The Community Satisfaction Rating for Council's Waste Services is high currently at 68% in 2026 a significant improvement from the 2025 results.
4. Use communication and social media channels to promote ways of reducing waste, reusing and recycling.	On-going	Number of postings	On-going. Council continues to use its social media channels to promote waste reduction and recycling. Recycling is also strongly promoted through the Good Sort app.
5. Advocate on behalf of and support community groups and locals to host repair cafes, community gardens.	On-going	Advocacy responses	On-going. Support and promote the local Repair Café run by the Colac Otway Sustainability Group which started in 2022, promote reuse and the Tip Shop at the Apollo Bay Transfer Station, and more recently the Farm my School initiative at Colac Secondary Collage.
6. Support the delivery of the Regional Waste & Resource Recovery Education Strategy 2018-22 to the community.	On-going	Strategy delivered	**COMPLETED** Council was a member of the Barwon South West Waste & Resource Recovery Group which focused on the delivery of the regional strategy, which was dissolved in 2022 and replaced by Recycling Victoria.
7. Participate in regional and state waste education programs.	On-going	Programs delivered	On-going. Council works closely with Sustainability Victoria, Recycling Victoria and the EPA and participate in state and regional waste education programs. Supported by a $63,000 grant from Sustainability Victoria, Council recently delivered the "Small act, big impact" community education and behaviour change campaign in 2025 to improve community understanding of proper waste sorting and reduce contamination.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
8. Investigate services and infrastructure options that support and incentivise waste avoidance.	On-going	Inclusion in budget annually	On-going. Council continues to broaden and promote resource recovery and recycling of items not accepted in kerbside waste and recycling streams or could be harmful to the environment and the public. Council provides kitchen caddies and caddy liners to encourage households to recycle more kitchen food waste. Currently is investigating joint procurement and roll-out of embedded battery recycling options and services (e.g. vapes recycling).
9. Gather baseline data on community waste and resource recovery behaviours, knowledge, attitudes and perceptions to form a Resource Recovery and Waste Management report	2021/22	Baseline data complete	**COMPLETED** Council developed bespoke Waste Dashboards to track and collect data about waste and recycling volumes, contamination rates and costs across waste collection areas and services across the shire to improve the availability of reliable data to inform decision making, track trends, and support improvements in waste recovery and community behaviour.
10. Develop a Shire Waste & Resource Recovery Engagement Plan (WRREP) to include execution of the Glass recycling service transition	2021/22	Glass Transition Engagement Plan	**COMPLETED** In November 2021 Council introduced a fourth bin for glass collection to all residents who receive the kerbside collection service. A detailed Transition Plan was developed and implemented to facilitate an efficient and effective rollout.
11. Establish Resource Recovery Centres (RRC) at our transfer stations	2024/25	Number of items recovered annually	**COMPLETED** Council's transfer stations recover resources beyond the kerbside collections such as electronic waste, tyres, mattresses, chemical drums and batteries and continues to look for opportunities to broaden resource recovery options when they become available and viable.
12. Implement ongoing education campaigns focused on supporting positive behavioural change to avoid and reduce waste whilst increasing resource recovery in local businesses and the community.	Annually	Number of contacts made.	On-going. Increased community awareness and engagement in waste management practices through the distribution of waste separation and recycling related educational brochures at local events such as the Kana Event, world Environment Day events and Catch a Carp Festival.
13. Investigate ways to help schools minimise their waste, such as the Resource Smart school program.	On-going	-	On-going. Resource Smart Schools program was promoted to local schools. Improved children's awareness and understanding of proper waste sorting and recycling practices through education sessions delivered at local primary schools using mini bins and waste educational materials. Council has also included many litter and recycling themed productions for local school children in COPACC's Education season programming (e.g. Junkyardia, Whale's Tale).
14. Support and participate in regional and state waste avoidance and minimisation programs such as Plastics Free July, Clean Up Australia Day, etc.	On-going	Number of programs held	On-going. Number of waste education programs delivered and Council participation in Keep Australia Beautiful Victoria (KABV) through active membership, holding and supporting local Clean Up Australia Day Events each year.
15. Reinforce recycling best practice to reduce contamination particularly from local businesses using Council's kerbside collection services.	2021/22	Number of contacts made.	Yet to commence.
16. Consult with local business organisations to identify and determine appropriate commercial recycling services and providers.	2024/25	Consultations held	Yet to commence.
17. Encourage the development of business-led sustainability networks which address resource efficiency and waste avoidance	2025/26	Networks developed	Yet to commence.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
18. Explore options to better promote home composting to reduce food waste sent to landfill e.g. such as compost revolution	2024/25	Number of alternatives supported	On-going. As part of the waste and recycling education program, Council introduced and continue to promote the use of kitchen caddies and caddy liners to encourage diversion of food waste into the green (FOGO) organics bins and reduce food waste to landfill.
19. Work with BSWWRRG and other councils to explore regional procurement opportunities	2020 to 2025	Number of Meetings attended	On-going. Regional procurement opportunities were explored for caddy liners and bin audit suppliers. Currently exploring regional procurement opportunities for the recycling of embedded battery products which pose a risk of fire in waste collection trucks and landfills.
20. Develop and promote a regional school's toolkit linked to the Victorian curriculum to support local teachers to provide effective waste and resource recovery education.	2022/23	Contribute to toolkit, number of schools attended	**COMPLETED** A School's Toolkit was developed by the Barwon South West Waste & Resource Recovery Group and promoted to local schools. Waste education sessions are also delivered at schools.
21. Explore opportunities for locally focused engagement programs which are interactive and seek to add 'excitement' to waste and recycling issues, e.g. School tours of the RRC (excursions) School visits regarding waste and resource recovery (incursions)	2024/25	Number of schools attended	On-going. Raising community awareness and encouraging participation in waste reduction and recycling through face-to-face engagement at local events (e.g. Catch a Carp Day, World Environment Day events, Clean-up Australia Day events) incursions at schools. Council has also included many litter and recycling themed productions for local school children in COPACC's Education season programming (e.g. Junkyardia, Whale's Tale).
22. Engage with Men's Shed operations to determine level of interest in participation in repair and reuse proposals	2024/25	Engagement made	**COMPLETED** Council worked with the Colac Men's Shed in 2024 to construct wildlife next boxes for use in environmental reserves from timber that they reuse and recycle. Support and promote the local Repair Café run by the Colac Otway Sustainability Group which started in 2022.
Council Policy and Practices			
23. Encourage use of recycled materials in Council projects and motivate contractors by providing weightings in the evaluation criteria to support recycled markets	2021/22	Procurement Policy reviewed	**COMPLETED** Included in and addressed through Procurement and Environmental Sustainability policies in place. Continue to encourage and increase use of recycled materials in Council projects to support recycled markets and sustainable construction practices (e.g. recycled, concrete, recycled plastic park furniture, bollards and decking).
24. Incentivise contractors or consultants to encourage increased recycling or reuse of waste materials from Council operations and avoid disposal costs	2022/23	Procurement Policy reviewed	**COMPLETED** Included in and addressed through Procurement and Environmental Sustainability policies in place. Council creates its own mulch and reuses it within its parks and gardens and revegetation projects. All four streams of waste and recycling bins provided in council offices for staff and visitors.
25. Identify opportunities for Council to avoid and minimise waste in its operations, support good practice waste avoidance initiatives within internal council operations. 25.1 Explore options for eliminating single-use products from Council events 25.2 Explore options to increase recycling from Council operations. 25.3 Consider recycling food waste from kitchens in Council facilities	2021/22	Report to council identifying potential activities	On-going. Several internal initiatives delivered and practices embedded (e.g. avoidance of single use plastic at Council events, kitchen caddies provided for food waste collection at Council offices). All four streams of waste and recycling bins provided in council offices for staff and visitors.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
26. Strengthen the Procurement Policy to align with Australian Government's Sustainable Procurement Guide and put waste minimisation into procurement practice.	2022/23	Procurement Policy reviewed	**COMPLETED** Addressed via Council's Procurement Policy, Council procurement practices generally aligned with the Australian Government's Sustainable Procurement Guide.
27. Review Council's procurement policy including increasing green purchasing, establishing a plastic-free policy, enhanced staff education on waste avoidance.	2022/23	Procurement Policy reviewed	**COMPLETED** Addressed via Council's Procurement Policy and council's Environmental Sustainability Policy.
Objective 2: Recover/ Reuse more Resources - To provide convenient and affordable waste services that meet the needs of the community			
Community Education and Awareness			
1. Undertake a focused information program to inform the community of the landfill levy increases, including (potentially) separating out the levy costs on rates notices.	Annually	Program delivered	This Strategy Review Report includes information about the Landfill Levy increases in recent years significantly contributing to the rising costs of waste services.
2. Provide education and behaviour change programs that reduce bin contamination and increase resource recovery. (An average of (25.9%) of the waste bin could be diverted to recycling).	On-going	Change programs delivered	On-going. Delivery of community education postings, leading to better resource recovery and a reduction in waste generation and contamination across recycling, FOGO, and glass streams. Supported by a $63,000 grant from Sustainability Victoria, Council recently delivered the "Small act, big impact" community education and behaviour change campaign in 2025 to improve community understanding of proper waste sorting and reduce contamination. Recycling is also strongly promoted through the Good Sort app.
3. Continue to monitor and reduce contamination rates in kerbside recycling and garden organics bins through the Shire's kerbside bin audit program and waste education and provide information feedback to community	On-going	Bin audits completed and ongoing	On-going. Bin Audits across the shire were undertaken in 2021 and early 2026 to monitor waste diversion and contamination across the shire and to assist with targeting behaviour change and education programs.
4. Carry out direct engagement with local businesses and waste contractors to reduce contamination	2022/23	Bin audit follow-ups	Yet to commence following the 2026 Bin Audit.
5. Consider local reuse options for furniture, clothing and other domestic items	2023/24	Number of items reused	On-going. Apollo Bay Transfer Station Tip Shop offers reuse options for furniture and other domestic items. Reuse options are also provided by the local second-hand, vintage and opportunity shops.
Council Policy and Practices			
6. Implement strategies (including service variations to suit businesses) to increase the uptake of kerbside services by local businesses, offering domestic consumers options to downsize or share waste bins with incentives.	On-going	Annual Resource Recovery and Waste Management statement	On-going. Kerbside services are made available for local small businesses where practicable and feasible within the scope of the current kerbside waste collection services offered by Council. Several options for downsizing kerbside services are made available to local residents to switch to a smaller bin and pay less fees.
7. Develop a waste policy, which defines exemptions / collection territory areas / addition to services / costs associated with the new waste services/management charge.	2021/22	Waste charges Policy approved by Council	**COMPLETED** The Waste Collection Operational Guidelines adopted in 2021 outline how Colac Otway Shire delivers kerbside waste services between 2021 and 2030. The Guidelines support the Resource Recovery and Waste Management Strategy 2021–2030 by detailing objectives, service standards, operational requirements, and rules for households and businesses. Council's website and annual Budgets provide all the information about waste service costs and user fees and charges.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
8. Develop the final transition plan and policy update for introduction of a glass collection service and /or transfer station collections / bottle banks /vending machines.	2021/22	Transition plan finalised Funds allocated	**COMPLETED** Transition Plan was developed and implemented in 2021/22 with the rollout of a fourth purple glass bin to all residents who receive a kerbside waste collection.
9. Submit to DWELP for funding support.	2021/22	Plan submitted	**COMPLETED** In 2020-21 $10K was received from the State Government to develop the Transition Plan for the introduction of the glass stream to Council's Waste Services and $140K was received for the rollout of the glass bins and associated infrastructure upgrades.
10. Design and implement a focused public education process in advance prior to the glass collection service rollout. This is a two-step process, as CDS will be introduced by 2023, hence the initial stage is implementation of the glass collection service followed by the removal of glass receptacles that attract container deposits.	2021 - 2023	Engagement process designed / implemented	**COMPLETED** Glass Bin educational materials were distributed via post, Council website, supported by advertisements on local radio and in newspapers prior to the rollout. Community engagement activities were also undertaken both at the time of the glass bin rollout and at the introduction of the CDS in 2023.
11. Introduce the glass collection service in accordance with the transition plan, including bin purchase supply and delivery followed by introduction of the collection service.	2021/22	Glass Service commenced	**COMPLETED** The glass collection service was successfully introduced in 2021.
Operational Services and Infrastructure			
12. Regular analysis of the waste stream (e.g. via regional waste audit programs, annual recycling audits with recycling contractors).	Annually	Bin audits completed and ongoing	**COMPLETED** Bin Audits across the shire were undertaken in 2021 and early 2026 to monitor waste diversion and contamination across the shire and to assist with targeting behaviour change and education programs.
13. Implement hard waste collection service options and recommend next steps. 1) Investigate different resource recovery service options for residents, such as on-demand collection services. 2) Open days at the RRCs for designated materials which have become problems for illegal dumping, e.g. mattresses / furniture / etc.	2021/22	Hard Waste Service was investigated and not implemented	**COMPLETED** Hard Waste collection was considered when Council's current waste contract was tendered but was not introduced at that time. It will be further investigated as part of Council's new Waste Management Services Contract due to commence in late 2027. Detox Your Home collection days have been held annually.
14. Review staff resources /agreements and consider trialling increased supervision / observation of drop-off areas at transfer stations to encourage separation of materials and avoid holistic disposal into waste bins of materials that could be recovered.	2021/22	Contractor discussion held.	**COMPLETED** Contractor discussion held and staff at transfer stations and drop-off facilities have been briefed to oversee and monitor proper waste sorting by residents to maximise resource recovery.
15. Identify arrangements necessary to support the implementation of the Container Deposit Legislation (CDS).	2021/22	CDS Implemented	COMPLETED The CDS was rolled out by the State Government in 2023. Colac Otway residents returned over 6.6 million eligible containers in 24-25. Council receives ongoing payments from its recycling processors for eligible CDS containers collected through its kerbside services
16. Upgrade RRCs as relevant to meet best practice and provide infrastructure for diversion of additional materials.	2022/23	Report to council for funding allocations	**COMPLETED** In 2020-21 Council received $140K from the State Government for the introduction of the glass stream to Council's Waste Services and associated infrastructure upgrades at Council's Transfer Stations.
17. Investigate opportunity for repair/reuse and recovery of items perhaps in conjunction with Men's shed activities or to be located at the transfer stations "Tip Shops".	2022/23	Number of items repurposed	On-going. Apollo Bay Transfer Station Tip Shop offers reuse options for furniture and other domestic items. Reuse options are also provided by the local second-hand, vintage and opportunity shops. Council also supports and promotes the local Repair Café run by the Colac Otway Sustainability Group which started in 2022.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
18. Work with community groups and local 'op shops' to understand the standard for acceptance and resale of second-hand goods.	2022/23	Number of shops taking up options	Yet to commence.
19. Investigate issues and barriers to remove restrictions upon the recovery of silage wrap / treated timber / soft plastics and oil bottles as defined in BSWWRRG priority materials plan.	2023/24	Investigation conducted	Yet to commence.
20. Review the existing public place bin network and consider opportunities to improve and expand public place recycling.	2020 to 2025	Number of bins installed	Yet to commence.
21. Provide infrastructure and services in Council buildings that support increased recycling rates.	2020 to 2025	Success of recycling	On-going. Council's main offices and facilities have bins provided for all 4 waste and recycling streams to encourage better diversion from landfill waste by staff.
Objective 3: Protect the environment- To minimise negative impacts of waste on the environment			
Community Education and Awareness			
1. Promote and support litter collection campaigns such as Clean Up Australia Day.	2021/22	Report in Annual report	On-going. Clean Up Australia Day events are actively promoted and supported every year and included in the Annual Report each year.
Council Policy and Practices			
2. Ensure suitable management measures are in place for the introduction of the combustible waste regulations at Apollo Bay and Alvie Transfer Stations.	2021/22	Brief Council	**COMPLETED** Required work was undertaken to ensure compliance with the relevant regulations. Safe and compliant management of combustible waste is ensured through effective separation in the recycling sheds, controlled storage, and improved handling practices, reducing fire risk at transfer stations.
3. Review council policies and procedures to identify opportunities that reduce waste and increase resource recovery both in the workplace, and in the community.	2020 to 2022	Include in annual Policy Review process	On-going. Workplace: Improved internal bin systems, signage, and sorting practice and staff training and awareness on waste management. Community: Education campaigns promoting correct waste sorting and bin audit programs to reduce contamination.
4. Invest in staff training to consider the use of recycled products in delivery of services.	2021/22	Training conducted	On-going. Increased awareness and gradual adoption of recycled products in service delivery through targeted staff training and guidance.
5. Review approvals required for event waste management and recycling plans.	2020 to 2022	Event Planning review completed	**COMPLETED** Waste management standards are incorporated into event application processes and forms. Waste management trailer is available for events to ensure proper waste collection and recycling. Streamlined and well-communicated approval processes that encourage event organisers to implement effective waste management and recycling practices.
6. Develop waste management guidelines for planning permit applications, to guide applicants to prepare a plan to manage the waste and recycling needs of residential and commercial developments.	2020 to 2022	Guidelines developed for waste wise event management	**COMPLETED** Relevant planning conditions developed and included in planning permits if required.
7. Investigate better waste and recycling systems to support the development of a waste management-planning guide for subdivision, multi-tenement and higher density developments.	2020 to 2022	Guidelines developed for waste wise planning applications	Yet to commence.

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
Partnerships and Advocacy			
8. Collaborate with government agencies, land managers, landowners and relevant stakeholders to reduce and prevent illegal dumping across the municipality.	On-going	Report in Annual report	On-going. Coordinated efforts between council, government agencies, corporate bodies, land managers, and the community result in reduced illegal dumping over time.
9. Advocate for increased enforcement, technical advice and support from the Environment Protection Authority Victoria.	On-going	Report in Annual report	On-going. Ongoing engagement and communication with EPA Victoria and Sharing data and evidence to support enforcement needs
10. Work with government agencies, local governments and organisations to increase the use of recycled materials in road, building and other infrastructure constructions.	On-going	Report in Annual report	On-going. Council trialled recycled materials in footpath construction and continues to increase the use of recycled content materials within its capital works program (e.g. recycled, concrete, recycled plastic park furniture, bollards and decking).
11. Collaborate with the Barwon South West Waste and Resource Recovery Group to support schools, hospitals, catering and other businesses to improve their waste practices and reduce landfill waste.	On-going	Report in Annual report	**COMPLETED** This was undertaken with the BSWWRRG prior to being dissolved in 2022.
12. Continue to collaborate with G21 councils on collaborative procurement and resource recovery initiatives.	On-going	Report in Annual report	On-going. Council continues to collaborate with neighbouring and regional partner councils on collaborative procurement and resource recovery initiatives.
13. Collaborate with other local governments and waste regional groups to identify and develop waste management and infrastructure solutions.	On-going	Report in Annual report	On-going. Council continues to explore collaborative procurement and resource recovery initiatives with neighbouring and other regional councils.
14. In partnership with key stakeholders in emergency organisations and government, develop educational support for best practice waste management related to emergencies.	2023/24	Information collated	**COMPLETED** This was undertaken with the BSWWRRG prior to being dissolved in 2022.
Operational Services and Infrastructure			
15. Continue monitoring of groundwater, landfill gas and other amenity requirements at all COS closed landfills.	On-going	Monitoring conducted Reported to EPA	On-going. This is a legislative requirement for all open and closed landfills and Council continues this monitoring as per the regulated and prescribed EPA requirements and perimeters and reports monitoring results to the EPA.
16. Alvie Transfer Station – conduct a further audit to follow up the Barwon South West region audit of 2018 for an assessment of the Alvie site against best practice standards, and the Management and Storage of Combustible Recyclable and Waste Materials Guideline to identify and prioritise infrastructure improvements.	2021/22 2021/22	Audit completed Report to Council	**COMPLETED** Required work was undertaken in 2021/22 as part of the glass bin rollout implementation to ensure compliance with best practice standards the relevant regulations. Safe and compliant management of combustible waste is ensured through effective separation in the recycling sheds, controlled storage, and improved handling practices, reducing fire risk at transfer stations.
17. Review all data collection and reporting practices to ensure information likely to be required by DELWP / Sustainability Victoria and Recycle Victoria is able to be sourced and is able to be verified.	2021/22	Review completed	**COMPLETED** Council developed bespoke Waste Dashboards to track and collect data about waste and recycling volumes, contamination rates and costs across waste collection areas and services across the shire to improve the availability of reliable data to inform decision making, track trends, and support improvements in waste recovery and community behaviour.
18. Protect the environment using best practice and management of existing waste infrastructure, including landfills, recycling facilities and services by implementing an annual compliance check and reporting to Council audit committee.	2021/22	Report to Committee	On-going. Regular compliance inspections of landfills, recycling facilities, and waste services, including identification and management of environmental risks and non-compliance issues

Colac Otway Shire Resource Recovery and Waste Management Strategy 2021-2030

ACTION	TIMEFRAME	PERFORMANCE OUTCOME	REVIEW 2026
19. Review current approach to budgeting for landfill rehabilitation, aftercare, and accountability to the Local Government Victoria publication Local Government - Accounting for Landfills 2016-17 to ensure all requirements are met.	2021/22	Review completed	**COMPLETED** Council reviewed and incorporated its landfill rehabilitation and aftercare obligations and costs into its 10-year Financial Plan and annual budgeting process.
Performance Reporting			
20. Continue to provide input into Local Government Performance Reporting Framework, DELWP's Local government community satisfaction survey.	Annually	Report presented	On-going. This input and reporting to the LGPRF is provided annually.
21. Conduct an annual review of the Strategy and provide an annual statement to Council.	Annually	Council report	This is the first formal review of the Strategy as per Action 27 of this Plan. A final review will be conducted as part of the development of the next Waste Strategy beyond 2030.
22. Liaise with the kerbside collection contractor to receive monthly reports showing trends and KPIs.	On-going	-	On-going. Monthly meetings held with Contractor, KPIs are monitored and addressed through monthly meetings, where operational activities are reviewed. All invoices are received and tracked, and trends are analysed and recorded for reporting and record keeping purposes. Better data collection and record keeping is required and being implemented on some elements of the service, such as waste management at transfer stations and utilisation of drop-off facilities.
23. Monitor market development and research for recycled materials and assess applicability to the municipality.	On-going	Monitoring Report as required	On-going. Ongoing engagement through regional networking, waste sector forums and annual waste conferences and exhibitions to identify opportunities and monitor market development and research for recycled materials.
24. Monitor the development of alternative waste technologies and assess the potential impacts when established.	On-going	Monitoring Report as required	On-going. Ongoing engagement through regional networking, waste sector forums and annual waste conferences and exhibitions to identify opportunities and monitor the development of alternative waste technologies and assess the potential impacts on Council's waste management and services. Council installed and operates 24 solar compactor bins in busy public areas along the coast and in town centres.
25. Conduct a regular analysis of the waste stream (e.g. via regional waste audit programs, annual recycling audits with recycling contractors) with waste data reporting and analysis (e.g. through participation in regional waste audit programs, enhanced RRC data recording)	On-going	Waste stream audit completed	On-going. Bin Audits across the shire were undertaken in 2021 and early 2026 to monitor waste diversion and contamination across the shire and to assist with targeting behaviour change and education programs.
26. Monitor and report quarterly to Council	Quarterly	Council report	Not required. Reporting about Waste Services is provided annually via Council's Annual Report to Council and the community.
27. Conduct a review and update the strategy on a four yearly basis to fine tune actions beyond the initial 4-year period.	2025/26	Council report strategy update	**COMPLETED** A mid-term review of the Strategy has been completed in 2025/26. Please refer to the contents of this document/report.
28. Implement or extend the financial system to match records for goods disposal with revenue received and expenditure incurred to support data collection and reporting to meet State Government reporting requirements.	TBD	Requirements TBA	On-going. Council developed bespoke Waste Dashboards to track and collect data about waste and recycling volumes, contamination rates, income and costs across waste collection areas and services across the shire to improve the availability of reliable data to inform decision making, track trends, and support improvements in waste recovery and community behaviour.

Colac Otway
SHIRE

2026

Colac Otway Shire
PO Box 283
Colac Victoria 3250
E: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au
P: (03) 5232 9400

RESOURCE RECOVERY AND WASTE MANAGEMENT STRATEGY

REVISED STRATEGIC OBJECTIVES AND PRIORITY ACTIONS 2026-2030

This document should be read in conjunction with the Resource Recovery and Waste Management Strategy 2021-2030.

Council reviewed the Strategy in 2026 and endorsed revised Strategic Objectives and consolidated 76 Implementation Actions into 20 new actions that strengthen the focus on key emerging priorities, including landfill management, rehabilitation obligations, cost recovery for the service and planning for the future of its Transfer Station and drop off facilities.

STRATEGIC OBJECTIVE	STRATEGIC DIRECTION
1. **Avoid Creating Waste & Promote Sustainable Resource Use**	Reduce the generation of waste across households, businesses and Council operations through waste avoidance, reuse and circular economy initiatives.
2. **Recover More Resources & Support a Circular Economy**	Maximise recovery of recyclable and organic materials and reduce reliance on landfill and support a resilient local resource recovery sector that keeps materials in productive use and creates economic value from recovered resources.
3. **Protect the Environment & Community**	Minimise the environmental impacts of waste management and landfill disposal while protecting public health and amenity.
4. **Manage Landfill Assets and Rehabilitate Responsibly**	Ensure landfill sites are rehabilitated and monitored in accordance with regulatory requirements while minimising long-term environmental and financial risks.
5. **Ensure Financial Sustainability and Full-Cost Recovery**	Deliver financially sustainable waste services through transparent pricing, efficient service delivery and full recovery of operating, capital and future liability costs.

Colac Otway SHIRE

REVISED STRATEGIC OBJECTIVES AND PRIORITY ACTIONS 2026-2030

Updated Actions to Achieve Revised Strategic Objectives

Strategic Objectives	Objective Statement	Revised Priority Actions
1. Avoid Creating Waste and Promote Sustainable Resource Use	Reduce the generation of waste across households, in public spaces and Council operations through waste avoidance, reuse and circular economy initiatives.	**1. Promote and deliver waste avoidance and behaviour change programs.**
		2. Support repair, reuse and sharing initiatives.
		3. Embed circular economy principles into Council procurement and operations.
2. Recover More Resources and Support a Circular Economy	Maximise recovery of recyclable and organic materials and reduce reliance on landfill and support a resilient local resource recovery sector that keeps materials in productive use and creates economic value from recovered resources.	**4. Continue to implement and optimise four-stream kerbside services.**
		5. Reduce contamination in recycling and organics streams.
		6. Encourage innovation in local material recovery and processing and support end markets for recovered materials.
		7. Develop partnerships that strengthen regional resource recovery infrastructure.
		8. Increase procurement of recycled-content products.
3. Protect the Environment and Community	Minimise the environmental impacts of waste management and landfill disposal while protecting public health and amenity.	**9. Reduce litter and illegal dumping.**
		10. Minimise waste disposed of at landfill.
		11. Encourage responsible public litter and recycling disposal.
		12. Improve environmental compliance across all waste facilities (Transfer Stations and Drop-offs).
4. Manage Landfill Assets and Rehabilitate Responsibly	Ensure landfill assets are operated, closed, rehabilitated and monitored in accordance with regulatory requirements while minimising long-term environmental and financial risks.	**13. Establish and regularly review landfill rehabilitation cost estimates and ensure that these are reflected in forward budgeting processes.**
		14. Develop and implement rehabilitation and aftercare plans for closed landfills. Implement a schedule of rehabilitation works commencing with Alvie in 2029.
		15. Monitor and manage post-landfill closure obligations.
		16. Review the need for public transfer stations to remain at Alvie and Birregurra
5. Ensure Financial Sustainability and Full-Cost Recovery	Deliver financially sustainable waste services through transparent pricing, efficient service delivery and full recovery of operating, capital and future liability costs.	**17. Implement a full-cost recovery model across waste and resource recovery services.**
		18. Maintain waste reserves that are used to hold funds accumulated for funding landfill rehabilitation
		19. Review staff resourcing to facilitate effective management of waste contracts and other waste management priorities
		20. Regularly review waste fees and charges to reflect the rising cost of waste management services provided.

Colac Otway SHIRE

Item: 7.4

Endorsement of Project for Footpath Upgrade Program 2026-27

OFFICER	Kanishka Gunasekara
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	Nil

1. PURPOSE

To seek endorsement of the identified projects to be delivered under the 2026-27 Footpath Upgrade Program.

2. EXECUTIVE SUMMARY

Council is progressing the 2026-27 Footpath Upgrade program with $250,000 allocated for new footpath connections in the 2026-27 Budget. While funding has been allocated for the program, specific projects have not yet been nominated.

Over the past two years, Council has delivered a number of footpath projects in both Colac and Apollo Bay, improving accessibility, connectivity and active transport opportunities. These projects were based on priority connections identified in Footpath Strategies for Colac and Apollo Bay (and the Review conducted in 2025).

Council has also received increasing community feedback in recent years regarding the need for improved footpath connectivity within Birregurra. Officers have identified an opportunity to deliver approximately 795 metres of new footpath along Strachan Street between Bowden Street and Skene Street, at an estimated cost of $250,000. Strachan Street is a key collector road linking residential areas north and south of the township with the town centre, community facilities and Birregurra Primary School. Whilst the Birregurra project is recommended, other candidates for footpaths in Colac and Apollo Bay have been identified as alternatives should Council determine to take a different approach.

3. RECOMMENDATION

That Council

1. ***Notes the options assessed for new footpath construction under the 2026-27 Footpath Upgrade Program.***
2. ***Endorses the construction of a new footpath in Strachan Street, Birregurra between Bowden Street and Skenes Street funded by the 2026-27 program.***
3. ***Notes that the Strachan Street project would advance a priority project identified in the Birregurra Structure Plan adopted by Council in 2025 and support requests made by several submitters during preparation of the 2026-27 budget.***

4. KEY INFORMATION

Funding for Footpath Expansion

Council has funded $250,000 in the 2026-27 budget for extension of the existing footpath network (referred to as the Footpath Upgrade Program). Council needs to determine which footpath connections will be funded through the program.

Strategic Basis for Decision Making

Council reviewed and endorsed the footpath strategies for Colac and Apollo Bay in 2025. This review updated the list of future footpath connections and listed them in order of priority, with updated cost estimates. This provides a solid basis for Council to select candidates for funding in these towns. See Figures 1 and 2 below which documents the Priority 1 projects in each town:

Footpath Gap Analysis - Recommended Footpath Capital Works Program for Colac Township							
Asset Attributes							Cost Estimates
SL.No	Priority	Road Name	From Street	To Street	Locality	Length (m)	Estimated Cost 2025-26
1	1	Ballagh Street	Main Street	Hart Street	Colac	395	$ 195,525
2	1	Howarth Street	Harris Road	Hart Street	Colac	620	$ 306,900
3	1	Harris Road	Main Street	Spring Street	Colac	700	$ 346,500
4	1	Harris Road	Scanlan Drive	End of Court Bowl	Colac	455	$ 225,225
5	1	Spring Street	Property - 28 Spring Street	Property - 38 Spring Street	Colac	105	$ 51,975
6	1	Armstrong Street	Pound Road	Irrewillipe Road	Colac	810	$ 400,950
							$ 1,527,075

Figure 1: Priority footpath connections for Colac

Footpath Gap Analysis - Recommended Footpath Capital Works Program for Apollo Bay Township							
Asset Attributes							Cost Estimates
SL.No	Priority	Road Name	From Street	To Street	Locality	Length (m)	Estimated Cost 2025-26
1	1	Murray Street	McLachlan Street	Murray Sqaure	Apollo Bay	180	$ 89,100
2	1	Ramsden Avenue	Pengilley Avenue	12 Ramsden Avenue	Apollo Bay	90	$ 44,550
3	1	Nelson Street	McLachlan Street	Pascoe Street	Apollo Bay	455	$ 225,225
4	1	Marriners Lookout Road	9 Marriners Lookout Road	Great Ocean Road	Apollo Bay	245	$ 121,275
5	1	Joyce Street	Casino Avenue	Great Ocean Road	Apollo Bay	85	$ 42,075
6	1	Noel Street	McLachlan Street	Cartwright Street	Apollo Bay	530	$ 262,350
7	1	Noel Street	Cartwright Street	Trafalgar Street	Apollo Bay	340	$ 168,300
8	1	Milford Street	Casino Avenue	Great Ocean Road	Apollo Bay	82	$ 40,590
							$ 993,465

Figure 2: Priority footpath connections for Apollo Bay

There are also a range of other Council strategies that identify future footpath connections and gaps in the existing network, with consideration given to important destinations such as schools, kindergartens, hospitals, community halls and recreational facilities. These include structure plans for towns such as Birregurra, Forrest and the coastal towns. A new Structure Plan was prepared for Birregurra in 2025 which identified a number of footpath priorities.

Recent Footpath Extension Projects

Over the past few years, Council has delivered a number of footpath projects in both Colac and Apollo Bay. These include:

- Ballagh Street, between Main Road and Sinclair Street, Colac
- Pound Road, Colac (from the Pound Road/Queen Street intersection to the kindergarten entrance).
- Armstrong Street, from Elsinore Street to 103 Armstrong Street, Colac
- Ramsden Avenue, from Pengelly Avenue to 13 Ramsden Avenue, Apollo Bay (constructed with upgrade to the road)
- Nelson Street, between Pascoe Street and Diana Street, Apollo Bay (currently in progress)
- Great Ocean Road, between Pisces Caravan Park and Cawood Street, Apollo Bay

Options for Funding

Council has the option of selecting one project for funding in 2026-27, or multiple shorter sections in different towns (eg in 2025-26 funded one project in Apollo Bay and one in Colac). The following is an assessment of the different options:

Colac and Apollo Bay

If Council was to endorse construction of footpaths in Colac and/or Apollo Bay, the recommended projects would be:

- **Nelson Street in Apollo Bay** – this connection between Diana and McLachlan is listed as a Priority 1 path and would improve pedestrian connectivity between existing residential areas and key amenities along the Great Ocean Road. The project is

costed at $85,000 for the full length of 235m. The section between Diana Street and Pascoe Street was funded in 2025-26 and is in the delivery phase. The McLachlan Street section would complete this east-west connection.

- **Armstrong Street in Colac** – this connection between Pound Road and Irrewillipe Road is listed as a Priority 1 path and would connect urban growth areas in Elliminyt with schools and community infrastructure to the north.

  The full 810m path has an estimated construction cost of $294,000. However, a 690m section between Pound Road and 256 Armstrong Street could be delivered within the available $250,000 project budget. Alternatively, should Council prioritise the Nelson Street project, a 490m section of Armstrong Street between Pound Road and Aireys Street could be constructed within the allocated budget.

Submissions were received in the budget process earlier in 2026 for construction of a new path on Cartwright Street, Apollo Bay however this connection was not identified in the Strategy review as a high priority compared to others.

Other Towns

Skenes Creek

Budget submissions were received this year requesting that Council fund a path alongside Old Coach Road, Skenes Creek. Whilst this could be a suitable future candidate it would require design and cost investigation and there are other priority candidates referred to above. The current review of the Apollo Bay Skenes Creek and Marengo Structure Plan will be an opportunity for the relative need of this path to be confirmed. The plan will be finalised early in 2027.

Birregurra

A footpath connection in Birregurra has been identified in the recently developed Birregurra Structure Plan (Figure 3) as a priority.

Council has received increasing community feedback in recent years (including through the 2026-27 budget process) regarding the need for improved footpath connectivity within Birregurra. Birregurra has a growing number of older residents and retirees who have consistently advocated for improved footpath connections to enable greater participation in active transport and support health and wellbeing. Although Birregurra was not included in the 2025 Footpath Strategy review for Colac and Apollo Bay, the adopted Birregurra Structure Plan identifies several gaps in the township's pedestrian network and highlights priority active transport initiatives, including the provision of a footpath along Strachan Street. In the absence of a specific footpath Strategy for Birregurra, the Structure Plan provides a sound strategic basis for identifying and prioritising footpath investment within the township.

Council could deliver approximately 795 metres of new footpath along Strachan Street between Bowden Street and Skene Street, at an estimated cost of $250,000. Strachan Street is a key collector road linking residential areas north and south of the township with the town centre, community facilities and Birregurra Primary School. The project would address a significant gap in the pedestrian network and support safer, more accessible and connected travel for residents.

Recommended Approach

Given the strategic importance of the route, its alignment with the Birregurra Structure Plan, and the strong and consistent community support for improved pedestrian access, officers consider the Strachan Street footpath to be a suitable candidate for inclusion in the 2026-27 Footpath Upgrade Program. It would balance the investment that has been made in new paths in the major urban centres of Colac and Apollo Bay in recent years.

The estimated project cost of $250,000 is consistent with the approved budget allocation. Refer to the relevant extract from the Structure Plan below.

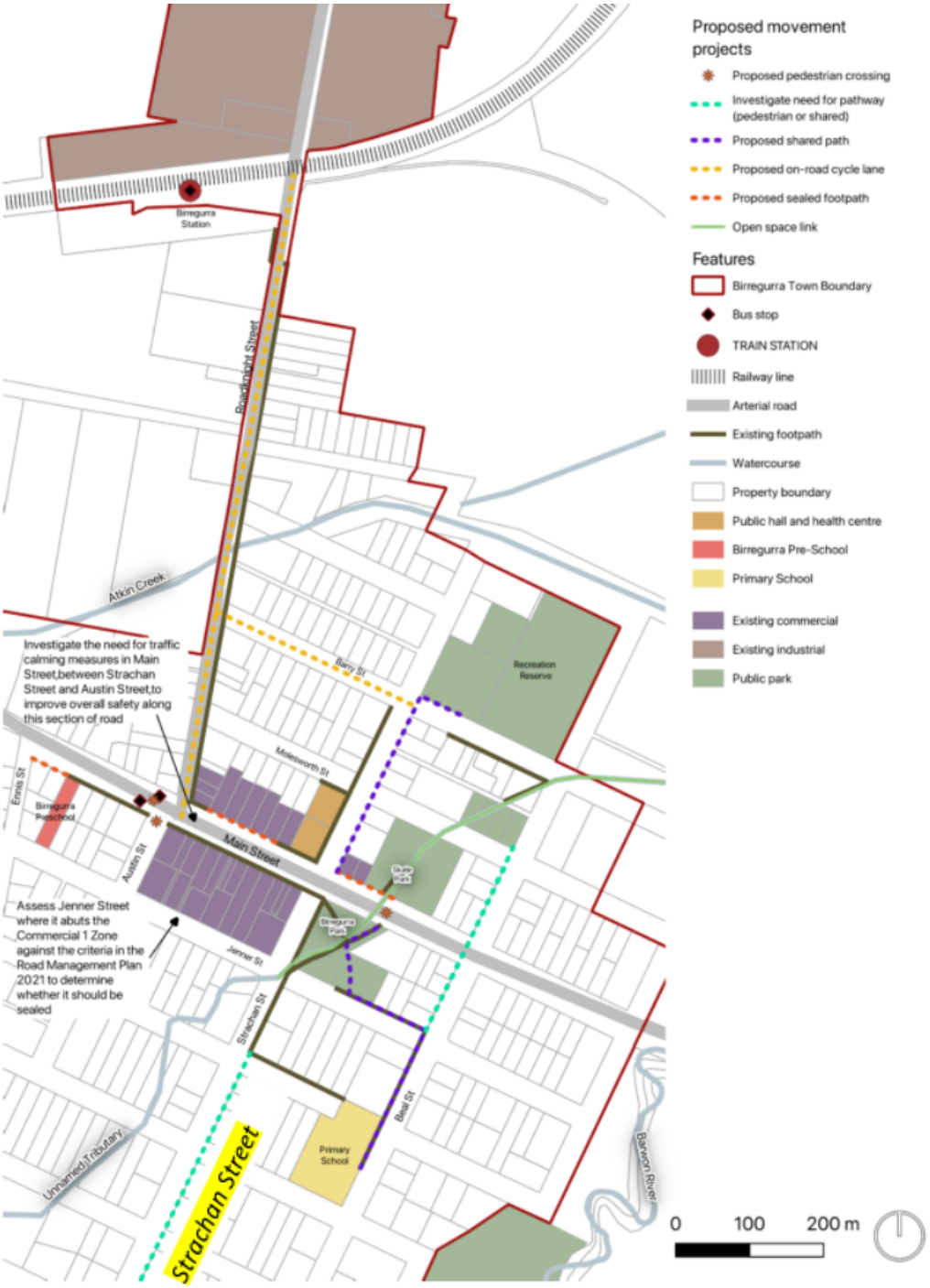


Figure 3: Proposed Active Transport projects for Birregurra

5. CONSIDERATIONS

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

The Footpath Upgrade Program is an investment that promotes active transport and enhances connectivity to essential services, including shopping centres, schools, hospitals, health and childcare facilities, and police stations. This report provides a strategic basis for decision making on projects to be funded using the budget allocation, guided by adopted policies and strategies.

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

New footpaths will be constructed to meet current standards relating to the function they serve under the Infrastructure Design Manual.

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

Construction of new footpath connections will contribute to environment sustainability by encouraging active transport and reducing carbon emissions.

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

Community members will be notified prior to commencement of works through letter drops to affected residents and Council's communication channels.

Public Transparency (s58 *LGA 2020)*

The consideration of new footpath candidates in an open Council meeting provides transparency to Council's allocation of funds for the annual footpath upgrade program.

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

The proposed footpath candidates are informed by Council endorsed strategic documents including the Birregurra Structure Plan and Review of Footpath Strategies for Colac and Apollo Bay.

Active transport is an important part of Council's infrastructure network, particularly as the community is encouraged by State and local policies to a more active lifestyle for health benefits.

Financial Management (s101 *Local Government Act 2020)*

Council allocated $250,000 for a Footpath Upgrade Program in the 2026-27 budget.

Service Performance (s106 *Local Government Act 2020)*

The Footpath Upgrade Program has been funded through Council's annual Capital Works Program and will be delivered within existing project delivery resources. The works will

marginally increase long term maintenance and result in a minor increase of annual depreciation.

Risk Assessment

Not Applicable.

Communication/Implementation

Council's decision will be promoted publicly following the Council meeting, highlighting Council's continued investment in new footpaths.

Human Rights Charter

Not Applicable.

Officer General or Material Interest

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

Options

Option 1 – Endorse the recommended footpath at Strachan Street, Birregurra
This option is recommended by officers for the reasons outlined in the report above. Council has constructed a number of new footpaths in Colac and Apollo Bay over recent years, and the Strachan Street link has been recently identified as a strategic link in the Birregurra Structure Plan. This connection was the subject of a number of submissions from the Birregurra community to the 2026-27 budget process.

Option 2 – Endorse different footpath options
This remains an option for Council if it determines not to allocate funds for the Birregurra project. The report details priorities for locations at Armstrong Street and Nelson Street in Apollo Bay and Colac respectively which have been identified in the 2025 Footpath Strategy Review. This option is not recommended by officers given the community benefit of the Strachan Street connection and investment that has occurred in Colac and Apollo Bay over recent years.

Option 3 – Do not endorse any projects for funding
This option is not recommended by officers given that Council adopted its budget in June for the 2026-27 year, allocating funds for footpath construction. A Council decision is required for the allocation of funds to a particular project for transparency to the community.

Item: 7.5

S6 Instrument of Delegation - Council to Members of Council Staff - Biannual Update

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Maddocks - July Updates - S6 Instrument of Delegation - Members of Staff Updates [**7.5.1** - 26 pages] 2. For Council Resolution - S6 Instrument of Delegation - Members of Staff [**7.5.2** - 142 pages]

1. PURPOSE

To present an updated S6 Instrument of Delegation from Council to Members of Staff (S6 Instrument) for each of the relevant Acts and Regulations due to the biannual update to legislation as advised by Maddocks legal services.

2. EXECUTIVE SUMMARY

There are several Acts and Regulations where Council has express powers of delegation, and delegation of those powers, duties, and functions, subject to the limitations and conditions contained in the Instrument of Delegation, must be directly to staff and cannot be sub-delegated through the Chief Executive Officer.

Maddocks Lawyers (Maddocks) provides a bi-annual update to any legislation changes that may affect items that are delegated from Council to members of staff. These regular updates are provided in January and July of each year.

3. RECOMMENDATION

That Council:

1. ***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.***
2. ***Authorises the Chief Executive Officer to execute the S6 Instrument of Delegation.***
3. ***Authorises the use of the common seal in accordance with Colac Otway Shire's Governance Local Law No 4 – 2020.***
4. ***Approves the S6 Instrument of Delegation to come into force immediately upon execution.***
5. ***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 16 June 2025) is revoked.***
6. ***Notes the duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that may from time to time be adopted.***

4. KEY INFORMATION

Councils have been given many powers, duties, and functions under multiple pieces of legislation which are essential in fulfilling the wide-ranging responsibilities of Local Government. Council must regularly update its Instruments of Delegation to enable enforcement of the statutory powers and responsibilities required within legislation and confer these duties to the relevant staff.

The organisation generally undertakes a review of delegations on a 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 most recent updates relate to new provisions under the *Food Act 1984*, *Planning and Environment Act 1987, Road Management Act 2004 and Road Management (General) Regulations 2026.* There are also changed provisions under the *Food Act 1984, Planning and Environment Act 1987* and *Planning and Environment Interim Regulations 2026.*

The Development Engineer is proposed to be added to two existing provisions under the *Road Management Act 2004*. This role sits within the Assets and Engineering Department as part of the Infrastructure Development team. Adding this role will support the management of works within the road reserve and the build within easement application process.

The new and changed provisions and recommended delegations are provided at **Attachment 1.**

The proposed updated *S6 Instrument of Delegation – Council to Members of Staff* is provided at **Attachment 2**, and changes proposed have been highlighted in yellow.

5. CONSIDERATIONS

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

Council decisions are to be made, and actions taken in accordance with the relevant law.

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

Not applicable.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 *LGA 2020)*

The S6 Instrument of Delegation is made publicly available on Council's website.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:
Theme 2 - PEOPLE
3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 *Local Government Act 2020)*

The cost for annual subscription to both Maddocks and RelianSys services has been included in Council's annual budget considerations.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

Maintaining the currency of delegations in our complex legal and legislative environment is challenging to ensure legislative compliance with over 90 different pieces of legislation. The subscribed services provided by Maddocks and RelianSys reduce the resource requirement and the risk of non-compliance for Council. This service provides updates on legislative changes and therefore Council updates the delegations on a half yearly basis or more often, where required.

Communication/Implementation

On completion of all updates, Council officers will be sent updated copies of the delegations assigned to their role and the updated Instrument will be uploaded to Council's website.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the updated S6 Instrument of Delegation

This option is recommended by officers in order to align the Instrument with the requirements of the Act and confer these duties to the relevant officers enabling enforcement of the statutory powers and responsibilities required within legislation.

Option 2 – Not adopt the updated S6 Instrument of Delegation

This option is not recommended by officers as it will render officers unable to carry out enforcement of the statutory powers and responsibilities required within legislation and impact the delivery of important ongoing services.

COLAC OTWAY SHIRE

RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

AUGUST 2026

Colac Otway Shire

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850474	Food Act 1984	s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	Manager Healthy Communities, Coordinator Environmental Health and HPO (all Environmental Health Officers)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
850475	Planning and Environment Act 1987	s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	Chief Executive Officer, General Manager Community Economy and Manager Planning and Building	
850476	Planning and Environment Act 1987	s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component	Chief Executive Officer, General Manager Community Economy and Manager Planning and Building	

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850477	Planning and Environment Act 1987	s 46GJ(2A)(a)	Power to specify infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy	Chief Executive Officer, General Manager Community and Economy, General Manager Infrastructure and Environment, Manager Planning and Building, Manager Community Places and Manager Assets and Engineering	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
850478	Planning and Environment Act 1987	s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	Chief Executive Officer, General Manager Community and Economy, General Manager Infrastructure and Environment, Manager Planning and Building, Manager Community Places and Manager Assets and Engineering	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850479	Planning and Environment Act 1987	s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	Chief Executive Officer, General Manager Community and Economy, General Manager Infrastructure and Environment, Manager Planning and Building, Manager Community Places, Manager Financial Services, Coordinator Strategic Planning and Manager Assets and Engineering	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
850480	Planning and Environment Act 1987	s 126B	Power to commence criminal proceedings	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850481	Planning and Environment Act 1987	s 132B	Power to make application for specific orders	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850482	Planning and Environment Act 1987	s 132C	Power to make application for adverse publicity orders	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850483	Planning and Environment Act 1987	s 132D	Power to apply for commercial benefits orders	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850484	Planning and Environment Act 1987	s 132E	Power to apply for supervisory intervention orders	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850485	Planning and Environment Act 1987	s 132G	Power to apply for industry exclusion orders	Chief Executive Officer, General Manager Community and Economy and Manager Planning and Building	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850486	Planning and Environment Act 1987	s 132J	Power to apply for contravention orders	Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building and Senior Planning Compliance Officer	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850487	Planning and Environment Act 1987	s 133A	Power for an authorised person to be assisted by a relevant expert	Planning Officers, Senior Statutory Planners, Manager Planning and Building, Senior Planning Compliance Officer, Coordinator Statutory Planning, Coordinator Strategic Planning, Strategic Planner, HPO (Environmental Health Officers) Compliance Officers, Coordinator Environment Sustainability, Senior Environment and Sustainability Officer, Manager Sustainable Environments	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850488	Planning and Environment Act 1987	s 134A	Power for immediate entry of land	Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building, Manager Sustainable	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Environments, Coordinator Environment and Sustainability, Coordinator Environmental Health, HPO (Environmental Health Officers) and Coordinator Statutory Planning	
850489	Planning and Environment Act 1987	s 147A	Power to issue an identity card to each authorised officer	Manager People and Culture and Executive Officer Governance	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850490	Road Management Act 2004	sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	Manager Assets and Engineering, Coordinator Asset Management and Coordinator Infrastructure Development	Where Council is the coordinating road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850491	Road Management Act 2004	sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	Manager Assets and Engineering, Coordinator Asset Management and Coordinator Infrastructure Development	Where Council is the coordinating road authority
850492	Road Management (General) Regulations 2026	r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	Manager Assets and Engineering, Coordinator Asset Management and Coordinator Infrastructure Development	Where Council is the road authority
850493	Road Management (General) Regulations 2026	r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	Manager Assets and Engineering, Coordinator Asset Management and Coordinator Infrastructure Development	Where Council is the coordinating road authority Must consider the matters in r 23(4)

Colac Otway Shire

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
285826	Food Act 1984	s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
285827	Food Act 1984	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	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
285828	Food Act 1984	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	Coordinator Environmental	If s 19(1) applies

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	Only in relation to temporary food premises or mobile food premises
285829	Food Act 1984	s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
285830	Food Act 1984	s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				(Environmental Health Officers)	
285841	Food Act 1984	s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	Where Council is the registration authority
285842	Food Act 1984	s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	Where Council is the registration authority
285843	Food Act 1984	s 19W(3)(b)	Power to direct a proprietor of a particular 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	Coordinator Environmental Health, Health	Where Council is the registration authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	
594857	Food Act 1984	s 39A(6)	Duty to comply with a direction of SafeFood Victoria under s 39A(4)	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental Health Officers)	
594859	Food Act 1984	s 40E(4)	Duty to comply with direction of SafeFood Victoria under s 40E(1)	Coordinator Environmental Health, Health Protection Support Officer and Onsite Waste Water Officer, HPO (Environmental	

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Health Officers)	
286352	Planning and Environment Act 1987	s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	Manager Financial Services, Chief Executive Officer, General Manager Corporate Services, General Manager Community and Economy, Manager Planning and Building and Coordinator Strategic Planning	
286375	Planning and Environment Act 1987	s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	Manager Financial Services, Coordinator Strategic Planning, Chief Executive	Where Council is the collecting agency under an approved infrastructure contributions plan

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Officer, General Manager Corporate Services, General Manager Community and Economy and Manager Planning and Building	This duty does not apply where Council is that planning authority
286376	Planning and Environment Act 1987	s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency	Manager Financial Services, , Coordinator Strategic Planning, Chief Executive Officer, General Manager Corporate Services, General Manager Community and Economy and Manager Planning and	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Building	
286384	Planning and Environment Act 1987	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), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	Manager Financial Services, Coordinator Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, General Manager Corporate Services, General Manager Community and Economy and Manager Planning and Building	Where Council is the development agency under an approved infrastructure contributions plan
285970	Planning and Environment Act 1987	s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Coordinator Statutory Planning, Coordinator	Note: The scope of approved infrastructure contributions plans

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Strategic Planning, Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building and Senior Statutory Planners, Planning Officers	has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
286235	Planning and Environment Interim Regulations 2026	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	Coordinator Statutory Planning, Coordinator Strategic Planning, General Manager Community and Economy and Manager Planning and Building	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. Note: the Planning and

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
286236	Planning and Environment Interim Regulations 2026	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	Coordinator Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building, Senior Statutory Planners and Planning Officers	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
286284	Planning and Environment Interim Regulations 2026	r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Coordinator Planning and Building Administration, Coordinator Statutory Planning, Coordinator Strategic Planning, Customer and Communications Digital Partner, Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building, Customer Service Officers, Planning Administration, Planning Officers and Senior Statutory Planners	Where Council is the responsible authority Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
286285	Planning and Environment Interim Regulations 2026	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	Coordinator Planning and Building Administration, Coordinator Statutory Planning, Coordinator Strategic Planning, Customer and Communications Digital Partner, Chief Executive Officer, General Manager Community Economy, Manager Planning and Building, Customer Service Officers, Planning Administration, Senior Statutory Planners and Planning Officers	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
286237	Planning and Environment Interim Regulations 2026	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	Coordinator Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, General Manager Community and Economy, Manager Planning and Building	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. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
286263	Road Management (General)	r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	General Manager Infrastructure	Where Council is the road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Regulations 2026			and Environment, Manager Assets and Engineering	
286264	Road Management (General) Regulations 2026	r 9(2)	Duty to produce written report of review of road management plan and make report available	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the road authority
286342	Road Management (General) Regulations 2026	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)	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the road authority
286265	Road Management (General) Regulations 2026	r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Road Management Act 2024	General Manager Infrastructure and Environment, Manager Assets	Where Council is the road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				and Engineering	
286343	Road Management (General) Regulations 2026	r 13(1)	Duty to publish notice of amendments to road management plan	General Manager Infrastructure and Environment, Manager Assets and Engineering	where Council is the road authority
286266	Road Management (General) Regulations 2026	r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the road authority
286267	Road Management (General) Regulations 2026	r 16(6)	Power to issue permit	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the coordinating road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
286268	Road Management (General) Regulations 2026	r 18(1)	Power to give written consent re damage to road	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the coordinating road authority
286344	Road Management (General) Regulations 2026	r 23(3)	Power to charge a fee for application made under r23(1)	General Manager Infrastructure and Environment, Manager Assets and Engineering	Where Council is the coordinating road authority
286270	Road Management (General) Regulations 2026	r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road	General Manager Infrastructure and Environment, Manager Services and Operations and Manager Assets and Engineering	Where Council is the appropriate road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
286271	Road Management (General) Regulations 2026	r 25(2)	Power to sell or dispose of things removed from road under 25 (after first complying with regulation 25(3))	General Manager Infrastructure and Environment	Where Council is the appropriate road authority
286272	Road Management (General) Regulations 2026	r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	General Manager Infrastructure and Environment	Where Council is the appropriate road authority
286340	Road Management (Works and Infrastructure) Regulations 2026	r 16	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	General Manager Infrastructure and Environment	Where Council is the coordinating road authority and where consent given under clause16(5) of Schedule 7 to the Road Management Act 2004
286341	Road Management (Works and	r 24(2)	Power to waive whole or part of fee in certain circumstances	General Manager Infrastructure	Where Council is the coordinating road authority

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Infrastructure) Regulations 2026			and Environment	

COLAC OTWAY SHIRE

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

22 SEPTEMBER 2026

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 resolution of Council passed on 22 September 2026; and

3.2 the delegation:

3.2.1 comes into force immediately when the Chief Executive Officer executes this Instrument

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: **Andrew Tenni**

……..

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 Interim Regulations 2026
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2026
- Road Management (Works and Infrastructure) Regulations 2026

Positions

Abbreviation	Position
CEO	Chief Executive Officer
CAM	Coordinator Asset Management
CEM	Coordinator Emergency Management
CES	Coordinator Environment and Sustainability
CEH	Coordinator Environmental Health
CID	Coordinator Infrastructure Development
CLLCS	Coordinator Local Laws
CPBA	Coordinator Planning and Building Administration
CPD	Coordinator Project Management - Infrastructure
CRS	Coordinator Revenue Services

Abbreviation	Position
CSP	Coordinator Statutory Planning
CSPP	Coordinator Strategic Planning
CCDP	Customer and Communications Digital Partner
EOG	Executive Officer Governance
DE	Development Engineer
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
MBLC	Manager Bluewater Leisure Centre
MCP	Manager Community Places
MFS	Manager Financial Services
MHC	Manager Healthy Communities
MPC	Manager People and Culture
MPB	Manager Planning and Building
MSO	Manager Services and Operations

Abbreviation	Position
MSE	Manager Sustainable Environments
N/A	Not Applicable
OWWO	Onsite Waste Water Officer
PCofC	Planning Committee of Council
SESO	Senior Environment and Sustainability Officer
SCO	Senior Planning Compliance Officer
SSP1	Senior Statutory Planner 1
SSP2	Senior Statutory Planner 2
SP6	Statutory Planner 6
SP3	Statutory Planners 3
SP4	Statutory Planners 4
SP5	Statutory Planners 5
SP	Strategic Planner
SP7	Strategic Planner 2

Colac Otway Shire

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, LLR5
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
SSP	Senior Statutory Planners	SSP2, SSP1

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	CEH, OWWO, HPO	
r 10	Function of receiving application for registration	CEH, OWWO, HPO, HPSO	
r 11	Function of receiving application for renewal of registration	CEH, OWWO, HPO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, OWWO, HPO, HPSO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEH, OWWO, HPO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, OWWO, HPO, HPSO	

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	CEH, OWWO, HPO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEH, OWWO, HPO	
r 12(4) & (5)	Duty to issue certificate of registration	CEH, OWWO, HPO, HPSO	
r 14(1)	Function of receiving notice of transfer of ownership.	CEH, OWWO, HPO, HPSO	
r 14(3)	Power to determine where notice of transfer is displayed	CEH, OWWO, HPO, HPSO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEH, OWWO, HPO, HPSO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEH, OWWO,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		HPO, HPSO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEH, CEO, MHC	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH, OWWO, HPO	
r 17	Duty to keep register of caravan parks	CEH, OWWO, HPO, 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	CEH, OWWO, HPO, HPSO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEH, OWWO, HPO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, OWWO, HPO, HPSO	

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	CEH, OWWO, HPO, HPSO	
r 24(2)	Power to consult with relevant floodplain management authority	CEH, OWWO, HPO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CEH, OWWO, HPO, HPSO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEH, OWWO, HPO, HPSO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEH, OWWO, HPO, HPSO	
r 39(3)	Function of receiving installation certificate	CEH, OWWO, HPO, HPSO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone	CEH, OWWO,	

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	HPO, 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	CEH, OWWO, HPO, 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

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	CEH, OWWO, HPO, HPSO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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	CEH, OWWO, HPO, HPSO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	CEH, HPO, MHC	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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	CEH, OWWO, HPO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (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	CEH, OWWO, HPO, HPSO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEH, OWWO, HPO, HPSO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
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	CEH, OWWO, HPO, HPSO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19CB(4)(b)	Power to request copy of records	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEH, OWWO,	Where Council is the registration authority

		HPO, HPSO	
s 19EA(3)	Function of receiving copy of revised food safety program	CEH, OWWO, HPO, 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	CEH, OWWO, HPO, 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)	CEH, OWWO, HPO, 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)	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEH, OWWO, HPO, HPSO	Where Council is the registration authority

s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEH, OWWO, HPO	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	CEH, OWWO, HPO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEH, OWWO, HPO, HPSO	Where Council is the registration authority

s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEH, OWWO, HPO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH, OWWO, HPO, HPSO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a particular 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	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
	Power to register or renew the registration of a food premises	CEH, OWWO,	Where Council is the registration authority

		HPO, HPSO	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	CEH, HPO	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	CEH, OWWO, HPO, 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)	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEH, OWWO, HPO, HPSO	Where Council is the registration authority

s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEH, OWWO, HPO, HPSO	Where Council is the registration authority

s 38E(2)	Power to register the food premises on a conditional basis	CEH, OWWO, HPO, HPSO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEH, OWWO, HPO, 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	CEH, HPO	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	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEH, HPO	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	CEH, OWWO, HPO, HPSO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEH, OWWO, HPO, 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 Safe Food Victoria under s 39A(4)	CEH, OWWO, HPO, HPSO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEH, OWWO, HPO	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	CEH, OWWO, HPO, HPSO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, OWWO, HPO, 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(4)	Duty to comply with direction of Safe Food Victoria under s 40E(1)	CEH, OWWO, HPO, 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	CEH, OWWO, HPO, 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	CEH, OWWO, HPO, HPSO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH, OWWO, HPO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

s 45AC	Power to bring proceedings	CEH, HPO	
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	CEH, OWWO, HPO	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

Local Government Act 1989			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**

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	

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	

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	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.	N/A	Not delegated, Council retains power
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.	MPB	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	MPB	

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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.		
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	

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

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,	

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: - 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	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N). Not delegated, Council retains power
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,	

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	

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,	

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,	

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

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

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 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	CEO, GMCE, MPB	
s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities	CEO, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	referred to in s 46GG(1), where the plan does not include a land component		
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	MFS, CEO, GMCS, GMCE, MPB	
s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy	CEO, GMCE, GMIE, MPB , MAES, MCP	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	CEO, GMCE, GMIE, MPB , MAES, MCP	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	MFS, CSPP, CEO, GMCE, GMIE, MPB , MAES, MCP	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MPB	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the 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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MFS, CEO, GMCS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	MFS, CEO, GMCS	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a 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	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	Power to specify the manner in which the payment is to be made		
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance 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	CSP, CSPP,	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, GMCE, MPB	
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MFS, CSP, CSPP, CEO, GMCS, GMCE, GMIE, MPB	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in 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,	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MPB	
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency	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	MFS, CSP, CSPP, CEO, GMCS, GMCE,	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	for those works, services or facilities	MPB	This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
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	MFS, CSP,	Where Council is the collecting agency under an approved

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CSPP, CEO, GMCS, GMCE, MPB	infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the 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	MFS, CSP, CSPP, CEO, GMCS, GMCE,	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	46GW	MPB	
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 infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZA(1)	Duty to keep proper and separate accounts and records	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is a development agency under an approved infrastructure contributions plan
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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			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), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE,	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MPB	
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	MFS, CSP, CSPP, CEO, GMCS, GMCE, MPB	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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
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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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	
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'

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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
s 46QC	Power to recover any amount of levy payable under Part 3B	MFS, CSP, CSPP, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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 date for payment or production, and the effect of non-compliance set out in section 48B(1).	MPB	Where Council is the responsible authority

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
s 50(5)	Power to refuse to amend application	PLO, CSP, CSPP, CEO,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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 planning scheme	PLO, CPBA, CSP, CSPP, CEO, GMCE,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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 restrictive covenant	CPBA, CSP, CSPP, CEO, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning	PA, PLO, CPBA, CSP, CSPP,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	scheme	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	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	PA, PLO, CPBA, CSP, CSPP,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 57C(1)	Duty to give copy of amended application to referral authority	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	Save where the proposed use and/or development: • 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.

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			• Or if the application seeks approval for works which had commenced under a lawful planning permit, where: • 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: - 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, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 Save where the proposed use and/or development: • 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: • 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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			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: - 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 Save where the application may have an affect on the broader community. The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.
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,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 62(1)	Duty to include certain conditions in deciding to grant a permit	PLO, CSP, CSPP, CEO, GMCE, MPB	Save where the proposed use and/or development: • 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: • 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: - to use or develop land for a dwelling (except where a determining referral authority under the planning scheme has recommended refusal of the application).

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			- for the subdivision of land to excise an existing dwelling
s 62(2)	Power to include other conditions	PLO, CSP, CSPP, CEO, GMCE, MPB	Save where the proposed use and/or development: • 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: • 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:

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			- 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, SSP, CSP, CSPP, CEO, GMCE, MPB	Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.

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	Save where the proposed use and/or development: • 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: • 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: - 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

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	

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

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

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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			permit and: 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,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		CSP, CSPP, CEO, GMCE, 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	

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,	

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	Save where the proposed use and/or development: • 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: • 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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			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: - 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	

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	

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	

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	The request to prepare the amendment must be made under section 16A. 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.

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	Save where the proposed use and/or development: • 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: • the works had not been completed prior to the expiry of the permit; and • the officer recommendation is for refusal, unless

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			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: - 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	

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,	

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	

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	

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	

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	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out	CEO, CLLCS,	Except Crown Land

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	work under s 123(1)	GMCE, MPB	
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 126B	Power to commence criminal proceedings	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
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 132B	Power to make application for specific orders	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 132C	Power to make application for adverse publicity orders	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132D	Power to apply for commercial benefits orders	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132E	Power to apply for supervisory intervention orders	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132G	Power to apply for industry exclusion orders	CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132J	Power to apply for contravention orders	SCO, CEO, GMCE, MPB	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 133A	Power for an authorised person to be assisted by a relevant expert	CO, HPO, PLO, SSP, SP, SCO, CSP, CES, CSPP, SESO,	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MPB , MSE	
s 134A	Power for immediate entry of land	CEH, HPO, CSP, CES, MBLC, CEO, GMCE, MPB , MSE	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 147A	Power to issue an identity card to each authorised officer	MPC, EOG	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 149A(1)	Power to refer a matter to the VCAT for determination	CO, CSP, CSPP, CEO, CLLCS, GMCE, MPB	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CO, CSP, CSPP, CEO, CLLCS, GMCE, MPB	
s 149B	Power to apply to the Tribunal for a declaration.	CEO, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSP, CSPP, CEO, GMCE, MPB	Where Council is the relevant planning authority
s 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	
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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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	PLO, CSP,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	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	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	
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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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, 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,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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	
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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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
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

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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	PLO, CSP, CSPP, CEO, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	withdrawn		
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	
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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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 made for the review of its failure to end or amend the agreement	PLO, CSP, CSPP, CEO, GMCE, MPB	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	PLO, CSP, CSPP, CEO, GMCE, MPB	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	PA, SP3, SP, SP4, SP5, CPBA, SSP2, CSP, CSPP, SSP1, SP6, MPB , SP7,SSP 3	
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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			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 Council	CO, PLO, CSP, CSPP, CEO, 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	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
-	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	
-	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	PLO, CSP, CSPP, CEO,	

Planning and Environment Act 1987			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	of a planning scheme	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	

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	CEH, MHC	

Residential Tenancies Act 1997			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	that the plan does not comply with the requirements		
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	
s 526A(3)	Function of receiving report of inspection	MFS, CLLCS, CRS,	

Residential Tenancies Act 1997			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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	
s 11(9)(b)	Duty to advise Registrar	GMCS, CRS, GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	GMIE, MAES	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
s 15(2)	Duty to include details of arrangement in public roads register	GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 16(7)	Power to enter into an arrangement under s 15	GMIE, MAES	
s 16(8)	Duty to enter details of determination in public roads register	GMIE, MAES	
s 17(2)	Duty to register public road in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	GMIE, MAES	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	GMIE, MAES	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	GMIE, MAES	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	GMIE, MAES	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
s 22(5)	Duty to give effect to a direction under s 22	GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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

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 guidelines under s 48M	GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
s 54(6)	Power to amend road management plan	GMIE, MAES	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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, DE	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
s 64(1)	Duty to comply with cl 13 of sch 7	MSO, CLLCS, GMIE, MAES,	Where Council is the infrastructure manager or

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MHC	works manager
s 66(1)	Power to consent to structure etc	CO, MSO, CLLCS, GMIE, MAES, MHC, DE	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
s 71(3)	Power to appoint an authorised officer	MSO, CLLCS,	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		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, MHC	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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, MHC	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
sch 2 cl	Power to make a decision in respect of controlled access roads	CLLCS, GMIE,	

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
2(1)		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 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	MSO, CLLCS, GMIE, MAES,	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		MHC	
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 cla 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

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

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(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	CAM, MAES, CID	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	CAM, CID, MAES	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
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	Power to refuse to give consent and duty to give reasons for refusal	MSO, CLLCS,	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
17(2)		GMIE, MAES, MHC	
sch 7 cl18(1)	Power to enter into an agreement	MSO, CLLCS, GMIE, MAES, MHC	Where Council is the coordinating road authority
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

Road Management Act 2004			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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
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	
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)	N/A	

Cemeteries and Crematoria Regulations 2025			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	and (b)		
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	

Cemeteries and Crematoria Regulations 2025			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
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	
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 internment and memorials	N/A	

Cemeteries and Crematoria Regulations 2025			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	N/A	
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 Interim Regulations 2026			
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. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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, SSP, CSP, CSPP, CEO, GMCE, MPB	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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, SSP, CPBA, CSP, CSPP, CCDP,	Where Council is the responsible authority Note: the Planning and Environment Interim

Planning and Environment Interim Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		CEO, GMCE, MPB	Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
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, SSP, CPBA, CSP, CSPP, CCDP, CEO, GMCE, MPB	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CSP, CSPP, CEO, GMCE, MPB	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment Interim Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
			Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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	

Road Management (General) Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	GMIE, MAES	Where Council is the road authority
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMIE, MAES	Where Council is the road authority
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 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 Road Management Act 2024	GMIE, MAES	Where Council is the road authority
r 13(1)	Duty to publish notice of amendments to road management plan	GMIE, MAES	where Council is the road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	GMIE, MAES	Where Council is the road authority

Road Management (General) Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 16(6)	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 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	CAM, CID, MAES	Where Council is the road authority
r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	CAM, CID, MAES	Where Council is the coordinating road authority Must consider the matters in r 23(4)
r 23(3)	Power to charge a fee for application made under r 23(1)	GMIE, MAES	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on	MSO, GMIE,	Where Council is the appropriate road

Road Management (General) Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	road or part of a road	MAES	authority
r 25(2)	Power to sell or dispose of things removed from road under r 25 (after first complying with regulation 25(3))	GMIE	Where Council is the appropriate road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	GMIE	Where Council is the appropriate road authority

Road Management (Works and Infrastructure) Regulations 2026			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
r 16	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 clause16(5) of Schedule 7 to the Road Management Act 2004
r 24(2)	Power to waive whole or part of fee in certain circumstances	GMIE	Where Council is the coordinating road authority

Colac Otway Shire

Colac Otway
SHIRE

Item: 7.6

Governance Report - Monthly

OFFICER	Matilda Hardy-Smith / Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Informal Meeting of Councillors - Pre Council Meeting Preparation - 25 August 2026 [**7.6.1** - 3 pages] 2. Informal Meeting of Councillors - 1 September 2026 Councillor Briefing [**7.6.2** - 2 pages] 3. Informal Meeting of Councillors - Councillor Briefing 8 September 2026 [**7.6.3** - 2 pages] 4. Informal Meeting of Councillors - Pre Planning Committee 8 September 2026 [**7.6.4** - 2 pages] 5. Informal Meeting of Councillors - Councillor Briefing 15 September 2026 [**7.6.5** - 2 pages]

1. PURPOSE

The purpose of this report is to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

2. EXECUTIVE SUMMARY

The Governance practices being reported on in this report are:

- Appointing and revocation of members to the Irrewillipe Sports and Entertainment Complex Community Asset Committee, Pirron Yallock Recreation Reserve Community Asset Committee and the Cororooke Public Hall Community Asset Committee.
- Informal meetings of Councillors Records: 25 August 2026 to 15 September 2026

3. RECOMMENDATION

That Council:

1. ***Add membership for Dan Pekin to the Irrewillipe Sports and Entertainment Complex Community Asset Committee.***
2. ***Add membership for Luke Darcy to the Pirron Yallock Recreation Reserve Community Asset Committee.***
3. ***Revokes membership for Geoff Robinson to the Cororooke Public Hall Community Asset Committee and thanks him for his service to the committee.***
4. ***Notes the Informal Meeting of Councillors records for the period of 25 August 2026 to 15 September 2026.***

4. KEY INFORMATION

Council has introduced this monthly Governance Report, to provide Council with a clear and transparent overview of governance practices in alignment with the principles of public transparency and the requirements of the *Local Government Act 2020*.

Update to Community Asset Committees

Colac Otway Shire Council is currently supported by 20 Community Asset Committees (CACs), which have been appointed to manage a range of public halls, recreation reserves, and sporting facilities across the municipality.

In accordance with Section 65 of the *Local Government Act 2020*, Council is requested to approve changes to the membership of various Community Asset Committees (CAC). These changes include the revocation of existing memberships and the appointment of new members, ensuring continued community representation and effective local governance of Council-managed facilities.

For committee memberships appointed by Council resolution prior to 27 November 2024, revocation of membership must also occur via Council resolution. For appointments made since 27 November 2024, memberships are considered to cease upon the resignation of the member. However, the authority to appoint and revoke committee memberships may be delegated to the Chief Executive Officer to enable a more efficient and timely administrative process.

This report seeks for Council to add Dan Pekin to the Irrewillipe Sports and Entertainment Complex Community Asset Committee and Luke Darcy to the Pirron Yallock Recreation Reserve Community Asset Committee. This report also seeks to revoke membership for Geoff Robinson from the Cororooke Public Hall Community Asset 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 if Council or briefing Councillors*
- *Is attended by at eats on member of Council staff*
- *Is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.

The following Informal Meetings of Councillors have been held and are attached to this report.

Council Meeting Preparation	***25 August 2026***
Councillor Briefing	***1 September 2026***
Councillor Briefing	***8 September 2026***
Planning Committee Preparation	***8 September 2026***
Councillor Briefing	***15 September 2026***

5. CONSIDERATIONS

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

(i) the transparency of Council decisions, actions and information is to be ensured

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

Local Government Act 2020 (Vic).

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

Not applicable.

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

Not applicable.

Public Transparency (s58 *LGA 2020)*

Council information must be understandable and accessible to members of the municipal community and public awareness of the availability of Council information must be facilitated.

Alignment to Plans and Strategies

Alignment to Council Plan 2025-2029:
Theme 2 - PEOPLE
3.1 - Elevate the efficiency and effectiveness of our Council
3.2 - Make well-informed, transparent decisions for the betterment of the community through best-practice governance

Financial Management (s101 *Local Government Act 2020)*

Not applicable.

Service Performance (s106 *Local Government Act 2020)*

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

A letter will be sent to revoked CAC members thanking them for their service.

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 as it updates Community Asset Committee memberships, acknowledges outgoing members for their service, and notes the relevant Informal Meeting of Councillors records.

Option 2 – Not adopt the officers recommendation.
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

Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 25 August 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, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Heidi Taylor, Matilda Hardy-Smith, Blaithin Butler, Kanishka Gunasekara, Azam Mahmood (by videoconference)
External attendees:
Nil
Apologies:
Cr Hudgell
Absent:

Meeting Commenced at: 11.01am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Howard	General	Item: 7.1 - Project Budget Adjustments and Cash Reserve Transfers	Employed by Great Ocean Road Souvenir shop which is adjacent to outdoor furniture being removed. This report is recommending money to be allocated to this project.

Pre Council Meeting Preparation Meeting – 25 August 2026 (continued)		
Time	**Item**	**Attendees**
11.02am	Item: 5.1 - Joint Letter - Request for a reduction of speed on Princes Highway outside Colac Otway Caravan Park	Kanishka Gunasekara
11.08am	Item: 6.1 - PP67/2026-1 - 80 Forest Street South ELLIMINYT - Use and Development of Dwelling	Blaithin Butler
11.10am	Item: 7.1 - Project Budget Adjustments and Cash Reserve Transfers *Cr Howard declared a COI with this item and left the room at 11.10am. Returned at 11.19am when discussion had concluded.*	Heidi Taylor
11.19am	Item: 7.2 - Risk Management Framework - For Adoption	
11.19am	Item: 7.3 - Fraud and Corruption Control Framework - For Adoption	
11.20am	Item: 7.4 - Economic Development Framework - For Adoption	Heidi Taylor
11.24am	Item: 7.5 - Council Committees Policy - For Adoption	
11.24am	Item: 7.6 - Privacy Policy - For Adoption	
11.24am	Item: 7.7 - Road Upgrade Policy - For Adoption	Kanishka Gunasekara
11.24am	Item: 7.8 - Road Safety Strategy - For Adoption	Kanishka Gunasekara
11.28am	Item: 7.9 - Rating and Revenue Plan - Endorse for Public Exhibition	Azam Mahmood (videoconference)
11.28am	Item: 7.10 - Draft Community Engagement Policy - Endorse for Public Exhibition	

Pre Council Meeting Preparation Meeting – 25 August 2026 (continued)		
11.29am	Item: 7.11 - Governance Report – Monthly	
11.42am	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 1 September 2026

Time: 11.15am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Kanishka Gunasekara, Roslyn Snaauw, Archna Rani, Kevin Young, Leanne Haslem, Heidi Taylor, Morgan Eldridge
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 11.24am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 1.2 - PP118/2025-1 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre	Family member is an objector to the application.

Council Briefing Meeting – 1 September 2026 (continued)		
Time	**Item**	**Attendees**
11.25am	Item 1.1 - Pascoe Steet Carpark Management Update	Kanishka Gunasekara
11.44am	Item 1.2 - PP118/2025-1 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre *Cr Schram declared a COI and left the room at 11.44am, returned at 11.56am when discussion had concluded.*	Roslyn Snaauw, Archna Rani
11.56am	Lunch	
12.28pm	Item 1.3 - Review of Dogs on Leash Areas *Cr McCrickard and Cr Buchanan left the room at 12.47pm, returned 12.48pm*	Kevin Young, Leanne Haslem
12.51pm	Item 1.4 - Public Art - Site Identification Workshop	Heidi Taylor, Morgan Eldridge
1.21pm	Item 1.5 - Streets Discovered Episode	Heidi Taylor, Morgan Eldridge
1.28pm	General Business	
1.44pm	Meeting Closed	

Colac Otway SHIRE

Informal Meeting of Councillors Record

Councillor Briefing

Date: 8 September 2026

Time: 10.30am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Blaithin Butler, Katrina Kehoe, Steve O'Dowd, Rashil Pradhan, Kanishka Gunasekara, Dora Novak, Suk Gurung
External attendees:
Nil
Apologies:
Nil
Absent:

Meeting Commenced at: 10.30am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	Material	Item 1.1 - PP169/2014-4 - 320 Mooleric Road BIRREGURRA	Company does contract work for the applicant at the quarry.

Council Briefing Meeting – 8 September 2026 (continued)		
Time	**Item**	**Attendees**
10.31am	Item 1.1 - PP169/2014-4 - 320 Mooleric Road BIRREGURRA *Cr Schram declared a COI with this item and left the room at 10.31am* *Cr De Deugd arrived at the meeting at 10.41am* *Cr De Deugd left the room at 10.45am, returned 10.46am* *Cr Schram returned to the room at 10.46am*	Ian Williams Blaithin Butler Suk Gurung
10.46am	Item 1.2 - Discussion to Inform Council's Grants Programs Review 2026	Steve O'Dowd Katrina Kehoe
11.33am	Item 1.3 - Footpath Upgrade Project Candidates 2026-27 *Cr De Deugd, Cr McCrickard and Cr Hudgell left the room at 11.33am* *Cr De Deugd and Cr McCrickard returned to the room at 11.34am*	Kanishka Gunasekara Rashil Pradhan
11.43am	Item 1.4 - Waste Strategy Review *Cr Hudgell returned to the room at 11.47am*	Dora Novak
11.57am	Meeting Closed	

Colac Otway SHIRE

Informal Meeting of Councillors Record

Pre-Planning Meeting Preparation

Date: 8 September 2026

Time: 12.15pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven, Blaithin Butler, Ian Williams, Archna Rani
External attendees:
Nil
Apologies:
Nil
Absent:

Meeting Commenced at: 12.04pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	General	Item 2.1 – Closed Session Agenda PP118/2025-1 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre	Family member was an objector to the application.

Pre Planning Committee Preparation Meeting – 8 September 2026 (continued)		
Time	**Item**	**Attendees**
12.04pm	Item 4.1 - PP23/2024-1 - 3036 Colac-Forrest Road FORREST	Blaithin Butler Ian Williams Archna Rani
12.11pm	General Business – discussion on small second dwellings	Blaithin Butler Ian Williams Archna Rani
12.15pm	Item 2.1 – Closed Session Agenda PP118/2025-1 4-6 Woods Street COLAC - Use and Development of Land for a Childcare Centre *Cr Schram declared a COI with this item and left the room at 12.15pm and did not return.*	Blaithin Butler Ian Williams Archna Rani
12.26pm	Meeting Closed	

Informal Meeting of Councillors Record

Councillor Briefing

Date: 15 September 2026

Time: 10.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Ian Seuren, Emma Lowes, Anita Craven
Attendees:
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Andrew Tenni, Doug McNeill, Emma Lowes, Anita Craven, Steve O'Dowd, Katrina Kehoe, Suk Gurung, Kanishka Gunasekara, Blaithin Butler, Ashish Sitoula, Matthew Pope, Belinda Rocka
External attendees:
Anne-Marie Cade
Apologies:
Heidi Taylor and Ian Seuren
Absent:
Nil

Meeting Commenced at: 10.00am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Schram	Material	Item 1.3 – Candidates for Sealing of an Unsealed Road	Report proposes sealing a road that they reside on.
Cr Potter	Material	Item 1.2 – Discussion to inform Councils Grants Program Review 2026	An entity they are president of applied for a grant in 2026 and may apply for another grant in 2027.
Doug McNeill	General	Item 1.5 – Apollo Bay Structure Plan Review Update	Owns a property on the edge of the structure plan. Project includes a review of township boundaries which may impact interests in the ownership of said property.

Council Briefing Meeting – 15 September 2026 (continued)		
Time	**Item**	**Attendees**
10.00am	Item 1.1 – Councillor Professional Development Session – Community Representation & Advocacy	Anne-Marie Cade
12.00pm	Lunch	
12.30pm	Item 1.2 – Discussion to inform Councils Grants Program Review 2026 *Cr Potter declared a COI and left the room at 12.44pm. Returned at 1pm when discussion on Events Grants concluded.* *Cr McCrickard left the room at 1.09pm*	Steve O'Dowd Katrina Kehoe
1.11pm	Item 1.3 – Candidates for Sealing of an Unsealed Road *Cr McCrickard returned to the room at 1.11pm* *Cr Schram declared a COI and left the room at 1.11pm, returned at 1.23pm when discussion had concluded.*	Suk Gurung, Kanishka Gunasekara
1.23pm	Item 1.4 - Belvedere Drive Stage 4 & 5 – Stormwater Issue *Cr Howard left the room at 1.29pm, returned at 1.31pm*	Suk Gurung, Kanishka Gunasekara
1.41pm	Break	
1.44pm	Item 1.5 – Apollo Bay Structure Plan Review Update	Blaithin Butler
2.07pm	Item 1.6 – Connected Futures Grant Implementation	Ashish Sitoula
2.29pm	Item 1.7 – EOI 2605 – Grazing Licence – 20 Ocean Park Drive, Marengo	Matthew Pope
2.35pm	Item 1.8 – S6 Instrument of Delegation – Council to members of Council Staff	Belinda Rocka
2.38pm	General Business	
2.48pm	Meeting Closed	

CLOSED SESSION

RECOMMENDATION

That pursuant to the provisions of Section 66 of the Local Government Act 2020, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	*REASON*	*SECTION OF ACT*
Minutes of the Closed Session Council Meeting held on 28 April 2026	This matter deals with confidential meeting information, being records of meetings closed to the public under section 66 (2) (a)	Section 3(1)(h)
Chief Executive Officer Employment Matters	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)

REOPENING OF MEETING

At the conclusion of the Closed Session, the meeting will be reopened to the public.