



# LATROBE CITY COUNCIL

## MINUTES OF THE ORDINARY COUNCIL MEETING

HELD IN THE  
NAMBUR WARIGA MEETING ROOM,  
CORPORATE HEADQUARTERS, MORWELL  
AT 7:00 PM ON 07 NOVEMBER 2011

**PRESENT:**

*Cr Darrell White, Mayor - Firmin Ward*  
*Cr Sharon Gibson, Deputy Mayor - Merton Ward*  
*Cr Dale Harriman - Dunbar Ward*  
*Cr Sandy Kam - Galbraith Ward*  
*Cr Bruce Lougheed - Tanjil Ward*  
*Cr Graeme Middlemiss - Rintoull Ward*  
*Cr Kellie O'Callaghan - Burnet Ward*  
*Cr Lisa Price - Farley Ward*  
*Cr Ed Vermeulen - Gunyah Ward*  
*Carol Jeffs, General Manager Governance*  
*Michael Edgar, General Manager Community Liveability*  
*Zemeel Saba, General Manager Organisational Excellence*  
*Tom McQualter, Manager Council Operations and Legal Services*  
*Jamey Mullen, Manager Recreational Liveability*

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**ORGANISATIONAL EXCELLENCE**

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**TEA BREAK**

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**CLOSED**

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**1. Opening Prayer**

The Opening Prayer was read by the Mayor.

**Recognition of Traditional Landholders**

The Recognition of Traditional Landholders was read by the Mayor.

**2. Apologies for Absence**

NIL

**3. Declaration of Interests**

Cr Middlemiss declared an indirect interest under section 78B of the *Local Government Act* 1989 in Item 6.3– 2011/28 – Notice of Motion – Power Generation in the Latrobe Valley

Cr Price declared an indirect interest under section 78 of the *Local Government Act* 1989 in Item 6.3– 2011/28 – Notice of Motion – Power Generation in the Latrobe Valley

Cr O'Callaghan declared an indirect interest under section 78B of the *Local Government Act* 1989 in Item 6.3– 2011/28 – Notice of Motion – Power Generation in the Latrobe Valley

**4. Adoption of Minutes**

**Moved:** Cr Gibson

**Seconded:** Cr Lougheed

**That Council adopts the Minutes of the Ordinary Council Meeting held on 17 October 2011 (CM 360), relating to those items discussed in open Council.**

**CARRIED UNANIMOUSLY**

# **PUBLIC QUESTION TIME**

**5.1 REDEVELOPMENT OF SAFEWAY CROSSOVERS – SEYMOUR ST AND HOTHAM ST ENTRANCE/EXITS**

Mr Bruce Bremner, Hon Sec, Traralgon Community Development Association asked the following questions:

**Background**

The following is an extract from Council's written response of 6 Feb 2009 to a Question put to Council's ordinary meeting of 15 Dec 2008: "... The Council resolution contains permit conditions to reconstruct the car park in accordance with Australian Standards and Council's engineering requirements. Discussions with Woolworths have confirmed that redevelopment of the crossovers on Seymour and Hotham Streets have been included in the project plan for the store extension and car park redevelopment. The appropriateness of lighting near the Hotham Street cross-over can be evaluated at the same time that the cross-over is redeveloped. ...."

The s "required work" for the crossovers was set via an "option" adopted by Council in Feb 2006.

An email reminder of the work to be completed was forwarded to the CEO on 23 October 2011 but no response has been received to date.

**Questions**

What is the status of this "required work" for the Safeway Crossovers?

**Answer**

The General Manager Governance paraphrased the question and responded that the question will be taken on notice and the answer provided in writing and also included in subsequent Minutes.

**Suspension of Standing Orders**

**Moved:** Cr Gibson  
**Seconded:** Cr Harriman

**That Standing Orders be suspended to allow members of the gallery to address Council in support of their submissions.**

**CARRIED UNANIMOUSLY**

Standing Orders were suspended at 7.05 pm

Mr Michael Nicola addressed Council in relation to Item 7.2 Planning Permit Application 2010/381 – Construction of 40 Dwellings on a Lot, 39 Queens Parade, Traralgon

Mr Ron Manestar addressed Council in relation to Item 7.3 Planning Permit Application 2011/27 – Use and Development of Land for a Dwelling, 94 Neaves Road, Callignee

**Resumption of Standing Orders**

**Moved:** Cr Lougheed  
**Seconded:** Cr Gibson

**That Standing Orders be resumed.**

**CARRIED UNANIMOUSLY**

Standing Orders were resumed at 7.11 pm

# **NOTICES OF MOTION**



**6.1** 2011/26 - NOTICE OF MOTION - TIME RESTRICTED PARKING ZONES ON HENRY STREET

**CR HARRIMAN**

**MOTION**

**That Council officers investigate implementing time restricted marked parking zones with resident exemptions on Henry street, between Breed street and Albert street, to reduce the impact of business clientele parking from Breed street, and report back to Council by the second meeting in December with recommendations.**

**Moved:** Cr Harriman

**Seconded:** Cr Kam

**That the Motion be adopted.**

**For the Motion**

Councillor/s Vermeulen, Price, Kam, Gibson, Middlemiss, Lougheed, Harriman and White

**Against the Motion**

Councillor O'Callaghan

**The Mayor confirmed that the Motion had been CARRIED**

.

**6.2**            **2011/27 - NOTICE OF MOTION - CREATION OF A WARD  
ACCOUNT SYSTEM**

**CR HARRIMAN**

**MOTION**

**That the Chief Executive Officer prepare a report on an annual and ward basis for the period 1 July 2008 to 30 June 2016 detailing capital expenditure and associated funding sources for all new and/or major upgrades to community facilities and infrastructure, excluding expenditure on capital maintenance and/or rehabilitation, feasibility studies, masterplans and cyclical maintenance on base infrastructure such as roads, bridges, footpaths, carparks, drainage, bicycle paths, waste management, buildings and plant and equipment.**

**Moved:**        Cr Harriman

**Seconded:**   Cr Kam

**That the Motion be adopted.**

**For the Motion**

Councillor/s Kam, Gibson and Harriman

**Against the Motion**

Councillor/s O'Callaghan, Vermeulen, Price, Middlemiss, Loughed and White

**The Mayor confirmed that the Motion had been LOST**

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**6.3**            **2011/28 - NOTICE OF MOTION - POWER GENERATION IN THE  
LATROBE VALLEY**

**CR GIBSON**

**MOTION**

**That the Mayor writes to the relevant members of the Federal Government;**

- 1. Requesting them to bring the Power Generation in the Latrobe Valley, back into public ownership through their Government**
- 2. For the Latrobe City Council to adopt the position of lobbying the Government to take ownership of the Power Generation back into public ownership.**

Cr Middlemiss left the Chamber at 7.40 pm due to an indirect interest under section 78B of the *Local Government Act 1989*

Cr Price left the Chamber at 7.40 pm due to an indirect interest under section 78 of the *Local Government Act 1989*

Cr O'Callaghan left the Chamber at 7.40 pm due to an indirect interest under section 78B of the *Local Government Act 1989*

**Moved:** Cr Gibson

**Seconded:** Cr Kam

**That the Recommendation be adopted.**

**For the Motion**

Councillor/s Kam, Gibson and Harriman

**Against the Motion**

Councillor/s Vermeulen, Lougheed and White

**The Motion was LOST on the casting vote of the Mayor**

Cr Middlemiss, Cr Price and Cr O'Callaghan returned to the Chamber at 7.50 pm

# **ITEMS REFERRED BY THE COUNCIL**

**7.1** **PROPOSED TYERS WALKING TRACK**  
**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to provide Council with information about costs and continued public access to the Tyers Walking Track between Mount Hope Road and Gilmours Road / Tyers-Walhalla Road.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

*Latrobe City Council Plan 2011 - 2015*

The following key “Shaping our Future” themes are applicable:

- An active, connected and caring community,
- Attract, retain and support.

*Strategic Direction – Recreation*

Foster the health and wellbeing of the community by promoting active living and participation in community life.

Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities.

#### 4. **BACKGROUND**

Following an approach from the Tyers and District Community Association, Council established a walking track from Mount Hope Road, Tyers, to the Tyers-Walhalla Road, on a trial basis.

At the Ordinary Council Meeting held on 23 April 2007 Council resolved:

1. *That a trial be conducted to gauge community interest in the longer term establishment of a pathway from Mount Hope Road, Tyers, to the Tyers-Walhalla Road, Tyers.*
2. *That the estimated cost of \$90,000 for the proposed establishment of a rural pathway along the unused road reserves of Mount Hope Road and Gilmours Road to Tyers-Walhalla Road, Tyers, be referred to the capital works program for future funding consideration.*
3. *That the Tyers Community Association be advised of Councils decision in relation to the construction of a walking path and provided a copy of the Council report for their information.*

This trial commenced in the second half of 2008 after Council installed four gates in fences on the Tyers Walking Track and provided entry and path signage.

The Tyers and District Community Association again wrote to Council on 16 August 2010 seeking the permanent formalisation of the Tyers Walking Track.

Correspondence was also received from the Department of Sustainability and Environment (DSE) on 9 March 2011 seeking Councils permission to issue one of the adjoining landowners a licence to occupy part of the road reserve, copy attached.

At the ordinary Council meeting held on 4 April 2011 Council resolved:

1. *That Council undertakes further investigation of the Tyers Walking Track to determine land tenure issues and the cost of its development and provides a further report to Council with the findings of that investigation.*
2. *That Council advises the Department of Sustainability and Environment of its decision and seeks further time to consider granting permission for a private landowner to be given access to the Mount Hope Road Reserve.*

## 5. ISSUES

The Tyers Walking Track is shown on Attachment 1. This walking track has continued to be accessible to the general public from the commencement of the initial trial period through to the present time.

### *Construction Costs*

Council officers have completed a desktop scoping of the costs of constructing a 1.5m wide concrete path over the proposed length of the track which is approximately 1300m.

The gradient of the track at parts is up to 15 degrees, meaning any contractors would have significant difficulties accessing the site and completing works. The anticipated construction cost of the path on its existing alignment and gradient would be approximately \$540,000. It is suggested that this amount would be cost prohibitive for the foreseeable future.

If it is possible within the government road reserve to construct a concrete path compliant with the Disability Discrimination Act, this would require switchbacks (i.e. a zigzag path) to reduce the path gradient. This would further increase the above construction cost.

### *Land Tenure*

The Tyers Walking Track has been established on an unconstructed Government Road Reserve, Gilmours Road. The first 150 metre section of Gilmours Road, from Old Boola Road, is listed on Councils road register as a minor access road. The remaining section of Government Road Reserve is unmade and has been fenced into the adjoining properties.

When a government road is not constructed it is common practice for DSE to enter into licence agreements with the adjoining land owners pursuant to the *Land Act* 1958. A licence agreement can be issued for agricultural purposes such as grazing (Section 130) or for any purpose deemed appropriate (Section 138) by the Minister or his delegate.

Prior to doing so there is a requirement for Council to declare that the road reserve is not required for public traffic ("unused") however, should the road be required, care and responsibility for the road reserve would revert to Council.

DSE has previously granted a licence agreement (1504309) to the owner of the land to the east of Gilmours Road, north of Shekiniah Drive and, as stated above, DSE are considering a second licence agreement application for the northern section with the owner of 20 Gilmours Road.

Whilst the respective DSE licence agreements provide tenure to each of the adjoining property owners to occupy part of the Gilmours Road, they would not be permitted to prevent ongoing pedestrian access over the road reserve. It is often a condition of such licence agreements that any gates that are installed remain unlocked and no signage is to be erected suggesting that public access is restricted. Furthermore, the licensee would be responsible for taking out public liability insurance over the licensed area and the continued use of the land by the public potentially causes issues in relation to liability.

A DSE representative has indicated that the Department's preferred option would be for the current licence to be cancelled over the lower, larger section of the road reserve if it is required for a walking track. As stated above, before a licence can be issued Council must declare that the road reserve is not required for public traffic. The DSE representative has indicated that it would be contradictory for the road reserve to be declared unused if it continued to be used for a walking track and deemed to be required for public traffic.

As the road reserve is twenty metres wide a possible solution to these issues would be for Council to determine that a linear strip of the road reserve is required for public traffic and declare the remainder of the road reserve unused. This would allow DSE to issue licence agreements for the balance of road reserve declared unused and not required for the walking track. Council would then take care and responsibility for the linear strip of road reserve used for the track. However, this is a change to the current access arrangements.

#### *Maintenance Costs*

At the present time only the first 150 metres of Gilmours Road is listed on Councils road register, the balance is therefore not maintained by Council being left in a natural rural state.

In the interest of retaining public access it is suggested that Council's position would be to advise DSE that the road reserve is not required for traffic but the licence agreements should contain conditions to prevent adjoining owners from restricting access.



To further secure public access Council could enter into agreements with each of the adjoining land owners to maintain the track.

Council could also seek to enter into a similar or additional agreement with the Tyers and District Community Association to clarify their responsibilities in relation to the maintenance of the walking track.

Alternatively, if supported by the DSE it may be possible for conditions to be placed on any future licence requiring the licensees to maintain all or part of the road reserve to a suitable standard for the public to access. This would need to be negotiated with DSE and the adjoining property owners.

The owner of 20 Gilmours Road has written to Council (Attachment 2) requesting Council declares the section of Government Road reserve adjoining the property unused. The property owner has advised he is prepared to continue to mow and upkeep the track in the vicinity of the olive grove. The property owner has also advised that the northern entrance to the track is difficult to maintain in a reasonable condition and suggested that it be upgraded with road base or the proponents for the walking track upkeep that section of the track rather than rely on Council. The property owner further stated there are also dead trees that would need to be removed from the road reserve.

It is unclear whether the Tyers and District Community Association have the resources or capacity to maintain the entire length of the track but the association may be encouraged to regularly maintain the most northern section and entrance. Council if it so desired could provide an annual grant to assist in the maintenance of the track similar to the arrangement that is currently in place for the Moe Yallourn Rail Trail.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

In the event that Council wished to pursue construction of the Tyers Walking Track it would need to refer the project to a future capital budget process.

Alternatively, if it was Council's preference that the road remains unconstructed and it was to be maintained by the Tyers and District Community Association provision of an annual maintenance grant would be appropriate.

There are no funds currently allocated for this purpose so an allocation would need to be made in the future.

## **7. INTERNAL / EXTERNAL CONSULTATION**

There has been correspondence and discussions with representatives of DSE concerning the Tyers Walking Track.

An onsite meeting was held on 22 September 2011 between the ward Councillor, Council officers, representatives of the Tyers and District Community Association and the local community to discuss the future of the walking track and associated issues.

The community representatives supported the walking track being kept in a natural state, raised concerns regarding seasonal long grass, and suggested improvements to the track surface at the northern end, placement of directional signs to identify the northern and southern entrances of the walking track.

In accordance with DSE requirements, the Road Licence Applicant published a public notice the 26 September 2011, Latrobe Valley Express Page 28, refer attachment 3, inviting community comment.

## **8. OPTIONS**

The following options are available to Council;

1. That Council removes existing path signage and takes no further action in relation to the development of a walking path between Gilmours Road and Mt Hope Road, Tyers and declares the road reserve abutting 20 Gilmours Road, Tyers, is unused and not required for public traffic.
2. That Council refer the project to fully construct a concrete walking path to a future capital budget process for consideration.
3. Council supports continued pedestrian access of the unmade section of the Gilmours Road Reserve and:
  - a) enters into new agreements with the adjoining property owners and the Tyers and District Community Association in relation to access and maintenance of the Tyers Walking Track, and

- b) advises DSE that the section of unmade road reserve abutting 20 Gilmours Road, Tyers, is not required for public traffic and that any licence issued should not prevent pedestrian use of the track.
4. That Council declare that Gilmours Road is required for public traffic, takes over responsibility for the future care and management of the road reserve and requests DSE cancels licence 1504309.

## 9. **CONCLUSION**

Community access to the Tyers Walking Track is consistent with Latrobe 2026: *The Community Vision for Latrobe Valley Strategic Objectives – Recreation*. The Tyers Walking Track is a community feature that will encourage a healthy active recreational opportunity that connects people with their community and local environs.

Whilst the cost of fully constructing a walking path between Gilmours Road and Mt Hope Road is considered significant and beyond community expectation, the road reserve in its present state can still be utilised by the community. With the accessibility improvements suggested for the northern entrance and improved directional signage, the community may make greater use of it for recreational activity.

To ensure the existing public right of access is preserved for the community it is recommended that Council enters into agreements with both of the adjoining property owners as well as the Tyers and District Community Association in relation to future access and maintenance of the Tyers Walking Track.

If agreements were made with these parties Council could then declare that Gilmours Road is not required for public traffic to enable DSE to enter into a licence agreement with the owner of 20 Gilmours Road for the northern section of the road reserve.

## 10. **RECOMMENDATION**

1. That Council does not construct the Tyers Walking Track with a concrete path but supports continued community access to the Government Road Reserve in its natural state with minimal maintenance being undertaken.

2. That Council authorise the Chief Executive Officer to enter into agreements with each of the property owners adjoining Gilmours Road and the Tyers and District Community Association in relation to future access and maintenance arrangements for the Tyers Walking Track.
3. That, subject to agreements being reached with the property owners adjoining Gilmours Road and the Tyers and District Community Association, Council declares that the northern section of Gilmours Road, Tyers, is not required for public traffic pursuant to Section 400 of the Land Act 1958, and
4. The Licence Agreement issued by the Department of Sustainability and Environment include conditions stating that any installed gates remain unlocked and no signage is to be erected suggesting that public access is restricted.

### **ALTERNATE MOTION**

**Moved:** Cr Kam  
**Seconded:** Cr Gibson

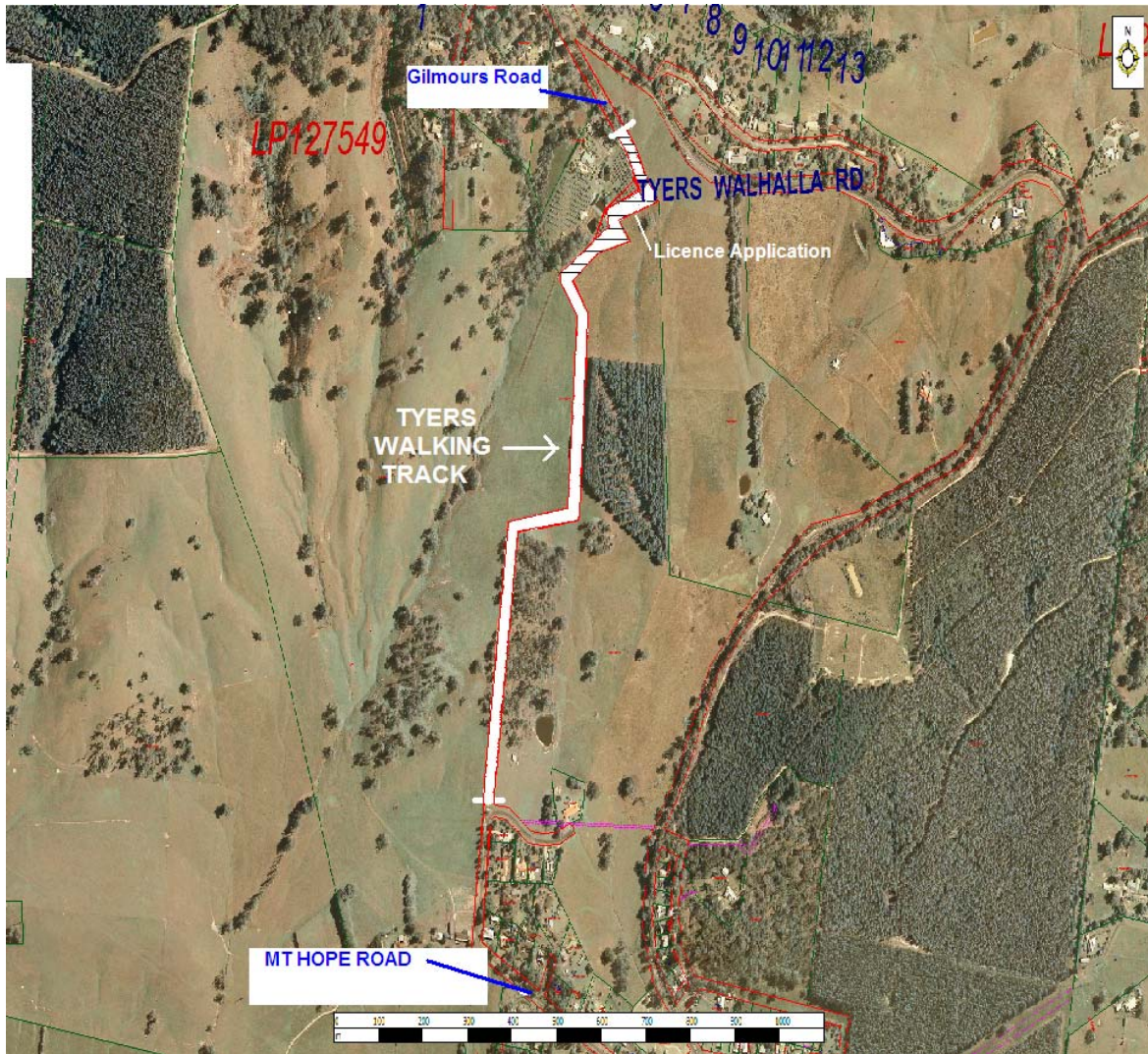
**That the Motion be adopted.**

1. **That Council does not construct the Tyers Walking Track with a concrete path but supports continued community access to the Government Road Reserve in its natural state with minimal maintenance being undertaken.**
2. **That Council authorise the Chief Executive Officer to enter into agreements with each of the property owners adjoining Gilmours Road and the Tyers and District Community Association in relation to future access and maintenance arrangements for the Tyers Walking Track.**
3. **That, subject to agreements being reached with the property owners adjoining Gilmours Road and the Tyers and District Community Association, Council declares that the northern section of Gilmours Road, Tyers, is not required for public traffic pursuant to Section 400 of the Land Act 1958, and**
4. **The Licence Agreement issued by the Department of Sustainability and Environment include conditions stating that any installed gates remain unlocked and no signage is to be erected suggesting that public access is restricted.**
5. **That a directional sign be erected on Tyers Walhalla Road indicating the commencement of the Mt Hope Walking Track (Tyers Walking Track) – Gilmour Road entry.**

**CARRIED UNANIMOUSLY**

**ATTACHMENT 1**

TYERS WALKING TRACK – Gilmours / Tyers Walhalla Road - Mt Hope Road



**ATTACHMENT 2**

## APPLICANTS LETTER

Henry Morrison  
Latrobe Valley Council

27<sup>th</sup> September 2011

Henry,

Further our telephone discussion, could you please forward the attached schedule for completion from the DSE to the appropriate department or person.

In regards to the Tyers walk way a few comments/suggestions for from me:

1. As with the previous trial agreement, I have no problems in keeping the path mowed to the same standard as with the rest of olive grove.
2. The top end entrance is the most difficult to keep in some sort of reasonable condition, I would suggest that this part from the gate to the gully should be a road base or similar foundation. Or as an alternative the individuals requesting the walk way to participate in this part of the upkeep themselves rather than relying on Council or myself.
3. Gilmours Road has some dead trees which should be removed.
4. The ditch running along Gilmours Road to the walk way gate should be presented better by either poison or maintenance on the grass and weeds.

As previously mentioned the usage of the walk way is very low, except for 3 kids who ride their bikes down my dirt road, I would estimate maybe 2 to 3 adults every two months during spring and summer and no one during winter. We did originally keep a record when the trial began as both my wife and I weren't working but because of the low usage we stopped.

I do believe that the entrance does need some better presenting and I am willing to meet onsite should you wish to discuss any options.

Regards

20 Gilmours Road  
Tyers Vic 3844

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
28 SEP 2011	
R/O:	Doc No:
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

**ATTACHMENT 3**

Public Notice published 26 September 2001, LV Express Page 28.

Public Notices

**LAND ACT 1958**

Notice is hereby given that it is the intention of the Department of Sustainability & Environment to grant a licence under Section 130 of the Land Act 1958 to Gerard Kettle, over Portion of Government Road adjoining lot 7 on LP127549, Parish of Boola Boola for the purpose of Agriculture (Olives)/curtilage. Further details are available from the Property Officer. Any comments must be lodged with the Property Officer within 14 days from the date of this advertisement.

Ref: 15L10/7733:#60790

Simon McDonald Ph: 03 5172 2108  
Property Officer

**The Investors Club**

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**ATTACHMENT 4**

**UNUSED ROAD RESERVE DECLARATION.**

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**DEPARTMENT OF SUSTAINABILITY AND ENVIRONMENT**

**SCHEDULE 4**

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**Notice of a municipal council under section 400 that a road is unused.**

Secretary to the Department of Sustainability and Environment

Under Section 400 of the Land Act 1958, the municipal council of the municipal district of

**LATROBE CITY**

gives notice that \*the road / \*each of the roads described in the Schedule below is considered by Council to not be required for public traffic and is therefore an unused road.

**SCHEDULE**

<b>PARISH</b>	<b>DESCRIPTION OF LOCATION OF ROAD</b>
<b>BOOLA BOOLA</b>	<b>PORTION OF GOVERNMENT ROAD ADJOINING LOT 7 ON LP127549</b>

*As indicated by shading on the plan copy attached*

\* Signed: .....

Dated: .....

witness .....

\* The seal of the municipal council of .....

as affixed to this on .....

by .....

witness .....

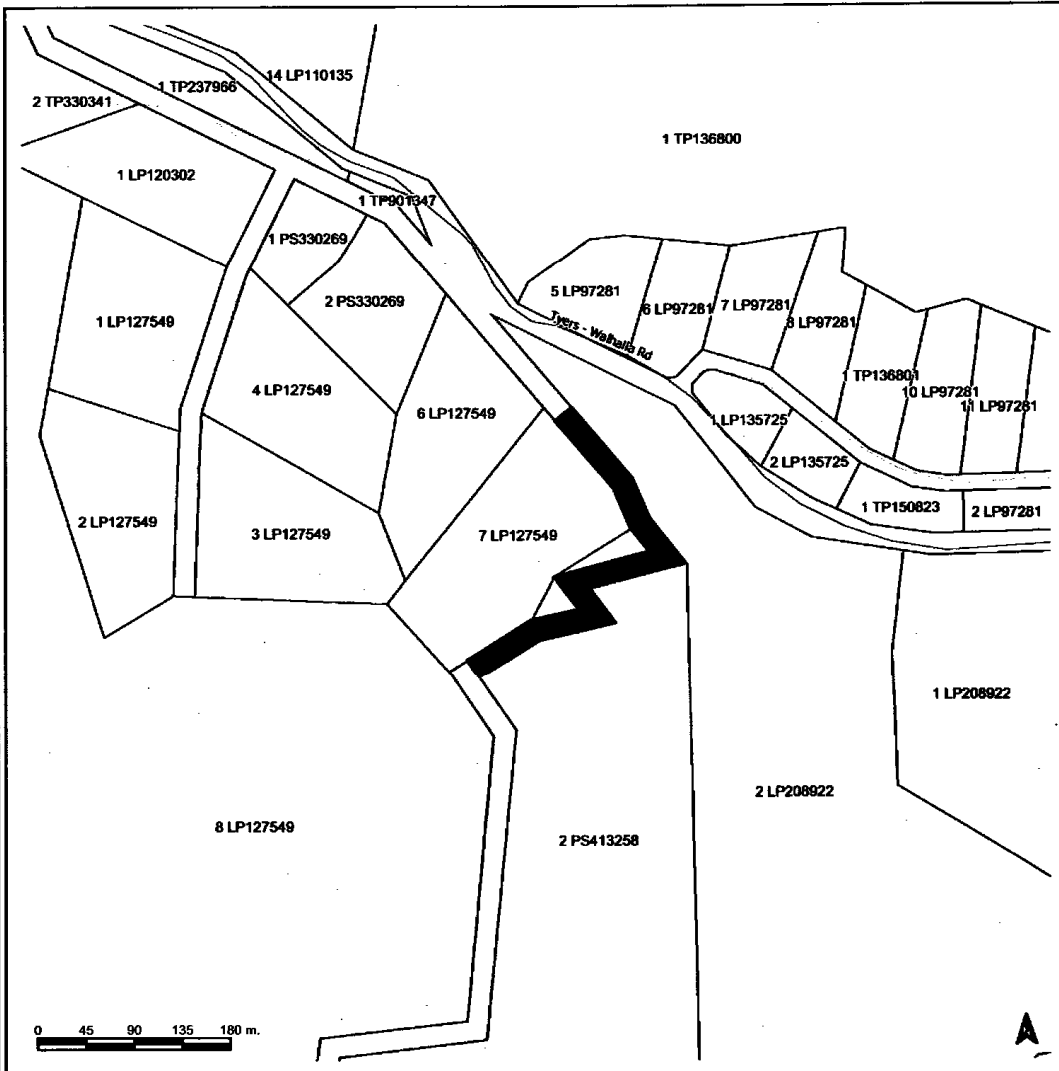
\* Delete whichever is not applicable

Our ref. 15L10/7733



Map created Fri Jun 10 13:52:18 EST 2011

Department of Sustainability and Environment



Legend

Map Scale 1:5,000



Locality Map

	Public Land
	Private Land
	Crown Land
	Road
	Water
	Boundary
	Survey Point
	Boundary Mark
	State Government Road
	Government Road

Disclaimer: This map is a snapshot generated from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.



**7.2 PLANNING PERMIT APPLICATION 2010/381 - CONSTRUCTION OF 40 DWELLINGS ON A LOT, 39 QUEENS PARADE, TRARALGON**

**AUTHOR:** General Manager Built and Natural Environment  
**(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at 39 Queens Parade, Traralgon.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objective – Built Environment*

‘In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provided for a connected and inclusive community.’

Latrobe City Council Plan 2011-2015

*Strategic Direction –*

‘Promote and support high quality urban design within the built environment; and  
Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.’

*Legislation -*

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

**4. BACKGROUND**

This application was presented to Council for consideration at the Ordinary Council Meeting on 3 October 2011. Council resolved not to adopt the recommendation to issue a Notice of Decision to Grant a Planning Permit. A copy of the report presented to Council is included as an attachment to this report (Attachment 1).

This application was previously considered by Council at the Ordinary Meeting on 17 October 2011 and resolved to defer a decision until the Ordinary Council Meeting scheduled for 7 November 2011.

**5. ISSUES**

The issues relating to the assessment of this planning application are set out in the report at Attachment 1. The content of the attached report remains valid for the assessment of the planning application.

In accordance with Section 61(1) of the Act, the Responsible Authority may decide:

- a) To grant a permit;
- b) To grant a permit subject to conditions; or
- c) To refuse to grant a permit.

In this context the planning application is presented to Council for a decision to be made.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost may only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

## 7. OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Planning Permit subject to conditions presented in the Council report on 3 October 2011 (see Attachment 1);
2. Issue a Notice of Decision to Grant a Planning Permit subject to conditions other than those set out in the report presented on 3 October 2011; or
3. Refuse to Grant a Planning Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

## 8. CONCLUSION

The recommendation for Council to issue a Notice of Decision to Grant a Planning Permit as outlined in the report prepared for the 3 October 2011 Council Meeting remains valid. Notwithstanding, it is noted that Council resolved not to adopt this recommendation.

In accordance with the draft minutes from the Council meeting on 3 October 2011 a suggested resolution for Council to consider reasons for refusal of the application have been prepared.

## 9. SUGGESTED RESOLUTION

If Council decides to Refuse to Grant a Planning Permit, the following resolution could be considered:

That Council issues a Notice of Refusal for Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon based on the following grounds:

1. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 15.03 (Heritage).
2. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework (Heritage Overview).

3. The proposal is inconsistent with the purpose and decision guidelines of the Heritage Overlay.
4. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.

### **ORIGINAL RECOMMENDATION**

**Moved:** Cr Harriman

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

- A. That Council issues a Notice of Decision to Grant a Planning Permit, for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon, with the following conditions:**
1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
  2. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
  3. Upon completion of the works, the site must be cleared of all excess building materials and debris to the satisfaction of the Responsible Authority.
  4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.
  5. Disabled access to the building must be provided to the satisfaction of the Responsible Authority. All work carried out to provide disabled access must be constructed in accordance with Australian Standards Design for Access and Mobility: AS1428.1-2001, AS1428.2-1992, AS1428.3-1992 and AS1428.4-2002.
  6. All outdoor lighting must be baffled and/or located to prevent light from the site causing detriment to the locality to the satisfaction of the Responsible Authority.
  7. All pipes, fixtures, fittings and vents servicing the building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.
  8. The operator of this permit must ensure that all dwellings within the development are protected from noise associated with any on-site mechanical plant equipment, consistent with the requirements of the State Environment Protection Policy N-1.

9. The proposed works must not cause any damage to any existing street tree.
10. Prior to the occupation of the development, all tilt slab or precast concrete surfaces must be painted, treated, textured and maintained thereafter to the satisfaction of the Responsible Authority.

#### Landscaping Conditions

11. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must provide for:
  - a) Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
  - b) Details of all surface finishes and pathways;
  - c) A planting schedule of proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant;
  - d) Landscaping and plantings within all open areas of the site.

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

When approved, the plan will be endorsed and will then form part of the permit.

12. The landscaping as shown on the endorsed Landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development or by such date as is approved by the Responsible Authority in writing.
13. The landscaping as shown on the endorsed Landscape Plan must be maintained, and any dead, diseased or damaged plant replaced in accordance with the landscaping plan to the satisfaction of the Responsible Authority.

#### Engineering Conditions

14. Prior to the commencement of works, the operator of this permit must provide a Waste Collection Management Plan to the satisfaction of the Responsible Authority. This plan must address the storage and collection of household, recyclable materials and green wastes and access arrangements for the safe and efficient collection of waste materials from the site.

15. Prior to the commencement of works, a site drainage plan including all hydraulic computations must be submitted to and approved by the Responsible Authority. The plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
- a) How the land including all buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event;
  - b) An underground pipe drainage system conveying stormwater to the legal point of discharge; and
  - c) The provision of stormwater detention within the site and prior to the point of discharge into the drainage system if the total rate of discharge from the property exceeds the rate of discharge that would result if a co-efficient of run-off of 0.4 was applied to the whole of the property area.

When approved, the plan will be endorsed and will then form part of this permit.

16. Appropriate measures must be implemented throughout the construction stages of development to rectify and/or minimise mud, crushed rock or other debris being carried onto roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
17. Prior to the occupancy of the development, or by such time as approved by the Responsible Authority in writing, the following works must be completed to the satisfaction of the Responsible Authority:
- a) All drainage systems must be constructed in accordance with the approved site drainage plan;
  - b) Proposed vehicle crossing must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC307; and
  - c) All redundant vehicle crossings must be removed and reinstated with footpath, nature strip and kerb and channel.
18. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.
19. All car parking spaces and internal circulation roads are to be designed and constructed in accordance with AS2890.1-1993.

**Expiry of Permit**

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

- a) The development has not commenced within two years of the date of this permit; or**
- b) The development is not completed within four years of the date of this permit.**

**The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterward.**

**Planning Permit Notes**

- Note 1. Unless exempted by the Responsible Authority, an Asset Protection Permit must be obtained prior to the commencement of any proposed building works (as defined in Local Law No.3). The Responsible Authority must be notified in writing at least seven days prior to the buildings works commencing or materials/equipment being delivered to the site.**
  - Note 2. A Stormwater Connection Permit must be obtained prior to the connection of any new stormwater drainage into the stormwater drainage system. All new stormwater drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.**
  - Note 3. The location of the legal point of discharge into the stormwater drainage system can be obtained by completing a Legal Point of Discharge form available from [www.latrobe.vic.gov.au/services/roads/worksperrmits](http://www.latrobe.vic.gov.au/services/roads/worksperrmits)**
  - Note 4. A Vehicle Crossing Permit must be obtained prior to the commencement of any works that include the construction, installation, alteration or removal of any vehicle crossing. The relevant fees, charges and conditions of the Vehicle Crossing Permit will apply even if the vehicle crossing works have been approved within this Planning Permit.**
  - Note 5. Vehicle crossings must be provided with minimum clearances to other infrastructure in accordance with the Latrobe City Council's Vehicle Crossing Policy, including clearances to property boundaries, any adjacent side entry pits, power or telecommunications pole, manhole cover or marker or street tree. Any relocation, alteration or replacement required must be in accordance with the requirements of the relevant authority and shall be at the expense of the operator of this permit.**
- B. That Council consider a separate heritage citation for 41 Queens Parade as part of any future review of the Heritage Overlay.**



**For the Motion**

Councillor/s Vermeulen, Price, Kam, Gibson, Middlemiss, Lougheed, Harriman and White

**Against the Motion**

Councillor O'Callaghan

**The Mayor confirmed that the Recommendation had been CARRIED**

ATTACHMENTS

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**ATTACHMENT 1**

**Copy of Report presented to Council at the  
Ordinary Meeting on 3 October 2011**

**PLANNING PERMIT APPLICATION 2010/381 - CONSTRUCTION  
OF 40 DWELLINGS ON A LOT, 39 QUEENS PARADE,  
TRARALGON**

**AUTHOR: General Manager Built and Natural Environment Sustainability  
(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at 39 Queens Parade, Traralgon.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

**Latrobe 2026: The Community Vision for Latrobe  
Valley**

***Strategic Objective – Built Environment***

'In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provided for a connected and inclusive community.'

**Latrobe City Council Plan 2011-2015**

***Strategic Direction –***

'Promote and support high quality urban design within the built environment; and  
Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.'

## *Legislation -*

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

## **4. BACKGROUND**

### **4.1 SUMMARY**

Land: Lot 1 Plan of Subdivision 637622, known as 39 Queens Parade, Traralgon  
Proponent: Prime Development Enterprises Pty Ltd  
c/- Beveridge Williams Pty Ltd  
Zoning: Mixed Use Zone  
Overlay: Heritage Overlay

A Planning Permit is required for the construction of two or more dwellings on a lot within the Mixed Use Zone in accordance with Clause 32.04-5 of the Scheme.

A Planning Permit is also required to undertake buildings and works within the Heritage Overlay in accordance with Clause 43.01-1 of the Scheme.

### **4.2 PROPOSAL**

The application seeks to allow the construction of 40 dwellings on the subject land. The proposed dwellings will be set over three storeys with a level of basement car parking provided also.

The development comprises a range of one, two and three bedroom apartments, some including studies, and provides common car parking area. The multiple levels can be accessed via stairwells and lifts.

The basement level provides for storage areas for each of the dwellings, 55 car parking spaces and provision for the storage of garbage and recycling facilities.

The ground level provides for a common entrance to the building and provides 15 apartments with a mixture of one, two and three bedroom apartments. The number of bedrooms for these 15 apartments requires 20 car parking spaces to be provided within the site.

The first floor provides 15 apartments with a mixture of one, two and three bedroom apartments. The number of bedrooms for these 15 apartments requires 22 car parking spaces to be provided within the site.

The second floor provides 10 apartments comprising two and three bedrooms. The number of bedrooms for these 10 apartments requires 13 car parking spaces to be provided within the site.

This totals a requirement for 57 car parking spaces to be provided, including the required visitor spaces. 55 spaces in total are to be provided within the basement of the development. The two spaces not provided relate to the visitor space requirements.

The external walls of the proposed building will be constructed of rendered tilt panel and glazed screens. The building will comprise an overall building height of 10.9 metres and provides a colorbond roof. This is similar to the ridge height of the neighbouring building at 11 Collins Street, which is 10.4 metres in height.

#### Subject Land:

The subject land is located within the Traralgon Activity Centre and is on the southern side of Queens Parade. The site adjoins Queens Parade along the northern boundary, Collins Street along the eastern boundary, and private properties to the south and west.

The site comprises an overall area of 2864 square metres and is flat. The site is vacant and contains no significant vegetation or other natural features. There is an existing concrete vehicle crossover servicing the site on the Collins Street site frontage.

#### Surrounding Land Use:

North: 30-32 Queens Parade Traralgon

This site is currently vacant and comprises a total area of 813 square metres. There are no significant features of this site. This site is not within the Heritage Overlay.

34-38 Queens Parade, Traralgon

This site contains a former shop (currently vacant) and a number of larger, commercial buildings occupied by Cleaners World Gippsland. This site comprises an overall area of approximately 2125 square metres. This site contains some minor landscaping adjacent to the southern site boundary (addressing Queens Parade) with a large sealed car parking area in front of the aluminium clad building and weatherboard office. This site is not within the Heritage Overlay.

**South:** 11 Collins Street, Traralgon

The sites southern boundary addresses in part Shakespeare Street and also a former dwelling now used as a medical centre. This building is identified in the Heritage Overlay as 'Etheldale', a significant building within the heritage precinct. This building has a total ridge height of 10.4 metres. The site has minimal landscaping and a new timber paling fence along the common boundary with the subject land. This site was previously part of the subject land but title boundaries were realigned in 2010 to separate the building from the vacant portion of the site.

**East:** 10 Collins Street, Traralgon

This site contains a single storey dwelling and ancillary outbuilding on a lot of approximately 637 square metres. Vehicle access to this dwelling is from Meredith Street but the design of the dwelling allows for primary pedestrian access from Collins Street. The dwelling is set back 3.8 metres from the Collins Street frontage. The building is constructed of weatherboards with an aluminium roof. There is a rendered fence along the street frontages shielding much of the site from street view. This site is identified in the Heritage Overlay as containing a non-contributory building.

12 Collins Street, Traralgon

This site contains a single storey dwelling and ancillary outbuilding on a lot of approximately 349 square metres. This lot addresses Collins Street but vehicle access is provided from Meredith Street. This building is set back 3.6 metres from Collins Street and the boundary is lined with a low timber picket fence. This site is identified in the Heritage Overlay as containing a contributory building.

**37 Queens Parade, Traralgon**

This site contains a single storey dwelling and outbuilding on a lot of approximately 583 square metres. This building is designed to address Queens Parade with vehicle access provided from Collins Street. This site is identified in the Heritage Overlay as containing a contributory building.

**West: 41 Queens Parade, Traralgon**

This site contains a single storey dwelling on a lot of approximately 660 square metres. This building is set back 7.8 metres from Queens Parade and is presently occupied. There is a single vehicle crossover in the north eastern corner of this site and a long driveway to an outbuilding at the rear of the property which runs along the eastern site boundary. This building is identified as contributory to the heritage precinct.

**26 Shakespeare Street, Traralgon**

This site contains four commercial shops and the associated car parking. This lot addresses Shakespeare Street and the buildings abut the western, northern and some of the eastern boundary of this lot. This site is not within the Heritage Overlay.



### **4.3 HISTORY OF APPLICATION**

The history of the assessment of planning permit application 2010/381 is identified within Attachment 1.

The provisions of the Scheme relevant to this application are identified within Attachment 2.

## **5. ISSUES**

The site is contained within a Mixed Use Zone and is within a Heritage Overlay.

Within the Mixed Use Zone the development of multiple dwellings on a lot requires planning permission. An application must demonstrate its consistency with the relevant Planning Scheme provisions and the relevant provisions within Clause 55 of the Scheme (ResCode).

The Heritage Overlay relates to the Traralgon Railway Residential Precinct. This is discussed in greater detail at Section 5.3 of this report.

### **5.1 STATE AND LOCAL PLANNING POLICY FRAMEWORK**

The Scheme contains a number of strategies around promoting and supporting well designed infill residential development in areas located close to community facilities. The application is considered to provide for the varied housing needs of the community and caters to Latrobe residents seeking a smaller and more manageable property.

Due to the location being adjacent to the Traralgon Railway Station and activity centre, the application is generally supported through the principles of urban consolidation in areas within activity centres and well serviced by public transport.

Regional strategy expressed in *Ready for Tomorrow – a Blueprint for Regional and Rural Victoria* and in the State and Local Planning Policy Framework generally encourages compact cities by focussing employment, commercial activity, housing and community facilities to be located in activity centres and strategic sites.

More intense development in these locations should facilitate improved access to, and more use of existing services, infrastructure and the public transport network. Clause 11 of the Scheme seeks to encourage more intense development in activity centres to meet the growth in households forecasts. Clause 15 seeks to encourage a more compact city and encourages the development of well designed medium density housing which respects the neighbourhood character, improves housing choice and makes better use of existing infrastructure.

Clause 15 further acknowledges the importance of conserving places of heritage significance and to ensure that development responds to its context in regards to the heritage values and aspirations of the community.

The strategic directions set out in the State Planning Policy Framework set a clear framework that generally supports development such as this, subject to satisfactory detailed design and consideration of off site amenity factors.

It is considered that the proposal is broadly supported given the site being within the central activity area of Traralgon and the scale of development being appropriate for the area.

## **5.2 MIXED USE ZONE**

The objectives of the Mixed Use Zone are to implement the State and Local Planning Policy Frameworks, provide for a range of varied uses complementing the 'mixed use-function' of the locality, and to encourage residential development that respects the neighbourhood character.

In considering applications for multiple dwellings and residential buildings, Clause 55 is also identified as a guideline for decision making.

The scale of the development is not currently common in the site's immediate context. However, the design response is considered acceptable in the context of this site given:

- The mixed use zone exists despite being within the central activity district of Traralgon; and

- The housing is proposed to be accessible to persons with restricted mobility, enhanced by the proximity to the central business district and improved connections through the implementation of the Traralgon Station Precinct Master Plan adopted by Council on 27 June 2011.

### **5.3 HERITAGE OVERLAY**

This heritage precinct comprises properties to the south of the Traralgon Railway Station, the majority of which are to the east of the subject land save one dwelling at 41 Queens Parade and the building at 11 Collins Street, currently used as a medical centre. The precinct comprises largely late Edwardian and Inter-War weatherboard dwellings with some late Victorian houses also. Roof forms are a mixture of hip and gable and typically constructed of corrugated iron.

In assessing this application, Council sought independent heritage design advice in regard to the proposal. In the report provided to Council dated 9 September 2011, *Heritage Intelligence Pty Ltd* advised that:

- The scale of the proposed building is out of character with the precinct; and
- The bulk of the building is out of character with the precinct.

Clause 10.04 of the Scheme calls upon planning and responsible authorities to endeavour to integrate the range of policies relevant to the issues to be determined, balancing conflicting objectives in favour of net community benefit and sustainable development.

The Scheme recognises that it is inappropriate for new developments in heritage areas to mimic the characteristics of the heritage buildings. Whilst the building has been well designed, the heritage advice provided to Council indicates that the building is contrary to the existing heritage character of the area and no planning permit should be issued.

The design of the proposed building is a significant contrast to the features of the heritage precinct and as such will highlight the design attributes of the heritage buildings. The site is located on the periphery of the precinct and many of the heritage sites will not be significantly impacted due to their proximity to the site.

The heritage advice acknowledges that if a permit was to be issued, the dwelling located at 41 Queens Parade should be given an individual citation in the Heritage Overlay as this site may be visually isolated from the precinct.

Having regard to the heritage advice, it is considered that in balancing the heritage characteristics of the precinct with the development, the proposal will not adversely affect the significance of the precinct. The design response has regard to the maximum building height found within the precinct and whilst it contrasts with the precinct in terms of site coverage, it is considered appropriate with the decision guidelines for the precinct.

#### **5.4 CLAUSE 55**

The proposed building will assume a greater visual presence on the site than the majority of residential buildings within this area. In terms of assessing its impact on the amenity of the neighbouring dwellings, the proposed building exhibits compliance with or exceeds all the relevant objectives of Clause 55 of the Scheme.

#### **5.5 TRARALGON ACTIVITY CENTRE PLAN**

This site is located within the Traralgon Activity Centre area.

The Traralgon Activity Centre Plan Key Directions Report was considered by Council at the ordinary meeting on 19 September 2011.

Whilst not endorsed at this stage, the draft Key Directions Report identifies that the future built form of the activity centre will include up to seven and eight storey buildings in the retail core, concealed car parking sites with active street frontages, and development to make more efficient use of underutilised spaces within the activity centre area.

Emphasis will be given to the design detail of buildings, sensitive interfaces to residential properties and active frontages to face public spaces, open spaces and public walkways.

Key Direction 37 refers specifically to the strategy to encourage higher density residential development within the activity centre.

It is considered that the proposal is generally consistent with the strategic direction set out in the draft key directions report.

#### **5.6 TRARALGON INNER SOUTH PRECINCT MASTER PLAN**

This document was adopted by Council at the ordinary meeting on 11 July 2011. Whilst this site falls outside the Traralgon Inner South Precinct Master Plan study area, there are a number of strategies within this plan which relate to this area. The primary strategy relevant to this application relate to transitioning this area to a medium density precinct. There are a number of parcels within the Traralgon Inner South Precinct which are designated for large scale medium density housing subject to appropriate design considerations. The proposal is considered to be consistent with the strategies to achieve this.

#### **5.7 TRARALGON STATION PRECINCT MASTER PLAN**

This document was adopted by Council at the ordinary meeting on 27 June 2011. The subject site is immediately adjacent to the Traralgon Station Precinct study area. There are a number of strategies within this plan which relate to this area. The primary strategy relevant to this application relates to ensuring that development on the southern side of the train line provides basement parking and no more than three storeys of residential development with the intent to minimise any adverse impacts on the single storey dwellings on the southern side of Queens Parade.

The Traralgon Station Precinct Master Plan identifies opportunities for improved connectivity between the northern and southern side of the railway line through a new overpass, north and south plaza area and a network of paths directing users from the southern residential precinct through the area to the town centre.

The proposed height of the building is marginally taller than the ridge of the adjoining building located at 11 Collins Street. It is acknowledged that the design addresses the residential interface through articulation of the facades of the building and other landscaping. It is considered that whilst this building will be prominent and from some angles is likely to be viewed from some distance, visibility is not the test as to whether a building is appropriately designed. The many multi level buildings both within the Traralgon central business district and sought with the Traralgon Activity Centre Plan Key Directions Report will ensure that future development of this scale will become more common in these areas. The Traralgon Station Precinct Master Plan supports residential development of the same scale on the northern side of Queens Parade, demonstrating that this type of development is intended to become prevalent in this area.

Clause 10.04 of the Scheme requires decision makers to integrate the range of policy issues and to balance any conflicting objectives in favour of 'net community benefit.' It is considered that this proposal provides a number of benefits in terms of:

- A building with a contemporary design which provides variety in terms of height, setbacks, treatments and facades;
- A major residential project for Traralgon within a designated activity centre and well serviced by pedestrian networks and public transport;
- A building which facilitates the achievement of a number of State and Local objectives regarding Transit Cities and activity centre objectives;
- Development consistent with the strategic direction of the Traralgon Inner South Precinct Master Plan; and
- Development consistent with the Council adopted Traralgon Station Precinct Master Plan and draft Traralgon Activity Centre Plan Key Directions Report.

The application received four submissions in the form of objections. The issues raised by submitters are summarised as follows:

1. The development will lead to an additional strain on the car parking available within the area.

Officer Comment:

In relation to the provision of car parking spaces, the Latrobe Planning Scheme at Clause 55.03-11 provides a Parking Provision Objective as follows:

- To ensure that car and bicycle parking for residents and visitors is appropriate to the needs of residents.
- To ensure that the design of parking and access areas is practical and attractive and that these areas can be easily maintained.

Standard B16 goes on to state the following parking standards should be met:

- One space for each one or two bedroom dwelling.
- Two spaces for each three or more bedroom dwelling, with one space under cover.
- Developments of five or more dwellings should provide visitor car parking of one space for every five dwellings.

Clause 55 of the Planning Scheme requires that a development must meet all of the objectives and should meet all standards. If Council is satisfied that an alternative response to the standards is appropriate, the alternative solution may be considered. This provides Council with the discretion to accept a reduced level of car parking in appropriate circumstances.

Pursuant to Standard B16, the proposal should provide 57 car parking spaces. The proposal actually provides 55 car parking spaces, reducing the number of car parking spaces to be provided by omitting two visitor spaces.

The justification provided within the proponents traffic report (see attachment 8) and following due consideration from the City Planning and Infrastructure Planning teams, the proposed number of car parking spaces is considered to be acceptable. There are a number of factors to support this assessment.

In accordance with the standard B16, adequate on site car parking is provided for all residents of the proposed development. Given the highly accessible location of the

subject site (in proximity to the Traralgon Activity Centre and public transport opportunities) it is considered reasonable to expect that visitor access to the dwellings could be provided via alternate means of transport (public transport, walking or cycling).

This view is supported by the State and Local Planning Policy Frameworks which seeks to reduce reliance on car-travel and encourages medium density housing within Transit City areas. Further, the strategies within the Traralgon Station Precinct Master Plan and the draft Traralgon Activity Centre Plan Key Directions report support reduced car borne use within the Traralgon Activity Centre.

The objections expressed concerns that residents would be likely to park on street rather than in their designated car space in the basement car park. It is considered possible that there may be occasions when residents or visitors do park on street but given the limited on-street parking available, this is not considered to cause detriment to the surrounding highway network. The proximity to the Traralgon Railway Station and other public transport facilities will provide alternative access to and from the development.

2. Amenity and traffic movements generated by the development, both on nearby residents and businesses.

Officer Comment:

Council's Infrastructure Planning team raised no concern in regard to traffic flow problems or congestion through increased vehicle and pedestrian movements as a result of this development proceeding. The traffic and parking patterns are likely to be typical of those found within and surrounding an activity centre.

No expert traffic advice was submitted with any objection which would demonstrate that parking and vehicle movements may cause material detriment to any party.

The traffic study provided with the application and Council's Infrastructure Planning team consider that the likely vehicle movements generated by the development will be accommodated within the existing highway network.



3. The development is inconsistent with the heritage character of the area.

Officer Comment:

The heritage implications of the development have been discussed at Section 5.3 of this report. The design is considered to be appropriate in the context of the surrounding heritage precinct and the preferred development density for the area. Whilst there are aspects of the proposal which vary from the significant features of the heritage buildings within the precinct, the proposal is considered to be acceptable.

4. The possibility of overlooking and overshadowing effects of the development.

Officer Comment:

The permit applicant has prepared overlooking and overshadowing drawings that identifies the possible overshadowing or overlooking to adjoining properties. There will be some overshadowing effects to the lot directly to the west of the subject land (41 Queens Parade) for a habitable room window facing east. This will only occur for a period with the morning sun and will allow for light entry at other periods throughout the day and is acceptable in the context of Clause 55.04-6 'Overlooking Objective'. The upper levels of the development are staggered to attempt to minimise any overshadowing impacts on this property.

There are some minor overlooking issues from the subject land to 11 Collins Street. At present, as this land is used for a medical centre, there are no significant amenity impacts arising from overlooking into this site. If the use of the land is to change in the future to a more sensitive use, particularly residential, there may be some additional impacts.

Given the overlooking screens provided within the development, any overlooking will occur primarily into a small area of open space within the rear of 11 Collins Street. The possible measures to prevent *all* overlooking to 11 Collins street may compromise the appearance of the development through excessive screening measures. The objective of Clause 55.04-6 'Overlooking Objective' is to *limit* views into existing private open space areas and habitable room windows.

It is considered that the proposal is able to meet this objective as the overlooking effects are minimal.

5. The proposal will prevent the Gippsland Regional Indoor Aquatic Facility from being constructed on the site.

Officer Comment:

There is no Council adopted study or plan which provides for an indoor aquatic facility in this area of Traralgon. Any private development for this purpose will be subject to planning permission.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost may only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

**7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Notification:

The application was advertised pursuant to Section 52(1) of the Act in that notice was provided to the adjoining property owners and occupiers, and a sign displayed on each road frontage of the site. Notice of the application was also provided in one edition of the Latrobe Valley Express (published on 14 July 2011).

Notice was also provided to Gippsland Water in accordance with Section 52(1)(d) of the Act.

External:

There were no referral requirements pursuant to Section 55 of the Act.

Advice was sought from a heritage consultant regarding the proposal.

Internal:

The application was referred internally to Council's Infrastructure Planning team who provided consent to the granting of a planning permit subject to appropriate conditions.

*Details of Community Consultation following Notification:*

Following the notification process, there were four submissions in the form of objections received to the application. A planning mediation meeting did not occur as the permit applicant did not wish to proceed to mediation. A response to the objections was prepared by the permit applicant and circulated to the objectors for review.

**8. OPTIONS**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Planning Permit; or
2. Refuse to Grant a Planning Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

**9. CONCLUSION**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Mixed Use Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay;
- Consistent with the relevant requirements of Clause 55 (Two or More Dwellings on a Lot);
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered and do not form planning grounds on which the application should be refused.

## **10. RECOMMENDATION**

- A. That Council issues a Notice of Decision to Grant a Planning Permit, for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon, with the following conditions:**
- 1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
  - 2. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
  - 3. Upon completion of the works, the site must be cleared of all excess building materials and debris to the satisfaction of the Responsible Authority.**
  - 4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
  - 5. Disabled access to the building must be provided to the satisfaction of the Responsible Authority. All work carried out to provide disabled access must be constructed in accordance with Australian Standards Design for Access and Mobility: AS1428.1-2001, AS1428.2-1992, AS1428.3-1992 and AS1428.4-2002.**
  - 6. All outdoor lighting must be baffled and/or located to prevent light from the site causing detriment to the locality to the satisfaction of the Responsible Authority.**
  - 7. All pipes, fixtures, fittings and vents servicing the building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.**
  - 8. The operator of this permit must ensure that all dwellings within the development are protected from noise associated with any on-site mechanical plant equipment, consistent with the requirements of the State Environment Protection Policy N-1.**
  - 9. The proposed works must not cause any damage to any existing street tree.**
  - 10. Prior to the occupation of the development, all tilt slab or precast concrete surfaces must be painted, treated, textured and maintained thereafter to the satisfaction of the Responsible Authority.**

### **Landscaping Conditions**

- 11. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must provide for:
  - a. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;**
  - b. Details of all surface finishes and pathways;**
  - c. A planting schedule of proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant;**
  - d. Landscaping and plantings within all open areas of the site.****

**All species are to be selected to the satisfaction of the Responsible Authority.**

**When approved, the plan will be endorsed and will then form part of the permit.**

- 12. The landscaping as shown on the endorsed Landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development or by such date as is approved by the Responsible Authority in writing.**
- 13. The landscaping as shown on the endorsed Landscape Plan must be maintained, and any dead, diseased or damaged plant replaced in accordance with the landscaping plan to the satisfaction of the Responsible Authority.**

### **Engineering Conditions**

- 14. Prior to the commencement of works, the operator of this permit must provide a Waste Collection Management Plan to the satisfaction of the Responsible Authority. This plan must address the storage and collection of household, recyclable materials and green wastes and access arrangements for the safe and efficient collection of waste materials from the site.**
- 15. Prior to the commencement of works, a site drainage plan including all hydraulic computations must be submitted to and approved by the Responsible Authority. The plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
  - a. How the land including all buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event;****

- b. An underground pipe drainage system conveying stormwater to the legal point of discharge; and
- c. The provision of stormwater detention within the site and prior to the point of discharge into the drainage system if the total rate of discharge from the property exceeds the rate of discharge that would result if a co-efficient of run-off of 0.4 was applied to the whole of the property area.

When approved, the plan will be endorsed and will then form part of this permit.

16. Appropriate measures must be implemented throughout the construction stages of development to rectify and/or minimise mud, crushed rock or other debris being carried onto roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
17. Prior to the occupancy of the development, or by such time as approved by the Responsible Authority in writing, the following works must be completed to the satisfaction of the Responsible Authority:
  - a. All drainage systems must be constructed in accordance with the approved site drainage plan;
  - b. Proposed vehicle crossing must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC307; and
  - c. All redundant vehicle crossings must be removed and reinstated with footpath, nature strip and kerb and channel.
18. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.
19. All car parking spaces and internal circulation roads are to be designed and constructed in accordance with AS2890.1-1993.

**Expiry of Permit**

20. This permit will expire if one of the following circumstances applies:
  - a. The development has not commenced within two years of the date of this permit; or
  - b. The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterward.

**Planning Permit Notes**

- Note 1.** Unless exempted by the Responsible Authority, an Asset Protection Permit must be obtained prior to the commencement of any proposed building works (as defined in Local Law No.3). The Responsible Authority must be notified in writing at least seven days prior to the buildings works commencing or materials/equipment being delivered to the site.
- Note 2.** A Stormwater Connection Permit must be obtained prior to the connection of any new stormwater drainage into the stormwater drainage system. All new stormwater drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.
- Note 3.** The location of the legal point of discharge into the stormwater drainage system can be obtained by completing a Legal Point of Discharge form available from [www.latrobe.vic.gov.au/services/roads/workspereimits](http://www.latrobe.vic.gov.au/services/roads/workspereimits).
- Note 4.** A Vehicle Crossing Permit must be obtained prior to the commencement of any works that include the construction, installation, alteration or removal of any vehicle crossing. The relevant fees, charges and conditions of the Vehicle Crossing Permit will apply even if the vehicle crossing works have been approved within this Planning Permit.
- Note 5.** Vehicle crossings must be provided with minimum clearances to other infrastructure in accordance with the Latrobe City Council's Vehicle Crossing Policy, including clearances to property boundaries, any adjacent side entry pits, power or telecommunications pole, manhole cover or marker or street tree. Any relocation, alteration or replacement required must be in accordance with the requirements of the relevant authority and shall be at the expense of the operator of this permit.
- B.** That Council consider a separate heritage citation for 41 Queens Parade as part of any future review of the Heritage Overlay.



**ATTACHMENTS**



ATTACHMENT 1  
History of Application

DATE	EVENT
24 November 2010	Application received by Responsible Authority.
13 December 2010	A request for additional information was forwarded to the applicant to address.
4 April 2011	The required information was provided addressing the concerns raised by Council.
6 April 2011	The permit applicant was advised in writing that their neighbourhood and site description addressed the requirements of Clause 55.01-1 of the Latrobe Planning Scheme.
15 April 2011	Independent heritage advice was sought by Council.
30 June 2011	Heritage Advice was initially received by Council.
1 July 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the Act by notifying adjoining property owners and occupiers of the proposal, and display a sign on each road frontage of the site for 14 days.</p> <p>One notice was also published in the 14 July 2011 edition of the Latrobe Valley Express.</p> <p>Internal referrals were undertaken and notice was provided in accordance with Section 52(1)(d) of the Act to SP AusNet Pty Ltd and Gippsland Water.</p>
28 July 2011	Two submissions in the form of objections were received to the application.
29 July 2011	A third submission in the form of an objection was received to the application.
1 August 2011	A statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.
2 August 2011	A fourth submission in the form of an objection was received to the application.
10 August 2011	The permit applicant provided a submission in response to the objections, which was circulated to all objectors.

ATTACHMENT 2  
Relevant Ordinance of the  
Latrobe Planning Scheme

## **LATROBE PLANNING SCHEME**

### **State Planning Policy Framework**

Clause 11.01 'Activity Centres'

Clause 11.02 'Urban Growth'

Clause 11.05 'Regional Development'

Clause 15.01 'Urban Environment'

Clause 15.03 'Heritage'

Clause 16.01 'Residential Development'

Clause 18.01 'Integrated Transport'

Clause 18.02 'Movement Networks'

### **Local Planning Policy Framework**

Clause 21.01 'Municipal Profile'

Clause 21.02 'Municipal Vision'

Clause 21.03 'Natural Environment Sustainability'

Clause 21.04 'Built Environment Sustainability'

Clause 21.05 'Main Towns'

Clause 21.08 'Liveability'

### **Zoning – Mixed Use Zone**

The subject land is located within a Mixed Use Zone.

### **Overlay – Heritage Overlay**

The subject land is located within a Heritage Overlay (heritage precinct).

### **Particular Provisions**

Clause 55 'Two or More Dwellings on a Lot and Residential Buildings'

### **General Provisions**

Clause 65 'Decision Guidelines'

### **Incorporated Documents**

There are no incorporated documents that relate to the consideration of this application.

ATTACHMENT 3  
Locality Plan

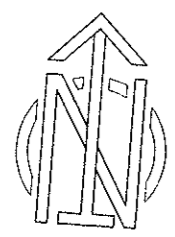
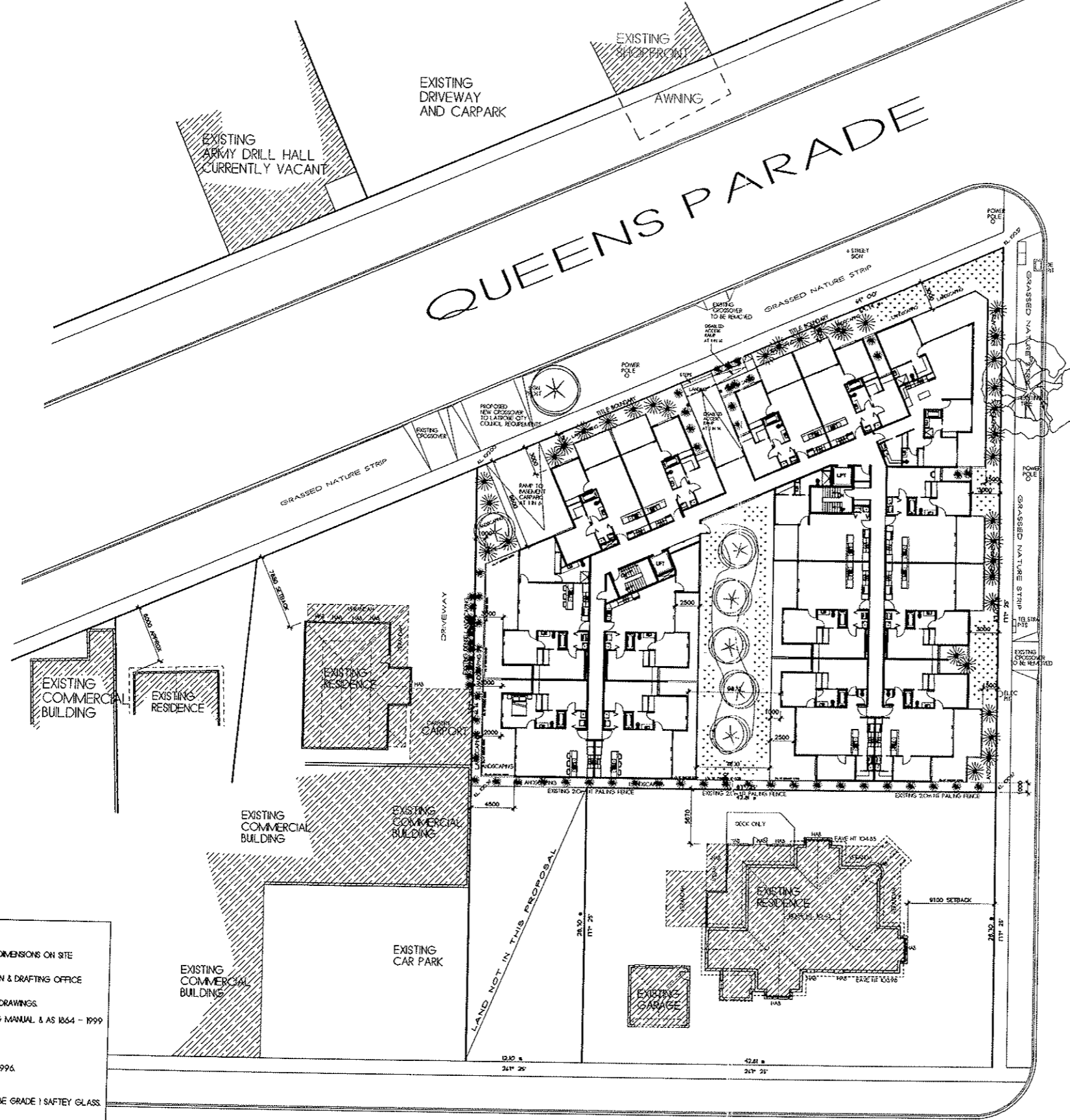


Subject Site



ATTACHMENT 4  
Proposed Plans

# QUEENS PARADE



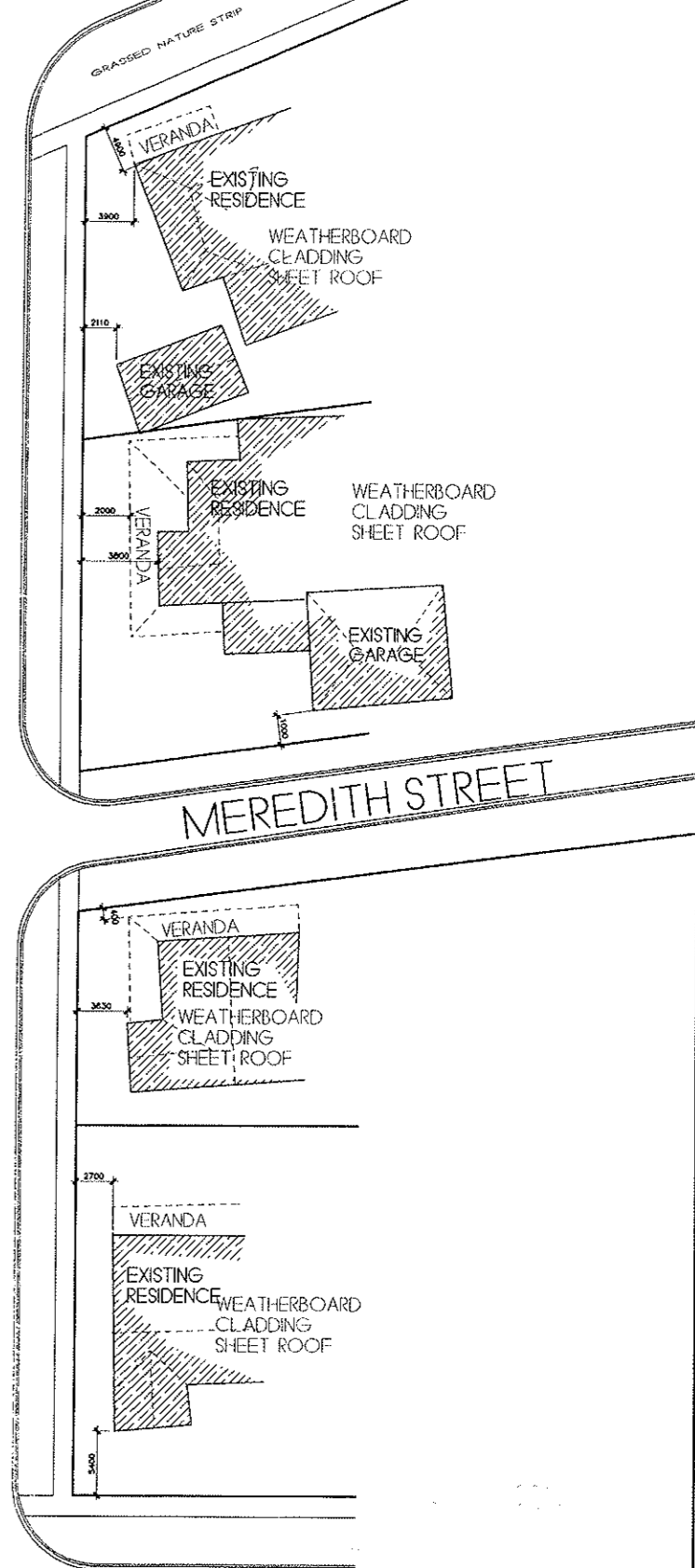
## GENERAL NOTES :

- THE BUILDER / CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF WORK.
- ANY DISCREPANCIES SHALL BE BROUGHT TO THE SBM DESIGN & DRAFTING OFFICE IMMEDIATELY AS THEY ARE DISCOVERED.
- FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED DRAWINGS.
- TIMBER FRAMING SHALL COMPLY WITH THE TIMBER FRAMING MANUAL & AS 1864 - 1999
- ALL DRAINS TO COMPLY TO AS 3500.4 & BE TAKEN TO THE LEGAL POINT OF DISCHARGE.
- FOOTINGS HAVE BEEN DESIGNED FOR A CLASS "M" SITE SOIL CLASSIFICATION IN ACCORDANCE WITH AS 2870-1996 AS PER THE SOIL REPORT BY GPPS AND SOIL TESTS.
- ALL GLAZING TO AS 1288 - CAT.3
- ALL GLAZING BELOW 750mm ABOVE FLOOR LEVEL, MUST BE GRADE 1 SAFETY GLASS
- WINDOW & DOOR NUMBERS NOTED ON THE PLAN ARE FROM THE "DOWELL" RANGE OF ALUMINUM SLIDING WINDOW & SLIDING DOORS.
- ALL MATERIALS & WORKMANSHIP TO COMPLY WITH CURRENT S.A.A. CODES.
- SMOKE DETECTORS TO BE HARD WIRED WITH BATTERY BACK UP AND TO COMPLY WITH THE BUILDING CODE OF AUSTRALIA AND AS 3786.
- TOILET DOOR TO BE FITTED WITH LIFT OFF HINGES.
- APPROVED TERMITE PROTECTION TO AS 3660.1 WITH THE USE OF L.O.S.P. FRAMEWORK TREATED FRAMING.
- DESIGN WIND SPEED "N2"

# SHAKESPEARE STREET

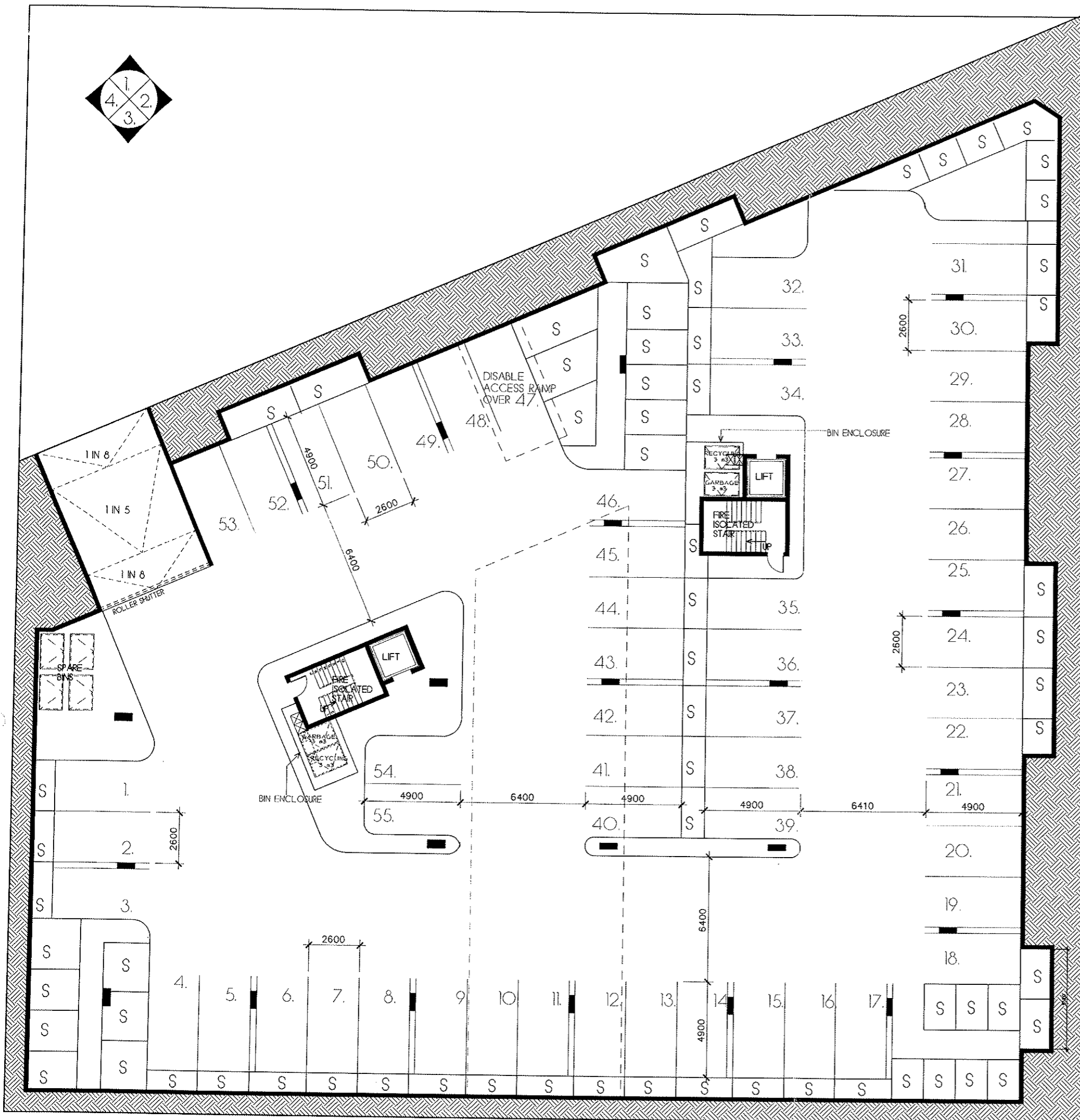
SITE DEVELOPMENT PLAN  
SCALE 1:250

# COLLINS STREET



		PROJECT:		PROPOSED MULTI-RESIDENTIAL DEVELOPMENT	
		CLIENT:		PRIME DEVELOPMENTS	
		DRAWING TITLE:		SITE DEVELOPMENT PLAN	
DRAWN	S. McCLEMENS	REVISION No.:	T P - A	JOB No.:	09 682
DATE	29/03/2008	DATE	REVISION	DESCRIPTION	
SCALE	1:250	DESIGN	S. McCLEMENS	DATE	29/03/2008
DESIGN	S. McCLEMENS	DATE	29/03/2008	DRAWING No.:	A1
D.P. - AD 3625 ABN 63 615 85 395		OFFICE - 59A NOTHAM STREET, TRARALGON POSTAL - PO Box 1561 TRARALGON 3644		Ph. 033 51 74 0000 Mob. 0412 541 064	





**BASEMENT FLOOR PLAN**  
SCALE 1:100

		PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON.	
		DRAWING TITLE: <b>BASEMENT FLOOR PLAN</b>	
DRAWN: S. McLEMENTS DATE: 29/03/2008 SCALE: A2	DESIGN: S. McLEMENTS DATE: 29/03/2008 SIGNATURE:	REVISION No.: T P- A DATE:    REVISION:    DESCRIPTION:	JOB No.: <b>09 682</b> DRAWING No.: <b>A 2</b>

D.P. - 40 3425    OFFICE - 50A HOTHAM STREET, TRARALGON    Ph. 039 574 0000  
 ABN 63 63 36 395    POSTAL - PO Box 154 TRARALGON 3844    Mob. 042 641 064

	BASEMENT	GROUND FLOOR	FIRST FLOOR	SECOND FLOOR	TOTAL
BUILDING AREA *	2127.10 m <sup>2</sup>	1155.04 m <sup>2</sup>	1434.71 m <sup>2</sup>	1141.85 m <sup>2</sup>	6120.70 m <sup>2</sup>
TERRACE AREA *	0	558.01 m <sup>2</sup>	1155.64 m <sup>2</sup>	741.72 m <sup>2</sup>	1465.37 m <sup>2</sup>
PORTICO AREA *	0	27.35 m <sup>2</sup>	0	0	27.35 m <sup>2</sup>
TOTAL AREA *	2127.10 m <sup>2</sup>	1821.20 m <sup>2</sup>	1420.37 m <sup>2</sup>	1152.10 m <sup>2</sup>	6920.77 m <sup>2</sup>



QUEENS APARTMENTS PLANNING- 15/11/2010

APARTMENT #	LEVEL	BEDROOMS	BATHROOMS	LIVING AREA (m <sup>2</sup> )	TERRACE (m <sup>2</sup> )	TOTAL (m <sup>2</sup> )	CARPARKS
1	GROUND FLOOR	2	1	73.19	12.16	85.35	1
2	GROUND FLOOR	2	1	75.50	12.16	87.66	1
3	GROUND FLOOR	3	2	105.06	40.95	146.01	2
4	GROUND FLOOR	2	1	83.30	32.04	115.34	1
5	GROUND FLOOR	2	1	83.05	21.99	105.04	2
6	GROUND FLOOR	2 + Study	1	88.30	19.57	107.87	1
7	GROUND FLOOR	1	1	59.42	9.04	68.46	1
8	GROUND FLOOR	2	1	79.39	21.59	100.98	1
9	GROUND FLOOR	2 + Study	1	98.73	34.31	133.04	2
10	GROUND FLOOR	3	1	98.73	25.05	123.78	2
11	GROUND FLOOR	2	1	79.39	14.58	93.97	1
12	GROUND FLOOR	2	1	78.69	14.58	93.27	1
13	GROUND FLOOR	3	2	121.92	53.40	175.32	2
14	GROUND FLOOR	2	1	70.17	11.93	82.10	1
15	GROUND FLOOR	2	1	67.37	11.93	79.30	1
16	FIRST FLOOR	3	2	96.58	5.88	102.46	2
17	FIRST FLOOR	2	1	75.53	9.16	84.69	1
18	FIRST FLOOR	3	2	105.05	19.15	124.20	2
19	FIRST FLOOR	2	1	74.84	6.09	80.93	1
20	FIRST FLOOR	2	1	74.84	10.18	85.02	1
21	FIRST FLOOR	2 + Study	1	83.78	10.33	94.11	2
22	FIRST FLOOR	1	1	56.87	9.08	65.95	1
23	FIRST FLOOR	2	1	79.43	7.35	86.78	1
24	FIRST FLOOR	2 + Study	1	92.73	13.57	106.30	2
25	FIRST FLOOR	2 + Study	2	92.73	13.57	106.30	2
26	FIRST FLOOR	2	1	79.43	7.35	86.78	1
27	FIRST FLOOR	2	1	78.65	7.35	86.00	1
28	FIRST FLOOR	3	2	121.55	43.15	164.70	2
29	FIRST FLOOR	2	1	70.22	5.90	76.12	1
30	FIRST FLOOR	3	2	106.61	15.79	122.40	2
31	SECOND FLOOR	2	2	92.64	18.57	111.21	1
32	SECOND FLOOR	3	2	110.41	18.54	128.95	2
33	SECOND FLOOR	2	2	93.23	23.56	116.79	1
34	SECOND FLOOR	2	2	90.13	20.07	110.20	1
35	SECOND FLOOR	2	2	113.52	22.98	136.50	2
36	SECOND FLOOR	2	2	87.55	21.59	109.14	1
37	SECOND FLOOR	2	2	90.14	20.07	110.21	1
38	SECOND FLOOR	2	2	90.14	20.07	110.21	1
39	SECOND FLOOR	2	2	85.85	20.07	105.92	1
40	SECOND FLOOR	3	3	125.56	49.45	175.01	2
<b>TOTALS</b>		<b>77</b>	<b>58</b>	<b>3530.22</b>	<b>754.15</b>	<b>4284.37</b>	<b>55</b>

APARTMENT CONFIGURATION

1 Bed + 1 Bath	2
2 Bed + 1 Bath	16
2 Bed + 2 Bath	8
2 Bed + Study + 1 Bath	4
2 Bed + Study + 2 Bath	1
3 Bed + 1 Bath	1
3 Bed + 2 Bath	7
3 Bed + 3 Bath	1
<b>TOTAL</b>	<b>40</b>

GROUND FLOOR PLAN SCALE 1:100

**DESIGN & DRAFTING**

DP: +61 3625 OFFICE: 157A HOTHAM STREET, TRARALGON VIC 3844  
 ABN 63 618 395 POSTAL: PO Box 1561 TRARALGON 3844 Ph: 03 51 74 0000 Mob: 042 641 064

PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
 CLIENT: PRIME DEVELOPMENTS  
 AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON

DRAWING TITLE: GROUND FLOOR PLAN

DRAWN: S. McCLEMMENTS	REVISION No.: T P - A	JOB No.: 09 682
DATE: 29/03/2010	DATE: _____	DATE: _____
SCALE: A3	DATE: _____	DATE: _____
DESIGN: S. McCLEMMENTS	DATE: 29/03/2010	DRAWING No.: A 3
SIGNATURE: _____		



FIRST FLOOR PLAN  
SCALE 1:100

**DESIGN & DRAFTING**

D.P. 74D 3625 OFFICE- 59A HOTHAM STREET, TRARALGON Ph. 03 74 0000  
ABN 53 63 18 375 POSTAL- PO Box 156, TRARALGON 3844 Mob. 042 641 064

PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1, LP70054), TRARALGON			
DRAWING TITLE: FIRST FLOOR PLAN			
DRAWN S. McCLEMMENTS	DATE 29/03/2018	REVISION No.: T P - A	JOB No.: 09 682
SCALE # A2: 1:200	DATE 29/03/2018	REVISION DESCRIPTION	DRAWING No.: A 4
DESIGN S. McCLEMMENTS			
DATE 29/03/2018			
SIGNATURE			

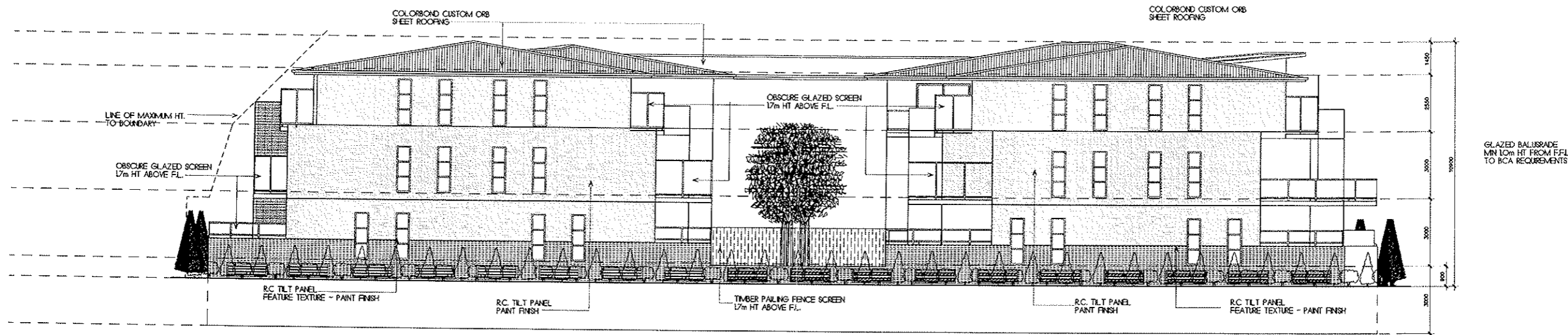


SECOND FLOOR PLAN  
SCALE 1:100

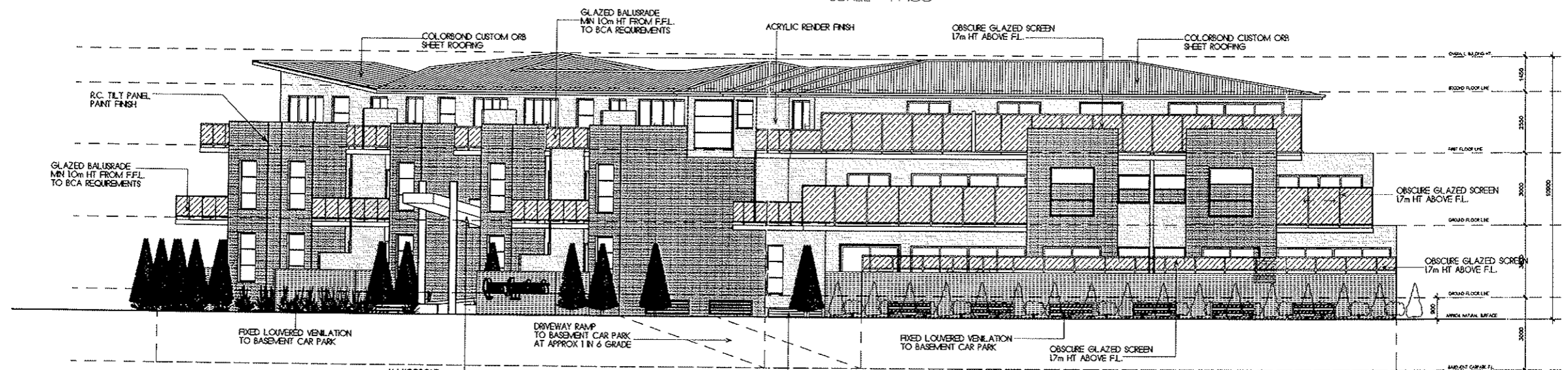
**DESIGN & DRAFTING**

D.P. +40 3425 OFFICE- 99A HOTMAN STREET, TRARALGON Ph. 033 874 0000  
 A.B.N. 63 612 16 3915 POSTAL- PO Box 1561, TRARALGON 3644 Mdx. 042 641 064

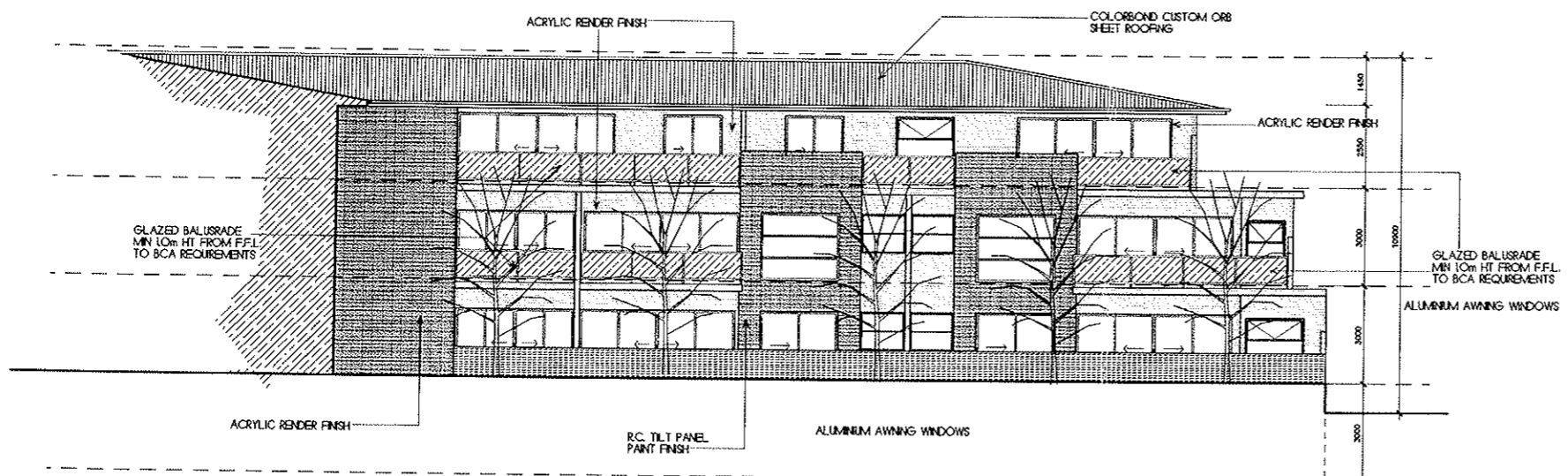
PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON			
DRAWING TITLE: SECOND FLOOR PLAN			
DRAWN: S. McCLIBERTS DATE: 29/03/2011 SCALE: A2 1:200	REVISION No. 1 TP-A	JOB No. 09 682	
DESIGN: S. McCLIBERTS DATE: 29/03/2011 SIGNATURE:	DATE	REVISION	DESCRIPTION
			DRAWING No. A 5



ELEVATION 1 - SOUTH  
SCALE 1:100



ELEVATION 2 - WEST  
SCALE 1:100



ELEVATION 2/A - WEST (INTERNAL)  
SCALE 1:100

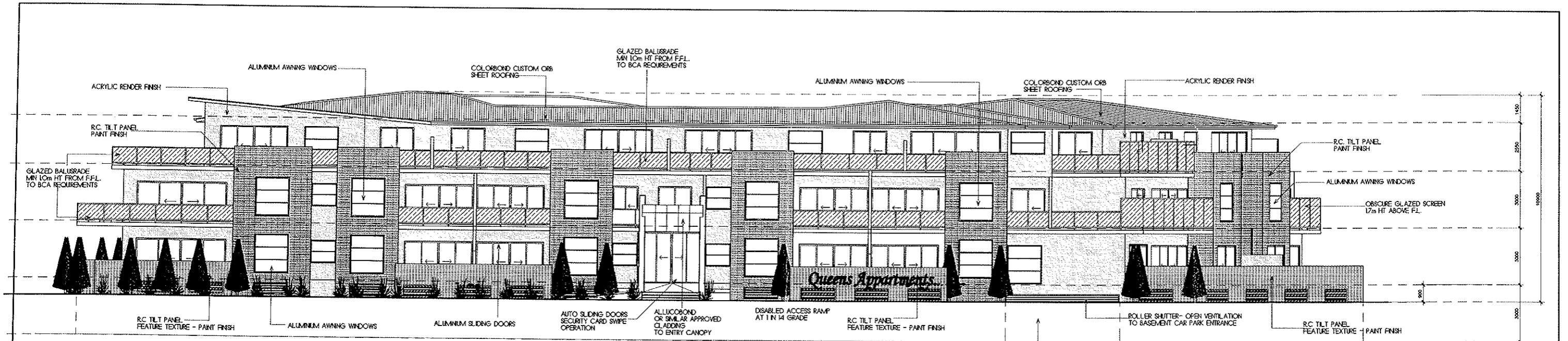
**shon**  
DESIGN & DRAFTING

GP - AD 3125 OFFICE - 59A HOTHAM STREET, TRARALGON Ph. 103 5 74 0000  
ASN 63 63 35 395 POSTAL - PO Box 150, TRARALGON 3844 Mob. 042 641 064

PROJECT:  
PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
CLIENT: PRIME DEVELOPMENTS  
AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON.

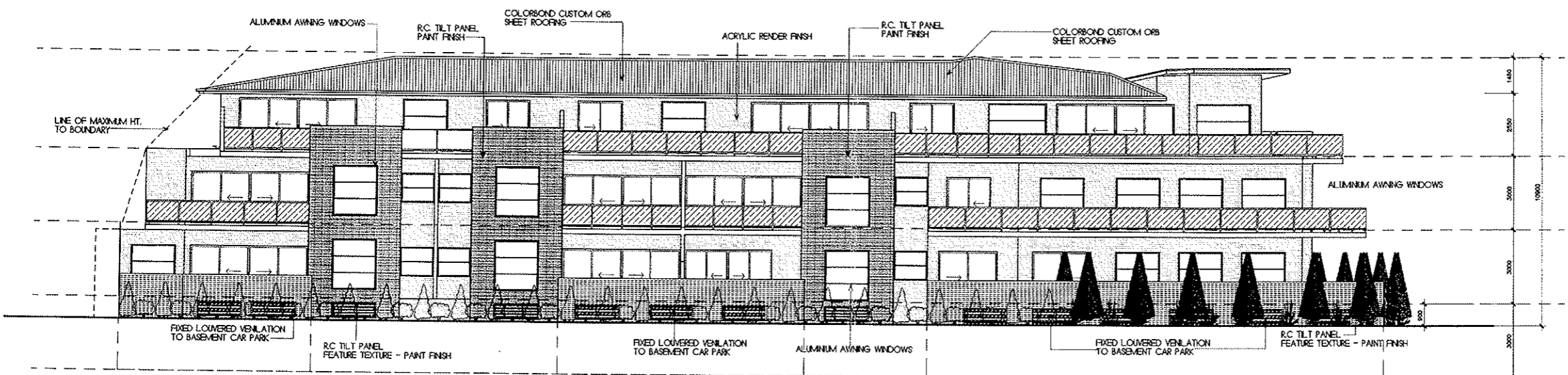
DRAWING TITLE:  
ELEVATIONS - SHEET 1

DRAWN: S. McCLEMMENTS	REVISION No.: T P - A	JOB No.: O9 682
DATE: 29/03/2011	DATE: 29/03/2011	
SCALE: # A2 1:200	DATE: 29/03/2011	
DESIGN: S. McCLEMMENTS		DRAWING No.: A 6
DATE: 29/03/2011		
SIGNATURE:		

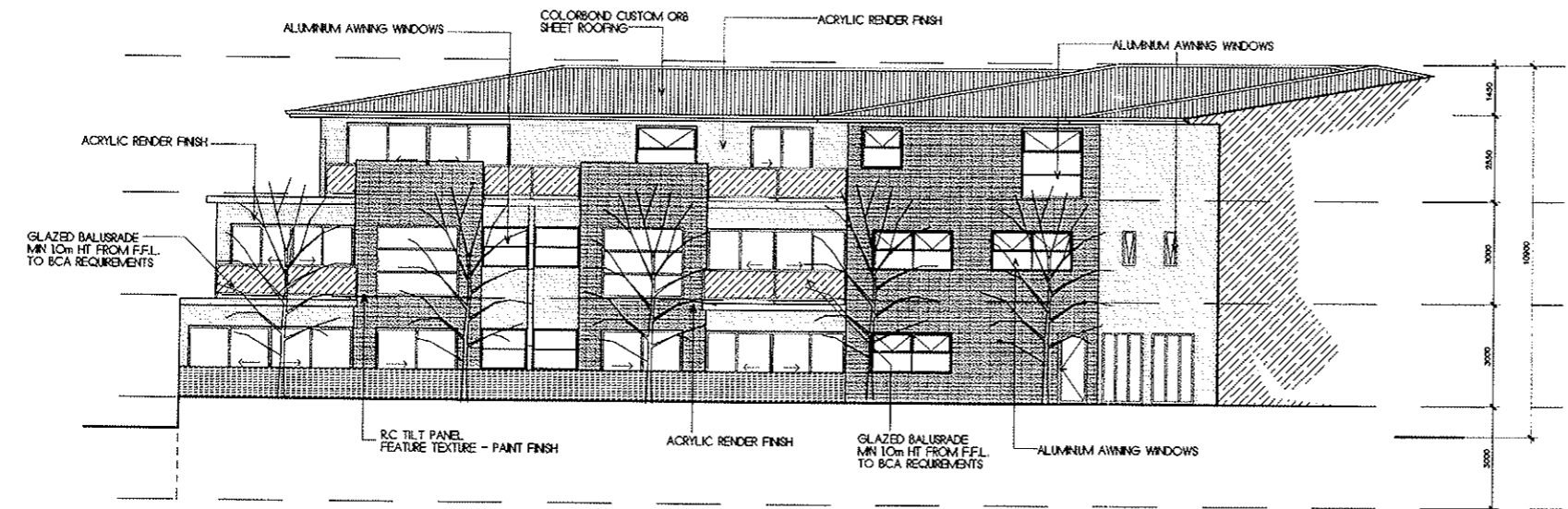


ELEVATION 3 - NORTH ( QUEENS PARADE )  
SCALE 1:100

DRIVEWAY RAMP TO BASEMENT CAR PARK AT APPROX 1 IN 6 GRADE



ELEVATION 4 - EAST ( COLLINS STREET )  
SCALE 1:100



ELEVATION 4/A - EAST (INTERNAL)  
SCALE 1:100

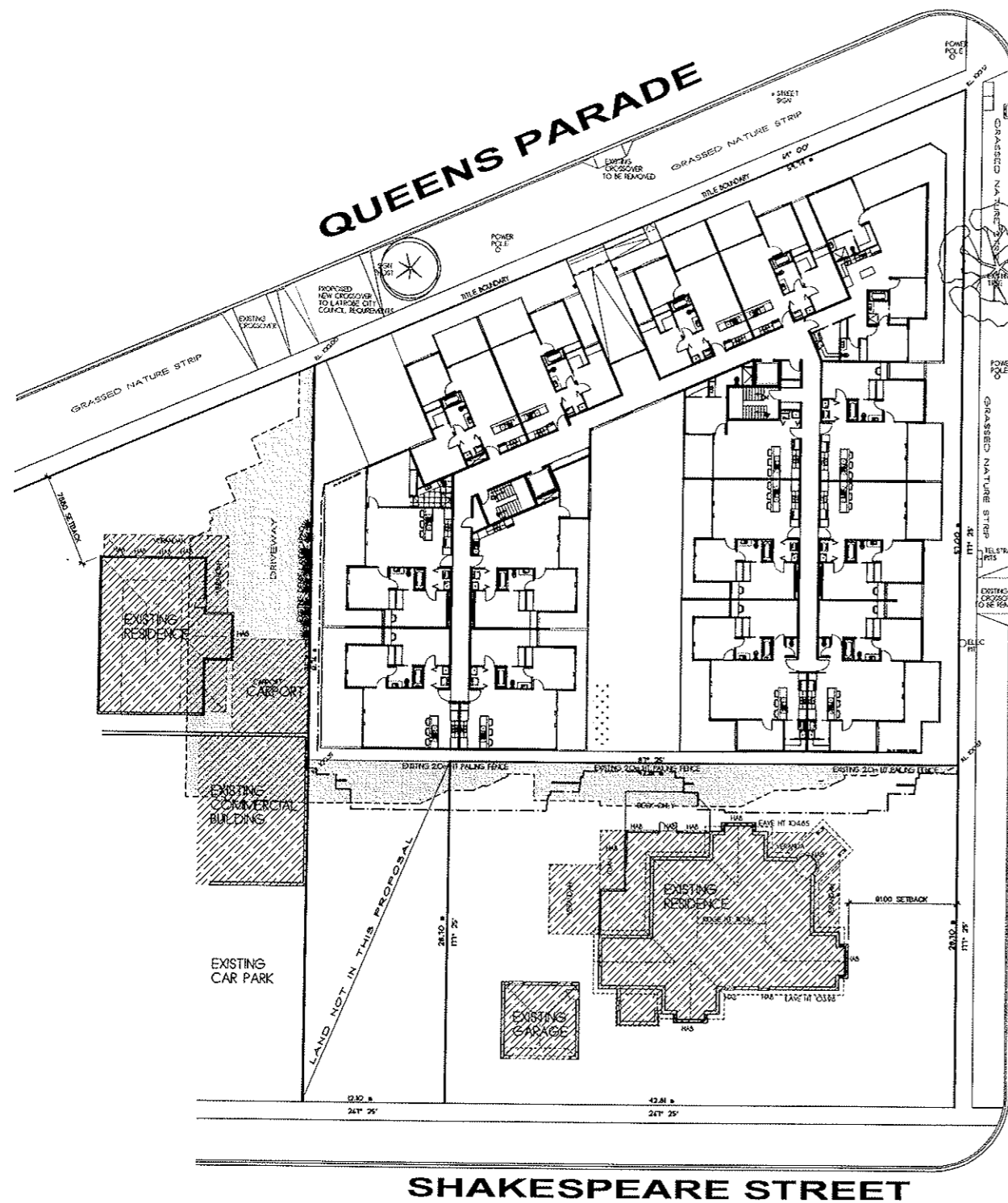
**DESIGN & DRAFTING**

D.P. - AD 3425 OFFICE - 52A HOTHAM STREET, TRARALGON Ph: 033 5174 0000  
ABN 63 643 86 395 PORTAL - PO Box 1501 TRARALGON 3444 Mob: 0412 641 064

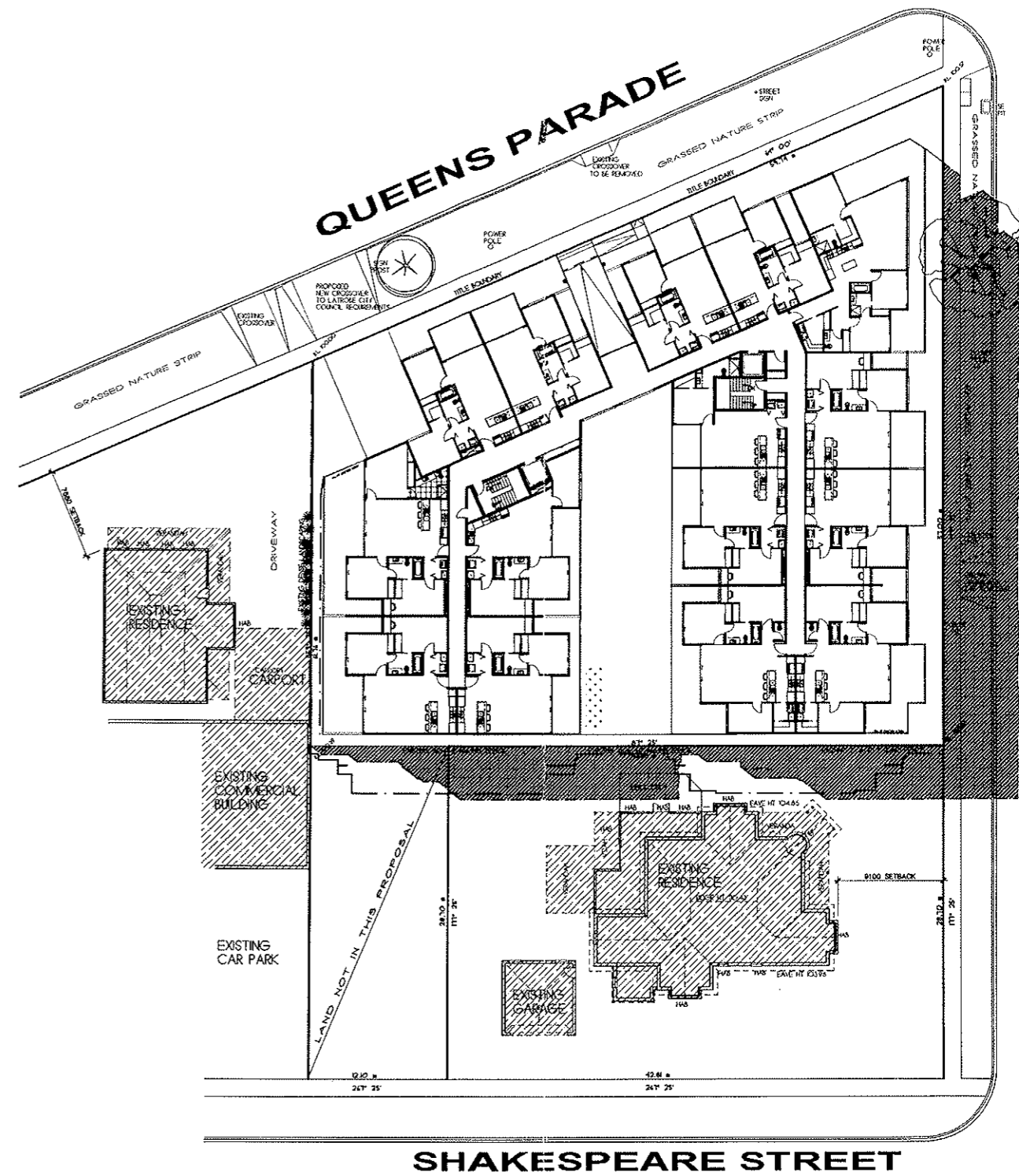
PROJECT:  
PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
CLIENT: PRIME DEVELOPMENTS  
AT 39 QUEENS PARADE ( LOT 1 LP70054 ), TRARALGON.

DRAWING TITLE:  
ELEVATIONS - SHEET 2

DRAWN S. McCLEMETS DATE 29/03/2018 SCALE # A2 1:200	REVISION No.: T P - A	JOB No.: 09 682
DESIGN S. McCLEMETS DATE 29/03/2018 SIGNATURE:	DATE 29/03/2018	DRAWING No.: A 7



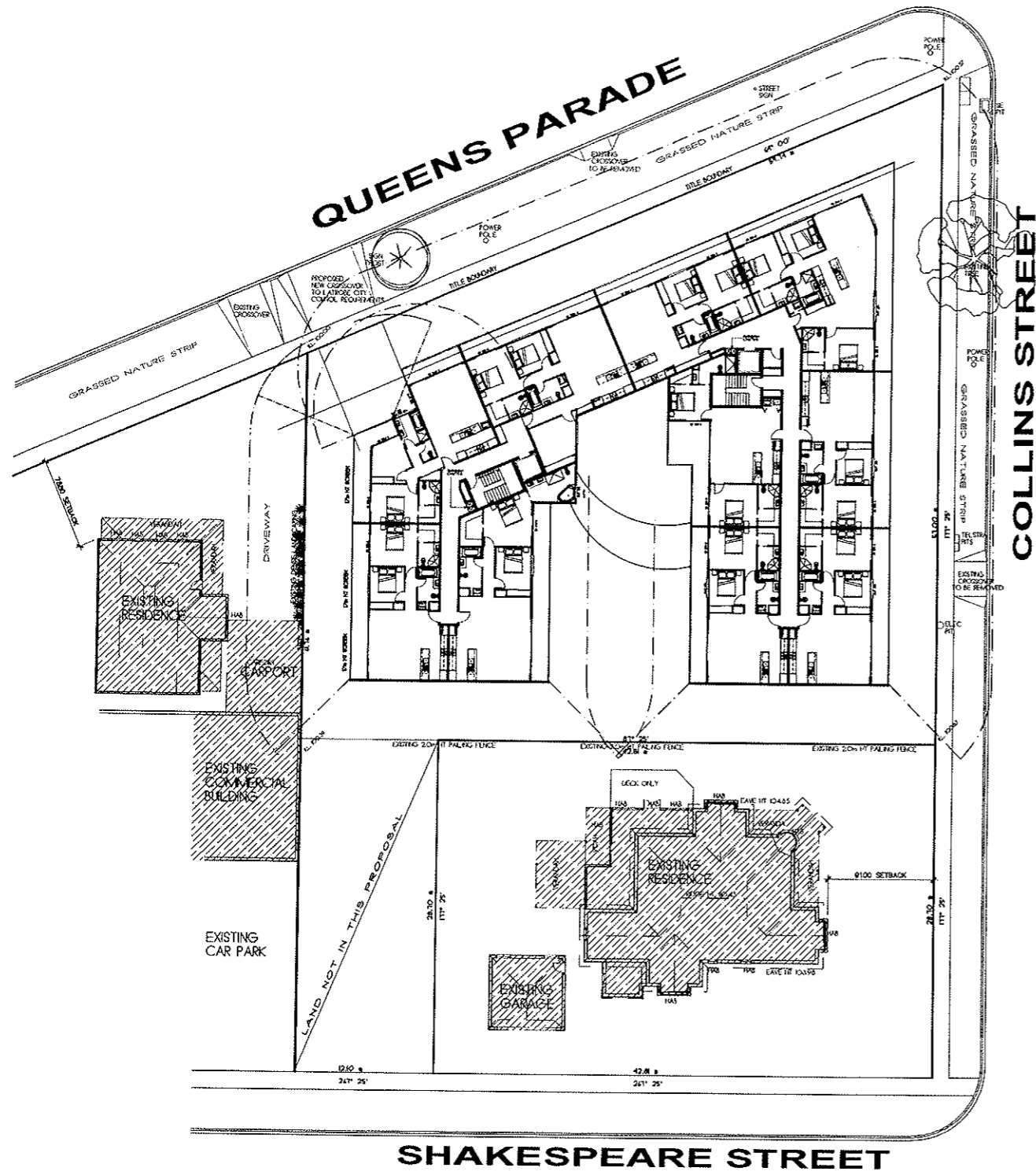
SHADOW DIAGRAM - 9 AM  
SCALE 1:250



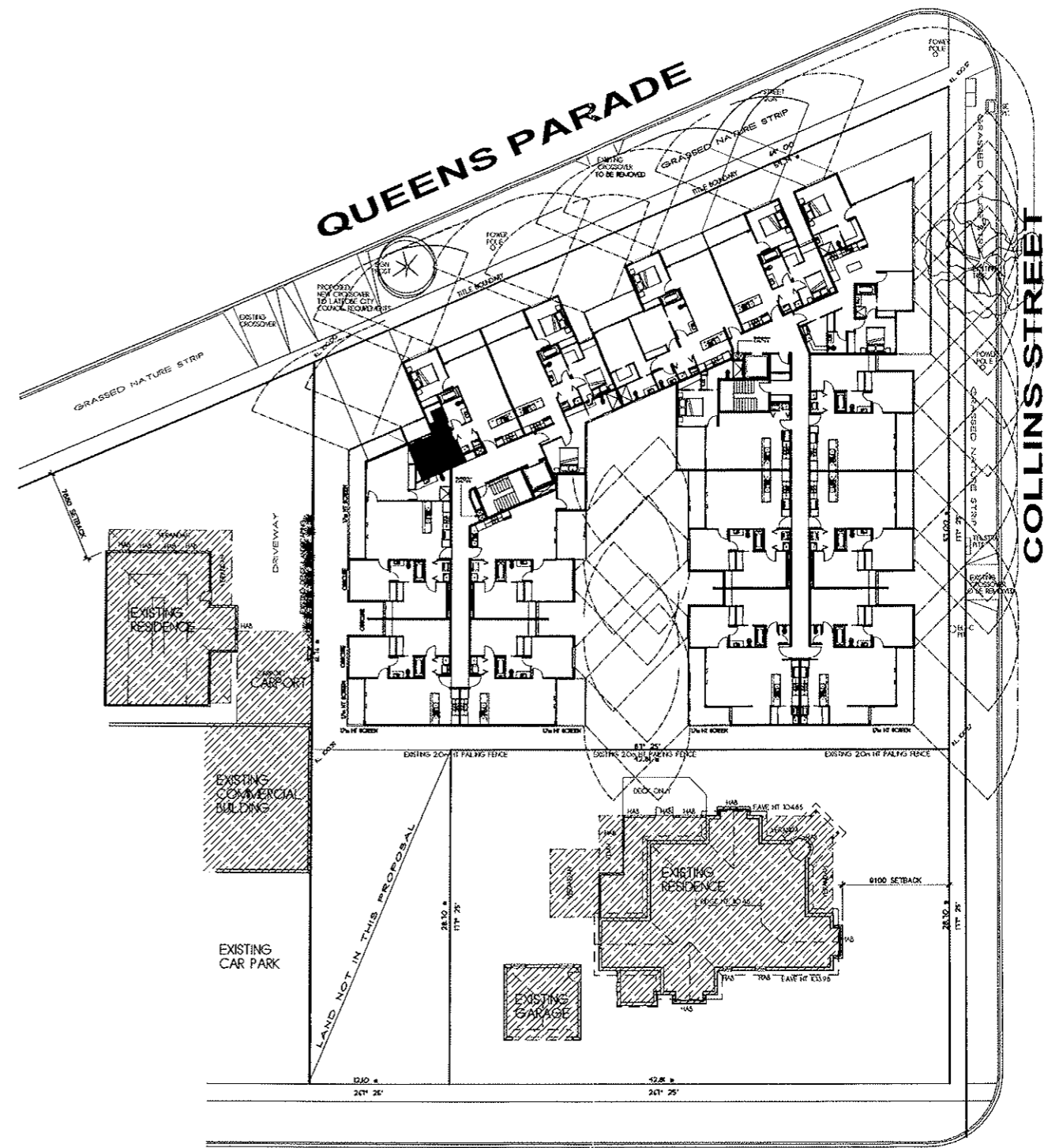
SHADOW DIAGRAM - 3 PM  
SCALE 1:250

	9 AM SHADOW CAST EQUINOX 22/09
	12 NOON SHADOW CAST EQUINOX 22/09
	3 PM SHADOW CAST EQUINOX 22/09

 <b>DESIGN &amp; DRAFTING</b>	PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON	
	DRAWING TITLE: SHADOW DIAGRAMS	
DRAWN: S. McCLEMMENTS DATE: 29/03/2008 SCALE: # A2 1:200	REVISION No.: T P - A DATE: REVISION: DESCRIPTION:	JOB No.: <b>09 682</b>
DESIGN: S. McCLEMMENTS DATE: 29/03/2008 SIGNATURE:		DRAWING No.: <b>A 8</b>
<small>           D.P. - AD 34025    OFFICE - 60A HOTRAM STREET, TRARALGON    Ph. 033 5 74 0000            ABN 63 643 89 595    POSTAL - PO Box 156, TRARALGON 3544    Mob. 042 641 054         </small>		



SHAKESPEARE STREET  
OVERLOOKING DIAGRAM - SECOND FLOOR  
SCALE 1:250



SHAKESPEARE STREET  
OVERLOOKING DIAGRAM - FIRST FLOOR  
SCALE 1:250



PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON		JOB No.: 09 682	
DRAWING TITLE: OVERLOOKING DIAGRAMS		DRAWING No.: A 9	
DRAWN DATE SCALE # A2	S. McCLEMENS 29/O3/2011 1:250	REVISION No.: TP-A	DATE REVISION DESCRIPTION
DESIGN DATE	S. McCLEMENS 29/O3/2011	SIGNATURE:	

GP: +61 3425 OFFICE: 50A HOYMAN STREET, TRARALGON Ph: 033 5174 0000  
ABN 63 615 76 595 POSTAL: PO Box 1561 TRARALGON 3644 Mob: 0412 641 064





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BY:

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4 APR 2011 B2



4 APR 2011



4 APR 2011

B4



4 APR 2011

B5



4 APR 2011



4 APR 2011



4 APR 2011





4 APR 2011

B9

ATTACHMENT 5  
Copy of Submissions

28.07.2011

Shane and Sharlene Golding

[REDACTED]

Traralgon VIC 3844

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To Whom it may concern,

We would like to make a formal objection to the construction of 40 Units at

**39 Queens Parade, Traralgon.**

**Planning Permit Application Number 2010/381**

Our objection is not to the development of the block itself, but to the density of the housing, and the lack of parking facilities in the area.

The proposal currently suggests that there is currently on street car parking for approximately 8 cars in Collins Street. This is not the case. There is no longer any car parking available during the week in Collins Street due to the opening of the new clinic on the corner of Collins Street and Shakespeare Street. This is frustrating for the residents of the street who no longer have parking outside their own homes, and the access to Shakespeare Street from Collins Street has become dangerous with high traffic and extremely low visibility. Those who are unable to find a park in Collins Street often park on both sides of Meredith Street, without leaving enough room for residents of Meredith Street to actually enter or exit the street at that end!

Potentially, a development of 40 units combining 1, 2 and 3 bedrooms could require parking spaces well in excess of what is currently being proposed, and current legislation shows that this development is already 2 spaces short of the minimum car spaces required.

A three storey development in a heritage listed area is not in keeping with the current surrounds.

As we stated, we do not object to the development of this site at all, only number of units proposed, and the impact that this would have on both the residents with regarding to current issues with parking, traffic and access to our homes.

Kind Regards

Shane and Sharlene Golding



Christine Sindt & Henry Sindt  
[REDACTED]  
[REDACTED]

Traralgon VIC 3844

27 July 2011

Planning Section  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

To Whom It May Concern,

**Objection to Application 2010/381**

We object to the construction of 40 dwellings on a Lot at 39 Queens Parade, Traralgon by Prime Development Enterprises Pty Ltd.

As owners of the adjoining property at [REDACTED], our concerns are:

- Our view of the huge flowering gum in Collins Street would be obscured
- Overshadowing and reduction of sunlight to the property
- Loss of privacy with a three storey development overlooking our property
- The arrival and departure of 52 cars daily from the proposed underground car park would be disruptive to the current tranquility of our family home

We also advise that the area of land for which the permit has been requested forms part of the "Golden Triangle" which is the area of land bounded by Queens Parade, Shakespeare Street and Collins Street, Traralgon. A proposal for a feasibility study for a Gippsland Regional Aquatic Facility to be established in the Golden Triangle has been submitted by us to the Latrobe City Council *Traralgon Activity Centre Plan* and also to the Member for Morwell, Russell Northe, and the Minister for Sport and Recreation.

The "Golden Triangle" is now under review by the Department of Planning and Community Development (DPCD) for the possible siting of the Gippsland Regional Indoor Aquatic Facility in Traralgon, retaining heritage properties on the site. DPCD has advised that they can assist with brokering discussions for a steering committee to help progress this proposal and ensure that it meets the requirements of the billion dollar Regional Growth Fund.

We have been advised that the 'Project Planning' component of the ***Putting Locals First Program*** can provide funding towards the development of a feasibility plan for the Gippsland Regional Indoor Aquatic Facility.

The ***Local Government Infrastructure Program*** is designed to provide funding directly to regional and rural councils for projects nominated in their Forward Capital Works Plan. The Gippsland Regional Indoor Aquatic Facility, Traralgon, proposal is consistent with community development plans for the municipality of Latrobe City Council.

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

Page 1 of 3

"Latrobe 2026: The Community Vision for Latrobe Valley" states  
*Recreation - In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community*

"Council Plan 2011-2015 – Latrobe City Council's response to Latrobe 2026: The Community Vision for Latrobe Valley" responds  
*Latrobe City Council will work towards achieving the Recreation Community Vision with a range of strategic directions which are supported by major initiatives and services to be implemented by Council over the next four years*

#### Strategic Directions

- *Foster the health and wellbeing of the community by promoting active living and participation in community life*
- *Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities*
- *Align open space requirements of the community with useable public open space*
- *Promote and maximise the utilization of recreational, aquatic and leisure facilities and services to ensure they meet the needs of the community*
- *Provide diverse and accessible recreational, leisure and sporting facilities, that are financially sustainable*
- *Develop and maintain high quality recreational, leisure and sporting facilities in accordance with community aspirations*
- *Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens*
- *Continue to develop and enhance recreation and leisure facilities in order to attract and facilitate events of regional, national and international significance*

All eight strategic directions of the Latrobe City Council are consistent with the establishment of an iconic world-class Gippsland Regional Indoor Aquatic Facility. Furthermore, the **Community Facility Funding Program** under the suite of Sport and Recreation Grants may also be able to provide funding towards the development of this major sport and recreation facility.

We have been advised that the proposal needs to flesh out the role of the buildings in the "Golden Triangle" in establishing a connection and a sense of place in Traralgon and the region and that there are also a number of **heritage grants/funding sources** which may be able to assist with or determine the viability of a heritage status for the proposed buildings. Possible stakeholders who have been identified to assist with the development of this project proposal include:

- Latrobe City Council
- Latrobe City Business Tourism Association Inc
- Traralgon Business (formerly Traralgon Chamber of Commerce and Industry)
- Sport & Recreation Victoria

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

- Heritage Victoria
- Monash University Gippsland
- Local Historical Societies

We also wish to affirm that at the Council Meeting of 23 May 2011 (CM 346), "in respect to the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study 15 July 2010", Council unanimously resolved to establish a working party to include

- Traralgon Swimming Club,
- Save Hubert Osborne Park Group,
- Traralgon Croquet Club and
- Traralgon Community Development Association

Since DPCD has urged that "Dr Sindt look to creating steering committees", we are now in the process of working with DPCD to create a Steering Committee for a Gippsland Regional Indoor Aquatic Facility on the Golden Triangle which may include all of the above groups as well as other interested parties. Other parties may include those 27 community members who made submissions to the Extraordinary Meeting of Latrobe City Council held on Monday 11 April 2011.

The first step for the steering committee will be a request for funds from the 'Project Planning' component of the **Putting Locals First Program** of the billion dollar Regional Growth Fund towards the development of a feasibility plan for the Gippsland Regional Indoor Aquatic Facility on the Golden Triangle.

In summary, we object to Application 2010/381 for the construction of 40 dwellings on a Lot at 39 Queens Parade, Traralgon by Prime Development Enterprises Pty Ltd.

Our objections are threefold:

- It will impact on our family home at [REDACTED] in the Golden Triangle
- The Victorian Government Department of Planning and Community Development (DPCD) has a strategic interest in the development of a Gippsland Regional Indoor Aquatic Facility funded by the billion dollar Regional Growth Fund in the Golden Triangle.
- Our objection to Application 2010/381 has been discussed with DPCD and it is considered appropriate at this stage.

Yours sincerely,

*Anne Christine Sindt*

*Henry Wilhelm Sindt*

*At Traralgon, Victoria*

*Wednesday 27 July 2011*

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
 Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

Page 3 of 3

Latrobe City Council  
PO Box 264  
Morwell VIC 3840

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Tressellgon  
VIC 3844.

27 July 2011.

RE: 39 Queens Parade proposed development

I object to council approving the development due to:

- very high density nature of proposal and reduced car park request.

As a nearby resident, it concerns as it will cause traffic congestion especially at nights when parking is already an issue (overflowing from sports centre).


Concern regarding development attracting large scale lower socioeconomic tenants which may increase crime in nearby vicinity.

The building proposed is multi-level in an area that is made up of historically relevant houses that are near exclusively single storey.

The overall demand for such accommodation is questionable and the ongoing maintenance issues surrounding such a large development is concerning.

Overall this style of development is not in sync with current quiet nature of area.

Yours sincerely,



RODNEY GILHAM.

OFFICE USE ONLY  
Date Received

OBJECTION TO GRANT OF PLANNING PERMIT

WHO IS OBJECTING?

I/We (names in block letters) JOAN EDNEY & GRANT DERHAM  
 Of (Address) [REDACTED]  
TRARALGON/ Fax No. : \_\_\_\_\_  
 Postcode 3844 Telephone No. [REDACTED] (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 i. mail admin@cleansworld.com.au

WHAT APPLICATION DO YOU OBJECT TO?

WHAT IS THE PERMIT APPLICATION NUMBER? 2010/381  
 WHAT IS PROPOSED? Construction of 40 Dwellings on a Lot.  
 WHAT LAND IS PROPOSED TO BE USED OR DEVELOPED? 39 Queens Parade  
Traralgon 3844  
 WHO HAS APPLIED FOR THE PERMIT? PRIME DEVELOPMENT ENTERPRISES  
PTY LTD

WHAT ARE THE REASONS FOR YOUR OBJECTIONS?

See Attached page 1 + 2

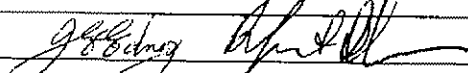
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HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

See Attached page 2.

(If there is not enough room. Attach a separate sheet)

Signature  Date 27/7/11

IMPORTANT NOTES ABOUT OBJECTIONS TO PERMIT APPLICATIONS

1. This form is to help you make an objection to an applicant in a way which complies with the *Planning and Environment Act 1987*, and which can be readily understood by the responsible authority. There is no requirement under the act that you use any particular form.
2. Make sure you clearly understand what is proposed before you make an objection. You should inspect the application at the responsible authority's office.
3. To make an objection you should clearly complete the details on this form and lodge it with the responsible authority as shown on the Public Notice-Application for Planning Permit.
4. An objection must:
  - \*state the reason for your objection; and
  - \*State how you would be affected if a permit is granted.
5. The responsible authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Administrative Appeals Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

**ATTACHMENT TO: Planning & Environment Act 1987****OBJECTION TO GRANT OF PLANNING PERMIT****PERMIT APPLICATION NO: 2010/381****WHAT ARE THE REASONS FOR YOUR OBJECTIONS?**

We believe that a proposal to house up to 155 tenants will cause potential parking and traffic congestion problems, particularly when coupled with the Councils proposed Traralgon Station Master Plan to incorporate parking for another 200 vehicles.

- The above proposed plan states that it is providing the minimum car park spaces per the ratio of number of bedrooms plus visitors.  
It also proposes that the "local area will" absorb any "extra" requirements.
  - a. Queens Pde and Collins Street are the boundary streets to this Proposed Development, therefore being the first parking places sought.
  - b. Both streets are narrow with safe parking already a concern.
  - c. The entry to this proposed building is off the South side of Queens Pde which is a regulated No Parking Zone – therefore leaving the North side to offer the closest parking. When cars are parked anywhere along Queens Pde, the traffic is reduced to single lane.
  - d. Cleaners World Gippsland is situated at 34-38 directly opposite the proposed site on the North side of Queens Pde. Being a wholesale business it has as many as 60 deliveries/pickups /customers per day - ranging from cars/vans/ taut-liners to semi-trailers. Often longer vehicles and towing vehicles frequently require access to park and/or turn from either side of the Cleaners World's Entrance on Queens Parade.
  - e. We are very concerned that as this side is the closest area it will be the targeted area for off street parking by the tenants and their visitors.
  - f. Also local residents regularly attend the Indoor Sporting Complex situated at Queens Pde and during busy times (after school hours particularly) the street is very congested and parking is a premium.
  - g. Safe parking in Collins St is also difficult now as a practising medical clinic means that clients park in this street. One side of the street is already residential so visitors cars do access this parking regularly.
- Other "local areas" is referring to the Councils Traralgon Station Precinct Proposal which will increase parking facilities by 200 spaces for train commuters and students who will access the new TAFE Complex on Princes Highway. If this is so we believe that all of this will lead to the next problem of Traffic Congestion in both Queens Pde & Collins St.
- Should this plan for 40 units go ahead there will be an introduction of up to 150 potential residents in a confined area, all requiring some mode of transport to and from Queens Pde . With the number of car parks proposed there will be at least for 55 vehicles having to access already congested streets.

Add this to the councils proposed Traralgon Station Precinct Plan of 200 extra carspaces, the streets will have potential for more than double the present traffic flow making it difficult for local residents, local businesses, customers and commuters who will be meeting train times.

Keeping the heritage feel of the area is also a concern for us. With the small cottages to the East of the proposed development, the atmosphere feels very wrong for the area to have a 3 story building that will house an intense population. This does not meld with the general aura of this area where so many of the houses & cottages display heritage overlays.

### HOW WILL YOU BE AFFECTED BY THE GRANT OF PERMIT?

We, Joan Edney and Grant Derham, own Cleaners World Gippsland, situated at [REDACTED] and believe that we will be affected in the following ways:

- 1 More parking and traffic congestion along Queens Parade will affect the daily running of our business as delivery drivers and customers will not be able to safely and comfortably access Queens Parade or our business entrance.
- 2 The long term effect will be that our sales will drop as customers stop coming due to our business when access becomes cumbersome.
- 3 Should the planning permit be granted, because of the narrow access, we also envisage great interruption and chaos to our daily business during its construction.

Please Note: We have lived in a block of 21 flats, each with their appropriate off street parks, and we have struggled with the fact that there is **never anywhere** that other family members can get a park on the street in front of the premises so our fears for our business are very real

*J & G Edney + Grant Derham*

ATTACHMENT 6  
Applicants' Response to Submissions

# Beveridge Williams



REF: 1000629  
OFFICE: MELBOURNE

10 August 2011

Tom Vercoe  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Dear Tom,

**RE: 39 QUEENS PARADE, TRARALGON (COUNCIL REF: 2010/381)  
PUBLIC NOTIFICATION – RESPONSE TO OBJECTIONS**

We refer to the above application and your recent advice confirming the receipt of four (4) objections to the proposed development. We wish to provide the following comments in response to the issues raised.

## Background

The subject site is ideally located in the mixed use zone and within close proximity to the Traralgon railway station. Before lodging an application the applicant undertook pre-lodgement discussions to determine the type of development intended in this area. Council indicated that increased densities are sought in close proximity to the railway station, with reduced car parking to encourage public transport patronage. This formed the basis of the development design.

This intent has been reiterated in Council's Traralgon Station Precinct Masterplan which identifies the opportunity for 'complementary redevelopment of the southern side (of the station) for higher density or residential uses'. The Masterplan intends to achieve the objectives of Council's 'Transit Cities' policy which seeks transit precincts to 'contain higher-density housing to foster walking for shorter trips, improve access to jobs, shops and services, and support local businesses'.

The proposed development seeks to balance these objectives with the context of the area. It is considered that the development reflects a suitable design outcome by adopting contemporary design which is of an appropriate scale and siting on the subject site.

## Objector Concerns

### *Overshadowing & Overlooking*

The proposed development complies with the overshadowing and overlooking objectives contained within Clause 55 of the Latrobe Planning Scheme. Drawing No. A8 submitted with the application shows the overshadowing at the times specified by Standard B21 of the planning scheme and confirms that the development shows strong compliance with ResCode requirements. Drawing No. A9 shows potential overlooking from the proposed

**Beveridge Williams  
& Co Pty Ltd**

ACN 006 197 235  
ABN 38 006 197 235

surveying  
urban design  
town planning  
water resources  
civil engineering  
project management  
landscape architecture  
contamination assessment

#### Melbourne

Suite 6/115 Hawthorn Rd  
Caulfield North Vic 3161  
PO Box 2205  
Caulfield Junction Vic 3161  
ph: 03 9528 4444

#### Bairnsdale

Shop 7 Riviera Plaza  
80-88 Main St  
Bairnsdale Vic 3875  
Po Box 1799  
Bairnsdale Vic 3875  
ph: 03 5152 4708

#### Ballarat

96 Main Road  
Ballarat Vic 3350  
PO Box 1465  
Bakery Hill Vic 3354  
ph: 03 5327 2000

#### Geelong

52 Brougham St  
Geelong Vic 3220  
ph: 03 5222 6563

#### Leongatha

52A Bair St  
PO Box 161  
Leongatha Vic 3953  
ph: 03 5662 2630

#### Sale

45 Macalister St  
Sale Vic 3850  
ph: 03 5144 3877

#### Traralgon

18 Hotham St  
PO Box 684  
Traralgon Vic 3844  
ph: 03 5176 0374

#### Wonthaggi

134 Graham St  
PO Box 129  
Wonthaggi Vic 3995  
ph: 03 5672 1505



development. It is evident that there is limited opportunity for overlooking. The development has also sought to reduce the potential by incorporating screening and window glazing in appropriate locations.

#### ***Car Parking***

As indicated the intent of high density development in close proximity to the railway station is to promote public transport patronage. An assessment of parking demand is provided in the Traffic Engineering Report prepared by TTM and submitted as part of our information request response dated 31 March 2011. This indicates the resident car parking demand for the proposed development will be approximately 41 car parks. To this end, it is considered there is sufficient justification to support the proposed car parking arrangement for the development.

#### ***Traffic***

The Traffic Engineering Report indicates that the proposed development will generate 200 vehicle movements per day. Queens Parade and Collins Street are both local streets with widths over 10 metres and are capable of catering for the development on the basis of existing vehicle movements. Based on the traffic assessment provided, the proposal will have minimal impact on the operation of the surrounding road network.

#### ***Aquatic Centre Planning***

Having reviewed the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study there does not appear to be any reference to an indoor aquatic centre in this locality. We submit that the proposed residential development is more suitable in this locality in light of Traralgon Transit City objectives. To this end, we do not believe this objection can be substantiated.

We trust this provides response to some key issues raised. We request that Council continue with their assessment of the application and look forward to advice of the date for consideration at a Council meeting.

If you have any queries regarding the above matter, please do not hesitate to contact the undersigned on 9528 4444.

Yours faithfully,  
**BEVERIDGE WILLIAMS & CO PTY LTD**

A handwritten signature in black ink, appearing to read 'Gemma Robinson'.

Gemma Robinson  
**Planner**

ATTACHMENT 7  
Heritage Advice

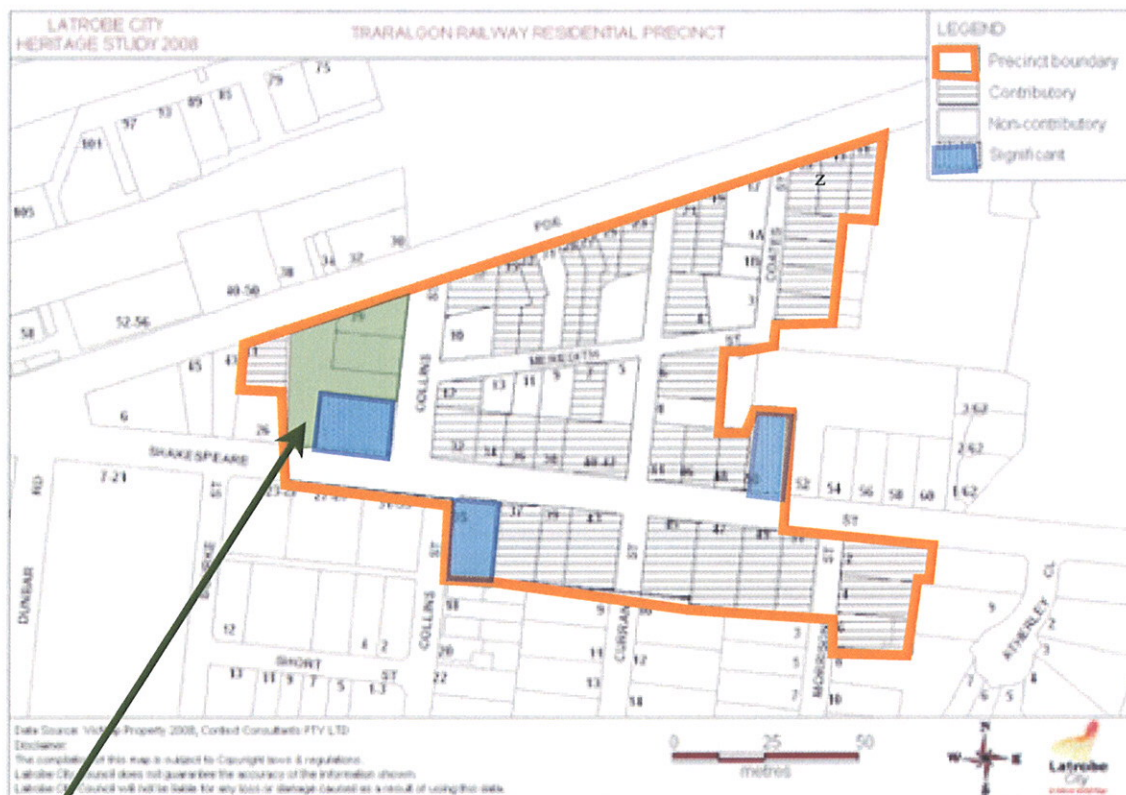
# HERITAGE ASSESSMENT

9 September 2011

Development of Land for 40 dwellings in a Three Storey Building on a vacant site at  
**39 Queens Parade Traralgon,**  
in the Heritage Precinct

## **Traralgon Railway Residential Heritage Overlay HO 85**

Coates, Collins, Curran, Meredith, Morrison and Shakespeare streets and Queens Parade, Traralgon



Subject site, shaded green, is Not Significant

Prepared for the Latrobe City

By  
**LORRAINE HUDDLE**  
B. Architecture (Hons) (Melb), ICOMOS

Director:  
Heritage Intelligence Pty Ltd. A.C.N. 098 613 971  
Architectural Historians: Professional Heritage and Design Consultants



## Report Distribution Record

Issue No	Issue Date	Description	Recipients	Notes
1	15 June 11	First Draft Report	Tom Vercoe	
2	9 Sept 11	Second Draft Report	Tom Vercoe	Minor typing corrections and adding dot points of key issues.

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## 1 Purpose of the report

This report details the heritage matters associated with the proposed development on the subject site and the impact the proposal will have upon the character and significance of the heritage overlay precinct in which the site is located.

## 2 Instructions and Acknowledgments

I was engaged by Tom Vercoe, Statutory Planner at Latrobe City Council to assess the impact the proposed development would have on the heritage values of the Traralgon Railway Residential precinct.

I have used the relevant documentation provided in the Latrobe City Heritage Study, C14 Amendment, July 2010 by Context Pty Ltd, particularly Volume 3, Heritage Place and Precinct Citations. I have not been instructed to carry out any additional historical research.

I did a site visit and took my own photos of the site and precinct.

I carried out this report from the beginning and formed my own opinion, which is in this report.

## 3 Sources of Information

In preparing this report, I have:

- Reviewed the planning application and associated documents.
- **A key document is the Heritage Schedule HO 85 *Precinct – Traralgon Railway Residential* citation.**
- As required by the Victorian government  
Local governments must assess applications for building and works to identified heritage places in accordance with the provisions of Clause 43.01 of every Victorian planning scheme - [http://www.dse.vic.gov.au/planningschemes/aavpp/43\\_01.pdf](http://www.dse.vic.gov.au/planningschemes/aavpp/43_01.pdf)  
In addition, Heritage Victoria and the Department of Planning and Community Development publish The Heritage Overlay: Guidelines for Assessing Planning Permit Applications - <http://www.heritage.vic.gov.au/Forms-Guidelines/Heritage-overlay-guidelines.aspx> This is a non-binding guidance document which covers recommended policy for assessing a range of development proposals, including demolition, alterations and additions, change of use, and so on.

I have used the relevant documents including:-

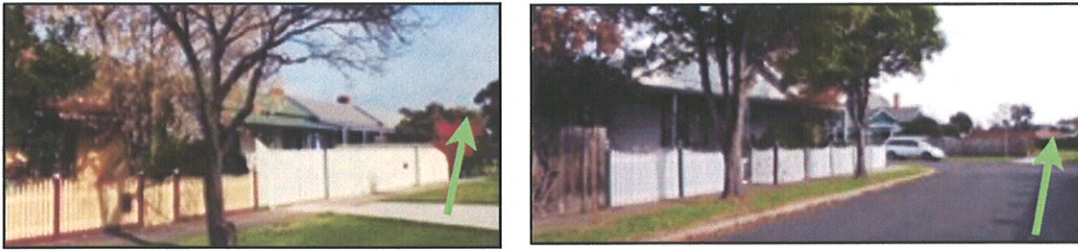
- Heritage Victoria. Design Guidelines for Places Covered by an Individual HO
- Heritage Victoria. The Heritage Overlay Guidelines 5. New Buildings in an Area Heritage Overlay.
- Latrobe City Council Planning Scheme, local heritage policy, Clauses
  - **Heritage conservation 15.03-1** 20/09/2010 VC71
  - **Cultural Identity and neighbourhood character 15.01-4** ??
  - **Neighbourhood and subdivision design 15.01-3**
  - **Urban Design Principles 15.01-2**

#### **4 Declaration**

I have made all the enquiries that I believe are desirable and appropriate and that no matters of significance, which I regard as relevant, have to my knowledge been withheld from the Tribunal.

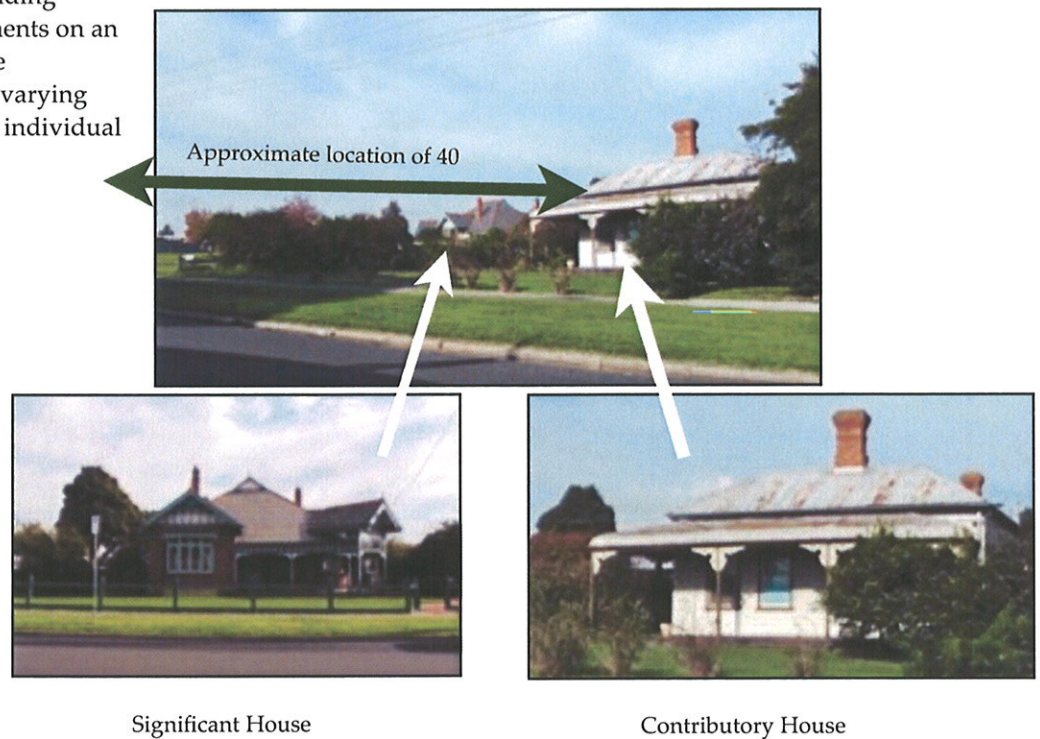
## 5 Professional Assessment and Opinions

In summary, I find the proposed planning permit application to be unacceptable with regard to heritage considerations, for the following reasons:



### Heritage Character:

A) The heritage character of the precinct is predominantly composed of architecturally modest single storey free standing houses on allotments of varying sizes, whereas the proposed development consists of a bulky 3.5 storey building comprising 40 apartments on an allotment which is the equivalent of about 6 varying sized allotments with individual free standing houses.



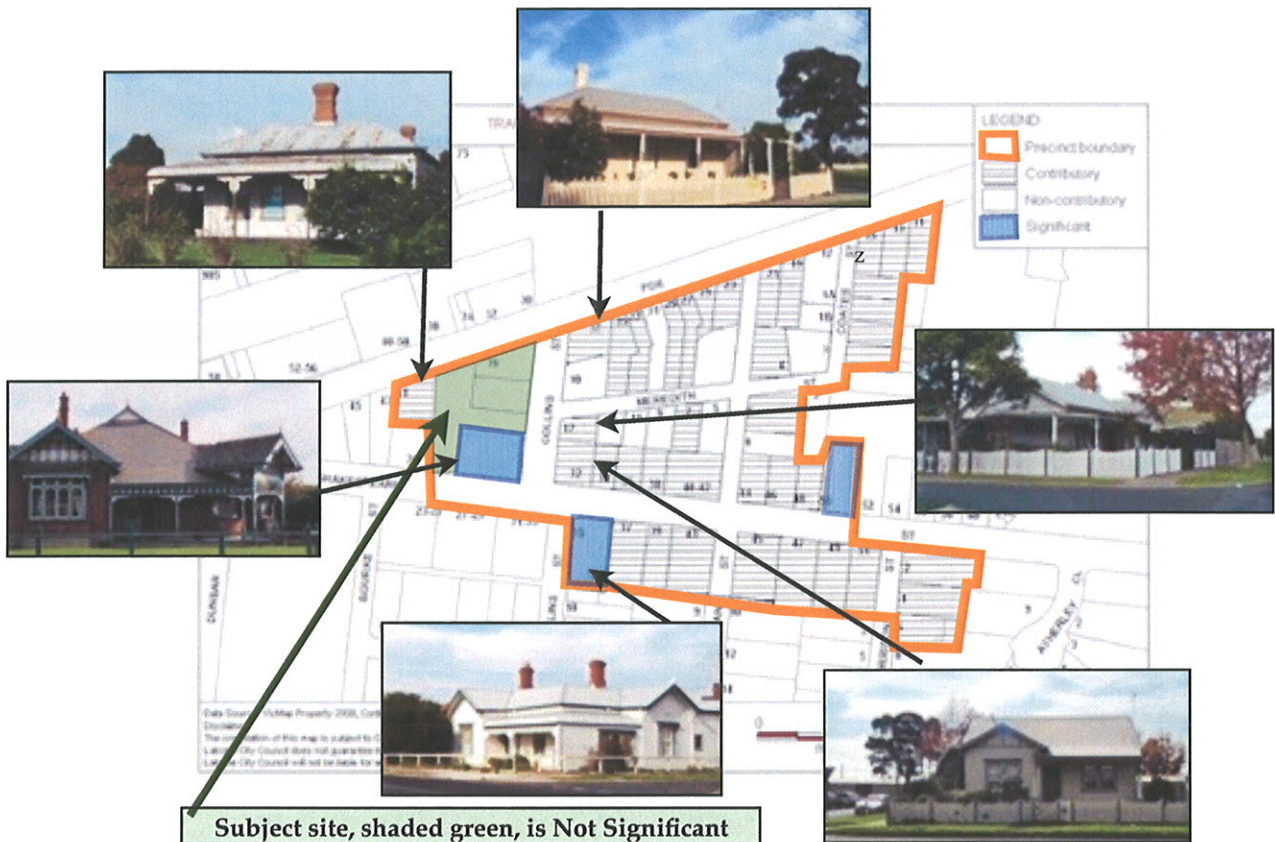
### Substantial Heritage Neighbours :

B) Furthermore it is adjacent to two of the most substantial heritage places in the precinct, one is a single storey Federation era Significant house c1910 and the other is a single storey Victorian era Contributory house. The latter house looks unoccupied, as it has a tired appearance which is primarily due to a lack of recent maintenance. The chimney's are in good condition, the roof is square. The verandah roof requires attention, and the whole house requires painting, but it is an outstanding authentic heritage house, and I am surprised it was not given the status of Significant in this precinct. The Federation era house, on the other hand, has been well maintained and it is currently used by many businesses, and, constructed of brick and slate, it is a very fine example of this architectural style.

**Prominent Location:**

- C) It is surrounded by heritage places within the precinct boundaries, (orange line), visually connected to one Significant house in Shakespeare St, three Contributory houses along the Collins St boundary, as well as the Significant and Contributory houses adjacent to the subject site.

It is acknowledged that the sides of two of these face the subject site because they are on corner sites, but the proposed development will be in the same view lines as the front of these houses.



“A Significant place is a single heritage place that has cultural heritage significance independent of its context. These places may also contribute to the significance of a heritage precinct.

**Significant places** will usually have a separate citation and statement of significance, which should be considered in addition to the precinct citation.

**A Contributory place** contributes to the significance of a heritage precinct, but would not be significant on their own.

**Non-contributory places** do not contribute to the significance of a heritage precinct. In some instances, a Significant place may be considered Non contributory within a precinct. For example, an important Modernist house within a Victorian era precinct.

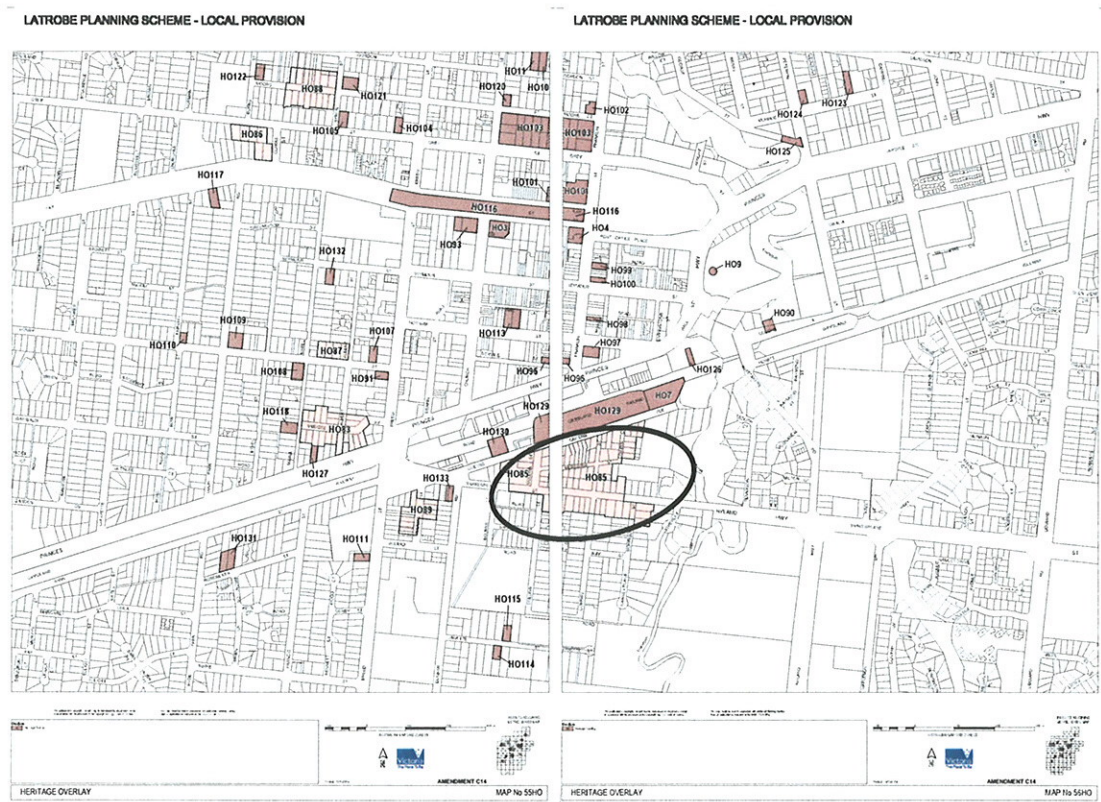
A Significant Feature is any feature (building, tree, structure etc.) that the Latrobe City Heritage Study 2010 identifies as contributing to the significance of a heritage place.”

**Choice:**

- D) It is important for Traralgon to provide a choice of homes, for existing and new residents, but this includes heritage places as well as new places. 'Heritage-style' places, such as the recent terrace houses in Meredith St, are not authentic heritage. Authentic heritage has original fabric, craftsmanship, and a genuine history which is integrally connected with the history of Traralgon. Heritage property in Heritage Overlay areas in Melbourne are popular and expensive real estate. Many people relocating from Melbourne seek affordable genuine heritage houses in country towns.

**Rarity in Latrobe City**

- E) The Traralgon Railway Residential precinct is notable for including houses from both before and after the First World War. Other precincts in Traralgon mostly comprise housing exclusively from before OR after the First World War, but not both. It is also one of the largest precincts in Latrobe City. The HO map below illustrates how few, small and scattered the rest of heritage places are in the town.

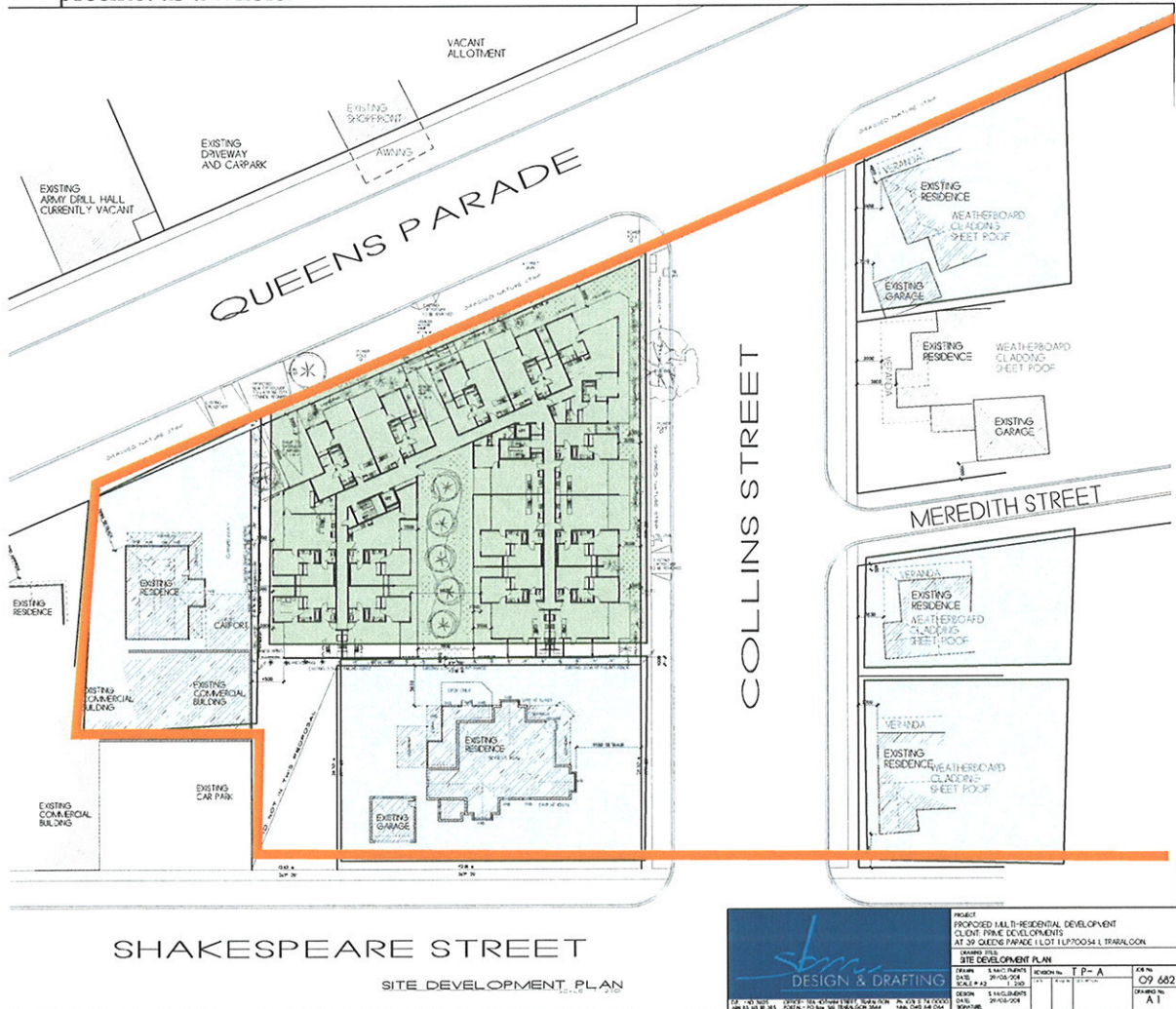


**F) Representative:**

Individually, most of the houses are typical rather than remarkable architecturally, but together, they create a well defined character and tell the story of the early development and style of homes which were popular in Traralgon's earlier days. The houses are all single storey and free standing on their own allotments, but they vary in style, detail and size, which provides choice today. The restoration of them, and sensitive extensions, creates a charming area for families to live comfortably, with yards for children to play, and the convenience of being near the station.

Scale:

- G) The location of the extra large (consolidated) site, on a corner in the precinct, together with the excessive height and bulk of the proposed building, means that it will be seen from many parts of the precinct and overwhelm the single storey heritage places and the precinct as a whole.



The applicant's drawing (above) has been modified by this author with colours showing the close proximity of the heritage places (blue) which are located adjacent and opposite to the subject site (green) within the western end of the heritage precinct.

It also illustrates the footprints of the free standing individual heritage houses compared with footprint of a large building with 15 units units at ground level (and nearly as many on each of the second and third levels). The ratio of land to floor area is grossly out of scale with the heritage character of the precinct.



## Statement of Cultural Significance

H)

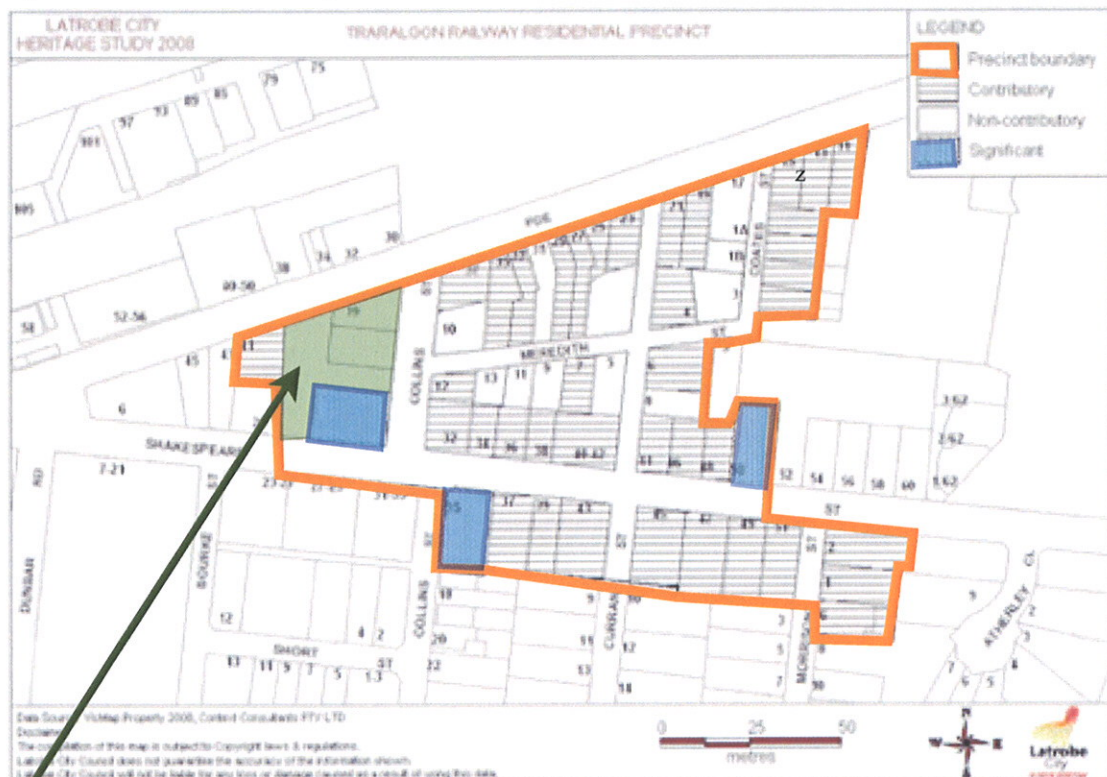
### What is significant?

The Traralgon Railway Residential precinct comprises a group of streets to the south of Traralgon Railway Station including Coates, Collins, Curran, Meredith, Morrison & Shakespeare streets and Queens Parade. The places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - Queens Parade (odd, south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, 39 (Etheldale)\* and 41. - Shakespeare Street (odd) 35, 37, 39, 43, 45 (Ewington)\* and 47, 49 & 51, (even) 32, 34, 36, 38, 40-2, 44, 46, 48 and 50\*
- The original form and detailing and the consistency of scale and siting of houses contributes to the significance of the precinct. The predominantly low height of front fences is also contributory as it allows the appreciation of the historic character of the houses within the precinct.

\*These places are individually significant and have a separate citation in this Study.

The Traralgon Railway Residential precinct is of local historic and architectural significance to Latrobe City.



Subject site, shaded green, is Not Significant

### Why is it significant?

The Traralgon Railway Residential precinct is of historic significance as an area that is associated with an important phase of development of Traralgon in the early to mid twentieth century that began the transfer of the railway depot to Traralgon in 1903, which led to increased demand for accommodation for railway workers in proximity to the station and stimulated the development of Traralgon as a regional centre.

The precinct provides tangible evidence of the consequent fine brick residence at the corner of Dunbar Road was constructed c.1910 for the locally prominent Wigg family, who owned one of the local brickworks. Other early Shakespeare Street houses include the transitional Edwardian villa at No. 44, constructed c.1905 for Kathleen Agnes Seaton [12], and the Inter-War bungalow at No. 50, constructed c.1925 for Louis Grosvenor Hay Ball, a clerk of Traralgon [13].

SOURCES Context Pty Ltd & Dr Meredith Fletcher, 'Latrobe City Heritage Study. Volume 1: Thematic Environmental History', 2008

[1] Traralgon Heritage Study 1992 cites Traralgon rate books [2] Plan of the township at Traralgon and adjacent lots, A. L. Jones 1858 [3] Suburban and Town Lots Traralgon, 1871 [4] Survey plan of Gippsland Railway, 1873 [5] Plan of Township of Traralgon, Dept. Lands and Survey 1954 [6] Land Victoria, Certificates of Title Vol. 1334 Fol. 694, Vol. 1487 Fol. 377 [7] Land Victoria, Certificate of Title Vol. 3108 Fol. 488 [8] Land Victoria, Certificate of Title Vol. 3263 Fol. 468 [9] Land Victoria, Certificates of Title Vol. 1709 Fol. 753, Vol. 3643. Fol. 525 [10] Land Victoria, Certificate of Title Vol. 3359 Fol. 761 [11] Land Victoria, Certificate of Title Vol. 1161 Fol. 077, LP 2750 [12] Land Victoria, Certificate of Title Vol. 2967 Fol. 226 [13] Land Victoria, Certificate of Title Vol. 4979 Fol. 735 [14] Mrs Edna Couchman's sister pers. comm., (THS, 1992)

Creation Date Associations c.1890-1940

Change Dates Local Themes

### 7. BUILDING SETTLEMENTS & TOWNS

7.1 Establishing settlements and towns from the nineteenth century

7.3 Developing towns and regional centres in the twentieth century

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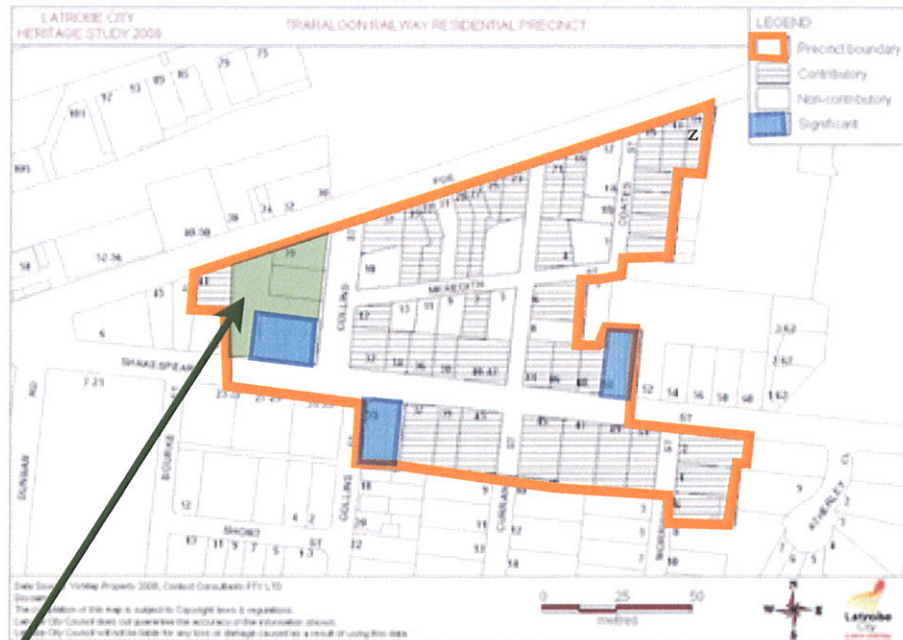
### LEVEL

Local significance expansion of the town beyond its originally surveyed boundaries to the south of the railway. (RNE criteria A.4 and D.2)

It has architectural significance as a representative example of a twentieth century residential precinct that provides evidence of the evolution and development of domestic architecture in Traralgon (RNE criterion D.2).

## Heritage Significance of Contributory Places

I)



**Subject site, shaded green, is Not Significant**

- The above map of the heritage overlay area, graphically illustrates the following important points:
  - The CONTRIBUTORY sites are the critical component of the heritage precinct.
  - The precinct consists of 53 allotments plus the subject site (green).
    - 3 allotments are Significant (blue)
    - 39 allotments are Contributory (hatched)
    - 11 allotments are NOT significant (white) plus the subject site (green)
  - The subject site has recently been consolidated into a larger site.
  - The subject site (green) is:
    - Wedged between two substantial heritage places. One is significant (blue) and one is Contributory (hatched) and opposite 3 Contributory places.
    - Visually connected to at least 16 heritage places, 12 of these are Contributory and two are Significant.
    - Although the subject site has no item of heritage significance on it, it is located in a visually pivotal position in the Railway Residential heritage precinct HO85.

*"A Contributory place contributes to the significance of a heritage precinct, but would not be significant on their own."* Latrobe City Planning Scheme Amendment C14, July 2010. Therefore, if the 40 unit, 3.5 storey large building is built, it will visually isolate the contributory building at 41 Queens Parade, thus putting it under threat of not meeting the definition of Contributory building in the heritage precinct.

### Views of the Height and Bulk of the Proposed Development



Looking south-east from the Drill Hall, opposite the c1900 Contributory house in Queens Parade towards the Significant c1910 house in Collins Street. These two large and impressive homes will be visually isolated from each other and overwhelmed by the proposed development. This will occur because the footprint area of each of the historic places rises to the height of only one floor and the rest of it tapers along steep roofs to narrow ridge lines above that level.



View looking west from Meredith Street with a Contributory house on the left and Significant house on the far left.

## 6 Summary and Key Points

**Heritage Controls are the ‘management of change’.**

**The scale and design of this development will permanently overwhelm the precinct heritage values because the height and setbacks of the bulk of the 3 storey development, are all out of character with the evidence demonstrated by the vast majority of detached single storey heritage places that make up that character. These variations have been combined to form a very large solid three-storey building block which is so massive, that it will be seen from most of the heritage precinct.**

### **KEY POINTS:-**

- Overall, the development is inappropriate because the HEIGHT - the 42 heritage houses are single storey free standing buildings on allotments of varying sizes, whereas the proposed development consists of a very large bulky 3.5 storey building comprising 40 attached apartments on an allotment which is the equivalent of about 6 varying-sized allotments with individual free standing heritage houses.
- The subject property is at one end of the precinct, and the question may be asked, why was it included in the precinct at all? The reason, is to encourage development on this land which is not so BULKY as to isolate the important heritage houses on either side of it and opposite it from the visual context of the rest of the precinct.
- It is acknowledged that the building is a very pleasing design, with good articulation of form and surface, but the minimal SETBACKS used in this design mean that it simply is not appropriate on this site as it is out of character with the free standing heritage places in the precinct. If it was located on the other side of Queen Street, between the railway and the heritage precinct, where are some large bulky buildings, it would be a fine development.
- HEIGHT:
  - It is also acknowledged that the height of the proposed development is about the same as the ridge line of “Etheldale”, the significant brick house adjacent to it. This would be reasonable justification for a new development to be that height, if the square metre of coverage at this level was also about the same as “Etheldale”, however, the new development covers approximately 80% of the square metre area at this level, whereas, “Etheldale” tapers up to cover about 5% at this level.
  - None of the heritage places have more than one floor of habitable space above ground, whereas this development has three floors. It would be reasonable to include a second level within the roof space of “Etheldate” and therefor a two storey development could be designed to be compatible with the heritage character if the second floor was set back and at least partly within the roof

space.

- Above the ground floor ceiling level of the heritage buildings, there are steeply pitched roofs which allow views, light, sky and air between the dwellings, and this creates a picturesque skyline, whereas the proposed development is predominantly solid for two more levels above the heritage places. Furthermore, the roof of the proposed development has a very low pitch and it is so high above the ground level, that, from many angles, the development appears as a three storied flat roof apartment block.
- There are three allotments in the precinct with 'new' two storey homes which are also out of character, but they were built prior to the Heritage Overlay. Even so, they are considerably less visually intrusive than the proposed development because, unlike the proposed development, they are mostly viewed at an oblique angle, as they are not on corner allotments, they are not three storey, they are not set forward of adjacent significant heritage houses and they face into the rear yards of other houses.
- **BULK:**
  - The building is monolithic in scale compared to all of the significant heritage places in this precinct. It is acknowledged that there has been a genuine attempt to reduce the bulk of the building by considerable stepping back of each level and variation and articulation of the facades, however, it is an impossible task to accommodate a 40 unit development on this site and not destroy the heritage character of the precinct.
  - The impact of overdeveloping the site, by attempting to build 40 houses, which would only have 4 houses if they were built with the same floor area and set backs as the two significant places adjacent to the site, is inappropriate. Even if the smaller allotment and house sizes of other parts of the precinct are used as a guide, there would only be 8 houses built.
- **SETBACKS**
  - All the heritage places are detached dwellings, with open space around them, whereas the proposed development consists of attached apartments.
  - The apartment development is set forward of the heritage places, making the new development more dominant in the street.
  - Located on a large corner allotment, adjacent to single storey houses, all four sides of the large apartment block will be clearly seen from many points in the heritage precinct.

## 7 Recommendations

### 7.1 Guidelines (General) - Latrobe Heritage Study, Context Pty Ltd.

In order to conserve the heritage significance of this precinct, it is policy to, as appropriate:

1. Conserve the fabric of the features (building, structure, tree, fence etc.) that contribute to the significance of the precinct and in particular to:
  - Conserve significant features on places shown as Significant or Contributory on the relevant precinct map. - Encourage the accurate restoration or reconstruction of missing or modified features on the basis of available evidence. - Encourage the removal of non-significant or intrusive elements, particularly where this would assist in revealing or interpreting the significance of the precinct.
  -
- 2a. Encourage a contextual approach to new development that is complementary in form, scale detailing and materials to the Significant or Contributory building/s or other features, but is clearly contemporary in design.
- 2b. Avoid new development that distorts the historic evidence by simply copying or reproducing historic styles or detailing.
3. Ensure that new development does not become a visually dominant element in the precinct as a result of its scale, form or siting; i.e. it should appear as a secondary element when compared to the Significant or Contributory building/s.
- 4a. Discourage the demolition of significant buildings or features such as fences on places shown as Significant or Contributory on the relevant precinct map except where it can be demonstrated that:
  - the building is structurally unsound and cannot feasibly be repaired, or - any repairs would require the replacement of significant fabric to such an extent that the integrity of the building would be so reduced that it would no longer contribute to the precinct.
- 4b. Demolition of part of a Significant or Contributory building may be considered when it can be demonstrated to the satisfaction of the responsible authority that its demolition or removal will not adversely affect the significance of the place or precinct and, as appropriate:
  - It will remove a non-significant alteration or addition, particularly where this would assist in revealing the significance of the place, or - It will assist in the long term conservation or maintenance of the place, or - It will support the viability of the existing use of the place or will facilitate a new use that is compatible with the on-going conservation of the building, or
  - It will upgrade the building to meet contemporary living standards such as improving energy efficiency.
5. Allow the demolition or removal of buildings or features on places identified as Non-contributory on the relevant precinct map, or are situated on a Significant or Contributory place and are identified as not significant by the relevant statement of significance for the place. (Note: For a Significant place you should first consider the individual citation and then the precinct citation).
6. Conserve or reveal the visual relationship between the significant features in the precinct in order to demonstrate the historic use and/or development of the precinct.

7. Conserve significant trees or other plantings (see below), and maintain a visual relationship between the plantings and other significant features within the precinct.
8. Conserve or reveal views that contribute to the significance of the precinct.
9. In the case of subdivision of Significant or Contributory places within the precinct, encourage the retention of the significant features on one lot.

## 7.2 Best Practice Management of Change

The heritage study provides the means for council and the community to manage change, so that the 'baby is not thrown out with the bath water' during those changes.

Changes have occurred to this property. For example, subdivisions.

It would be ideal if the vacant land was developed with single storey, free standing houses of various sizes, and this is a realistic option.

However it would be reasonable for higher density unit development, to occur in those parts of the site that are not visible from the heritage precinct. It is also feasible for the places to have a second storey within the roof space as the roofs of the adjacent significant houses are quite high.

However, using the principles, practices and processes of the *Burra Charter* it is possible to carry out future changes that are sympathetic to the heritage character, thus enhancing these heritage assets and providing a win-win outcome.

## 7.3 Specific Recommendations

The proposed 40 unit development is a very attractive design and it would be an asset to Traralgon, particularly if is built on land near the Station, but this must be achieved without destroying this delightful, historic and rare heritage precinct in Traralgon.

It is suggested to construct the proposed development on the 'industrial' land on the north side of Queens Parade, which is outside the Residential Heritage Precinct but still has the same advantages of location near the railway station, and so on.

It is suggested to design approximately 10 free standing two storey, townhouses on the subject site which are in character, but not pretending to be 'historic' places, (this is twice the number of houses that is the preferred on this site, in order to be consistent with the heritage ratio of footprint to open land) however, this increased density is possible if the townhouses are carefully designed. However, as the two heritage houses adjacent to the development site have high roofs, it is reasonable to have two storey development, at least within the roof space and set back from the street frontages. Using these design parameters of height, and second floor set backs, as well as greater set backs from the street frontage, it would possibly enable a 24 dwelling development on the site.

Note, the former Drill Hall, is an heritage place, with a Conservation Management Plan prepared by Authentic Heritage Services Pty Ltd, in 2001. This building could be converted into apartments or preferably, some other purpose which makes good use of the large interior space.



If Council are of a mind to allow the proposed 40 unit building, the house at 41 should be given an individual Heritage Overlay prior to works commencing.



**41 Queens Parade is a substantial house which is a Contributory heritage place in the precinct. ( My professional opinion is that this place is a Significant heritage place.)**

It is a circa 1900 picturesque large timber house, with a high degree of authenticity, with 4 tall decorative red brick chimneys, extensive bull nose verandah and timber fretwork verandah brackets. It is in good condition, albeit in need of basic maintenance, such as painting.

## **APPENDICES**

- 1 Heritage Study - Definitions**
- 2 HO85 Precinct – Traralgon Railway Residential - details**
- 2 Traralgon Railway Residential Statement of Cultural Significance**
- 3 Lorraine Huddle CV**

## 8 Heritage Planning Scheme Matters

8 Evidence regarding the heritage significance of this site is provided in the following:

- 8.1 Latrobe City Heritage Study.
- 8.2 Latrobe City Planning Scheme Amendment C14, July 2010
- 8.3 Site Visit Evidence

### 8.1 Latrobe City Heritage Study.

Latrobe City Heritage Study. VOLUME 3: HERITAGE PLACE & PRECINCT CITATIONS  
Amendment C14 July 2010

The following definitions apply to places within heritage precincts:

Significant  
Contributory Non-contributory  
Significant feature

### 8.2 Latrobe City Planning Scheme Amendment C14, July 2010

#### Definitions

“A Significant place is a single heritage place that has cultural heritage significance independent of its context. These places may also contribute to the significance of a heritage precinct.

**Significant places** will usually have a separate citation and statement of significance, which should be considered in addition to the precinct citation.

**A Contributory place** contributes to the significance of a heritage precinct, but would not be significant on their own.

**Non-contributory places** do not contribute to the significance of a heritage precinct. In some instances, a Significant place may be considered Non contributory within a precinct. For example, an important Modernist house within a Victorian era precinct.

A Significant Feature is any feature (building, tree, structure etc.) that the Latrobe City Heritage Study 2010 identifies as contributing to the significance of a heritage place.”

This document was added as an incorporated document listed in Clause 81 of the Latrobe Planning Scheme by Amendment C14, which was adopted by Latrobe City Council on 21 June 2010.

#### Definitions

These are places that are worth keeping because they enrich our lives – by helping us to understand the past; by contributing to the richness of the present environment; and because we expect them to be of value to future generations. (The Burra Charter)

The heritage place citations provide a description of the history of the heritage place and its surviving fabric (including buildings, trees, fences, etc.) and, on this basis, provide an assessment of the significance of the place.

The purpose is to assist Council, property owners and managers and other key stakeholders in making decisions about the future use, development or management of the place by providing information about the significant heritage values that should be considered when preparing a development application in accordance with the Latrobe Planning Scheme.

**What is significant?** This includes a statement that describes the features that contribute to the significance of the place. It may also include a statement to specify features that do not contribute to the significance of a place. Some citations may also include a summary of the history of the place or precinct.

**How is it significant?** This is a short statement that identifies the values – historic, aesthetic, architectural, technical, scientific, social or spiritual – that are associated with the place or precinct, and whether it is of local or State significance.

**Why is it significant?** This provides statement/s for each or the values listed in 'How' with specific reference back to the features described in 'What'. The statement/s describe how the place or precinct is considered to meet relevant RNE criteria, which are listed at the end of each statement.

### 8.3 Site Visit Evidence

Existing physical evidence noted by the author during a site visit on 20 May 2011.

I took photographs of the site, precinct and places outside the precinct located on the other side of Queen St.

#### *Heritage Schedule HO 85 Precinct – Traralgon Railway Residential*

**ADDRESS:** 1-3 & 2 - 6 Coates St, 10-12 Collins St, 6-8 Curran St, 1-13 & 4 Meredith St, 2-6 Morrison St, 32-50 & 35-51 Shakespeare St, and 11-41 & 32 Queens Parade

#### **DESCRIPTION**

##### **Traralgon HO No.**

The Traralgon Railway Residential precinct comprises properties to the south of Traralgon Railway Station in Queens Parade and Coates, Curran, Collins, Morrison and Shakespeare Streets. It is a residential precinct that adjoins a number of institutional and civic buildings on the north side of Queens Parade including the former Victorian Railway Industry Hall (now a church), the former Army Drill Hall (later the La Mode factory) and the large reserve surrounding the Traralgon Railway Station complex (Please refer to the separate citations in this Study for these places).

The houses within the precinct predominantly comprise late Edwardian and Inter-War weatherboard cottages and bungalows with some late Victorian houses scattered throughout. The majority of the houses have similar siting (detached, setback) and scale (single storey). Roof forms are a mixture of hip and gable, usually in corrugated iron. There are relatively intact groups of houses on the east side of Coates Street, on both sides of Shakespeare Street between Collins and Morrison Streets, and on the south side of Queens Parade.

The precinct contains a number of individually notable houses. 'Etheldale', a fine Queen Anne brick house occupies a landmark position on the corner of Shakespeare and Collins Street, and is probably the best example of this style in the Latrobe Valley. Another historically important house is the former 'Ewington' hospital at No.35 Shakespeare Street, while the houses at nos. 45 and 50 Shakespeare Street are final examples of inter-war architecture. 'Hazel-Lyn' at No.5 Shakespeare Street is just outside of the precinct, but related historically to it (Please refer to individual citations in this Study for these places).

Other places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - These houses are of similar design (suggesting that they were constructed by the same builder) and are very intact. - Queens Parade (north side) The former Army Drill Hall, Victorian Railways Institute Hall and adjacent tennis courts, and the former Traralgon Railway Station complex. - Queens Parade (south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, and 41 on the south side of Queens Parade. - Shakespeare Street (odd) 35, 37, 39, 43, 45, 47, 49 & 51, (even) 32, 24, 36, 38, 40-42, 44, 46, 48 & 50

This large precinct illustrates the development of Traralgon in the early decades of the twentieth century and is notable for including houses from both before and after the First World War. Other precincts in Traralgon mostly comprise housing exclusively from before OR after the First World War, but not both. It is also one of the largest precincts in Latrobe City.

Good Condition

Threats : Designer, Redevelopment

Integrity Key elements: Buildings Fence/Gate/W all Garden Tree/s

## HISTORY

**THEMATIC CONTEXT** Traralgon's origins date from the early pastoral period. Edward Hobson occupied the Traralgon run in 1844 and an accommodation house near Traralgon Creek provided shelter for travellers on the route between Melbourne and Sale. The town was surveyed in 1858 and a census in 1861 revealed there were 36 residents. However, it was the construction of the railway line between Sale and Melbourne, which was completed in 1879, that was a major impetus to the town and most development thereafter took place on the western side of the creek to the north of the station (Context, 2008:42).

In 1880, the Traralgon became the centre of the Shire of Traralgon, which separated from the Shire of Rosedale. The construction of a branch railway line from Traralgon to Stratford by 1886 further consolidated the role of Traralgon as a legal, administrative and educational centre for the surrounding hinterland where dairying and saw milling were developing as major industries. In the 1880s four brickyards were operating, substantial public buildings were constructed in the town and new subdivisions provided land for housing. The importance of Traralgon as a regional

centre was illustrated by the construction of the new post office and courthouse in 1886 (Context, 2008:42).

Traralgon's importance as a railway town increased when it became a service depot in 1903 employing over 90 workers, which boosted development and created a demand for housing. Consequently the town began to expand beyond the 1858 boundaries. To the south of the railway many railway workers moved into cottages in new subdivisions including the Queen's Parade (formerly Railway Parade) area and the combination of houses and railway buildings in this precinct reveal the integration of work and community. To the north the subdivision and sale from 1907 onwards of the former Traralgon Park estate enabled the town boundaries to extend beyond Grey Street creating Moore Street and Campbell Street (now Gordon Crescent). The commercial centre continued to grow, extending along the length of Franklin Street between the station end and the post office and courthouse. Imposing new two story commercial buildings were constructed including the Gippsland Trading Company in 1903, and Layton's Stores in 1907. Traralgon's growth continued after World War One before the on-set of the Great Depression. In the early 1920s after a period of inactivity after the war, Traralgon experienced a 'building boom' as a number of new houses were built including Wigg's brick house in Hickox Street (Context, 2008:42).

### PRECINCT HISTORY

The historic development of this precinct is strongly linked to two key periods in the development of the Gippsland Railway; its survey and development leading during the mid to late 1870s leading to the opening in 1879 and the transfer in 1903 of the Railway Depot to Traralgon, which established it as a major centre on the Gippsland line and led to an increase in the number of railway employees living in the town. It is said that many railway employees 'naturally chose to live in this area' because of its proximity to the station. [1]

The 1858 township survey of Traralgon shows this precinct as a single large allotment [2] as does the 1871 survey [3]. The railway alignment was surveyed in 1873 [4] when twenty-one acres were set aside within the railway reserve [5]. The land to the south of the line was divided into allotments of between 1 and 3 acres and most of the land within this precinct between the railway line and what later became known as Shakespeare Street was contained within Crown Allotment 82C, Township & Parish of Traralgon (for which Kyren Curran obtained the Crown Grant for £12 in 1882) and CA 82D (which was purchased by Catherine Curran - his wife? - for £12 in 1883).

Kyren Curran died in 1887 and the land owned by the Currans was then not subdivided until 1903 (the same year as the creation of the Traralgon Railway Depot), by which time it had reverted to the ownership of one Michael Curran. The 1903 subdivision created Meredith, Curran and Coates Streets, as well as allotments on the south side of Queens Parade, and the north side of Shakespeare Street. Title records show that the lots sold quickly from 1903-05 with most lots sold by 1909. [6]

In Queens Parade, Catherine Curran regained ownership in 1906 of an allotment, which now contains the cottages at Nos. 27-29. The exact date of these cottages is not known, but Catherine did take out a mortgage over the property in 1912, before selling to William Pentland in 1915, which gives an indication of a construction date between these dates. [7] The house at No. 37 was possibly built for William MacDonald who purchased the land in 1908. He later sold to John Todd, a railway employee, in 1919. [8] West of Collins Street, Frederick Grubb, builder and contractor, built a fine weatherboard villa c.1910 at No. 41 for local watchmaker, Charles Welch. [9]

Coates Street was named for George and Albert Coates, local builders, who in 1909 purchased all of the land on the east side of the street. One lot, now No. 2 Coates Street, was sold in 1913 to another local builder Thomas Downie who built a weatherboard cottage on the site. [10] Thomas Downie was born in Traralgon in 1883, and returned there after travelling to New Zealand where he met his wife. He was a builder all of his working life and built many Traralgon houses. He died c.1963 at the age of eighty. [14]

Meanwhile on the south side of Shakespeare Street, a large allotment of 19 acres was purchased by Andrew Templeton, Walhalla Mail contractor in 1879. He sold ten years later to James Gray and Alexander Milligan who subdivided the land, creating suburban allotments along the south side of Shakespeare Street. These were sold over the next decade, although some were not sold until as late as the interwar period. [11] The majority of the lots were not developed until the early twentieth century and many were associated with prominent families in Traralgon. 'Ewington' at No. 35 was constructed c.1900 for the Pentland family, who later moved in the more substantial brick villa 'Etheldale', on the diagonally opposite corner of Collins Street, in 1914. 'Ewington' was converted to a private hospital after World War I by Agnes Pentland. Meanwhile 'Hazel-Lyn', a

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**RECOMMENDATIONS** Heritage Register Listings

Register      Reference  
Latrobe Planning Scheme      HO85

Zoning

Status

Recommended

**Extent** To the extent of properties as shown on the Traralgon Railway Residential precinct plan.

Heritage Schedule

External Paint Controls: Internal Alteration Controls: Tree Controls: Outbuildings or Fences:  
Description:

Conservation Management

No No No No None specified

VHR Ref No: No

Incorporated Plan Details None specified

On VHR:      No Prohibited Uses: No      Aboriginal      Heritage      Place: No      Incorporated  
Plan: No

**REVIEW OF SIGNIFICANCE & POLICY** While every effort has been made to ensure that the information contained in this citation is accurate, it is possible that more detailed investigation may reveal further information about the significance of the place. For example, in most cases an internal inspection was not made of buildings at the time of initial assessment. In the time since the place was first assessed it is also possible that the condition of buildings or trees may have changed.

The information contained in this citation should therefore be reviewed at the time that it is proposed to make changes to the property. This would likely require a more detailed assessment of any significant or contributory element that is affected by any proposed buildings or works. Once this more detailed assessment has been made, a review of the significance of the place and the conservation policy should be carried out by Council's Heritage Adviser or an appropriately qualified professional.

Extra Research None specified

**BIBLIOGRAPHY**      Context Pty Ltd, (2008), Latrobe City Heritage Study, Latrobe City Council, Morwell



## 9 Policy

### 9.1 Heritage Schedule HO 85 *Precinct – Traralgon Railway Residential*

Coates, Collins, Curran, Meredith, Morrison and Shakespeare streets and Queens Parade, Traralgon

External Paint Controls:	NO
Internal Alteration Controls:	NO
Tree Controls:	NO
Outbuildings or Fences:	NO
VHR Ref No:	NO
On VHR:	NO
Prohibited Uses:	NO
Name of Incorporated	
Plan under C1 43.01-2:	Latrobe City HO Permit Exemptions & Application Requirements
Aboriginal Heritage Place:	NO

### 9.2 Heritage Schedule Individually listed places visually connected to the development site.

HO7	<i>Traralgon Engine Shed and Turntable Queens Parade, Traralgon</i>
HO129	<i>Traralgon Railway Station complex 14-16 Queens Parade, Traralgon</i>
HO130	<i>Drill Hall (former) 40-50 Queens Parade, Traralgon</i>
HO131	<i>House 14 Roseneath Street, Traralgon</i>
HO 133	<i>Danora (former) 135 Seymour Street, Traralgon</i>
HO133	<i>Hazel-lyn 5 Shakespeare Street, Traralgon</i>

### 9.3 Heritage Strategy in 15.01-2 Urban Design Principles

#### Heritage

- New development should respect, but not simply copy, historic precedents and create a worthy legacy for future generations.

#### Consolidation of sites and empty sites

- New development should contribute to the complexity and diversity of the built environment.
- Site consolidation should not result in street frontages that are out of keeping with the complexity and rhythm of existing streetscapes.
- The development process should be managed so that sites are not in an unattractive, neglected state for excessive periods and the impacts from vacant sites are minimised.

#### 9.4 Heritage Strategy in 15.01-3 Neighbourhood and subdivision design

Creating a strong sense of place because neighbourhood development emphasises existing cultural heritage values, well designed and attractive built form, and landscape character.

#### 9.5 Heritage Strategy Cultural Identity and neighbourhood character

##### **Objective**

To recognise and protect cultural identity, neighbourhood character and sense of place.

##### **Strategies**

■ ■ ■

Ensure development responds and contributes to existing sense of place and cultural identity.

Ensure development recognises distinctive urban forms and layout and their relationship to landscape and vegetation.

Ensure development responds to its context and reinforces special characteristics of local environment and place by emphasising:

- The underlying natural landscape character.
- The heritage values and built form that reflect community identity.
- The values, needs and aspirations of the community.

#### 9.6 Heritage in Heritage conservation 15.03-1 20/09/2010 VC71

##### **Objective**

To ensure the conservation of places of heritage significance.

##### **Strategies**

Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.

Provide for the protection of natural heritage sites and man-made resources and the maintenance of ecological processes and biological diversity.

Provide for the conservation and enhancement of those places which are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance, or otherwise of special cultural value.

Ensure development responds and contributes to existing sense of place and cultural identity.

Ensure development recognises distinctive urban forms and layout and their relationship to landscape and vegetation.

Ensure development responds to its context and reinforces special characteristics of local environment and place by emphasising:

Encourage appropriate development that respects places with identified heritage values and creates a worthy legacy for future generations.

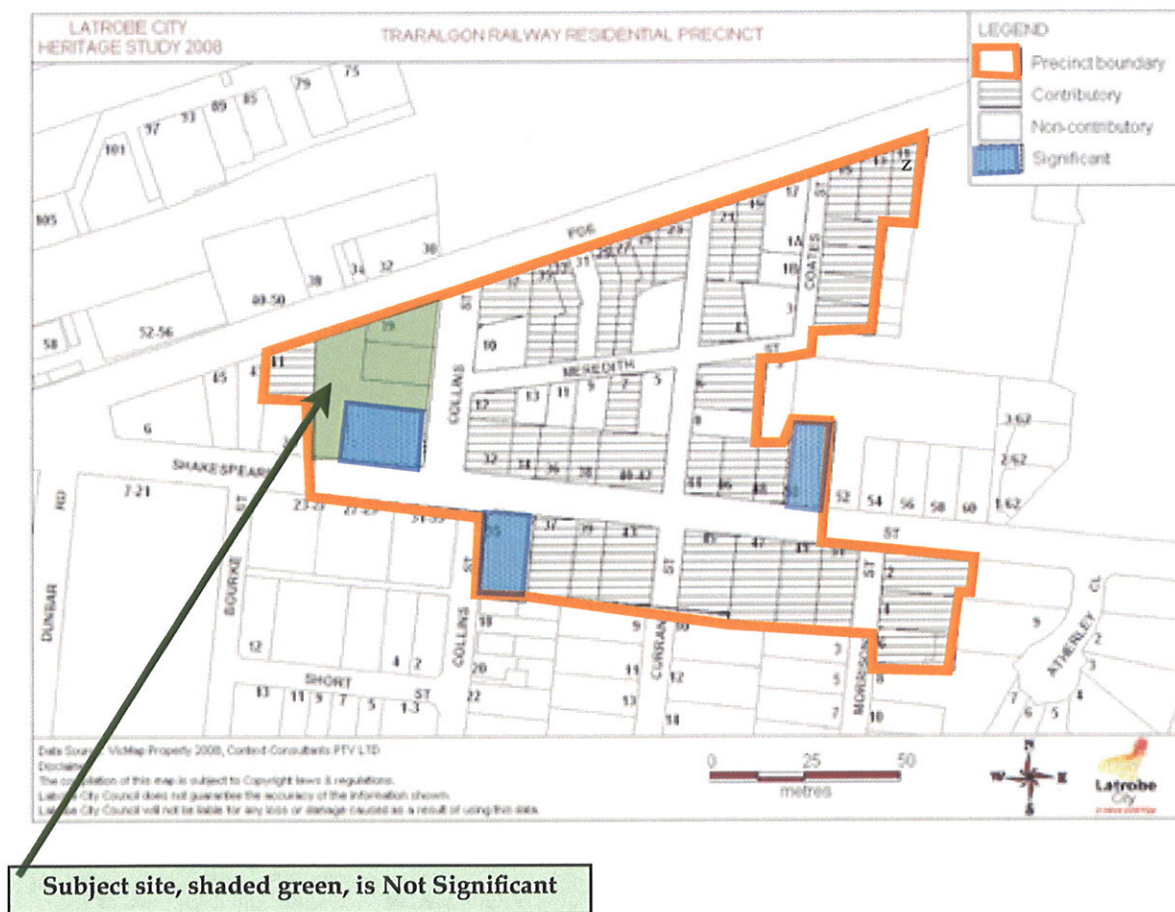
Retain those elements that contribute to the importance of the heritage place. Encourage the conservation and restoration of contributory elements. Ensure an appropriate setting and context for heritage places is maintained or enhanced. Support adaptive reuse of heritage buildings whose use has become redundant.

##### **Policy guidelines**

Planning must consider as relevant: ▪ The findings and recommendations of the Victorian Heritage Council.

## APPENDIX 2

### 10 STATEMENT OF CULTURAL SIGNIFICANCE.



## STATEMENT OF SIGNIFICANCE

### What is significant?

The Traralgon Railway Residential precinct comprises a group of streets to the south of Traralgon Railway Station including Coates, Collins, Curran, Meredith, Morrison & Shakespeare streets and Queens Parade. The places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - Queens Parade (odd, south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, 39 (Etheldale)\* and 41. - Shakespeare Street (odd) 35, 37, 39, 43, 45 (Ewington)\* and 47, 49 & 51, (even) 32, 34, 36, 38, 40-2, 44, 46, 48 and 50\*

The original form and detailing and the consistency of scale and siting of houses contributes to the significance of the precinct. The predominantly low height of front fences is also contributory as it allows the appreciation of the historic character of the houses within the precinct.

\*These places are individually significant and have a separate citation in this Study.

The Traralgon Railway Residential precinct is of local historic and architectural significance to Latrobe City.

### Why is it significant?

The Traralgon Railway Residential precinct is of historic significance as an area that is associated with an important phase of development of Traralgon in the early to mid twentieth century that began the transfer of the railway depot to Traralgon in 1903, which led to increased demand for accommodation for railway workers in proximity to the station and stimulated the development of Traralgon as a regional centre. The precinct provides tangible evidence of the consequent fine brick residence at the corner of Dunbar Road was constructed c.1910 for the locally prominent Wigg family, who owned one of the local brickworks. Other early Shakespeare Street houses include the transitional Edwardian villa at No. 44, constructed c.1905 for Kathleen Agnes Seaton [12], and the Inter-War bungalow at No. 50, constructed c.1925 for Louis Grosvenor Hay Ball, a clerk of Traralgon [13].

SOURCES Context Pty Ltd & Dr Meredith Fletcher, 'Latrobe City Heritage Study. Volume 1: Thematic Environmental History', 2008

[1] Traralgon Heritage Study 1992 cites Traralgon rate books [2] Plan of the township at Traralgon and adjacent lots, A. L. Jones 1858 [3] Suburban and Town Lots Traralgon, 1871 [4] Survey plan of Gippsland Railway, 1873 [5] Plan of Township of Traralgon, Dept. Lands and Survey 1954 [6] Land Victoria, Certificates of Title Vol. 1334 Fol. 694, Vol. 1487 Fol. 377 [7] Land Victoria, Certificate of Title Vol. 3108 Fol. 488 [8] Land Victoria, Certificate of Title Vol. 3263 Fol. 468 [9] Land Victoria, Certificates of Title Vol. 1709 Fol. 753, Vol. 3643. Fol. 525 [10] Land Victoria, Certificate of Title Vol. 3359 Fol. 761 [11] Land Victoria, Certificate of Title Vol. 1161 Fol. 077, LP 2750 [12] Land Victoria, Certificate of Title Vol. 2967 Fol. 226 [13] Land Victoria, Certificate of Title Vol. 4979 Fol. 735 [14] Mrs Edna Couchman's sister pers. comm., (THS, 1992)

Creation Date Associations

c.1890-1940

Change Dates Local Themes

7. BUILDING SETTLEMENTS & TOWNS 7.1 Establishing settlements and towns from the nineteenth century

7.3 Developing towns and regional centres in the twentieth century

Latrobe City Heritage Study Context Pty. Ltd. Updated: 17/07/2010

53

LEVEL

Local significance

expansion of the town beyond its originally surveyed boundaries to the south of the railway. (RNE criteria A.4 and D.2)

It has architectural significance as a representative example of a twentieth century residential precinct that provides evidence of the evolution and development of domestic architecture in Traralgon (RNE criterion D.2).

**RECOMMENDATIONS** Heritage Register Listings

Register      Reference  
Latrobe Planning Scheme      HO85  
Zoning  
Status

Recommended

**Extent** To the extent of properties as shown on the Traralgon Railway Residential precinct plan.

Heritage Schedule

External Paint Controls: Internal Alteration Controls: Tree Controls: Outbuildings or Fences:

Description:

Conservation Management

No No No No None specified

VHR Ref No: No

Incorporated Plan Details None specified

On VHR:      No Prohibited Uses: No      Aboriginal      Heritage      Place: No      Incorporated  
Plan: No

**GUIDELINES (GENERAL)** In order to conserve the heritage significance of this precinct, it is policy to, as appropriate:

1. Conserve the fabric of the features (building, structure, tree, fence etc.) that contribute to the significance of the precinct and in particular to:

- Conserve significant features on places shown as Significant or Contributory on the relevant precinct map. - Encourage the accurate restoration or reconstruction of missing or modified features on the basis of available evidence. - Encourage the removal of non-significant or intrusive elements, particularly where this would assist in revealing or interpreting the significance of the precinct.

2a. Encourage a contextual approach to new development that is complementary in form, scale detailing and materials to the Significant or Contributory building/s or other features, but is clearly contemporary in design.

2b. Avoid new development that distorts the historic evidence by simply copying or reproducing historic styles or detailing.

3. Ensure that new development does not become a visually dominant element in the precinct as a result of its scale, form or siting; i.e. it should appear as a secondary element when compared to the Significant or Contributory building/s.

4a. Discourage the demolition of significant buildings or features such as fences on places shown as Significant or Contributory on the relevant precinct map except where it can be demonstrated that:

## APPENDIX

### 11 Curriculum Vitae 2011 Lorraine Huddle

**Curriculum Vitae 2011 Lorraine Huddle  
(Abbreviated)**

**Lorraine Huddle**  
B. Architecture (Hons) *Melb.* FMICOMOS.

**Director**  
**Heritage Intelligence Pty Ltd**

Lorraine Huddle  
Director: Heritage Intelligence Pty Ltd  
Bachelor of Architecture (Honours) University of Melbourne.

Lorraine has over thirty years experience, specialising in heritage and conservation projects as well as lecturing in these subjects at Deakin University. She is experienced in heritage assessment of individual places and has been a principal for over ten heritage studies for seven rural Shires. Numerous projects for conservation management plans, design of interpretative plaques, principles of building conservation, architectural design and heritage advisory roles within local government.



## Name, Qualifications and Experience

My name is Lorraine Huddle and I am the director of Heritage Intelligence Pty Ltd, Architectural Historians: Professional Heritage and Design Consultants

**My qualifications;** professional practice, research and teaching at tertiary level has concentrated on architecture, building construction and cultural heritage. I have a Bachelor of Architecture degree with Honours from the University of Melbourne in which I majored in architecture and cultural heritage. (A copy of my curriculum vitae is in Appendix 1.)

**My experience;** As a consultant heritage practitioner, my experience has spanned more than thirty years. This experience covers research, physical analysis, reports, teaching and practical advice regarding the assessment and care of culturally significant places in Victoria and China. In the early 1990s I was appointed a member of the Historic Buildings Council of Victoria (now Heritage Victoria) and was also appointed a member of the Permits B Committee and the Rose Craddock Permit Committee. I held these positions until I resigned to work overseas. My research and teaching at tertiary level has focussed on architectural and building construction history, and assessment and conservation of cultural heritage. I have worked as a Heritage Advisor to many municipal councils over the past fourteen years and I am currently the Heritage Advisor for five councils.

**My area of expertise;** This is currently in a professional practice as a heritage advisor to local councils, and to private clients. I have practised as an officially appointed Heritage Advisor for Local Government in rural cities and towns, for over fifteen years. I am currently the Heritage Advisor for the Pyrenees Shire, Baw Baw Shire, Mornington Peninsula Shire, East Gippsland Shire, and Wellington Shire. I have also worked in this capacity for the City of Bendigo, City of Greater Geelong, the Shire of Macedon Ranges, Mitchell Shire, Campaspe Shire, Moira Shire, and the City of Ballarat.

**My expertise to make this report** is based on the following: I have had considerable experience in carrying out and administering heritage studies for local councils and written thousands of Statements of Significance as part of those studies. Heritage studies in which I was the Principal Consultant include the Moira Shire Stage Two Heritage Study 2007, the Mitchell Shire Stage Two Heritage Study 2006, and the Golden Plains Stage One Heritage Study, Moira Shire Stage One Heritage Study 2005, Review of Heritage Precincts for The City of Yarra, as well as the Shire of Mitchell Stage One Heritage Study. I was one of the principal consultants in the recent Campaspe Shire Heritage Gaps Study 2006, and each of three large heritage studies, Shire of Pyrenees Heritage Precincts Study 2002, Geelong West 1986, Shire of Bellarine 1996, Geelong Outer Areas 2000 and City of Greater Geelong Outer Areas Study 2000. These studies recommended Heritage Overlays of Commercial and Residential areas and individual places for inner urban suburbs and numerous country

towns. I was also part of an Australian team of experts who spent one month in Tianjin, China, assessing the cultural heritage of the former western concession areas in 1991.

I have acted as an expert witness at previous V.C.A.T. and Panel hearings regarding heritage places in Echuca, Castlemaine, Portland, Nillumbik Shire, Mornington Peninsula Shire and, when I was called by the City of Greater Geelong for the case in Roebuck Street, Newtown, and at a Panel Call In regarding 13 Yuille Street, Geelong West. Further, I was the heritage consultant for the development of the Port Fairy Design Guidelines, and for the Corangamite Shire Urban Design Framework for the rural town of Skipton, together with Urban Designers David Lock Associates for the Shire of Moyne, and as the Cultural Heritage Consultant for the Armstrong Creek Urban Growth Plan, City of Greater Geelong.

As a former Director of Authentic Heritage Services I have been responsible, along with Dr David Rowe, for numerous Conservation Management Plans of individual places such as privately owned homes, business developments of cement works, and government owned Mechanics Institutes, drill halls and so on.

During my eleven years as a tenured lecturer at the School of Architecture and Building, Deakin University, I co-authored and taught an off-campus post-graduate unit for Deakin University, entitled, *Cultural Heritage: The Burra Charter and its Applications* 1995 for use by the Faculty of Arts, School of Australian and International Studies, Cultural Heritage Centre for Asia and the Pacific, in their post-graduate courses. Furthermore, I taught undergraduate students, architectural conservation, history of architecture and building construction as well as cultural heritage, to on and off campus students in Australia, Singapore and Hong Kong, over a period of eleven years.

**Education**    1980    Bachelor of Architecture (Hons) (*Melb*)

**Employment**

2011 - 2005	<b>Director, Heritage Intelligence Pty Ltd. ABN. 660 9861 3971</b>
2005 - 2001	Director, Lorraine Huddle Pty Ltd. ABN. 660 9861 3971
2001 - 1999	Co-Director Authentic Heritage Services Pty Ltd ABN 81 088 389 851
1999 – 1998	Partner, Authentic Heritage Services
2011 - 1980	<b>Private Consultant: Architectural Historian; Heritage consultant</b>
2011 – 1996	<b>Heritage Advisor:</b> <b>Baw Baw Shire 2009+</b> <b>Wellington Shire 2008+</b> <b>East Gippsland Shire 2007+</b> <b>Mornington Peninsular Shire 2006+</b> <b>Pyrenees Shire 2001+</b> Indigo Shire 2007 - 2009 Campaspe Shire 2004 - 2008 Moirra Shire 2005 - 2008

	City of Whitehorse 2006-7 (temporary)
	City of Greater Bendigo 2005 -6 (temporary)
	Mitchell Shire 2000 – 2004
	City of Ballarat 1998 – September 2002. 2008 (temp.)
	City of Greater Geelong 1996 –1999
	Shire of Macedon Ranges 1997 –1998
	Mornington Peninsular Shire 1997-1998
1998 - 1994	Helen Lardner Conservation and Design
1998 - 1987	Lecturer, (50% Fractional and tenured) Architectural Conservation, architectural history and building history. Design thesis supervision. School of Architecture and Building, Deakin University.
1980	Research Assistant, Urban Studies Department, Footscray Institute
1980	Darien Cassidy, Architect, Hawthorn, Victoria.
1976	Smit, Postma Hijan, Architects, Rotterdam, Holland.
1973	Bailey and Associates, Architects, York, England.

#### **Honorary Appointments**

2008 - 2005	<b>Member National Trust Cemeteries Committee</b>
1994 - 1992	Member Historic Buildings Council -Crown appointment - Architectural Historian Now known as the Heritage Council

#### **Membership of Professional Organisations**

2011 - 1982	<b>Australia ICOMOS International Council on Monuments and Sites. Full Member.</b>
1996 - 1988	SAHANZ Society of Architectural Historians Australia and New Zealand SAHANZ Executive member (1992 - 1994)

#### **Membership of Community Associations**

2011 - 2005	<b>Rotary International – President of the Rotary Club of Hampton International Director 2005-6 Club Service Director 2006-7</b>
2010 – 2002	<b>Mechanics’ Institutes of Victoria. (Committee member)</b>

#### **Selected Published Works**

2007.	<b>Huddle, L (author) Heritage Intelligence Pty Ltd. Major contributor Ian Wight Planning and Heritage Strategies, Moira Shire Stage TWO Heritage Study. (Five volumes and Database on CD Rom.)</b>
2005	<b>‘A Taste of 100 Years of Geelong Bayside Public Art’ Rotary Club of Bayside Geelong Centenary Walking Trail 1905-2005.</b>

#### **Expert Witness**

2011	Planning Panel Hearing, Nillumbik Shire.
2010	Planning Panel Hearing, Mornington Peninsula Shire
2008	Planning Panel Hearing, Mornington Peninsula Shire.
2007.	Planning Panel Hearing Nillumbik Shire.

#### **Heritage Expert as part of Large Project Teams**

- 2007 – 2005 **Armstrong Creek Urban Growth Plan, City of Greater Geelong, David Lock Associates**
- 2005 – 2004. **Campaspe Shire Heritage Gaps Study with Robyn Ballinger (in progress)**
- 2001. **Skipton Urban Design Framework, David Lock Associates.**
- 2000 – 2001 **Port Fairy Design Guidelines, David Lock Associates.**

#### **Major Area Heritage Studies**

- 2007 - 2005 **Moira Shire, Stage Two Heritage Study, Cobram.**
- 2006 - 2004. **Mitchell Shire, Stage Two Heritage Study, Broadford,**
- 2004.- 2003 **Moira Shire, Stage One Heritage Study, Cobram Vic**
- 2004.- 2003 **Golden Plains Shire, Stage One Heritage Study, Bannockburn, Vic**
- 2001 - 2002 **City of Yarra Review of Heritage Precincts', Melbourne.**
- 2001 - 2002 **Mitchell Shire, Stage One Heritage Study, Broadford, Vic**
- 2001 - 2002 **Shire of Pyrenees Heritage Precincts Study**
- 2000-1999 **'City of Greater Geelong Outer Areas Heritage Study Stage One and Two.' City of Greater Geelong.**
- 1996 **'Bellarine Heritage Study', City of Greater Geelong, Four volumes**
- 1986 **'City of Geelong West Urban Conservation Study' Five volumes (Jointly with Richard Aitken and Louise Honman)**

#### **Recent Presentations, Public Lectures, Workshops and Tours**

- 2011 **Making the Most of your Heritage Advisor, Seminar, Heritage Victoria, Melbourne and Bendigo.**  
Judges Panel and Presentation of Heritage Awards: National Trust and Mornington Peninsula Shire.
- 2008 **Maintenance and Repair of Limestone Buildings, Nepean Historical Society Sorrento.**
- 2008 **Presentation of Heritage Awards. Indigo Shire, Yackandandah.**
- 2007 **Presentation to the Councillors and Management at Campaspe Shire with Jim Gardner, 'New Design in Heritage Areas.' August 2006.**
- 2006 **Public Lecture. "Geelong Great Heritage Places" Celebrating 50 years of the National Trust of Australia (Victoria). Deakin University, Geelong. October 2006.**
- 2006 **Presentation to the Moira Shire Councillors re "Assessing planning applications in heritage areas".**
- 2005 **Presentation of the outcomes of the Moira Shire Heritage Study to the Councillors.**
- 2004 **Presentation of the outcomes of the Golden Plains Shire Heritage Study to the Councillors.**
- 2004. **'Architecture of Mechanics Institutes' Mechanics' Worldwide Conference, Melbourne September 2004.**
- 2003. **Kilmore Historical Society.**
- 2003 **National Trust Geelong**
- 2003 **Bayside Geelong Rotary Club**
- 2002. **Seymour Historical Society. (September) "Planning and Heritage: Mitchell Shire Heritage Database".**

- 2002. **Ballarat Rotary Club,**
- 2002. **Ballarat Grammar School, (August) "Careers in Heritage"**
- 2002. Pyrenees Shire Council (July); The historic urban Design of the Beaufort public park.
- 2002. **Buninyong Historical Society (June) "Planning and Heritage".**
- 2000 City of Greater Geelong; "Federation Heritage Walk",
- 2001 City of Greater Geelong, " Federation Architecture in Geelong Lecture,"
- 2000 **City of Ballarat, Designing in a Heritage City**
- 2001 **City of Ballarat, Heritage Engineering Infrastructure**
- 2001 Mitchell Shire, Heritage Training Seminar (with Ian Wight)

**ATTACHMENT 8**  
**Traffic Impact Assessment**

# TTM Consulting (Vic) Pty Ltd



## PROPOSED RESIDENTIAL DEVELOPMENT 39 QUEENS PARADE, TRARALGON TRAFFIC ENGINEERING REPORT

### Prepared By

TTM Consulting (Vic) Pty. Ltd.  
Suite 9,  
70-80 Wellington Street,  
Collingwood Vic 3066

### For

Beveridge Williams  
Suite 6,  
115 Hawthorn Road,  
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4 APR 2011

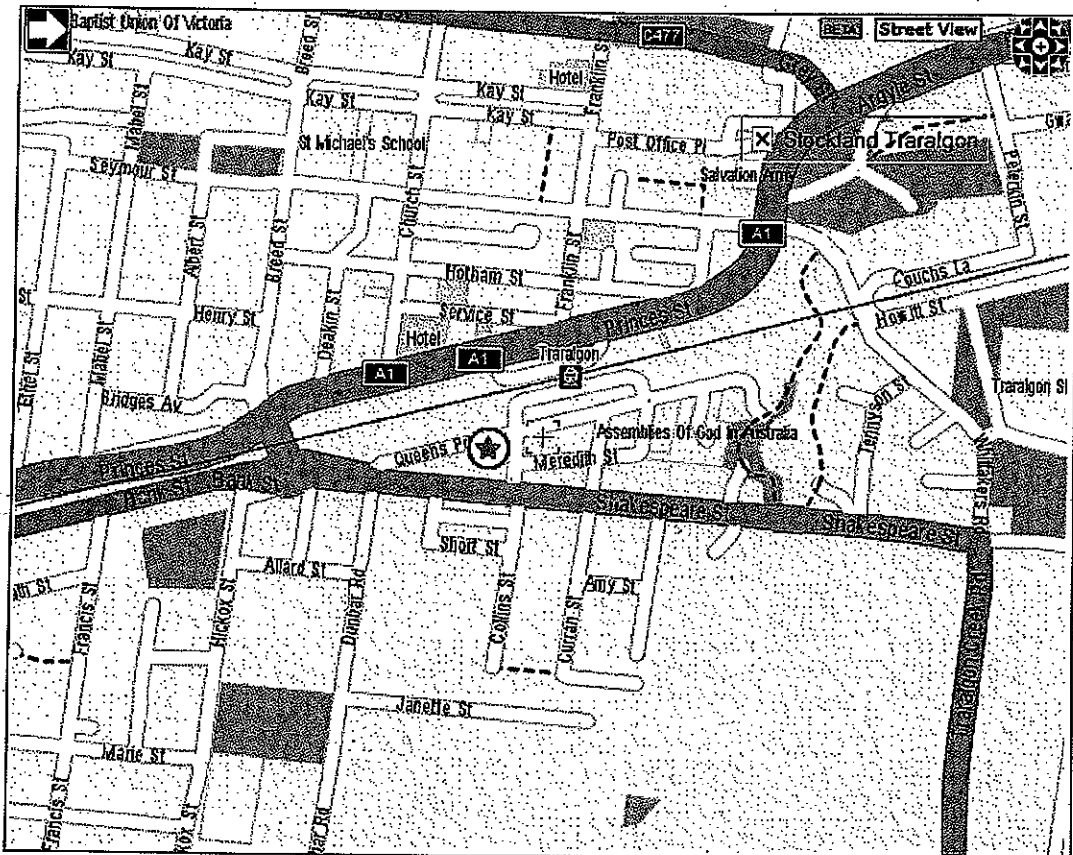
## 1. INTRODUCTION

TTM Consulting (Vic) Pty. Ltd. was retained by Beveridge Williams to investigate the traffic engineering implications of a proposed residential apartment development at 39 Queens Parade, Traralgon.

In the course of preparing this report we have inspected the subject site and its environs, examined plans of the proposed development, collected available traffic data and observed traffic operations on the surrounding road network.

## 2. EXISTING CONDITIONS

The subject site is located on the southwest corner of the intersection of Queens Parade and Collins Street, as shown in the following locality plan.



LOCALITY PLAN

The subject site is currently vacant. It has frontages to Queens Parade and Collins Street of approximately 58 metres and it has two existing driveway crossovers, one to each roadway.

Queens Parade in the vicinity of the site consists of a sealed roadway approximately 10 metres in width, located within a 20 metres wide road reserve. There is a wider verge of 6 metres on the south side adjacent to the subject site.

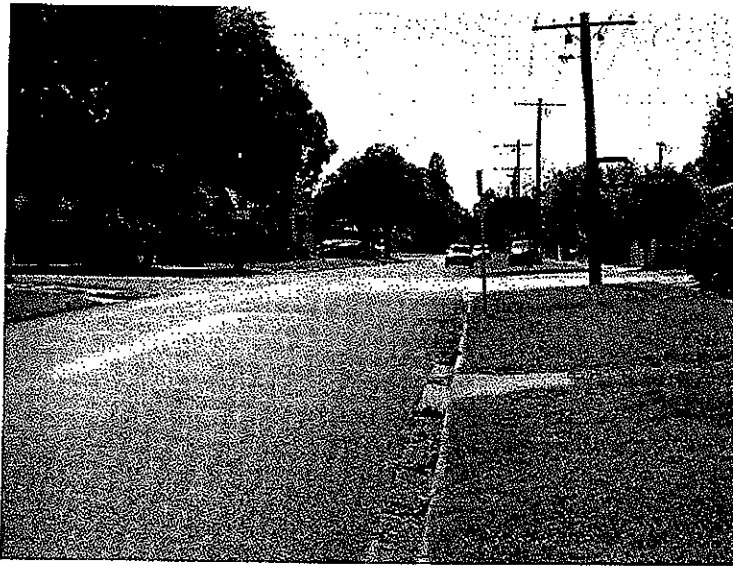




Queens Parade is a local street which parallels the railway line on the south side of the Traralgon Activity Centre. Abutting land uses are predominantly residential on the south side. An indoor sports and aquatic centre is located at the western end with some commercial uses and the railway station located of the north side. Queens Parade is a no through road east of Collins Street.

Collins Street is also a local street abutting the subject site and consists of a sealed roadway approximately 13 metres in width, located centrally within a 20 metres wide road reserve.

The following photographs show views of Queens Parade and Collins Street taken from the frontages of the site.



**QUEENS PARADE TO THE EAST**



**QUEENS PARADE TO THE WEST**



**COLLINS STREET LOOKING NORTH**

The most significant road in the vicinity of the site is Shakespeare Street which is an arterial road linking to an underpass of the railway line and a signalized intersection on the Princes Highway.

Enquiries with Latrobe City revealed the following most recent traffic count data collected in the vicinity of the site.

**Shakespeare Street (2008)**

- 100 metres east of Whittakers Road (7 day average)  
Westbound = 4,138 vehicles per day  
Eastbound = 4,723 vehicles per day
- 80 metres west of High Street (7 day average)  
Westbound = 3,518 vehicles per day  
Eastbound = 3,675 vehicles per day
- 30 metres west of McNairn Road (7 day average)  
Westbound = 904 vehicles per day  
Eastbound = 981 vehicles per day

**Queens Parade (2010)**

- 130 metres west of Collins Street (7 day average)  
Westbound = 237 vehicles per day  
Eastbound = 346 vehicles per day

\* Note that the data for Queens Parade was only available for 5 of the 7 days.

The subject site is located within the Traralgon Activity Centre. It is well located with respect to public transport with bus routes passing adjacent to the Traralgon Railway Station within 200 metres walking distance of the site.



### 3. PROPOSED DEVELOPMENT

It is proposed to construct a total of forty residential apartments on the site. Twenty nine apartments are of two bedrooms, two are of one bedroom only and the remaining nine apartments are of three bedrooms. It should be noted that five of the two bedroom apartments have enclosed studies.

The plans show a total of fifty five on-site parking spaces are to be provided in a basement with vehicular access via a 5.5 metres wide ramp connecting to a proposed driveway crossover to Queens Parade adjacent to the western site boundary.

### 4. CAR PARKING CONSIDERATIONS

#### 4.1 PLANNING SCHEME REQUIREMENTS

The requirements of Clause 52.06 of the Latrobe Planning Scheme do not apply to this application as the land is zoned Mixed Use and the proposed development is less than four storeys, excluding a basement.

Clause 55.03-11 Standard B16 of the Latrobe Planning Scheme requires that on site parking be provided at a rate of one space per one or two bedroom dwelling, two spaces per three bedroom dwelling and visitor spaces at a rate of one space per five apartments. Studies or studios that are separate rooms must be counted as bedrooms.

The parking requirement based upon Clause 55.03-11 is as follows :-

Apartments	No.	Rate	Parking Spaces
1 Bedroom	2	1.0 space per dwelling	2
2 Bedroom	24	1.0 space per dwelling	24
2 Bedroom + study	5	2.0 spaces per dwelling	10
3 Bedroom	9	2.0 spaces per dwelling	18
Visitor		1.0 space per 5 dwellings	8
<b>Total</b>	<b>40</b>		<b>62</b>

The above table indicates that the standard planning scheme requirement is 54 resident parking spaces and 8 visitor parking spaces.

The development plans show a proposed provision of 55 parking spaces in a single basement.

The planning scheme identifies a number of decision guidelines to be considered before deciding an application.

### Decision Guidelines

- The reduction in the demand for on-site parking in rental housing, managed by not for profit organisations, intended for residents likely to have a low level of car ownership.
- The number, type and size of dwellings.
- The availability of public transport and on-street parking.
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- The reduction of on-street car parking spaces associated with the provision of car parking on the site, particularly for lots of less than 300 square metres.
- Local traffic and parking management plans and safety considerations.
- Any relevant local planning policy or parking precinct plan.

#### 4.2 Empirical Analysis of Resident Parking Demand

Car ownership data has been obtained from the Australian Bureau of Statistics for the Traralgon postcode 3844. The data is from the 2006 Census and car ownership is as follows :-

**Australian Bureau of Statistics  
2006 Census of Population and Housing  
Postal Area (POA) - 3844  
Dwelling Structure (STRD) – Apartment**

Number of Bedrooms in Private Dwelling (BEDD)	Number of Motor Vehicles (VEHD)							Car Ownership
	0	1	2	3	4	5	Total	
None (includes bedsitters)	16	6	0	0	0	0	22	0.27
1 bedroom	118	98	10	3	0	0	229	0.55
2 bedrooms	94	275	62	8	0	0	439	0.96
3 bedrooms	11	59	32	5	0	0	107	1.29
4 bedrooms	0	3	5	0	0	0	8	1.63
5 bedrooms	0	0	3	3	0	0	6	2.50

Based on the car ownership census data for Traralgon this development could be expected to generate the following resident parking demand :-

	1 bedroom	2 bedroom	3 bedroom	Total
No. of Apartments	2	29	9	40
ABS Car Ownership	0.55	0.96	1.29	
<b>Parking Demand</b>	<b>1.10</b>	<b>27.84</b>	<b>11.61</b>	<b>40.55</b>



The above data suggests that the future resident parking demands will be less than the planning scheme requirements. In this regard it suggests that only one in three residents of three bedroom or two bedroom plus study apartments is likely to own two vehicles. On this basis it is likely that there will be surplus parking spaces available in the basement suitable for use by visitors.

Notwithstanding this, there is adequate on street parking available in the vicinity of the site, including a capacity for six vehicles to park along the kerb in Collins Street adjacent to the site frontage. This availability has been recorded by Cardno in recent parking surveys carried out for Council.

It is concluded that Council has adequate justification to waive any further requirement for visitor parking on the site based on an expected underutilization of the proposed car park and the availability of on street parking in the vicinity.

## 5. DRIVEWAY AND BASEMENT RAMP

The driveway from Queens Parade is shown on the application plan at 5.5 metres wide.

The ramp gradients are in accordance with relevant standards, with transitions at the top and bottom. The grading of the ramp results in an overhead clearance at the entry to the basement of 2.2 metres.

A satisfactory sight triangle is provided adjacent to the western boundary which will enable an adequate view of pedestrians on the footpath for exiting vehicles.

## 6. PARKING AREA DIMENSIONS

The layout of car parking and the dimensions of the basement parking area are in accordance with Table B2 of Clause 55.03-11 of the Latrobe Planning Scheme.

They also comply with relevant Australian Standards for resident user classes.

## 7. TRAFFIC IMPACT

Surveys conducted by TTM Consulting (Vic) Pty. Ltd. and others at large apartment complexes consisting of a range of dwellings generally allocated one parking space indicate typical traffic generation rates of 4 vehicle movements per apartment per day and six vehicle movements per three bedroom apartment per day with peak hourly traffic movements of about 10 percent of the daily total.

On this basis the proposed development in total is estimated to generate of the order of 200 vehicle movements per day.

Peak hourly traffic movement is estimated to be 20 vehicle movements per hour in total, predominantly outbound in the morning and inbound in the evening.

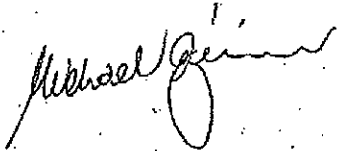


This level of traffic movement will have a minimal impact on traffic operations in Queens Parade and the surrounding road network.

**8. CONCLUSION**

As a result of our investigation, it is concluded that there are no traffic engineering grounds to warrant refusal of the planning application.

**TTM Consulting (Vic) Pty. Ltd.**



**Michael O'Brien**

APR 2011  
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**ATTACHMENT 9**  
**Possible Grounds of Refusal**

**That Council issues a refusal to grant a planning permit for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon, on the following grounds:**

- 1. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 15.03 (Heritage).**
- 2. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework, at Clause 21.04-4 (Heritage Overview).**
- 3. The proposal is inconsistent with the purpose and decision guidelines of the Heritage Overlay.**
- 4. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.**



**7.3** **PLANNING PERMIT APPLICATION 2011/27 - USE AND DEVELOPMENT OF LAND FOR A DWELLING, 94 NEAVES ROAD, CALLIGNEE**

**AUTHOR:** General Manager Built and Natural Environment  
**(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2011/27 for the use and development of land for a dwelling at 94 Neaves Road, Callignee.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objective – Built Environment*

- In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Latrobe City Council Plan 2011-2015

*Strategic Direction – Built Environment*

- Promote and support high quality urban design within the built environment; and
- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.

#### 4. **BACKGROUND**

##### 4.1 **SUMMARY**

Land:	Lot 3 Plan of Subdivision 131452, known as 94 Neaves Road, Callignee
Proponent:	Latrobe Valley Drafting Pty Ltd
Zoning:	Farming Zone
Overlay	Wildfire Management Overlay

A Planning Permit is required pursuant to the following Clauses of the Scheme:

- Clauses 35.07-1; to use land of less than 40 hectares within the Farming Zone for a dwelling;
- Clause 35.07-4; to construct a building and undertake works associated with a Section 2 Use within the Farming Zone; and
- Clause 44.06; to construct a building to be used for accommodation within the Wildfire Management Overlay.

##### 4.2 **PROPOSAL**

The application is for the use and development of land for a dwelling. The proposed dwelling will comprise a single storey, three bedrooms and a study, and a large double garage, constructed of a standard red brick base and edges with the infill comprising natural stone. The dwelling will have zincalume sheet roofing. A large verandah and alfresco area extend the dwellings northern and eastern elevations. The building is proposed to be located 91 metres from the western site boundary, and 40 metres from the northern site boundary. Access is obtained via an existing gate and informal vehicle crossing to Neaves Road, set approximately 30 metres off the northern site boundary.

The application acknowledges that the land owners intend to operate a small scale cattle grazing operation from the subject land. The applicant has advised that allowing the land owners to reside on site will allow the overall productivity of the site by running a vealer beef herd with 10 weaner cattle being fattened on the site at any one time.

#### Subject Land:

The subject land comprises an overall site area of 3.1 hectares and is rectangular in shape, adjoining Neaves Road along the western site boundary. The site falls 60 metres from the western site boundary toward the east. There is an existing informal access arrangement approximately 30 metres from the northern site boundary onto Neaves Road. The site is largely vacant save a pocket of vegetation toward the south western site boundary and an existing shed. There is some scattered vegetation surrounding the shed area and no internal access tracks exist. The site is currently leased to a nearby farmer for grazing purposes.

The northern site boundary measures 289 metres, the southern site boundary measures 304 metres, the western site boundary measures 106 metres and the eastern site boundary measures 107.5 metres. There is an electricity supply easement located at the centre of the site.

#### Surrounding Land Use:

The subject land is located approximately 15 kilometres south of the Traralgon township boundary, 5 kilometres from the Traralgon South township, and 1.8 kilometres south-west of the reconstructed Callignee Community Hall. The area was affected by bushfires in February 2009.

There are a number of surrounding parcels used for grazing and other similar agricultural land uses. There are three smaller, 3-5 hectare lots located directly to the south of the subject land. Each of these lots contained a dwelling prior to the 2009 bushfires, with now only one dwelling remaining. Despite the small instance of 3-4 hectare lots, the character of this area is predominantly large lots ranging from 12-20 hectares.

Many of the adjoining lots have previously contained dwellings and typical outbuildings on a variety of lot sizes, and for a range of agriculture related land uses whether directly associated with farming or leased to adjoining land owners.

To the north east of the site is a large farming property used primarily for grazing over five parcels of land totalling 158 hectares.

There are significant parcels of land to the south west of the site which are lots used for timber plantations.

Scattered throughout Callignee are pockets of rural living development, particularly along Lyndons Road (approximately 2.5 kilometres to the north east), Traralgon-Balook Road (approximately 3 kilometres to the north), and along Redhill Road (approximately 4 kilometres to the north west). There are other pockets of small lots within a five kilometre radius of the site, being at Browns Road, Factory Road, and the southern end of Redhill Road. Each of these clusters contains in excess of ten lots.

Further to the south east of the site is a State Forest extending into the Strzelecki Ranges.

North: 160 Neaves Road, Callignee  
This site contains a single dwelling on a lot of approximately 20 hectares. Approximately half the site is covered in vegetation with the remainder being used for grazing of cattle.

South: 90 Neaves Road, Callignee  
This site contains a single dwelling on a lot of approximately 3.8 hectares. This site is leased to an adjoining owner for grazing associated with a larger farming lot.

East: To the west of the site is a 26 hectare parcel of land containing a hayshed, which forms one parcel of a larger property comprising 158 hectares. This parcel is landlocked; however access to this site is obtained over the adjoining lots forming part of the property. This site contains a mixture of dense vegetation and cleared, grazed land.

West: 95 Neaves Road, Callignee  
This site contains a single dwelling and associated outbuildings on a lot of approximately 13 hectares.

### 4.3 HISTORY OF APPLICATION

A planning permit was issued for the use and development of a dwelling on 2 April 2004 (Planning Permit 04009). This permit was extended in February 2006 to allow works to commence by 2008. No works had commenced by March 2008 and the permit was again extended. In this time, the zoning of the land was changed from the now defunct Rural Zone, to become the Farming Zone, and a Wildfire Management Overlay was placed over the site.

An extension of time to planning permit 04009 was requested in March 2010 which was refused by Council given the changes to the planning controls affecting the site.

The history of assessment of planning permit application 2011/27 is set out in Attachment 1.

The provisions of the Scheme that are relevant to the subject application have been included at Attachment 2.

This application was previously considered by Council at the Ordinary Meeting on 17 October 2011 and resolved to defer a decision until the Ordinary Council Meeting scheduled for 7 November 2011.

## 5. ISSUES

The lot is contained within the Farming Zone and is less than 40 hectares in area. The use and development of the land for a dwelling is therefore a discretionary consideration for Council. An application must demonstrate its consistency with the relevant Planning Scheme provisions, in particular the Farming Zone decision guidelines. Further, the land is affected by the Wildfire Management Overlay and must address these controls.

Clause 65 of the Scheme states that *'Because a permit can be granted does not imply that a permit should or will be granted.'*

Despite a previous approval being given for a dwelling on the site, it is not considered appropriate given the current planning controls affecting the land.

Whilst the subject land was purchased by the current land owners with a planning permit for a dwelling, and the creation of the lot provided some expectation of the eventual development of a dwelling, the Farming Zone was introduced to provide a controlled development of dwellings in agricultural areas. The Farming Zone provides a greater emphasis on the required link between a dwelling and an agricultural use in order to be reasonably required within areas zoned for farming.

There are two key issues in this case; the first is whether the dwelling is appropriate having regard to the zoning and the character of the area. The second issue is whether the proposed use of the land is primarily for a dwelling or an agricultural activity for which a dwelling is reasonably required.

### **5.1 STATE AND LOCAL PLANNING POLICY FRAMEWORK**

There are a number of state and local planning policies that apply to the consideration of this application.

In particular, State Planning Policy relates to the protection of the State's agricultural base, including protecting productive farmland which is of strategic significance in the local or regional context.

Clause 11.02-1 seeks to ensure that in planning for urban growth, opportunities for urban consolidation and infill development within existing urban areas is to be achieved.

The strategies to achieve the rural productivity objective as specified under Clause 11.05-3 of the State Planning Policy Framework are as follows:

- *Prevent inappropriately dispersed urban activities in rural areas.*
- *Limit new housing development in rural areas, including:*
  - *Directing housing growth into existing settlements.*
  - *Discouraging development of isolated small lots in the rural zones from use for single dwellings, rural living or other incompatible uses.*
  - *Encouraging consolidation of existing isolated small lots in rural zones*
- *Restructure old and inappropriate subdivisions.*

These policies are designed to direct growth of this type into designated rural living areas and existing townships and not fragment productive farmland by encouraging subdivision pattern contrary to the Farming Zone.

This clause further states the objectives to direct growth into existing urban settlements and limiting urban sprawl.

The Municipal Strategic Statement (MSS) of the Scheme, under Clause 21.07-5 (Agriculture Overview), further states that *'there remains a need to improve dairy industry efficiency, protect the agricultural land resource base and encourage new sustainable enterprises amid ongoing structural changes in rural industries.'*

One of the strategies under Clause 21.07-5 of the Municipal Strategic Statement is to *'limit subdivision, use or development of land that should be incompatible with the utilisation of the land for sustainable resource use'*.

The Local Planning Policy Framework provides general directions regarding agriculture and farming activities. The framework acknowledges there is a pressure for rural living development and it states that high value rural land and natural resources need to be protected.

The proposed use and development of a dwelling on the site does not meet the objectives and/or strategies of the above State and Local Planning Policy Frameworks. The use and development of a dwelling may compromise the viability of the genuine agricultural pursuits in the area and restrict the possible future expansion of these operations.

The proposed farm operation is of a small scale and appears to be an ancillary component to the use of the land for a dwelling, rather than the dwelling being required to support this use.

## **5.2 FARMING ZONE**

One of the purposes of the Farming Zone is to ensure that non- agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture. It is not a purpose of the zone to provide for residential use unrelated to agricultural uses, which is a reason why a dwelling on a lot less than 40 hectares requires a permit and must respond to the decision guidelines for dwellings in the zone.

The physical and planning context of the site is identified in the *Assessment of Agricultural Quality of Land in Gippsland, Swan and Volum*, 1984 as Class '4a', which is considered suitable for grazing, dairying, market gardening but supplementary irrigation, high levels of fertilizer and erosion prevention measures are often required. The subject land is surrounded by a number of farming properties used primarily for grazing and dairying. The Scheme is seeking an outcome that protects this valuable resource from fragmentation and the pressures caused by the encroachment of rural living properties. It seeks to protect against the permanent removal of high quality, agricultural land.

The risk in allowing the construction of a dwelling is that the size of the lot may prevent or restrict any new rural enterprise of agricultural use from occurring on the subject land.

The construction of a dwelling is not an acceptable outcome when one has regard to the various clear directions in the Latrobe Planning Scheme that directs such activities to land that is zoned for low density residential or rural living. The activities proposed on the land are considered to be more typical of a hobby farm, the type of land use encouraged by the Rural Living Zone or similar and discouraged in this location.

In considering applications for dwellings within the Farming Zone, Responsible Authority's should consider the lot size, the physical characteristics of the land and its context, and the nature of existing and proposed agricultural activity on the site and surrounding lots, and how a dwelling will assist an existing, developing or proposed agricultural activity. A dwelling must contribute to achieving the purposes of the Farming Zone and applicable State and Local Planning Policy.

It is considered that the proposal will result in the land use becoming akin to a rural living lot, which is contrary to the purpose of the Farming Zone. This type of land use can interfere with the operations of legitimate farming uses

The applicant has indicated that the site 'is not considered to contain high quality or prime agricultural land' for a number of factors, including soil type, topography and rural living encroachment and therefore larger scale agricultural pursuits are restricted.



The application states that the area is characterised by rural living land use and the subject site and three parcels of land to the south are limited in size at only 3.1 – 4.1 hectares, they are of limited value to farming operations.

This position of the applicant is acknowledged, however, there are a number of agricultural operations in the surrounding locality which span multiple parcels of land and provide greater viability for these operations.

The circumstances of this application are such that the applicant has not demonstrated how a dwelling is reasonably required in order to support an agricultural activity. There are other areas in Callignee where despite being zoned farming, a dwelling on a lot of this size may be considered appropriate. It is the characteristics of the majority of nearby parcels of land which are used for viable enterprises which identify that a further dwelling on this lot may hinder those nearby farming operations.

In a different context (e.g. where the land is not surrounded by broad acre farming), the proposal may be more appropriate.

Decision guidelines for such dwellings include consideration of (amongst other things):

- *How the use and development relates to sustainable land management*
- *Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses*
- *Whether the use or development would support and enhance agricultural production*
- *Whether the use or development would permanently remove land from agricultural production*
- *The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*
- *The capacity of the site to sustain the agricultural use*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.*

The subject site has an overall area of approximately 3.14 hectares, and the applicant acknowledges the site is currently leased to an adjoining land owner for grazing purposes. The site is considered productive in agricultural terms and as discussed above, the State and Local Planning Policy Framework requires that it should be protected for agricultural purposes. The construction of a dwelling on the site is considered to diminish rather than enhance the agricultural potential of the overall subject site. This area is not zoned for rural living and is not identified as suitable for this purpose in any Council adopted policy or strategy.

It is acknowledged that conversion of agricultural land to a residential use is not necessarily an inappropriate outcome. It is the ad hoc nature of the conversion and the lack of consideration of the social, economic and environmental consequences of this change, including the impact on agriculture and associated industries, which can be inappropriate and disadvantageous to the community.

There is discretion in the Scheme regarding the establishment of dwellings in rural areas. Although decision guidelines seeking to protect productive agricultural land are provided within zones and local policy, decision making can favour individual outcomes over net community benefits. There is a need to ensure the differences and distinctions between the roles of farm land, environmentally sensitive areas and places suitable for rural living are clearly and unequivocally stated and consistently applied.

In this context there are a number of issues that have led officers to the recommendation for a refusal to grant a planning permit.

A key element to the assessment of this application relates to the pattern of subdivision and nature of land use surrounding the subject site. There are a number of lots within close proximity to the site that are used for agricultural purposes including timber production, grazing and dairying.

There are a number of land uses which would be 'as of right' within the Farming Zone which are considered more appropriate than a dwelling.

As a result of the surrounding land use characteristics of the subject land, it is considered that the proposal cannot satisfy the relevant Farming Zone decision guidelines as follows:

- Whilst there are areas within the Callignee community where the pattern of subdivision is already highly fragmented and used predominantly for rural living purposes, the subject land is amongst an area where rural living encroachment is limited and not the primary land use pattern.
- The proposal has not demonstrated that there will be no adverse affect on nearby agricultural activities, rather that the development of a dwelling will enhance the utilisation of the site for a residential hobby farm.
- The subject site may adversely impact the nearby agricultural activities and restricts the possible further expansion of adjoining agricultural uses.
- The subject land offers limited opportunity for intensive or extensive agricultural activity due to the characteristics of the site. Despite this, there is still opportunity for a genuine agricultural pursuit to operate on the site in some capacity and that the operation proposed does not reasonably require a dwelling to facilitate this operation.
- The approval of a further dwelling in this area may tip the balance of the prevailing characteristics of this area as being more akin to rural living lifestyle lots, and compromise the agricultural viability of the surrounding area.

### **5.3 WILDFIRE MANAGEMENT OVERLAY**

In accordance with the requirements of the Wildfire Management Overlay, the application was referred to the Country Fire Authority (CFA) for consideration. The CFA provided consent to the granting of a planning permit subject to specified conditions which related to water supply, access and vegetation management requirements. The application is exempted from the notice and appeal rights under the provisions of this clause.

### **5.4 PLANNING PERMIT 04099**

This planning permit was issued at the site for the use and development of a dwelling on the land. At the time of consideration, the site was within a Rural Zone and was not affected by any overlays. This permit was issued on 2 April 2004 and was never acted upon.

There have been two previous extensions of time issued for this property in 2006 and 2008. This permit expired on 1 April 2010 as works had not commenced on the site.

During this time, the site was rezoned to the Farming Zone and a Wildfire Management Overlay applied to the site.

Rural land can be impacted by the encroachment of and demand for rural living pressures, particularly in areas of high amenity, areas close to urban social infrastructure and along transport routes. This has resulted in some poorly managed transitions from agriculture to rural living uses. This change has resulted in the boundaries being blurred between urban and rural areas and rural living occupancy of productive land.

The VCAT decision *Lehmann v Indigo Shire Council [2009]*, Member O'Leary acknowledged:

*'In recent years Planning Schemes and Policies relating to rural areas have been refined to unambiguously discourage dwellings from establishing in farming areas, particularly if they have no relationship with farmland in response to conflicts in use of land in Farming areas and to protect the rural resource base. This culminated in the introduction throughout Victoria of the Farming Zone. In common terms the provisions and policies were introduced to avoid conflict between land uses. The usual illustration of a farm conflict is householders introducing domestic pets which can then escape and threaten livestock or where a farmer may use noisy machinery, or spray or run livestock in close proximity to a dwelling or plough a paddock and cause dust and disturbance to the occupants of the dwelling. Other conflict arises when a landowner may sell off small farming lots for a house or rural residential lot at residential land prices. This exercise artificially inflates the value of land and places pressure on other farm holdings to follow. It also undermines the opportunity for a nearby farmer to purchase farming land and expand existing farm holdings at farm values.'*

The issue of a planning permit for this site previously does not outweigh the fact that the outcome of this permit application, if approved, would undermine the unambiguous aims of policy with respect to farming areas; policy that has been tightened over time albeit that has been controversial in its application and implementation in many communities.

It is recognised that with the previous permit issued for a dwelling in 2004, the current land owner purchased the site with the expectation to be able to build. The Farming Zone was introduced to restrict the conflict between farming lots and small rural living parcels in farming areas. The implementation of the Farming Zone is intended to protect agricultural land from inappropriate and conflicting land uses, including dwellings not associated with an agricultural use. As the application identifies that there is grazing occurring at the site without a dwelling, the critical link with an agricultural operation cannot be adequately established.

The application received one submission in the form of an objection. The issues raised were:

1. The density of the development is inconsistent with the requirements of the Farming Zone.

Officer Comment:

The Farming Zone requires a planning permit to be obtained for the use and development of land for a dwelling on a lot of less than 40 hectares. There are a number of areas within Callignee which contain subdivision pattern more akin to Rural Living lots. As discussed at Section 5.2 of this report, the character of this part of Callignee is predominantly larger parcels of land. Whilst there are three parcels to the south of a similar size, each containing or previously contained a dwelling, a further dwelling may impact the ability to expand any of the nearby agricultural land uses.

There are a number of areas within Latrobe City which are made up of a number of old titles which if individually developed with houses would result in a significant loss and fragmentation of land available for future rural production. The Scheme therefore discourages the proliferation of housing on small lots and additional houses unrelated to the rural use of the land.

Given the constraints arising from the size of the lot, it is considered that the subject site would not be of a sufficient area to support a large scale agricultural production, however, if consolidated with land to the north, east or across Neaves Road, this could create an additional paddock or expand these existing operations.

2. The proposal is inconsistent with the purpose and decision guidelines of the Farming Zone.

Officer Comment:

The key decision guidelines when considering an application for a dwelling within the Farming Zone are:

- *'Whether the dwelling will result in the loss or fragmentation of productive agricultural land;*
- *Whether the dwelling is reasonably required for the operation of the agricultural activity conducted on the land;*
- *Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation;*
- *Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses; and*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.'*

Provided there is a link with an agricultural activity that necessitates a dwelling then the approval of a dwelling is more likely to ensure the land will be put to a more intense agricultural use than what it is currently being used for (leased to an adjoining owner). It is considered that given there is an existing use associated with a nearby agricultural use, the construction of a dwelling on this site is not reasonably required to facilitate a more intensive operation or expand the current grazing use of the land.

3. The dwelling will adversely impact the agricultural values of the area.

Officer Comment:

As discussed in Section 5.2 of this report, there are a number of issues associated with construction a dwelling in an area zoned for more intensive agricultural pursuits. The subdivision pattern of the Neaves Road area cannot be accurately described as a rural living context and as such may impact on the existing and future agricultural uses.

## 6. FINANCIAL AND RESOURCES IMPLICATIONS

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

## 7. INTERNAL / EXTERNAL CONSULTATION

*Engagement Method Used:*

Notification:

The application was advertised pursuant to Section 52(1)(a) and Section 52(1)(d) of the Act. Notices were sent to all adjoining and adjacent landowners and occupiers and an A3 notice was displayed on site for 14 days.

External:

The application was referred to the Country Fire Authority (CFA) pursuant to Section 55 of the Act. The CFA provided conditional consent to the granting of a planning permit.

Internal:

The application was referred internally to Council's Infrastructure Planning team for consideration, who provided consent to the granting of a planning permit, subject to appropriate conditions.

The application was referred internally to Council's Health Services team for consideration, who provided planning permit conditions should a permit be issued.

*Details of Community Consultation following Notification:*

One submission in the form of an objection was received to the application. A Planning Mediation Meeting was not held as there was no likely compromise to be reached between parties.

**8. OPTIONS**

Council has the following options in regard to this application:

1. Refuse to grant a permit; or
2. Issue a Notice of Decision to Grant a Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

**9. CONCLUSION**

The proposal is considered to be:

- Inconsistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Inconsistent with the 'Purpose' and 'Decision Guidelines' of the Farming Zone;
- Inconsistent with Clause 65 (Decision Guidelines); and
- The objection received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered.

**10. RECOMMENDATION**

- A. That Council issues a refusal to grant a planning permit for the use and development of a dwelling on Lot 3 Plan of Subdivision 131452, more commonly known as 94 Neaves Road, Callignee, on the following grounds:
  1. The proposal is inconsistent with Clause 35.07 of the Latrobe Planning Scheme, more particularly the purpose of the Farming Zone.



2. The proposal is inconsistent with Clause 35.07-6 of the Latrobe Planning Scheme, more particularly the decision guidelines of the Farming Zone.
3. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 11.05-3 (Rural Productivity), 11.05-4 (Regional Planning Strategies and Principles), Clause 14.01 (Agriculture), and Clause 16.02 (Housing Form).
4. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework, at Clause 21.04-3 (Rural Living Overview) and Clause 21.07-5 (Agriculture Overview).
5. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.

### **ALTERNATE MOTION**

**Moved:** Cr Vermeulen

**Seconded:** Cr Gibson

**That the Motion be adopted.**

Cr Gibson left the Chamber at 8:15 pm

**That Council issues a Notice of Decision to grant a planning permit for the use and development of a dwelling on Lot 3 Plan of Subdivision 131452, more commonly known as 94 Neaves Road, Callignee subject to the following conditions:**

1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Construction works on the land must be carried out in a manner that does not result in damage to existing Council assets and does not cause detriment to adjoining owners and occupiers
3. Downpipe water from the building must be suitably directed into water tank, soakwell, or otherwise discharged, so as not to cause erosion to the subject or surrounding land, to the satisfaction of the Responsible Authority.
4. The exterior colour and cladding of the building must be of a non-reflective nature to the satisfaction of the Responsible Authority.
5. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.

6. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.
7. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

**Health Services Condition**

8. The owner must ensure that all waste waters emanating from the dwelling are contained and treated within the boundaries of the lot in accordance with the State Environment Protection Policy (Waters of Victoria) in accordance with the *Environmental Protection Act 1970* and to the satisfaction of the Responsible Authority.

**Engineering Condition**

9. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
10. Prior to the commencement of the use, the following works must be completed to the satisfaction of the Responsible Authority:
  - a. The existing vehicle crossing servicing the property must be reconstructed to Latrobe City Council standards for a rural culvert crossing as per standard drawings LCC 306 and LCC 212.
  - b. All stormwater discharging from the site, buildings, vehicle access ways and works must be discharged to a tank, soakwell or otherwise discharged so as not to cause erosion or flooding to the subject or surrounding land to the satisfaction of the Responsible Authority.
  - c. The vehicle access to the dwelling must be constructed, surfaced with concrete, reinforced concrete, brick paving, gravel, crushed rock or hot mix asphalt so as to prevent mud, etc from being tracked onto the road.

11. The operator of this permit must comply with the following requirements from the Country Fire Authority (CFA):

A) Water Supply Requirements

- a) A static water supply must meet the following requirements:
- I) a minimum of 10,000 litres on-site static storage must be provided on the lot and be maintained solely for fire fighting purposes;
  - II) the water supply must be located within 60 metres of the dwelling.
  - III) fire brigade vehicles must be able to get to within four metres of the water supply outlet;
  - IV) the water supply must be readily identifiable from the building or appropriate signage (see *Appendix A: Figure 1*) must point to water supply. All below-ground water pipelines must be installed to the following depths:
    - i) subject to vehicle traffic - 300 mm.
    - ii) under houses or concrete slabs - 75 mm.
    - iii) all other locations - 225 mm.
    - iv) all fixed above-ground water pipelines and fittings, including water supply, must be constructed of non-corrosive and non-combustible materials or protected from the effects of radiant heat and flame.
- b) If the static water supply is above ground the following additional standards apply:
- I) all above-ground static water supply must provide at least one 64 mm. 3 thread/25 mm x 50 mm nominal bore British Standard Pipe (BSP), round male coupling (see *Appendix A: Figure 2*).
  - II) all pipe work and valving between the water supply and the outlet must be no less than 50 mm nominal bore.
  - III) if less than 20 metres from the building, each outlet must face away from the building to allow access during emergencies.

**B) Access Requirements**

a) Access to the dwelling must be designed to allow emergency vehicles access. The minimum design requirements are as follows:

- I. Curves in driveway must have a minimum inner radius of ten metres;
- II. The average grade must be no more than 1 in 7 (14.4%) (8.10) with a maximum of no more than 1 in 5 (20%) (11.30) for no more than 50 metres;
- III. Dips must have no more than a 1 in 8 (12.5) (7.10) entry and exit angle.

b) If the driveway from the road to the dwelling and water supply, including gates, bridges and culverts, is greater than 30m long, the driveway:

- I. must be designed, constructed and maintained for a load limit of at least 15 tonnes;
- II. be of all weather construction; and
- III. must provide a minimum trafficable width of 3.5 metres; and
- IV. be clear of encroachments 4 metres vertically (see Appendix A: Figure 3).

**C) Vegetation Management Requirements**

A distance of 30 metres around the proposed dwelling must be maintained to the following requirements during the declared 'Fire Danger Period' to the satisfaction of the responsible authority:

- I) Grass must be no more than 100 mm in height.
- II) Leaf litter must be less than 10 mm deep.
- III) There must be no elevated fuel on at least 50% of area. On the remaining 50% the elevated fuel must be at most, sparse, with very little dead material.
- IV) Dry shrubs must be isolated in small clumps more than ten metres away from the dwelling.
- V) Trees must not overhang the roofline of the dwelling.

**Note: Non-flammable features such as tennis courts, swimming pools, dams, patios, driveways, or paths should be incorporated into the vegetation management plan, especially on the north and western sides of the proposed building.**

**Features with high flammability such as coir doormats, firewood stacks should not be located near the dwelling during fire danger period.**

**D) Buildings and Works Requirements**

**Under r.804 of the Victorian Building Regulations 2006 if a site assessment for the purpose of determining the bushfire attack level for the site has been considered as part of the planning application, a relevant building surveyor must accept this site assessment. The planning site assessment is currently undertaken using the Wildfire Management Overlay Applicant's Workbook 2010. This BAL level is the minimum construction standard CFA believes necessary to achieve an adequate level of wildfire safety for the prescribed vegetation management conditions.**

**Construction of buildings must be to a minimum Bushfire Attack Level (BAL) of BAL-29 in accordance with the relevant sections of AS3959-2009.**

**Expiry of Permit**

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

- a. The development and use are not started within two years of the date of this permit.**
- b. The development is not completed within four years of the date of this permit.**

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

**Engineering Notes**

**Note 1. This permit does not authorize the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.**

**Note 2. A Latrobe City Works Permit must be obtained prior to the commencement of any development works that include the construction, installation, alteration or removal of a vehicle crossing. Although the vehicle crossing works may have been approved within this Planning Permit, the relevant fees, charges and conditions of the Works Permit will also apply.**

**Health Services Notes**

**Note 3. An application for a permit to install a septic tank system must be submitted and approved by Council prior to any installation. The application is to include a waste water management plan which details how the site has been assessed as suitable for the installation of a septic tank system and how the system, once installed, is to be managed and maintained to ensure it continues to comply with the conditions of approval and to minimize risk to the environment.**

**Note 4. Disposal from Septic Tank Systems must be in areas that are dedicated for the sole use of effluent disposal. The disposal area must only be used for the growing of grass and shrubs and must not be used for the growing of crops or other uses that disturb the soil on a regular basis. The area must be protected from vehicular traffic and large animals. No dam should be within 60 metres (down stream) of a disposal area.**

**CARRIED UNANIMOUSLY**

ATTACHMENTS

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ATTACHMENT 1  
History of Application



DATE	EVENT
3 February 2011	Application received by Responsible Authority.
1 March 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the <i>Planning and Environment Act 1987</i> (the Act) by notifying adjoining property owners and occupiers of the proposal, and to display a sign on each road frontage of the site.</p> <p>Notice was also provided to SP AusNet Pty Ltd for consideration.</p> <p>The application was referred to the Country Fire Authority (CFA) under Section 55 of the Act.</p>
17 March 2011	One submission in the form of an objection was received to the application.
21 March 2011	A statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.
28 March 2011	SP AusNet Pty Ltd did not object to the granting of a planning permit.
19 April 2011	The CFA objected to the proposed development.
3 May 2011	Revised plans were submitted to Council to address the concerns raised by the CFA.
11 May 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the Act by notifying adjoining property owners and occupiers of the amendments to the proposal, and to display a sign on each road frontage of the site.</p> <p>Notice was also provided to SP AusNet Pty Ltd for consideration.</p> <p>The application was referred to the Country Fire Authority (CFA) under Section 55 of the Act.</p>
7 June 2011	<p>A revised statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.</p> <p>SP AusNet Pty Ltd advised no objection to the granting of a planning permit.</p>
14 June 2011	Clarification was sought from the applicant as to whether the dwelling is proposed to support or enhance agricultural production on the land.
25 August 2011	Additional supporting information was provided by Beveridge Williams Pty Ltd advising of the land owners intent to operate a small scale cattle use from the site.

ATTACHMENT 2  
Relevant Clauses of the  
Latrobe Planning Scheme

## **LATROBE PLANNING SCHEME**

### **State Planning Policy Framework**

Clause 11.02 'Urban Growth'  
Clause 11.05 'Regional Development'  
Clause 13.05 'Wildfire'  
Clause 14.01 'Agriculture'  
Clause 16.02 'Housing Form'

### **Local Planning Policy Framework**

Clause 21.01 'Municipal Profile'  
Clause 21.02 'Municipal Vision'  
Clause 21.03 'Natural Environment Sustainability'  
Clause 21.04 'Built Environment Sustainability'  
Clause 21.07 'Economic Sustainability'  
Clause 21.08 'Liveability'

### **Zoning – Farming Zone**

The subject land is located within a Farming Zone.

### **Overlay – Wildfire Management Overlay**

The subject land is located within a Wildfire Management Overlay.

### **Particular Provisions**

There are no particular provisions relevant to the consideration of this application.

### **General Provisions**

Clause 65 'Decision Guidelines'

### **Incorporated Documents**

There are no incorporated documents that relate to the consideration of this application.

ATTACHMENT 3  
Locality Plan



Subject Site




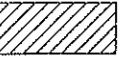

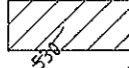



ATTACHMENT 4  
Proposed Plans

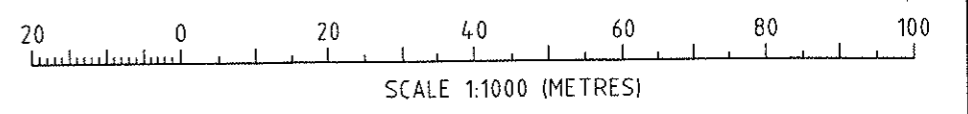
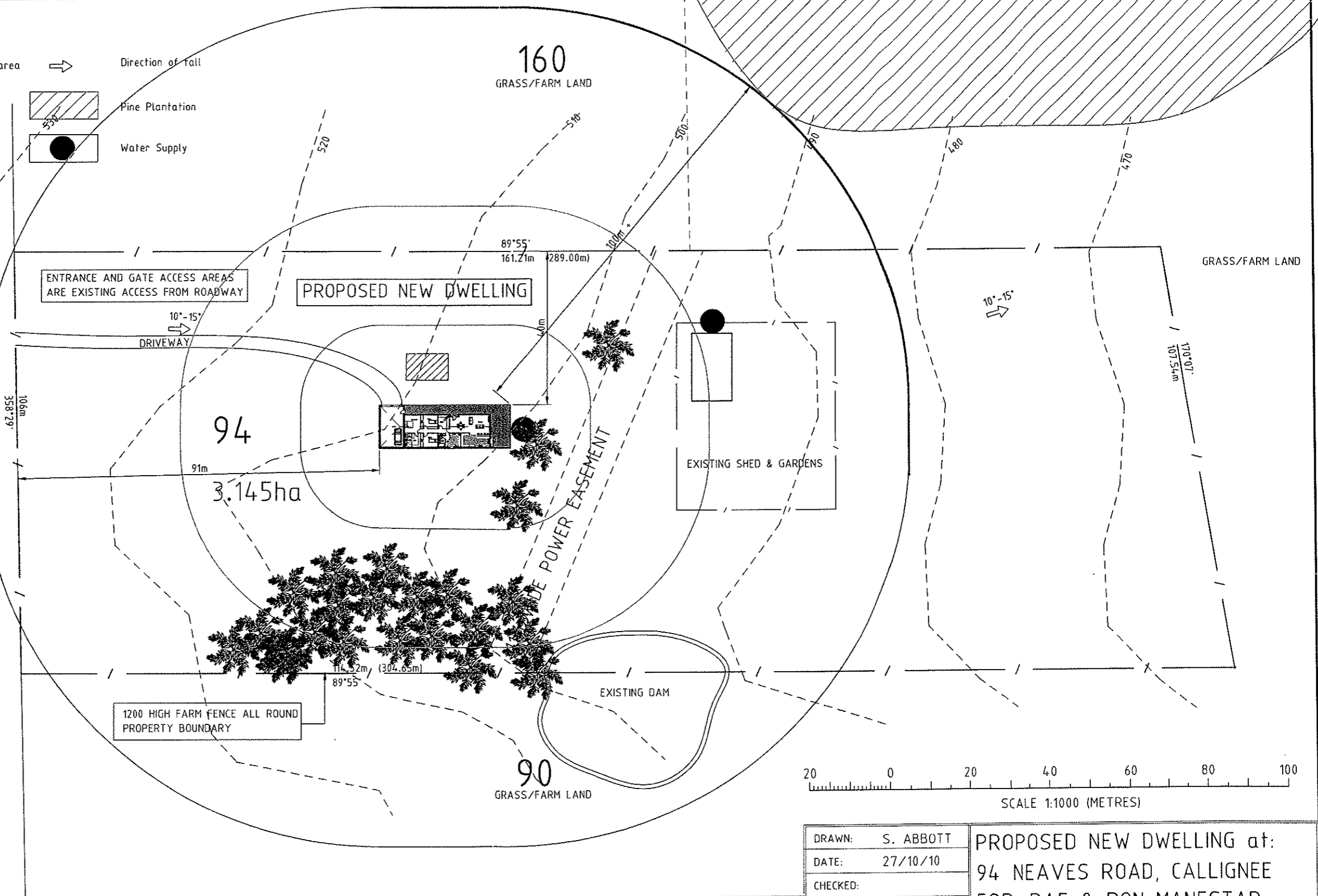
**BAL-19 (BUSHFIRE ATTACK LEVEL)**

RELEVANT FDI	N/E
VEGETATION CLASSIFICATION	100
DISTANCE OF SITE FROM CLASSIFIED VEGETATION	>100m
EFFECTIVE SLOPE	10-15° DOWNSLOPE

**LEGEND:**

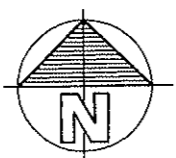
-  100 metre assessment area
-  50 metre Outer Zone
-  20 metre Clear Zone
-  Effluent area
-  Direction of Fall
-  Pine Plantation
-  Water Supply

NEAVES ROAD



DRAWN:	S. ABBOTT	<b>PROPOSED NEW DWELLING at:</b> 94 NEAVES ROAD, CALLIGNEE FOR: RAE & RON MANESTAR SITE AND LOCALITY PLAN
DATE:	27/10/10	
CHECKED:		
SHEET No:	2 OF TBC	
A3 SIZE SHEET		SCALE
		1:1000
		DRG.NO.
		Lv2100-002
		REV.
		P2

P2	RE-ISSUED FOR PLANNING PERMIT WITH DWELLING RELOCATED	02/05/11
P1	ISSUED FOR PLANNING PERMIT	02/02/11



P.O. BOX 585, NOC 3625 TEL: 03 5132151 FAX: (03) 4777824  
 www.lvdrafting.com.au D.P. - A.D. 2025B

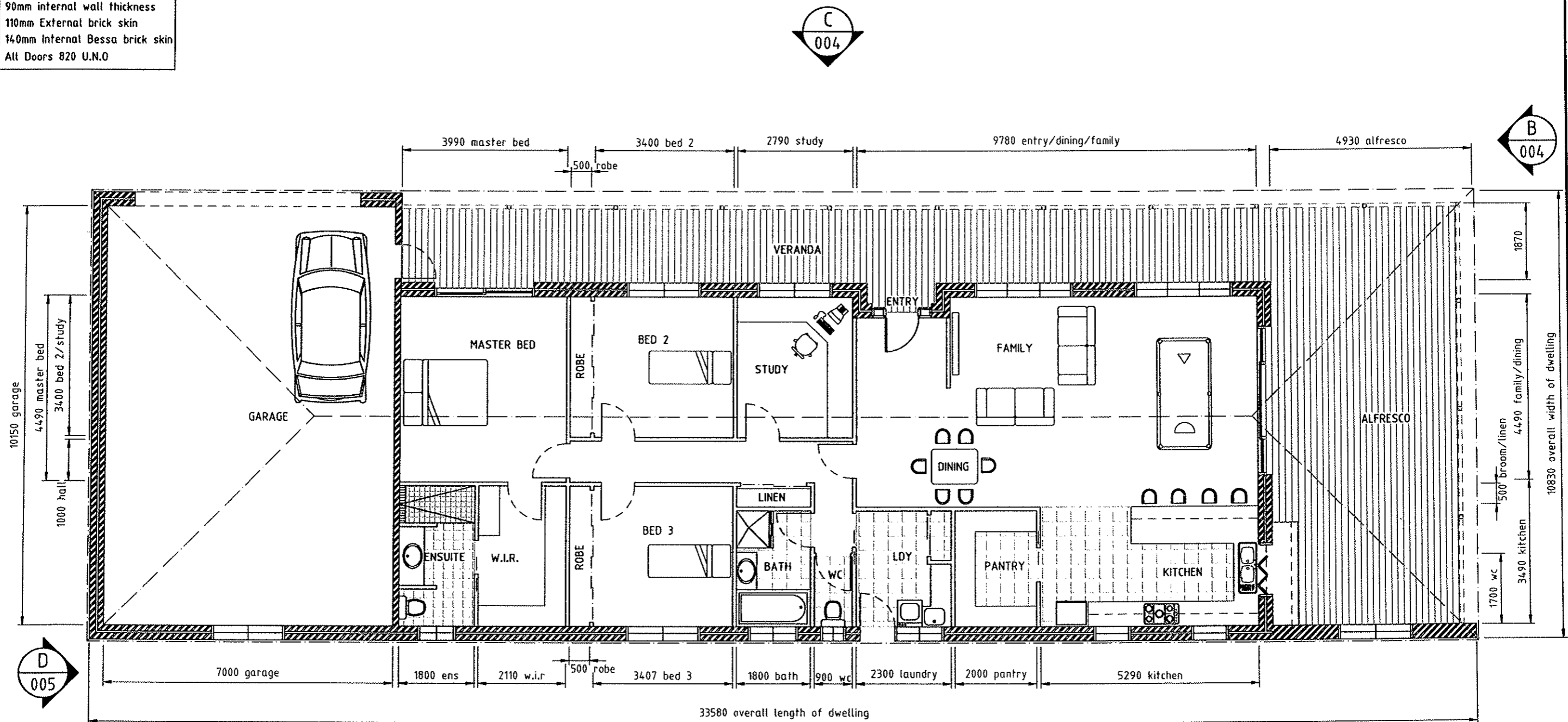
DO NOT SCALE

**AREA ANALYSIS**

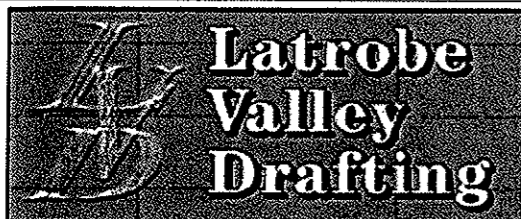
LIVING AREA	183.50m <sup>2</sup>	19.75sq
GARAGE	70.68m <sup>2</sup>	7.6sq
VERANDA & ALFRESCO	100.15m <sup>2</sup>	10.78sq
<b>TOTAL AREA</b>	<b>354.33m<sup>2</sup></b>	<b>38.13sq</b>

**NOTE: typical**

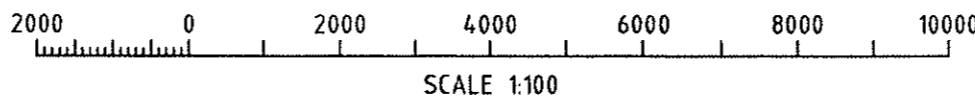
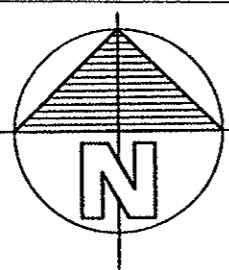
90mm internal wall thickness  
 110mm External brick skin  
 140mm Internal Bessa brick skin  
 All Doors 820 U.N.O



**FLOOR PLAN**



P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)86777636  
 lvdrafting@bigpond.com D.P.-A.D.20258



DRAWN: S. ABBOTT  
 DATE: 28/10/10  
 CHECKED:  
 SHEET No: 3 OF TBC

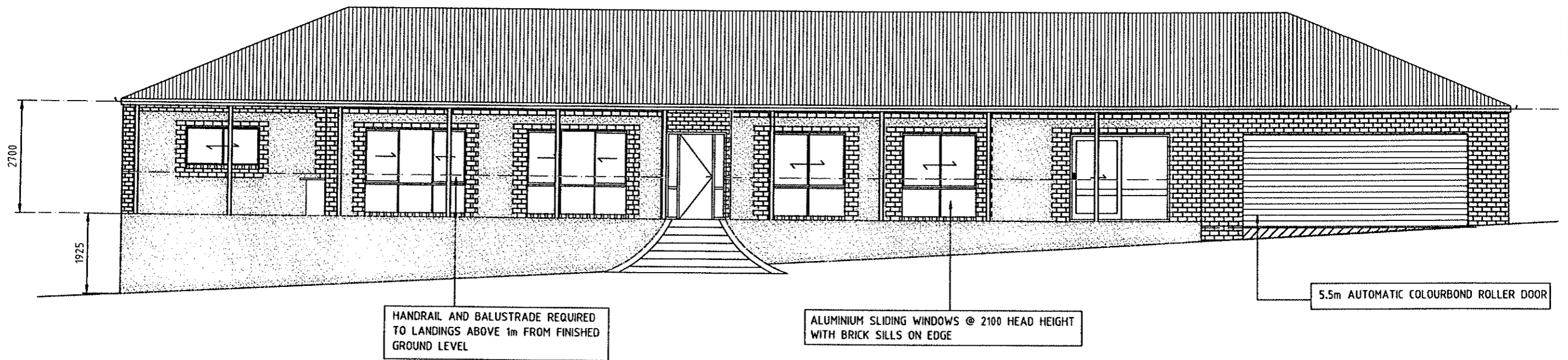
PROPOSED NEW DWELLING at:  
 94 NEAVES ROAD, CALLIGNEE  
 FOR: RAE & RON MANESTAR  
 FLOOR PLAN  
 3 FEB 2011

P1	ISSUED FOR PLANNING	02/02/11
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SCALE	DRG.NO.	REV.
1:100	Lv2100=003	P1

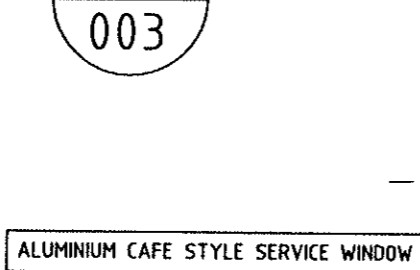
DO NOT SCALE





ELEVATION

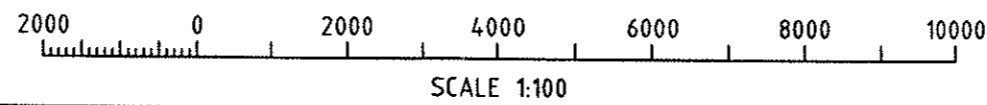
A  
003



ELEVATION

B  
003

ELEVATION'S

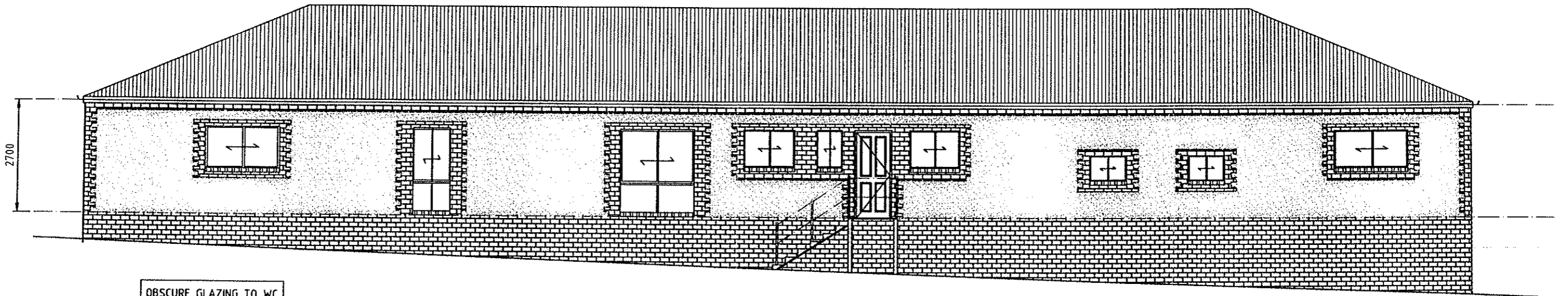


DRAWN:	S. ABBOTT	PROPOSED NEW DWELLING at: 94 NEAVES ROAD, CALLIGNEE FOR: RAE & RON MANESTAR ELEVATIONS A & B	SCALE	DRG.NO.	REV.
DATE:	28/10/10		1:100	Lv2100-004	P1
CHECKED:			A3 SIZE SHEET		
SHEET No:	4 OF TBC				
P1	ISSUED FOR PLANNING	02/02/11			



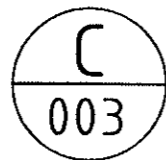
P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)8677636  
ldrafting@bigpond.com D.P.-A.D.20258

DO NOT SCALE

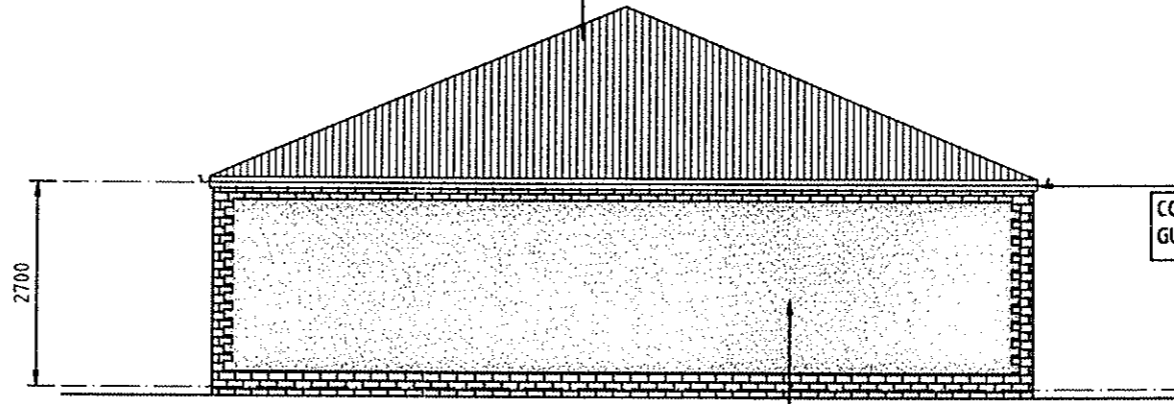


OBSCURE GLAZING TO WC,  
BATHROOMS & ENSUITE

ELEVATION



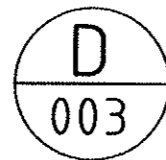
ZINCALUME SHEET ROOFING @ 22.50° PITCH  
TRUSSED ROOF AS PER MANUFACTURERS  
SPECIFICATIONS @ 900 c/c



COLOURBOND FASCIA AND  
GUTTERING

STANDARD RED BRICK BASE, EDGES AND TOP  
SELECTED NATURAL STONE INFILL  
VERTICAL ARTICULATION JOINTS TO BE  
PROVIDED AT MAX. 6m INTERVALS  
AS PER BCA 2008

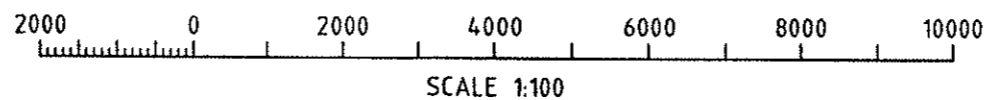
ELEVATION



ELEVATION'S



P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)86777636  
hydrating@bigpond.com D.P--A.D.20258



DRAWN:	S. ABBOTT
DATE:	28/10/10
CHECKED:	
SHEET No:	5 OF TBC
A3 SIZE SHEET	

PROPOSED NEW DWELLING at:  
94 NEAVES ROAD, CALLIGNEE  
FOR: RAE & RON MANESTAR  
ELEVATIONS C & D

P1	ISSUED FOR PLANNING	02/02/11
----	---------------------	----------

SCALE	DRG.NO.	REV.
1:100	Lv2100-005	P1

DO NOT SCALE

**ATTACHMENT 5**  
**Copy of Submission**

pw 17/3  
John

11 March 2011

*"Gwithian"*

**Latrobe City Planning Department**  
141 Commercial Road  
Latrobe City  
Morwell VIC 3840

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED	
17 MAR 2011	
NO	Doc No: 623073
Comments/Copies Circulated to:	
Cons. registered in DataWorks <input type="checkbox"/>	

**Attention: The relevant planner**

Dear Sir,

Re: 94 Neaves Road Planning Application

Thankyou for your advice that a Planning Application 2011/027 has been made. We wish to object to the application as it is inappropriate development in a Farming Zone because the development is principally for residential purposes.

Our objection is to the construction of a dwelling and is as follows:

- The density of dwellings in the immediate area will be one dwelling per 8.6Ha. This is far higher than the 1 dwelling per 40Ha that is preferred in a Farming Zone. The subdivision was contrived to comply with the then applicable regulations in about 1978. Regulations at the time of subdivision required a minimum road frontage, not a minimum lot size. To achieve this requirement the boundary of Neaves Road was altered at the south west corner of the allotment to comply with this provision. Whilst the subdivision addressed the legality of those regulations it did not comply with the spirit of the regulations. The regulations have since been changed to address that inadequacy and to limit normal dwelling densities in farming zones to 1 per 40Ha.
- The application does not comply with the provisions of Section 35.07-6 particularly those with regard to the provisions of dwellings;
- A dwelling is not required for the operation of the purported agricultural enterprise.
- As previously indicated this application for a dwelling will result in
  - the fragmentation of agricultural land,
  - is not required for the operation,
  - it is likely the dwelling will be adversely affected by other agricultural pursuits,
  - this dwelling is an infill between other dwellings, leading to a proliferation of dwellings that is inappropriate in a Farming Zone, and

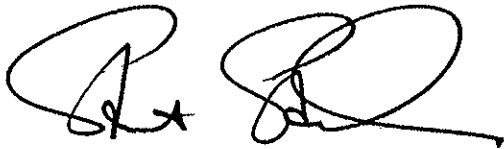
- o provision of a dwelling on this allotment will unreasonably restrict properties to its west expanding to farmland to the east.

We also note that reference has been made to an existing planning permit. That permit was issued when the planning scheme allowed such a development. We also note that the application for that permit was not correctly advertised by Council, thus unfairly limiting any opportunity for comment.

*In conclusion, this application is for a dwelling in a Farming Zone. The need for a dwelling has not been proven thus it is an inappropriate development. In fact it is unlikely that any agricultural operation on a 3Ha allotment in a Farming Zone in Callignee can justify a dwelling. Appropriate usage of an allotment of this size is simply for trading between farmers to provide access to other parcels or roads or etc. This was the intent behind the legislation in 2006 that introduced protection to existing occupants of farming zones. These small parcels are not intended for residential use. Clearly the applicant is merely trying to impose inappropriate development of residential use on a Farming Zone in Callignee.*

We also note that in the conclusion the dwelling is proposed for 95 Neaves Road. As we already occupy that allotment we also object to that rather presumptuous conclusion.

Yours faithfully

Two handwritten signatures in black ink. The first signature is a stylized 'S' with a crossbar, and the second is a more complex, cursive signature.

Stuart & Margaret Strachan

# BUILT AND NATURAL ENVIRONMENT

**11.3.1 CHURCHILL TOWN CENTRE PLAN - SUBMISSIONS ON LAND  
EXCHANGES**

**AUTHOR:** General Manager Built & Natural Environment  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present Council with the results of the advertising process relating to discontinuance of roads, land exchanges and street naming in Churchill town centre.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

*In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings, and which provides for a connected and inclusive community.*

*Latrobe City Council Plan 2010 - 2014*

*Strategic Direction – Built Environment*

*Develop high quality community facilities that encourage access and use by the community.*

*Legislation*

The *Land Acquisition and Compensation Act 1986*, and Section 189 of the *Local Government Act 1989* provide Council with the power to sell or exchange land subject to the following legislative requirements:

- Give at least four weeks public notice of an intention to sell or exchange land;
- Obtain a valuation of the land which is made not more than 6 months prior to the sale or exchange of land;
- Allow interested persons to make a submission under section 223 on the proposed sale or exchange of land.

Policy – Sale of Council Owned Property Policy 09 POL-3

The principal aim of this policy is to define the circumstances and factors that will be assessed by Council in respect to the sale of Council owned property.

**4. BACKGROUND**

Council considered matters relating to the adoption and implementation of the Churchill Town Centre Plan at the Ordinary Council Meetings on 20 October 2008, 15 December 2008, 6 April 2010, 21 June 2010, and 18 April 2011.

On 19 September 2011, Council considered the complete package of land exchanges and sales at Churchill town centre, and resolved:

1. *That Council advertise the discontinuance of part of the existing Georgina Place, Churchill subject to the satisfactory construction of the realigned Georgina Place, Churchill as shown in the Churchill Town Centre Plan in accordance with section 207A of the Local Government Act 1989.*
2. *That Council advertise the discontinuance of part of West Place, Churchill in accordance with section 207A of the Local Government Act 1989.*
3. *That Council advertise the sale of the land designated as Parcel V on the Lawler and Loy Map dated November 2009 Reference 6993-Areas by private treaty for no less than market value in accordance with section 189 of the Local Government Act 1989.*
4. *That Council consider submissions in relation to the discontinuance of part of Georgina Place, Churchill, West Place Churchill and the sale of the land designated as Parcel V on the Lawler and Loy Map dated November 2009 Reference 6993-Areas at the ordinary Council meeting to be held on 7 November 2011.*

On 26 September 2011, advertising took place in the Public Notices in the *Latrobe Valley Express* and the Latrobe City Council website, with additional reminders in a Churchill Town Centre Plan newsletter, and emails sent to stakeholders in Churchill. The closing date for submissions was 5 pm on 25 October 2011.



## 5. ISSUES

One submission was received from the Churchill and District Community Association (CDCA) following advertising of the road closures, land exchanges and street names. The submission is included as Attachment 1.

The submission supports the proposals, on the basis that it will facilitate improvements in access and amenity in the Churchill town centre. The submission notes:

*Churchill's town centre has long been viewed by the local community as requiring substantial works to improve pedestrian safety, vehicle access, parking, lighting and general amenity. The Churchill Town Centre Plan and its implementation has been the subject of extensive community consultation and is well supported.*

*We consider that the construction of the realigned Georgina Place (as shown in the 'Plan of Proposed Road Re-Structure, Churchill Town Centre') provides the opportunity to address community concerns in regard to footpaths, pedestrian crossings, public lighting, & other such safety issues in the town centre.*

Following consideration of the submission, the next step will involve the formal discontinuance of roads, land exchanges and street names, enabling the implementation of the Churchill Town Centre Plan. A report will be provided to Council on these matters at the 21 November 2011 Council Meeting.

## 6. FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial costs to Council for consideration of submissions. Subsequent decisions regarding land exchanges will involve transaction and land costs, and these will be addressed when the package of land exchanges is considered by Council.

## 7. INTERNAL / EXTERNAL CONSULTATION

*Engagement Method Used:*

Regular updates are provided to community groups in Churchill on progress in the town centre, including regular meetings of the Churchill Town Centre Plan Implementation Consultation Group (chaired by Cr White), monthly updates to the CDCA, periodic reports in *Churchill News*, and regular updates on the Latrobe City Council website

**8. OPTIONS**

This report is for information only.

A further report will be presented to Council at the 21 November 2011 Ordinary Meeting for consideration to proceed with the package of discontinuance of roads, land exchanges and street naming in Churchill town centre, following receipt of the supportive submission.

**9. CONCLUSION**

The CDCA submission is supportive of the implementation of the Churchill Town Centre Plan.

It is proposed that Council notes the submission, and writes to the CDCA to thank the association for its submission.

**10. RECOMMENDATION**

- 1. That Council notes the submission from Churchill and District Community Association on road discontinuances, land exchanges and street names in Churchill town centre.**
- 2. That Council write to the Churchill and District Community Association thanking the association for its submission.**

**Moved:** Cr Lougheed  
**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

Cr Gibson returned to the Chamber at 8.25 pm

**ATTACHMENT 1: CDCA SUBMISSION ON ROAD CLOSURES, LAND  
EXCHANGES AND STREET NAMES IN CHURCHILL**



To: Mr Ian Gibson  
Place Manager  
Churchill Town Centre Plan  
Latrobe City Council

**22<sup>nd</sup> October 2011**

**Re: Proposed Road Discontinuance, Proposed Sale/Exchange of Land and  
Proposed Road Renaming – Churchill Town Centre Plan**

Churchill & District Community Association supports the proposal for road discontinuance, the sale/exchange of parcels of land by private treaty and the road renaming within the Churchill town centre, as per the plans displayed on the Council's website.

CDCA considers the implementation of the Churchill Town Centre Plan a priority undertaking to improve access and amenity in our CBD and views the above measures to be essential to progress this project.

Churchill's town centre has long been viewed by the local community as requiring substantial works to improve pedestrian safety, vehicle access, parking, lighting and general amenity. The Churchill Town Centre Plan and its implementation has been the subject of extensive community consultation and is well supported.

We consider that the construction of the realigned Georgina Place (as shown in the 'Plan of Proposed Road Re-Structure, Churchill Town Centre') provides the opportunity to address community concerns in regard to footpaths, pedestrian crossings, public lighting, & other such safety issues in the town centre.

CDCA wishes to reserve the option to speak in support of this submission at the Council Meeting when written submissions are to be considered.

Yours sincerely,

Margaret Guthrie  
President

# **RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE**

**11.4.1 TRARALGON INDOOR AQUATIC FACILITY PROJECT BRIEF  
FOR CONSULTANCY SERVICES**

**AUTHOR:** General Manager Recreation, Culture and Community  
Infrastructure

**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present to Council for its consideration, the project brief for Architectural Services to undertake concept designs for the Traralgon Indoor Aquatic Facility project.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community*

*Strategic Objectives – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Strategic Directions – Recreation*

- *Foster the health and well-being of the community by promoting active living and participation in community life.*

- *Assess and evaluate recreational trends and opportunities to address community aspiration for passive and active recreational activities.*
- *Promote and maximise the utilisation of recreational, aquatic and leisure facilities and services to ensure they meet the needs of the community.*
- *Provide diverse and accessible recreational, leisure and sporting facilities that are financially sustainable.*
- *Develop and maintain high quality recreational, leisure and sporting facilities in accordance with community aspirations.*
- *Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens.*
- *Continue to develop and enhance recreation and leisure facilities in order to attract and facilitate events of regional, national and international significance.*

#### *Major Initiatives – Recreation*

*Implement Council's decision in respect to the provision of an indoor aquatic facility in Traralgon.*

#### **4. BACKGROUND**

In September 2009, Latrobe City Council engaged Inside Edge Sport and Leisure, to work with Council to develop a comprehensive study into the feasibility of developing an indoor aquatic and leisure facility in Traralgon.

The report resulting from the Feasibility Study into the provision of an indoor aquatic facility for Traralgon is a comprehensive document which provides options analysis, economic impact assessments, schematic plans and estimated cost schedules associated with the development of such a facility.

As outlined in the feasibility study report, four development scenarios were identified and analysed. All of these scenarios are based on the development of a regional facility (i.e. fifty metre indoor pool). These options can be summarised as follows:

##### Development Scenario 1

Construction of the Traralgon Indoor Aquatic and Leisure Centre on the current site of the Traralgon Outdoor Pool - corner of Kay and Breed Streets.

Development Scenario 2A

The construction of the Traralgon Indoor Aquatic and Leisure Centre on the current site of the Traralgon Indoor Sports Stadium (Catterick Crescent) combined with the decommissioning of the Traralgon Outdoor Pool.

Development Scenario 2B

The construction of the Traralgon Indoor Aquatic and Leisure Centre on the current site of the Traralgon Indoor Sports Stadium (Catterick Crescent) whilst continuing to operate the Traralgon Outdoor Pool.

Development Scenario 2C

The staged construction of the Traralgon Indoor Aquatics and Leisure Centre on the current site of the Traralgon Indoor Sports Stadium (Catterick Crescent) combined with the decommissioning of the Traralgon Outdoor Pool.

At its Ordinary Meeting held on Monday, 16 August 2010 Council considered a report which detailed the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study.

At this meeting Council resolved:

- 1. That Council notes that the attached Traralgon Indoor Aquatic Feasibility Study Report 15 July 2010 has been completed in accordance with the project brief.*
- 2. That Council adopts the Traralgon Indoor Aquatics and Leisure Centre Feasibility Study Final Feasibility Report 15 July 2010, option 2C as the preferred development scenario for the establishment of the Gippsland Regional Indoor Aquatic Facility.*
- 3. That Council seeks the support of the Gippsland Local Government Network, the Gippsland Regional Managers Forum and Regional Development Australia – Gippsland Committee for the development of the Gippsland Regional Indoor Aquatic Facility in Traralgon.*
- 4. That Council authorises the Chief Executive Officer to identify funding options and seek funding for the development of the Gippsland Regional Indoor Aquatic Facility.*

5. *That until such time that funding is secured for the Gippsland Regional Indoor Aquatic Facility, commencing 2011/12, Council refers \$1 million per annum to the annual capital works program for consideration to be reserved for the development of the Gippsland Regional Indoor Aquatic Facility.*
6. *That Council approves the release of the Traralgon Indoor Aquatics and Leisure Centre Feasibility Study – 15 July 2010 for the information of the community and to undertake further consultation based on development scenario 2C and report these results to Council in a further report.*
7. *That Council refers potential future use of the current Traralgon outdoor pool site (Corner of Kay and Breed Street) to the Traralgon Activity Centre Plan for further investigation and identification of appropriate usages and zoning.*

At a Special Council Meeting held on Monday 11 April 2011, Council heard speakers from the community in response to the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study.

At this meeting Council resolved:

1. *That Council hear submissions regarding the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study.*
2. *That the results of the community and stakeholder consultation on the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study report be included in a further report to Council.*

At its Ordinary Meeting held on Monday, 23 May 2011 Council was provided with an analysis of the submissions received from the community in respect to the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study.

At this meeting Council resolved:

*That having considered all submissions received in respect to the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study 15 July 2010, Council resolves the following:*

1. *To not pursue the sale of any land on the Hubert Osborne Park site for the purpose of funding an indoor aquatic facility.*



2. *To not pursue the development of an indoor aquatic facility at Catterick Crescent.*
3. *To authorise the Chief Executive Officer to prepare a further report for consideration of Council in respect to the future use of the current Traralgon Outdoor Pool site and Traralgon Croquet Club site which considers the following options:*
  - *Developing an indoor aquatic and leisure centre on the site currently occupied by the Traralgon Outdoor Pool (outlined in Development Scenario 1 in the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study 15 July 2010);*
  - *Identifying opportunities for modifications to the current Traralgon Outdoor Pool to facilitate increased patronage/usage, including costs associated with any potential works; and*
  - *Maintaining the status quo in respect to the current outdoor pool and associated infrastructure on the site.*
4. *To refer any development options in respect to the provision of improved aquatic infrastructure for Traralgon to Latrobe City Council's ten year financial plan for consideration.*
5. *That Council investigate the use of a legal or other instrument over the land at Hubert Osborne Park that would protect it from sale in the future and that a report be presented to open Council on its findings.*
6. *That an invitation be extended to the following stakeholders to establish a working party that would be consulted by the CEO in relation to the work undertaken at point 3 which would include:*
  - a. *Traralgon Swimming Club;*
  - b. *Traralgon Community Development Association;*
  - c. *Save Hubert Osborne Park Group; and*
  - d. *Traralgon Croquet Club.*

At its Ordinary Meeting held on Monday, 11 July 2011 Council was provided with the Terms of Reference for the Traralgon Indoor Aquatic Facility Working Party and resolved the following;

1. *That Council adopt the Terms of Reference for the Traralgon Aquatic Facility Working Party – June 2011*
2. *That Latrobe City Council Instrument of Delegation document 2011-2012 Council Delegates and Committees [11 DEL-5] be produced to reflect the above working party.*

5. **ISSUES**

The Traralgon Indoor Aquatic Facility Working Party held its first meeting on 28 June 2011 and has subsequently met on two other occasions.

At the Working Party meeting on 23 August 2011, the group identified their desired elements to be included in a project brief for a concept plan of an indoor aquatic facility on the current outdoor pool site in accordance with the Council resolution of 15 July 2011.

The group agreed that Council officers would prepare a project brief for concept plans and cost estimates and present back to the group for consideration prior to being presented to Council. Comments were received from two working party members and have been included in the project brief.

6. **FINANCIAL AND RESOURCES IMPLICATIONS**

An allocation of \$20,000 was included in the 2011/12 recurrent budget for works associated with this project which should be sufficient for the works identified in the project brief.

7. **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Community Engagement Plan 2010-2014

Engagement Objective

No.2 Community Role in Policy Development, Planning and Project Delivery.

We will:

Endeavour to provide face to face opportunities for the community to engage with policy, strategy, plan or project development. This may include engagement via advisory committees, focus groups and workshops.

*Details of Community Consultation / Results of Engagement:*

A working party of the key stakeholders, Councillors and Council officers was formed and have met on three occasions. The group developed a list of desired elements to be included in a project brief for a concept plan and cost estimate. The draft project brief has been presented to the Working Party for consideration and they are satisfied that the brief addresses the views of the group.

## 8. OPTIONS

Council has the following options:

1. Adopt the draft project brief for the development of the concept plans for the Traralgon Indoor Aquatic Facility.
2. Amend the draft project brief for the development of the concept plans for the Traralgon Indoor Aquatic Facility.
3. Not adopt the draft project brief for the development of the concept plans for the Traralgon Indoor Aquatic Facility.

## 9. CONCLUSION

In accordance with the Council resolution 15 July 2010 Ordinary Meeting, a Working Party has been established to assist Council officers in the preparation of further reports for consideration of Council in respect to the future use of the current Traralgon Outdoor Pool site.

The Working Party comprising key stakeholders, Councillors and Council officers has met on a number of occasions and has developed a list of the desired elements to be included in a project brief for a concept plan and cost estimate for an indoor aquatic facility at the current Traralgon Outdoor Pool. The group have reviewed the draft and are satisfied that the brief attached to this report addresses the views of the group.

This brief and subsequent work will assist in progressing this project as per the direction of Council.

## 10. RECOMMENDATION

1. **That Council approves the Traralgon Indoor Aquatic Facility concept plan Consultants brief.**
2. **That the Traralgon Indoor Aquatic Facility concept plan consultants brief be released for expression of interest and quote.**

**Moved:** Cr Harriman

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT

## **SPECIFIC INFORMATION FOR QUOTATION** **INVITATION TO QUOTE**

### **1. INTRODUCTION**

Latrobe City Council is seeking to appoint a suitably experienced and qualified consultant to undertake the concept design and preliminary costing of site redevelopment to the Traralgon Outdoor Pool.

### **2. BACKGROUND**

The underlying concept of this project is to redevelop the existing Traralgon Outdoor Pool site so as to provide a covered and heated Aquatic Facility which can be utilised for twelve months of the year with particular emphasis on retaining the feel and atmosphere of an outdoor pool during the summer months. This facility is owned and managed by Latrobe City Council.

Numerous studies have been undertaken in regards to refurbishment, redevelopment and the retrofitting of heating systems to the Traralgon Pool in past years. None of these studies have ever progressed past the proposal stage.

The most recent and extensive study carried out to date was completed in 2010. Titled "Traralgon Indoor Aquatics and Leisure Centre Feasibility Study", it offered two options for redevelopment of Aquatic Facilities within Traralgon. The study presented two location options for Council's consideration. Council resolved the following at its ordinary meeting Monday 23 May 2011.

1. *To not pursue the sale of any land on the Hubert Osborne Park site for the purpose of funding an indoor aquatic facility.*
2. *To not pursue the development of an indoor aquatic facility at Catterick Crescent.*
3. *To authorise the Chief Executive Officer to prepare a further report for consideration of Council in respect to the future use of the current Traralgon Outdoor Pool site and Traralgon Croquet Club site which considers the following options:*
  - *Developing an indoor aquatic and leisure centre on the site currently occupied by the Traralgon Outdoor Pool (outlined in Development Scenario 1 in the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study 15 July 2010);*
  - *Identifying opportunities for modifications to the current Traralgon Outdoor Pool to facilitate increased patronage/usage, including costs associated with any potential works; and*
  - *Maintaining the status quo in respect to the current outdoor pool and associated infrastructure on the site.*

4. *To refer any development options in respect to the provision of improved aquatic infrastructure for Traralgon to Latrobe City Council's ten year financial plan for consideration.*
5. *That Council investigate the use of a legal or other instrument over the land at Hubert Osborne Park that would protect it from sale in the future and that a report be presented to open Council on its findings.*
6. *That an invitation be extended to the following stakeholders to establish a working party that would be consulted by the CEO in relation to the work undertaken at point 3 which would include:*
  - a. *Traralgon Swimming Club;*
  - b. *Traralgon Community Development Association;*
  - c. *Save Hubert Osborne Park Group; and*
  - d. *Traralgon Croquet Club.*

This project brief is in response to the above Council resolutions.

### **3. PROJECT OBJECTIVES**

Council wishes to appoint a suitably qualified and competent consultant to provide a range of design concepts incorporating elements as described in this document to suite a range of budget considerations and constraints.

To give this project the best chance of success we would like the successful consultant to provide innovative low to medium cost options based on the required elements as outlined in this document. The concept designs need be in keeping with the existing low rise streetscape and amenity.

- Phase 1 (This Contract) Concept plan and Quantity Surveyors estimates.
- Phase 2 Schematic design for the chosen option.
- Phase 3 Detailed design.
- Phase 4 Specification documentation.

#### **4. PROJECT GOVERNANCE**

In accordance with the Council resolution, a Working Group, chaired by Latrobe City Council has been formed and has been meeting regularly since June 2011 to assist with the development and to advance the project from the conceptual stage. The Working Group is comprised of the following representatives:

- Dunbar Ward Councillor
- General Manager – Recreation, Culture and Community Infrastructure, Latrobe City Council
- Manager – Recreational Liveability, Latrobe City Council
- Project Officer – Fixed Plant & Equipment, Latrobe City Council
- Representative – Traralgon Swim Club
- Representative – Traralgon Community Development Association
- Representative – Save Hubert Osborne Park Group
- Representative – Traralgon Croquet Club
- All Latrobe City Councillors are invited to attend and participate in working group meetings

As per the Terms of Reference for the Traralgon Aquatic Facility Working Party, this group has no delegated decision making authority and any recommendations that the Working Party may have need to be referred to Latrobe City Council for consideration,

#### **5. THE SITE**

The Traralgon Pool is located on the corner of Kay Street and Breed Street, Traralgon, close to the central business district and adjacent to Hubert Osborne Park, Traralgon Croquet Club and Kay Street Preschool.

The land is zoned PPRZ (Public Park and Recreation Zone) in the Latrobe Planning Scheme, and within this zone, the proposed development will require planning approval.

All infrastructure i.e buildings, carpark etc must be restricted to the area inside the bold yellow line illustrated below. The proposed design concepts may not encroach on the existing Preschool, Croquet Club, EPA Air Monitoring Station or Public parkland.



## **6. THE BUILDING**

The Traralgon Outdoor Pool site currently incorporates the following elements:

- Main building (male & female change rooms/toilets, swimming club rooms, disable change facility, entry/kiosk, first aid room, cleaners room)
- Storage shed
- Disused kiosk
- Plant room and associated infrastructure
- 50m Olympic outdoor un-heated pool
- Toddler pool
- Shaded BBQ area
- Beach Volleyball Court
- 64 public carparking spaces

## **7. PROJECT SCOPE / INCLUSIONS**

The scope of this project includes concept plans and cost estimates for the following two options;



## Option 1

- 50m wet deck pool with ramp entry
- Small program pool
- Learner/toddler pool inc; beach entry
- Small outdoor warm down pool
- Pool hall over all pools
- Refurbish/reuse/extend some or all of the existing main building
- Building to incorporate, male and female change rooms, disable change, family change, plant room, storage, first aid, kiosk/café, entry, swim club rooms
- Pool and pool hall heating
- Outdoor feel and atmosphere during the summer months perhaps through the provision of walls that can be opened in warm weather and opaque/clear roof structure.
- Spectator seating for regional events
- 200 or more public car parking spaces
- Grounds – BBQ, shade / trees, tables, seating

## Option 2

- 50m wet deck pool with ramp entry and moveable boom
- Program pool
- Warm water/Hydrotherapy/spa pool
- Extensive learner/toddler/active water play area inc; beach entry
- Small outdoor warm down pool
- Pool hall over all pools
- Possibly refurbish/reuse/extend some or all of the existing main building
- Building to incorporate, male and female change rooms, disable change, family change, plant room, storage, first aid, kiosk/café, entry, swim club rooms
- Pool and pool hall heating
- Outdoor feel and atmosphere during the summer months perhaps through the provision of walls that can be opened in warm weather and opaque/clear roof structure.
- Spectator seating for regional events
- 200 or more public car parking spaces
- Grounds – BBQ, shade / trees, tables, seating

## **8. PROJECT SCOPE / EXCLUSIONS**

The following are items that are not required by the consultant to be addressed under this contract:

- Any works outside of the designated area

## **9. CONSTRAINTS - SPECIFIC DIRECTIONS**

The consultant is required to investigate and make recommendations on the retention or demolition of the existing buildings in order to give this project the best chance of success. Latrobe City would like the successful consultant to provide innovative low to medium cost options based on the required elements as outlined in this document. The concept designs need be in keeping with the existing low rise streetscape and amenity.

## **10. ISSUES FOR CONSIDERATION**

Consideration needs to be given to the following:

- The amenity of the area;
- Use of the existing structures;
- Use of existing pool, renovation of existing pool or construct new pool;
- Possible future expansion;
- Additional car parking on site
- Accessibility for all abilities;
- Energy efficient design and elements;
- Site access/egress
- Traffic management

## **11. CONSULTATION**

The consultant is required to:

- Ensure that appropriate consultation occurs with the key Latrobe City staff, Councillors and the working party;
- For the purpose of presentation to the working party provide several copies of concept plans;
- Present the preliminary concept designs and cost estimates to the working party for consideration;
- Present the detailed concepts design and Quantity Surveying estimates to the working party for consideration;
- Consult where required with all relevant statutory authorities to ensure compliance with the relevant Acts, Regulations, Australian Standards and Codes of Practice required for the successful completion of the concept designs stage;

- Make the necessary alteration to the preferred concept at the direction of the Project Manager.
- Present the concept plans to Council.

## **12. KEY STAKEHOLDERS**

**The Key stakeholders include:**

- Latrobe City Indoor Aquatic Facility Working Party
- Latrobe City Council

## **13. PROJECT BUDGET**

To give this project the best chance of success in the near future it is envisaged that the project budget be between \$5 million and \$18 million (excluding GST).

## **14. PROJECT TIMELINE**

It is proposed to engage the successful consultant in November 2011, with the project being scheduled for completion in February 2012.

Details of the project plan and a methodology for achieving the project plan must be provided, showing clear timelines with key deliverables and this must be presented in Microsoft Word or Acrobat format or MS project as appropriate.

## **15. INSPECTION OF THE SITE**

A site inspected prior to submitting an offer and the submission is encouraged

All queries should be directed to the Project Manager Mr Jamey Mullen on 0408 523 747.

## **16. QUOTATIONS**

Quotations must be submitted in a hard copy with a full electronic version supplied on disk, CD or DVD. The electronic version may be a Word or Acrobat Reader document.

Quotations not including a full electronic version of the tender document may be, at the discretion of Council, considered non-conforming and may not be considered.

## **17. PROVISIONAL ITEMS AND SCHEDULE OF DISBURSMENTS**

Tenderers should include within their quotation, a complete list sub-Consultants, staff, and disciplines that will be employed in the course of the subsequent Contract and a schedule of any miscellaneous disbursements for which they would be seeking reimbursement for in the case of a variation of Contract.

## **19. OTHER AVAILABLE INFORMATION**

Other information to be made available to the successful tenderer includes:

- Past Feasibility Studies undertaken by the City of Traralgon
- Traralgon Activity Centre Plan background report / key directions report
- Other to be determined by council.

## **20. EVALUATION CRITERIA**

The following criteria will be used to determine the successful tenderer:

### **Price.**

### **Experience:**

- Experience & success in building, managing & delivering projects of similar scale & complexity.
- Experience working in Regional Australia.
- Experience and/or planned methodology for implementing economical and sociological benefits for regional communities.

### **Quality Assurance Systems:**

- Project Methodology
- Accredited quality system or similar.
- Quality of processes detailed.
- OH&S, system & methodology.

### **Capacity:**

- Capacity to undertake multiple projects.
- Capacity to work with clients to deliver a successful project within the overall budget.
- Size of organisation and involvement of Principal throughout project duration.
- Evidence of financial capacity & reputation.

**Track record:**

- Demonstrated ability to design & document buildings to a set budget.
- Demonstrated ability to prepare plans and specifications which are buildable, not subject to interpretation and which do not give rise to variations.
- Delivery of projects within timeframes and budget.
- Ability to deliver plans and documentation within agreed timeframes.
- Satisfaction with the project by previous client.

**Benefit to Regional Economy:**

- Refer Tender Schedule 4, Question 14.

## LATROBE CITY

# **SPECIFICATION – SERVICES SCHEDULE 1**

### INNOVATION TO QUOTE NO:

#### **1. LOCATION OF WORKS/SERVICES**

The works/services under the Contract are to be performed at the Traralgon Outdoor Pool as required by the Specification – Services Schedule 1

#### **2. DESCRIPTION OF WORKS**

The Consultant appointed under this Contract will be responsible for the design of concept plans and Quantity Surveying estimates for the redevelopment of the Traralgon Outdoor Pool.

Any process or service not mentioned in this Specification which may be necessary to facilitate the design and documentation of the said buildings, or which may be required by law or by an Authority having jurisdiction, even if not particularly specified, shall be carried out, and performed by the Consultant without any additional expense to the Council.

Moreover, the Lump Sum as tendered by the Consultant shall include provision for all services, fees and necessary disbursements to undertake the works to the satisfaction of council and in accordance with this specification.

#### **3. TYPE OF CONTRACT**

The Contract is a Lump Sum Contract and is not subject to rise and fall in price adjustment. Latrobe City have allowed \$20,000 (ex gst) for the services outline in this specification.

#### **4. SCOPE OF SERVICES**

The Consultant shall provide the following;

##### Return Brief

- Attend a site meeting with the Project manager.
- Provide preliminary brief based on the elements itemised in this specification to determine feasibility of the requirements
- Provide preliminary current market value estimate of the proposed works to determine the feasibility of the requirements.

### Preliminary Concept

- Provide preliminary concept plans and preliminary Quantity Surveyors estimates including site plans and floor plans based on the elements outlined in this document and in accordance with the findings of the return brief ;

### Detailed Concept

- Site plan .
- Floor plan.
- Elevations from north, south, east and west.
- Coloured 3D artist's impression.
- Quantity Surveys estimate

The Consultant will work in conjunction with the Project Manager to complete the concept design for this project.

The Consultant should be aware that the project could cease or stall at any if the concept designs and costings do not comply with the directions outlined in this specification.

The consultant, once appointed shall present the Project Manager with a works schedule for the completion of this contract in accordance with the nominated completion date.

The consultant shall amend the design and documentation at no cost to Latrobe City, should the construction cost as determine by the Quantity Survey under deliver or exceed the nominated project budget. The consultant shall, if required meet with the Project Manager and Council in the event that this occurs.

## **5. TIMEFRAMES FOR COMPLETION**

### **Proposed program and timing**

As a guide, Latrobe City would expect the various phases of the project to be completed as detailed hereunder;

- Phase 1 Meet with the Project Manager (On site at Traralgon Outdoor Pool)
- Phase 2 Meet with the Working Party (Traralgon Civic Centre after hours)
- Phase 3 Provide a return brief and preliminary current market value cost estimate based on site tour

- Phase 4 Develop preliminary concept designs and preliminary cost estimate based on the requirements outlined in this document and consultation with key stakeholders
- Phase 5 Present preliminary concept designs and cost estimate to the Working Party for consideration (Traralgon Civic Centre after hours).
- Phase 6 If required amend preliminary concept designs and cost estimate to the Project Manager for consideration.
- Phase 7 Prepare detailed concept plans and Quantity Surveyors estimate (Traralgon Civic Centre after hours).

## **6. THE SERVICES**

The Consultant shall:

- Be bound by the terms and conditions of AS 4122-2000 *General Conditions Of Contract For Engagements Of Consultants*;
- Engage, as required, the following specialist Consultants, including but not limited to:
  - *Architects*
  - *Structural, civil, traffic and geotechnical Engineers*
  - *Services Engineers (Electrical, Mechanical, Hydraulic, Fire, Communications, Acoustic, Security etc)*
  - *Landscape Architect*
  - *Occupation, Hygiene and Environmental Consultant*
- Ensure that all works comply with all relevant standards, regulations, codes of practice and Acts in regards to the operation of a Leisure Centre;
- Advise the Project Manager as soon as possible, of any matter which in the opinion of the Consultant poses significant risk to or threatens to undermine the success of the overall project.

## **DESIGN**

### **6.1.1 Concept Design**

#### **6.1.1.1 General Services**

Under the Contract the Consultant shall:

- Review all available information for the project including but not limited to the background data;



- Consult with all relevant statutory authorities to ensure compliance with the relevant Acts, Regulations, Australian Standards and Codes of Practice required for the successful completion of the concept designs;
- Ensure that the new facility complies as required with all relevant standards, regulations, codes of practice and Acts in regards to the operation of a leisure centre;
- Ensure that appropriate consultation occurs with the Working Party and Council to carryout this project;
- Present the preliminary concepts and costings to the Working Party for consideration, before commencing the detailed concept and Quantity Surveyors estimates;
- Upon Working Party consideration of the final concept, provide four (4) coloured copies of the design for presentation purposes;
- Not distribute any drawings or documentation to the public without the prior consent of the Project Manager.

#### 6.1.1.6 Energy Efficiency Provisions

Under the Contract the Consultant shall ensure that the Quantity Surveyor allows for :-

- The building must meet the energy efficiency provisions of the Building Code of Australia (BCA). A registered building practitioner in the category of mechanical engineer or other person with similar relevant qualifications and experience must determine the annual energy consumption of the proposed building using BCA verification methods JV2 and JV3

The annual energy consumption of the proposed alterations and additions to the building must be calculated using a method that complies with the Australian Building Codes Board (ABCB) Protocol for Building Energy Analysis Software.

The following software programs currently meet the Protocol:-

• BEAVER/ESP	• DOE Suite	• eQUEST	• Visual Doe
• Energy Plus	• TRACE 700	• TAS	• ICE
• IES Apache	• E20-11 HAP	•	•

#### **6.1.1.7 Quantity Surveyor**

Under the Contract the Consultant (in association with the quantity surveying Consultant(s)) shall:

- Provide for quantity surveying services as required to fulfill the requirements of the Contract. Including preparation of cost for the preliminary concepts and final costing for the detailed concept design.

#### **6.1.1.8 Specialist Services Consultants:**

Under the Contract the Consultant shall:

- Provide for the services of any other specialist service Consultants required to fulfill the requirements of the Contract
- Make presentations to the Working Group and Council if requested at Preliminary and Final Design Stages for approval and sign off

#### **6.1.1.9 Environmentally sustainable development**

Latrobe City requires that all new buildings, alterations and additions be designed with a minimum equivalent of a 5 star Greenstar rating. The Principal Consultant Architect will be required to meet this standard and in addition.

#### **6.1.1.11 Provision for the Disabled**

Section 23 of the Disability Discrimination Act 1992 (DDA) makes it unlawful to discriminate against people with a disability in relation to access to and in the use of premises that the public may enter.

Buildings and facilities owned or operated by Latrobe City shall be designed to meet the requirements of:

- Disability Discrimination Act 1992;
- Advisory Notes on Access to Premises - Human Rights and Equal Opportunity Commission - June 1997;
- Australian Standard AS 1428.1-2001 *Design for access and mobility - General requirements for access – New building work*
- Australian Standard AS 1428.2-1992 *Enhanced and Additional Requirements for Buildings and Facilities;*
- Australian Standard AS 1428.3-1992 *Requirements for Children and Adolescents with Physical Disabilities;*
- Australian Standard AS 1428.4-1992 *Design for access and mobility - Tactile ground surface Indicators for the orientation of people with vision impairment;*
- Building Code of Australia 2006.

The Consultant shall ensure that the above Regulations and Codes are complied with.

Other documents that should be consulted include:

- Right of Access, A Guide to Developing Action Plans and Improving Access for People with Disabilities - Villamanta Publishing
- Access for All - Department of Sports and Recreation
- Access - Deakin University 1993, Facility Management and the Disability Discrimination Act 1992

### **6.2.1.3 Detailed Concept Design and Estimates**

Following the approval of the preferred concept design the detailed concept drawings and Quantity Surveyor's estimate must provide to the Project Manager in the following format:-

- (a) Four (4) full coloured hard copy sets of concept plans.
- (b) Two (2) sets of concept plans on disk as follows:
  - (i) To be on CD-Rom,
  - (ii) To be in AutoCAD 2000 format current version together with files describing relation of colours to printed line widths, for all Contract drawings.
  - (iv) Supply a minimum of the following drawings on CD ROM:
    - Detailed Concept
    - Site plan(s) including relevant landscaping, site works, and paved areas.
    - Floor plan(s).
    - Coloured elevations from north, south, east and west.
    - Coloured 3D artist's impression.

### **6.4.3 VARIATIONS**

All variations are to be authorised in writing whether or not a cost is involved. Where it is necessary to carry out work immediately prior to the approval of costs, the Consultant's instruction and/or variation, an estimated cost should be presented to the Project Manager pending receipt of the agreed Contractor's price.

## **7. SERVICES TO BE PROVIDED BY COUNCIL**

Under the Contract the following services will be provided by the Council at no cost to the Consultant:

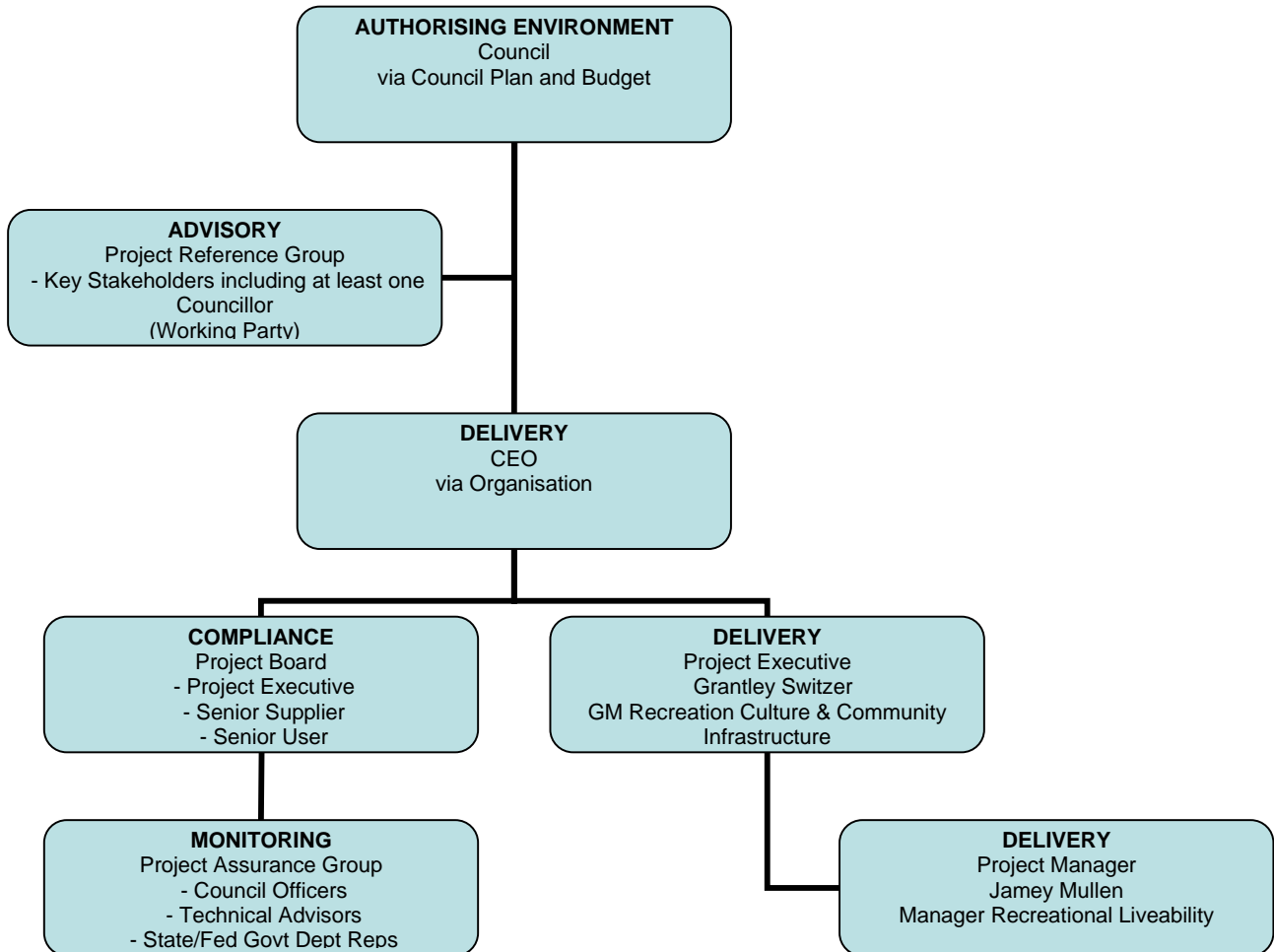
- Provision, management and co-ordination of Working Party;
- Provision of historical data;
- Provision of meeting facilities;
- Liaison with Latrobe City officers i.e. Planning, Building Surveyor.

## **8. REPORTING AND MANAGEMENT STRUCTURE**

The Consultant will report directly to the Project Manager during the project.

The Project Governance Structure is outlined below:

## Project Governance Structure



**11.4.2 MOE TENNIS COMPLEX - CONDITION ASSESSMENT**

**AUTHOR:** General Manager Recreation, Culture & Community  
Infrastructure

**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to consider issues raised by the Moe Tennis Club in relation to the Moe Tennis Complex and to present priority works on the facility for the consideration of Council.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Recreation*

*Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open space, parks and gardens.*

*Service Provision – Recreation*

*Manage and maintain sporting reserves across Latrobe City.*

*Strategy - Moe Newborough Outdoor Recreation Plan 2007  
(This plan references and identifies issues at the Moe Tennis Complex and Botanical Gardens)*

*Strategy - Latrobe City Tennis Facilities Plan 2008  
(This plan identifies key issues for the tennis complex and references the Moe Newborough Outdoor Recreation Plan)*

#### 4. **BACKGROUND**

The Moe Tennis Complex is a 15 court complex with small clubrooms that was constructed in 1983 to meet public demand for a significant tennis complex in the Moe area.

Based at the Moe Botanical Gardens the club services approximately 100 junior, senior and non-playing members.

In recent months, the committee of the Moe Tennis Club have met with some Councillors and Council Officers in respect to the standard of their facility. The Moe Tennis Club has outlined the issues that they would like addressed.

Council resolved at its Ordinary Council Meeting on 23 May 2011 resolve that a report be prepared and presented to Council as soon as practicable outlining:

1. *The condition of all courts at the Moe Tennis Complex;*
2. *The condition of the perimeter fencing at the Moe Tennis Complex;*
3. *What modifications are required to ensure that the Moe Tennis Complex provides Access for All Abilities;*
4. *The associated costs required to rectify any non-compliance identified with the above facilities.*
5. *The condition of the lighting and storage facilities at the Moe Tennis Complex*
6. *That a Master Plan be developed for the Moe Botanic Gardens precinct.*
7. *That a working party consisting of the Ward Councillor, other interested Councillors and existing users be established.*

Latrobe City Council Officers subsequently arranged for an external audit of the facility to be completed by STI Sports who specialise in tennis courts, to report on the condition of the courts and perimeter fencing. This report (Appendix 1) has identified a number of priority works as well as additional works.

#### 5. **ISSUES**

The issues presented to Council by the Moe Tennis Club addressed eight areas that the club believe required attention. The eight items are listed below with the Council officer response;

- Concerns regarding the Perimeter fencing

*Officer response;*

*As part of the condition assessment conducted by STI Sports, the perimeter fencing was reviewed. The report has identified several pieces of work that are required. The works on Court 13 were identified as a priority, there are also works required to the perimeter fencing on Courts 2, 3, 5, 7, 11 & 12. The costs associated with these works are approximately \$4,000.*

- Concerns over Cracking of courts

*Officer response;*

*Latrobe City engaged STI Sports to conduct the audit of the Moe Tennis complex (Appendix 1.) STI Sports have completed their assessment of the facility and have provided a scope of works to be undertaken to bring the playing surface and the perimeter fencing back to a suitable standard.*

*The assessment report has identified that Courts 1, 11 and 12 are the priority for resurfacing. The cost associated with these works is \$87,800*

*The report also indicates that Courts 2, 3 and 5 are a second tier priority, with the remaining courts also identified as requiring minor repairs. The cost associated with these works is \$23,600.*

- Lack of storage in existing clubrooms

*Officer response;*

*Discussions took place on site between Councillors, Council officers and the Moe Tennis Club which identified a solution to the storage problem. This would require completion of works commenced by the club to extend the building out under the covered area to the west and relocating the serving window. This would create space inside the existing building for a storage room.*

*This is the preferred option as opposed to a colorbond shed near the club rooms, which would negatively impact the amenity of the Moe Botanical Gardens. Application to the Community Grants Scheme was recommended by Council officers however this was not forthcoming in the recent grants round with the club instead applying for a new refrigerator. The lack of storage is not an issue that Council can address at this stage. It is proposed that Moe Tennis Club pursue an extension to their facility.*



- No disabled access

*Officer response;*

*Modifications were required to improve the access for all abilities to the Facility.*

*Since the meeting Latrobe City Council have undertaken works to improve access to the facility. Ramp access to the entry and covered area was completed in July 2011.*

*Plans have been developed for improving the path to the entrance of the facility and completing the sealed paths to the facility from the car-park. Sealing a path to the eastern side of the facility and access to the rear doors. These works will be undertaken once the grass areas around the facility dry out sufficiently to allow heavy machinery access.*

*These works can be accommodated within the 2011/12 Council recurrent budget.*

- Damage to small fence around the clubrooms

*Officer response;*

*Council staff will carryout further maintenance on the small fence around the club rooms to ensure it is safe and fit for purpose which is to prevent children from wandering near the river. These works will be accommodated within the 2011/12 Council recurrent budget.*

- Damage to footpaths, lack of footpaths and spectator seating

*Officer response;*

*Council's Building Maintenance Team has arranged for improvements to the access of the facility with ramps being installed at the entrance to the building in July 2011.*

*Additional works including upgrades to the entrance path and sealing the surrounds of the building will be conducted in drier months of the 2011/12 financial year, these works will be completed within the 2011/12 Council recurrent budget. There is currently undercover spectator seating throughout the venue and access for viewing of all courts. The current spectator seating has been deemed sufficient by officers at this stage.*

- Car parking & drainage problems

*Officer response;*

*A car parking layout will be developed by Council officers to maximise the amount of safe car park spaces. The provision of disability parking spaces will also be assessed. The footpath will be extended over the drain to link up with the sealed car park. These works will be conducted within the 2011/12 Council recurrent budget.*

- Building Compliance fire exits

*Officer response;*

*The existing building has been assessed by the Municipal Building Surveyor to determine compliance as there has been a number of alterations made since the building was constructed. At the time of construction the building complied with the Building regulations of the day. The Municipal Building Surveyor has made several recommendations regarding the external security lighting and alterations that should be made to the double doors at the front of the facility. These works will be undertaken within the next month and can be accommodated within the 2011/12 Council recurrent budget.*

In addition to the works identified by the Moe Tennis Club, Council also resolved;

- *That a Master Plan be developed for the Moe Botanic Gardens precinct*
- *That a working party consisting of the Ward Councillor, other interested Councillors and existing and potential users of the precinct be established.*

*Officer response;*

*That the development of a Master Plan for the Moe Botanical Gardens be referred to the Open Space Strategy project 2011/12 for consideration and prioritisation with other master planning projects. The Open Space Strategy is currently under review.*

*The establishment of a working party for the precinct could form part of the Master Planning process for the Moe Botanical Gardens precinct. This process should be considered in the Open Space Strategy process and deferred until resources and funding are available.*

Several of the items identified above have been raised in the Moe Newborough Outdoor Recreation Plan and the Tennis Facilities Plan; however have not been funded to date.

As a result of the recent court inspection by STI Sports, the court repairs should be considered as a priority project when considering the 2012/13 capital works budget.

## 6. FINANCIAL AND RESOURCES IMPLICATIONS

The total required works identified in the STI Sports audit for the facility is \$170,700 with \$87,800 considered a priority.

None of the \$170,700 required has been budgeted for in the 2011/12 financial year therefore will need to be referred to the 2012 / 13 budget for consideration.

### **Moe Tennis Court - Summary of Costs**

#### **Priority Works**

<b>Court 1</b>		<b>Totals</b>
Re-instate area	\$8,500	
Root Barrier	\$3,600	
Laykold the Court	\$8,100	\$20,200
<b>Courts 11 &amp; 12</b>		
Re-instate the area	\$50,000	
Laykold the Court	\$16,500	
Fence and Gates	\$1,100	\$67,600
<b>Total of Priority Works</b>		<b>\$87,800</b>

#### **Remaining Works**

<b>Court 2 &amp; 3</b>		
Filling and Laykold the Court	\$13,000	
Fence and Gates	\$800	\$13,800
<b>Court 4</b>		
Laykold the Court	\$6,500	\$6,500
<b>Court 5</b>		
Re-instate area	\$1,000	
Laykold the Court	\$8,100	
Fence and Gates	\$700	\$9,800
<b>Court 6</b>		
Laykold the Court	\$6,500	\$6,500
<b>Court 7</b>		
Laykold the Court	\$6,500	
3 new Gates	\$300	\$6,800
<b>Court 8, 9 &amp; 10</b>		
Laykold the Court	\$19,500	\$19,500
<b>Courts 13, 14 &amp; 15</b>		
Laykold the Court	\$20,000	\$20,000
<b>Total of Remaining Works</b>		<b>\$82,900</b>
<b>Totals of the works</b>		<b>\$170,700</b>

The improvements to the accessibility and compliance of the facility including the ramp and door access have been completed utilising funds from the 2011/12 recurrent budget. Improving the paths to the facility and the car-park will be completed through the recurrent Building Maintenance 2011/12 operational budget.

Tennis Australia has funding opportunities for the re-surfacing of Tennis facilities, as part of their National Court Rebate scheme. Under this program Latrobe City may potentially be able to recover up to 40% of the costs associated with the works to playing surfaces at the facility.

Latrobe City Council's 2011/12 annual resurfacing of hard court bitumen surfaces budget of \$50,000 has been allocated to works required at Boolarra. The 2012/13 budget has no projects committed however significant high priority works will be required at Toongabbie as per the Northern Towns Outdoor Recreation Plan.

The Master Planning process for the Moe Botanic Gardens will be referred to the Open Space Strategy project 2011/12, which is currently under review.

## **7. INTERNAL / EXTERNAL CONSULTATION**

Engagement Method Used:

The Moe Tennis Club was engaged on site to discuss the required works and ongoing maintenance issues that the club is experiencing.

External contractors specialising in the installation, maintenance and upgrading of tennis facilities were engaged to complete an audit of the facility and also met with representatives of the club on site.

## **8. OPTIONS**

Council has the following options:

1. Council refer the works for the Moe Tennis Complex and the Moe to future budgets for consideration.
2. Council do not to carry out any additional works at the Moe Tennis Complex.

## 9. CONCLUSION

There are a number of upgrades that have been identified at the Moe Tennis Complex; these include resurfacing of courts and improving some of the perimeter fencing of the courts. These works require significant resources for them to be completed.

Some minor works have been completed already and some other work will also be undertaken in this financial year.

The completion of these works will be required in the short term to ensure the use of the facility is able to be optimised.

In respect to the master planning exercise, this will be referred to the Open Space Strategy project 2011/12 for consideration and prioritisation with other master plans. The Open Space Strategy is currently under review.

## 10. RECOMMENDATION

1. That Council refer the total works valued at \$170,700 to the 2012/13 Capital Works program for consideration.
2. That the Master Plan for the Moe Botanic Gardens be referred to the Open Space Strategy Project 2011/12 for consideration and prioritisation with other master plans.
3. That the Moe Tennis Club be advised of the above resolution of Council in writing.

**Moved:** Cr Gibson

**Seconded:** Cr Price

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT 1

**MOE TENNIS CENTER**

**COURT 1**

Area of 3 x 36 metres needs to be removed, the sub-base dugout and re-instated and compacted to a depth of 200mm and then asphalted. (Approximate cost is \$8500.00 inc.)



A root barrier should be installed down the length of the court to help reduce future cracking. (Approx. cost \$3,600.00 inc)

There are a few more minor repairs and then the court needs a three coat Laykold system over the court. (Approx. cost \$8,100.00 inc)

**COURT 2&3**

These two courts have only a few minor crack repairs that require "V" out and filling with a single component polyurethane. A two coat Laykold system is required on these courts. (Approx. Cost \$13,000.00 inc)

This enclosure requires the wire on three fence panels to be replaced and two new gates. (Approx. cost \$800.00 inc)



**COURT 4**

This court only has a few cracks that require repair and then two coat Laykold system. ( Approx. cost \$6,500.00 inc)

**COURT 5**

This court has an area of 2 x 50 metres that requires the asphalt to be removed, the sub-base re-compacted to a depth of 200 mm and then the asphalt replaced. (Approx. cost \$1,000.00 inc)

It would then require a three coat Laykold system. ( Approx. cost \$8,100.00 inc)

This enclosure requires two new fence panels and two gates. (Approx. cost \$700.00 inc)

**COURT 6**

This court only has minor cracking on the lines that require repair and a two coat Laykold system. (Approx. cost \$6,500.00 inc)

**COURT 7**

This court has a few cracks that require repair, it also has a area that holds water due to poor drainage outside the fence, then a two coat Laykold system. (Approx. cost \$6,500.00 inc)



This enclosure requires three new gates. (Approx. cost \$300.00 inc)

**COURT 8,9 & 10**

These courts have minor cracking, mostly on the lines, that require repair, and some cracks appearing on existing patches. Then a two coat Laykold system.

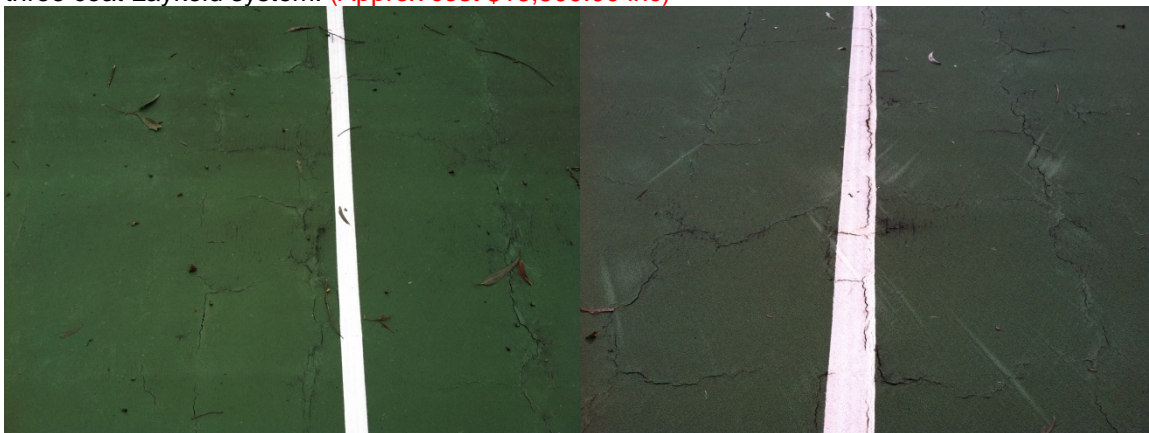


Court 10 has a couple of low, ponding areas that requires filling. (Approx. cost \$19,500.00 inc)



#### **COURTS 11 &12**

These courts require the asphalt from the base lines to the fence removing, the sub-base recompacting to a depth of 200mm and then both courts completely re-sheeting over a geotextile fabric. Both these courts have major cracking. (Approx. cost \$50,000.00 inc) They will then need a three coat Laykold system. (Approx cost \$16,500.00 inc)



This enclosure requires three new fence panels and four gates. ( Approx. cost \$1,100.00 inc )



**COURTS 13,14 & 15.**

These courts have minor cracking, mostly on the lines and some ponding, they will require a 2coat Laykold system. (Approx. cost \$20,000.00 inc)

The priority at this facility should be courts 1, 11 and 12 and the back stays on court 13. Second tier courts 2 and 3 and 5. After this ideally you should resurface two courts each year to cap the costs.

ATTACHMENT 2

Our Ref: 2122/2011-ESM  
Prop No: P37188

10 October 2011

Latrobe City Council  
PO Box 264  
MORWELL VIC 3840



Latrobe City ABN 92 472 314 133  
Telephone 1300 367 700  
Facsimile (03) 5128 5672  
TTY (NRS) 133 677  
Post to PO Box 264 Morwell 3840  
Email Address [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)  
Internet [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
AUSDOC DX 217733 Morwell

Dear Sir/Madam

**PROPERTY: NARRACAN DRIVE, NEWBOROUGH**  
**AUDIT: MAINTENANCE OF ESSENTIAL SAFETY MEASURES**

A recent inspection was carried out on the above property to assess compliance of part 12 of the *Building Regulations 2006*, being the essential safety measures in buildings. The attached 'Maintenance of Essential Safety Measures – Inspection Report' provides a preliminary appraisal of the safety measures associated with your building and identified during the inspection.

Latrobe City Council has noted that there is a lack of evidence that all the essential safety measures identified in our inspection report are being complied with. I trust that you will address any identified issues promptly and put in place comprehensive inspection and reporting procedures required by the *Building Regulations 2006*.

In accordance with any occupancy permit or certificate of final inspection, an annual 'essential safety measures report' must be prepared and completed on the anniversary of the issue of that document. All annual essential safety measures reports, records of maintenance checks, service and repair work must be kept on the premises for inspection by the municipal building surveyor or chief officer (CFA) on request.

You may elect to appoint a private building surveyor pursuant to regulation 1209, to create, update or consolidate your required essential safety measure maintenance schedule. Private building surveyors can also assist you with creating log books, performing specialised inspections and preparing your annual report.

Further information on essential safety measures, including a comprehensive maintenance manual, information brochures and practice notes, can be downloaded from [www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp](http://www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp). An extract to Part 12 of the *Building Regulations 2006* relating to the maintenance of essential safety measures is assessable and can be viewed at [www.legislation.vic](http://www.legislation.vic)

Should compliance of essential safety measures in buildings not be adequately maintained, building notices, building orders and infringement notices with fines may be issued. This includes the keeping and display of maintenance records and reports. Enforcement action may also require you to upgrade and preserve your safety systems.

Thank you for your assistance in this matter. Should you have any further queries, please do not hesitate to contact me at the Morwell office on 1300 367 700

Yours faithfully

A handwritten signature in black ink, appearing to read 'CAW', followed by a long horizontal line extending to the right.

CHRISTOPHER A WATSON  
**Municipal Building Surveyor**

Encl.



**MAINTENANCE OF ESSENTIAL SAFETY MEASURES  
– INSPECTION REPORT -  
SECTION 227E – BUILDING ACT 1993  
PART 12 – BUILDING REGULATIONS 2006**

Latrobe City ABN 92 472 314 133  
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Internet [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
AUSDOC DX217733 Morwell

**Our References:** 2122/2011-ESM & P37188

**Property:** Narracan Drive, NEWBOROUGH

**Owner:** Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

**Occupier:** Moe Tennis Club  
Narracan Drive  
NEWBOROUGH VIC 3825

**Inspector:** Stephen Scimonello  
**Inspection Date:** 10 October 2011

Building Classification: Class 9b  
Rise in storeys: 1  
Type of Construction: Type C  
Building Use: Tennis pavillion  
Estimated Construction Era: Pre July 1994  
Estimated Building Size: 150 m<sup>2</sup>  
Risk Assessment Rating: Low

The following tables identify the *essential safety measures* observed during the inspection and includes a general comment on maintenance issues pertaining to that item. Each essential safety measure must be routinely inspected and maintained to a standard that enables it to meet the designed level of performance and fulfil its purpose.

**TABLE 0 – RECORDS AND REPORTS**

	Essential Safety Measure - Documents	Available	Comments
0.1	Occupancy permits, Certificates of Final Inspection, maintenance determinations etc. on display or available	No	Issue 1
0.2	Details of any performance assessments, dispensations or maintenance schedule available	No	Issue 2
0.3	Essential Safety Measures Report on display or available	No	Issue 3
0.4	Essential Safety Measures log book available and maintained	No	Issue 4

**TABLE 1 - BUILDING FIRE INTEGRITY**

	<b>Essential Safety Measure</b>	<b>Comments</b>
1.2	Materials and assemblies required to have fire hazard properties	

**TABLE 2 – MEANS OF EGRESS**

	<b>Essential Safety Measure</b>	<b>Comments</b>
2.1	Paths of travel to exits	
2.2	Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	
2.6	Doors (other than fire or smoke doors) in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	Issue 5

**TABLE 3 – SIGNS**

	<b>Essential Safety Measure</b>	<b>Comments</b>
3.1	Exit signs (including direction signs)	

**TABLE 5 – FIRE FIGHTING SERVICES AND EQUIPMENT**

	<b>Essential Safety Measure</b>	<b>Comments</b>
5.4	Portable fire extinguishers	Last serviced Sep 2011

**TABLE 12 – OTHER MEASURES**

	<b>General Safety Measures</b>	<b>Comments</b>
12.9	Classification and use of building	
12.10	Occupancy hazard	Issue 6

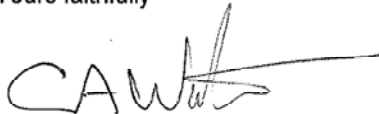
**COMMENTS**

<b>Item</b>	<b>Comments &amp; Issues</b>
1	Occupancy permits, certificates of final inspection or equivalent documents issued prior to July 1994 are not required to be on display or available for inspection. These documents did not nominate essential safety measures or maintenance schedules therefore have no relevance in establishing maintenance requirements.
2	For buildings constructed prior to July 1994, a maintenance schedule should be prepared by a registered building surveyor to identify all the essential safety measures associated with the building and nominate minimum maintenance levels. This document must be available on demand for inspection by the Municipal Building Surveyor or Chief Officer.
3	An annual essential safety measures report must be completed before the 13 June each year and made available for inspection by the Municipal Building Surveyor or the Chief Officer for all buildings constructed before July 1994 in accordance with regulation 1214.

4	An essential safety measures log book must be developed, maintained and made available for inspection by the Municipal Building Surveyor or Chief Officer on demand.
5	The front exit doors from the building were noted as having pad bolts top and bottom for security purposes. The pad bolts on the exit doors must be removed and replaced with a lever type handle so that the door can be opened by a single handed, downward, pushing action without the use of a key or snib lock.
6	During the inspection it was noted the external security light on the South West end of the building was in a poor state of repair and the roof had rusted allowing water to enter into the light fitting. It is recommended that the roof and eave lining be repaired and the external light be assessed by your electrician.

Should you require further information on this inspection report please do not hesitate to contact me at the Morwell office on 1300 367 700

Yours faithfully



Christopher A Watson  
**Municipal Building Surveyor**

#### Notes

1. The main objective of this inspection report is to ensure compliance with the maintenance provisions of part 12 of the *Building Regulations 2006*.
2. For buildings constructed before 1 July 1994 the owner must ensure that any required essential safety measures, such as exit signs, emergency lighting, fire extinguishers, hose reels, and hydrants, are maintained in a state which enables them to fulfil its purpose. An annual essential safety measures report must be completed before 13 June each year.
3. The regulations require the Occupancy Permit, any Certificate of Final Inspection, and annual essential safety measures report to be displayed in an approved location within the building.
4. For buildings constructed or altered after 1 July 1994 it is the responsibility of the owner to produce an annual essential safety measures report. This report should be prepared in accordance with any condition on an occupancy permit or maintenance determination. This annual essential safety measures report requires a declaration that each variable is operating at an optimal level of performance and has been maintained in accordance with the relevant occupancy permit or maintenance determination.

5. The occupier of any building, whenever built, must ensure that all exits; including any paths of travel to exits; and any paths of travel on the allotment from exits to a road are required to be maintained and kept readily accessible, functional and clear of obstruction. This means that all required exit doors must be openable from inside without the use of a key. Multiple locks, panic bolts and deadlocks do not comply.
6. Further information on essential safety measures, including a comprehensive maintenance manual, information brochures and practice notes, can be downloaded from [www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp](http://www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp)
7. The *Building Regulations 2006* relating to maintenance of essential safety measures can be viewed at this web address: [www.legislation.vic](http://www.legislation.vic)
8. The conditions of any Occupancy Permit or Certificate of Final Inspection take precedence over this inspection report and must be complied with. If there is any inconsistency with this inspection report and any Occupancy Permit or Certificate of Final Inspection it should be referred to the relevant building surveyor for reconciliation.

**11.4.3**      **PROPOSED REMOVAL OF TWENTY FIVE WHITE CEDAR  
TREES IN BROCK STREET, MOE**

**AUTHOR:** General Manager Recreation, Culture & Community  
Infrastructure

**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present to Council for consideration a public request for the removal of twenty five White Cedar trees in Brock Street, Moe.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings, and which provides for a connected and inclusive community.

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Built Environment*

Ensure the quality and sustainability of streetscapes and parks across the municipality through the provision and maintenance of trees that are appropriate to their surroundings.

*Service Provision – Infrastructure Maintenance*

Provide cyclic and reactive maintenance services for Latrobe City's road, drainage, footpath and tree networks.



*Policy – Tree Work Notification Policy 09 POL-3*

The purpose of this policy is to detail processes for the notification of significant tree works prior to the works being undertaken.

*Program – Inappropriate Street Tree Removal and Replacement*

The White Cedar tree species is not currently listed for removal as part of this ongoing program.

**4. BACKGROUND**

Latrobe City Council received a letter dated 28 November 2006 from the resident of 11 Brock Street, Moe with a petition attached, requesting the removal of the White Cedar trees in Brock Street, Moe. The request was made due to the hazard being caused from the excessive amount of fruit and other litter that drops from the trees onto the footpath, naturestrip and road.

A report on the trees was prepared by Latrobe City Council's arborist in December 2006.

Council at its Ordinary Meeting of 19 February 2007 resolved the following:

1. *That the White Cedar trees in Brock Street Moe be retained, other than the tree at 66 Hennessey Street, which has a structural fault.*
2. *That the head petitioner be advised accordingly.*

Council did not carry out a survey of Brock Street residents prior to the report of 19 February 2007 being presented to Council. The report was based upon a public petition and community facilitated survey. At this time, there were also some residents in the street who objected to the removal of the trees. Since this time, Council has refined its consultation process and is better positioned to gauge the opinions of residents on such matters.

A further letter was received in November 2010 from the resident of 11 Brock Street, Moe with the original petition attached (attachment 1). As this was the original petition it was not presented in a report to Council but officers decided to survey the residents of Brock Street, Moe to ascertain their feelings in regard to the proposed tree removals.

An arborist report was also prepared for the trees in December 2010 (attachment 2).

Letters were delivered to 49 residents of Brock Street, Moe on 8 February 2011 seeking their preference to remove or retain the trees and to select a replacement tree. From the 28 responses received, 26 were in favour of removing and replacing the trees and two objected to the removal of the trees. There were a total of 21 residents who did not respond and therefore they were counted as being in favour of the removal and replacement of the trees as per Tree Work Notification Policy 09 POL-3. The replacement trees selected were Crepe Myrtle (22), Water Gum (4), no selection (2) (attachment 3).

## 5. ISSUES

Residents have identified the main issue to be the debris from the trees and particularly the fruit that drops from the trees in spring.

White Cedar trees are also not suitable to be planted under powerlines. Some of the trees discussed in this report are planted under powerlines and require significant regular pruning.

White Cedar trees are not scheduled for removal as part of Council's Inappropriate Street Tree Removal and Replacement Program as there are a relatively small number of these trees across the municipality (under one hundred in total). Subsequently this species was not included in Council's Inappropriate Street Tree Removal and Replacement Program.

The White Cedar species is planned for addition into Council's Inappropriate Street Tree Removal and Replacement Program when this program is next reviewed in 2012/13. Requests for removals of this tree species before this review will be judged on a case by case basis.





As outlined in the arborist report the trees not situated under powerlines have good structure. They are assessed however as being an unsuitable species for the location as they drop significant fruit, nut and seed litter.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

The financial implications vary, depending on the option chosen by Council:

1. Retain the trees. Pruning costs for all 10 trees on the power line side of the street totals approximately \$255.00 every second year. Pruning costs for all 15 trees on the non power line side of the street totals approximately \$201.00 every second year.
2. Remove the 10 White Cedar trees under power lines only. Tree and stump removal and replacement costs are estimated at \$5,300.
3. Remove all 25 White Cedar trees in Brock Street. Tree stump removal and planting costs are estimated at \$13,500.

This work is able to be undertaken within the 2011/12 Reactive Tree Maintenance budget.

## 7. INTERNAL / EXTERNAL CONSULTATION

### *Engagement Method Used:*

Letters and feedback forms regarding the removal and replacement of the 25 White Cedar trees have been sent to the residents of Brock Street, Moe.

### *Details of Community Consultation / Results of Engagement:*

The majority of residents of Brock Street, Moe would prefer that the 25 White Cedar trees be removed and replaced with Crepe Myrtle trees.

## 8. OPTIONS

The following options are available to Council:

1. Retain all the trees. The trees are inspected annually and maintenance works carried out on two year cycles under Latrobe City Council's block pruning program.
2. Remove the ten White Cedar trees under power lines only. The tree species are not listed on Latrobe City Council's adopted Inappropriate Street Tree list, but they could be replaced with a more suitable tree species that does not require power line pruning.
3. Remove all 25 White Cedar trees in Brock Street. The majority of people surveyed by Council support the removal of the trees and their replacement with a more suitable species.

## 9. CONCLUSION

While Council resolved to retain the 25 White Cedar trees in Brock Street Moe in February 2007 residents have now made it clear that the trees are causing a nuisance to residents by dropping fruit onto the footpath, naturestrip and road. The majority of residents have indicated that they would like to see the trees removed.

**10. RECOMMENDATION**

- 1. That Council authorise the removal of the 25 White Cedar (*Melia azadarach*) trees in Brock Street, Moe and replant with Crepe Myrtle and Water Gum trees.**
- 2. That Council advise residents of Brock Street, Moe of their intention to remove the trees.**

**Moved:** Cr Price

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

Cr Gibson left the Chamber at 8.35 pm and did not return.

ATTACHMENT 1

Mrs. Gladys Junge

Moe 3825

To Jody O'Kane  
Acting Manager Infrastructure Operations,  
Latrobe City,  
Morwell 3840.

26/11/10

Dear Jody,

It was with interest that I read a friend's letter from Latrobe City about the proposed removal and replacement of inappropriate street trees in Haigh Street Moe. I found the criteria for the removal of trees very interesting.

In November 2006 I conducted a written petition for the whole of Brock Street, to have the White Cedar trees removed from our nature strips. I believe all the reasons you stated in your letter relating to removal are applicable to this tree.

Three weeks ago my husband damaged his knee while walking along the footpath, due to his boot rolling on the hard nuts. This past Wednesday when it was so hot and oppressive both my husband and myself had to remain indoors with the doors and windows shut because of the heavy perfume exuded while these trees are in blossom which cause sneezing and respiratory problems.

I am aware that the footpath sweeper came once and the street sweeper comes now and again, but this only fixes the problem for maybe a day or two. We live at Brock Street and also own the property at Brock Street where a large White Cedar is situated, another cedar tree is directly opposite on the corner.

I am including a copy of the survey which I conducted in 2006. At that time only two houses in the whole street declined to sign that petition for personal employment reasons. Only one tree in the whole street was removed. So still to this day these problem trees remain. Could you please visit our street and see with your own eyes the many problems these trees give to residents.

Yours sincerely,



Mrs. Gladys Junge

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
30 NOV 2010	
NAME	TITLE
CONTACT DETAILS	
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms

# Please Support the removal of the White Cedar Trees from our Street!

Dear Fellow Brock Street Residents,

I am in the process of presenting a petition to the Latrobe Shire on your behalf for the removal of the White Cedar trees in our street.

You will be aware of the amount of debris that is caused by the White Cedar trees in our street. Many residents especially the elderly are concerned with the danger factor, especially in relation to the hard rounded nuts. These are especially dangerous on our footpaths and make walking hazardous. These nuts are also poisonous.

On the roads they are slippery for cars and bicycles. They are also hazardous when using lawn mowers, as they tend to shoot or bounce making them difficult to collect.

In Autumn, the trees firstly shed their leaves which are slippery especially when wet and are difficult to sweep up. Later the twigs fall, these are also difficult to gather up. All have a tendency to block storm water inlets. Our street seems to be continually messy.

At this time of the year the trees are laden with blossom that are very heavily perfumed and is known to cause breathing difficulties for some people.

At two street corners vision to car drivers is hampered by the suckers growing from the base of the trees.

A number of these trees have become unsightly due to the continual need to be trimmed back from the overhead electricity wires.

The Latrobe Shire is concerned about the danger especially if someone is injured as a direct cause from these trees.

The Latrobe Shire is also concerned at the costs needed to continually sweep and monitor our street.

The Latrobe Shire is willing if the majority of residents wish to have these trees removed and plant more appropriate trees.

I request for your support.



Mrs. Gladys Junge

.....  
Please indicate your support for the removal of these White Cedar trees, by adding your house number and signature and return to my address at Brock Street.

I support their removal .....Brock Street.

Signature.....



ATTACHMENT 2



## ARBORIST'S REPORT

Tree location (street number & name if possible): Brock Street

Town/Area: Moe

Botanical name: Melia azedarach - 25 in total

Common name: White Cedar

Type: Exotic deciduous

Date of inspection: 7 December 2010

Inspection carried out by: Chris Dash

Tree properties are located in:

Nature strip	<b>Yes</b>	<b>Median strip</b>	Traffic island
Park		Green Belt	Private property
Roadside Reserve		Other	

Age (estimate): **25+ years**      Life expectancy: **5+ years**

Height: **1 to 15 metres**      Canopy spread: **30 cm to 11 metres**

Trunk dia (@ 1.4m): **0 to 600 millimetres**

	<b>Yes</b>	<b>No</b>
Register of significant trees:		<b>No</b>
Tree preservation order applies:		<b>No</b>
Native Indigenous Vegetation:		<b>No</b>
Native Vegetation:		<b>No</b>

Health:                    Poor                    Average                    **Good**                    Excellent

Comments: **All trees are in good health. There is some minor die back in the upper canopies of a couple of trees.**

Structure:                Poor                    Average                    **Good**                    Excellent

Comments: **All the trees have good structure.**

Site suitability:        Unsatisfactory        **Fair**                    **Good**                    Ideal

Comments: **White Cedar trees are unsuitable for urban streets and not suitable to be planted under powerlines. Mature trees will grow to 25 metres in height. On average growth rates White Cedars will need pruning back from powerlines once every two years. Some of the trees have grown surface roots which can create minor tripping hazards.**

Hazard Rating: Failure Potential + Size of Part + Target Rating = Hazard Rating

                                  1            +            1            +            2            =            4  
(refer to Appendix )

Target Rating:            2  
(refer to Appendix )

### **RECOMMENDED ACTION/TREATMENT:**

#### **1. Removal:**

<b>Reason</b>	Dead/Dying Structurally unsound Excessive regular power line clearance pruning New construction project Unsuitable for site
<b>Nuisance</b>	<b>fruit</b> bark shedding <b>seed &amp; nut drop</b> excessive leaf litter attraction to unpleasant insects thorns
	Damage to underground services Damage to infrastructure or buildings.

#### **2. Below surface maintenance:**

- Soil modification required – fertilising/watering/mulching/aeration.
- Root and associated problems – root barrier installation/root pruning.
- Suckering – selective removal of suckers

Comments: N/A

### **3. Crown Maintenance**

- Clear out dead/diseased/dying/defective/conflicting branches larger than 25mm.
- Thinning – as above with additional removal of secondary branches while retaining main structure.
- **Dead wooding – removal of all dead wood**
- Selective pruning – removal of identified branches causing a specific problem.
- Formative pruning – selective removal of specific branches to enhance form and improve structure.
- Cabling/bracing – to strengthen structural integrity.
- Reduction pruning – reducing size of crown either in height and/or spread.
- Crown lifting – to satisfy statutory clearance requirements.
- Pollarding – regular treatment to specific deciduous trees
- Line clearances – to satisfy clearance requirements around overhead services.
- Remove mistletoe.

*Note: Lopping and topping is an unacceptable practice and must not be carried out.*

Comments: **No other maintenance is needed apart from pruning those trees under powerlines.**

### 4. Other Maintenance

- Treatment of pest infestation.
- Elm leaf beetle treatment.

Comments: N/A

### 5. No Maintenance/Action Required

- Not a Council tree
- Tree/trees not to be removed.
- No pruning or other maintenance required.

Comments: N/A

### **6. Approximate Cost to Carry Out Works and Timeframes**

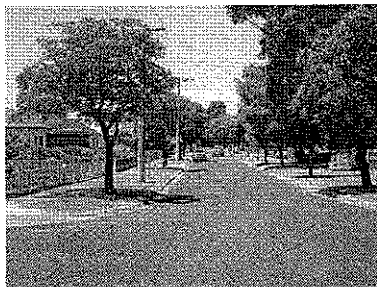
Comments:

**Option one: Don't remove the trees. The trees are inspected yearly and maintenance works carried out on two year cycles under Latrobe City Council's block pruning program. Pruning costs for 10 trees powerline side of the street total \$255.30 every second year. Pruning costs for fifteen trees non powerline side of the street total \$201.00 every second year.**

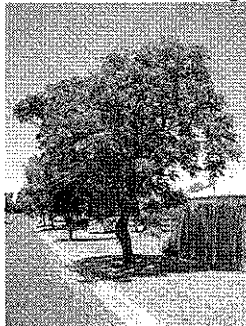
**Option two: Remove the 10 Cedar trees under powerlines only. The tree species aren't listed on Latrobe City Council's inappropriate street tree list, but they could be replaced with a suitable tree species that does not require powerline pruning. Tree and stump removal costs approximately \$3,300.00 . Tree replacement and planting costs approximately \$2,000.00. Total costs approximately \$5,300.00.**

**Option three: Remove all 25 Cedar trees in Brock Street. Tree and stump removal costs approximately \$8,550.00 . Tree replacement and planting costs approximately \$5000.00. Total costs approximately \$13,550.00.**

**Timeframes for options two and three: Trees can be removed four weeks after residents have been notified by Latrobe City Council. Residents will have a choice of replacement trees and Latrobe City Council will consult with the residents for this. Trees will be replanted winter 2012.**



**Brock Street Moe looking East**



**White Cedar Tree in Brock Street Moe**

#### **GENERAL COMMENTS:**

**Many of the residents in Brock Street have signed a petition asking Council to remove all the Cedar trees for the following reasons:**

- **The amount of debris that fall from trees – leaves, fruit, twigs and seeds.**
- **Fruit is hazardous on footpaths – residents many slip.**
- **Fruit is hazardous on roads – slippery for cars and bikes.**
- **Fruit is poisonous.**
- **Fruit is hazardous when mowing lawns – fruit can shoot out of mower dangerously.**
- **Fallen debris block up storm water pipes.**
- **Perfumed flowers cause breathing difficulties for some people.**

- **Many residents are elderly – can't clean up debris.**
- **Many of the trees under powerlines are unsightly due to maintaining clearance.**

**White Cedar trees drop fruit in Spring, falling on the road and footpath. This can become slippery when it's wet and not been cleaned up. It is expected that residents help keep there street clean by removing tree litter.**

**Latrobe City Council officers are not aware of any evidence that fruit from Cedar trees is poisonous to people. Nor is there evidence of people having breathing difficulties from the perfume off the flowers of White Cedar trees. However, after research it was found that if the fruit is eaten it can be poisonous to pigs, dogs and humans. Symptoms can be stomach irritation, vomiting and breathing difficulties.**

**Fruit shooting out the sides of mowers could be hazardous to people walking past.**

**Most trees pruned under powerlines grow progressively unsightly because they can not grow into there natural size and shape. All street trees are pruned to the latest and best practice in arboriculture and to the Code of Practice for Electrical Line Clearance 2005.**

**After inspection it is my recommendation that the trees be removed and replaced with a more suitable species.**

Report requested by: **Jody O'Kane**

Reason for request: **Request from residents of Brock Street, Moe**

Signature of inspector: **Chris Dash**

## APPENDIX

### HAZARD RATING SYSTEM/FORMULA EXPLATATION

This hazard rating system is endorsed by the International Society of Arboriculture from *Evaluation of Hazard Trees in Urban Areas, 2<sup>nd</sup> edition*, Matheny & Clark, 1994. The scoring system is listed below by category that best fits the tree being assessed.

#### Failure Potential:

1. **Low** – Defects are minor (eg. Dieback of twigs, small wounds with good woundwood development).
2. **Medium** – Defects are present and obvious (eg. Cavity encompassing 10-25% of the circumference of the trunk, codominant stems without included bark).
3. **High** – Defect a numerous and/or significant (eg. Cavity encompassing 30-50% of the circumference of the trunk, multiple pruning wounds with decay along a branch).
4. **Severe** - Defects are very severe (eg. heartrot decay sporophores or conks in main stem; cavity encompassing more than 50% of the truck, codominant stems with included bark).

#### Size of Defective Part

1. most likely failure less than 15cm in diameter
2. most likely failure less than 15-45cm in diameter
3. most likely failure less than 45-75cm in diameter
4. most likely failure greater than 75cm in diameter

#### Target Rating

1. occasional use (eg. Open parkland, etc)
2. intermittent use (eg. Picnic area, day parking)
3. frequent use (eg. Jogging Track, storage facilities)
4. constant use (eg. Year-round use for a number of hours for each day, residences, etc)

The hazard evaluation system provides a simple process for Arborists to assess/process the danger and risks associated with trees. This includes death/injury to people and damage to infrastructure from falling branches. The rating system does not define danger. It provides a system for managing trees that could present high risk of failure.

ATTACHMENT 3



DATE	TIME	NAME	HOUSE NO. & STREET	RESIDENT'S SELECTED TREE SPECIES	OBJECT	RESIDENT'S COMMENTS
9.2.11			3 Brock St	Crepe Myrtle	No	
9.2.11			15 Brock St	Water Gum	No	
10.2.11			27 Brock St	Crepe Myrtle	No	
10.2.11			7 Brock St	Crepe Myrtle	No	
10.2.11			3 Brock St	Crepe Myrtle	No	
10.2.11			43 Brock St	Crepe Myrtle	No	
10.2.11			41 Brock St	Crepe Myrtle	No	
15.2.11			55 Brock St	Crepe Myrtle	No	
15.2.11			2/32 Brock St	Crepe Myrtle	No	
15.2.11			35 Brock St	Crepe Myrtle	No	
15.2.11			24 Brock St	Crepe Myrtle	No	
15.2.11			1/32 Brock St	Crepe Myrtle	No	
15.2.11			10 Brock St	Crepe Myrtle	No	
15.2.11			21 Brock St	Crepe Myrtle	No	
15.2.11			9 Brock St	Water Gum	No	
15.2.11			18 Brock St	Crepe Myrtle	No	

15.2.11			19 Brock St	Crepe Myrtle	No	
15.2.11			11 Brock St	Crepe Myrtle	No	
15.2.11			5 Brock St	Crepe Myrtle	No	
15.2.11			33 Brock St	Water Gum	No	
16.2.11			25 Brock St	Crepe Myrtle	No	
16.2.10			30 Brock St	Crepe Myrtle	No	
17.2.11			47 Brock St	Crepe Myrtle	No	
17.2.11			22 Brock St	Water Gum	No	
17.2.11			37 Brock St	Crepe Myrtle	No	
17.2.11			8 Brock St	Nil	Yes	
17.2.11			20 Brock St	Nil	Yes	
18.2.11			45 Brock St	Crepe Myrtle	No	
4.3.11		LATE	26 Brock St	Crepe Myrtle	No	
16.3.11		LATE	23 Brock St	Water Gum	No	
6.4.11		LATE	16 Brock St	Water Gum	No	

**11.4.4 LATROBE CITY EVENTS STRATEGY CONSULTANTS BRIEF**

**AUTHOR:** General Manager Recreation, Culture & Community  
Infrastructure

**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present the Latrobe City Events Strategy consultants brief for consideration of Council.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

Strategic Objectives:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

*Latrobe City Council Plan 2011 - 2015*

Strategic Directions:

Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.

Attract, promote and facilitate significant regional, national and international events to improve the liveability and sustainability of the municipality.

Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.

Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.

Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.

Strengthen community pride and wellbeing through the provision of high quality and well presented programs, events and facilities.

*Service Provision – Events*

Facilitate the attraction of new events and support existing events across Latrobe City.

Deliver Latrobe City Council's annual Australia Day Program.

*Major Initiatives – Culture*

As identified by the Latrobe City Tourism Product Audit, develop an Events Strategy to facilitate continued growth of events and the wider tourism sector in Latrobe City.

Deliver marketing and promotional activities for major events and event clusters to increase participation, visitation and business for local operators.

#### 4. **BACKGROUND**

In 2010/11 Council adopted the Latrobe City Tourism Product Audit. This important body of work made a number of recommendations, one of which was to complete an Events Strategy.

The Council Plan 2011-2015 states the following Key Strategic Action for completion in 2011/12;

*'As identified by the Latrobe City Tourism Product Audit, develop an Events Strategy to facilitate continued growth of events and the wider tourism sector in Latrobe City.'*

Latrobe City has a strong events calendar with over 400 community events facilitated in 2010/11. These events are supported by Council through our community grants program (\$25,000 p/a), through recurrent events funding (\$78,000 p/a) and strategically attracted other events with aim of them delivering significant economic and/or community benefit.

## 5. ISSUES

The Tourism Product Audit recognised events as a key strength for Latrobe City and recommended that a strategy be developed to ensure their continued growth and sustainability.

The attached Events Strategy and Action Plan – Consultants Brief, has been prepared on this basis.

Consistent with Council's *Project Governance Policy 11 POL-1*, a Project Assurance Group (PAG), Project Board and Project Reference Group has been formed to oversee and complete this project.

1. *Prior to commencement of a project, the following project governance arrangements must be established:*

- *Project Board comprising Project Executive, Senior Supplier and Senior User. Project manager will also attend Project Board meetings. Must not include Councillors.*
- *Project Assurance Group – may be comprised of Council officers, officers from a relevant Government department from which funding has been derived and/or external technical advisors if appropriate. Project Manager must attend meetings. Must not include Councillors.*
- *Project Reference Group – A group of key stakeholders who are to be engaged at key points throughout the project. Must include at least one Councillor and other critical community and agency stakeholders as identified will be impacted by the project. Must not direct Council officers or consultants in the conduct of the project and does not have authority to approve any stages of a project or to change the scope of a project.*

Project Board:

- General Manager Recreation, Culture & Community Infrastructure
- General Manager Economic Sustainability
- Manager Cultural Liveability (Project Manager)
- Supplier TBC

PAG:

- Manager Cultural Liveability (Project Manager)
- Coordinator Events & International Relations,
- Manager Economic Development
- Coordinator Tourism

Project Reference Group:

- Latrobe City Tourism Advisory Board

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

A \$40,000 allowance has been made in Council's 2011/12 recurrent budget for this piece of work to be completed.

## **7. INTERNAL / EXTERNAL CONSULTATION**

In preparing the consultants brief a number of key stakeholders were engaged to assist in developing the key directions of this project. These included the Latrobe City Tourism Advisory Board, Destination Gippsland and Tourism Victoria. Each of these stakeholders have also been identified as critical for the consultant to meet with them during critical stages of the project.

The attached consultants brief outlines the requirement of a Stakeholder Engagement Strategy as follows:

### *Stakeholder Engagement Strategy:*

*'A key element of the project will be a comprehensive and effective Stakeholder Engagement Strategy that will be developed by the selected consultant embracing Latrobe City Council's principles and guidelines. It is expected that this Strategy will be submitted at the inception of the project.*

*A range of appropriate consultative approaches to engage stakeholders should be considered. These may include, but should not be limited to, individual consultations, group consultation and online surveys etc. It is a requirement of the project to hold a minimum of five group workshops with Councillors, appropriate Latrobe City Council departments, Latrobe City Tourism Advisory Board, local business and event organisers and town organisations. There will also be a minimum of five presentations on the draft plan.*

*There will be specific dates for a limited number of stakeholder engagements.*

*The Project Manager will be responsible for arrangement of all consultation sessions. The role of the consultant will be to facilitate the actual consultation session.*

*A range of communication mediums (eg newsletters, facts sheets, FAQ sheets, displays and presentations) will be required to inform stakeholders of project progress.*

*The stakeholder Engagement Strategy will be developed with consideration given to the Latrobe City Community Engagement Plan 2010-2014.*

*Submissions received through the engagement process will be reviewed by the consultant in consultation with the project manager.'*

## **8. OPTIONS**

Council has the following options in respect to the Events Strategy Consultants Brief:

1. Approve the draft Consultants Brief.
2. Not approve the draft Consultants Brief.
3. Make amendments to the draft Consultants Brief.
4. Resolve not to undertake this piece of work.

## **9. CONCLUSION**

The Council Plan 2011-2015 states the following Key Strategic Action for completion in 2011/12: *'As identified by the Latrobe City Tourism Product Audit, develop an Events Strategy to facilitate continued growth of events and the wider tourism sector in Latrobe City.'*

The development and release of the consultants brief is a key stage toward completion of this project and it is recommended that Council approve the brief so that invitations to tender (quote) can be sought.

**10. RECOMMENDATION**

- 1. That Council approves the Events Strategy Consultants Brief.**
- 2. That the Events Strategy Consultants Brief be released for expression of interest and quote.**

**Moved:** Cr Lougheed

**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**



**ATTACHMENT**



# Project Brief

Provision of Consultancy Services to undertake project:

1. Develop an Events Strategy and Action Plan to facilitate continued growth and the sustainability of events in Latrobe City.

**Purpose:**

---

1. Identify the means to continue Latrobe City's growth as a highly attractive and sustainable events destination based on existing and potential competitive strengths.
2. Review existing events that contribute to the economic prosperity and liveability of the City.
3. Build capacity and capability of our community to host events.
4. Positioning events as an economic pillar by identifying potential new events as well as introducing ways for the city to support and capitalise on existing events.

**Key Deliverables:**

---

The end product of the consultancy shall consist of the following:

1. Latrobe City Council Event Strategy 2012-2016
2. A report with an analysis and recommendations supported with appropriate research. The report should contain clear articulated actions / steps to facilitate continued growth and suitability of events giving Latrobe City a competitive edge. The "Why, What and How" factors.
3. Identify Latrobe City's competitive strengths within the events industry.
4. Identification of an iconic event, one that will provide Latrobe City a competitive edge as an event / tourism destination.
5. An Events Strategy which aligns with Destination Gippsland and Tourism Victoria's strategies for tourism and events.

**Project Management:**

---

A Project Assurance Group (PAG) and Project Board consisting of representatives of key internal stakeholders will oversee the project. Latrobe City Councils Manager Cultural Liveability will be the Project Manager and shall be the key point of contact and manage the internal aspects of the project. The Latrobe City Tourism Advisory Board will be the Project Reference Group and will act as a sounding board at key stages of the project.

**Project Timeframe:**

Unless revised by the Project Manager, the following timeline shall be followed during the consultancy.

Task	Date	Responsibility
Interviews/presentations by short listed applicants	November 2011	PAG
Appointment of Consultant	November 2011	Project Manager
Initial Project Inception Meeting	December 2011	Project Manager, Manager Cultural Liveability and Consultant
Completion of background information and stakeholder consultation including Councillor Workshop.	December 2011	Consultant
Presentation to PAG on progress	January 2011	Consultant/PAG
Completion of preliminary Draft Report	January 2011	Consultant
Internal Review Period	February 2012	Project Manager Consultant
(Feedback to Consultant for update of preliminary draft)	February 2012	Project Manager
Strategy Meeting	February 2012	Council officers/Consultant
Completion of final Draft Report	March 2012	Consultant
Briefing to Councillors	March 2012	Consultant/Councillors
(Report presented to Council meeting for community consultation)	March 2012	Project Manager
Community Consultation (6 weeks) Presentation to Tourism Advisory Board (TAB)	March – April 2012	Project Manager Consultant/TAB
Completion of Final Report	April 2012	Consultant
(Report presented to Council meeting for adoption)	May 2012	Project Manager

**Financials:**

The consultant is to provide an indicative cost for the project. The consultant will predominately work from their own premises with meeting rooms and desk space available within Latrobe City Council offices on an as needs basis. All travel and additional expenses will be included in cost submitted. Only submissions under \$37,000.00 total for the project will be considered.

**Fees and Payments:**

Payments to the Consultant will be made in lump sums upon the completion of pre-determined milestones, agreed upon at the inception of this project and detailed within the consultant's submission, which shall form part of the contract.

**Deliverable Resources:**

- a) An electronic version in both PDF and MS Word, inclusive of any relevant associated data and research material;
- b) Twelve printed copies of the above;
- c) An electronic presentation in MS PowerPoint presenting salient components; and
- d) An electronic version of a summary promotional document for future printing and broad dissemination.

**Selection Criteria:***1. Relevant proven experience and strength of track record;*

- Provision of client testimonials from previously completed assignments of a similar nature will be required. Demonstrated understanding of the event industry essential.
- Nominate specific consultants who will be assigned to this project and include copies of their CVs and profiles, including any subcontractors.

*2. Methodology;*

- Proposed stakeholder engagements.
- Proposed methodology/timetable to complete the project.
- Demonstrated understanding of the client's needs and objectives reflected in methodology and timetable.
- Demonstrate to the satisfaction of Latrobe City that there is no conflict of interest in undertaking this assignment.

*3. Price; and*

- The hourly or daily rates that form the basis of the lump sum fee and which may be used for calculating variations to scope (if these were to be considered).

*4. OH&S.*

- Ability to deliver in accordance with OH&S requirements.

Selection Criteria	Weighting
SC 1 – Experience and Track Record	35%
SC 2 – Methodology	45%
SC 3 - Price	15%
SC 4 – OH&S	5%

Consultants may be required to attend an interview & presentation of their proposal to a selection panel.

**Consultant Proposal:**

Proposals should include a methodology that achieves compliance with the requirements of this project brief.

Consultants are also encouraged to highlight advantages or innovation that may be offered in achieving the outputs.

Consultant to supply proposal with detailed quote and referees to David Elder, Manager Cultural Liveability Latrobe City Council, [David.Elder@latrobe.vic.gov.au](mailto:David.Elder@latrobe.vic.gov.au) by a date yet to be confirmed. Hard copy or submission to electronic tender box accepted. PO Box 264 Morwell 3840

All costs associated with the preparation of proposals will be borne by the consultant. This may include a presentation of the project submission.

### **Stakeholder Engagement Strategy:**

---

A key element of the project will be a comprehensive and effective Stakeholder Engagement Strategy that will be developed by the selected consultant embracing Latrobe City Council's principles and guidelines. It is expected that this Strategy will be submitted at the inception of the project.

A range of appropriate consultative approaches to engage stakeholders should be considered. These may include, but should not be limited to, individual consultations, group consultation and online surveys etc. It is a requirement of the project to hold a minimum of five group workshops with Councillors, appropriate Latrobe City Council departments, Latrobe City Tourism Advisory Board, local business and event organisers and town organisations. There will also be a minimum of five presentations on the draft plan.

There will be specific dates for a limited number of stakeholder engagements.

The Project Manager will be responsible for arrangement of all consultation sessions. The role of the consultant will be to facilitate the actual consultation session.

A range of communication mediums (eg newsletters, facts sheets, FAQ sheets, displays and presentations) will be required to inform stakeholders of project progress.

The stakeholder Engagement Strategy will be developed with consideration given to the Latrobe City Community Engagement Plan 2010-2014.

Submissions received through the engagement process will be reviewed by the consultant in consultation with the project manager.

### **Contract of Engagement:**

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The Contract shall be in accordance with this project brief and the consultant submission, and is to be made as a stage payment contract.

The selected consultant will be required to enter into a contract with the Latrobe City Council for the provision of services. Both parties will be bound by the Australian Standards AS4122-2000 "General Conditions of contract for engagements of consultants OR conditions acceptable to both the Latrobe City Council and the consultant.

**Work Program:**

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The approved work program/methodology may be modified with the agreement of the Latrobe City Council. The consultant is required to notify Council immediately of any circumstances that may cause a delay in the completion of the project.

**Intellectual Property:**

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*Warranty and Indemnity by Contractor*

The Contractor warrants that it is entitled to use any Intellectual Property which may be used by it in connection with the provision of services under this agreement. The Contractor indemnifies and shall at all times keep Latrobe City Council indemnified against any action, claim, suit or demand, including a claim, suit or demand for or liability to pay compensation or damages and costs or expenses arising out of, or in respect of any breach of any third party's Intellectual Property rights relating to the provision of services under this agreement.

*Ownership of Material*

The ownership of all Intellectual Property in all information created as a result of the provision of services shall vest in Latrobe City Council. The Contractor hereby assigns ownership of all Intellectual Property rights in such information to Latrobe City Council and will ensure that its employees, sub-contractors and agents execute all documents necessary to assign to Latrobe City Council all such rights.

**Latrobe City Contact and Assistance**

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Latrobe City Council will provide:

- All background documents;
- Contact details for relevant stakeholders;
- Venues for workshops and meetings; and
- Administrative support for organising workshops and notifying participants including advertising and media releases.

The consultant will report directly to the Project Manager.

- Manager Cultural Liveability – David Elder, telephone 51285646, or via email [David.Elder@latrobe.vic.gov.au](mailto:David.Elder@latrobe.vic.gov.au).

## PROJECT – Develop an Events Strategy and Action Plan

**Purpose:**

---

For the Latrobe Valley to be a vibrant destination for sustainable Events that contribute to the economic prosperity and liveability of the City and to build capacity and capability of our community to host events.

**Strategic Context:**

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The community vision for Latrobe Valley, LATROBE 2026 promotes the Latrobe Valley as a liveable and sustainable region with collaborative and inclusive community leadership.

LATROBE 2026 identifies culture as one of nine pillars underpinning the community's future.

*"In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region."*

The Latrobe City Council Plan 2011-2015 presents a range of strategic directions to realise the Culture Community Vision:

- Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.
- Attract, promote and facilitate significant regional, national and international events to improve the liveability and sustainability of the municipality.
- Plan, facilitate, develop and maintain public infrastructure and assets that strengthens the cultural vitality of the municipality.
- Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.
- Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.
- Strengthen community capacity and sustainability by providing opportunities for education, skills development and lifelong learning.
- Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.
- Strengthen community pride and wellbeing through the provision of high quality and well presented programs, events and facilities.

In 2010/11 Council undertook a key project the Latrobe City Tourism Product Audit. The findings of this audit identified two key strengths upon which Council should exploit; Business Tourism and Events Tourism.

Latrobe City Council takes a strategic approach to event sustainability and attraction with the Latrobe City Council Plan 2011-2015 identifying two major initiatives:

- As identified by the Latrobe City Tourism Product Audit, develop an Events Strategy to facilitate continued growth of events and the wider tourism sector in Latrobe City.

- Deliver marketing and promotional activities for major events and event clusters to increase participation, visitation and business for local operators.

In addition to these two major initiatives, community strengthening and capacity are key factors which influence the need for this project.

Significant influences for consideration:

- Increasing competition between regions;
- The growing profile of Gippsland;
- A continued acceleration and mobility of web and social media;
- Diversification of economy – low carbon future.

### Project:

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With the facilities available in Latrobe City there are opportunities to grow the events calendar with not only public social events but major industry events and business conferences. The significant benefits events bring to Latrobe City are recognised by Council with events a component of the Recreation, Culture and Community Infrastructure Division. In order to keep pace with a changing event industry and leverage off event initiatives and developing effective partnerships, there needs to be an understanding of Latrobe's event capabilities and its strengths to maximise marketing and promotional activities.

The plan will provide clear strategic directions and actions for Latrobe City events, increase capability and event management initiatives to facilitate continued growth.

The plan will provide a tool for understanding Latrobe City's capacity/strengths, our point of difference and how we're positioned in regional Australia for event tourism attraction. It will also assist informed decisions for strategic actions for appropriate marketing, funding applications and event attraction.

The plan should detail the types of events we attract, support and promote and identify potential events as well as introduce ways for the City to support and capitalise on existing events and increase visitors' spend.

The Plan will also investigate how we target specific events that will fill current gaps in the city's event calendar, either by type of event and timing of event.

The Latrobe City Events Strategy and Plan requires alignment with Tourism Victoria's overall Tourism and Events Industry Strategy and Destination Gippslands Strategic Plan to provide clear directions on the "Why, What and How" factors.

The events industry has evolved and a number of event organisers now use a professional third party organisation to determine a location for their event. These organisations negotiate directly with Council on behalf of the event organiser in relation to issues such as hosting fees and other support which the Council may offer. Over the past three years, Latrobe City has worked with a broker to attract events to the municipality.

Events remain a strength and strategic opportunity for Latrobe City. Event attraction activities will focus on those events where Latrobe City has a competitive advantage and where the benefits can be demonstrated to be cost effective.

The Objectives of the Plan are:

1. To build a strong events and tourism community.
2. To put in place systems that will facilitate the attraction of new events and service existing events.
3. To strengthen marketing activities aimed at increasing participation at events.
4. To promote the Latrobe City Council image/brand of the city/region.
5. To develop tourism events infrastructure and resources to enable Latrobe City to attract and host significant events and visitors.
6. To increase the number of visitors to the region from outside the region.

The event industry within Latrobe City is well supported by Latrobe City's Events Unit. The role of the Events Unit is *"to work on, network, focus and lead the way to attract, develop and promote new events in Latrobe City while working with existing events that have the potential to grow and expand within the community and region"*.

This project is not limited to a desk top exercise. The consultant will undertake group workshops and field trips to understand the event capacity and infrastructure to support sustainable event attraction.

The final report will provide strategic actions and provide direction for capitalising on Latrobe's assets with clear steps for implementation.

### **Project Methodology:**

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#### *Part 1 – Research.*

- a) Acquire and review existing databases from Latrobe City and/or any other relevant databases which may be utilised as a basis for further development;
- b) Undertake field trips in order to understand the existing competitive strengths and capture opportunities not already on existing databases;
- c) Linkages with major Gippsland attractions and how to leverage off visitation;
- d) Benchmark Latrobe City Events against other major regional councils;
- e) Undertake consultation with a number of key agencies, stakeholders and industry including appropriate Latrobe City Council departments in accordance with Latrobe City's Community Engagement Plan 2010-2014;
- f) Review existing venues and facilities for event attraction purposes.

#### *Part 2 – Analysis:*

- a) Analyse and document the database in terms of:
  - Event types
  - Strengths
  - Weaknesses



- Gaps
- Potential new opportunities

*Part 3 – Recommendation:*

Provide recommendations for event attraction in Latrobe City, taking into consideration Latrobe's strengths; event attraction opportunities; infrastructure and investment attraction opportunities with clear steps for implementation. The recommendations will provide Latrobe City Council with a comprehensive overview of available opportunities.

Provide recommendations for effective delivery of Event Services which will cater to current and future event organisers needs. The "Why, What and How" factors.

**Background Material:**

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The consultant shall be provided with documentation providing background to the project. This information will include, but not necessarily be limited to:

- Latrobe 2026 Community Vision
- Latrobe Council Plan 2011-2015
- Latrobe City Community Engagement Plan 2010-2014
- Latrobe City Tourism Product Audit 2011
- Destination Gippsland Strategic Plan
- Gippsland Regional Plan
- Ready for Tomorrow, Blueprint for Regional and Rural Victoria
- Current database of Latrobe City events
- Current database of Latrobe City Halls, Venues, Recreational and Leisure Facilities
- Latrobe City Event Prospectus
- Creative Gippsland Calendar of Events
- Complete Sports Marketing Assessment Audit
- Latrobe City Economic Impact Assessments
- List of non Latrobe City Council facilities
- Past event highlight reports and significant events
- 2005-2008 Tourism and Events Strategy
- Economic Sustainability Strategy – June 2011
- Marketing and Communications Strategy 2005-2008
- Positioning Latrobe City For A Low Carbon Emissions Future - Adopted 6 April 2010

Additional information will be sourced by the consultant, for example; ABS figures and relevant event publications

**Key Stakeholders for Consultation:**

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Victorian Government:

- Regional Development Victoria
- Tourism Victoria
- Gippsland Local Government Event Network
- LGPro Event Network

Latrobe City Council:

- Cultural Liveability
- Recreational Liveability
- Economic Sustainability
- Councillors and Executive Team
- Project Assurance Group – Events Strategy
- Latrobe City Tourism Advisory Board

Organisations:

- Community Service Groups (eg Chambers of Commerce, Rotary Clubs, Lions Clubs, Residents Associations, etc.)
- Event Organisers
- Destination Gippsland Ltd
- Latrobe City Business Tourism Association
- Monash University
- Small town representatives - Yallourn Nth, Tyers, Glengarry, Toongabbie, Traralgon Sth, Bolarra and Yinnar.

Relevant websites:

- [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)
- [www.destinationgippsland.com.au](http://www.destinationgippsland.com.au)
- [www.tourism.vic.gov.au](http://www.tourism.vic.gov.au)
- [www.visitvictoria.com](http://www.visitvictoria.com)

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# GOVERNANCE

**11.6.1 OFFICER DELEGATIONS REVIEW**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present the S6. *Instrument of Delegation to Members of Council Staff* [11 DEL-2] (“the Instrument”) to Council for adoption.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community committed to enriching local decision making.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Governance*

*Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.*

*Legislation –*

Section 98 of the *Local Government Act 1989* allows Council to delegate various powers and functions:

**98. Delegations**

- (1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than—
- (a) this power of delegation; and

- (b) *the power to declare a rate or charge; and*
  - (c) *the power to borrow money; and*
  - (d) *the power to approve any expenditure not contained in a budget approved by the Council; and*
  - (e) *any power, duty or function of the Council under section 223; and*
  - (f) *any prescribed power.*
- (2) *The Chief Executive Officer may by instrument of delegation delegate to a member of the Council staff any power, duty or function of his or her office other than this power of delegation unless sub-section (3) applies.*
- (3) *The instrument of delegation to the Chief Executive Officer may empower the Chief Executive Officer to delegate a power of the Council other than the power of delegation to a member of the Council staff.*
- (4) *The Council must keep a register of delegations to members of Council staff.*
- (5) *A delegation under this section to a member of Council staff may be made to—*
  - (a) *a person named in the delegation; or*
  - (b) *the holder of an office or position specified in the delegation.*
- (6) *A Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council under subsection (1).*

#### 4. **BACKGROUND**

Most day to day Council decisions are made by Council Staff and subsequently, most decision making power is allocated by formal delegations; this enables decision making in accordance with the policy and direction set by the Council.

There are two forms of delegation which occur in Victorian local government:

- Delegation to special committees; and
- Delegation to members of staff.

Any decision of a delegate of Council is deemed to be a decision of Council.

At the Ordinary Meeting on 27 June 2011, Council resolved as follows:

**“S6. Delegation to members of Council staff**

*In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation, Latrobe City Council (Council) RESOLVES THAT –*

- 1. That there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached S6. Instrument of Delegation to Members of Council Staff [11 DEL-1], the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.*
- 2. The instrument comes into force immediately upon the common seal of Council being affixed to the instrument.*
- 3. On the coming into force of the instrument, the S6. Instrument of Delegation – Members of Staff [10 DEL-2] dated 23 November 2010 is revoked.*
- 4. 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 it may from time to time adopt.”*

The Built and Natural Environment Division is seeking several amendments to the current Staff Delegations to ensure that each member of the Statutory Planning staff is appropriately delegated under the Planning and Environment Act and Subdivision Act.

Accordingly, it is necessary to revise the Schedule to the *S6. Instrument of Delegation to Members of Council Staff [11 DEL-1]* to ensure that the nominated officers are duly delegated and able to function within their designated roles under the divisional structure.

## **5. ISSUES**

The revised Instrument with its updated Schedule is presented for consideration as Attachment 1.

Each proposed power, function and/or duty to be delegated by Council to other officers and the position title of each nominated officer is prescribed in the Schedule to the Instrument.

It should be noted that the proposed changes are confined to column 4 of the Schedule to the Instrument.

Council undertook a complete review of its Officer Delegations as a result of a number of legislative amendments in June 2011. As no legislative amendments are proposed or necessary at this time, no changes to columns 1, 2 and 3 of the Schedule have been made.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications as a result of this report.

## **7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Internal consultation with staff was undertaken in the preparation of this report.

## **8. OPTIONS**

The following options are available to Council:

1. Adopt the Instrument;
2. Not adopt the Instrument; or
3. Amend and adopt the Instrument.

## **9. CONCLUSION**

There are no legislative changes which require consideration at this time.

The draft *S6. Instrument of Delegation to Members of Council Staff* [11 DEL-2] as presented has been reviewed to ensure that the nominated members of Council's Statutory Planning staff are duly delegated and able to function within their designated roles under the Built and Natural Environment divisional structure.

**10. RECOMMENDATION****S6. Delegation to members of Council staff**

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Latrobe City Council (Council) **RESOLVES THAT –**

1. That there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached **S6. Instrument of Delegation to Members of Council Staff [11 DEL-2]**, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately upon the common seal of Council being affixed to the instrument.
3. On the coming into force of the instrument, the **S6. Instrument of Delegation to Members of Staff [11 DEL-1]** dated 28 June 2011 is revoked.
4. 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 it may from time to time adopt.

**Moved:** Cr Lougheed

**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**



ATTACHMENT

.

***S6. Instrument of Delegation – Members of Staff***

**Latrobe City Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

[11 DEL-2]



DRAFT

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in **column 1** of the attached Schedule, the Council:

1. delegates each duty and/or function and/or power respectively described in **column 2** of the Schedule (and summarised in **column 3** of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described opposite each such duty and/or function and/or power in **column 4** of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on <CM 3 November 2011>; and
  - 2.2 on the coming into force of this Instrument of Delegation, the *S6. Instrument of Delegation to Members of Council Staff* [11 DEL-1] is revoked; and
  - 2.3 the delegation:
    - 2.3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.3.2 remains in force until Council resolves to vary or revoke it;
    - 2.3.3 is subject to any conditions and limitations set out in subparagraph 2.4 and **column 5** of the Schedule; and
    - 2.3.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.4.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 2.4.2 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
- (c) adopted by Council; or

2.4.3 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, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

2.4.4 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.

The Common Seal of **Latrobe City Council** )  
was affixed in accordance with Local Law No. 1 )  
this day of in the )  
presence of: )

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PAUL BUCKLEY – *Chief Executive Officer*

## SCHEDULE

DRAFT

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Domestic Animals Act 1994	s.41A(1)	power to declare a dog to be a menacing dog	Manager Community Information Services	Council may delegate this power to an authorised officer	Community Liveability
Domestic Animals Act 1994	s.41A(1)	power to declare a dog to be a menacing dog	Coordinator Local Laws	Council may delegate this power to an authorised officer	Community Liveability
Environment Protection Act 1970	s.53M(3)	power to require further information	Coordinator Health Services		Community Liveability
Environment Protection Act 1970	s.53M(3)	power to require further information	Senior Environmental Health Officer		Community Liveability
Environment Protection Act 1970	s.53M(3)	power to require further information	Environmental Health Officer		Community Liveability
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Coordinator Health Services		Community Liveability
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Senior Environmental Health Officer		Community Liveability
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Environmental Health Officer		Community Liveability
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Coordinator Health Services	refusal must be ratified by Council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Senior Environmental Health Officer	refusal must be ratified by Council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Environmental Health Officer	refusal must be ratified by Council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(6)	power to refuse to issue septic tank permit	Coordinator Health Services	refusal must be ratified by Council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(6)	power to refuse to issue septic tank permit	Senior Environmental Health Officer	refusal must be ratified by Council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Coordinator Health Services	refusal must be ratified by council or it is of no effect	Community Liveability
Environment Protection Act 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Senior Environmental Health Officer	refusal must be ratified by council or it is of no effect	Community Liveability
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Health Services	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer	If section 19(1) applies	Community Liveability
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 Health Services	If section 19(1) applies	Community Liveability
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	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
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	Environmental Health Officer	If section 19(1) applies	Community Liveability

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Health Services	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(b)	duty to notify the Department of the making of the order	Coordinator Health Services	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(b)	duty to notify the Department of the making of the order <sup>o</sup>	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(b)	duty to notify the Department of the making of the order <sup>o</sup>	Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	Coordinator Health Services	If section 19(1) applies and if Council is not the registration authority	Community Liveability
Food Act 1984	s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	Senior Environmental Health Officer	If section 19(1) applies and if Council is not the registration authority	Community Liveability
Food Act 1984	s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	Environmental Health Officer	If section 19(1) applies and if Council is not the registration authority	Community Liveability
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Coordinator Health Services	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Environmental Health Officer	If section 19(1) applies	Community Liveability
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 Health Services	If section 19(1) applies	Community Liveability
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	Senior Environmental Health Officer	If section 19(1) applies	Community Liveability
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	Environmental Health Officer	If section 19(1) applies	Community Liveability
Food Act 1984	s.19A(4)(b)	function of receiving notice from authorised officer	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19A(4)(b)	function of receiving notice from authorised officer	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	Coordinator Health Services	must be done by the same person as gave the original notice	Community Liveability



**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	Senior Environmental Health Officer	must be done by the same person as gave the original notice	Community Liveability
Food Act 1984	s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	Environmental Health Officer	must be done by the same person as gave the original notice	Community Liveability
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Coordinator Health Services	where Council is the registration authority	Community Liveability
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Senior Environmental Health Officer	where Council is the registration authority	Community Liveability
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Environmental Health Officer	where Council is the registration authority	Community Liveability
Food Act 1984	s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	Environmental Health Officer	where council is the registration authority	Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.19I	duty to conduct a food safety assessment as required under section 19H	Coordinator Health Services	subject to section 19J; where council is the registration authority	Community Liveability
Food Act 1984	s.19I	duty to conduct a food safety assessment as required under section 19H	Senior Environmental Health Officer	subject to section 19J; where council is the registration authority	Community Liveability
Food Act 1984	s.19I	duty to conduct a food safety assessment as required under section 19H	Environmental Health Officer	subject to section 19J; where council is the registration authority	Community Liveability
Food Act 1984	s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Not Delegated	where council is the registration authority	Community Liveability
Food Act 1984	s.19N	function of receiving information from a food safety auditor	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19N	function of receiving information from a food safety auditor	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19N	function of receiving information from a food safety auditor	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Health Services		Community Liveability
Food Act 1984	s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.19U(4)	duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	Coordinator Health Services		Community Liveability
Food Act 1984	s.19U(4)	duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.19UA	power to charge fees for conducting a food safety assessment or inspection	Coordinator Health Services	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.	Community Liveability

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.19UA	power to charge fees for conducting a food safety assessment or inspection	Senior Environmental Health Officer	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.	Community Liveability
Food Act 1984	s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee	Manager Community Health & Wellbeing		Community Liveability
Food Act 1984	s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee	Coordinator Health Services		Community Liveability
Food Act 1984	s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.19UA(5)	duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	Coordinator Health Services		Community Liveability
Food Act 1984	s.19UA(5)	duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer	where council is the registration authority	Community Liveability

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	---	power to register, renew or transfer registration	Coordinator Health Services	where council is the registration authority;  refusal to grant/renew/transfer registration must be ratified by Council (see section 58A(2))	Community Liveability
Food Act 1984	---	power to register, renew or transfer registration	Senior Environmental Health Officer	where council is the registration authority;  refusal to grant/renew/transfer registration must be ratified by Council (see section 58A(2))	Community Liveability
Food Act 1984	s.35B(1)	power to recognise, in writing, the registration of another registration authority for a specified temporary or mobile food premises	Coordinator Health Services		Community Liveability
Food Act 1984	s.35B(1)	power to recognise, in writing, the registration of another registration authority for a specified temporary or mobile food premises	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.35B(1)	power to recognise, in writing, the registration of another registration authority for a specified temporary or mobile food premises	Environmental Health Officer		Community Liveability
Food Act 1984	s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)	Coordinator Health Services		Community Liveability
Food Act 1984	s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.38AA(2)	function of being notified of operation	Not delegated	where council is the registration authority	Community Liveability
Food Act 1984	s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	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	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	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	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	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	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Coordinator Health Services	where council is the registration authority	Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(c)	duty to inspect premises	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(c)	duty to inspect premises	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(1)(c)	duty to inspect premises	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Senior Environmental Health Officer	where council is the registration authority	Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(1)(c)	function of assessing the requirement for a food safety program	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(1)(c)	function of assessing the requirement for a food safety program	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(1)(c)	function of assessing the requirement for a food safety program	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Coordinator Health Services	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	Community Liveability
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Senior Environmental Health Officer	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	Community Liveability
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Environmental Health Officer	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	Community Liveability
Food Act 1984	s.38E(3)(a)	function of receiving certificates	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(3)(a)	function of receiving certificates	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(3)(a)	function of receiving certificates	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Environmental Health Officer	where council is the registration authority	Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.39(2)	duty to inspect within 12 months before renewal of registration	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.39(2)	duty to inspect within 12 months before renewal of registration	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.39(2)	duty to inspect within 12 months before renewal of registration	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Coordinator Health Services	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	Community Liveability
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Senior Environmental Health Officer	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	Community Liveability
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Environmental Health Officer	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	Community Liveability
Food Act 1984	s.39A(6)	duty to comply with direction of Secretary.	Coordinator Health Services		Community Liveability
Food Act 1984	s.39A(6)	duty to comply with direction of Secretary.	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.39A(6)	duty to comply with direction of Secretary.	Environmental Health Officer		Community Liveability
Food Act 1984	s.40(1)	duty to issue a certificate of registration in the prescribed form	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.40(1)	duty to issue a certificate of registration in the prescribed form	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40(1)	duty to issue a certificate of registration in the prescribed form	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Coordinator Health Services		Community Liveability
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Environmental Health Officer		Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.40E(4)	duty to comply with direction of Secretary	Coordinator Health Services		Community Liveability
Food Act 1984	s.40E(4)	duty to comply with direction of Secretary	Senior Environmental Health Officer		Community Liveability
Food Act 1984	s.40E(4)	duty to comply with direction of Secretary	Environmental Health Officer		Community Liveability
Food Act 1984	s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part 111	Senior Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part 111	Environmental Health Officer	where council is the registration authority	Community Liveability
Food Act 1984	s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part 111	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	s.43(3)	duty to make available information held in records, free of charge, on request	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	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	Coordinator Health Services	where council is the registration authority	Community Liveability
Food Act 1984	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	Senior Environmental Health Officer	where council is the registration authority	Community Liveability



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Food Act 1984	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	Environmental Health Officer	where council is the registration authority	Community Liveability
Heritage Act 1995	s.84(2)	power to sub-delegate Executive Director's functions	Not Delegated	must obtain Executive Director's written consent first.	General
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	Manager City Planning	if authorised by the Minister	Built & Natural Environment
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	General Manager Built & Natural Environment	if authorised by the Minister	Built & Natural Environment
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.4H	duty to make amendment to Victoria Planning Provisions available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.4H	duty to make amendment to Victoria Planning Provisions available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.4I	duty to keep Victoria Planning Provisions and other documents available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.4I	duty to keep Victoria Planning Provisions and other documents available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.11(3)(b)	duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation	Not Delegated		General
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.12B(1)	duty to review planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.12B(1)	duty to review planning scheme	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.12B(2)	duty to review planning scheme at direction of Minister	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.12B(2)	duty to review planning scheme at direction of Minister	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Coordinator Strategic Planning		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.20(1)	power to apply to Minister for exemption from the requirements of s.19	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.20(1)	power to apply to Minister for exemption from the requirements of s.20	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Coordinatory Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.22	duty to consider all submissions	Not Delegated		General
Planning and Environment Act 1987	s.23(2)	power to refer submissions to a panel	Not Delegated		General
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Senior Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.27(2)	power to apply for exemption if panel's report not received	Not Delegated		General
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.35A(2)	duty to not approve an amendment under s.35B unless the amendment has been certified by the Secretary	Not Delegated		General
Planning and Environment Act 1987	s.35B(1)	power to approve amendment in form certified under s.35A	Not Delegated		General
Planning and Environment Act 1987	s.35B(2)	duty to give to Minister notice of approval, copy of approved amendment and other documents	Not Delegated		General
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.41	duty to make approved amendment available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Senior Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Strategic Planner		Built & Natural Environment
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Statutory Planning Enforcement Officer		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46Q(1)	duty to keep proper accounts of levies paid	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46Q(1)	duty to keep proper accounts of levies paid	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc	Manager City Planning		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager Built & Natural Environment	only applies when levy is paid to Council as a 'development agency'	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager City Planning	only applies when levy is paid to Council as a 'development agency'	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(c)	duty to pay amount to current owners of land in the area	General Manager Built & Natural Environment	· 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	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(c)	duty to pay amount to current owners of land in the area	Manager City Planning	· 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	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	General Manager Built & Natural Environment	· must be done in accordance with Part 3	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Planning	· must be done in accordance with Part 3	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(e)	duty to expend that amount on other works etc	General Manager Built & Natural Environment	· with the consent of, and in the manner approved by, the Minister	Built & Natural Environment
Planning and Environment Act 1987	s.46Q(4)(e)	duty to expend that amount on other works etc	Manager City Planning	· with the consent of, and in the manner approved by, the Minister	Built & Natural Environment
Planning and Environment Act 1987	s.46QC	power to recover any amount of levy payable under Part 3B	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.46QC	power to recover any amount of levy payable under Part 3B	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not Delegated		General
Planning and Environment Act 1987	s.46Y	duty to carry out works in conformity with the approved strategy plan	Not Delegated		General
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Statutory Planner		Built & Natural Environment



**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(4)	duty to amend application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Coordinator Statutory Planning		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Statutory Planner		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Executive Team		General
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Statutory Planning Enforcement Officer		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(1A)	power to refuse an application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(1A)	power to refuse an application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Manager City Planning		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Coordinator Statutory Planning		Built & Natural Environment



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Planning Officer		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Not Delegated		General
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Senior Statutory Planner		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Planning Officer		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Trainee Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.58	duty to consider every application for a permit except for a development assessment committee application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.60	duty to consider certain matters	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.60(1A)	power to consider certain matters before deciding on application	Trainee Planner		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	General Manager Built & Natural Environment	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Manager City Planning	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Coordinator Statutory Planning	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Senior Statutory Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Statutory Planning Enforcement Officer	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Statutory Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Planning Officer	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(a)	power to decide to grant a permit	Trainee Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	General Manager Built & Natural Environment	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Manager City Planning	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Coordinator Statutory Planning	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Senior Statutory Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Statutory Planning Enforcement Officer	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Statutory Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Planning Officer	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(b)	power to decide to grant a permit with conditions	Trainee Planner	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(c)	power to refuse the permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.61(1)(c)	power to refuse the permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if referral authority objects to grant of permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.61(2)	duty to decide to grant a permit if referral authority objects to grant of permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if referral authority objects to grant of permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated		General
Planning and Environment Act 1987	s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not Delegated		General
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Manager City Planning		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Trainee Planner		Built & Natural Environment



**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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 s.62(5) or s.46N	Planning Officer		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	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 s.62(5) or s.46N	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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)	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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)	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.63		Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Trainee Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	General Manager Built & Natural Environment		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.66	duty to give notice under s.64 or s.65 and copy permit to referral authorities	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Planning Administration Officer		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.69(2)	power to extend time	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.69(2)	power to extend time	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.76A	duty to give referral authorities copy of amended permit and copy of notice	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.76D	duty to comply with direction of Minister to issue amended permit	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.76D	duty to comply with direction of Minister to issue amended permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.83	function of being respondent to an appeal	Not Delegated		General
Planning and Environment Act 1987	s.83B	duty to give or publish notice of application for review	Not Delegated		General
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	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	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Statutory Planning Enforcement Officer		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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 <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Not Delegated		General
Planning and Environment Act 1987	s.96H	power to give notice in compliance with Minister's direction	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96H	power to give notice in compliance with Minister's direction	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96H	power to give notice in compliance with Minister's direction	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96H	power to give notice in compliance with Minister's direction	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	City Planning Administration Team Leader		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	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	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	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	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Planning Administration Officer		
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Senior Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MG	duty to provide documents and information to development assessment committee	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Statutory Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97MK	function of nominating member of the development assessment committee	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97ML(4)	power to nominate alternate members of the development assessment committee	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Senior Statutory Planner		Built & Natural Environment



## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Statutory Planning Enforcement Officer		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.101	function of receiving claim for expenses in conjunction with claim	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.101	function of receiving claim for expenses in conjunction with claim	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.103	power to reject a claim for compensation in certain circumstances	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.103	power to reject a claim for compensation in certain circumstances	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.107	function of receiving claim for compensation	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.107	function of receiving claim for compensation	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	Not Delegated	except Crown Land	General
Planning and Environment Act 1987	s.125	power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.125	power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.129	function of recovering penalties	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.129	function of recovering penalties	Manager City Planning		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.130(5)	power to allow person served with an infringement notice further time	General Manager Built & Natural Environment	Note: we must authorise an officer from planning to firstly issue the notice	Built & Natural Environment
Planning and Environment Act 1987	s.130(5)	power to allow person served with an infringement notice further time	Manager City Planning	Note: we must authorise an officer from planning to firstly issue the notice	Built & Natural Environment
Planning and Environment Act 1987	s.149A(1)	power to refer a matter to the VCAT for determination	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.149A(1)	power to refer a matter to the VCAT for determination	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.149A(1)	power to refer a matter to the VCAT for determination	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [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 subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	General Manager Built & Natural Environment	duty of council as the relevant planning authority	Built & Natural Environment
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [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 subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Manager City Planning	duty of council as the relevant planning authority	Built & Natural Environment
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [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 subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Coordinator Strategic Planning	duty of council as the relevant planning authority	Built & Natural Environment
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [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 subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Coordinator Statutory Planning	duty of council as the relevant planning authority	Built & Natural Environment
Planning and Environment Act 1987	s.171(2)(f)	power to carry out studies and commission reports	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.171(2)(f)	power to carry out studies and commission reports	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.171(2)(g)	power to grant and reserve easements	Not Delegated		General
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	General Manager Built & Natural Environment	Note: Must be sealed by Council prior to entering into agreement	Built & Natural Environment
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Manager City Planning	Note: Must be sealed by Council prior to entering into agreement	Built & Natural Environment
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Municipal Building Surveyor	Note: Must be sealed by Council prior to entering into agreement	Built & Natural Environment
Planning and Environment Act 1987	---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	---	power to give consent on behalf of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	---	power to give consent on behalf of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	Coordinator Statutory Planning		Built & Natural Environment

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Coordinator Property and Statutory Services		Governance
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Legal Officer		Governance
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	City Planning Administration Team		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(1)	duty to lodge agreement with Minister	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Property and Statutory Services		Governance
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Property and Statute Officer		Governance
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Legal Officer		Governance
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	City Planning Administration Team Leader		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Coordinator Property and Statutory Services		Governance
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Property and Statute Officer		Governance
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Legal Officer		Governance
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Planning officer		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Act 1987	s.182	power to enforce an agreement	Coordinator Property and Statutory Services		Governance
Planning and Environment Act 1987	s.182	power to enforce an agreement	Property and Statute Officer		Governance
Planning and Environment Act 1987	s.182	power to enforce an agreement	Legal Officer		Governance
Planning and Environment Act 1987	s.182	power to enforce an agreement	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.182	power to enforce an agreement	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Municipal Building Surveyor		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Manager City Planning		Built & Natural Environment



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Planning officer		Built & Natural Environment
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)		Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Planning Officer		Built & Natural Environment
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Trainee Planner		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.201(3)	duty to make declaration	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Senior Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Statutory Planner		Built & Natural Environment
Planning and Environment Act 1987	---	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	---	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	---	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	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	---	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	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	---	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	---	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	---	power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment Act 1987	---	power to give written authorisation in accordance with a provision of a planning scheme	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	Strategic Planning Coordinator		Built & Natural Environment
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	Manager City Planning		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	Strategic Planning Coordinator		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	Strategic Planning Coordinator		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	Manager City Planning		Built & Natural Environment
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	Strategic Planning Coordinator		Built & Natural Environment
Railway Safety Act 2006	s.33	duty to comply with a direction of the Safety Director under this section	General Manager Built & Natural Environment	where council is a utility under section 3	Built & Natural Environment
Railway Safety Act 2006	s.33	duty to comply with a direction of the Safety Director under this section	Manager Infrastructure Operations	where council is a utility under section 3	Recreation, Culture & Community Infrastructure
Railway Safety Act 2006	s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	General Manager Built & Natural Environment	duty of council as a road authority under the <i>Road Management Act 2004</i>	Built & Natural Environment
Railway Safety Act 2006	s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	Manager Infrastructure Operations	duty of council as a road authority under the <i>Road Management Act 2004</i>	Recreation, Culture & Community Infrastructure
Railway Safety Act 2006	s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s.33(1)	General Manager Built & Natural Environment	where council is a utility under section 3	Built & Natural Environment
Railway Safety Act 2006	s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s.33(1)	Manager Infrastructure Operations	where council is a utility under section 3	Recreation, Culture & Community Infrastructure
Railway Safety Act 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34D(2)	function of receiving written notice of opinion	Manager Risk & Compliance	where council is the relevant road manager	Governance

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Railway Safety Act 2006	s.34D(2)	function of receiving written notice of opinion	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34I	function of entering into safety interface agreements	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34I	function of entering into safety interface agreements	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34J(2)	function of receiving notice from Safety Director	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34J(2)	function of receiving notice from Safety Director	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager Risk & Compliance	where council is the relevant road manager	Governance

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Railway Safety Act 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Railway Safety Act 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager Risk & Compliance	where council is the relevant road manager	Governance
Railway Safety Act 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager Infrastructure Development	where council is the relevant road manager	Built & Natural Environment
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Senior Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Coordinator Health Services	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Senior Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Coordinator Health Services	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Senior Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Coordinator Health Services	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Senior Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Environmental Health Officer	where council is the landlord	Community Liveability
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	City Planning Administration Team Leader		Built & Natural Environment
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Planning Administration Officer		Built & Natural Environment
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Planning Officer		Built & Natural Environment
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Manager Council Operations - Legal Counsel		Governance
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Coordinator Property and Statutory Services		Governance
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Property and Statute Officer		Governance

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Legal Officer		Governance
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Senior Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Manager Council Operations - Legal Counsel		Governance
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Coordinator Property and Statutory Services		Governance
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	City Planning Administration Team Leader		Built & Natural Environment
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Planning Administration Officer		Built & Natural Environment
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Trainee Planner		Built & Natural Environment
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Planning Officer		Built & Natural Environment
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Trainee Planner		Built & Natural Environment
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Property and Statute Officer		Governance
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Legal Officer		Governance
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Senior Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Manager People & Development		Organisational Excellence
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Coordinator Human Resources		Organisational Excellence
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Human Resources Advisor		Organisational Excellence
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Human Resources Officer		Organisational Excellence
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Manager Council Operations - Legal Counsel		Governance
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Legal Officer		Governance
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Compliance Officer		Governance
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Council Operations Administration Officer		Governance
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Senior Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Coordinator Property and Statutory Services		Governance
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Manager Council Operations - Legal Counsel		Governance
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Senior Environmental Health Officer		Community Liveability

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Coordinator Health Services		Community Liveability
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Senior Environmental Health Officer		Community Liveability
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Environmental Health Officer		Community Liveability
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	General Manager Built & Natural Environment	obtain consent in circumstances specified in s.11(2)	Built & Natural Environment
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Development	obtain consent in circumstances specified in s.11(2)	Built & Natural Environment
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	General Manager Recreation, Culture & Community Infrastructure	obtain consent in circumstances specified in s.11(2)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Operations	obtain consent in circumstances specified in s.11(2)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Coordinator Property and Statutory Services		Governance
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Council Operations - Legal Counsel		Governance
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Council Operations - Legal Counsel		Governance
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Coordinator Property and Statutory Services		Governance
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	General Manager Built & Natural Environment	clause subject to s.11(10A)	Built & Natural Environment
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	Manager Infrastructure Development	clause subject to s.11(10A)	Built & Natural Environment
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	General Manager Recreation, Culture & Community Infrastructure	clause subject to s.11(10A)	Recreation, Culture & Community Infrastructure

**S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	Manager Infrastructure Operations	clause subject to s.11(10A)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	General Manager Built & Natural Environment	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Infrastructure Development	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	General Manager Recreation, Culture & Community Infrastructure	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Infrastructure Operations	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	General Manager Built & Natural Environment	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment



## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	Manager Infrastructure Development	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	General Manager Recreation, Culture & Community Infrastructure	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	Manager Infrastructure Operations	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	General Manager Built & Natural Environment	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	Manager Infrastructure Development	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	General Manager Recreation, Culture & Community Infrastructure	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	Manager Infrastructure Operations	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	General Manager Built & Natural Environment	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Manager Infrastructure Development	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Built & Natural Environment
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	General Manager Recreation, Culture & Community Infrastructure	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Manager Infrastructure Operations	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(10)	duty to notify of decision made	General Manager Built & Natural Environment	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	Built & Natural Environment
Road Management Act 2004	s.12(10)	duty to notify of decision made	Manager Infrastructure Development	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	Built & Natural Environment
Road Management Act 2004	s.12(10)	duty to notify of decision made	General Manager Recreation, Culture & Community Infrastructure	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	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.12(10)	duty to notify of decision made	Manager Infrastructure Operations	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	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.13(1)	power to fix a boundary road by publishing notice in Government Gazette	General Manager Built & Natural Environment	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Built & Natural Environment
Road Management Act 2004	s.13(1)	power to fix a boundary road by publishing notice in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Built & Natural Environment
Road Management Act 2004	s.13(1)	power to fix a boundary road by publishing notice in Government Gazette	General Manager Recreation, Culture & Community Infrastructure	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.13(1)	power to fix a boundary road by publishing notice in Government Gazette	Manager Infrastructure Operations	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.14(4)	function of receiving notice from VicRoads	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.14(4)	function of receiving notice from VicRoads	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	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	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	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	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	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	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	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	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.15(2)	duty to include details of arrangement in public roads register	Coordinator Infrastructure Planning		Built & Natural Environment
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.16(8)	duty to enter details of determination in public roads register	Coordinator Infrastructure Planning		Built & Natural Environment
Road Management Act 2004	s.17(2)	duty to register public road in public roads register	Coordinator Infrastructure Planning	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.17(3)	power to decide that a road is reasonably required for general public use	Coordinator Infrastructure Planning	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.17(3)	duty to register a road reasonably required for general public use in public roads register	Coordinator Infrastructure Planning	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	Coordinator Infrastructure Planning	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.18(1)	power to designate ancillary area	Coordinator Infrastructure Planning	where council is the coordinating road authority, and obtain consent in circumstances specified in s.18(2)	Built & Natural Environment
Road Management Act 2004	s.18(3)	duty to record designation in public roads register	Coordinator Infrastructure Planning	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	Coordinator Infrastructure Planning		Built & Natural Environment
Road Management Act 2004	s.19(4)	duty to specify details of discontinuance in public roads register	Coordinator Infrastructure Planning		Built & Natural Environment
Road Management Act 2004	s.19(5)	duty to ensure public roads register is available for public inspection	Coordinator Infrastructure Planning		Built & Natural Environment
Road Management Act 2004	s.21	function of replying to request for information or advice	General Manager Built & Natural Environment	obtain consent in circumstances specified in s.11(2)	Built & Natural Environment
Road Management Act 2004	s.21	function of replying to request for information or advice	Manager Infrastructure Development	obtain consent in circumstances specified in s.11(2)	Built & Natural Environment
Road Management Act 2004	s.21	function of replying to request for information or advice	General Manager Recreation, Culture & Community Infrastructure	obtain consent in circumstances specified in s.11(2)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.21	function of replying to request for information or advice	Manager Infrastructure Operations	obtain consent in circumstances specified in s.11(2)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	General Manager Built & Natural Environment		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.22(5)	duty to give effect to a direction under this section.	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.22(5)	duty to give effect to a direction under this section.	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.40(5)	power to inspect, maintain and repair a road which is not a public road	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.40(5)	power to inspect, maintain and repair a road which is not a public road	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	General Manager Built & Natural Environment	power of coordinating road authority and Schedule 2 also applies	Built & Natural Environment
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	Manager Infrastructure Development	power of coordinating road authority and Schedule 2 also applies	Built & Natural Environment
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	General Manager Recreation, Culture & Community Infrastructure	power of coordinating road authority and Schedule 2 also applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	Manager Infrastructure Operations	power of coordinating road authority and Schedule 2 also applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	General Manager Built & Natural Environment	power of coordinating road authority and Schedule 2 also applies	Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and Schedule 2 also applies	Built & Natural Environment
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	General Manager Recreation, Culture & Community Infrastructure	power of coordinating road authority and Schedule 2 also applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Operations	power of coordinating road authority and Schedule 2 also applies	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	General Manager Built & Natural Environment	where council is the coordinating road authority; - if road is a municipal road or part thereof	Built & Natural Environment
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	Manager Infrastructure Development	where council is the coordinating road authority; - if road is a municipal road or part thereof	Built & Natural Environment
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority; - if road is a municipal road or part thereof	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	Manager Infrastructure Operations	where council is the coordinating road authority; - if road is a municipal road or part thereof	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	General Manager Built & Natural Environment	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	Built & Natural Environment
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Development	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	Built & Natural Environment
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	General Manager Recreation, Culture & Community Infrastructure	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	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Operations	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	Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	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)	General Manager Built & Natural Environment	where council is the responsible road authority, infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	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)	Manager Infrastructure Development	where council is the responsible road authority, infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	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)	General Manager Recreation, Culture & Community Infrastructure	where council is the responsible road authority, infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	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)	Manager Infrastructure Operations	where council is the responsible road authority, infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.49	power to develop and publish a road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.49	power to develop and publish a road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.51	power to determine standards by incorporating the standards in a road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.51	power to determine standards by incorporating the standards in a road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.54(2)	duty to give notice of proposal to make a road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.54(2)	duty to give notice of proposal to make a road management plan	General Manager Built & Natural Environment		Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.54(5)	duty to conduct a review of road management plan at prescribed intervals	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.54(5)	duty to conduct a review of road management plan at prescribed intervals	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.54(6)	power to amend road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.54(6)	power to amend road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.54(7)	duty to incorporate the amendments into the road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.54(7)	duty to incorporate the amendments into the road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.63(1)	power to consent to conduct of works on roads	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.63(1)	power to consent to conduct of works on roads	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	General Manager Built & Natural Environment	where council is the infrastructure manager	Built & Natural Environment
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Development	where council is the infrastructure manager	Built & Natural Environment
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Operations	where council is the infrastructure manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	Manager Infrastructure Operations	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.66(1)	power to consent to structure etc	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.66(1)	power to consent to structure etc	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.66(1)	power to consent to structure etc	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.66(1)	power to consent to structure etc	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.67(3)	power to request information	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.67(3)	power to request information	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.67(3)	power to request information	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.67(3)	power to request information	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.68(2)	power to request information	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.68(2)	power to request information	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	s.68(2)	power to request information	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.68(2)	power to request information	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.72	duty to issue an identity card to each authorised officer	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.72	duty to issue an identity card to each authorised officer	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.85	function of receiving report from authorised officer	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.85	function of receiving report from authorised officer	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.86	duty to keep register re s.85 matters	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.86	duty to keep register re s.85 matters	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.86	duty to keep register re s.85 matters	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.86	duty to keep register re s.85 matters	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.87(1)	function of receiving complaints	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.87(1)	function of receiving complaints	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.87(2)	power to investigate complaint and provide report	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.87(2)	power to investigate complaint and provide report	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.87(2)	power to investigate complaint and provide report	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.87(2)	power to investigate complaint and provide report	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.112(2)	power to recover damages in court	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.112(2)	power to recover damages in court	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.116	power to cause or carry out inspection	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.116	power to cause or carry out inspection	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.116	power to cause or carry out inspection	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.116	power to cause or carry out inspection	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.119(2)	function of consulting with VicRoads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.119(2)	function of consulting with VicRoads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	Manager Infrastructure Development		Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	s.122(1)	power to charge and recover fees	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.122(1)	power to charge and recover fees	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	s.123(1)	power to charge for any service	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	s.123(1)	power to charge for any service	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	General Manager Built & Natural Environment		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	Manager Infrastructure Development		Built & Natural Environment
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager	Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 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	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Operations	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 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	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Operations	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Development	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Built & Natural Environment

## S6. Instrument of Delegation to Members of Council Staff (11 DEL-2) - SCHEDULE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7 Clause 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	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 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	Manager Infrastructure Operations	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager 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	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager 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	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager 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	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager 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	Manager Infrastructure Operations	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Built & Natural Environment	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Operations	where council is the infrastructure manager or works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 12(5)	power to recover costs	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 12(5)	power to recover costs	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	General Manager Built & Natural Environment	where council is the works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	Manager Infrastructure Development	where council is the works manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	General Manager Recreation, Culture & Community Infrastructure	where council is the works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	Manager Infrastructure Operations	where council is the works manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	General Manager Built & Natural Environment	where council is the infrastructure manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	Manager Infrastructure Development	where council is the infrastructure manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	General Manager Recreation, Culture & Community Infrastructure	where council is the infrastructure manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	Manager Infrastructure Operations	where council is the infrastructure manager	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 16(4)	duty to consult	General Manager Built & Natural Environment	where council is the coordinating road authority, responsible authority or infrastructure manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(4)	duty to consult	Manager Infrastructure Development	where council is the coordinating road authority, responsible authority or infrastructure manager	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(5)	power to consent to proposed works	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(5)	power to consent to proposed works	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(8)	power to include consents and conditions	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 16(8)	power to include consents and conditions	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Manager Infrastructure Development	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	General Manager Recreation, Culture & Community Infrastructure	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Manager Infrastructure Operations	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Coordinator Infrastructure Maintenance	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Coordinator Civil Works Projects	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Development	where council is the responsible road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	General Manager Recreation, Culture & Community Infrastructure	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Operations	where council is the responsible road authority	Recreation, Culture & Community Infrastructure



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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Coordinator Infrastructure Maintenance	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Coordinator Civil Works Projects	where council is the responsible road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 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	Manager Infrastructure Development	where council is the responsible road authority	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 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	Coordinator Infrastructure Maintenance	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 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	General Manager Recreation, Culture & Community Infrastructure	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 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	Manager Infrastructure Operations	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Manager Infrastructure Development	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Built & Natural Environment
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Coordinator Infrastructure Maintenance	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	General Manager Recreation, Culture & Community Infrastructure	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Recreation, Culture & Community Infrastructure
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Manager Infrastructure Operations	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Recreation, Culture & Community Infrastructure
Planning and Environment Regulations 2005	r.6	duty of responsible authority to provide copy of matter considered under s.60(1A)(g) for inspection free of charge	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Regulations 2005	r.6	duty of responsible authority to provide copy of matter considered under s.60(1A)(g) for inspection free of charge	Planning Administration Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.6	duty of responsible authority to provide copy of matter considered under s.60(1A)(g) for inspection free of	Planning Officer		Built & Natural Environment

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Regulations 2005	r.6	duty of responsible authority to provide copy of matter considered under s.60(1A)(g) for inspection free of charge	Trainee Planner		Built & Natural Environment
Planning and Environment Regulations 2005	r.7	duty of responsible authority to provide copy information or report requested by Minister	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Regulations 2005	r.7	duty of responsible authority to provide copy information or report requested by Minister	Planning Administration Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.7	duty of responsible authority to provide copy information or report requested by Minister	Planning Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.7	duty of responsible authority to provide copy information or report requested by Minister	Trainee Planner		Built & Natural Environment
Planning and Environment Regulations 2005	r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under s.54 of the Act	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Regulations 2005	r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under s.54 of the Act	Planning Administration Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under s.54 of the Act	Planning Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under s.54 of the Act	Trainee Planner		Built & Natural Environment
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Manager Council Operations - Legal Counsel		Governance
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Coordinator Property and Statutory Services		Governance
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Property and Statute Officer		Governance
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Legal Officer		Governance

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Planning Administration Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Planning Officer		Built & Natural Environment
Planning and Environment Regulations 2005	r.55	duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement	Trainee Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Manager City Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Senior Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Planning Administration Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Planning Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Trainee Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(1)	power to waive or rebate fee in prescribed circumstances	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	General Manager Built & Natural Environment		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Manager City Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Senior Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Planning Administration Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Planning Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Trainee Planner		Built & Natural Environment

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ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Planning and Environment (Fees) Regulations 2000	r.13(2)	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record the matters taken into account and which formed the basis of the decision	Manager City Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Coordinator Strategic Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Coordinator Statutory Planning		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Senior Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Statutory Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	City Planning Administration Team Leader		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Planning Administration Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Planning Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Trainee Planner		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	Statutory Planning Enforcement Officer		Built & Natural Environment
Planning and Environment (Fees) Regulations 2000	r.13(3)	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	General Manager Built & Natural Environment		Built & Natural Environment
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1) & (2)	duty to grant registration; if satisfied of (a) and (b)	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1) & (2)	duty to grant registration; if satisfied of (a) and (b)	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1) & (2)	duty to grant registration; if satisfied of (a) and (b)	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1) & (2)	duty to grant registration; if satisfied of (a) and (b)	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1) & (2)	duty to grant registration; if satisfied of (a) and (b)	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration on granting registration	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration on granting registration	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration on granting registration	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration on granting registration	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration on granting registration	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Coordinator Health Services		Community Liveability

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Environmental Health Officer		Community Liveability

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(6)	duty to notify caravan park owners of emergency service agencies	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(6)	duty to notify caravan park owners of emergency service agencies	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(6)	duty to notify caravan park owners of emergency service agencies	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(6)	duty to notify caravan park owners of emergency service agencies	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(6)	duty to notify caravan park owners of emergency service agencies	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(7)	duty to consult with relevant emergency services agency	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(7)	duty to consult with relevant emergency services agency	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(7)	duty to consult with relevant emergency services agency	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(7)	duty to consult with relevant emergency services agency	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure



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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22(7)	duty to consult with relevant emergency services agency	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Health Services		Community Liveability

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Coordinator Health Services		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Senior Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Environmental Health Officer		Community Liveability
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Manager Recreational Liveability		Recreation, Culture & Community Infrastructure
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Coordinator Leisure Facilities		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.301(1)	duty to conduct reviews of road management plan	General Manager Built & Natural Environment		Built & Natural Environment
Road Management (General) Regulations 2005	r.301(1)	duty to conduct reviews of road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management (General) Regulations 2005	r.301(1)	duty to conduct reviews of road management plan	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.301(1)	duty to conduct reviews of road management plan	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.302(2)	duty to give notice of review of road management plan	General Manager Built & Natural Environment		Built & Natural Environment

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Road Management (General) Regulations 2005	r.302(2)	duty to give notice of review of road management plan	Manager Infrastructure Development		Built & Natural Environment
Road Management (General) Regulations 2005	r.302(2)	duty to give notice of review of road management plan	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.302(2)	duty to give notice of review of road management plan	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.302(5)	duty to produce written report of review of road management plan and make report available	General Manager Built & Natural Environment		Built & Natural Environment
Road Management (General) Regulations 2005	r.302(5)	duty to produce written report of review of road management plan and make report available	Manager Infrastructure Development		Built & Natural Environment
Road Management (General) Regulations 2005	r.302(5)	duty to produce written report of review of road management plan and make report available	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.302(5)	duty to produce written report of review of road management plan and make report available	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s.41 of the Act	General Manager Built & Natural Environment		Built & Natural Environment
Road Management (General) Regulations 2005	r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s.41 of the Act	Manager Infrastructure Development		Built & Natural Environment
Road Management (General) Regulations 2005	r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s.41 of the Act	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s.41 of the Act	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.306(2)	duty to record on road management plan the substance and date of effect of amendment	General Manager Built & Natural Environment		Built & Natural Environment
Road Management (General) Regulations 2005	r.306(2)	duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Development		Built & Natural Environment
Road Management (General) Regulations 2005	r.306(2)	duty to record on road management plan the substance and date of effect of amendment	General Manager Recreation, Culture & Community Infrastructure		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.306(2)	duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Operations		Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.501(1)	power to issue permit	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.501(1)	power to issue permit	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.501(4)	power to charge fee for issuing permit under r.501(1)	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.501(4)	power to charge fee for issuing permit under r.501(1)	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.508(3)	power to make submission to Tribunal	General Manager Built & Natural Environment	where council is the coordinating road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.508(3)	power to make submission to Tribunal	Manager Infrastructure Development	where council is the coordinating road authority	Built & Natural Environment

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
Road Management (General) Regulations 2005	r.508(3)	power to make submission to Tribunal	General Manager Recreation, Culture & Community Infrastructure	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.508(3)	power to make submission to Tribunal	Manager Infrastructure Operations	where council is the coordinating road authority	Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Coordinator Infrastructure Maintenance	where council is the responsible road authority	Recreation, Culture & Community Infrastructure
Road Management (General) Regulations 2005	r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Natural Environment Sustainability	where council is the responsible road authority	Built & Natural Environment
Road Management (General) Regulations 2005	r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Coordinator Local Laws	where council is the responsible road authority	Community Liveability
Road Management (General) Regulations 2005	r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	Executive Team	where council is the responsible road authority	General
Road Management (General) Regulations 2005	r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	Manager Council Operations - Legal Counsel	where council is the responsible road authority	Governance
Road Management (General) Regulations 2005	r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	Manager Community Information Services	where council is the responsible road authority	Community Liveability
Road Management (General) Regulations 2005	r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	Coordinator Local Laws	where council is the responsible road authority	Community Liveability
Road Management (General) Regulations 2005	r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	Executive Team		General
Road Management (General) Regulations 2005	r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	Manager Council Operations - Legal Counsel		Governance
Road Management (General) Regulations 2005	r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	Coordinator Local Laws		Community Liveability
Road Management (General) Regulations 2005	r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	Coordinator Property and Statutory Services		Governance
Road Management (Works and Infrastructure) Regulations 2005	r.10	power, where consent given under s.63(1) of the Act, to exempt a person from requirement under Clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (Works and Infrastructure) Regulations 2005	r.10	power, where consent given under s.63(1) of the Act, to exempt a person from requirement under Clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work	Project Engineer Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (Works and Infrastructure) Regulations 2005	r.10	power, where consent given under s.63(1) of the Act, to exempt a person from requirement under Clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Road Management (Works and Infrastructure) Regulations 2005	r.18(2)	power to waive whole or part of fee in certain circumstances	Coordinator Civil Works Projects	where council is the coordinating road authority	Built & Natural Environment
Road Management (Works and Infrastructure) Regulations 2005	r.18(2)	power to waive whole or part of fee in certain circumstances	Asset Protection Officer	where council is the coordinating road authority	Built & Natural Environment
Cemeteries and Crematoria Act 2003 [## The provisions of this Act apply to Councils appointed as a cemetery trust pursuant to section 8(1)(a)(ii) of this Act and also apply to other Councils responsible for a public cemetery, as though they were a cemetery trust pursuant to section 53]			Not Delegated		General
Cemeteries and Crematoria Regulations 2005			Not Delegated		General

**11.6.2 DOCUMENTS PRESENTED FOR SIGNING AND SEALING**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT - NO)**

**1. DECLARATION OF INTERESTS**

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

**2. DOCUMENT/S**

2011/155	Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Lurganare Pty Ltd as the Owner of land described in Certificate of Title Volume 11267 Folio 709 being Lot 1 on PS 639699 situated at 215 Bank Street & Walshs Road, Traralgon pursuant to Condition 2 of Planning Permit No.2011/155 issued on 8/8/11 for 2-lot Plan of Subdivision 700396T providing that Lot 1 will not be further subdivided so as to increase the number of lots.
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**3. RECOMMENDATION**

- 1. That Council authorises the Chief Executive Officer to sign and seal the Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Lurganare Pty Ltd as the Owner of land described in Certificate of Title Volume 11267 Folio 709 being Lot 1 on PS 639699 situated at 215 Bank Street & Walshs Road, Traralgon pursuant to Condition 2 of Planning Permit No.2011/155 issued on 8/8/11.**

**Moved:** Cr Lougheed

**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**11.6.3 REVIEW COUNCILLOR COMMITTEE APPOINTMENT**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is for Council to review the *2011-2012 Council Delegates and Committees Instrument of Delegation*.

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with *Latrobe 2026: The Community Vision for Latrobe Valley* and the *Latrobe City Council Plan 2011-2015*.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Advocacy and Partnerships*

*In 2026, Latrobe Valley is supported by diversity of government, agency, industry and community leaders, committed to working in partnership to advocate for and deliver sustainable local outcomes.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Advocacy and Partnerships*

*Provide regional leadership and strengthen partnerships on issues of importance to our community.*

**4. BACKGROUND**

At the Ordinary Meeting held on 21 February 2011, Council appointed the designated Councillor and officer representatives on various Council committees and Community Organisations / Committees detailed in *Instrument of Delegation 2011 – 2012 Council Delegates and Committees [11 DEL-1]* for the period 1 March 2011 – 28 February 2012.

Since those initial appointments, Council has on seven occasions resolved to reproduce that Instrument of Delegation in order to capture representation on and/or appointments subsequently made to specific committees, most recently on 19 September 2011 following the Dunbar Ward By-Election.

## 5. **ISSUES**

It is important to review Council's commitment to various Council Committees and working groups, community committees and other associations periodically to ensure an appropriate level of representation and participation and to ensure that established committees and groups remain relevant.

At the Ordinary Council Meeting on 19 September 2011, following the Dunbar Ward By-Election, Council made several Councillor appointments in accordance with Instrument of Delegation *2011-2012 Council Delegates and Committees* [11 DEL-7].

As a result of Cr Price's return from suspension, revised draft Instrument of Delegation *2011 – 2012 Council Delegates and Committees* [11 DEL-9] as attached is now presented to Council for consideration.

## 6. **FINANCIAL AND RESOURCES IMPLICATIONS**

Any potential financial implications are expected to be within budget allocations and relate directly to meeting attendance and travel claim costs.

Potential resource implication for appointed delegates would include a time commitment to attend respective committee meetings.

## 7. **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

No public consultation was undertaken in preparation of this report.



*Details of Community Consultation / Results of Engagement:*

Following the appointment of the nominated Councillor Delegates, the respective organisations and committees will be advised and the Instrument of Delegation will be made available to the public via Council's website.

**8. OPTIONS**

Council can appoint the Councillor delegate named in the Instrument of Delegation as presented or nominate alternative delegate(s) to any Committee.

**9. CONCLUSION**

The attached draft Instrument of Delegation *2011 – 2012 Council Delegates and Committees* [11 DEL-9] document is presented for Council to reappointment Cr Lisa Price as the Councillor representative on the Committees nominated for the remainder of the twelve month period to 28 February 2012.

**10. RECOMMENDATION**

- 1. That Council appoints Cr Lisa Price as the designated Councillor delegate to the various committees detailed in the draft Instrument of Delegation *2011-2012 Council Delegates and Committees* [11 DEL-9] as presented.**
- 2. That the respective organisations and committees be advised of the Councillor's appointment.**
- 3. That the 12 month term of appointment for all Councillor and Officer delegates under Instrument of Delegation 2011-2012 Council Delegates and Committees be extended to and include 29 February 2012.**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Lougheed

**For the Motion**

Councillor/s O'Callaghan, Vermeulen, Price, Middlemiss, Lougheed, Harriman and White

**Against the Motion**

Councillor Kam

**The Mayor confirmed that the Recommendation had been CARRIED.**

ATTACHMENT

.

ADOPTED BY COUNCIL ON 21 FEBRUARY 2011

And amended pursuant to Council Resolutions of —

23 May 2011;

6 June 2011;

27 June 2011;

11 July 2011;

22 August 2011;

19 September 2011; and

7 November 2011 respectively

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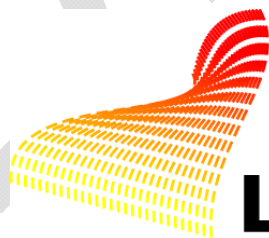
# LATROBE CITY COUNCIL

## Instrument of Delegation

### 2011 - 2012

## COUNCIL DELEGATES AND COMMITTEES

[11 DEL-9]



**LatrobeCity**  
*a new energy*

## 1. COUNCIL (SPECIAL\*) COMMITTEES

\* pursuant to Section 86 of the Local Government Act 1989

Committee	Councillor delegate for 2011-2012	Officer delegate for 2011-2012	External Committee Members / representation by Council appointment
<b>Churchill &amp; District Community Hub Board</b> <sup>1.</sup>	Cr White.	Chief Executive Officer or delegate.	<sup>2.</sup> Mr Alan Scarlett; Mr Rob Whelan; Ms Wendy Bishoff; Mr Mike Answerth; Ms Mary Willaton.
<b>Latrobe Regional Airport Board</b> <sup>3.</sup>	Cr Middlemiss. <i>Alternative:-</i> Cr Kam.	Chief Executive Officer or delegate.	<sup>4.</sup> Ms May Sennett; Mr Barry Richards; Mr Graham Talmage; Mr Gerard Lappin.
<b>The Yallourn North Community Housing Committee</b>	Cr Lougheed.	<i>By Invitation:-</i> Coordinator Property & Statutory Services	Keith Dyer; Gloria Draper; Steve Lovison; Joyce Bertoli; Patricia McGregor.

1. Name change: formerly *Churchill & District Intergenerational Community Hub Board*, established pursuant to Instrument of Delegation dated 18 February 2008.
3. Established pursuant to Instrument of Delegation [10 DEL-1] dated 7 June 2010.
2. Board members appointed by Council resolution of 20 October 2008 – term expires 2/11/2011.
4. Board members appointed by Council resolution of 21 June 2010 – 4 year term expires 01/07/2014.

## 2. COMMITTEE PURSUANT TO OTHER LEGISLATION

Committee	Councillor delegate for 2011-2012	Officer delegate for 2011-2012	External Committee Members / representation by Council appointment
<b>Audit Committee</b> <sup>5.</sup> (Pursuant to s.139 of the Local Government Act 1989)	Cr Harriman*; Cr Vermeulen. <i>Alternative:-</i> Cr Lougheed.  <i>Attendance By Invitation:-</i> All Councillors.	<i>Non-voting Attendance:-</i> Chief Executive Officer.  <i>Attendance By Invitation:-</i> General Manager Governance; Manager Finance; Manager Risk and Compliance: General Manager Organisational Excellence.	<sup>6.</sup> <i>External Independent Members:-</i> Mr Ron Gowland (Chair); Mrs Chris Trotman.  <i>Non-voting Attendance:-</i> Internal Auditor.  <i>Attendance By Invitation:-</i> External Auditor.
<b>Gippsland Regional Waste Management Group [GRWMG] Board</b>	Cr Middlemiss. <i>Alternative:-</i> Cr Lougheed.	Manager Natural Environment Sustainability.	
<b>Gippstown Reserve Committee of Management Inc.</b> <sup>7.</sup>	<i>By Invitation:-</i> Cr Price. <i>Alternative:-</i> Cr Gibson.		
<b>Municipal Emergency Management Planning Committee</b> (Emergency Management Act 1986)	Cr Lougheed; Cr Gibson.	Coordinator Emergency Management; Municipal Recovery Manager (MRM)	
<b>Regional Fire Management Planning Committee</b> (Emergency Management Act 1986)	<i>No Councillor delegate required.</i>	Coordinator Emergency Management	

5. In accordance with Council's *Audit Policy* 11 POL-4 adopted 7 February 2011 and its *Audit Committee Charter* adopted 3 July 2006.

6. External Audit Committee members & Chair appointed by Council Resolution 27 June 2011 - 3 year term expires 26/06/14.

7. Members of the Gippstown Reserve Committee of Management Inc. are appointed triennially by the Minister under the Crown Land (Reserves) Act 1978; hence the long-standing practice of Councillor representation is at the invitation of the Committee.

### 3. COUNCIL ADVISORY / FUNDED COMMITTEES

Committee	<i>Councillor delegate for 2011-2012</i>	<i>Officer delegate for 2011-2012</i>	<b>External Committee Members / representation by Council appointment</b>
<b>Australia Day Advisory Committee</b> <sup>8.</sup>	Cr Price; Cr Vermeulen; Cr O'Callaghan*.	Coordinator Events & International Relations; Senior Events Officer.	<sup>9.</sup> Latrobe City Youth Council Mayor; Lynn Lancaster -Disability Reference Committee.  <i>Community Representatives:</i> Mark Warr – Lions Club of Morwell; Barbara Cameron – Lions Club of Moe; Allan Vickery – Traralgon Lions Club; Herb Smith – Yinnar & District Lions Club; Kevin Morgan – Wellington/Latrobe Lions Club; Judy Lipman – Yallourn North Action Group; Bob Lowick – Lions Club of Churchill; and Callignee representative.
<b>Crinigan Bushland Reserve Committee of Management</b>	Cr Middlemiss.	Coordinator Recreation Liaison.	
<b>Disability Reference Committee</b> <sup>10.</sup>	Cr Lougheed; <i>Alternative (only):-</i> Cr O'Callaghan.	Disability Services Officer.	<sup>11.</sup> <i>Community Representatives:</i> Heather Hadley-Powell; Donna Anderson; Carol Roeder; Lynn Lancaster; Mario Christou; Robert Clough.  <i>Agency Representatives:</i> Carole Burkett; Shirley Bott; Bob Faulkner; Christine Lee; Megan Drinken.
<b>Edward Hunter Heritage Bushland Reserve Committee</b>	Cr Price; Cr Gibson.	Coordinator Recreation Liaison.	

<b>Committee</b>	<b>Councillor delegate for 2011-2012</b>	<b>Officer delegate for 2011-2012</b>	<b>External Committee Members / representation by Council appointment</b>
<b>Latrobe City Climate Change Consultative Committee</b> <sup>12.</sup>	<sup>13.</sup> Cr Price**. <i>Alternative:-</i> Cr Vermeulen*.		<sup>14.</sup> <i>Community Representatives:-</i> Daniel Jordan; John Lawson; Joanna McCubbin; Jadon Mintern.  <i>Business &amp; Industry Representatives:-</i> - Victorian Farmers Federation; - Australian Paper; - Power Industry.  <i>Agency Representatives (&gt;3):-</i> - Dept Sustainability & Environment.  Gippsland Trades & Labour Council;(1) Monash University Gippsland.(1)
<b>Latrobe City Hyland Highway Municipal Landfill Consultative Committee</b> <sup>15.</sup>	Ward Councillor (Cr Vermeulen); Cr Loughheed.	Manager Natural Environment Sustainability; Coordinator Landfill Services.	<i>Agency representatives:-</i> Environment Protection Authority (1); West Gippsland Catchment Management Authority (1); Gippsland Regional Waste Management Group (1); Loy Yang Power (1); Dept Sustainability & Environment (1);  <sup>16.</sup> <i>Community representatives:-</i> Chris Madsen; Ted Addison; Ian Ewart; Lynette Van Vondel.  <i>Specialist Skills / industry representatives:-</i> Dilip Nag; Michael Adams.



<b>Committee</b>	<b>Councillor delegate for 2011-2012</b>	<b>Officer delegate for 2011-2012</b>	<b>External Committee Members / representation by Council appointment</b>
<b>Latrobe City International Relations Committee</b> <sup>17.</sup>	Cr Price; Cr White; Cr Vermeulen.	Manager Cultural Liveability; Manager Economic Development; Coordinator Events & International Relations; International Relations Officer.	<sup>18.</sup> <i>Community Representatives:</i> Mr Paul Taylor; Mrs Lorraine Bartling; Ms Sarah McConnell; Mr Graham Goulding; Ms Catherine Reid; Mrs Val Friend; Mr Les Hunt; Mr David Wilson.  <i>Coopted Members / Key Stakeholders:</i> Ms Nola Kirkpatrick – Traralgon Secondary College; Ms Joanne Matthews – Monash University; Mr Brad Shaw - Gippsstaffe; Mr Mitsuhiro Sugino.
<b>Latrobe City Venues User Group</b>	Cr Kam; Cr Gibson.	Coordinator Latrobe Performing Arts and Venues.	
<b>Latrobe Leisure Churchill User Group</b>	Cr White; Cr Vermeulen.	Leisure Facilities Leader-Churchill.	
<b>Latrobe Leisure Moe Newborough User Group</b>	Cr Price; Cr Gibson.	Leisure Facilities Leader-Moe/Newborough.	
<b>Latrobe Leisure Morwell User Group</b>	Cr Loughheed; Cr Middlemiss.	Leisure Facilities Leader-Morwell.	
<b>Latrobe Leisure Traralgon Sports Stadium User Group</b>	Cr Kam; Cr Harriman*.	Coordinator Leisure Facilities.	
<b>Latrobe Regional Gallery Advisory Committee.</b>	Cr Price; Cr White.	Arts Director.	
<b>Latrobe Regional Motorsport Complex User Group</b> <sup>19.</sup>	Cr Middlemiss.	Senior Recreation and Open Space Planner.	
<b>Latrobe Safety and Wellbeing Network</b>	Cr White; Cr Kam; Cr O'Callaghan.		
<b>Latrobe Tourism Advisory Board</b> <sup>20.</sup>	Cr White; Cr Harriman*.	<sup>20.</sup> Manager Economic Development or delegate; Manager Cultural Liveability or delegate; Tourism Coordinator.	<sup>21.</sup> Ms Janine Hayes; Mr Michael Fozard; Dr Christine Lee; Mr Matthew Addison.

Committee	Councillor delegate for 2011-2012	Officer delegate for 2011-2012	External Committee Members / representation by Council appointment
<b>Low Carbon Emissions Future Transition Committee</b> <sup>22.</sup>	<sup>23.</sup> Mayor (Chair); Cr Harriman*; Cr Price; Cr Vermeulen.		<sup>23.</sup> <i>Business &amp; Industry Sectors:-</i> • Simon Vanderzalm; • David Wakefield; • Owen Trumper; • Jason Price; • Transport & Logistics – Vacant.  <i>Agribusiness Gippsland Representative:-</i> • Dr Robin Lawson (Deputy Chair).  <i>Gippsland Trades and Labour Council Representative:-</i> • Valerie Prokopiv (Administrator).  <i>Trade Unions Representative:-</i> • Steve Dodds - AMWU.  <i>Education Sector Representatives:-</i> • Prof Mark Sandeman; • Jim Vivan; • RMIT Prof Peter Fairbrother.  <i>Small-Medium Enterprise Section:-</i> • Mr Richard Berriman – VECCI.  <i>Clean Coal Victoria Advisory Committee Chair - Kellie O'Callaghan.</i>
<b>Mathison Park Advisory Committee</b>	Cr Vermeulen; Cr White.	Coordinator Recreation Liaison.	
<b>Moe Yallourn Rail Trail Committee of Management</b>	<sup>24.</sup> Merton Ward Councillor (Cr Gibson); Tanjil Ward Councillor (Cr Lougheed).	<sup>24.</sup> <i>By invitation:-</i> Coordinator Recreation Liaison.	<sup>24.</sup> Community representatives (>8).
<b>Morwell Centenary Rose Garden</b>	Cr Lougheed. <i>Alternative:-</i> Cr White.	Coordinator Recreation Liaison.	
<b>Morwell Town Common Development Plan Steering Committee</b>	Cr Lougheed; Cr White.	Coordinator Recreation Liaison.	
<b>Oldsmobile Management Committee</b>	Mayor.		
<b>Ollerton Avenue Bushland Reserve Committee of Management</b>	Cr Gibson. <i>Alternative:-</i> Cr Price.	Coordinator Recreation Liaison.	
<b>Sale of Goods from Council Properties Committee</b>	Cr Lougheed; Cr Kam.	Manager Cultural Liveability or delegate.	
<b>Victory Park Precinct Advisory Committee</b> <sup>25.</sup>	<sup>26.</sup> Galbraith Ward Councillor (Cr Kam) Dunbar Ward Councillor (Cr Harriman*)	Coordinator Recreation Liaison	<sup>26.</sup> Traralgon Lions Club (1); Traralgon City Band (1); 1 <sup>st</sup> Traralgon Scouts (1); Gippsland Model Engineering Society (1); Community representatives (>3).

<b>Committee</b>	<b>Councillor delegate for 2011-2012</b>	<b>Officer delegate for 2011-2012</b>	<b>External Committee Members / representation by Council appointment</b>
<b>War Memorials Advisory Committee</b>	Mayor.	Coordinator Property & Statutory Services; Coordinator Building Maintenance.	

8. Amended *Australia Day Advisory Committee Terms of Reference At 19 September 2011* adopted by Council on 19 September 2011.
9. Appointments to the *Australia Day Advisory Committee* by Council Resolution 19 September 2011 – 2 year term expires 18/09/2013.
10. *Disability Reference Committee Terms of Reference – February 2011* adopted by Council on 21 February 2011.
11. Appointments to the *Disability Reference Committee* for 2010-2012 by Council Resolution 8 November 2010.
12. *Latrobe City Climate Change Consultative Committee* established pursuant to Council Resolutions of 21 April 2008 and 17 November 2008 respectively.
13. Councillor representation on *Latrobe City Climate Change Consultative Committee* pursuant to resolution of Council on 22 February 2010 and Terms of Reference dated & adopted 9 March 2010.
14. Community appointments made by Council Resolution on 6 June 2011 – 2 year term commencing 1/8/11 expires 31/07/2013.
15. Amended *Latrobe City Hyland Highway Municipal Landfill Consultative Committee Terms of Reference* dated 9/03/10 adopted by Council on 9 March 2010.
16. *Latrobe City Hyland Highway Municipal Landfill Consultative Committee* community and specialist representatives appointed by Council resolution on 21 March 2011 - 3 year terms expire 31/03/2014.
17. Committee composition and tenure pursuant to *Latrobe City International Relations Committee Terms of Reference* amended by Council Resolution 17 July 2006.
18. Appointments to the *Latrobe City International Relations Committee* by Council Resolution 3/08/09 – 3 year term expires 2/08/12.
19. Name & committee status change: formerly *Latrobe Regional Motorsport Complex Committee*.
20. *Latrobe Tourism Advisory Board Terms of Reference-April 2010* adopted and council officer delegates on Board revised by Council Resolution 3 May 2010.
21. Appointments to the *Latrobe Tourism Advisory Board* by Council Resolution 20 September 2010 – 2 year term expires 19/09/12.
22. *Low Carbon Emissions Future Transition Committee* established and Terms of Reference adopted by Council resolution on 6 September 2010.
23. *Low Carbon Emissions Future Transition Committee* representation in accordance with resolution of Council on 7 February 2011.
24. Committee representation pursuant to *Moe Yallourn Rail Trail Committee of Management Terms of Reference* adopted by Council Resolution on 19 September 2011.
25. *Victory Park Precinct Advisory Committee* established by Council resolution 23 May 2011 (to replace the Loy Yang Power Latrobe Community Soundshell Management and Advisory Committee & Newman Park Development Plan Steering Committee).
26. Councillor and community representation in accordance with *Victory Park Precinct Advisory Committee Terms of Reference - April 2011* adopted by Council Resolution 23 May 2011.

#### 4. COMMUNITY COMMITTEES

Committee	<i>Councillor delegate for 2011-2012</i>	<i>Officer delegate for 2011-2012</i>	<b>External Committee Members / representation by Council appointment</b>
<b>Apprenticeships Group Australia</b> <sup>27.</sup>	Cr White.		
<b>Australian Paper Community Environmental Consultative Committee</b>	Cr Loughheed.	Manager Natural Environment Sustainability or delegate.	
<b>Baw Baw Latrobe Local Learning &amp; Employment Network</b>	Cr Price**.		
<b>Braiakaulung Advisory Committee</b>	Cr O'Callaghan; Cr White.	Koorie Liaison Officer.	
<b>Callignee and Traralgon South Sporting and Facility User Group</b>	Cr Vermeulen.	Coordinator Recreation Liaison.	
<b>Friends of the Traralgon Railway Reservoir Conservation Reserve</b>	Cr Harriman*.	Coordinator Recreation Liaison.	
<b>Gippsland Integrated Natural Resources Forum</b>	<i>No Councillor delegate required.</i>	Manager Natural Environment Sustainability.	
<b>Gippsland Sports Academy</b>	Cr White. <i>Alternative:-</i> Cr Gibson.	Manager Recreational Liveability.	
<b>Social Planning for Wellbeing Committee</b> <sup>28.</sup>	Cr Kam.	Manager Community Health & Wellbeing	
<b>International Power Hazelwood Environmental Review Committee</b>	Cr White.	Manager Natural Environment Sustainability or delegate.	
<b>Latrobe City Lake Narracan User Group Committee</b> <sup>29.</sup>	Ward Councillor <sup>29.</sup> (Cr Loughheed); Cr Gibson.	Coordinator Leisure Facilities.	<sup>30.</sup> <i>Club Representatives:-</i> Mr Roy White ( <i>LV Model Aeroplane Club</i> ); Mr Tony Moretti ( <i>LV Hovercraft Club</i> ); Mr Robert Dworzniak ( <i>LV TS Naval Cadets</i> ); Mr John Buckton ( <i>Moe Lions Club</i> ).  <i>Community Representatives:-</i> Mr Dale Hunter; Mr Allan Casey.
<b>Latrobe City Synthetic Sports Field User Group Committee</b> <sup>31.</sup>	Firmin Ward Councillor (Cr White).	Coordinator Recreation Liaison.	<i>User Group representation:-</i> Monash University (1); Monash Sport (1); Latrobe Valley Hockey Association (1); The Churchill United Soccer Club (1).
<b>Latrobe Settlement Committee</b>	Cr Price**.	Manager Community Development; Community Development Officer.	

<b>Committee</b>	<b>Councillor delegate for 2011-2012</b>	<b>Officer delegate for 2011-2012</b>	<b>External Committee Members / representation by Council appointment</b>
<b>Loy Yang Power Environmental Review Committee</b>	Cr Vermeulen.	Manager Natural Environment Sustainability or delegate.	
<b>Morwell CBD Safety Group</b>	Cr Lougheed; Cr Kam; Cr Middlemiss.	Manager Community Development or delegate.	
<b>Morwell River Neighbourhood Improvement Plan Steering Committee</b>	Cr White.	Manager Natural Environment Sustainability or delegate.	
<b>Regional Aboriginal Justice Advisory Committee (RAJAC)</b>	Cr Gibson.		
<b>Roadsafe Gippsland Community Road Safety Council</b> <sup>32.</sup>	Cr Kam; Cr Gibson.	Manager Community Development or delegate.	
<b>Moe Southside Community Precinct User Group</b> <sup>33.</sup>	Farley Ward Councillor** (Cr Price)	<sup>33.</sup> Latrobe City Children's Service Team delegate; Latrobe City Recreational Liveability Team delegate.	<sup>33.</sup> South Street Primary School (1); Moe Football and Netball Club (2); Moe Cricket Club (1); Moe CFA (1); Moe Toy Library (1).
<b>Traralgon CBD Safety Group</b>	Cr Harriman*; Cr Kam.	Manager Community Development or delegate.	
<b>Traralgon Creek Neighbourhood Improvement Plan Steering Committee</b>	Cr Kam; Cr Harriman*.	Manager Natural Environment Sustainability or delegate.	
<b>Traralgon Recreation Reserve and Showgrounds User Group Committee</b>	Cr Harriman*; Cr Kam.	Coordinator Recreation Liaison.	
<b>Traralgon West Sporting Complex User Group</b> <sup>34.</sup>	Cr Kam; Cr Harriman*.	Coordinator Recreation Liaison.	
<b>TRU Energy Yallourn Environmental Review Committee</b>	Cr Lougheed.	Manager Natural Environment Sustainability or delegate.	

27. Name change: formerly *Gippsland Group Training*.

28. Name change (formerly *Integrated Community Planning and Wellbeing Committee*) and Terms of Reference adopted pursuant to Council Resolution on 6 June 2011.

29. Name change (formerly Lake Narracan User Group) and Councillor representation pursuant to Terms of Reference adopted by Council on 19 April 2010.

30. Appointments to the *Lake Narracan User Group Committee* by Council Resolution on 19 July 2010 – 3 year term expires 18/07/2013.

31. Committee established and *Latrobe City Synthetic Sports Field User Group Committee Terms of Reference – September 2011* adopted by Council Resolution on 19 September 2011.

32. Name change: formerly known as *Roadsafe Latrobe Community Road Safety Council*.

33. Name change (formerly Ted Summerton Reserve User Group) and Councillor & community representation pursuant to *Moe Southside Community User Group Terms of Reference – May 2011* adopted by Council on 23 May 2011.

34. *Traralgon West Sports Complex User Group Terms of Reference – May 2011* adopted by Council on 6 June 2011.

## 5. COUNCIL WORKING GROUPS

Committee	<i>Councillor delegate for 2011-2012</i>	<i>Officer delegate for 2011-2012</i>	<b>External Committee Members / representation by Council appointment</b>
<b>Chief Executive Officer Performance Review Committee</b>	Mayor; Cr Gibson; Cr Kam; Cr Vermeulen*.		
<b>Coal Land Use Planning Committee</b> <sup>35.</sup>	Cr Lougheed; Cr Vermeulen; Cr Gibson; Cr Middlemiss; Cr Kam.	Chief Executive Officer; General Manager Built & Natural Environment; General Manager Economic Sustainability.	
<b>Community Engagement Reference Group</b>	Cr O'Callaghan; Cr Kam; Cr Price.	Manager Community Relations.	
<b>Cultural Diversity Reference Committee</b> <sup>36.</sup>	Cr Kam; Cr Price.	Manager Community Development or delegate.	
<b>Early Years Reference Committee</b> <sup>37.</sup>	Latrobe City Councillors (2)	Child and Family Services Officer (2)	Early Years Sector professional (2); Community Representatives (4)
<b>Jumbuk and Yinnar South Timber Traffic Reference Group</b> <sup>38.</sup>	<sup>39.</sup> Gunyah Ward Councillor (Cr Vermeulen); Cr White; Cr Kam.	Manager Infrastructure Development; Coordinator Civil Works Projects.	<sup>39.</sup> Jumbuk Road /Junction Road Safety Action Group (2); Yinnar South Citizens Association (2); HVP Plantations (2).
<b>Link Editorial Committee</b>	Mayor; Cr Lougheed; Cr Gibson.	Chief Executive Officer or nominee.	
<b>Mayoral Investment Attraction Working Group</b>	Mayor; Deputy Mayor; Cr Middlemiss; Cr Price.	General Manager Economic Sustainability; Manager Economic Development; Coordinator Business Development.	
<b>Positive Ageing Reference Group</b> <sup>40.</sup>	Cr O'Callaghan; Cr Kam.	Manager Community Health and Wellbeing	<ul style="list-style-type: none"> <li>• Three relevant agency representatives</li> <li>• Three relevant community group representatives</li> <li>• Three independent community members</li> </ul>
<b>Rail Freight Working Group</b>	Cr Middlemiss; Cr Lougheed.	General Manager Economic Sustainability; Manager Economic Development; Coordinator Business Development.	
<b>Traralgon Aquatic Facility Working Party</b> <sup>41.</sup>	<sup>42.</sup> Dunbar Ward Councillor (Cr Harriman*);  <i>Attendance By Invitation:-</i> All Councillors.	<sup>42.</sup> General Manager Recreation, Culture and Community Infrastructure; Manager Recreational Liveability; Project Officer Fixed Plant and Equipment.	<sup>42.</sup> Traralgon Swimming Club (1); Traralgon Community Development Association (1); Save Hubert Osborne Park Group (1); Traralgon Croquet Club (1).

35. Name Change: formerly known as *LV2100 Committee*.
36. Name Change: formerly known as *Cultural and Linguistic Diversity Policy Reference Group*.
37. *Early Years Reference Committee* Terms of Reference adopted by Council Resolution on 22 August 2011.
38. *Jumbuk and Yinnar South Timber Traffic Reference Group* established by Council resolution 6 April 2010 (successor to the Jumbuk & Yinnar South Community Timber Traffic Working Party)
39. Councillor and community representation pursuant to Council resolution on 6 April 2010.
40. Representation pursuant to *Positive Ageing Reference Group* Terms of Reference adopted by Council on 22 November 2011.
41. *Traralgon Aquatic Facility Working Party* established pursuant to Council Resolution 23 May 2011.
42. Working Party representation in accordance with *Traralgon Aquatic Facility Working Party Terms of Reference – June 2011* adopted by Council Resolution on 11 July 2011.

DRAFT

## 6. ASSOCIATIONS

Committee	<i>Councillor delegate for 2011-2012</i>	<i>Officer delegate for 2011-2012</i>	External Committee Members / representation by Council appointment
<b>Alliance of Councils for Rail Freight Development</b>	Cr Lougheed; <i>Alternative:-</i> Cr Middlemiss.	Manager Economic Development.	
<b>Coal Councils of Australia Alliance</b>	Mayor.	Chief Executive Officer; Business Development Officer (Secretariat).	
<b>Gippsland Local Government Network (GLGN)</b>	Mayor.	Chief Executive Officer.	
<b>Municipal Association of Victoria (MAV)</b>	Cr Lougheed. <i>Alternative:-</i> Cr Kam.		
<b>Regional Cities Victoria</b>	Mayor.	Chief Executive Officer.	
<b>South East Australian Transport Strategy (SEATS)</b>	Cr Middlemiss. <i>Alternative:-</i> Cr Lougheed.	General Manager Economic Sustainability or delegate; General Manager Built & Natural Environment or delegate.	
<b>Timber Towns Victoria (Committee)</b>	Cr Lougheed; Cr Kam.	Coordinator Business Development.	
<b>Victorian Local Governance Association (VLGA)</b>	Mayor. <i>Alternative:-</i> Deputy Mayor.		
<b>West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group [CCEAG]</b> <sup>43.</sup>	Cr Kam. <i>Alternative:-</i> Cr Gibson.	Manager Natural Environment Sustainability or delegate.	

<sup>43.</sup> Effectively replaces WGCMA – Latrobe Baw Baw Community Consultative Committee.

\* Councillor appointment(s) under 2011-2012 Council Delegates and Committees Instrument of Delegation [11 DEL-7] pursuant to Council Resolution (Item 11.6.1) - 19 September 2011 (CM 358)

\*\* Councillor reappointment under 2011-2012 Council Delegates and Committees Instrument of Delegation [11 DEL-9] pursuant to Council Resolution (Item 11.6.3) – 7 November 2011 (CM 361)



**11.6.4 ASSEMBLY OF COUNCILLORS**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT - YES)**

**1. INTRODUCTION**

The purpose of this report is to present to Council, the Assembly of Councillors forms submitted since the Ordinary Council Meeting held 17 October 2011.

**2. DECLARATION OF INTERESTS**

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

**3. OFFICER COMMENTS**

The following Assemblies of Councillors took place between 28 September 2011 and 24 October 2011:

<b>Date:</b>	<b>Assembly Details / Matters Discussed:</b>	<b>In Attendance:</b>	<b>Conflicts of Interest Declared:</b>
28 September 2011	Planning for Traralgon – Workshop  Traralgon land use planning projects - Overview and project process	Cr White, Cr Lougheed and Cr O'Callaghan Paul Buckley, Carol Jeffs and Chris Whightman	NIL
11 October 2011	Low Carbon Emissions Future Transition Committee  Low carbon transition	Cr White, Cr Vermeulen and Cr O'Callaghan Paul Buckley, Allison Jones and Julia Agostino	NIL
24 October 2011	Issues & Discussion Session  4.2 Presentation from Previous Issues & Discussion Session 4.3 Future Presentations 7.1 New Issues 8.1.1 Regional Cities Victoria Meeting Minutes – 8 September 2011 8.3.1 Low Carbon Transitional Asks Document Finalisation – Discussion 8.4.1 Latrobe City Council Submission – Potentially Contaminated Land – November 2011 8.4.2 Planning for Traralgon 8.7.1 Website Requirements Findings Report 8.7.2 Electoral Representation Review 8.7.3 Project Governance Arrangements 8.8.1 Accelerated Development Program 2011	Cr White, Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan, Cr Vermeulen Paul Buckley, Allison Down, Michael Edgar, Casey Hepburn, Allison Jones, Zemeel Saba, Grantley Switzer	NIL

**4. RECOMMENDATION**

**That Council note this report.**

**Moved:** Cr Lougheed

**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ATTACHMENTS**

.

## **Assembly of Councillors Record**

**Assembly details:** Planning for Traralgon - Workshop

**Date:** 28 September 2011

**Time:** 5.30pm - 7.30pm

**Assembly Location:** McFarlane Burnet Room - Traralgon Service Centre

**In Attendance:**

**Councillors:** Darrell White, Bruce Lougheed and Kellie O'Callaghan

**Officer/s:** Paul Buckley, Carol Jeffs and Chris Whightman

**Matter/s Discussed:**

Traralgon land use planning projects - Overview and project process

**Are the matters considered confidential under the Local Government Act: NO**

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** NIL

**Officer/s:** NIL

**Times that Officers / Councillors left/returned to the room: N/A**

**Completed by:** Chris Wightman

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

“If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Assembly of Councillors Record

**Assembly details:** Low Carbon Emissions Future Transition Committee

**Date:** Tuesday, 11 October 2011

**Time:** 6.15 pm

**Assembly Location:** Latrobe City Council Corporate Headquarters, 141 Commercial Road, Morwell

**In Attendance:**

**Councillors:** Councillor Darrell White (Mayor), Councillor Ed Vermeulen and Councillor Kellie O'Callaghan

**Officer/s:** Paul Buckley, Allison Jones and Julia Agostino

**Matter/s Discussed:** Low carbon transition

**Are the matters considered confidential under the Local Government Act:** NO

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** Nil

**Officer/s:** Nil

**Times that Officers / Councillors left/returned to the room:** N/A

**Completed by:** Allison Jones

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

“If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Assembly of Councillors Record

**Assembly details:** Issues and Discussions Session

**Date:** Monday 24 October 2011

**Time:** 6:00 PM

**Assembly Location:** Nambur Wariga Meeting Room, Latrobe City Council Offices, Commercial Road, Morwell

**In Attendance:**

**Councillors:** Cr White, Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan, Cr Vermeulen

**Officer/s:** Paul Buckley, Allison Down, Michael Edgar, Casey Hepburn, Allison Jones, Zemeel Saba, Grantley Switzer

**Matter/s Discussed**

- 4.2 Presentation from Previous Issues & Discussion Session
- 4.3 Future Presentations
- 7.1 New Issues
- 8.1.1 Regional Cities Victoria Meeting Minutes – 8 September 2011
- 8.3.1 Low Carbon Transitional Asks Document Finalisation – Discussion
- 8.4.1 Latrobe City Council Submission – Potentially Contaminated Land – November 2011
- 8.4.2 Planning for Traralgon
- 8.7.1 Website Requirements Findings Report
- 8.7.2 Electoral Representation Review
- 8.7.3 Project Governance Arrangements
- 8.8.1 Accelerated Development Program 2011

**Are the matters considered confidential under the Local Government Act: NO**

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** NIL

**Officer/s:** NIL

**Times that Officers / Councillors left/returned to the room: N/A**

**Completed by:** JAYNE EMANS



**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(3)**

“If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

**11.6.5 NAMING OF THE NEWLY CONSTRUCTED EARLY YEARS AND COMMUNITY CENTRE AT SOUTH STREET, MOE**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – NO)**

**1. PURPOSE**

The purpose of this report is to seek Council's approval to give public notice of its intention to consider naming the newly constructed centre at South Street (Ted Summerton Reserve) Moe the "Moe P.L.A.C.E." (People, Learning, Activity, Community, Education).

**2. DECLARATION OF INTERESTS**

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

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

*And*

*Strategic Objectives – Our Community*

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

*Latrobe City Council Plan 2011 - 2015*

The following key "Shaping our Future" themes are applicable:

- An active, connected and caring community,
- Attract, retain and support.

### *Strategic Direction – Governance*

- Support effective community engagement to increase community participation in Council decision making.
- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Provide timely, effective and accessible information about Latrobe City Councils activities.
- Ensure that Council decision-making considers adopted policies.

### *Service Provision – Our Community*

- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, wellbeing and safety of all within Latrobe City.

### *Legislation*

The *Geographic Place Names Act 1998* and the *Guidelines for Geographic Place Names Victoria 2010* seek to promote the use of consistent and accurate geographic names throughout the state.

The guidelines also provide a structure for ensuring that the assignment of names to features, localities and roads is undertaken in a way that is beneficial to the long term interests of the community.

Under the guidelines municipal councils are shown as the naming authority for features which are defined as “*a unique geographical place or attribute that is easily distinguished within the landscape*”.

### *Policy - Nil*

There is no specific Council policy relating to the naming of features. The procedure is specified by the *Geographic Place Names Act 1998* and the *Guidelines for Geographic Place Names Victoria 2010*.

#### 4. **BACKGROUND**

As part of its policy commitment to fund the construction of 260 new childcare centres across Australia by 2014, the Commonwealth Government of Australia announced Moe as one of the first locations to receive funding for these projects.

Moe was identified as one of ten locations in Victoria to be funded for a new centre. It is understood locations in this first round were given priority on the basis of socio-economic need and to fulfil Commonwealth Government election commitments. During the 2007 federal election campaign, the then Shadow Minister with responsibility for child care, Jenny Macklin, announced that funding would be provided to replace the Moe Early Learning Centre (MELC) with a new facility. The MELC provides quality Early Education and Care service to children from the Moe and surrounding areas. The MELC services are delivered from an outdated building that has limitations on the number of families that are able to access the service.

Latrobe City Council's commitment to making the Latrobe Valley one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud supported the Governments view that a new centre was required in the Moe area. The works undertaken at Ted Summerton Reserve have resulted in a clear community connection that supports Councils commitment to community connectedness and partnership opportunities.

The newly completed centre is built on Crown Land designated as a "*Public Hall and recreation Reserve*". A strong partnership was formed between all relevant user groups during the construction phase of the project. The partnership resulted in a formal agreement during 2010 and is now known as the 'Latrobe City, Moe Southside Community precinct' with user group representative members from:

- Moe Country Fire Brigade
- Moe Cricket Club
- Moe Football and Netball Club
- South Street Primary School (Moe)
- Moe Toy Library
- Latrobe City Council Ward Councillor
- Latrobe City Council Child and Family Services Management representative
- Latrobe City Council Recreational Liveability Management representative.

The user group was eager to suggest a name for the newly completed early years and community centre that captured all of the activities that would take place. It was agreed that it was important to select a name that encouraged access from all members of the community as well as encouraging use of the new facility by community groups.

At a user group meeting on 04 May 2011 Moe P.L.A.C.E. was identified as an appropriate name as it captures the key focus areas of the facility:

- People
- Learning
- Activity
- Community and
- Education.

## 5. **ISSUES**

The *Guidelines for Geographic Names 2010* identify Council as the naming authority for a feature such as “Moe P.L.A.C.E.”.

When naming a feature Council must give consideration to the 16 principles contained in the guidelines when determining whether a feature name is appropriate.

The following principles apply to this application:

### Principle 1(A) Language

The guidelines state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.

The proposed name is consistent with this principle.

### Principle 1(B) Recognising the Public Interest

The guidelines state that consideration needs to be given to the long-term consequences and effects upon the wider community of naming a feature.

The proposed name “Moe P.L.A.C.E.” acronym will encapsulate the broad focus of the new centre.

#### Principle 1(C) Ensuring Public Safety

Geographic names must not risk public and operational safety for emergency response or cause confusion for transport, communication and mail services.

“Moe P.L.A.C.E.” identifies the newly completed centre and the proposed name does not pose a risk to public safety.

#### Principle 1(D) Ensuring Names Are Not Duplicated

Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity that have identical or similar spelling or pronunciation.

“Moe P.L.A.C.E.” is a unique name and a search of the VICNAMES database has revealed no other registered feature containing similar wording.

#### Principle 1(F) Assigning Extent to Feature, Locality or Road

Council, as the naming authority, must define the area and/or extent to which the name will apply.

#### Principle 1(G) Linking the Name to the Place

Place names should be relevant to the local area with preference given to unofficial names that are used by the local community.

The proposed name is for a newly completed centre meets these requirements and the proposed name has been put forward by the ‘Latrobe City, Moe Southside Community precinct’ user group.

#### Principle 1(H) Using Commemorative Names

Naming often commemorates an event, person or place. A commemorative name applied to a feature can use the first or surname of a person although it is preferred that only the surname is used.

This principle is not applicable.

#### Principle 1(J) Names Must Not Be Discriminatory

Place names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.

The proposed name is unlikely to cause offence to any member of the public.

#### Principle 1(M) Consulting With the Public

Naming authorities must consult with the public on any naming proposal. The level and form of consultation can vary depending on the naming proposal.

The purpose of this report is to seek Councils approval to give public notice of the proposed registration of "Moe P.L.A.C.E." as an official feature name and invite comment. This will be done by a public notice placed in the Latrobe Valley Express.

#### Principle 1(P) Signage

Naming authorities must not erect or display signage prior to receiving advice from the Registrar that the naming proposal has been approved, gazetted and registered in VICNAMES.

The existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

Signage has already been erected at the centre. In the event approval and registration of the name is not successful this would need to be removed. In the event that approval and registration of the name is successful the signage will be reviewed in an effort to assist with public recognition and understanding of the centre name.

The following two principles relate specifically to the naming of features and are also applicable to this request:

#### Principle 2(A) Feature Type

A feature type should be included in the feature name and located after the unique feature name.

P.L.A.C.E. is an acronym of the functions and services the new centre will provide and should satisfy this principle.

### Principle 2(C) Locational Names

If choosing a name based on location the feature should be given the name of the official locality.

The proposed name is consistent with this principle as the proposed name makes reference to the locality of Moe.

## 6. **FINANCIAL AND RESOURCES IMPLICATIONS**

The costs associated with considering this proposal are minimal, being the cost of placing public notices in the Latrobe Valley Express inviting public comment on the proposal.

## 7. **INTERNAL / EXTERNAL CONSULTATION**

### *Engagement Method Proposed:*

- Public Notices in the Latrobe Valley Express

### *Details of Community Consultation / Results of Engagement:*

The *Guidelines for Geographic Names 2010* require Council, as a naming authority, to consult with the public on any naming proposal.

Consultation will therefore be undertaken in accordance with Section 223 of the *Local Government Act 1989* and any submissions received will be presented for consideration at a future Council meeting.

## 8. **OPTIONS**

Council has the following options:

1. Give public notice of the proposed registration of “Moe P.L.A.C.E.” as an official feature name and invite public comment; or
2. Resolve not to register “Moe P.L.A.C.E.” as an official feature name and identify another name for the new centre.



## 9. CONCLUSION

The 'Latrobe City, Moe Southside Community precinct' incorporates a user group that is representative of the users of the Ted Summerton precinct. Members of the user group are eager to work together to encourage community use of the entire precinct, including the new early years and community centre.

The 'Latrobe City, Moe Southside Community precinct' user group has suggested the name Moe P.L.A.C.E for the early years and community centre. Moe P.L.A.C.E represents:

- People
- Learning
- Activity
- Community and
- Education

It encompasses the functions and services that will be delivered from the building and the name should further encourage community members to form a connection with the facility, resulting in increased access and service delivery.

## 10. RECOMMENDATION

1. **That Council gives public notice of its intention to consider the proposal to name the newly completed early years and community centre at South Street Moe within the Ted Summerton Reserve "Moe P.L.A.C.E." and invite comment on the proposal.**
2. **That any submissions that are received regarding the proposal to name the newly completed centre, South Street Moe within the Ted Summerton Reserve be considered at the Ordinary Council Meeting to be held on Monday 19 December 2011.**

**Moved:** Cr Price

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**MEETING CLOSED  
TO THE PUBLIC**

**13.1 MEETING CLOSED TO THE PUBLIC**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – NO)**

**1. PURPOSE**

The purpose of this report is for Council to consider closing this meeting to the public to allow Council to deal with items which are of a confidential nature.

Section 89(2) of the *Local Government Act* 1989 enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

**2. DECLARATION OF INTERESTS**

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

**3. RECOMMENDATION**

**That Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act* (LGA) 1989 for the following reasons:**

	<b>ITEMS</b>	<b>NATURE OF ITEM</b>
15.1	ADOPTION OF MINUTES	<b>(h) other</b>
15.2	CONFIDENTIAL ITEMS	<b>(h) other</b>
15.3	ASSEMBLY OF COUNCILLORS	<b>(h) other</b>
15.4	COUNCILLOR QUARTERLY EXPENSES REPORT – JULY–SEPTEMBER 2011	<b>(h) other</b>
15.5	ITT 13015 - LATROBE CITY COUNCIL MINOR SITE COMMUNICATIONS REVIEW	<b>(d) contractual matters</b>

**Moved:** Cr Lougheed

**Seconded:** Cr Middlemiss

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**Meeting Closed to the Public**

**The Meeting closed to the public at 8.50 PM**

**14. TEA BREAK****Adjournment of Meeting**

The Mayor adjourned the Meeting at 8.50 PM for a tea break.

**Resumption of Meeting**

The Mayor resumed the Meeting at 9.00 PM.

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED  
CLOSED AT 9.01 PM.**

**I CERTIFY THAT THESE MINUTES COMPRISE OF 444 PAGES IN TOTAL  
AND THAT THEY HAVE BEEN CONFIRMED.**

**MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_