



LATROBE CITY COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

HELD IN THE
NAMBUR WARIGA MEETING ROOM,
CORPORATE HEADQUARTERS, MORWELL
AT 7:00 PM ON 27 JUNE 2011

PRESENT:

Cr Darrell White, Mayor - Firmin Ward
Cr Sharon Gibson, Deputy Mayor - Merton Ward
Cr Bruce Lougheed - Tanjil Ward
Cr Graeme Middlemiss - Rintoull Ward
Cr Kellie O'Callaghan - Burnet Ward
Cr Ed Vermeulen - Gonyah Ward
Paul Buckley, Chief Executive Officer
Allison Jones, General Manager Economic Sustainability
Peter Quigley, General Manager Built and Natural Environment
Zemeel Saba, General Manager Organisational Excellence
Grantley Switzer, General Manager Recreation, Culture and Community
Casey Hepburn Acting General Manager Governance
Jodie Pitkin, Acting General Manager Community Liveability
Tom McQualter, Manager Council Operations and Legal Services
Meagan Bennetts, Council Operations Administration Officer

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CLOSED

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

Cr Rohan Fitzgerald - Dunbar Ward
Cr Sandy Kam -Galbraith Ward

3. Declaration of Interests

Cr O'Callaghan declared an indirect interest under section 78B of the *Local Government Act 1989* in Item 11.3.1 Planning Permit Application 2010/142 - Two (2) Lot Re-Subdivision, Use Of The Land On Lot 2 For A Hotel And Restaurant And Associated Buildings And Works, Removal Of Native Vegetation, Reduction In Car Parking Requirements And On-Premises Liquor License, 30 Airfield Road And Princes Highway, Traralgon

4. Adoption of Minutes

Moved: Cr Gibson
Seconded: Cr Vermeulen

That Council adopts the Minutes of the Ordinary Council Meeting held on 6 June 2011 (CM 348), relating to those items discussed in open Council.

CARRIED UNANIMOUSLY

Moved: Cr Gibson
Seconded: Cr O'Callaghan

That Council adopts the Minutes of the Special Council Meeting held on 14 June 2011 (SM 349), relating to those items discussed in open Council.

CARRIED UNANIMOUSLY

PUBLIC QUESTION TIME

5.1 TYERS TOWNSHIP SEWERAGE

Ms. Christine Sindt asked the following question:

Background

I have the Minutes of an Executive Meeting of the Gippsland Integrated Natural Resources Forum. It was held on Thursday 23 August 2007 at the Board Room of the West Gippsland Catchment Management Authority. Section 6 of the Minutes states that Tyers township is scheduled for sewerage. I have two questions regarding the sewerage of Tyers township.

Questions

1. When and why was this project halted?
2. When were Councillors made aware of this situation?

Answer

The Chief Executive Officer paraphrased the question and responded that the question will be taken on notice with the answers provided in writing and also included in future Council Meeting Minutes.

Suspension of Standing Orders

Moved: Cr O'Callaghan
Seconded: Cr Gibson

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 Adrian Zomer addressed Council in relation to Item 6.1 2011/16 – Notice of Motion – Request for Vicroads to withdraw the option for constructing a new highway on the Southside at Flynn.

Ms Christine Bouchier addressed Council in relation to Item 6.1 2011/16 – Notice of Motion – Request for Vicroads to withdraw the option for constructing a new highway on the Southside at Flynn.

Mr Alex Arbuthnot addressed Council in relation to Item 7.1 Economic Sustainability Strategy 2011 – 2015.

Mr Matthew Davey addressed Council in relation to Item 7.1 Economic Sustainability Strategy 2011 – 2015.

Mr Glyn Baker addressed Council in relation to Item 7.1 Economic Sustainability Strategy 2011 – 2015.

Mr Peter Dell addressed Council in relation to Item 7.3 Planning Permit Application 2010/207 – Two Lot Subdivision – 53-55 Cairnbrook Road, Glengarry.

Mr Peter Dell addressed Council in relation to Item 7.4 Planning Permit Application 2010/407 – Use of the Land for a Service Industry - 53-55 Cairnbrook Road, Glengarry.

Cr O'Callaghan left the Chamber at 7.37 pm due to an indirect interest under section 78B of the *Local Government Act 1989*.

Mr Peter Dell addressed Council in relation to Item 11.3.1 Planning Permit Application 2010/142 – Two (2) Lot Re – Subdivision, Use of Land on Lot 2 for a Hotel and Restaurant and associated Buildings and Works, Removal of Native Vegetation, Reduction in Car Parking Requirements and On-Premises Liquor License, 30 Airfield Road and Princes Highway, Traralgon.

Cr O'Callaghan returned to the Chamber at 7.41 pm.

Resumption of Standing Orders

Moved: Cr Lougheed

Seconded: Cr Gibson

That Standing Orders be resumed.

CARRIED UNANIMOUSLY

Standing Orders were resumed at 7:42 pm

NOTICES OF MOTION

**6.1 2011/16 - NOTICE OF MOTION - REQUEST FOR VICROADS TO
WITHDRAW THE OPTION FOR CONSTRUCTING A NEW
HIGHWAY ON THE SOUTHSIDE AT FLYNN**

CR VERMEULEN

MOTION

That the mayor of Latrobe City Council writes to Vicroads, requesting Vicroads withdraws the option for constructing a new highway on the southside at Flynn.

This option would leave the township of Flynn between two sections of highway, and affect many properties and residents.

Moved: Cr Vermeulen

Seconded: Cr Lougheed

Cr O'Callaghan proposed an amendment to the Notice of Motion

Moved: Cr O'Callaghan

Seconded: Cr Gibson

That the Amendment be accepted.

CARRIED UNANIMOUSLY

The Amended Motion became the Motion before the chair

That the mayor of Latrobe City Council writes to Vicroads and relevant State Ministers, requesting Vicroads withdraws the option for constructing a new highway on the southside at Flynn.

This option would leave the township of Flynn between two sections of highway, and affect many properties and residents.

CARRIED UNANIMOUSLY

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ITEMS REFERRED BY THE COUNCIL

7.1 ECONOMIC SUSTAINABILITY STRATEGY 2011-2015

AUTHOR: General Manager Economic Sustainability
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to present the draft Latrobe City Council Economic Sustainability Strategy 2011–2015 together with results of the community consultation to Council for consideration.

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 – Sustainability

In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. As the vibrant business centre of Gippsland, it contributes to the regional and broader economies, whilst providing opportunities and prosperity for our local community.

Latrobe City Council Plan 2010 - 2014

Strategic Direction – Economy

- Facilitate investment attraction of new firms to contribute to economic diversification, employment creation and to meet the challenges of a carbon constrained economy;
- Promote and support the development of existing and new infrastructure to enhance the social and economic wellbeing of the municipality;
- Ensure well planned infrastructure that enhances the marketability of the municipality to industries, residents and investors;
- Utilise economic modelling to demonstrate the possible impact of economic development strategies;

- Conduct focussed feasibility studies to determine the potential major public infrastructure with significant economic benefits;
- Support the skill development requirements of local industry;
- Develop and implement economic development actions to encourage business retention and growth;
- Develop, collate and publish a range of economic indicators annually;
- Promote and support the development of the tourism and events sector; and
- Strengthen the economic sustainability of the region by actively encouraging partnerships with other local governments, industry and with community agencies.

Service Provision- Economy

- Facilitate the attraction of large investments to Latrobe City in conjunction with Victorian and Australian Governments;
- Provide input into government policy and relevant inquiries through bodies such as the Productivity Commission, Essential Services Commission, Victorian and Australian Government Inquiries to attract new economic infrastructure to Latrobe City;
- Provide Business Development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy;
- Facilitate training and networking services for local small and medium enterprises;
- Support the development of the tourism industry in line with regional, state and federal strategies; and
- Provide tourism and lifestyle information for the Latrobe region, including visitor information support and services.

Policy

This Report is consistent with *Positioning Latrobe City for a Low Carbon Emission Future*.

Major Initiatives - Economy

Review the Latrobe City Council Economic Development Strategy and present to Council for consideration.

4. BACKGROUND

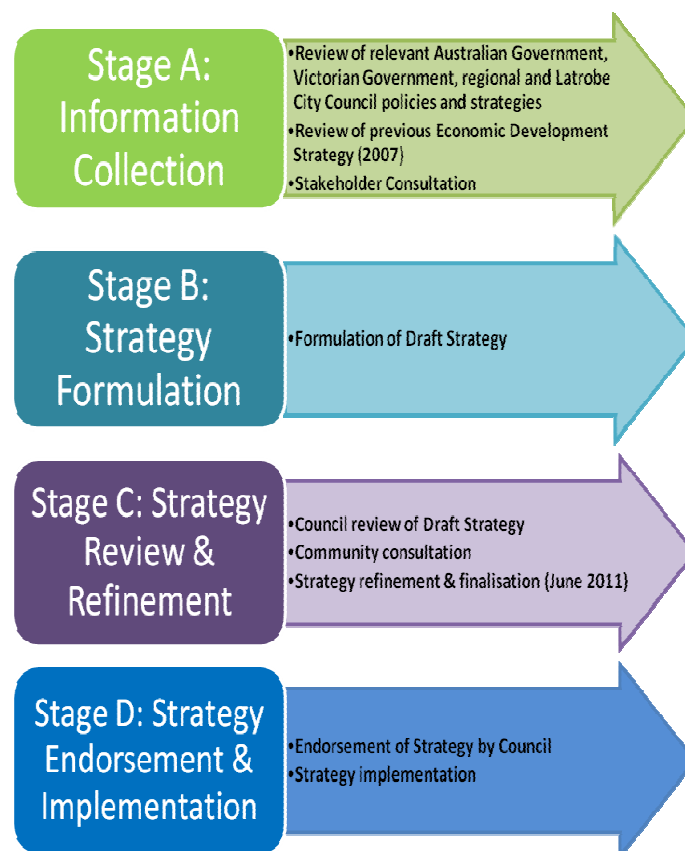
The Latrobe City Council Plan 2010-2014 identifies the following major initiative for the 2010/11 financial year;

1. *Review the Latrobe City Council Economic Development Strategy and present to Council for consideration.*

The current Latrobe City Council Economic Development Strategy (2007) outlines the key economic development actions to underpin economic development, build business and community relationships, increase public and private sector investment and increase employment levels.

While the Council Plan Action refers to an Economic Development Strategy, the revised document is titled Economic Sustainability Strategy so as to be consistent with Latrobe 2026.

During September 2010, Consultants were appointed to undertake the Latrobe City Council Economic Sustainability Strategy Review. Figure one (below) details the process utilised by the consultants to undertake this Review.



At its Ordinary Meeting of 9 May 2011, Council resolved the following:

1. *That Council approves the release of the Draft Latrobe City Council Economic Sustainability Strategy for community comment for a period of four weeks from 10 May 2011.*
2. *That a further report, including details of public submissions be provided to Council at the Ordinary Meeting to be held on 20 June 2011.*

As no Council meeting was held on 20 June 2011, this report was presented to the next scheduled Council meeting after this date.

5. **ISSUES**

The aim of the draft Economic Sustainability Strategy 2011 – 2015 is to provide Council with a strategic framework to drive economic growth by:

- Facilitating sustainable economic development in Latrobe City;
- Diversifying the economic base;
- Capturing opportunities arising from a low carbon economy; and
- Delivering growth in employment opportunities and job security for the Latrobe City community.

Community consultation was undertaken over a four week period. The draft Strategy was distributed and promoted for comment through a range of avenues. Section 7 of this report provides an overview of the consultation process.

Outcomes of Consultation

A total of seven written submissions were received. Comments included a mix of support and objections to the proposed Strategy and suggested actions that Council could undertake. The overall feedback was supportive of the draft Strategy.

The following table gives a snapshot of responses.

	Support	Support/ Object	Object
Economic Sustainability Strategy	5	1	1

Summary of Submissions

Submission received from:	Support/Objection	Comments/Issues	Officer Comments	Change to Report Y/N
Matthew Davey	Support	<p>The submitter proposes that the Strategy refer to:</p> <ul style="list-style-type: none"> - the development of an emissions processing Industry; - establishment of an emissions pipeline; - building of an industrial park to demonstrate and develop emissions processing technologies; - encouragement of innovation by providing research / demonstration grants. 	<p>Comments supported.</p> <p>The Strategy recognises the importance of fostering the development of a low emissions industry with specific reference on page 17 to:</p> <ul style="list-style-type: none"> • Lobbying Government to establish low emissions coal research projects in Latrobe City; • Supporting proponents to access funding to establish low emissions and alternative coal research projects in Latrobe City; • Promoting carbon capture and storage projects (such as the CCS project and CO2CRC initiatives) in the broader community; • Supporting the proposal for establishment of the Centre of Excellence for Sustainable Technologies in Gippsland; • Working with Clean Coal Victoria, Brown Coal Innovation Australia and other coal technology agencies to identify and pursue investment opportunities in brown coal; • Working with Monash University and the Department of Primary Industries (DPI) to investigate opportunities for soil carbon research and pilot programs in Latrobe City and/or Gippsland region. <p>Wording has been slightly revised to reinforce this objective.</p>	Y
Janine Hayes	Support	<p>The submitter suggests:</p> <ul style="list-style-type: none"> - consistency in referencing the Latrobe City Business Tourism Association Inc.(LCBTA) within the document; 	<p>Wording has been revised to ensure consistency.</p>	Y

Submission received from:	Support/Objection	Comments/Issues	Officer Comments	Change to Report Y/N
		<p>- specific reference to the LCBTA Business and Communication Plan as a Collaborative Industry Plan (p8);</p> <p>- that the Strategy refers to actively encouraging local business in all sectors to support the LCBTA (p14);</p> <p>- specific reference to the LCBTA People's Choice Awards (p22);</p> <p>- additions to stakeholder views to include reference to www.visitlatrobevalley.com and opportunities for the marketing and promotion of Latrobe city through new technologies (p56);</p> <p>- specific reference to branding from a tourism perspective as part of Investment branding (p61)</p>	<p>Comment not supported. The Collaborative Industry plans referred to on page 8 are regional plans. The LCBTA Business and Communication Plan is not a regional plan.</p> <p>Comment supported. The words "expand its industry base" have been added to Point 9 on page 61.</p> <p>Comment supported. Reference to the LCBTA People's Choice Awards added to page 22.</p> <p>Comment supported. The following opportunities have been added to page 56.</p> <ul style="list-style-type: none"> • Enhancement of the Latrobe City tourism website www.visitlatrobevalley.com • Marketing and promotional capability arising from development of new IT technologies <p>Comment supported. The words 'residential attraction, visitation' have been added prior to "and investment decisions" on pages 20 and 64.</p>	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
GippsAero	Support	<p>The submitter requests that:</p> <p>-the reference of Mahindra investment into GippsAero be changed from 75% to 75.1% (p5, p37);</p> <p>- correct spelling of Airvan (p43).</p>	<p>Comment supported. The words "an approximate" have been added before 75% on pages 5 and 37 to address the comment while retaining consistency of numerical accuracy in the Strategy.</p> <p>Wording corrected</p>	<p>Y</p> <p>Y</p>
Love Holdings P/L	Objection	<p>The submitter:</p> <p>- proposes that the document is "basically an attempt to justify the actions of the department";</p> <p>- raises a perception of lack of action in areas such as the Lurgi site and the Gippsland Logistics</p>	<p>Comment not supported. The document outlines specific actions to guide the activities of Council in consolidating Latrobe City's position as a major regional and service centre and driving continued economic growth.</p> <p>Comment not supported. Progress has been made in both these significant strategic</p>	<p>N</p> <p>N</p>

Submission received from:	Support/Objection	Comments/Issues	Officer Comments	Change to Report Y/N
		<p>Precinct;</p> <ul style="list-style-type: none"> - suggests increased support to Mahindra to avoid GippsAero moving offshore and to encourage improvements to the Latrobe Regional Airport; - suggests that the strategy should contain actions to upgrade the Latrobe Regional Airport to handle interstate and subsequently international flights. - raises concern with the lack of a current Marketing Strategy for Council - suggests that the strategy does not include sufficient performance measures. 	<p>projects.</p> <p>Comment not supported. Significant support continues to be provided to GippsAero and Mahindra to underpin and grow the company and relevant airport infrastructure.</p> <p>Comment not supported. The Latrobe Regional Airport Masterplan 2009 was prepared in consultation with the airport board, Council, community members, agencies and authorities and was adopted as the most appropriate actions to take for the future development of the airport. The Masterplan does not provide for expansion of this scale. If the airport was to be developed as a major terminal, its location would need to be considered due to sensitive uses (ie rural living) surrounding the airport and its impact on them.</p> <p>Comment noted. This item has been captured as an action in the Council Plan 2011 – 2015.</p> <p>Comment not supported. Page 31 of the Strategy outlines a range of measures of progress which form the basis for accountability via the Economic Sustainability Division rolling, four year business plan.</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p>
Glyn Baker	Support / Objection	<p>The submitter proposes that the Strategy should be primarily focussed on achieving increased governmental fiscal efficiency and reducing costs from government on business thereby achieving economic growth.</p> <p>The submitter proposes 35 specific changes to the Strategy aimed at increasing governmental fiscal efficiency.</p>	<p>Comment not supported. The submitter appears to support the intent of the Strategy. However driving governmental fiscal efficiency is beyond the scope of the document.</p>	N
Agribusiness Gippsland	Support	<p>The submitter provides supporting comment indicating that the Strategy is visionary, progressive and on many issues looking at the benefits to the broader Gippsland.</p>		

Submission received from:	Support/Objection	Comments/Issues	Officer Comments	Change to Report Y/N
		<p>The submitter was impressed that the report does recognise the value of agribusiness and the food industry not only in a Gippsland context but in future employment and investment opportunities for Latrobe City.</p> <p>The submitter:</p> <ul style="list-style-type: none"> - suggests the Figure 1 should have a reference to agribusiness. - proposes the Strategy should specifically consider the opportunity to build on Traralgon's Agribusiness Service Centre for Gippsland. - proposes a study be undertaken to identify the best location for a Gippsland conference centre. - suggests that page 16 should identify the range of fertiliser programs using carbon, coal and ash. 	<p>Comment not supported. Figure 1 refers to strategic documents formally adopted by Council. While there is no agribusiness specific document, the sector is addressed in a number of documents identified.</p> <p>Comment not supported. The Strategy clearly recognises Latrobe City's position as a major regional city and service centre. Traralgon is one of Latrobe City's key urban centres.</p> <p>Comment not supported. The recently adopted Latrobe City Council Tourism Audit includes an analysis of conference facilities within the broader Gippsland region and identifies specific comparative advantages for Latrobe City including central location and relatively large population.</p> <p>Comment not supported. The Strategy on page 16 recognises fertiliser production as an alternative coal use.</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p>
Monash University	Support	The submitter provides general supporting comment stating that the Strategy is comprehensive and highlighting recent projects that the Gippsland Education Precinct and partner organisations have developed which support the direction of the Strategy.	Comment supported.	N

6. FINANCIAL AND RESOURCES IMPLICATIONS

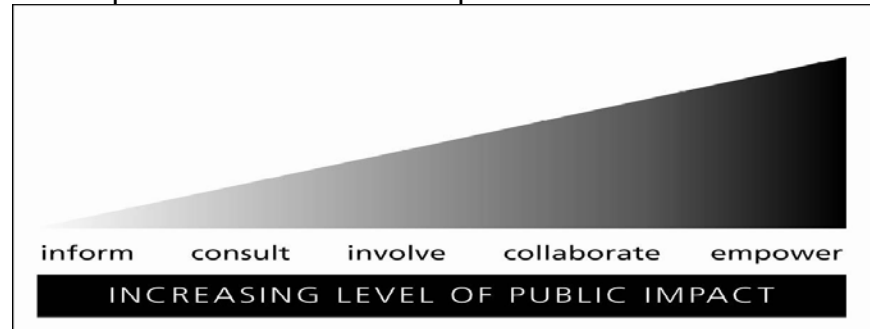
A budget of \$40,000 was allocated to the Review of the Economic Sustainability Strategy project which will be delivered within recurrent Divisional expenditure and resources.

7. INTERNAL / EXTERNAL CONSULTATION

Engagement Method Used:

The consultation process complies with the engagement objectives of the *Community Engagement Plan 2010-2014*. With reference to the IAP2 Spectrum of Community Engagement, the 'Consult' process has been undertaken with key stakeholders.

IAP2 Spectrum of Public Participation



Source: Community Engagement Plan 2010-2014.

Consultation during Stage A- Information Collection

During the Information Collection stage (Stage A) of the project, business stakeholders were invited to attend workshops, participate in a telephone survey or provide written input on:

- Investment opportunities;
- Infrastructure, services, skills and education needs to support economic development and community wellbeing;
- Hurdles to economic growth and prosperity; and
- Opportunities for Council to support the community, business growth and investment in Latrobe City.

In total, ten workshops, facilitated by the consultants were conducted in Latrobe City for external and internal consultation with approximately 34 people attending.

External consultation was conducted through workshops and individual meetings across various industry sectors including:

- Government;
- Forestry and Paper;
- Business Associations;
- Manufacturing and technology;
- Agribusiness;
- Energy;
- Transport;
- Health;
- Education, training research and unions; and
- Tourism and events.

Key Council and industry stakeholders were engaged through various means including:

- Workshops – independently facilitated;
- Individual meetings; and
- Individual feedback (via telephone and email).

The consultants also gathered information via telephone interviews with eight individual businesses unable to attend the workshops.

Consultation during Stage C- Strategy Review and Refinement

Following the Council resolution at the 9 May 2011 Ordinary Council meeting approving release of the draft Strategy for community comment, it has been distributed and promoted for comment through a range of avenues as follows.

Date	Method	Details
10 May 2011	Media release distributed	Resulted in Latrobe Valley Express article on 16 May 2011
10 May 2011	Website	Placed on the Latrobe City Council "Have Your Say" webpage. Website Statistics: <ul style="list-style-type: none"> • May 2011 - 151 views/downloads • June 2011 - 9 views/downloads
10 May 2011	Hard copy distribution	Copy of draft reports distributed to Morwell Service Centre, Morwell Library, Traralgon Service Centre, Moe Service Centre, Moe Library and Churchill Service Centre.
10 May 2011	Email notification	Distributed to contact list including: <ul style="list-style-type: none"> • Gippsland Trades and Labour Council • Gippsland Local government Network

Date	Method	Details
		<ul style="list-style-type: none"> • Economic Development Australia, Victorian Committee • Victorian Employers Chamber of Commerce and Industry • Victorian Department of Primary Industries • Regional Development Victoria • Victorian Government Department of Planning and Community Development • Victorian Local Government Association • Municipal Association of Victoria • Committee for Economic Development of Australia • Latrobe City Council Low Carbon Transition Committee. <p>Distributed to local business associations and members of the local business community.</p> <p>Distributed to key project stakeholders businesses / organisations within the following sectors:</p> <ul style="list-style-type: none"> • Energy and coal • Forestry • Manufacturing and Technology • Transport • Food and Agribusiness • Health • Unions • Education and Skills.
12 May 2011	Website	Placed on the Latrobe City Business Tourism Association website.
12 May 2011	Print Media	Included in Council Notice Board.
12 May 2011	E-newsletter	Included in Agribusiness Gippsland Newsletter May edition.
16 May 2011	Print Media	Included in Council Notice Board.
18 May 2011	Business Community Meeting	Discussed at the Latrobe City Business Tourism Association Inc. General Meeting.
18 May 2011	Conference Question	Raised during a question at the Gippsland Trades and Labour Council "Just Transition" Conference.
19 May 2011	Print Media	Included in Council Notice Board.
23 May 2011	Print Media	Included in Council Notice Board.

A total of seven written submissions were received, they are provided as Attachment 2.

8. OPTIONS

Council has the following options in respect to the draft Economic Sustainability Strategy 2011-2015:

1. Approve the Economic Sustainability Strategy 2011-2015 with amendments resulting from the community consultation process.
2. Approve the Economic Sustainability Strategy 2011-2015 as presented at Council's Ordinary meeting on 9 May 2011.
3. Not approve the Economic Sustainability Strategy 2011-2015.

9. CONCLUSION

The draft *Latrobe City Council Sustainability Strategy 2011 – 2014* has been developed in close consultation with a range of key Council and industry stakeholders and released for community consultation for a period of 4 weeks.

Consultation has been undertaken with the community and as a result of this some minor changes have been made to the Strategy which is now presented to Council.

The Strategy provides Council with a framework to consolidate Latrobe City's position as a major regional city and build a future underpinned by a strong and sustainable economy.

10. RECOMMENDATION

1. **That Council adopts the Latrobe City Council Economic Sustainability Strategy 2011-2015.**
2. **That stakeholders who provided input during the development of Latrobe City Council Economic Sustainability Strategy 2011-2015 be advised of Council's decision and thanked for their contribution.**

Moved: Cr Vermeulen

Seconded: Cr Lougheed

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENT 1

Economic Sustainability Strategy

Final Report



Prepared for Latrobe City Council by MWH Australia

June 2011

This document has been prepared specifically for Latrobe City Council in relation to this project and should not be relied upon by other parties nor used for any other purpose without the specific permission of MWH.

REVISION SCHEDULE

REV. NO.	DATE	DESCRIPTION	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	20/12/10	Preliminary draft	P Charlton	C Mumme	P K Tan
2.0	09/02/11	Draft	P Charlton	C Breen	P K Tan
3.0	01/03/11	Draft	P Charlton	A O'Connor	P K Tan
4.0	21/03/11	Draft	A O'Connor	P Charlton	P K Tan
5.0	12/04/11	Draft for Consultation	P Charlton	A O'Connor	P K Tan
6.0	06/06/11	Final	P Charlton	A O'Connor	P K Tan

Foreword

We are pleased to present this Economic Sustainability Strategy for Latrobe City. The document describes the framework by which Latrobe City Council will work with our community to cultivate sustainable economic development in Latrobe City and contribute to the delivery of the liveable, vibrant and enterprising region described in the Latrobe 2026 community vision.

Latrobe City is recognised as one of Victoria's four major regional centres, along with Ballarat, Bendigo and Geelong. With a Gross Regional Product (GRP) of approximately \$4 billion and annual business turnover estimated at \$10.3 billion, the City makes a significant contribution to the Victorian economy. Employment growth in Latrobe City is strong, and in recent years this growth has exceeded that in the other three major regional centres¹.

The Economic Sustainability Strategy is a blueprint for how Council will work with our community, industry, small business and government partners to drive economic growth and achieve outcomes including:

- Consolidating and expanding our position as a major regional city within Victoria and the centre point of Gippsland's economy
- Continued job creation and reduced unemployment rate
- Growth in gross regional product
- Smooth transition to a low carbon economy

Latrobe City is operating in a rapidly changing economic landscape. Population growth, technology advances, the ageing workforce, globalisation and a future low carbon economy present both challenges and opportunities for Latrobe City. Our history of industrial enterprise, successful adaptation and innovation means we are extremely well positioned to embrace change and harness new opportunities to further diversify and strengthen our economy. Latrobe City Council will take a lead role in preparing our community to prosper from these changes, in particular the transition to a low carbon future.

Latrobe City Council's role is to facilitate private and public sector investment and to help create an attractive investment "climate". We will do this by:

Creating an enabling business environment:

Our actions in this area will make it easy for businesses to invest, adapt and grow.

Latrobe City Council intends to be at the forefront of delivery of planning permit assessments and visionary strategic land use planning. We will lead and support regional planning and delivery of initiatives to prepare our community for a low carbon future.

Using its connections with other levels of Government, Latrobe City Council will advocate for policy settings that support investment and secure long-term economic prosperity. We will facilitate improvements in infrastructure to support business activity

¹ Compelling Economics, 2011, Employment Comparison Report: Nov 2006-Nov 2010

and community wellbeing and contribute to enhancement of the urban environment to foster sustainable population growth and skills retention.

Building the Latrobe City investment brand:

The Latrobe City investment brand will provide a solid foundation upon which Latrobe City Council and the business community can promote our City to investors and effectively engage with private and public sector decision makers.

Latrobe City Council will seek to better understand the enablers and barriers to investment and target promotional activities and strategies to build our city's reputation as an investment location of choice.

Driving strategic business development:

We will be uncompromising in our pursuit of iconic projects that create substantial employment opportunities for Latrobe City and the surrounding region.

Opportunities for investment and growth that bring new capital into the local economy, align with the strengths of Latrobe City, complement existing industries and serve to diversify the economy will be proactively identified and aggressively pursued. Prospects that will be targeted include:

- Food processing: Gippsland is increasingly becoming the food bowl for Victoria. Latrobe City Council will maximise opportunities for food processing investment within the municipality with an aim of attracting the next large project within this sector
- Power generation: Latrobe City will harness its competitive strengths in power generation and heavy engineering in order to build on, and further enhance our reputation as Victoria's energy heartland with a particular focus on new technologies and sustainable uses for our vast brown coal resource
- Education and Training: We will partner with the education sector to promote Latrobe City as the location of choice for both Australian and international students within regional Victoria
- Shared Services: Latrobe City will mobilise its skilled workforce and infrastructure capacity to be a key shared services hub within Australia

Harnessing our local and international business networks, we will assist new and existing businesses to expand and invest in Latrobe City by providing information and data to support decision-making, brokering partnerships and building business capacity.

This document outlines the key economic sustainability strategies and actions planned for the 2011-2015 period. We believe this Economic Sustainability Strategy will foster robust business growth, sustained local employment opportunities and ongoing job security for the Latrobe City community.

Latrobe City is open for business.

The Mayor and Councillors of Latrobe City

Economic Sustainability Strategy 2011-2015

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Introduction

Latrobe City is home to approximately 75,300 people, largely residing in the four major population centres of Churchill, Moe-Newborough, Morwell and Traralgon. Over the last five years, the population in Latrobe City and the broader Gippsland region has grown steadily and Latrobe City has become a significant service centre for the Gippsland region, particularly in provision of retail, entertainment, education and health services.

Latrobe City is recognised as one of Victoria's four major regional centres, along with Ballarat, Bendigo and Geelong. Employment growth in Latrobe City is strong, exceeding growth in the other three regional centres.

There has been significant investment in Latrobe City in recent years with major developments including:

- Australian Paper pulp mill upgrade
- International Power 2030 Project
- Latrobe Community Health Centre headquarters
- Gippsland Water factory

A significant amount of capital investment is in the planning pipeline as demonstrated by the following projects:

- National Foods \$55 million expansion
- Mahindra \$22 million investment for an approximate 75% share in ownership of GippsAero
- TRUenergy Combined Cycle Gas Turbine (CCGT) Power Station (capital cost unknown)
- HRL Clean Coal Power Station \$750 million

The broader Gippsland region is rich in natural resources, including forests, fertile land for agriculture, water, natural gas and brown coal. Historically, brown coal electricity generation has been the backbone of the local economy but the economy has diversified to include a range of industries including forestry and paper, manufacturing, agribusiness, retail, hospitality, aviation, health and education. Latrobe City is now home to Australia's largest yoghurt manufacturing facility, the largest pulp and paper manufacturer in Australia, the only regional "Group of Eight" university in Victoria and the only manufacturer of passenger aircraft in Australia.

Latrobe City offers new investors: a skilled labour force, strong road and rail transport links, access to abundant natural resources, established electricity transmission and generation infrastructure, locally based educational institutions and affordable land prices.

A number of current and emerging factors are likely to have significant impact on the economy of Latrobe City into the future. These challenges and opportunities include:

- Existing and anticipated Victorian and Australian government policy and legislation to combat climate change
- The value of the Latrobe City coal resource and emerging technologies that may enable sustainable use
- Changing workforce demographics, in particular an ageing workforce
- Globalisation and the growing profile of the Latrobe region domestically and internationally
- The emergence of government policies aimed at supporting community development and economic growth in regional areas
- An increasingly mobile society enabling easy access to Latrobe City from Melbourne metropolitan area and beyond
- Forecast population growth in Victoria

In light of these factors, Latrobe City Council has undertaken a review of its Economic Sustainability Strategy. This document describes the key elements of the revised strategy, which will apply from 2011-2015.

The Strategy is intended to:

- Provide a framework to direct Latrobe City Council economic development activities
- Guide the work of Council so that work can be prioritised to focus on those activities that best position Latrobe City to prosper in a changing economic environment
- Identify emerging challenges and opportunities and corresponding actions to assist business to grow and invest

The Strategy aims to identify actions that will consolidate Latrobe City's position as a major regional city and service centre for the Gippsland region and drive economic growth at a pace exceeding that of other regional centres as measured by:

- Job creation
- Growth in gross regional product
- Reduction in unemployment rates

Latrobe City Council's Economic Sustainability Objectives

The community vision for the Latrobe Valley, Latrobe 2026, describes the preferred future for Latrobe Valley. In 2026, the Latrobe Valley will be a liveable and vibrant region, sustainable and enterprising with collaborative and inclusive leadership. One of the primary priorities identified by the community in the vision is diversification and expansion of local industry to ensure continued growth of the local workforce.

Latrobe City Council has developed the Latrobe City Council Plan 2011-2015, which describes the strategic direction needed to achieve the 2026 vision. The Plan includes the following economic sustainability objectives:

- Facilitate investment attraction of new firms to contribute to economic diversification, employment creation and meeting the challenges of a carbon constrained economy
- Develop and implement economic development actions to encourage business retention and growth
- Promote and support the development of existing and new infrastructure to enhance the social and economic well-being of the municipality
- Ensure well planned infrastructure that enhances the marketability of the municipality to industries, residents and investors
- Utilise economic modelling to demonstrate the possible impact of economic development strategies
- Conduct focussed feasibility studies to determine potential major public infrastructure with significant economic benefits
- Support the skill development requirements of local industry
- Strengthen the economic sustainability of the region by actively encouraging partnerships with other local governments, industry and community agencies
- Promote and support the development of the tourism and events sector
- Develop, collate and publish a range of economic indicators annually

Latrobe City Council recognises the growing community concern about climate change and it supports international and Australian policies to reduce greenhouse gas emissions. The likely future constraints on carbon-based emissions that will arise from these policies have significant implications for the ongoing sustainability, vitality and well-being of the Latrobe City community. In 2010, Latrobe City Council developed a policy entitled *Positioning Latrobe City for a Low Carbon Emissions Future*. The policy identifies the expected implications of Government mitigation policies on the City and proposes transition arrangements to enable Latrobe City to optimise its transition and continue to prosper under future Government greenhouse gas schemes.

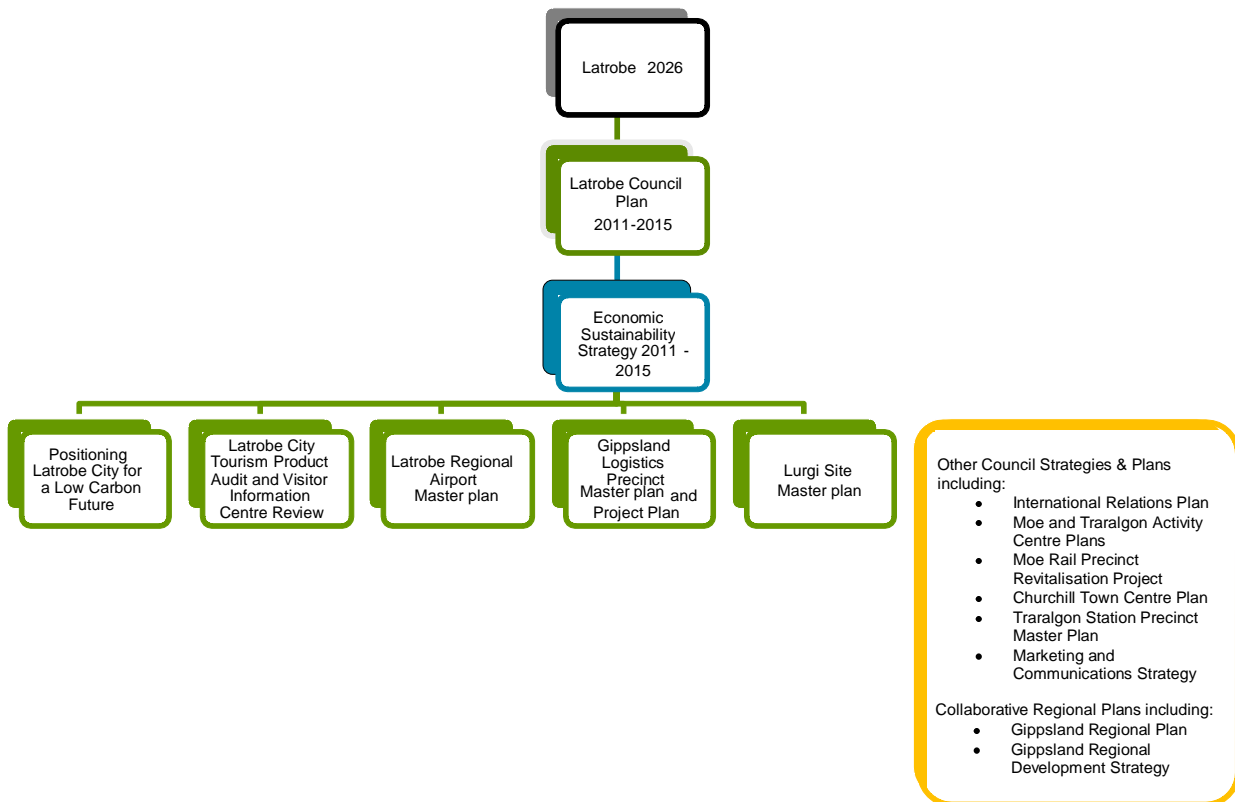


Figure 1: Latrobe City Council Policy Context

Both the Latrobe City Council Plan and the Positioning Latrobe City for a Low Carbon Emission Future include actions to update the Economic Development Strategy to reflect the challenges and opportunities that will arise in the 2011-2015 period, including the imperative to effectively manage the transition to a low carbon economy.

Figure 1 shows the relationship between the Economic Sustainability Strategy and the other Latrobe City Council strategies, policies and plans that influence economic development activities undertaken by council. The Economic Sustainability Strategy 2011-2015 incorporates the initiatives identified in the policy for a low carbon future and these other relevant strategies and describes how the economic development objectives outlined in the Latrobe City Council Plan will be achieved.

An underlying principle of the revised Economic Sustainability Strategy is that the economic development activities undertaken by Latrobe City Council are intended to complement, rather than duplicate, services provided by other Government agencies and private sector accountants, consultants, solicitors, financiers and training providers.

Rather than setting and implementing economic and marketing plans for each sector (a task better suited to those operating within each sector), Latrobe City Council believes it can add the most value to Economic Sustainability by:

- Advocating in the interests of the business and broader community
- Facilitating capacity building, networking opportunities and partnerships in the business community
- Providing information, data, modelling and advisory services to support investment efforts
- Exhibiting strong leadership and supporting regional partnerships to ensure coordinated regional plans are in place
- Ensuring that Latrobe City Council's services related to economic development are delivered efficiently
- Promoting Latrobe City and pursuing investment opportunities
- Supporting job creation and economic diversification in key employment zones
- Proactively identifying and aggressively pursuing new investment opportunities

2011-2015 Economic Sustainability Strategy

Latrobe City Council's Economic Sustainability Strategy aims to identify actions that will consolidate Latrobe City's position as a major regional city and service centre for the Gippsland region and drive economic growth by:

- Facilitating sustainable economic development in Latrobe City
- Diversifying the economic base
- Capturing opportunities arising from a low carbon economy
- Delivering growth in employment opportunities and job security for the Latrobe City community

Latrobe City Council's existing economic development program has supported the strong economic growth enjoyed by Latrobe City in recent years. The previous economic development strategy included many initiatives that have contributed to economic growth and it is intended that these activities will continue. While Latrobe City Council will keep doing what we are doing well, we intend to augment our existing program with targeted measures aimed at accelerating investment and generating the momentum needed to respond to the rapidly changing economic environment in which we operate.

To achieve sustainable economic development, Latrobe City Council plans to focus on three equally important and inter-dependent groups of activities (Figure 2):

- Providing strategic business development services for new and existing businesses
- Building the Latrobe City investment brand
- Creating an enabling business environment that fosters business activity and supports further investment



Figure 2: Achieving Sustainable Economic Development

Strategic business development activities aim to enhance growth in employment by retaining existing businesses in Latrobe City and maximising opportunities for expansion and new investment. Harnessing our local and international business networks, Latrobe City Council will assist new and existing businesses to expand and invest in Latrobe City by providing information and data to support decision-making, brokering partnerships and building business capacity.

The focus of Latrobe City Council's business development activities is twofold:

- Providing assistance to existing Latrobe City businesses to maintain their competitiveness and to expand or diversify their operations in Latrobe City
- Identifying and aggressively pursuing new investment by businesses currently operating outside the municipality

Latrobe City Council will build a strong, progressive and recognised Latrobe City investment brand that emphasises the liveability of the City. Our investment brand will provide a foundation upon which Latrobe City Council and the business community can promote Latrobe City to investors and effectively engage with private and public sector decision makers to achieve long term economic development outcomes. Latrobe City Council will seek to better understand the barriers and enablers to investment and target promotional activities and strategies to build our city's reputation as an investment location of choice.

Latrobe City Council will also play a key role in providing an enabling business environment that allows new investors and existing industries to readily establish, operate and expand their businesses. Our actions in this area will make it easy for businesses to invest, adapt and grow.

Latrobe City Council intends to be at the forefront of delivery of statutory planning assessments and visionary strategic land use planning. We will lead and support regional planning and delivery of initiatives to prepare our community for a low carbon future.

Using its connections with other levels of Government, Latrobe City Council will advocate for policy settings that support investment and secure long-term economic prosperity. We will facilitate improvements in infrastructure to support business activity and community wellbeing and contribute to enhancement of the urban environment to foster sustainable population growth and skills retention.

The following sections describe the strategies that Latrobe City Council plans to employ in each of these three areas to contribute to robust and sustainable economic development in Latrobe City.

Strategic Business Development

Latrobe City Council's strategic business development services aim to support existing businesses to grow and increase their competitiveness and to attract new businesses and industries to Latrobe City.

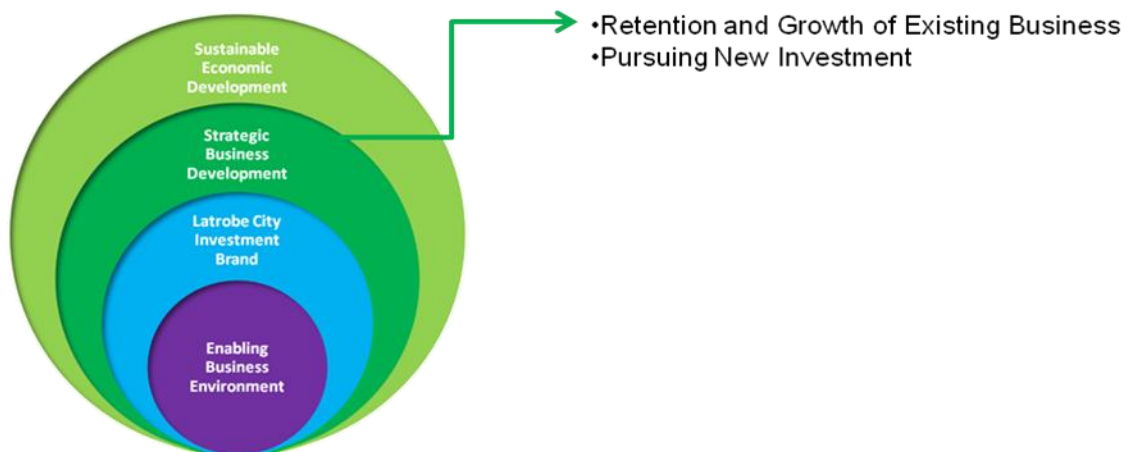


Figure 3: Strategic Business Development

Latrobe City's business development services will be targeted to ensure that available resources are directed toward the business development opportunities that provide the greatest benefit to the community and build on the unique strengths and competitive advantages of the region. In line with Council's Economic Development Assistance Policy (2008), priority is given to initiatives based on:

- Direct and indirect employment
- Expansion potential
- Diversification of the local economy
- Likely impact on the profile and liveability of Latrobe City
- Strategic linkages with other industries
- Extent of new investment
- Impact on existing businesses or suppliers within Latrobe City

Retention and growth of existing businesses

Over 4,500 businesses operate in Latrobe City and up to 20% of these have indicated an intention to expand their operations in the 2011-2015 period.² Assisting these existing businesses to maintain their competitiveness and to grow or diversify their operations is a key plank of Latrobe City's Economic Sustainability Strategy.

Latrobe City Council will maintain relationships and connections with the business community to ensure that it has an in depth understanding of the issues and trends facing companies operating in the municipality and to identify gaps in provision of services

² Industry and Investment Survey, 2010

needed by business. Latrobe City Council will continue to develop its database of Latrobe City businesses and the Industry and Investment Survey will also continue to be conducted bi-annually to provide up to date information on the priorities of businesses in Latrobe City. Results of the survey will be analysed to identify key trends and Latrobe City Council will communicate findings to the business community.

Working in partnership with the private sector and other levels of government, Latrobe City Council will keep the business community apprised of emerging developments in the operating environment including:

- Developments in the Government policy setting, including issues such as the emerging carbon emissions regulations, and implications for business
- Australian and Victorian Government funding and initiatives of relevance to Latrobe City businesses
- Conferences and networking events of potential interest to the business community
- Economic activity in Latrobe City, including industry expansions and new investment projects
- Economic development data and services offered by public and private sector agencies and by Latrobe City Council

To ensure effective two way communication and widespread coverage, a variety of communication strategies will be employed including continued production of the Business Connect newsletter and frequent updates of the Latrobe City internet economic development pages.

Our plans include a heightened focus on developing communication channels to improve our reach to small and medium business enterprises:

- Strengthening of informal communication networks
- Maintaining lines of communication with law firms, accountants and others who provide services to the business community and can act as a conduit for communication

Latrobe City Council will continue to support regional industry networking, partnership and knowledge sharing events. These events are highly valued by stakeholders and provide a further opportunity for two-way communication between business and Latrobe City on issues of relevance to specific industry sectors. The forums also provide an opportunity for networking and the development of partnerships between industry sector organisations. Additionally, networking events provide an opportunity for cost-effective delivery of knowledge and skills development programs targeted to the interests of the industry group.

Through informal and formal communication networks with business, Latrobe City Council will continue to work with industry to identify skill gaps and training needs not being met by others. Latrobe City Council will work in partnership with the business community to co-ordinate the development and delivery of high quality training programs that are targeted to the identified needs of businesses.

Latrobe City Council will continue to promote and advocate for local industry sectors in the broader community, maintaining representation on advocacy and governance bodies such as the National Timber Council's Taskforce, Timber Towns, the Powerworks Board and others as appropriate.

Latrobe City Council will act as a broker between industry, regulators, other private and public sector agencies, skills providers and educators to assist businesses to plan for growth and to implement their identified growth strategies. We will continue to offer services to project proponents to progress investment proposals including:

- Provision of statistical data
- Advice on the local business environment including relevant networks
- Provision of development site information and assistance in identifying suitable sites
- Advice about Victorian and Commonwealth Government industry assistance
- Assistance with the co-ordination of Latrobe City Council and other agency regulatory permits and approval processes

Latrobe City Council compiles statistical data for Latrobe City and can make this information available to businesses to support investment decision making. In addition, economic modelling capability is available to assess the economic impact of potential public and private sector projects. Output from this model can be utilised to demonstrate the possible net benefits of economic development strategies and individual projects to government decision makers, media and other audiences. Latrobe City Council will utilise modelling as required to support its advocacy efforts and business investment decision making.

The ratio of exports outside Latrobe City is relatively low in proportion to regional product (see Appendix 1) and an opportunity exists for increased exports to wider Gippsland and international markets. In the 2011-2015 period, Latrobe City Council will intensify efforts to expand domestic and international markets for local products by:

- Working in partnership with the Department of Business and Innovation (DBI) and the Department of Community Development (DPCD) to introduce business to trade and investment opportunities
- Exploring opportunities to leverage off the international relations program (e.g. the sister city initiative)
- Developing the Gippsland Logistics Precinct, which will allow efficient and cost effective movement of freight to and from the Gippsland region

Latrobe City is the educational centre for Gippsland, offering some of the finest educational facilities in regional Australia. Due to a strong relationship between education providers and industry, Latrobe City has been a leader in vocational education and industry training for many years. The city is home to the only regional "Group of Eight" university in Victoria, Monash Gippsland, which provides tertiary education to local and international students. An opportunity exists to collaborate with Monash University and other education providers to grow the education sector's share of the international education market, building on Latrobe City Council's existing international relations program. Latrobe City intends to build partnerships with the education sector to explore

and capture international education opportunities of mutual benefit in the 2011-2015 period and to position Latrobe City as the location of choice for international students within regional Victoria.

The tourism sector is in a unique position to enhance economic activity in Latrobe City. Increased tourism and events add custom for aligned businesses including those in the retail and hospitality industry. The sector also plays a role in increasing the profile of Latrobe City as a preferred location for investment.

Latrobe City Council will continue to have a direct and substantive role in promoting and supporting the development of the tourism and events sector in Latrobe City through support of the Latrobe City Business Tourism Association, promotion of the City to prospective visitors and attracting and supporting events.

We will also continue to collaborate with Destination Gippsland to promote regional tourism and to identify and facilitate tourism industry development programs.

Implementation of the recommendations of the Tourism Product Audit and Latrobe Visitor Information Centre Review will be a priority in the 2011-2015 period. These studies have shown that while Latrobe City is not a primary leisure tourism destination, it has a strong economic base, international investment partners, experience in events and a ready conference market upon which to develop its tourism and events sector. Latrobe City will deliver the adopted recommendations to:

- Position Latrobe City as the events and conferencing centre for broader Gippsland.
- Promote a cohesive effort by the three major centres to secure funding and events of mutual benefit

Latrobe City Council recognises the benefits of local procurement to the Latrobe City economy and as a consequence purchasing decisions typically consider local content of goods and services as one of a number of selection criteria. Latrobe City Council's procurement policies are designed to ensure that purchasing of goods and services is efficient and is in line with probity principles, necessitating inclusion in tender processes of suppliers outside of Latrobe City. Latrobe City Council will provide opportunities for local businesses, along with external providers, to tender for provision of goods and services and to demonstrate the competitiveness of local products and services.

Latrobe City Council will also promote opportunities for local procurement within the Latrobe City business community and for major projects in the broader region by:

- Coordination of the Gippsland Major Projects Summit
- Introducing suppliers to industry operators or project developers by direct referrals and industry networking events
- Continued support and utilisation of the Industry Capability Network

Pursuing new investment

Attracting new businesses and industries to Latrobe City is the second key business development activity in Latrobe City's economic development program. Effectively targeting new industries and opportunities will help to diversify the economy and will generate ongoing employment opportunities in Latrobe City.

Latrobe City Council will continue its work to attract international investment by:

- Facilitating visits to Gippsland by potential investors
- Coordinating overseas trade delegations
- Supporting key business organisations including; Economic Development Australia; VECCI Regional Business Council; Destination Gippsland Ltd; and the Gippsland Business Awards
- Delivering presentations to conferences and target industry groups
- Maintaining positive relationships with Victorian and Australian Governments

In addition, opportunities for new investment that bring new capital into the local economy, align with the strengths of Latrobe City, complement existing industries and serve to diversify the economy will be proactively identified and aggressively pursued during the 2011-2015 period. Opportunities that will be targeted are:

- International investment: building on the international relations program and sustained international market interest in Latrobe City to attract international investment
- Low emissions and renewable energy technologies: securing Victoria's next major power development in Latrobe City. Latrobe City will harness its competitive strengths in power generation and heavy engineering in order to build on, and further enhance our reputation as Victoria's energy heartland
- Food processing facilities: attracting large scale value-add food manufacturing processors utilising local and imported product. Gippsland is increasingly becoming the food bowl for Victoria. Latrobe City Council will maximise opportunities for food processing investment within the municipality with an aim of attracting development of the next large project within this sector
- Shared services: harnessing the strengths of Latrobe City to attract call centres and business services seeking affordable, accessible and well serviced central office locations. Latrobe City will mobilise its skilled workforce and infrastructure capacity to be a key shared services hub within Australia
- Alternative coal use: promoting the development of coal derivative technologies including fertiliser production, coal to oil and coal to gas technologies
- Soil carbon programs: building regional capacity for production of carbon offsets through forestry, bio-char and/or soil carbon management for sale into local and international markets along with development of aligned services (e.g. brokerage agencies) located in Latrobe City's commercial hub
- Business tourism and events: furthering investment in facilities to support the growth of the business tourism market including an 1000+ seat conference centre and accommodation facilities, undertaking cost/benefit studies into opportunities

identified in the Latrobe City Tourism Audit including an energy innovation conference resort, a major driver training complex and a motor sport activity centre

- Aviation industries: attracting aviation related businesses including aerospace industries, adventure tourism firms, aviation training facilities and related service providers to establish or expand their operations on the expanding Latrobe Regional Airport site
- Road and rail industries: securing freight industry investment, utilising the rail network and Gippsland Logistics Precinct, to provide freight services to local industry
- Advanced manufacturing facilities: attracting technology industries including robotics, computer technologies and control systems manufacture
- Employment Zones: developing the Lurgi Plant, Gippsland Logistics Precinct and Latrobe Regional Airport as concentrated employment zones (see the box below for further details)

As part of shaping Latrobe City's low carbon future, we will advance Latrobe City as a centre of knowledge and research in low carbon technologies including carbon capture and storage (CCS), clean coal and soil carbon sequestration. In 2011-2015, our focus will be on expediting delivery of the initiatives identified in our policy *Positioning Latrobe City for a Low Carbon Emissions Future*:

- Lobbying Government to establish low emissions coal research projects in Latrobe City
- Supporting proponents to access funding to establish low emissions and alternative coal research projects in Latrobe City
- Promoting carbon capture and storage projects (such as the CCS project and CO2CRC initiatives) in the broader community
- Supporting the proposal for establishment of the Centre of Excellence for Sustainable Technologies in Gippsland
- Working with Clean Coal Victoria, Brown Coal Innovation Australia and other coal technology agencies to identify and pursue investment opportunities in brown coal
- Working with Monash University and the Department of Primary Industries (DPI) to investigate opportunities for soil carbon research and pilot programs in Latrobe City and/or Gippsland region

Latrobe City Employment Zones

With an emphasis on job creation, industry diversification and the ability to offer opportunities to prospective investors, Latrobe City has three areas of significant commercial importance:

- Former gas and fuel Lurgi plant
- Gippsland Logistics Precinct
- Latrobe Regional Airport

The three areas mentioned are referred to as Employment Zones, and are of significant interest in terms of future prosperity and growth for the municipality.

Former Gas and Fuel Lurgi Plant site at Morwell

In 2001, Latrobe City Council resolved that it would “purchase for a nominal amount the decontaminated former Gas and Fuel Lurgi Plant site at Morwell”. The purpose of this resolution was to retain the land in public ownership and, in the future, develop a heavy industry park on the site to facilitate the attraction of industry to the site and therefore increase economic development in the municipality.

Demolition and remediation works on the Lurgi Site were completed on behalf of the Victorian Government in 2006. Since that time Council officers have worked at length with the Victorian Government Property Group to secure the land to be used as a Heavy Industry Park.

A master plan for the site was produced by Council Officers and consultants and adopted by Council in 2006. The master plan ensured that the land would sufficiently accommodate existing industry whilst allowing for future growth, with the opportunity to accommodate firms on Industrial 2 Zoned land (IND2Z).

Gippsland Logistics Precinct

Latrobe City Council has had a significant long term interest and involvement in facilitating an open access intermodal freight terminal to meet the needs of our region. The development of the Gippsland Logistics Precinct will establish a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

A key strategic action of Council’s is to “Promote and support the development of existing and new industry, and infrastructure to enhance the social and economic well-being of the Valley”. The development of the Gippsland Logistics Precinct is a key priority under this action.

Latrobe Regional Airport

Latrobe Regional Airport is wholly owned by Latrobe City Council on behalf of the residents and ratepayers of Latrobe City. The Airport is a key economic and community facility providing significant employment opportunities, vital business and community services and valuable recreation and tourism facilities.

Recent development and expansion has created new development opportunities for aviation related businesses. Exciting employment and growth opportunities exist at the Latrobe Regional Airport, and one particular firm, GippsAero has plans for significant expansion on the site.

The purpose of the Latrobe Regional Airport Master Plan is to facilitate the appropriate development of the Latrobe Regional Airport and surrounds over the next 20 years, which in turn, will increase employment, output and investment out of, and into the Latrobe Regional Airport.

Building the Latrobe City Investment Brand

Business stakeholders consulted during development of this strategy identified the profile of Latrobe City in the broader community as an obstacle to investment and growth. Stakeholders report that the current perception of Latrobe City makes it difficult to attract and retain staff, students, investors and customers to the region. Participants identified enhancing the image of Latrobe City as a high priority issue pivotal to future economic development.

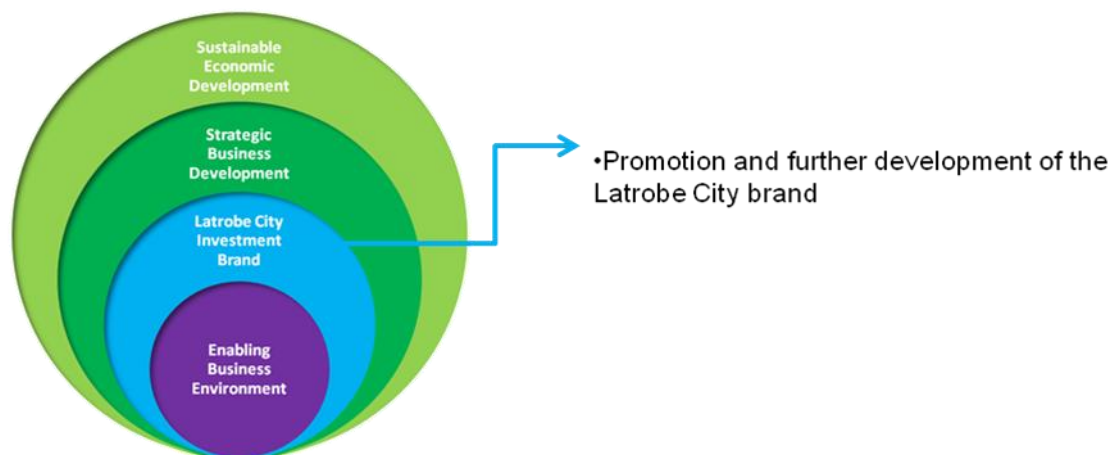


Figure 4: Building the Latrobe City Investment Brand

Latrobe City's profile in the broader community is the foundation upon which partnerships with investors, industry, government and research institutions to progress economic development initiatives are developed. As well as impacting on external perceptions of Latrobe City, the image of the region can also affect the views and optimism of those already working and residing in Latrobe City.

Latrobe City Council currently works to promote the municipality to potential investors, visitors and other stakeholders by:

- Promoting “success stories”
- Running road-shows for Government officers to improve understanding and familiarity with Latrobe City
- Contributing and harnessing benefits from regional advertising campaigns, such as the Regional Cities campaign
- Producing targeted promotional campaigns for national and international investment markets and presentations to relevant conferences, expos and industry groups
- Producing and distributing marketing materials that promote Latrobe City as an attractive place to live, visit and work
- Showcasing Latrobe City at investment forums and conferences

The consensus view of the business stakeholders, along with anecdotal evidence collected over many years, suggests that there is an opportunity to develop a

comprehensive, targeted and co-ordinated approach to further build the image of Latrobe City.

In 2011-2015, Latrobe City Council plans to work in partnership with the business community to understand if and how the perception of our region affects resident attraction, visitation and investment decisions and to develop targeted programs to enhance the profile of Latrobe City in the broader community.

The proposed approach involves:

- Commissioning market research to better understand the internal and external perceptions of Latrobe City and to identify opportunities and barriers to investment
- Analysing research findings and identifying targeted programs to further develop Latrobe City's community profile, building on the municipality's history of innovation and industry

The Latrobe City Marketing and Communications Strategy 2005-2008 will be reviewed during the 2011-2015 period. While the Marketing and Communications Strategy primarily concerns itself with the Latrobe City Council brand (as opposed to the branding of the broader Latrobe City municipality) there is an opportunity to review the scope of the Strategy to include development of programs for promotion of the municipality.

Creating an enabling business environment

Latrobe City Council plays a key role in creating, or assisting others to create, a business environment that is attractive to existing and new business owners and investors.

Discussions with industry stakeholders have identified the following elements of the business environment as important to sustain business investment and growth:

- Strong leadership and a clear direction
- An attractive policy setting
- Efficient and rigorous planning processes
- Access to skilled labour
- High quality infrastructure and services
- Well managed natural resources
- A liveable city

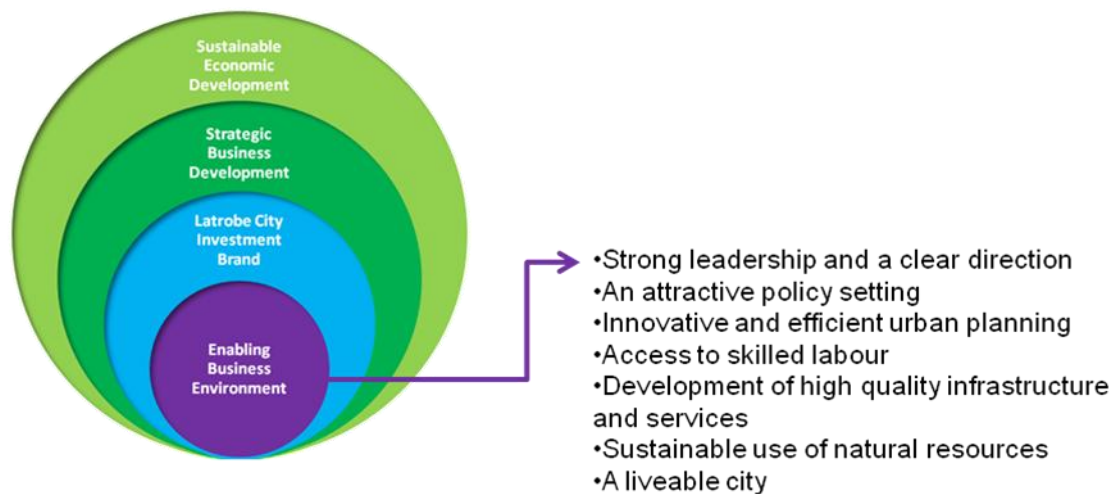


Figure 5: Creating an Enabling Business Environment

Strong leadership and a clear direction

Latrobe City Council intends to take a lead role in consolidating Latrobe City's position as a major regional centre and in preparing the community to prosper under a low carbon future. In addition to demonstrating strong, proactive leadership ourselves we will seek-out opportunities to cultivate community leadership and innovation in the Latrobe City business community.

Where regional approaches are required, for example in promotion of agri-business and tourism or in preparation for a low carbon emissions future, Latrobe City Council will continue to work in partnership with the Gippsland Local Government Network (GLGN) and with sector specific regional associations to develop effective regional plans, to organise a collective voice to government and to promote industry sectors.

Latrobe City Council will work to foster the development of new leaders and entrepreneurs by continuing to support the Gippsland Business Awards, the Latrobe City Business Tourism Association and its People's Choice Awards along with local business peak bodies.

Additionally, our plans for 2011-2015 include:

- Expansion of our program of local business networking events
- Increased focus on facilitating local business and individual participation in Victorian and Australian Government leadership development initiatives
- Working in partnership with the local business community to develop leaders and entrepreneurs.

Latrobe City Council will work to prepare Latrobe City and the broader Gippsland region for a low carbon emissions future by implementing the initiatives identified in its policy *Positioning Latrobe City for a Low Carbon Emissions Future* including:

- Forming a Latrobe City Low Carbon Emissions Future Transition Committee to oversee the implementation of the Low Carbon Emissions Future policy
- Maintaining its alliance with other coal industry Councils and working with this group to undertake Social Impact Analysis to identify the likely impacts of a carbon price on Latrobe City
- Supporting the Victorian Government's plans for a socio-economic study into impacts of power station shutdowns and investigating opportunities to link socio-economic work with Coal Alliance work described above
- Seeking Government support for "Carbon Assist" positions to assist businesses to manage the transition to a low carbon economy and for local Council positions to assist in regional planning for the transition
- Implementing communication strategies to maintain investor confidence during the transition period
- Facilitating community participation in the Climate Communities scheme to increase understanding of climate change and encourage energy efficiency and emissions reduction initiatives in the community
- Advocating for formulation of proactive plans to manage impacts and put in place contingency measures as indicated by Social Impact Analysis studies

It is recognised that many of the low carbon transition actions require regional cooperation and coordination. In 2011-2015, Latrobe City will lead the formation of a GLGN carbon transition sub-committee to develop a Gippsland Low Carbon Economy Transition Plan, as recommended in the Gippsland Regional Plan, and will advocate for the formation of a regional governance structure for delivery of Australian Government funding and programs related to the transition (potentially utilising existing Regional Development Committees).

An attractive policy setting

Over 2011-2015, Latrobe City Council will work to ensure that the municipality's interests are considered effectively in formulation of government policies and strategies. Latrobe City Council will foster and strengthen existing relationships with the Victorian and Australian Governments and will engage with them to understand policy direction and to lobby for continued support for regional development and a smooth transition to a low carbon emissions future.

In order to influence policy effectively, it is important that communication with other levels of Government is targeted, consistent and co-ordinated. Latrobe City Council will work to strengthen its relationships and communication networks with Victorian and Australian Government ministers and senior departmental officers. We plan to:

- Identify existing communication pathways to Victorian and Australian governments and any gaps in communication arrangements
- Coordinate the lines of communication between existing and planned advisory committees (e.g. Latrobe City Low Carbon Emissions Future Transition Committee, the Gippsland Regional Plan Low Carbon Transition Sub-committee and the Regional Managers Forum) where appropriate to ensure that communication and advice is coordinated and consistent

Using these communication channels, we plan to provide input to Victorian and Australian Governments as early as possible in policy setting processes to ensure that the impacts of initiatives on the community are well considered. Over the 2011-2015 period, Victorian and Australian Governments will continue to develop and potentially implement their Carbon mitigation policies and Latrobe City Council's focus will be on:

- Engaging all levels of Government in pro-active dialogue regarding the impact of a carbon price on the Latrobe City community and economy
- Providing regular briefings on Latrobe City's transition policy and specific transition needs for the relevant Victorian and Australian Government Ministers as well as Shadow Ministers

Latrobe City Council will advocate for local representation on stakeholder committees advising Victorian and Australian Governments and guiding the growth and development of the region (e.g. proposed Australian Climate Change Action Fund Committee, Victorian Government's Leadership Forum, Regional Development committees and Local Government advisory panels).

Latrobe City will lobby for increased expansion of Victorian and Australian Government offices in Latrobe City and will work with these agencies to seek to have local suppliers provided with the opportunity to tender for provision of goods and services used by these local offices.

Innovative and Efficient Urban Planning

Latrobe City Council's strategic land use planning and statutory permitting functions play a key role in ensuring that development is properly considered and contributes to the long term urban character and liveability of Latrobe City.

Latrobe City Council will conduct innovative urban planning and employ efficient processes that support the long term aspirations of the growing community and assist efforts to build the profile of Latrobe City in the broader community. In 2011-2015, we plan to continually improve the planning process by working with developers to deliver high quality urban design and development that contributes to the character and liveability of Latrobe City.

While maintaining robust and transparent processes is a priority, Latrobe City Council also recognises that efficient processing of planning applications and Planning Scheme Amendments can be a significant benefit and attraction for developers and investors. Latrobe City Council will continue to investigate and implement opportunities for continuous improvement in statutory assessment processes.

The complexity of planning legislation and the necessary involvement of other regulatory agencies can make it difficult for users to navigate planning processes. To address this issue, Latrobe City Council plans to progress the following initiatives in the 2011-2015 period:

- Working with users and stakeholders of the planning system to progressively increase understanding of the planning process
- Identifying significant and major development initiatives and applying a cross division, comprehensive planning approach to ensure the response to these applications is coordinated
- Maintaining constructive relationships with external stakeholders and regulators to ensure planning processes are as efficient as possible
- Continually improving its planning processes while ensuring ongoing compliance with legislation

To achieve this Latrobe City Council plans to:

- Conduct developer forums and community engagement processes that ensure that the needs of users and stakeholders are understood
- Explore new and innovative methods of planning assessment (e.g. online planning application submission and assessment)
- Collect statistics to report on performance and identify opportunities to further improve planning processes

Limited land availability in Latrobe City and the Gippsland region has been identified as a key constraint to industrial and residential development. In addition, existing industrial sites

are experiencing encroachment of residential areas, which may lead to future additional constraints to operation of the facility³.

Strategic planning priorities for 2011-2015, aimed at resolving land availability constraints and balancing industrial, commercial residential, environmental, community and recreational needs include:

- Development, implementation and periodic review of township structure plans
- Development, implementation and periodic review of Main Town Activity Centre Plans
- Development and implementation of an Industrial Land Strategy
- Development of precinct based development plans for a variety of land use activity (residential, commercial, industrial etc.)
- Development and implementation of policies relating to the future use of rural land
- Development and implementation of recreation and open space strategies
- Maintenance and updating of Planning Scheme controls relating to environmental features within the municipality (environmental significance, flood, wildfire etc)
- Review of future natural resource management

In relation to the management of coal resources in particular, Latrobe City Council will work closely with DPI, through Clean Coal Victoria, to ensure that any future development of the currently unallocated coal resource is undertaken with due consideration of social, environmental and economic factors and with consideration of the implications of future carbon pricing on the optimal use of natural resources.

Latrobe City Council intends to provide input to the development of the Gippsland Integrated Land Use Plan to provide direction and priorities for addressing population growth while enabling sustainable development of agricultural, industrial, commercial, residential and coal related land uses in the Gippsland region. Latrobe City Council will seek to ensure that interested stakeholders, including industry and business representatives, are consulted in this planning process.

Access to skilled labour

The changing business environment arising from new investment and factors such as the transition to a low carbon economy will necessitate the development of skills in new areas. Industry, education and training sectors acknowledge that this is best done in a planned and co-ordinated way to ensure that education and training programs are developed which adequately meet the future skills needs of the region and Victoria generally. Targeted education and training will increase Latrobe City's competitive advantage, workforce participation and productivity.

Latrobe City Council will contribute in the Skills Victoria *Skilling the Valley* initiative, which aims to identify future industry and employment opportunities and develop new skills in the Latrobe Valley.

³ Latrobe Regional Airport Master plan, 2009

Over the 2011-2015 period, Latrobe City will support and provide input to the Skilling the Valley actions, which include:

- **Strong Foundations for Gippsland:** A coordinated high profile effort aimed at ensuring that every citizen of the region has the opportunity to develop the abilities to participate in the modern economy by having the necessary foundation level skills. This will involve a coordinated action by local training and education providers to promote and provide foundation level life, numeracy, literacy and language skills training and support into Gippsland. This will improve the employability of the participants and also their ability to gain maximum benefit from the tertiary education opportunities being delivered.
- **State of the Valley Report:** A benchmark report will be commissioned that will provide a 'snapshot' of the Gippsland region. This report will contribute to the development of the Latrobe Valley Industry and Employment Roadmap. The report will include a range of economic, demographic and educational indicators, as well as an inventory of descriptors of other government led activities and or programs taking place in the region.
- **Preparing for the Future:** A scoping exercise will be completed to ascertain availability and access to possible avenues of skills and training opportunities to up-skill cohorts of workers impacted by a transition to a low carbon economy, either through scholarship programs or local delivery of training.
- **Worker Engagement:** A survey of workers employed in industries most likely to be impacted by transition to a low carbon economy will be commissioned. It will determine their age, gender, and qualification level, last engagement with formal education, career intentions and career interests. This information will inform the development of a transitional workforce development strategy which effectively leverages the VTG and ensures that workers who are likely to be affected are engaged in the process of planning for their future.
- **Skilling the Valley Project Officers:** The Skilling the Valley initiative is to be supported locally by the creation of four new positions to be established in stakeholder organisations to help deliver coordinated outcomes of the initiative. One of these positions, which will focus on establishing a network of Economic Development Officers across the region to engage with community and drive long term planning, will be based at the Latrobe City Council offices.

The Industry and Investment Survey, conducted by Latrobe City Council every second year, provides valuable information on the skills requirements of local business and Council plans to continue to collect and analyse this information to identify skills gaps and tailor training and capacity building programs accordingly.

Development of high quality infrastructure and services

High quality roads, freight and public transport systems, water, electricity networks, natural gas infrastructure, and telecommunications facilities are vital to enable businesses to operate effectively and to attract new investment. Using its connections with other levels of Government, Latrobe City Council will continue to advocate for access to funding and priority infrastructure development in Latrobe City.

Infrastructure programs that are currently underway will continue to be progressed over the 2011-2015 period. These programs include:

- Morwell Logistics Precinct
- Churchill Town Centre plan
- Moe Activity Centre Plan and the Moe Railway Precinct Revitalisation project
- Development of the Traralgon Activity Centre plan and the Traralgon Station Precinct Master Plan

Latrobe City Council will also continue to progress the Gippsland Logistics Precinct development, a 64 hectare site three kilometres east of the Morwell CBD, adjacent to the existing Gippsland Intermodal Freight Terminal (GIFT), which will support local business expansion by providing a central facility for the efficient and cost effective movement of rail freight to and from the Gippsland region. Latrobe City Council has led the feasibility study and development of the indicative business case and has identified funding sources to support development of the precinct. Council has endorsed the next stage of the project where Expressions of Interest will be called for operation of the terminal and site development.

Latrobe City will lobby for early National Broadband Network (NBN) roll-out in Gippsland and will look for opportunities for its businesses to reap early benefits from the NBN system. It will look at opportunities to pilot projects that use high-speed broadband to improve regional services and lifestyles (e.g. provision of Latrobe City health services to remote areas in Gippsland).

In addition to these initiatives, in 2011-2015 our infrastructure plans include:

- Energy Innovation Centre/Conference Centre Feasibility Assessment: As noted earlier, growth in business tourism, particularly conferencing, has been identified by the Tourism Product Audit as a significant opportunity for Latrobe City. To support the development of this market, Latrobe City will explore the opportunity identified in the Gippsland Regional Plan for a 1000 seat conference facility to be located in the municipality
- Lobbying for improving transport links: Improved rail services and road linkages will facilitate access to Latrobe City by populations from the outer eastern suburbs of Melbourne, increasing opportunities for students and workers to travel into Latrobe City on a daily basis
- Lobbying for improved freight links: The Gippsland Regional Plan identifies freight upgrades through the Gippsland Gateways initiative as a priority area and Latrobe City plans to work with the GLGN to secure Government support for this important initiative. Latrobe City will also lobby for continued effective access to Melbourne's ports to enable expansion of export markets
- Employment Zone Development: Developing the required infrastructure to enable development of the Lurgi Plant, Gippsland Logistics Precinct and Latrobe Regional Airport employment zones
- Implementation of the Latrobe Regional Airport Master plan: The Latrobe Regional Airport Master Plan (2009) describes a plan for development of this vital community asset over the next 20 years, in a manner that is compatible with the environment and the local community and which caters for future changes in the aviation industry

Sustainable use of natural resources

Latrobe City Council is committed to managing and protecting its natural environment to meet the Latrobe 2026 objective “to ensure a lasting legacy for future generations.”

The Gippsland region is rich in many natural resources. Managing these resources for the long term benefit of the region and the community will optimise social, environmental and economic outcomes.

Emerging Victorian and Australian Government carbon and energy policies will provide opportunities to harness local resources to achieve long term sustainability outcomes. For example, the Australian Government Carbon Farmers initiative will create opportunities for the generation of carbon credits through forestry and agricultural projects (e.g. soil bio-sequestration or biomass production) for sale into domestic and international global carbon markets. Latrobe City Council will support the agribusiness sector to access markets under this initiative.

Given the diversity of land use across Gippsland, a collaborative approach across local governments in the region will be required to capture opportunities arising from carbon policies (e.g. carbon sequestration and biomass production) and the existing Gippsland Local Government Network (GLGN) provides a mechanism to progress new initiatives at a regional level in association with other Councils. While the operational component of many of these opportunities will be located in neighbouring Councils, there is a potential role for supporting services such as administration, aggregation, research and education programs to be located in Latrobe City.

The Gippsland Regional Plan (GRP) has identified an opportunity for establishment of a Centre of Excellence for Sustainable Technologies (CEST) in the region and Latrobe City Council supports this proposal. The Centre will work to ensure that the region’s current reliance on its extensive natural resources (timber, biodiversity, water, agriculture and fishing) can continue, enabling Gippsland to adjust to an economy in transition in a time of climate change. The Centre will be a collaboration between Monash Gippsland, Gippsland regional stakeholders, TAFE and councils with the involvement of Monash Clayton, the Monash Sustainability Institute. The Centre will also utilise a broad range of expertise from other research organisations and CSIRO. The Centre will focus on education, research and industry integration to assist the transition to new technologies now and well into the future.⁴ The Centre will bring regional innovation, diversification of skills, research and development capability and commercial enterprise and will greatly assist businesses to capture opportunities that arise in a carbon constrained world.

The Gippsland Region Sustainable Water Strategy has found that the Gippsland Region is one of the few areas in Victoria where the available water resources have not been fully allocated. In addition, it is anticipated that while climate change will lead to reduced rainfall in the region, relative to other districts, Gippsland will retain superior rainfall. This

⁴ Monash University Gippsland and the Gippsland Regional Plan, 2010, Gippsland Centre for Sustainable Technologies- A priority of the Gippsland Regional Plan 2010

available water could be used to support additional development and agricultural activity in the region; with Gippsland increasingly becoming the food bowl of Victoria. Latrobe City Council will work closely with the Department of Sustainability and Environment and the Catchment Management Authority to ensure that allocation of water supplies balances the needs of both the local and the broader Victorian communities.

Latrobe City Council will build its partnerships with the Victorian Government to further advance the research agenda in environmental and natural resource management and to lobby for a larger Victorian Government presence in the region through regional offices particularly for the Department of Sustainability and Environment (DSE) and/or the Department of Primary Industries (DPI).

The significant natural assets and biodiversity of the Gippsland region present tourism opportunities and the Latrobe City economy, utilising a hub and spoke model, can benefit from these regional strengths. Latrobe City Council will continue to work with Destination Gippsland and Tourism Victoria to progress regional tourism initiatives as described in the Strategic Business Development section of this strategy.

The Latrobe City economy is heavily dependent on revenue and employment from coal fired electricity generation and associated industries, with over 20% of Gross Regional Product being derived from this industry.⁵ While Latrobe City supports the balanced use of the coal resource, it will maintain a strategic focus on transitioning to an economy that is not overly reliant on one coal end use.

A Liveable City

The availability of services within Latrobe City, and the municipality's proximity to Melbourne are key factors in attracting people to live and work in the region. The City offers high quality health care and educational opportunities, affordable housing and a wide range of recreational, cultural and sporting facilities.

The municipality has an active cultural community, with a calendar of events and festivals throughout the year aimed at both residents of Latrobe City and tourists from other areas. This cultural program is supported by a growing restaurant and entertainment sector.

Along with maintaining and continually improving the built and natural environments, the services and cultural experiences in Latrobe City will provide long term economic benefits as more people choose to work, live and visit the area.

Latrobe City Council will lead the community to identify, evaluate and prioritise initiatives that contribute to a liveable and vibrant community by:

- Conducting innovative urban planning with foresight to differentiate the region from outer suburban areas of Melbourne, ensuring this aspect is considered in development of the Gippsland Integrated Land Use Plan
- Seeking to attract new cultural experiences and events to Latrobe City

⁵ Economic Importance of Latrobe Coal & Electricity Industry, Compelling Economics 2008

- Supporting local sporting clubs to access grant funding for improvement of sporting facilities
- Advocating for health, education and transport infrastructure that improves the liveability of the City

Measuring progress and reviewing the strategy

The Economic Sustainability Division of Council formulates a four year rolling business plan each year, which will incorporate the identified Economic Development strategic themes and will detail specific actions, priorities and resourcing to deliver the Strategy.

It is expected that the strategy can be implemented within the current Economic Sustainability Division structure (Figure 6) and staffing levels. However, Latrobe City Council will review progress in implementing strategy and will adapt resourcing and delivery models as needed to ensure that the strategy is delivered effectively.

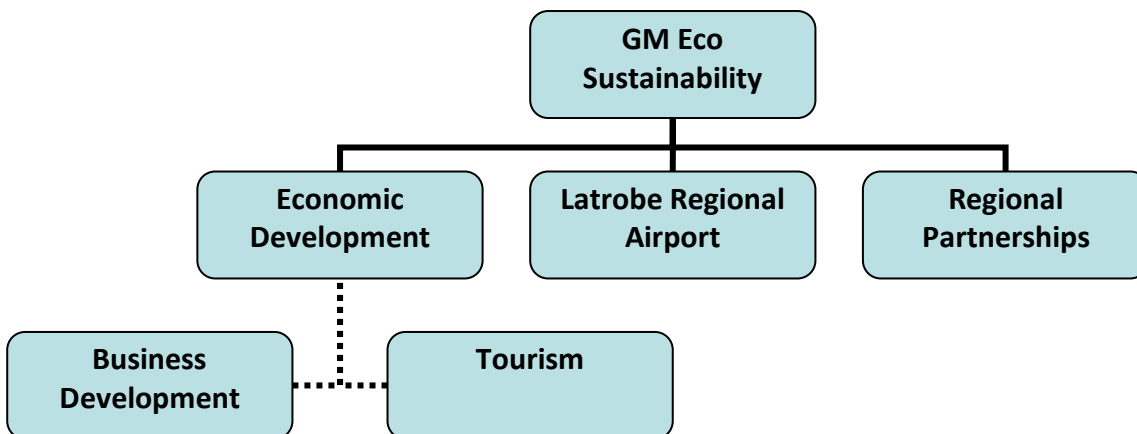


Figure 6: Economic Sustainability Division Structure

Progress on implementation of the strategy will be monitored and reported to Council on an annual basis and published on the Latrobe City website. The implementation report will include data on the number of:

- Responses to business enquiries
- Media releases produced
- Contacts developed
- Delegations organised

Latrobe City Council will develop, collate and publish economic development indicators, which measure Latrobe City's economic progress over the 2011-15 period. These indicators cannot be used directly to assess the success of implementation of this Economic Sustainability Strategy, as there are many factors outside the control of Latrobe City Council that impact on economic development. However, the data will enable Latrobe City Council to identify opportunities and issues and to adapt or supplement the Strategy accordingly.

An annual assessment of economic development performance in Latrobe City relative to the other major regional centres will be undertaken, with focus on:

- Gross Regional Product
- Employment rates/job growth

- Unemployment rates
- Mean taxable income
- Population growth

In addition, performance against the following indicators will be monitored:

- Visitation statistics
- Business Confidence
- Planned investment
- New business registrations by sector
- Value of planning approvals (commercial, industrial and residential)
- Value of building construction
- Value of property sales and median prices
- Population forecasts

The Economic Sustainability Strategy will be reviewed annually and the list of strategy actions (see Appendix 4) will be revised and supplemented accordingly. A full review of the strategy will be undertaken in 2015 in preparation for the next four year planning period.

Acknowledgements

Latrobe City Council would like to acknowledge the following business, industry and community stakeholders who participated in workshops to identify economic development issues and opportunities. The candid and constructive input of these organisations to the strategy review process has enabled Latrobe City Council to formulate a targeted strategy that it believes will meet the needs of the business community and lead to long term sustained economic growth.

Advance Morwell	Department of Innovation, Industry and Regional Development	Loy Yang Power
Agribusiness Gippsland	Destination Gippsland	MBD Energy
ASIC	Environmental Clean Technologies	Regional Development Victoria
Auschar	Exergen	Telstra Call Centre
Australian Paper	Gippsland Regional Waste Management Group	TRU Energy
Baw Baw Latrobe Local Learning and Employment	HRL	VECCI
Branstrans	Ignite Energy	Viatek Sage IT Services
Central Gippsland Institute of TAFE	Latrobe Business Tourism Association	Victorian Farmers Federation
Committee for Moe	Latrobe Community Health Services	Richards Harvesting & Haulage
Department of Human Services, Housing Call Centre		

Appendix 1: Profile of the Latrobe City Economy

Latrobe City is located approximately 1.5 hours drive east of Melbourne, in the Gippsland region of south-eastern Victoria. The City is home to approximately 75,300 people, largely residing in the four major population centres of Churchill, Moe-Newborough, Morwell and Traralgon. In the last decade, the population has grown steadily and it is anticipated that this growth will continue at a rate of approximately 0.92% per annum over the 20 year period from 2011-2031⁶.

Latrobe City is one of Victoria's strongest regional economies with a Gross Regional Product (GRP) of approximately \$4 billion and a total estimated annual business turnover of \$10.3 billion. Latrobe City's Gross Regional Product (GRP) represents 1.8% of Victoria's Gross State Product.

Latrobe City is home to over 4,500 businesses, of which the vast majority (94%) are small businesses employing less than 20 staff. Approximately 5.5% of businesses are medium size, employing between 20 and 200 staff, while large businesses with more than 200 staff comprise less than 1% of the total.⁷

The main industry sectors, in terms of output, are manufacturing (approximately \$3 billion), electricity, gas and water supply (approximately \$1.7 billion) and construction (approximately \$1.4 billion). These are followed by property and business services and the retail trade (Figure 7).

Value added⁸ is highest for the electricity, gas and water supply sectors, followed by manufacturing and construction (Figure 8).

Retail, health and community services and manufacturing sectors provide the highest employment in Latrobe City followed by manufacturing, education and construction (Figure 9).

⁶ ID demographers, www.id.com.au, Latrobe City Council Population Forecasts, August, 2010

⁷ ABS Census Data, Businesses by Industry Division by Statistical Local Area by Employment Size Ranges, June 2009

⁸ Value added is defined as the difference between the sale price of a product and the cost of the purchased material and services used to produce the product.

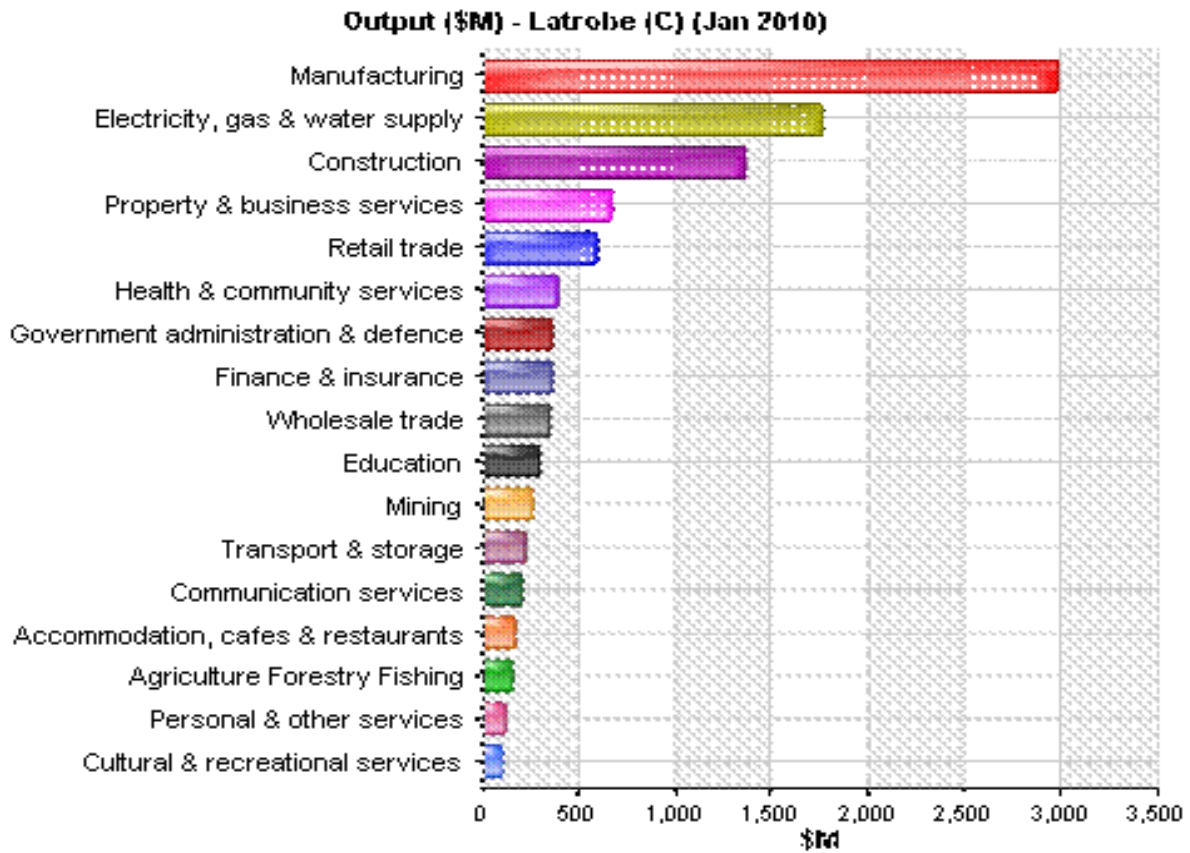


Figure 7: Latrobe City Industry Sector Output

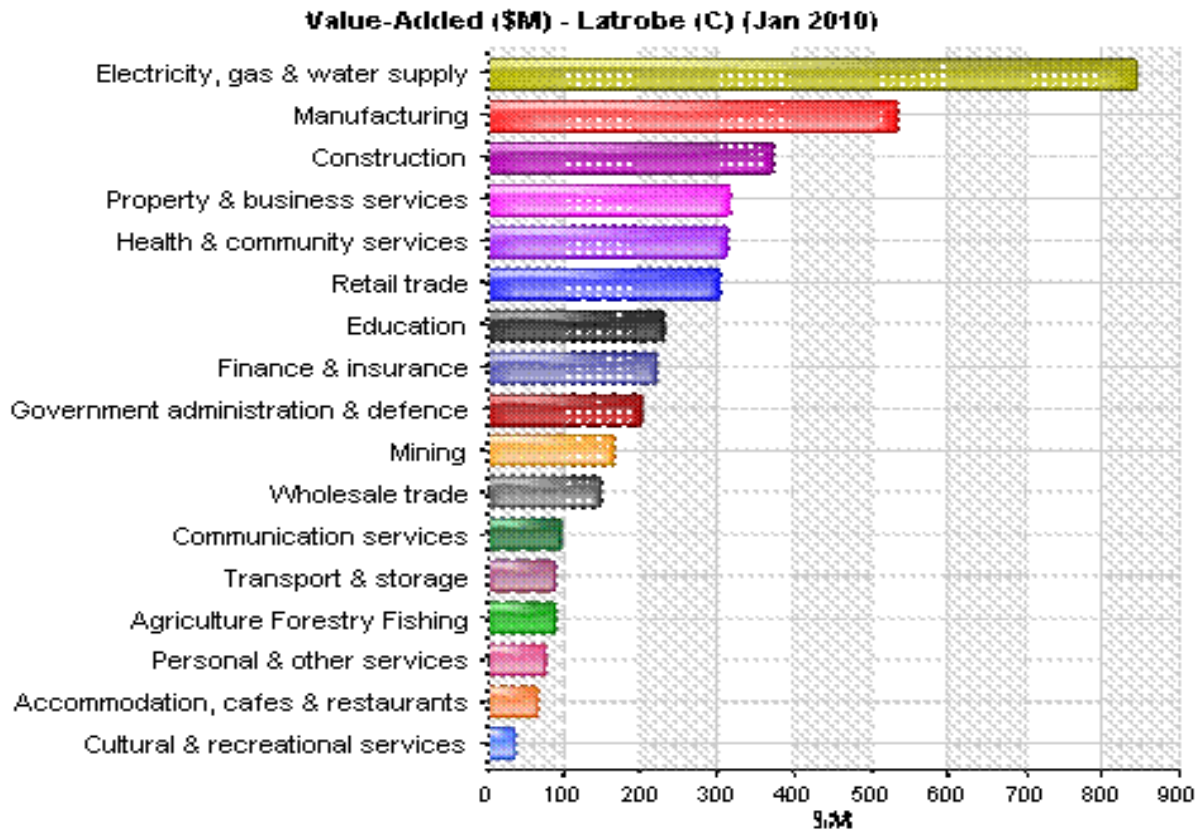


Figure 8: Latrobe City Industry Sector Value Added⁹

⁹ Value added is the difference between the total sales revenue of the sector and the total cost of non-labour inputs

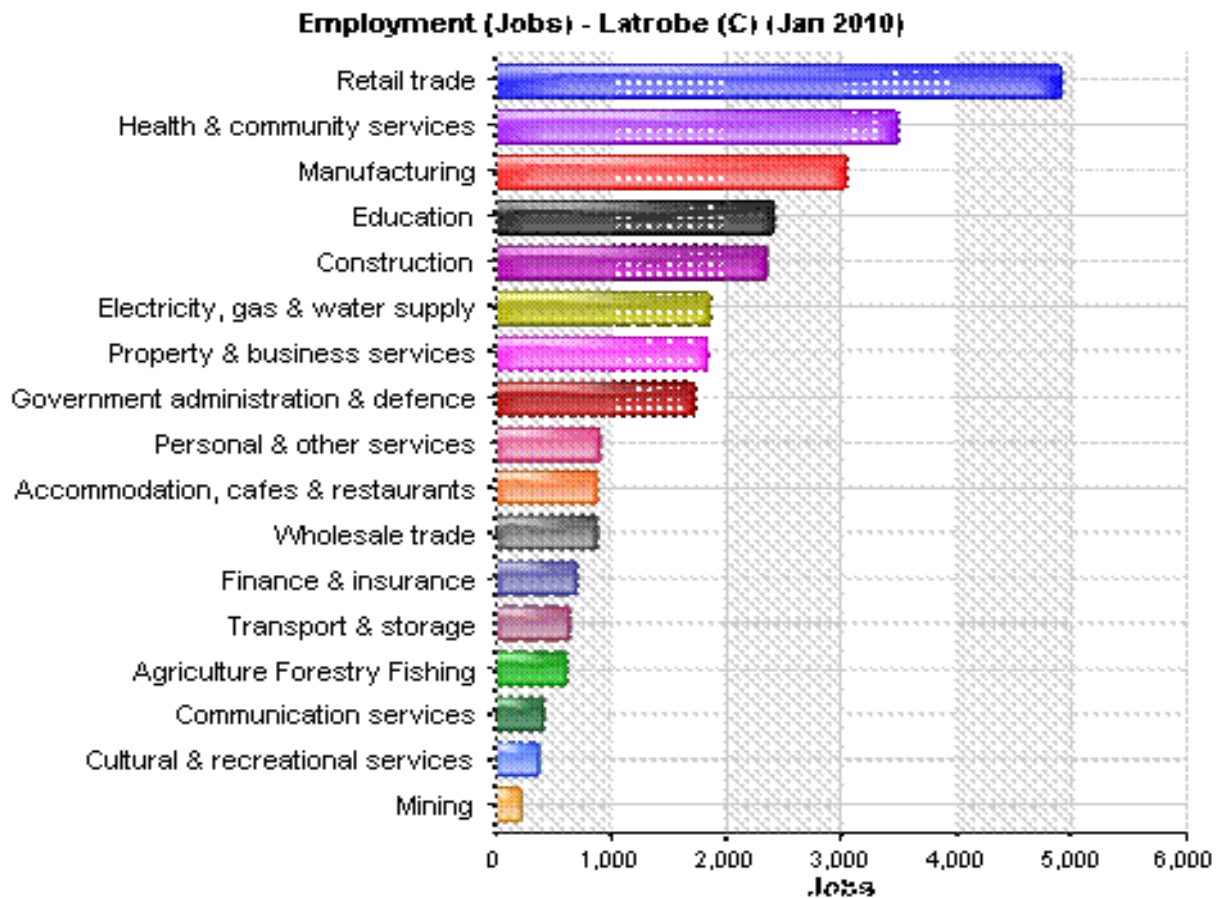


Figure 9: Latrobe City Industry Employment

The Gippsland region is rich in natural resources, including forests, fertile land for agriculture, water and natural gas reserves. The Latrobe Valley hosts one of the world's largest deposits of lignite (brown coal).

The Latrobe City economy is heavily dependent on revenue and employment from coal fired electricity generation and associated industries, with over 20% of Gross Regional Product being derived from these industries¹⁰.

Although brown coal electricity generation has historically been the backbone of the local economy, in recent years the economy has diversified to include a range of industries.

Latrobe City is home to Australia's largest yoghurt manufacturing facility, the largest pulp and paper manufacturer in Australia, and the only manufacturer of passenger aircraft in Australia.

¹⁰ Economic Importance of Latrobe Coal & Electricity Industry, Compelling Economics, 2008

A significant amount of capital investment is planned or underway within Latrobe City as demonstrated by the following projects:

- National Foods \$55 million expansion
- Mahindra \$22 million investment for an approximate 75% share in ownership of GippsAero
- TRUenergy Combined Cycle Gas Turbine (CCGT) Power Station (capital cost unknown)
- HRL Clean Coal Power Station \$750 million

Most Latrobe City businesses report sales (69% of sales dollars) into the municipality, with some exports the broader Gippsland region (17%). Sales beyond Gippsland account for 14% of sales with exports to overseas markets accounting for less than 1% of sales. This suggests that much of the locally produced goods and services remain in Latrobe City¹¹ and indicates that an opportunity exists for increased exports to wider Gippsland, national and international markets.

Recent Economic Achievements

The focus of the previous Economic Development Strategy (2004-2008) was facilitating investment in six target sectors:

- Energy
- Forestry, Timber and Paper
- Food and Agribusiness
- Advanced Manufacturing and Aviation
- Services, Tourism and Events
- New and Emerging industries

Latrobe City Council's activities over the 2004-2008 period have focused on facilitating investment in these key areas by:

- Providing high quality data services and facilitating partnerships within the business community
- Working towards improvements in liveability, community capacity building and governance
- Transforming the built and natural environment

Latrobe City has worked to build and maintain constructive partnerships with other levels of Government and to enhance industry connectivity by co-ordinating and hosting industry forums. Latrobe City continues to advocate on behalf of their community for policy settings that foster investment and job creation.

¹¹ Latrobe City Council Employment and Industry Survey Report, 2010
Economic Sustainability Strategy Review, June 2011

Key achievements over the 2004-2008 period include:

Retention and expansion of National Foods

In 2010, National Foods announced the closure of the firms' outer Sydney facility, with much of the production from the site moving to Morwell. The Morwell facility is currently undergoing a \$55 million upgrade, which will increase production from 60,000 to 86,000 tonnes of product per year.

Purchase of Gippsland Aeronautics (creation of GippsAero)

Mahindra has invested US \$22 million to acquire a major stake of GippsAero. GippsAero has commenced the recruitment of new employees and is investing in new systems and infrastructure. Currently employing 104 people, the firm aims to double this number in coming years.

B.M.C growth

Based in Morwell, B.M.C's High Voltage, Electrical and Instrumentation department provides a complete portfolio of asset management, installation and maintenance services for clients with high and low voltage assets in diverse industry sectors including:

- Power generation, transmission and distribution
- Mining
- Light and heavy industrial manufacturing
- Pulp and paper
- Water and sewerage utilities
- Petrochemical production.

B.M.C has grown steadily over the past 3-4 years, after securing many local and national contracts. The employee numbers have risen from 90 to 170 over this period.

Kiel Industries

Kiel Industries is a niche manufacturer and supplier of over 500 products including moulded plastic bins, crates, manhole covers, spa baths, calf feeders, slimline water tanks and Triton orange and white road barriers. The company also manufacture plastic pallets in different sizes and styles.

Since relocating from South Gippsland to Latrobe City, the firm has experienced significant growth. Employees now total 22, up from 15 over the past 3 years.

A number of major projects have been completed in recent years including:

Australian Paper pulp mill upgrade

Australian Paper completed the mill's \$340 million upgrade in December 2008, with the redeveloped facility featuring an elemental, chlorine-free bleaching plant that delivers world-class environmental performance. Australian Paper's Maryvale operation generates approximately \$500 million each year in economic activity for the region.

International Power 2030 Project

Finalised in 2009, this project involved a range of initiatives retrofitting low emission technologies at Hazelwood. The total cost of the project was \$370 million.

Latrobe Community Health Centre headquarters

Officially opened in October 2010, the new \$21 million Latrobe Community Health Service Morwell Centre is the largest, most modern community health service ever to be built in Victoria. The new building includes specialist facilities for clinical, consulting and dental services.

Thiess John Holland – manufacture of concrete panels for Eastlink

Completed in 2008, Thiess John Holland utilised the DiFabrizio facility on Tramway Road, Morwell to manufacture concrete panels for the Eastlink project. The project employed 100 people, was finished on budget and ahead of schedule.

Gippsland Water Factory

The \$209 million Gippsland Water Factory will treat up to 35 million litres of domestic and industrial wastewater each day. It will provide approximately eight million litres of high-quality recycled water for use by local industry, saving three billion litres of potable water a year. During construction, 300 locals were employed and the factory has increased industry investment and jobs in the region.

While unemployment in Latrobe City is higher than in other regional centres, modelling utilising ABS Labour Force data shows that in the period 2006-2010, total employment rose steadily in Latrobe City. Total Employment, as expressed as Annualised Growth Rate, grew at a greater rate in Latrobe City compared to other major regional centres (Table 1).

Table 1: Annualised Employment Growth Rate by Local Government Area¹²

Local Government Area	Total Employment – Annualised Growth Rate
Latrobe City	4.98%
Ballarat	3.55%
Bendigo	3.43%
Geelong	-0.55%

Average wage and salaries in Latrobe City have also grown in recent years. In the 2007/08 year Latrobe City average wages were slightly higher than for Victoria as a whole (Table 2).

Table 2: Average Wages and Salaries¹³

	2003-04	2004-05	2005-06	2006-07	2007-08
Latrobe City	\$35,761	\$36,872	\$38,938	\$40,797	\$42,851
Victoria	\$36,882	\$38,421	\$39,861	\$41,260	\$42,782

¹² Compelling Economics, 2011, Employment Comparison Report: Nov 2006-Nov 2010

¹³ Australian Bureau of Statistics - Estimates of Personal Income for Small Areas, Time Series, 2003-04 to 2007-08 released September 2010

Economic Assets

Latrobe City is the principal service centre for the Gippsland region. It offers high quality health facilities, including Latrobe Regional Hospital, Maryvale Private Hospital and Latrobe Community Health Services. It also offers access to education facilities, including Monash University, GippsTAFE, Apprenticeships Group Australia, the Gippsland Education Precinct and a wide range of private and public primary and secondary schools. Major shopping centres and a range of accommodation and entertainment venues are also present in Latrobe City.

Latrobe City has strong transport linkages with high quality infrastructure in place and planned, including:

- A four lane freeway link to Melbourne, with heavy load capacity and a planned upgrade to a four lane highway between Traralgon and Sale
- Frequent passenger rail services between Melbourne and Latrobe City
- Freight services that connect with the National Rail Network to Melbourne ports
- Latrobe Regional Airport, recognised as one of the best regional airport facilities in Australia. The airport is located adjacent to the Princes Freeway in Morwell and it is a 40 minute flight from Tullamarine and Essendon airports

Latrobe City offers investors access to abundant natural resources; including brown coal, water and natural gas provided via high pressure pipeline. Competitively priced, fully serviced industrial and commercial land is readily available.

Significant electricity transmission infrastructure connects the power generators in the Latrobe Valley to consumers in Melbourne and throughout Victoria, providing opportunities for location of new electricity generation facilities in the Latrobe Valley. The presence of electricity generation facilities also provides potential for large industry co-location with power generation to reduce costs and system losses.

Some important services available to businesses in Latrobe City include:

- High quality and wide ranging employment providers
- Professional legal, accounting, finance, insurance and business consulting services
- Dedicated Latrobe City Council departments managing municipal planning, infrastructure, economic development, building, health and local laws
- Regionally-based Victorian and Australian Government business assistance facilities
- Existing businesses servicing heavy industry

Industry Sectors

Profiles of the key sectors and issues and opportunities facing these key industries are described in the following paragraphs.

Coal and electricity generation

The Latrobe Valley (which includes Baw Baw Shire Council, Latrobe City Council and Wellington Shire Council) hosts one of the world's largest deposits of lignite (brown coal). Coal was first mined for large scale electricity production in the 1920s and this has remained the major use of the resource. The brown coal electricity generators in the Latrobe Valley currently supply around 90% of Victoria's electricity.

The high moisture content of brown coal makes it unsuitable, without further treatment, for bulk export and results in relatively high levels of greenhouse gas emissions per unit of electricity output. The introduction of a carbon price will affect the profitability of generators utilising traditional technologies but will also provide opportunities for research and development throughout the energy industry. In addition, alternative uses of brown coal (e.g. for production of oil products or fertilisers) are likely to become viable in the future.

Latrobe City Council supports the sustainable use of brown coal as an energy source and is working with generators, clean coal researchers and government agencies to develop clean coal pilot plants and research facilities.



Retail

Latrobe City is the retail centre for Gippsland and is home to Mid Valley, one of Victoria's largest regional shopping centres, and Stockland Plaza. Latrobe City also boasts access to a wide range of national retailers and speciality shops.

The retail sector provides the highest employment of any sector in Latrobe City providing close to 4,000 jobs. The sector contributes \$385 billion to the local economy annually.

Manufacturing

Latrobe City has a broad manufacturing base that has been established on the foundation of electricity generation. The industry has steadily expanded over the years and Latrobe City is now emerging as a centre for engineering fabrication and manufacture. Companies such as Safetech and Fishers have based their operations in Latrobe City and are supplying local, state, national and international markets. Latrobe City hosts a variety of engineering firms as well as design and manufacturing specialists.

Latrobe City is home to GippsAero, the manufacturer of the GA8 Airvan which is the only passenger aircraft manufactured in Australia. The eight seat aircraft has been sold into both domestic and international markets. The development and expansion of the Latrobe Regional Airport has created further opportunities for aviation related businesses to establish on allotments with taxiway access to the main runway, providing opportunities for aerospace industries, aviation adventure tourism, aviation training firms and related service providers to establish or expand their operations on the site.



Agriculture, dairy and food processing

The Latrobe Valley, with its temperate climate, reliable rainfall and rich fertile soils supports a vibrant agricultural industry.

Businesses within Latrobe City provide agribusiness services to the surrounding agricultural areas as well as those located within the municipal boundaries.

National Foods, one of Australia's largest food and beverage groups specialising in milk, fresh dairy foods, juice, soy beverages and speciality cheeses has established a state of the art dairy processing plant in Latrobe City utilising the raw dairy products produced in Latrobe City and the surrounding Gippsland region.

The agribusiness sector has identified an opportunity for further investment in value-add food processing facilities in Latrobe City utilising local production and imported product in the off season.

Indications are that climate change will likely result in reduced rainfall in the region. However, relative to other districts, Gippsland is expected to retain superior rainfall. The contribution of above state-average rainfall could provide a competitive advantage for Gippsland and the potential for the region to become the food bowl of Victoria.

A price on carbon will open up markets for farmers in carbon management and sequestration schemes. For example, the Australian Government Carbon Farmers Initiative will create opportunities for the generation of carbon credits through forestry and agricultural projects for sale into domestic and international global carbon markets.

Opportunities for production of biomass crops and algae for electricity and fuels production will also arise once a price on carbon is introduced providing further markets for agricultural products.



Timber, forestry and paper production

Latrobe City's unique and abundant natural resources support a productive timber and forestry industry providing softwood, value-added hardwood, and paper products sold to domestic and export markets.

Australian Paper is one of the largest integrated paper manufacturing facilities in the southern hemisphere. The long-established Maryvale complex, a continually expanding operation, leads in the manufacture of high performance packaging supplies and office paper.



A future price on carbon will open up markets for forestry projects to sequester carbon. As with agricultural schemes, forestry projects would be eligible under the Australian Government Carbon Farmers Initiative and other proposed schemes to generate carbon credits for sale into domestic and international global carbon markets.

Information technology and business services

Latrobe City is emerging as a leader in regional Victoria in the field of information communication technology. Combining traditional industries with new technologies, the industry has developed a highly skilled workforce and has built capacity to service the growing demands of expanding local industry and business. For example, Sage Technology provides innovative IT solutions to commercial and industrial businesses throughout Australia and internationally.

Latrobe City enjoys cost effective telecommunications and excellent infrastructure, including fibre optic cable and access to broadband services.

The shared business services sector in Latrobe City continues to grow in its own right, with increasing numbers of private and government call centres operating across the region.

Growth in this sector will be driven by expansion of existing Latrobe City businesses and new investment in the region. Improvements in technologies, including the rollout of the

National Broadband Network (NBN) will provide opportunities for new products and services.

Education and training

Latrobe City is the Educational Centre for Gippsland, offering some of the finest educational facilities in regional Australia. Due to a strong relationship between education providers and industry, Latrobe City has been a leader in vocational education and industry training for many years.



Major facilities for higher education and training located in Latrobe City include:

- Monash University, Gippsland Campus: The only regional “Group of Eight” university in Victoria, Monash Gippsland provides tertiary education to local and international students. Faculties include medicine, science, engineering, information technology, business, economics, nursing, humanities, education, art and design. Distance education facilities cater for local and international students
- Gippsland Education Precinct: Australia’s first fully integrated secondary, vocational and tertiary educational complex providing education pathways all on one campus

- GippsTAFE - Central Gippsland Institute of TAFE: Provides educational services to Gippsland, Victoria and overseas. GippsTafe delivers broad-based training programs on and off-site
- Apprenticeships Group Australia: Apprenticeships Group Australia, which has its headquarters in Latrobe City, is one of Australia's largest leading providers of apprenticeships to industry
- i-Gain: Training specialists who offer quality learning and adult education

The changing business environment arising from new investment and factors such as the transition to a low carbon economy will necessitate the development of skills in new areas. There is an opportunity for the education and training sector to build on its relationship with industry to develop and deliver programs that meet the needs of Latrobe City and Victorian industry in the future.

Population growth in the south-eastern suburbs of Melbourne and in the Gippsland region along with potential for attraction of greater numbers of international students provide further opportunity for growth of this sector in Latrobe City.

Health

Latrobe City is a centre for provision of health services to the broader Gippsland region and, along with contributing to community wellbeing; the sector contributes to the economy of Latrobe City. Latrobe City offers high quality health facilities, including Latrobe Regional Hospital, Maryvale Private Hospital, Latrobe Community Health Services and numerous aligned medical providers. Growth in this sector will be driven by population growth in Latrobe City and the Gippsland region but may also arise from advances in technology (e.g. availability of the National Broadband Network (NBN) will provide opportunities for provision of medical services to remote communities).

Tourism and events

The tourism industry in Latrobe City is predominantly made up of small businesses, with a few medium sized businesses operating in the accommodation and conference sector. The tourism industry is estimated to inject \$92.8 million per year into the local economy, providing approximately 891 jobs.¹⁴



The Latrobe City Tourism Product Audit has identified that Latrobe City is not a primary leisure tourism destination. However, Latrobe City has competitive strengths including a strong economic base, international investment partners, experience in events and a ready conference market upon which to develop its tourism and events sector.

The audit identifies events, business tourism and conferencing as market opportunities that would enhance the trade of existing retail, food and entertainment businesses.

¹⁴ Latrobe City Tourism Product Audit
Economic Sustainability Strategy Review, June 2011

Government Policy Trends and their Impact on the Latrobe City Economy

Emerging Australian and Victorian Government strategies and policies related to carbon, energy and regional development will influence economic sustainability in Latrobe City over the period 2011-2015.

Recent policy announcements indicate an increasing recognition by state and federal governments of the importance of regional areas to future growth and prosperity in Victoria and Australia. The latest Victorian and Australian policies and strategies have typically emphasised:

- A preference for regional planning approaches
- Increased partnerships between state and local government (e.g. advisory committees to provide input on impact of government policies on local government areas)
- Increased funding to expedite infrastructure development, services and economic development in regional areas and a move toward regional governance structures to administer the programs
- Skills development
- Decentralisation of government offices into regional areas
- The Regional Development Australia (RDA) partnership between Australian, Victorian and local governments to support the growth and development of regions

The Australian Government has set targets to reduce the country's greenhouse gas emissions by between 5 and 25% by 2020 (The target is to be agreed subject to global agreement on mitigation targets). To achieve Australia's target, the Government plans to put in place a scheme to establish a price for carbon emissions. The design of the scheme to be adopted is not yet clear; however, the Government favours a market-based emissions trading scheme as the most cost effective way to reduce Australia's greenhouse gas emissions.

The Australian Government is implementing a number of other greenhouse gas mitigation strategies:

- The Carbon Farmers Initiative will enable generation of carbon offsets and credits by farmers through forestry, revegetation and soil carbon sequestration schemes for sale into domestic and international markets
- Australia's Renewable Energy Target (RET) requires electricity wholesalers to source a proportion of their electricity from renewable sources. The scheme will see 20% of Australia's electricity generated from renewable sources by 2020
- The Clean Energy Initiative supports research, development and demonstration of carbon capture and storage, large scale solar and other renewable energy technologies

The Victorian Climate Change Act sets an emissions reduction target of 20% by 2020 (based on 2000 levels) and amends the Environment Protection Act 1970 to enable the Environment Protection Authority Victoria to regulate greenhouse gases. Recent Victorian Government proposed policies and strategies to deliver emissions reduction targets have placed emphasis on:

- Innovation to capitalise on the new jobs and skills, new technologies and new markets that will arise under a future low carbon economy
- Providing transition support to regions, businesses and communities impacted by the introduction of a price on carbon
- Facilitating the uptake of low emissions energy technologies

Regardless of the final form of the Australian and Victorian Government carbon policies, there are a number of probable outcomes with potential impacts on the Latrobe City economy.

Coal fired electricity generation accounts for over half of Victoria's total greenhouse gas emissions. Reducing emissions from brown coal fired electricity generation in the Latrobe Valley is therefore likely to be a key focus of the mitigation schemes under consideration. As a consequence, introduction of these schemes is likely to decrease the competitiveness of the brown coal fired generators located in the Latrobe Valley, leading to structural adjustment pressures on Latrobe City.

Australian and Victorian Governments have recognised the potential impacts on the Latrobe Valley and have committed resources to assisting in managing the transition to a low carbon economy. While introduction of mitigation schemes will present challenges, these schemes will also provide new opportunities for Latrobe City to establish carbon sequestration, renewable energy and other low emissions technology schemes and research programs in the City, and to provide services to similar schemes in the broader Gippsland region.

Appendix 2: How the Strategy was developed

The process used to develop the revised Economic Sustainability Strategy is shown in Figure 10. The approach was designed to enable input by stakeholders at an early stage of the process.

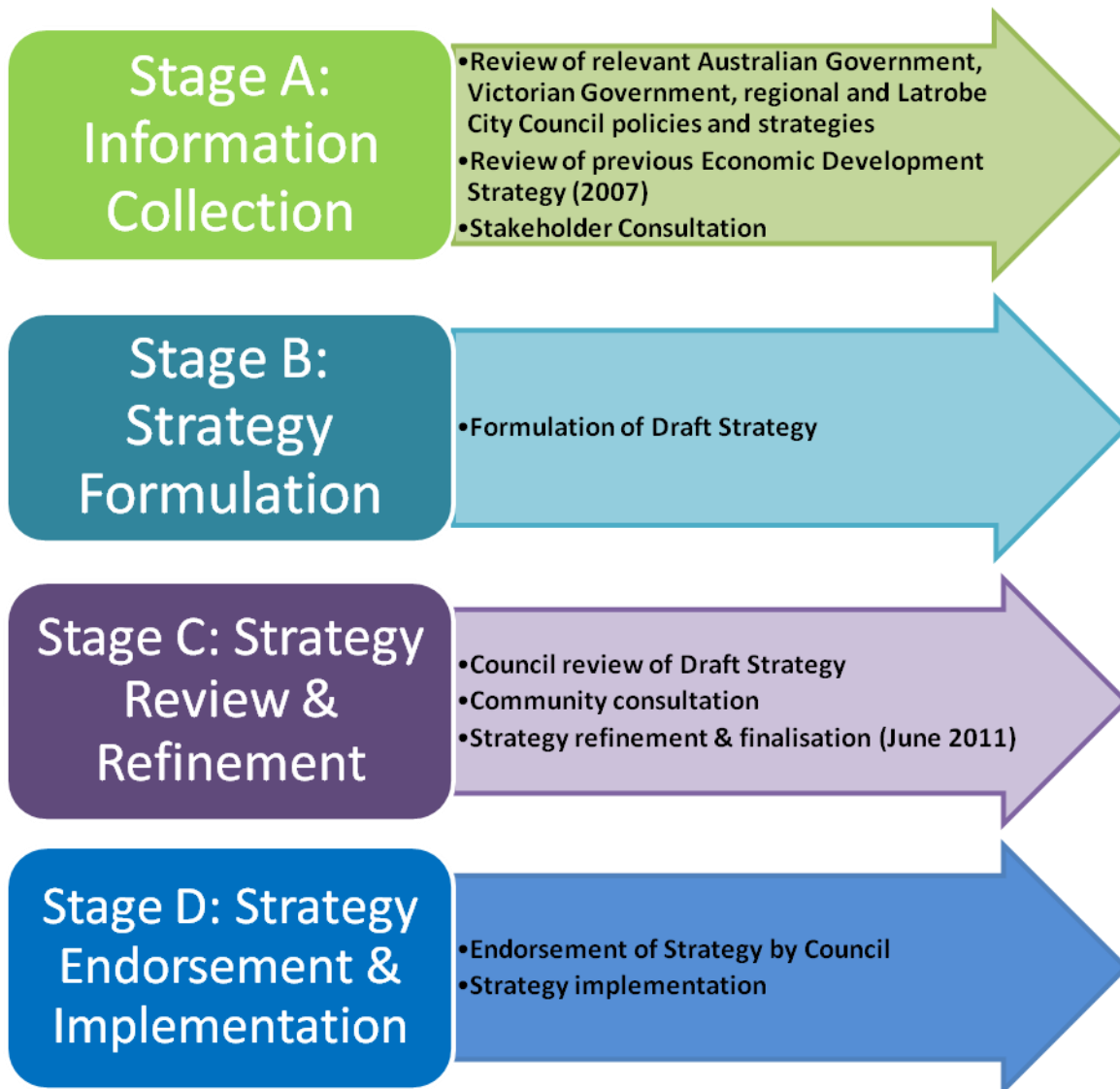


Figure 10: Strategy Review Process

During the Information Collection stage (Stage A), business stakeholders were invited to attend workshops, participate in a phone survey or provide written input on:

- Investment opportunities
- Infrastructure, services, skills and education needs to support economic development and community wellbeing
- Hurdles to economic growth and prosperity
- Opportunities for Council to support the community, business growth and investment in Latrobe City

Thirty-four organisational representatives participated in the consultation process.

In addition, during Stage A, relevant Australian and Victorian Government policies and the following Council and regional plans were reviewed and relevant economic development actions identified:

- Gippsland Regional Plan (2010)
- Gippsland Regional Skills Forum - Skills Action Plan (2009)
- Tourism and Events Strategy Review (2009)
- Positioning Latrobe City for a Low Carbon Emissions Future (2010)
- Latrobe City Council Employment and Industry Survey Report (2010)
- Churchill Town Centre Plan (2007)
- Moe Activity Centre Plan (2007)
- Traralgon Activity Centre Plan background documents (2010)
- Destination Gippsland Regional Plan (2008)
- Gippsland Logistics Precinct Project Plan (2010)
- Latrobe City Business Tourism Association – Business & Communication Plan (2010/2011)
- Latrobe City Tourism Product Audit (2010) and Visitor Information Centre Review (2010)

In Stage B (Strategy Formulation), the draft 2011-2015 Economic Sustainability Strategy was developed in consultation with an advisory group comprising representatives from across Latrobe City Council operations.

In Stage C (Strategy Review and Refinement), the draft Economic Sustainability Strategy was reviewed with Council prior to further stakeholder and community consultation.

Endorsement and implementation of the Strategy will occur in Stage D.

Appendix 3: Opportunities and Challenges Identified by Stakeholders

A key input to the Economic Sustainability Strategy review was feedback from a stakeholder consultation process. The following organisations participated in this process:

Advance Morwell	Department of Innovation, Industry and Regional Development	Loy Yang Power
Agribusiness Gippsland	Destination Gippsland	MBD Energy
ASIC	Environmental Clean Technologies	Regional Development Victoria
Auschar	Exergen	Telstra Call Centre
Australian Paper	Gippsland Regional Waste Management Group	TRU Energy
Baw Baw Latrobe Local Learning and Employment	HRL	VECCI
Branstrans	Ignite Energy	Viatek Sage IT Services
Central Gippsland Institute of TAFE	Latrobe Business Tourism Association	Victorian Farmers Federation
Committee for Moe	Latrobe Community Health Services	Richards Harvesting & Haulage
Department of Human Services, Housing Call Centre		

Stakeholders identified a number of economic development opportunities and challenges during these discussions as summarised in Table 3.

Table 3: Opportunities and Challenges

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
All Sectors	<ul style="list-style-type: none"> • Re-establish / upgrade freight terminal in Morwell • Potential for a direct link to Westernport/Hastings Port • Regular air transport services • Duplication of rail lines between Dandenong and Melbourne • Conference and events facilities • Improved waste disposal and recycling services and facilities • Availability of Victorian and Australian Government funding and support for regional areas and for low carbon transition 	<ul style="list-style-type: none"> • Carbon and energy policy uncertainty • Need to transition to a low carbon economy • Potential closure of the power stations • Population growth • Availability of resources (land, water, energy, forests) • Planning (and other regulatory) requirements • Climate change • Competitiveness of the region • Value of the Australian dollar (impacts on tourism, import/export markets) • Perception of the area • Availability of skilled workforce • Ageing workforce • Availability of co-ordinated public transport

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
All Sectors (continued)		<ul style="list-style-type: none"> • Difficulty to attract qualified people to the region • Competing sectors and locations (mining boom attracting engineers elsewhere) • Future skills needs • Competing land uses – encroachment of residential areas on farming and industrial areas, availability of land for development • Competition from other regional areas • Parochialism between towns/areas within the region • Inflated energy sector wages putting upward pressure on wages in other businesses • General resistance to change and lack of entrepreneurial skills • Access to part time jobs and entertainment for students • Water availability and allocation is an issue for industry and agribusiness:

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
Tourism and Events	<ul style="list-style-type: none"> • Government investment in tourism infrastructure • Build Business tourism • Build tourism related to visiting friends and relations • Staging and managing more events • Support for Destination Gippsland and for regional recreational tourism initiatives • Update of 2007 Gippsland Sustainable Tourism project (maintenance of local level tourism industry information and performance data) • Review status of Gippsland events network • Identifying and bid for those key major events that best suit the region • Increase the benefit from these events by engaging the community in a wide range of associated activities, thus multiplying the benefits of the event • Enhancement of the Latrobe City tourism website www.visitlatrobevalley.com • Marketing and promotional capability arising from development of new IT technologies 	<ul style="list-style-type: none"> • Poor growth prospects for regional tourism • A constraint to growing the events market is the lack of accommodation available during the week in Latrobe City due to the high level of demand for accommodation by the corporate and business sector. The effect of this is to constrain Latrobe City's events hosting capacity to weekends and holidays. • An emerging issue is a trend towards events bidding. Events "owners" and/or their representatives are promoting their events to prospective venues for a fee. This is done on the basis that the event will bring benefits to the host location. The ability of event owners to credibly demonstrate the extent of that benefit is patchy. There is a risk of entering a bidding war on the basis of uncertain outcomes. Latrobe City Council Events officers are alert to this risk. • As per 'All Sectors'

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
Education & Training. Research and Unions	<ul style="list-style-type: none"> • Opportunity to increase student numbers: • International students • Students from outer eastern suburbs of Melbourne • Monash University has an institution-to-institution arrangement with a Chinese University. Concept could be expanded (potential linkages to the sister city scheme) • TAFE sector has potential for significant growth, particularly if it can build services for industry • Opportunity to work closer with industry and other stakeholders to plan skills need and build brand • TTC – infrastructure for online teaching and learning could be expanded across curriculum • Industry/Latrobe City Council could increase support of apprenticeship programs • Continue to work with education institutions to provide job placements (e.g. kindergartens) • Advocate for a youth component in the Gippsland Business Awards • Latrobe City website upgrade 	<ul style="list-style-type: none"> • As per ‘All Sectors’

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
Energy	<ul style="list-style-type: none"> • Expansion of Latrobe City Council organised energy sector forums 	<ul style="list-style-type: none"> • Gas network will be a constraint in future • Energy sector forums are valued by the sector • Seasonal nature of contractor workload • As per 'All sectors'
Agribusiness	<ul style="list-style-type: none"> • Gippsland as food-bowl for Victoria • Additional food processing facilities • Tourism experience built around food industry • Urea production • Algae production (produces feedstock along with oil/energy) • Latrobe City as a service centre for agri-business in Gippsland 	<ul style="list-style-type: none"> • Climate change (relative small impact on rainfall compared to other areas) • Algae production still an emerging technology • As per 'All sectors'
Manufacturing & Technology	<ul style="list-style-type: none"> • Business mentoring • Prioritise Latrobe City Council activities to give greater priority to helping companies 	<ul style="list-style-type: none"> • As per 'All sectors'

<i>Stakeholder Group</i>	<i>Opportunities</i>	<i>Challenges</i>
Forestry & Paper	<ul style="list-style-type: none"> • Latrobe City Council working closer with advocacy bodies 	<ul style="list-style-type: none"> • Limited recycling facilities (e.g. industrial plastics, some metals still going to landfill) • As per 'All Sectors'
Business Associations	<ul style="list-style-type: none"> • Need for one voice representing business associations in region 	<ul style="list-style-type: none"> • Planning requirements seen as an obstacle to development • As per 'All Sectors'
Government	<ul style="list-style-type: none"> • Population growth - Innovative planning that differentiates Latrobe City from areas closer to Melbourne. • Victorian Government Regional Victoria campaign initiatives • Prolonged effort at urban renewal • Waste to energy 	<ul style="list-style-type: none"> • As per 'All sectors'

Appendix 4: Economic Sustainability Actions

The boxes below contain the strategic corresponding to each of the key areas considered in the Economic Sustainability Strategy.

Planning details for specific actions including prioritisation, resourcing and timeframes will be considered and reported in the Annual Business Plan.

Actions for Retention and Growth of Existing Businesses

1. Connect with the business community and maintain relationships to keep abreast of business needs and gaps in provision of service:
 - Maintain comprehensive database of businesses operating in Latrobe City
 - Continue to develop productive relationships with local business representatives
 - Conduct the bi-annual industry and investment survey to provide up to date information to Latrobe City Council on business priorities and economic trends
2. Keep the business community apprised of emerging developments in the business operating environment so that they can effectively prepare and adapt to change:
 - Publish results of the bi-annual industry and investment survey
 - Publish the Business Connect newsletter quarterly
 - Maintain up-to-date information on the Latrobe City intranet site
 - Strengthen informal communication networks and establish lines of communication with business service firms who can act as a conduit for communication to small and medium business enterprises
3. Facilitate regional industry networking, partnership and knowledge sharing events to build business capacity and connectedness:
 - Continue existing forums with key industry sectors including the power industry, major food producers and the property development sector.
 - Investigate opportunities to expand the networking program to other industry groups
4. Support skills development in local industry:
 - Partner with business to identify skills gaps and co-ordinate development of training programs to fill these gaps

5. Promote and advocate for local industry sectors in the broader community, maintaining representation on:
 - National Timber Council's Taskforce
 - Timber Towns
 - Powerworks board
 - Others as appropriate

6. Provide assistance to businesses to grow and expand:
 - Assist businesses to plan for growth through referrals and support of development projects
 - Offer up to date information and economic modelling services to support industry investment decisions including:
 - Land prices
 - Property availability
 - Economic benefits of projects including contribution to jobs growth and Gross Regional Product
 - Assist proponents to identify suitable sites and provide site information
 - Provide advice on Government industry assistance programs and funds
 - Identify major projects and facilitate communication, regulatory permitting and approvals processes involving Council and other agencies

7. Intensify efforts to expand domestic and international markets for local goods and services by:
 - Collaborating with the Department of Business and Innovation (DBI) and the Department of Community Development (DPCD) to introduce business to trade and investment opportunities
 - Exploring opportunities to leverage off the international relations program (e.g. the sister city initiative)
 - Progressing the development of the Gippsland Logistics Precinct, which will allow efficient and cost effective movement of freight to and from the Gippsland region

8. Position Latrobe City as the location of choice for international students:
 - Build partnerships with the education sector to explore and capture international education opportunities of mutual benefit in the 2011-2015 period

9. Play a substantive role in promoting and supporting the development of the tourism and events sector in Latrobe City:
 - Support the Latrobe City Business Tourism Association to attract visitors to Latrobe City, expand its industry membership base and build industry capability and skills
 - Support Destination Gippsland in promotion of the broader region
 - Implement the recommendations of the Tourism Product Audit to further Latrobe City's position as a centre of business and events tourism:
 - Position Latrobe City as the events and conferencing centre for broader Gippsland
 - Investigate opportunity for establishment of an iconic event for Latrobe City
 - Promote a cohesive effort by the three major centres to secure funding and events of mutual benefit

10. Promote opportunities for local procurement by Latrobe City Council and in the wider business community:
 - Coordinate the Gippsland Major Projects Summit
 - Connect industry operators with project developers
 - Support the Industry Capability Network
 - Ensure Latrobe City Council's own procurement processes provide opportunities for local businesses to tender for provision of goods and services and to demonstrate the competitiveness of local products and services

Actions for Pursuing New Investment

1. Promote Latrobe City to domestic and international investors to increase international investment:
 - Facilitate visits by potential investors
 - Coordinate overseas trade delegations
 - Support key business organisations including; Economic Development Australia; VECCI Regional Business Council; Destination Gippsland Ltd; and the Gippsland Business Awards
 - Deliver presentations to conferences and target industry groups
 - Maintain positive and effective relationships with Victorian and Australian Governments

2. Actively pursue the following investment opportunities:

- International investment: building on the international relations program and sustained international market interest in Latrobe City
- Power generation: securing Victoria's next major power development in Latrobe City.
- Food processing facilities: attracting development of the next large project within this sector
- Shared services: harnessing the strengths of Latrobe City to attract call centres and business services seeking affordable, accessible and well serviced central office locations
- Alternative coal use: promoting the development of coal derivative technologies including fertiliser production, coal to oil and coal to gas technologies
- Soil carbon programs: building regional capacity for production of carbon offsets through forestry, bio-char and/or soil carbon management for sale into local and international markets along with development of aligned services (e.g. brokerage agencies) located in Latrobe City's commercial hub
- Business tourism and events:
 - furthering investment in facilities to support the growth of the business tourism market including an 1000+ seat conference centre and accommodation facilities
 - undertaking cost/benefit studies into opportunities identified in the Latrobe City Tourism Audit including:
 - an energy innovation conference resort
 - a major driver training complex and a motor sport activity centre
- Aviation industries: attracting aviation related businesses including aerospace industries, adventure tourism firms, aviation training facilities and related service providers to establish or expand their operations on the expanding Latrobe Regional Airport site
- Road and rail industries: securing freight industry investment, utilising the rail network and Gippsland Logistics Precinct, to provide freight services to local industry
- Advanced manufacturing facilities: attracting technology industries including robotics, computer technologies and control systems manufacture
- Employment Zones: developing the Lurgi Plant, Gippsland Logistics Precinct and Latrobe Regional Airport as concentrated employment zones (see the box below for further details)

3. Position Latrobe City as a centre of knowledge and research in emerging technologies:

- Lobby Government to establish low emissions coal research projects in Latrobe City
- Support proponents to access funding to establish low emissions and alternative coal research projects in Latrobe City
- Promote carbon capture and storage projects (such as the CCS project and CO2CRC initiatives) in the broader community
- Support and progress the proposal for establishment of the Centre of Excellence for Sustainable Technologies in Gippsland
- Work with Clean Coal Victoria, Brown Coal Innovation Australia and other coal technology agencies to identify and pursue investment opportunities in brown coal
- Partner with Monash University and the Department of Primary Industries (DPI) to investigate opportunities for soil carbon research and pilot programs in Latrobe City and/or Gippsland region

Actions for Building the Latrobe City Investment Brand

1. Actively promote Latrobe City to potential visitors, investors and other stakeholders to improve their understanding and familiarity with Latrobe City:
 - Promote “success stories”
 - Expand the program of road-shows for Victorian and Australian Government officers
 - Harness benefits from regional advertising campaigns, such as the Regional Cities campaign
 - Produce targeted promotional campaigns for national and international investment markets and presentations to relevant conferences, expos and industry groups
 - Produce and distribute marketing materials that promote Latrobe City as an attractive place to live, visit and work
 - Showcase Latrobe City at investment forums and conferences
2. Work in partnership with the business community to understand if and how the perception of our region affects residential attraction, visitation and investment decisions and to develop targeted programs to enhance the profile of Latrobe City in the broader community, including:

- Commission market research to better understand the internal and external perceptions of Latrobe City and to identify opportunities and barriers to investment
 - Analyse research findings and identify targeted programs to further develop Latrobe City's community profile, building on the municipality's history of innovation and industry
3. Consider whether the scope of the Latrobe City Marketing and Communications Strategy review should include the branding of the broader Latrobe City municipality (along with the Latrobe City Council brand)

Actions for Providing Strong Leadership and a Clear Direction

1. Work in partnership with the GLGN and with sector specific regional associations to develop and implement effective regional plans
2. Foster the development of new community leaders and entrepreneurs:
 - Expand the program of local business networking events
 - Facilitate local business and individual participation in Victorian and Australian Government leadership development initiatives
 - Partner with the local business community to develop leaders and entrepreneurs
 - Provide support to the Gippsland Business Awards
 - Support the Latrobe City Business Tourism Association and peak trade and industry bodies
3. Prepare Latrobe City for future carbon emissions regulation by implementing Latrobe City's Low Carbon Emissions Future policy initiatives:
 - Form the Latrobe City Low Carbon Emissions Future Transition Committee to oversee the implementation of the Low Carbon Emissions Future policy
 - Maintain a close alliance with other coal industry Councils
 - Undertake Social Impact Analysis to identify the likely impacts of a carbon price on Latrobe City
 - Support the Victorian Government's plans for a socio-economic study into impacts of power station shutdowns and investigating opportunities to link socio-economic work with the study described above
 - Lobby for Government support for "Carbon Assist" positions to assist businesses to manage the transition to a low carbon economy
 - Seek funding for local Council positions to assist in regional planning for the transition
 - Design and implement communication strategies to maintain investor confidence during the transition period

- Facilitate community participation in the Climate Communities scheme to increase understanding of climate change and encourage energy efficiency and emissions reduction initiatives in the community
 - Lead a process to formulate proactive plans, in association with other agencies, to manage impacts and put in place contingency measures to address potential outcomes identified by Social Impact Analysis studies
4. Support the development of the Gippsland Low Carbon Economy Transition Plan and lead the formation of the Gippsland Regional Plan Low Carbon Transition Committee to develop and implement regional planning activities

Actions for Advocating for an Attractive Policy Setting

1. Seek to influence government policy at an early stage by:
 - Fostering strong relationships and effective lines of communication with Australian and Victorian Government ministers and departments
 - Identifying existing communication pathways to Victorian and Australian governments and any gaps in communication arrangements
 - Coordinating the lines of communication between existing and planned advisory committees including the Latrobe City Low Carbon Emissions Future Transition Committee, the Gippsland Regional Plan Low Carbon Transition Sub-committee and the Regional Managers Forum to ensure that communication and advice provided to Government is coordinated and consistent
 - Engaging all levels of Government in pro-active dialogue regarding the impact of a carbon price on the Latrobe City community and economy
 - Providing regular briefings to Victorian and Australian Government Ministers as well as Shadow Ministers on Latrobe City's low carbon transition policy and specific transition needs for the relevant
2. Ensure local representation on stakeholder committees to ensure Latrobe City needs are recognised and considered:
 - Victorian Government's Leadership Forum
 - Regional Development committees
 - Local Government advisory panels
 - Climate change and carbon transition advisory committees as formed
3. Lobby for increased expansion of Victorian and Australian Government offices in Latrobe City and opportunities for local businesses to tender for provision of goods and services

Actions for Conducting Innovative and Efficient Urban Planning

1. Conduct innovative and efficient urban planning:
 - Work with developers to ensure high quality urban design and development
 - Work to improve users and stakeholders understanding of the planning process
 - Introduce a cross divisional comprehensive approach for significant and major development initiatives
 - Conduct forums with developers and the community to ensure the needs of planning process users and stakeholders are understood
 - Maintain constructive relationships with referral agencies and other stakeholders
 - Continually improve planning processes while ensuring ongoing compliance with legislation
 - Explore new and innovative methods of planning assessment (e.g. online planning application submission and assessment)
 - Collect statistics to report on performance and identify opportunities to further improve planning processes

2. Develop robust strategic plans to resolve land availability constraints and balance the needs of industrial, residential, environmental and recreational land users:
 - Develop, implement and periodically review township structure plans
 - Develop, implement and periodically review of Main Town Activity Centre Plans
 - Lobby the Victorian Government to make the Lurgi site available for industrial use
 - Develop and implement an Industrial Land Strategy
 - Develop precinct based development plans for a variety of land use activity (residential, commercial, industrial etc.)
 - Develop and implement policies relating to the future use of rural land
 - Develop and implement recreation and open space strategies
 - Update Planning Scheme controls relating to environmental features within the municipality (environmental significance, flood, wildfire etc)
 - Work with DPI, through Clean Coal Victoria, to ensure that any future development of the currently unallocated coal resource is undertaken with due consideration of social, environmental and financial factors and with consideration of the implications of future carbon pricing on the optimal use of natural resources.
 - Provide input to the development of the Gippsland Integrated Land Use Plan to provide direction and priorities for addressing population growth while enabling sustainable development of agricultural, industrial, commercial, residential and coal resources in the Gippsland region

Actions for Increasing Access to Skilled Labour

1. Support and provide input to the Skilling the Valley initiative
2. Conduct the bi-annual Industry and Investment Survey to identify business skills requirements and tailor training and capacity building programs to address these needs

Actions for Developing High Quality Infrastructure and Services

1. Progress strategic infrastructure development programs currently underway:
 - Churchill Town Centre plan
 - Moe Activity Centre Plan and the Moe Railway Precinct Revitalisation project
 - Development of the Traralgon Activity Centre plan and the Traralgon Station Precinct plan
 - Employment Zone Development (Gippsland Logistics Precinct, Lurgi site and implementation of the Latrobe Regional Airport master plan)
 - NBN system rollout
 - Energy Innovation Centre/Conference Facility Feasibility Assessment
2. Lobby for improved commuter transport links to increase opportunities for students and workers to travel into Latrobe City on a daily basis
3. Work with the GLGN to progress the Gippsland Gateways initiative and to improve freight links into Gippsland

Actions for Facilitating Sustainable Use of Natural Resources

1. Support implementation of the Gippsland Sustainable Water Strategy to ensure the allocation of water supplies balances the needs of both local and broader Victorian communities
2. Promote Gippsland as the food bowl of Victoria to support initiatives to attract food processing industries and increase markets for Gippsland produce
3. Advance the research agenda in environmental and natural resource management
4. Progress regional tourism initiatives with Destination Gippsland and Tourism Victoria to provide opportunities for Latrobe City businesses to benefit from passing trade

Actions for Contributing to a Liveable and Vibrant Community

1. Facilitate partnerships with the arts community, health sector and recreational clubs to identify, evaluate and progress projects and events that contribute to a liveable and vibrant community
2. Conduct innovative urban planning with foresight to differentiate the region from outer suburban areas of Melbourne, ensuring this aspect is considered in development of the Gippsland Integrated Land Use Plan

ATTACHMENT 2

.

From: Matthew Davey
Sent: Monday, 16 May 2011 10:09 PM
To: Geoff Hill
Subject: Comment on the Economic Sustainability Strategy

Attachments: Emissions Processing Proposal.pdf

Hello Geoff,

Am I able to make a submission on the Draft Economic Sustainability Strategy via email?

I would like make some proposals for the Draft Economic Sustainability Strategy and the details are in the attached document.

Proposals:

1. Develop an Emissions Processing Industry
2. Establish an Emissions Pipeline
3. Build an Industrial Park to demonstrate and develop Emissions Processing technologies
4. Build a Innovation Centre in the Industrial Park
5. Encourage Innovation by providing research/demonstration grants

I have no commercial interest in this other than I think it's something that should be done. I am also considering emailing these proposals to Federal Minister Greg Combet, and possibly local papers.

Thanks
Matthew Davey

Submission to Latrobe City Council

Comment on the Draft Economic
Sustainability Strategy 2011-2015

Introduction

The Latrobe Valley produces 85-90% of Victoria's power generation with the majority of this from Brown Coal and some from Gas. Coal reserves in the Latrobe Valley are estimated to be enough for several hundred years at current usage rates. Power generation worldwide from Coal and Gas is over 60%. So transitioning to clean and renewable energy sources is going to take some time. Most other sources of energy are also not as reliable as Coal or Gas.

The issue with coal and gas is with emissions. If emissions can be dealt with and emissions made into useful products or commodities, including sources of fuel for further energy production, then coal and gas could be made into a renewable source of energy. So it makes sense that a significant amount of investment should be put into dealing with emissions. Although the economics of Emissions Processing is not likely to be profitable in the short to medium term and is likely to initially require substantial Government funding and subsidisation, the Government's introduction of a carbon price will help with this funding. Once useful products are developed, the need for external funding should decrease.

I suggest the following proposals be added to the Sustainability Strategy to deal with emissions from Power Stations. Making the emissions into useful products and commodities.

Proposals:

1. Develop an Emissions Processing Industry
2. Establish an Emissions Pipeline
3. Build an Industrial Park to demonstrate and develop Emissions Processing technologies
4. Build a Innovation Centre in the Industrial Park
5. Encourage Innovation by providing research/demonstration grants

Emissions Processing

The concept of Emissions Processing is for large Green House Gases Emitters, such as power stations to provide or to connect to an Emissions Pipeline (Flue Gas Pipeline) with the pipeline being made available to Industries who can process Green House Gas Emissions, reducing the Green House Gases to levels equivalent to that in normal fresh air.

This may be done by setting up "Emissions Processing" Industrial Parks. An Industrial Park is not required to be located on site or close to the emitter, but can be located anywhere along the Emissions Pipeline. It also allows for the creation of a Distribution Network allowing for a large number of Emissions Processors to access and to process the gases. It would then be the responsibility of the Emissions Processors to process the flue gases to remove the Green House Gases. Any unprocessed emissions may then flow on to Carbon Capture and Storage (Geosequestration) site (or to a chimney at the end of the pipeline.)

Benefits of Emissions Processing:

- Emissions can be easily measured, metered and monitored
- Emissions can be made into a commodity with access via the Pipeline
- It's a Gas line in reverse, so easier access for Emissions Processors, because of the Distribution Network
- Emissions Processors can make useful products from emissions. Such as Biomass, Methane, Methanol, Ethanol, gases such as CO & CO₂ and Carbonates. Emissions can also be used in Greenhouses to grow crops
- Products can be fed back to Emitters, so that Emissions are recycled. For example: Biomass fed to a Gasification plant and then the Methane (biogas) used back in a Gas Power Station
- The pipeline can feed into a Carbon Capture and Storage (Geo-sequestration) site
- An Emissions Processing Industry will create new jobs
- Building the Pipeline will create jobs
- Building an Industrial Park will create jobs

Some Emissions Processing Technologies:

- Algae - Bio-sequestration
- Solvent absorption
- Membrane separation
- Pressure swing adsorption
- Carbon capture and storage

Emissions Processing Industrial Park

The proposed Heavy Industry Park bounded by Tramway Road, Monash Way and Firmin's Lane in Morwell would be an ideal site for an Industrial Park to be used for Emissions Processing.

It is close to Energy Brix, the new HRL Dual Gas Power Station, Jerralang Power Station, and is not far from Hazelwood Power Station. It is also fairly central between Loy Yang and Yallourn Power stations, and even Maryvale Mill . An Emissions Pipeline built down the center of the Heavy Industry Park, parallel with Monash Way and the establishment of various sized lots with access to the pipeline would help to establish an Emissions Processing Industry. Due to the close proximity of the various Power Stations around the Industrial Park it would allow greater opportunity for the Power Stations to connect to the Emissions Pipeline. The close proximity of the Industrial Park to Power Stations would also allow products such as Algae Biomass to be fed back to the HRL Gasification plant, essentially recycling emissions.

- Easier access to Emissions for Emissions Processors, via the Pipeline
- Help to develop an Emissions Processing Industry
- Help to develop Emissions Processing Technologies
- Promote Emissions Processing
- Close to large Green House Gas Emitters
- Close to Gasification Plant, allowing Biomass to be gasified and used in the Gas Power Station. Essentially recycling emissions

Emissions Processing Innovation Centre

The Industrial Park should have a central building to help to administer the Industrial Park, bring the various organisations together, and to help promote the Emissions Processing Industry. Possibly this would be called the Emissions Processing Innovation Centre (this may be an ideal location for the proposed Centre of Excellence for Sustainable Technologies.)

The Centre should be used for marketing and promoting the Emissions Processing Industry by catering for Tourist's and having sections for demonstration, education and research, even a conference room. There should also be a science lab as a shared resource between the various Emissions Processors. It should be visually appealing, and accessible from Monash Way.

The Emissions Processing Innovation Centre should:

- Be used for promoting Emissions Processing and Renewable Energy
- Be accessible by the public, including tourists and schools
- Be visually appealing and accessible from Monash Way

and have:

- A Reception
- Section for Tourists
- Section for Demonstrations
- Section for Education
- Section for Research & Development
- Science Laboratory for Emissions Processors
- Conference and Meeting Room(s)
- Administration
- Marketing Department

Encourage Innovation by providing research/demonstration grants

Small business and Individuals find it harder to innovate and do research in areas that are not likely to provide an income source in the short term. The usual require of 50:50 Government to Public funding for Grants often makes it hard for Small business and Individuals to develop an Innovation or Invention to a commercially viable product. I would like to see Grants that cover wages and materials for research and development of Emissions Processing technologies. The Innovation Centre would be an ideal place for developing new Businesses by supporting the Innovations and Inventions of Small Businesses and Individuals.

For more information on Emissions Processing technologies see:

Algae - Bio-sequestration

http://www.powerplantccs.com/ccs/cap/fut/alg/alg_cult_power_plants.html

Solvent absorption

http://www.co2crc.com.au/aboutccs/cap_absorption.html

Membrane separation

http://www.co2crc.com.au/aboutccs/cap_membranes.html

Pressure swing adsorption

http://www.co2crc.com.au/aboutccs/cap_adsorption.html

Carbon capture and storage

<http://www.co2crc.com.au/aboutccs/>

From: Geoff Hill
Sent: Monday, 6 June 2011 11:21 AM
To: Geoff Hill
Subject: FW: Latrobe City Council Economic Sustainability Strategy - Community Consultation

From: LCBTA Latrobe City Business Tourism Association Inc
[mailto:lcbusinesstourismassociation@gmail.com]
Sent: Sunday, 15 May 2011 9:28 PM
To: Donna Starkey
Cc: Linda Brock; Ian Southall
Subject: Re: Latrobe City Council Economic Sustainability Strategy - Community Consultation

Hello Donna

Thank you for the opportunity to comment on the Draft Economic Sustainability Strategy 2011-2014.

Please note that I have listed links for the report on the LCBTA Inc website and it will be raised at the general meeting on Wednesday 18th May 2011.

Any collective comments from the LCBTA Inc Executive or membership I will forward to you.

For your information could you please note my personal comments below.

1. There are some inconsistent references regarding the correct name for the LCBTA Inc on a number of pages in the document

for example P15, P22 and P61 Latrobe City Tourism Association

2. Page 8

Is it worthwhile referencing the LCBTA Inc Business and Communication Plan under the heading Collaborative Industry Plans given the direct support that is provided by the LCC to the LCBTA Inc.

3. Page 14 Strategic Business Development.

Is there is an opportunity for the LCC to actively encourage local businesses in all sectors to support the LCBTA Inc through financial membership of the organisation?

(The LCC currently contributes to the LCBTA Inc in a number of financial ways. However to sustain the LCBTA Inc into the future the ideal model would be that LCBTA Inc is solely industry based and supported by local businesses at all levels, thus reducing the financial commitment of the LCC in the longer term.)

ie. Increased focus on facilitating local business and individual participation and membership of the LCBTA Inc

4. Page 22

Latrobe City Council will seek to foster the development of new leaders and entrepreneurs by continuing to support the Gippsland Business Awards, Latrobe City Business Tourism Association and local business peak bodies.

(Would you make reference here specifically to the LCBTA Inc People's Choice Awards as they are

now rebranded to "Excellence in Customer Service" and we state that the mission is as a lead in to the Gippsland Business Awards and the Tourism Victoria Awards?)

ie Latrobe City Council will seek to foster the development of new leaders and entrepreneurs by continuing to support the Gippsland Business Awards, Latrobe City Business Tourism Association Inc and it's promotion of the LCBTA Inc People's Choice Awards, and local business peak bodies.

5. Page 56

There is no mention in the opportunities regarding the enhancement of the Latrobe City website www.visitlatrobevalley.com nor IT opportunities for the marketing and promotion of the Latrobe City with the development of new technologies etc.

6. Page 61 Action for retention and growth of existing Businesses

Section No 9

Support the Latrobe City Business Tourism Association (Inc) to attract visitors to Latrobe City and build industry capability and skills.

(Again I reiterate that this support would be to encourage business to become members of the LCBTA Inc to support their ability to do the above.)

Lastly I notice that there is reference to the Investment Brand for the Latrobe City however there is no reference to the Branding of Latrobe City from a Tourism perspective. This was something that I know was discussed in our consultation and I am wondering whether it has been omitted in favour of Investment Branding or whether Investment Branding covers the Branding from a visitor perspective.

It looks like a great strategy.

Once again thank you for the opportunity to make comment.

As noted the above comments are personal view and not the view of the LCBTA Inc.

Kind regards Janine

On Fri, May 13, 2011 at 8:55 AM, Donna Starkey <Donna.Starkey@latrobe.vic.gov.au> wrote:
Good Morning

Please find a hyperlink below to Council's draft Economic Sustainability Strategy 2011-2014 which has been released for community and stakeholder feedback.

Your feedback/comments would be most appreciated, please also feel free to pass onto your networks.

<http://www.latrobe.vic.gov.au/HaveaSay/>

Best regards

Donna Starkey

Coordinator Business Development
Latrobe City Council

[mailto: Donna.Starkey@latrobe.vic.gov.au](mailto:Donna.Starkey@latrobe.vic.gov.au)

Direct: 03 5128 5460

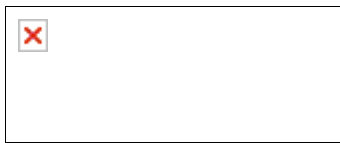
Mobile: 0402 554 493

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PO Box 264, Morwell 3840

141 Commercial Rd, Morwell 3840



<http://www.latrobe.vic.gov.au/>

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Latrobe City Council
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Morwell 3840 Victoria Australia

www.latrobe.vic.gov.au



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Janine Hayes
Project Officer

Please consider the environment before printing this email

Latrobe City Business Tourism Association Inc (LCBTA Inc)

P.O. Box 3485 Morwell BC Morwell 3841
0458 148 220

lcbusinessassociation@gmail.com www.lcbta.org

"Whatever Business You're In, You're In Tourism."

Membership Information can be found on... www.lcbta.org

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From: John Willis [jwillis@gippsaero.com]
Sent: Friday, 13 May 2011 2:15 PM
To: Geoff Hill
Cc: Terry Miles
Subject: Draft Economic Sustainability Strategy 2011 - 2015
Geoff,

GippsAero welcomes the opportunity to comment on the Strategy.

Following first viewing we request some minor editorial corrections to the references to GippsAero.

1. The references to the Mahindra investment in GippsAero on Pages 05 & 37 should read 75.1%.
2. Please correct the spelling of Airvan on page 43.

GippsAero may wish to make a formal submission on the Strategy in due course.

John Willis
Communications Officer
GippsAero Pty Ltd
PO Box 881
MORWELL VIC 3840
Ph + 61 3 5172 1200
DD + 61 3 5172 1229
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Ref. LatrobeEconomic

16/5/2011

Chief Executive Officer

Latrobe City

PO. Box 264

Morwell 3840

Dear Sir,

Re: Latrobe City Economic Sustainability Strategy

I have spent some time this morning trying to read this document. My conclusion is that the document is very wordy but often repeats claims and data and is basically an attempt to justify the actions of the department. I find that the success of the department is thin on the ground. I believe the Council is failing to deliver.

The Council presents some areas of so called activity as areas of success. The report states that Council identified in 2001 that the Lurgi site was of benefit to Council. We are now 10 years past that date and the site still sits as an idol industrial precinct.

Similarly, I have been involved with the community again since early 2009 and it was trumped at that stage that we would have a Logistics centre. It seems we are still trumping the site and nothing has progressed. Similarly Council is happy to suggest that the Mahindra purchase of Gippsland Aeronautics is all positive. It is still possible that the technology can be shipped to India. We need to do more to engage with Mahindra and facilitate their linkage by improving the airport.

On the Latrobe Regional Airport Master plan the Council has again missed the opportunities. At various parts of the report Council is suggesting they will - "promote tourism" - "seek international investments" - "improving transport links to the south east suburbs"- and yet one of the main opportunities to help grow these activities, would be to seek the upgrade of the airport to handle initially interstate domestic flights and then international flights.

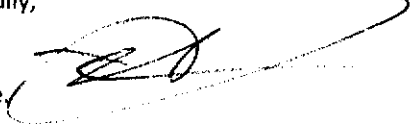
The report identifies the south east Melbourne suburbs as a market. This idea extends readily to the airport. Around 700,000 people are within 90 minutes travel of the Latrobe airport. Why are the people of this region denied ready access to air transport? The Latrobe Airport has land around it which would allow the expansion of the runways to cater for larger planes. Plus the airport has the train line basically adjacent. This train link is something that Melbourne and Avalon airports are trying to get. Latrobe should at least be trying to get and airport. Most other significant regional locations have a better airport than Latrobe City, even areas of much less population. The south east suburbs catchment would justify a major airport for this city. As a marketing tool I think it should be targeted as Melbourne East airport.

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Another area of concern in the document is the reference to the Council Marketing Strategy – 2005-2008 to be upgraded in 2011-2015. We are well past the previous time period and still not prepared with a coherent strategy. The Economic Strategy suggests the concept will be presented at forums and expos etc. There is no data on the number of events or the location or scale of events where this data is to be presented. It just appears to be waffle in the report to make it appear Council are doing something.

The report suggests that Council will “assist” others to make development progress. This is a means of avoiding measurement of successful activity. Staff can hide behind the lack of action by others as a reason they have not achieved progress. I feel there needs to be some more substantive ways of measuring activity.

Yours faithfully,


Lindsay Love,
Director
(Trading as Midvalley Kinder and Childcare)

From: Glyn.Baker
Sent: Friday, 3 June 2011 9:37 AM
To: Geoff Hill
Subject: Submission - Economic Sustainability Strategy 2011-2015, DRAFT

Attachments: 2011-05-02 - Submission for Economic Sustainability Strategy 2011-2015, DRAFT.pdf
Hello Geoff,

As discussed on the phone, please refer to my attached submission for the "Economic Sustainability Strategy 2011-2015".

Kind regards,
Glyn Baker
Independent candidate for Dunbar Ward 2011
<http://www.glynbaker.com.au/>



Glyn Baker

Date: 02/05/2011

Submission for: Economic Sustainability Strategy 2011-2015, DRAFT

To whom it may concern,

I would like to submit the following:

This is a very important report, because it affects the economics of council, and therefore how it budgets for every single development or service, that the council provides. To get started, I will provide a basic introduction, compare economic theories on how to increase growth, and then provide specific advice on chapters in the draft report.

Introduction:

My Background in economics:

I support the economic theory based on the "Austrian School" of Economics^[1], founded by notable economists Carl Menger, Eugen von Böhm-Bawerk, Ludwig von Mises, Murray Rothbard, and Nobel laureate Friedrich Hayek.

This means that I support a laissez faire approach to economics. Which is an economic environment where transactions between private parties, are free from state intervention, including restrictive regulations, taxes, tariffs, or enforced monopolies. "Laissez faire" is a French term, which means "let do", but it broadly implies "let it be", or "leave it alone."). I will explain how this economic theory compares to other theories, and it's advantages for Latrobe City residents.

Building economic growth:

What limits Private Sector growth?:

A significant cause of hindering investment from the private sector, includes costs (such as taxes/fees/ rates, among others), and government regulations.

Regulations such as the EPA's recent disastrous decision to block half of Morwell's HRL Dual Gas Plant, due to the infamous "Victorian Climate Change Bill". A bill which unfortunately the State Member for Morwell, Russell Northe (Nationals) supported in parliament. This is where regulations can harm Latrobe City's economic prosperity.

Rising rates, and Latrobe City's challenge with unemployment:

In the 2011/2012 Latrobe City Council budget, rates are set to dramatically increase by 5.77%. These costs hurt businesses, and in turn employment. Latrobe City already has the highest unemployment, out of Gippsland's six councils.

The importance of Fiscal Responsibility for both growth and jobs:

But if rates are reduced, without cutting spending, then the council's debt can increase. So if rates are to be reduced, then council needs to be responsible, and also reduce it's spending. When it comes to debt, the Council has accumulated more than \$20 million of "Interest Bearing Liabilities" ^[3] (which has more than doubled in the last 7 years), and is budgeted to increase another \$1.35 million in 2011/2012.

If the councillors don't responsibly consider their fiscal decisions on spending programs, then the Council Officers are forced to increase rate revenue, in order to limit borrowings. Although council is operating within the recommended "Government Prudential Borrowings" regarding debt levels, that's still no excuse for councillors to make excessive spending commitments, causing debts to significantly increase, and thus recklessly forcing this debt burden onto future generations. It will be the younger people that will be forced to pay back the debt, either by selling their council assets, reducing council services, or increasing the rates of future generations.

Regardless of what the "Government Prudential Borrowings" require, our councillors should consider setting their own standards on debt, so that future generations don't suffer from crippling debts, or high unemployment. Overcoming this culture of "debt addiction", may be difficult, and perhaps nothing will change, at least not until the residents start disciplining their councillors.

Enticing new investment into Latrobe City from the Private Sector:

If residents are willing to consider the difficult option of reducing council spending, then this can allow for a reduction of rates, and thereby subsidise new investment into our region. If businesses can see, that Latrobe City has low rates, and low debts, then this will increase business confidence, and they will be more willing to relocate into our region, which in turn increases local employment. It also gives incentives to existing Latrobe City businesses to expand, and invest in their infrastructure.

How to limit losing jobs overseas, and to surrounding councils:

Latrobe City competes on a global market, and as a result, we are at risk of losing private sector jobs to more competitive countries overseas. And when it comes to the power industry, although it cannot be moved overseas, it can still be lost to surrounding councils which are better suited to solar, wind, nuclear, or hydro power generation. So not even the power generation industry, is safe anymore.

It is unfortunate that the power generation industry has become, a political football to be kicked around by radical environmentalists, who allegedly spin propaganda made from exaggerations & half truths, and mislead the Australian people by claiming a scientific consensus, when there clearly isn't one (many scientists disagree on the various causes of climate change).

This has created a situation where both Victoria's energy security, and Latrobe City's job security is now in peril. It is a sad political and unscientific reality, and as a result Latrobe City should seek to continue diversifying it's industries, and services. This can protect the prosperity of residents, from the ridiculous political games that are being played, from those that lack any respect for the Consumer Rights of residents, and the Property Rights of tenants.

It's most unfortunate, that the recent EPA decision now threatens the viability of the HRL Dual Gas Plant at Morwell. We've already lost many jobs at Telstra in Moe, and Loy Yang power station.

It's now up to Councillors to respond, to these oppressive and manipulative actions by the State & Federal governments, and my suggestion is for councillors to reduce their spending commitments, allowing reduced rates, and thereby enticing new investment. Not many residents yet realise the ramifications of how the Sate & Federal governments, with their "devil may care" attitude on a "low carbon economy", and how it will coercively force Latrobe City to cut it's spending, in order to survive financially. This undemocratic Carbon Dioxide Tax will not reduce global Carbon Dioxide levels, and therefore will not achieve a "Low Carbon" anything. Perhaps the council should consider renaming this radical environmental policy, to "Low Employment Economy".

What if Council spends rate-payers money on infrastructure, to increase employment?

This economic theory is based upon "Keynesian economics", created by economist John Maynard Keynes. However his theories do not work, because it plunges the council into tremendous debt.

An example, is where the Council built it's new Headquarters at Morwell, which cost many millions (which is still owed). And yet despite the millions spent, the Morwell CBD continues to struggle commercially, because the private enterprise prefers Mid-Valley instead. How many more millions in debt does the council need to plunge the residents into, before it realises that Keynesian economic policies, don't work? How many more countries overseas that have used Keynesian policies, need to go bankrupt, before the councillors realise that perhaps it should consider an alternative economic policy to help affected areas like Morwell?

The big flaw with Keynesian economics, is that the economy is not a single economy, and unlike a motorbike it cannot be "kick-started" by a government, via stimulus spending. Please allow me to explain.

What is an economy?

Latrobe City's economy actually consists of thousands of individuals & family budgets, making thousands of small economies in Latrobe City, and therefore Latrobe City is not a "single" economy. And an expensive building like the Council Headquarters, although it may positively affect a few hundred family budgets employed by it, it actually burdens tens of thousands Latrobe City family budgets with a large debt, which ratepayers will need to pay back in future. Which is why some residents consider, that the facility, may have benefited the few, at the cost to the many.

How to grow the economy:

The best way to positively affect the budgets of tens of thousands of Latrobe City residents, is to reduce the rate burden on residents, and not put the residents into massive public debt. The money that they will individually save from lower rates, will be spent elsewhere in the economy, and will better support private enterprise, and to entice new private enterprise developments into our region.

The benefit of private enterprise is that, when private enterprise spends it's own money on developments, then the council isn't spending any of it's money. So the councillors can create a more liveable city, without burdening the ratepayers excessively.

Helping residents to overcome disappointment:

Many residents I've spoken to feel disappointed, based on past decisions by Councillors, especially regarding major developments. I am concerned about this disappointment, and hope that this submission can assist the council, in better meeting resident's expectations.

Unfortunately council's existing debt levels, makes it increasingly difficult to meet those expectations. According to Latrobe City's Annual Reports^[3], it's "*Interest Bearing Liabilities*" and "*Finance Costs*" have more than doubled in the last 7 years. "*Interest Bearing Liabilities*" increased from \$8,563,000 in financial year 2002/2003, to \$20,357,000 in 2009/2010.

At over \$20million, that's enough to cover two-thirds of Traralgon's proposed Indoor Aquatic Centre (estimated to cost \$29.7million^[2]). So the council wouldn't have needed to look at selling Osbourne Park to finance the development, if the council had fewer debts.

This spiralling debt, has increased borrowing costs, to maintain the larger debt. With "*Finance Costs*" increasing from \$588,000 in 2002/2003, to \$1,236,000 in 2009/2010^[3].

At over \$1.2million, that could be going to towards community services or developments, but instead goes towards bank profits, needed to service council's old debts. Perhaps if residents started asking their Councillors to be more fiscally responsible when making spending decisions, then they wouldn't be left spending millions on interest repayments.

Prioritising council developments:

Due to cost pressures, I suggest that council should look at prioritising new developments, based on Latrobe City resident's most pressing demands. Sadly this may result in some delays for developments, due to existing debt levels. But these old debts are finally catching up with us, and we need leadership from our Councillors, to pay down the debt, and minimise future rate increases.

In order to help achieve this outcome, the Councillors need some criteria to assist them, on how to determine, which priorities are the priorities. This should help to reduce conflicts, both between councillors, and also the residents of different wards.

This is not needed when deciding new proposed developments, but rather to allocated funds for approved developments. It appears that with the existing system, that developments are funded on a first approved, first funded basis. But the problem now is, that so many developments have been approved, that there is not enough funds to meet those expectations.

Therefore, there needs to be a set of criteria, is to provide Council Officers are directed as to the priority of approved developments which receive funding from Council. Currently the Council has many projects already approved, and it is important to meet community expectations, while limiting increases in liabilities, and any costs being passed onto the private sector, which reduces new economic investment growth.

The prioritising of approved Council policies and developments, is so that community expectations can be successfully communicated and achieved, while still maintaining a fiscally responsible environment, that promotes new investment by limiting costs to the private sector.

Approved strategic infrastructure development programs which receive funds from Council, to be itemised into development stages. Those development stages, then to be compared and prioritised, on a yet-to-be-determined set of criteria.

Selection criteria, may consider various reasons, including Latrobe City's demand for new services, safety issues, threat to loss of existing services, etc..

Selection criteria may be weighted more for certain developments, given reasons for higher priority items, which can apply that reasoning to a decided set of criteria.

It wouldn't be necessary for this selection criteria, if Councillors more carefully considered the costs of developments to rate payers. But given the existing over-commitment of developments, and lack of discipline shown by Councillors, we are now in a difficult position of prioritising developments due to lack of available funding. If developments are not prioritised, than development delays may cause residents to become increasingly unsatisfied, leading to disunity, and parochialism.

Specific advice on chapters in the draft report:

Foreword:

1st Paragraph: doesn't mention "Fiscal Responsibility". This whole report, is about Economic sustainability, and yet it gives no indication to the Councillors, that they need to make decisions in a Fiscally Responsible way, limiting costs to the private sector, to sustain new private investment, while limiting the council's debt.

3rd Paragraph: Needs to mention that it will reduce costs to residents and businesses, in order to subsidise new economic growth and investment.

1st Sub-section: named "***Creating an enabling business environment***" it doesn't mention how it can enable business growth, by reducing the rates of residents and businesses, It also doesn't mention that reduction in rates, will need to be done in a fiscally responsible way, in order to avoid expansion of debt, and to strengthen the financial health of council.

Additional Suggested changes:

Foreword:

2nd Sub-section: named "***Driving strategic business development***":

Before 01:

"We will be uncompromising in our pursuit of iconic projects that create substantial employment opportunities for Latrobe City and the surrounding region."

After 01:

"We will be fiscally responsible in our pursuit of lowering costs to residents and private enterprise, to create an environment suitable for substantial employment opportunities for Latrobe City and the surrounding region."

Before 02:

"Education and Training: We will partner with the education sector to promote Latrobe City as the location of choice for both Australian and international students within regional Victoria."

After 02:

"Education and Training: We will partner with the education sector to promote Latrobe City as the location of choice for both Australian and international students within regional Victoria. By lowering council costs to the education sector, this will give local education institutions a competitive edge, compared to other institutions in Australia, allowing them to offer lower student fees."

Before 03:

"Shared Services: Latrobe City will mobilise its skilled workforce and infrastructure capacity to be a key shared services hub within Australia"

After 03:

"Shared Services: Latrobe City will assist the skilled workforce and infrastructure capacity to be a key shared services hub within Australia, by lowering fees to entice new investment."

This is important, we don't want Latrobe City to turn into another Detroit city (in the USA), with highly skilled automotive employees who can't find work, because the government restricts the private sector with high government taxes and rates, and tight regulations.

Before 04:

"Harnessing our local and international business networks, we will assist new and existing businesses to expand and invest in Latrobe City by providing information and data to support decision-making, brokering partnerships and building business capacity."

After 04:

"Harnessing our local and international business networks, we will assist new and existing businesses to expand and invest in Latrobe City by providing information and data indicating reduced business costs to potential and existing private investors. This will assist their investment decision-making, when brokering partnerships and building business capacity."

Before 05:

"Latrobe City is open for business."

After 05:

"Latrobe City is open for business, and has a consistent vision to reduce costs, and increase affordability."

Introduction:Before 06, (on page 6):

These challenges and opportunities include:

After 06: (new sub-point to be added)

These challenges and opportunities include:

- *Expansion in the size and scope of State and Federal Governments, which brings increased costs and regulations to new private investment and existing private enterprise.*

Before 07, (on page 6):

The Strategy aims to identify actions that will consolidate Latrobe City's position as a major regional city and service centre for the Gippsland region and drive economic growth at a pace exceeding that of other regional centres as measured by:

After 07: (new sub-point to be added)

- *Lower rate increases, with responsible fiscal decision making, to sustain consistently lower rates, without increasing liabilities.*

Latrobe City Council's Economic Sustainability Objectives:

Before 08, (on page 7):

- *Promote and support the development of existing and new infrastructure to enhance the social and economic well-being of the municipality*

After 08:

- *Promote and support the fiscally responsible development of existing and new infrastructure to enhance the social and economic well-being of the municipality*

Before 08, (on page 8/9):

Latrobe City Council believes it can add the most value to Economic Sustainability by:

After 08: (new sub-point to be added)

Latrobe City Council believes it can add the most value to Economic Sustainability by:

- *Limiting or reducing the costs and regulatory increases to the private sector, in order to give Latrobe City a competitive economic growth advantage, when compared to other local government regions. This goal should be done in a fiscally responsible way, so that the lower costs and increased growth can be securely maintained in the long term without increasing liabilities.*

2011-2015 Economic Sustainability Strategy:

Before 09, (on page 10):

- *Delivering growth in employment opportunities and job security for the Latrobe City community*

After 09: (sub point changed)

- *Assisting the growth of private enterprise, thereby securing employment opportunities and job security for the Latrobe City community. And to achieve this by reducing or limiting cost increases by Council, to the private sector in a fiscally responsible way that can sustain lower costs in the long term.*

Before 10, (on page 10):

- *Creating an enabling business environment that fosters business activity and supports further investment*

After 10: (sub point changed)

- *Creating an enabling business environment that fosters business activity and supports investment by limiting or reducing the costs and regulatory increases towards the private sector. And to do so in a fiscally responsible way, so that the lowered costs and increased growth can be securely maintained in the long term without increasing liabilities.*

Before 11, (on page 10):

"Figure 2: Achieving Sustainable Economic Development"

After 11: (new sub point for "Enabling Business Environment")

- *Lowering costs to the private sector, in a fiscally responsible way, to sustain growth*

Before 12, (on page 11):

- *Providing assistance to existing Latrobe City businesses to maintain their competitiveness and to expand or diversify their operations in Latrobe City*

After 12: (sub point changed)

- *Assisting the growth of existing Latrobe City businesses, by lowering overall costs to the private sector, which will contribute to the economic competitiveness of existing businesses, and also creates opportunities for business to expand or diversify their competitive operations in Latrobe City*

Pursuing new investment:

Before 13, (on page 16):

Latrobe City Council will continue its work to attract international investment by:

After 13: (new sub point)

Latrobe City Council will continue its work to attract international investment by:

- *By lowering the costs of Council to the private sector, and then promoting this encouraging economic environment, and the potential profit growth prospects for international investors.*

Building the Latrobe City Investment Brand:

Before 14, (on page 20):

In 2011-2015, Latrobe City Council plans to work in partnership with the business community to understand if and how the perception of our region affects investment decisions and to develop targeted programs to enhance the profile of Latrobe City in the broader community.

After 14: (changed)

In 2011-2015, Latrobe City Council plans to work in partnership with the business community to understand if increasing business costs have affected their investment decisions, and to develop targeted programs to reduce those costs, thereby enhancing the economic growth profile of Latrobe City in the broader community.

Before 15, (on page 20):

The proposed approach involves:

After 15: (new sub point)

The proposed approach involves:

- *Investigate how costs to the private sector can be reduced, in a fiscally responsible way, thereby enabling the business environment with growth, and increasing employment opportunities.*

Creating an enabling business environment:

Before 14, (on page 21):

Discussions with industry stakeholders have identified the following elements of the business environment as important to sustain business investment and growth:

After 14: (new sub point)

- *Lowering costs to the private sector, in a fiscally responsible way, to sustain growth*

Before 15, (on page 21):

"Figure 5: Creating an enabling business environment"

After 15: (new sub point for "Figure 5")

- *Lowering costs to the private sector, in a fiscally responsible way, to sustain growth*

Strong leadership and a clear direction:

Before 16, (on page 21):

Latrobe City Council intends to take a lead role in consolidating Latrobe City's position as a major regional centre and in preparing the community to prosper under a low carbon future. In addition to demonstrating strong, proactive leadership ourselves we will seek-out opportunities to cultivate community leadership and innovation in the Latrobe City business community.

After 16: (changed)

Latrobe City Council intends to take a lead role in consolidating Latrobe City's position as a major regional centre and in preparing the community to prosper under a low carbon future. In addition to demonstrating strong, proactive leadership ourselves in reducing costs to the private sector, we will seek-out opportunities to cultivate community leadership and innovation in the Latrobe City business community.

Before 17, (on page 21):

- *Working in partnership with the local business community to develop leaders and entrepreneurs.*

After 17: (sub point changed)

- *Working in partnership with the local business community to develop leaders and entrepreneurs. And to do so, by promoting when the council has lowered costs to the private sector, and done so in a fiscally responsible way, which builds long-term business confidence within the local community.*

An attractive policy setting:

Before 18, (on page 23):

Over 2011-2015, Latrobe City Council will work to ensure that the municipality's interests are considered effectively in formulation of government policies and strategies.

After 18: (changed)

Over 2011-2015, Latrobe City Council will work to ensure that the municipality's interests are considered effectively in formulation of government policies and strategies. Policies that Latrobe City develops, will be costed and considered in a fiscally responsibly way, and how the cost of policies can affect costs to the private sector. By carefully considering policy decisions, and delivering them in an economically responsible way, will build an attractive policy environment to the private sector, with increased growth, while continually improving employment levels.

(New Section) "Prioritising Approved Developments":

Following after "A Liveable City" on page 30, and new section at the end of the "Creating an enabling business environment" chapter.

After 19: (new section)

Providing leadership on approved developments, so that Council developments can be prioritised with community expectations being successfully communicated and achieved, while still maintaining a fiscally responsible environment, that promotes new investment by limiting costs to the private sector.

Approved strategic infrastructure development programs which receive funds from Council, are to be itemised into developmental stages. Those developmental stages, are then to be compared and prioritised, on a yet-to-be-determined set of criteria. The criteria should be determined by the Councillors in the interest of transparency.

Selection criteria, may consider various reasons, including Latrobe City's overall demand for new services, safety issues, threat to loss of existing services, etc..

Selection criteria may be weighted more for certain reasons, and the developmental stages of the approved developments, can be compared to the decided criteria, in order to determine when and which developments are funded.

It may not be necessary for this selection criteria, if Councillors were more carefully in the fiscal consideration of policy commitments, and the costs to rate payers. But given the existing large cost of approved developments, it is necessary to input some disciplinary measures, so that developments can progress, while still providing an environment that allows for low costs to the private sector, and thus increase investment. While at the same time, not continually increasing liabilities.

This may result in some delays for developments, due to existing liabilities. If developments are not prioritised in this way, than development delays may cause residents to become increasingly unsatisfied from unfunded development commitments, leading to disunity, and parochialism between areas.

Table 3: Opportunities and Challenges:

Before 20, (on page 54):

(All Sectors) Challenges:

After 20: (new sub-point to be added)

(All Sectors) Challenges:

- *Expansion in the size and scope of State and Federal Governments, which brings increased costs and regulations to new private investment and existing private enterprise.*

Appendix 4: Economic Sustainability Actions:

Actions for Retention and Growth of Existing Businesses

Before 21, (on page 61):

6. *Provide assistance to businesses to grow and expand:*

After 21: (new sub-point to be added)

6. *Provide assistance to businesses to grow and expand:*

- *Working in partnership with the local business community, by promoting when the council has lowered costs to the private sector (in a fiscally responsible way), thereby building long-term business confidence within the local community.*

Actions for Pursuing New Investment

Before 22, (on page 62):

1. *Promote Latrobe City to domestic and international investors to increase international investment:*

After 22: (new sub-point to be added)

1. *Promote Latrobe City to domestic and international investors to increase international investment:*

- *By lowering the costs of Council to the private sector, and then promoting this encouraging economic environment, and the potential profit growth prospects for international investors.*

Before 23, (on page 62):

Sections 1 to 3

After 23: (new section to be added)

4. *Positioning Latrobe City with strong economic fundamentals, by the development of fiscally responsible policies, which lower or limit costs to the private sector, and thus foster new private sector investment opportunities:*

- *By lowering the costs of Council to the private sector, and then promoting this encouraging economic environment, with the potential profit growth to prospective new investors.*

- *When approving new Council policies and developments, that careful fiscal consideration is undertaken by Council, in relation to how the consideration may affect Council liabilities, or revenue costs to the private sector.*

- *When prioritising approved Council policies and developments, that these policies are prioritised, so that community expectations can be successfully communicated and achieved, while still maintaining a fiscally responsible environment, that promotes new investment by limiting costs to the private sector.*

Actions for Building the Latrobe City Investment Brand

Before 24, (on page 64):

2. *Work in partnership with the business community to understand if and how the perception of our region affects investment decisions and to develop targeted programs to enhance the profile of Latrobe City in the broader community*

After 24: (changed)

2. *Work in partnership with the business community to understand if increasing business costs have affected their investment decisions, and to develop targeted programs to reduce those costs, thereby enhancing the economic growth profile of Latrobe City in the broader community.*

Before 25, (on page 64):

2 sub-points for Section 2 of "**Actions for Building the Latrobe City Investment Brand**"

After 25: (new 3rd sub point to be added)

- *Investigate how costs to the private sector can be reduced, in a fiscally responsible way, thereby enabling the business environment with growth, and increasing employment opportunities.*

Actions for Providing Strong Leadership and a Clear Direction

Before 26, (on page 65):

Sections 1 to 4

After 26: (new section to be added)

4. Reviewing how new Council policies or developments that Latrobe City develops, can affect revenue costs to the private sector :

- New policies or developments to be costed and considered in a fiscally responsibly way, and how the cost of policies can affect revenue costs to the private sector. Which will build an attractive investment growth prospects to the private sector, which will continue to improve employment levels.*
- Prioritising approved Council policies and developments, so that community expectations can be successfully communicated and achieved, while still maintaining a fiscally responsible environment, that promotes new investment by limiting costs to the private sector.*

Actions for Advocating for an Attractive Policy Setting

Before 27, (on page 65/66):

1. Seek to influence government policy at an early stage by:

After 27: (new sub-point to be added)

1. Seek to influence government policy at an early stage by:

- Council policy developments, will be costed and considered in a fiscally responsibly way, and how the cost of policies can affect costs to the private sector. By carefully considering policy decisions, and delivering them in an economically responsible way, will build an attractive policy environment to the private sector, with increased growth, while continually improving employment levels.*

Actions for Advocating for an Attractive Policy Setting

Before 28, (on page 66):

1. Conduct innovative and efficient urban planning

After 28: (new sub-point to be added)

1. Conduct innovative and efficient urban planning

- New council developments to be carefully fiscally considered, so that the council is not overcommitted with large developments, thereby placing pressure on revenue. This can avoid the risk of increased costs to the private sector which could drive away new investment, to other more fiscally competitive neighbouring local governments.*

Actions for Developing High Quality Infrastructure and Services

Before 29, (on page 67):

Sections 1 to 4

After 29: (new section to be added)

1. *Prioritise strategic infrastructure development programs currently underway*

- *Prioritising approved Council policies and developments, so that community expectations can be successfully communicated and achieved, while still maintaining a fiscally responsible environment, that promotes new investment by limiting costs to the private sector.*
- *Approved strategic infrastructure development programs receiving funds from Council, to be itemised into development stages. Those development stages, then to be compared and prioritised, on a yet-to-be-determined set of criteria.*
- *The purpose of the criteria, is to provide Council Officers direction for the priority of approved developments which receive funding from Council. Currently the Council has many projects already approved, and it is important to meet community expectations, while limiting increases in liabilities, and any costs being passed onto the private sector, which reduces new economic investment growth.*
- *Selection criteria, may consider various reasons, including Latrobe City's demand for new services, safety issues, threat to loss of existing services, etc.. Some selection criteria may be weighted more than other reasons, depending on what selection criteria is considered the highest priority.*

Kind regards,

Glyn Baker

Independent for Dunbar Ward 2011

<http://www.glynbaker.com.au/>

References:

1. http://en.wikipedia.org/wiki/Austrian_School
2. Traralgon Indoor Aquatic Centre, estimated cost of \$29.7 Million:
<http://www.latrobe.vic.gov.au/WebFiles/haveasay/Traralgon%20pool%20study-Final%20Web.pdf> (refer to page 61)
3. Interest Bearing Liabilities & Finance / Borrowing Costs

<u>Year:</u>	<u>Interest Bearing Liabilities:</u>	<u>Reference:</u>	<u>Finance / Borrowing Costs:</u>	<u>Reference:</u>	<u>Annual Report:</u>
2009-2010	\$20,357,000	Page 109 (107)	\$1,236,000	Page 121 (119)	http://www.latrobe.vic.gov.au/WebFiles/Council%20Documents/Annual%20Report/Latrobe%20City%20Council%20Annual%20Report%202009-10.pdf
2008-2009	\$18,471,000	Page 106 (105)	\$1,048,000	Page 116 (115)	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20council%20annual%20report%202008-09.pdf
2007-2008	\$16,529,000	Page 114 (112)	\$880,000	Page 123 (121)	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20council%20annual%20report%202007-08.pdf
2006-2007	\$15,026,000	Page 97 (95)	\$931,000	Page 79 (77)	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20%20annual%20report%202006-2007.pdf
2005-2006	\$16,169,000	Page 83	\$877,000	Page 94	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20annual%20report%202005-2006.pdf
2004-2005	\$13,811,000	Page 118	\$749,000	Page 129	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20annual%20report%202004-2005.zip
2003-2004	\$12,119,000	Page 69 (67)	\$856,000	Page 83 (81)	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20annual%20report%202003-2004.pdf
2002-2003	\$8,563,000	Page 69 (67)	\$588,000	Page 49 (47)	http://www.latrobe.vic.gov.au/webfiles/council%20documents/annual%20report/latrobe%20city%20annual%20report%202003-2004.pdf

4.

5. **Note 1:** The Annual Reports are available for public download, from the council's website, by searching for "Annual Reports" at the following location:
<http://www.latrobe.vic.gov.au/CouncilDocuments/>

Latrobe City Draft Economic Sustainability Strategy

Comment – Alex Arbuthnot

May 30 , 2011

General Comments

Visionary, progressive and on many issues looking at the benefits to the broader Gippsland . Impressed that the report does recognise the value of agribusiness and the food industry. not only in a Gippsland context but in future employment and investment opportunities for Latrobe City (LC) .

Comments and support activities

- Latrobe City recognised as one of four major regional centres with an annual business turnover of \$10.3 billion
- Prospects to diversify investment – eg; food processing & food processing investment and increased markets for Gippsland produce.
- Promotes Gippsland as the food bowl of Victoria
- Note that LC is home to Australia's largest yoghurt manufacturing facility.
- Support plans objectives as outlined on page 7 & note the development of annual economic indicators.
- Note LC leading the planning for a Low Carbon Emissions Future which has been broadened to cover Gippsland .
- Perhaps Fig.1 could have a ref to Agribusiness !
- Support development of a LC Investment Brand – but should consider the opportunity to build on Traralgon's Agribusiness Service centre for Gippsland
- Support the LC to continue to support regional industry/ partnership knowledge sharing events .
- Support increasing exports to international markets .
- Support the recognition of a need for a large Conference Centre that should also attract international events but believe that all Gippsland will benefit if it is located in the best strategic position in Gippsland. – support the need for a study !
- Support the list of investment targets page 16 and suggest that there is a range of fertiliser programs using carbon , coal and ash (from the boilers)
- Support increased work to identify research investments & with agriculture to build on work at DPI Ellinbank Centre.
- Support the LC employment zones
- LC does however need to improve image & some focused analysis with resources / actions is needed .

- Opportunity to market the YAP & YIP image (Young Agribusiness Professionals & Young Industry Professionals)
- .note awareness of Govt policy & need to support community ownership .
- planning issues are a challenge and strategic outcomes will need to be uppermost .
- LC may lack natural tourism assets but sees opportunities do provide services and partnerships with other shires.

This is an exciting strategy which could be used as a model for other local government plans and indeed for Gippsland.



2 June 2011

Ms Donna Starkey
Coordinator Business Development
Latrobe City Council
PO Box 264
Morwell Victoria 3840

Dear Donna

Thank you for the opportunity to provide input, through the Community Consultation process, into the *Latrobe City Economic Sustainability Strategy*. I congratulate you on a very comprehensive Strategy and would particularly like to highlight some of the recent projects that the Gippsland Education Precinct and its partner organisations have designed in response to the changing needs of the Gippsland region, as defined in the Gippsland Regional Plan and further developed in the *Latrobe City Economic Sustainability Strategy*. (A summary of major projects and programs is attached).

As you are aware, Monash University, Gippsland together with other key regional education providers have had a long-standing and valued partnership with Latrobe City, through the Gippsland Education Precinct (GEP), for the last eight years. The aim of the GEP partnership is to improve access and equity to educational and employment outcomes for all learners in the region. The organisation strives to achieve this through the development of integrated learning pathways, a focus on community engagement and strong partnerships with business, industry and all levels of government.

The GEP education partners are involved in a number of strategic projects, (Strategic Plan 2010-2013), designed to support and enhance the objectives of the *Latrobe City Economic Sustainability Strategy*, including:

- The Regional Industry Skills Alliance-Gippsland (RISA-G) which encompasses the Victorian Government Skilling the Valley initiative
- Churchill Art and Culture Pathway which forms an integral part of the Churchill Town Centre Plan

Monash University, Gippsland, together with Central Gippsland Institute of TAFE (GippsTAFE), Apprentices Group Australian (AGA) and Kurnai College have each made a significant contribution to the development of the Latrobe Valley and the wider Gippsland region through employment, infrastructure, industry and international links. Each of the GEP partners is committed to sustainability both in the operations of the individual organisations and in terms of the economic sustainability of the region. The GEP education partners also have strong relationships with industry both through advisory and governance committees and through long term industry placement programs.

Monash University, Gippsland also offers research expertise, to underpin the sustainable use of natural resources and inform the transition to a low carbon economy, through collaboration to establish the Centre for Sustainable Technologies and potential research initiatives in soil carbon, low emissions coal, and environmental and natural resource management.

On behalf of Monash University and the other GEP partners, we look forward to making a continuing and significant contribution to the development of the Gippsland Low Carbon Economy Transition Plan and to ongoing collaboration with Latrobe City, through mutual support and facilitation, to achieve shared objectives.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. P. Bartlett'.

Professor Helen Bartlett
Pro Vice-Chancellor and President, Monash University, Gippsland &
Chair of the Board, Gippsland Education Precinct

Economic Sustainability Strategy – Community Consultation

Latrobe City Council

Response on behalf of **Monash University, Gippsland** and the **Gippsland Education Precinct**

Gippsland Education Precinct

Inaugurated in 2003 with the co-located facilities opening in 2006, the GEP is the first education and training partnership in Australia in which the three main education sectors, employment and industry and local government are all represented. The partnership brings together four major education providers in the Latrobe Valley: Monash University Gippsland Campus, Central Gippsland Institute of TAFE (GippsTAFE), Apprenticeships Group Australia (AGA), Kurnai Secondary College, with Latrobe City.

The GEP Strategic Plan 2010-2013 (Appendix 1) has a number of strategic objectives which are particularly relevant to the *Latrobe City Economic Sustainability Strategy*.

Skills shortages limit the capacity of industries in Gippsland to keep pace with, and compete in the global economy. Carefully targeted education and training will increase regional competitive advantage, through growth in productivity and workforce participation, by improving individual skill levels and capacity to work. The Gippsland Regional Plan (GRP) has identified education and training as one of nine priorities, with a focus on developing an improved and wider understanding of current and future skills needs in the region and encouraging industry and the community to make greater investment in training.

Regional Industry Skills Alliance-Gippsland

In support of the Gippsland Local Government Network (GLGN) Gippsland Regional Plan, one of the key projects in the *GEP Strategic Plan 2010-2013* is the establishment of the Regional Industry Skills Alliance – Gippsland (RISA-G). The purpose of RISA-G is to coordinate a region-wide education and training network to collaborate with industry to respond to skills gaps and coordinate the design and development of training programs to fill these gaps.

RISA-G will contribute to growth in the region by providing responsive, flexible, industry-focussed training and education courses and pathways to address identified skills shortages. The network will involve the GEP partners plus other relevant higher education, VET, apprenticeship and traineeship providers. This network will prioritise industry engagement to ensure that the development and promotion of pathways meet regional industry needs.

The future success of the RISA-G initiative in meeting industry skills and training needs in Latrobe City, will be greatly enhanced through Latrobe City facilitation of regional industry networking, development of comprehensive business database(s) and surveys, and advice on regional planning and development.

The Australian Government and the Council of Australian Governments (COAG) are taking decisive action to support Australia's transition to a sustainable, low-carbon economy. The *Green Skills Agreement* is a statement of commitment to work collaboratively with employer and employee representatives, the Vocational Education and Training (VET) sector and the higher education sector to ensure that skills for sustainability are an integral part of all education and training programs and a relevant to the needs of industry.

The transition of Australian Industries, businesses and households to a low carbon, energy efficient and socially and environmentally sustainable economy will be achieved more effectively when tertiary education providers have the capacity to deliver the requisite knowledge and skills. The *Green Skills Agreement Implementation Plan 2010-2011* will focus on the VET sector and the

provision of nationally consistent and coordinated responses for the development of skills for sustainability. Further implementation plans will be developed each year with annual reports on progress to the Ministerial Council for Tertiary Education and Employment (MCTEE).

Green Skills

Partners in the GEP are keenly aware of the challenges of the transition to a low carbon economy, and the Strategic Plan 2010-2013 encompasses a number of strategies to meet future needs of the region. Skills for sustainability, also known as Green Skills, are the technical skills, knowledge values and attitudes needed in the workforce to develop and support sustainable social, economic and environmental outcomes in business, industry and the community. Green Skills are seen as essential to meet the challenges of climate change and protect the future productivity of the Australian economy.

Skilling the Valley

To advance this priority the Skills Victoria and Regional Development Victoria have announced current Victorian State Government objectives for the new Skilling the Valley initiative. The broad objectives of the RISA-G initiative complement and underpin the Skilling the Valley initiative.

The Skilling the Valley initiative is to be supported locally by the creation of four new positions to be established in stakeholder organisations to help deliver the coordinated outcomes of the initiative. The role of Manager of RISA-G encompasses one of these positions and, in collaboration with the three other Skilling the Valley project officers and the various Registered Training Organisations, will meet the responsibilities and deliverables required by Skills Victoria and Regional Development Victoria. Skills Victoria has determined that the RISA-G role will support and coordinate the networking, cooperation and collaboration of industry, government and training and education provider stakeholders to ensure that appropriate, accessible and affordable training including specialist training, such as in low carbon and green industry applications, is available to and within the Gippsland region. In addition, the RISA-G management role has the responsibility to coordinate reporting through Skills Victoria to ensure coordination and collaboration with other Skilling the Valley Industry Link Officers.

Churchill Art and Culture Pathway

The GEP, in partnership with Latrobe City, is also involved in the development of high quality infrastructure through the integration of the Churchill Art and Culture Pathway into the Churchill Town Centre Plan.

The Churchill Art and Culture Pathway project, to be developed with an integrated, collaborative and holistic approach, aims to achieve the following community benefits:

- creative cultural engagement through permanent and temporary art exhibitions
- community engagement through commissioning processes and continuing involvement programs
- educational engagement through interpretive information, displays, teachers' notes and visitor guides
- social engagement through quality meeting places and improved public amenities
- active life-style engagement through recreational, health and leisure activities

Through a process of community consultation involving a wide range of community groups, education providers, service clubs, artists and the indigenous community, a conceptual framework for the project has been developed by experienced arts consultants and adopted by the GEP Board. Underlining this framework is the theme of collaboration between education providers and the community to provide creativity, increase aspirations and to educate in the areas of art, local history and culture as we "make our way" together.

The project has the potential to involve a wide range of individuals and groups from all age groups including primary students, youth, senior citizens, students, artists, business, community groups, service clubs, academics, the indigenous community and the international students who reside on Campus.

Monash University

As the only regional campus of Australia's largest university, Monash Gippsland is ideally positioned to continue to support the economic and social prosperity of the Gippsland region, with a planned growth in enrolments of 5% per annum over the next few years.

Across Gippsland, approximately half of the nursing staff at major hospitals completed their qualifications through Monash Gippsland. In local schools across the region, more than 500 Monash Gippsland graduates are teaching primary and secondary students. As the first cohort of Gippsland Medical School students graduate in 2011, towns across Gippsland will benefit from an increased number of locally trained health care professionals.

Emerging graduates have studied the broad spectrum of disciplines offered at Monash Gippsland, including business, engineering, media, social science, art and design, science and information technology. Joining them are researchers and academics, using academic skills to address the dominant challenges of the region and the nation.

Monash University Gippsland has also been a key partner with Latrobe City in the development of Churchill town infrastructure, in particular the

- Churchill Community Hub
- Latrobe Leisure Centre, Churchill
- Synthetic hockey field
- Churchill Monash Golf Course

Sustainable operations

The Gippsland campus is totally committed to sustainability both in its research and physical infrastructure. The campus has achieved a significant reduction of its carbon footprint. Since 2005, energy savings have been reduced by over 23%, water savings over 35% and waste reduction by an impressive 45%. This has been achieved mainly by infrastructure changes on the campus. Additionally, all new buildings on the campus are designed to a minimum of 5 star, green star rating. The campus has received a number of awards in recognition of the effort and its grounds have been accredited as "land for wildlife".

Education and training pathways

In addition to the GEP partnership, Monash University and GippsTAFE have signed a Memorandum of Understanding (MoU) to strengthen their collaboration through the shared vision to:

- contribute to the future prosperity, economic growth and development in Gippsland through a collaborative approach to enhancing educational opportunities; and
- support and service the people of Gippsland by improving accessibility to and participation in higher education and vocational training and by aligning teaching and learning outcomes with workforce needs.

A significant number of articulation arrangements have been negotiated with guaranteed admission (subject to achievement of success criteria) and guaranteed credit transfer. Pathways in nursing, community welfare, business and economics are already in place, with further arrangements for

education, engineering and many arts areas close to finalisation. All will offer increased opportunities to access higher education and significant cost savings for Gippsland students.

Diploma of Sustainability

In addition, the Monash Gippsland, School of Business and Economics is currently developing a dual award which will offer the opportunity for students studying the Bachelor of Business and Commerce and the Bachelor of Business and Commerce (Global) to complete a concurrent Diploma of Sustainability, offered through GippsTAFE. Ideally, students will complete all requirements for a Bachelor degree at Monash Gippsland and the Diploma of Sustainability in three years of full-time study.

Industry Placement Program

Monash University Gippsland also has a very successful Industry Placement Program (IPP). With the support of local industry, business and government agencies, the IPP provides students with a \$16,000 scholarship to assist with the cost of study and transport while guaranteeing professional development and placements during the course of study. Industry partners benefit from IPP by attracting talented employees and Monash Gippsland is working to improve the IPP to work more closely with industry partners, increase the number of placements, and better market the program.

Research to support regional industry

The GLGN Gippsland Regional Plan recommends the establishment of a **Centre for Sustainable Technologies** in the region to investigate and deliver a range of new technologies for the local and State community. Based at Monash Gippsland, the Centre for Sustainable Technologies will work to ensure that the region's current reliance on extensive natural resources (coal, timber, biodiversity, water, agriculture and fishing) can continue, enabling transition of the Gippsland economy to meet the challenge of climate change.

In addition, the **Geotechnical and Hydrogeological Engineering Research Group (GHERG)** is working to provide geotechnical and hydrogeological support to the Latrobe Valley coal mines.

The campus looks forward to progressing action in other research areas as highlighted in the Economic Sustainability Strategy, such as the Latrobe City, Department of Primary Industry (DPI) and Monash University collaboration in soil carbon research; low emissions coal research projects; and environmental and natural resource management.

GippsTAFE

Sustainable operations

GippsTAFE has invested human and capital resources over the last decade to improve the environmental sustainability of its operations, with the introduction of an Energy Efficiency Policy in 2001. Major achievements include implementation of minimum 5 star green star design for all new buildings and all refurbishments include design principles to maximise energy, water and waste reduction while recycling existing building materials and fittings within existing building design limitations. Overall, reticulated gas consumption has been reduced by 34%; electricity consumption is optimised and both solar and wind electricity generation systems have been installed at two campuses; water collection and water reuse is included in all capital works and significant reductions in paper and fuel consumption have also been achieved.

Diploma of Sustainability

In addition, to adopting sustainable principles in its operations, GippsTAFE is actively engaged in education for sustainability. GippsTAFE has delivered the Diploma of Sustainability since 2009 and has also developed a common core Sustainability unit of competency for consistent and shared delivery available for all relevant departments and courses. The Diploma of Sustainability is

currently offered to the community of Gippsland and is being considered for integration into dual awards programs with Monash Gippsland degrees.

Solar/wind powered trailer

GippsTAFE has commissioned the construction of a solar/wind powered trailer which is due for completion in July 2011. It will play a key role in raising community awareness of sustainability issues. The trailer, which will be available for GEP partner events, eg Monash Open Day, includes activities which are designed to appeal to school students

Apprentices Group Australia and Kurnai College

GEP partners, Apprentices Group Australia (AGA) and Kurnai College are also committed to the principles of sustainability, both in their operations and through their support for the GEP strategic objectives.

Gippsland Education Precinct – STRATEGIC PLAN 2010-2013

Mission

The Gippsland Education Precinct will provide an integrated, post-compulsory learning environment that enables all learners to achieve their full potential.

Profile

The Gippsland Education Precinct Inc (GEP) is the first education and training partnership in Australia in which the three main education sectors, an employment and industry organisation and local government are all represented. The partnership brings together four major education providers in the Latrobe Valley: Monash University Gippsland, Central Gippsland Institute of TAFE (GippsTAFE), Apprenticeships Group Australia (AGA), Kurnai College (GEP Campus) and Latrobe City. The partnership was registered as an incorporated body in September 2003 and the facility opened in 2006.

The aim of the partnership is to improve access and equity in educational and employment outcomes for all learners, particularly in the Gippsland region. The GEP strives to achieve this through integrated learning pathways, a focus on the needs of individual learners, community engagement, close collaboration between the GEP partners and strong partnerships with business, industry and all levels of government.

The GEP is located in purpose-built facilities in the heart of the Gippsland Campus of Monash University. The GEP partners have other facilities and dedicated resources within the Gippsland region at Churchill, Morwell, Sale, Bairnsdale, Warragul, Korumburra, Leongatha and Newborough. The partners are also located in other parts of the State including metropolitan Melbourne, as well as national and international locations.

The GEP facilities can service directly up to 700 students (yrs 11 and 12), VET in Schools Programs, apprenticeship employment and training, New Apprenticeships Centre Services, TAFE programs and links to higher education through Monash University Gippsland at Churchill.

Principles

The following principles provide a clear foundation that influence and underpin the activities of the GEP:

- student choice and pathway opportunities
- learner aspiration and achievement
- community engagement and regional development
- partnership and collaboration
- sustainable social, economic and environmental development in the region

Objectives

Activities for the Gippsland Education Precinct in the next three years will be designed to achieve four key objectives:



1. **PATHWAYS** – enabling achievement through choice and opportunity

To achieve this objective the GEP will

- establish education pathways and courses that maximise opportunities and benefits for learners
- embed skills for sustainability in all relevant training courses to prepare the Gippsland workforce for transition to a sustainable, low-carbon economy
- establish collaborative programs to enhance talent and opportunity in maths and science



2. **PARTICIPATION** – raising aspirations through community engagement

To achieve this objective the GEP will

- establish a collaborative initiative with The Smith Family to increase equity and access and decrease education disadvantage across Gippsland
- establish the Churchill-GEP Art and Culture Trail with a focus on education through art, indigenous culture and local history



3. **PARTNERSHIPS** – supporting sustainable regional development

To achieve this objective the GEP will

- establish the Regional Industry Skills Alliance in Gippsland to focus on collaborative industry training that incorporates 'green' skills
- initiate collaborative projects across Gippsland to enhance teaching and learning through the use of innovative information technologies
- contribute to TAFE/University collaboration on health care education.



4. **PROCESS** – optimising outcomes through effective cooperation

To achieve this objective the GEP will

- collaborate to maximise learning potential and opportunity through
 - shared facilities
 - shared teaching delivery
 - innovative interactive learning technologies
 - shared work placements
 - collaborative curriculum design
 - staff development
 - joint research projects
- collaborate to optimise promotion and information sharing
- establish a sustainable business and financial model for the GEP
- cooperate to optimise effective management and governance

7.2 **REVIEW OF PROCUREMENT POLICY**

AUTHOR: General Manager Governance
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to present the revised Procurement Policy to Council for consideration.

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 - Governance

In 2026, Latrobe Valley has a reputation from conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

Latrobe City Council Plan 2010 - 2014

Strategic Direction - Governance

- Support effective community engagement to increase community participation in Council decision making.
- Conduct regular review of Latrobe City Council policies to ensure that they reflect the aspirations of the community.
- Ensure that Council decision-making considers adopted policies.

Service Provision - Council Operations

- Administer the operation of Council meetings and policies of Latrobe City Council.

Service Provision - Financial Management

- Administer procurement processes for goods and services within Latrobe City Council.

Legislation – Section 186A of the Local Government Act 1989

Procurement policy

- (1) A Council must prepare and approve a procurement policy.
- (2) A Council must within 12 months after the commencement of section 67 of the **Local Government Amendment (Councillor Conduct and Other Matters) Act 2008** prepare and approve a procurement policy.
- (3) A procurement policy must include any matters, practices or procedures which are prescribed for the purposes of this section.
- (4) A Council must have regard to guidelines made under subsection (5) in preparing a procurement policy.
- (5) The Minister may make guidelines with respect to the form or content of a procurement policy.
- (6) Guidelines made under subsection (5) must be published in the Government Gazette.
- (7) At least once in each financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy.
- (8) A copy of the current procurement policy must be available for inspection by the public—
 - (a) at the Council office; and
 - (b) on the Council's Internet website.
- (9) A Council must comply with its procurement policy.
- (10) In this section **procurement policy** means the principles, processes and procedures that will apply to all purchases of goods, services and works by the Council.

Policy - Council Policy Development Policy 11 POL-5

Policy development has a key role to play in the good governance of Latrobe City Council. Policy sets the broad parameters for guiding and setting the boundaries to influence the actions and operations of the organisation. Policies are designed to provide clear, unambiguous guidelines and to provide continuity and a consistent point of accountability. Policy-making shall therefore follow set procedures to ensure the efficiency of the process and the overall policy framework.

4. BACKGROUND

A programme has been developed to review all of Council's adopted policies in stages over the next two years leading up to the 2012 General Election. It is intended to be the introductory cycle for an ongoing four year programme, rolled out over the full term of each Council to ensure that all policies are relevant and up to date.

This will ensure that a structured and regulated system is used to amend Council Policies. Currently, they are reviewed on an as needs basis.

Good governance principles suggest that Council should determine its policy position and then ensure that decision making is consistent with adopted policy.

At the Ordinary Meeting on 23 May 2011, Council gave consideration to the sixteen (16) policies presented in Stage 2 of the 2011-2012 Policy Review Program which included Council's Procurement Policy.

However, Council sought an explanation of the Audit Committee's recommendations with regard to the revised draft of the Procurement Policy being presented before giving further consideration to that policy document and would resolve as follows:

1. *That Council revokes —*
 - *Tendering Policy [11 POL-8]; and*
 - *Public Health Food and Water Surveillance Policy [11 POL-4]; and**that these two policies be removed from the current 2009-2012 Policy Manual.*
2. *That Council adopts the seven (7) amended Policies presented namely —*
 - *Asset Accounting Policy [11 POL-3];*
 - *Community Grants Policy [11 POL-5];*
 - *Citizen Complaints Resolution Policy [11 POL-5];*
 - *Essential Safety Measure Audit Policy [11 POL-3];*
 - *Maternal and Child Health Services Policy [11 POL-5];*
 - *Multipurpose Use of Preschool Facilities [11 POL-5];*
 - *Preschool Policy [11 POL-5]; and*
3. *That Council adopts the five (5) new Policies as presented namely —*
 - *Electoral Caretaker Provisions Policy [11 POL-1];*
 - *Food Act Inspection and Registration Fees Policy [11 POL-1];*
 - *Food Act Penalty Infringement Notices Policy [11 POL-1];*

- *Food Safety Services Management Policy [11 POL-1];*
and
 - *Mobile and Temporary Food Premises Policy [11 POL-1];*
and
4. *That revised 2009 - 2012 Council Policy Manual [11 POL-3] be produced and made available to the public.*

Accordingly, the Procurement Policy is now referred back to Council for further consideration.

The Policy Review Table set out below (as presented for consideration in Stage 2), identifies the policy number and status currently assigned to the Procurement Policy and the revisions made (if any) under the following headings:

Statutory Review	- Policy review is a statutory requirement.
No change	- No change to current policy.
Title change	- Amendment to existing policy title.
Minor change(s)	- Minor amendments within policy content to reflect the passage of time; enhance language and/or correct grammatical errors.
Significant change(s)	- Significant amendments within policy content.
Superseded / obsolete	- Existing policy no longer required &/or superseded by another document or policy.
New	- New policy developed.

Adopted Policy Title & Document No.	Statutory Review	No Change	Title Change	Minor Change(s)	Significant Change(s)	Superseded / Obsolete	New
Procurement Policy [11 POL-2]	✓			✓			

The policy document identified in the table above refers to the policy version adopted by Council on 7 February 2011 and now contained in *2009 – 2012 Policy Manual [11 POL-3]*.

5. ISSUES

The Procurement Policy is the only policy contained within the 2009-2012 Policy Manual which must be subjected to a **Statutory Review** process.

In accordance with section 186A(2) of the Local Government Act 1989, Council adopted Procurement Policy 09 POL-1 at the Ordinary Meeting on 16 November 2009. The current policy, updated to reflect *Latrobe 2026: The Community Vision for Latrobe Valley* (only) as one of the suite of policies comprising the 2009 – 2012 Policy Manual [11 POL-1], was adopted by Council on 7 February 2011.

As section 186A(7) of the Act stipulates that a Council must review its current procurement policy at least once in each financial year, this policy was scheduled to be reviewed twice, in Stages 2 and 6 of the 2011-2012 Policy Review Program.

- Procurement Policy [11 POL-2]

As a result of Stage 2, the following **Minor Change(s)** have been made:

- Section 2.4 – *Advertising of Tenders*

The legislative references in Clause 2.4 have been expanded to read “*in accordance with section 186 of the Local Government Act 1989*”.

- Section 2.6 – *Opening of Tenders*

“*The Manager Finance or delegate*” replaces ‘The Head of the Division or nominated representative’ as the first nominated representative.

The policy was reviewed by the Audit Committee at the meeting held on the 16 June 2011, where it was recommended that Council adopt the proposed policy including all changes.

Accordingly, the amended version Procurement Policy [11 POL-3] (as attached) is now presented to Council for consideration.

6. FINANCIAL AND RESOURCES IMPLICATIONS

There are no direct financial implications in relation to the review of Council Policies.

7. INTERNAL / EXTERNAL CONSULTATION

All policies selected for review and/or presented to Council for consideration in Stage 2 were subjected to comprehensive internal consultation throughout the review process.

In addition, the Procurement Policy together with other Finance policies included in Stage 2 was referred to the Audit Committee Meeting on 18 April 2011.

8. OPTIONS

The following options are available to Council:

1. Adopt the revised policy document as presented.
2. Amend and adopt the policy.
3. Not to adopt the policy.

9. CONCLUSION

The comprehensive review of the Procurement Policy has now been completed.

As a result, it is recommended that Council adopts the amended policy document to ensure statutory compliance.

10. RECOMMENDATION

1. **That Council adopts Procurement Policy [11 POL-3] and**
2. **That revised 2009 - 2012 Council Policy Manual [11 POL-4] be produced and made available to the public.**

Moved: Cr O'Callaghan

Seconded: Cr Lougheed

That the Recommendation be adopted.

For the Motion

Councillor/s O'Callaghan, Vermeulen, Middlemiss, Lougheed and White

Against the Motion

Councillor Gibson

The Mayor confirmed that the Recommendation had been CARRIED

ATTACHMENT

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Policy Goals

The principle aim of this policy is to ensure best practice contracting and procurement for all goods, services and works by Council.

- The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
 - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement; and
 - a professional approach.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Governance

Latrobe 2026:

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.

Council Plan:

- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Ensure that Latrobe City Council continues to meet the highest standards of financial probity.
- Ensure that all strategic decisions reflect Latrobe City Council's Long Term Financial Plan and Annual Budget.
- Ensure that Latrobe City Council applies a sound risk management approach to decision making and service delivery.
- Ensure that Council decision-making considers adopted policies.

Regulation and Accountability

Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Council Plan:

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

Scope

This Procurement Policy is made in accordance with Section 186A of the *Local Government Act 1989* (the Act).

Section 186A of the Act requires Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon councillors, council officers and temporary employees, contractors and consultants while engaged by Latrobe City Council.

Policy Implementation

1. Ethics and Probity

1.1 Requirement

The Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

1.2 Conduct of Councillors and Council Staff

1.2.1 General

Councillors and council staff shall at all time conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;

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- provide all suppliers and tenderers with the same information and equal opportunity; and
 - be able to account for all decisions and provide feedback on them.

Council staff who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

1.2.2 Members of Professional Bodies

Councillors and council staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

1.2.3 Conflict of Interest

Councillors and council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their council duties.

Councillors and council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e., evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the councillor and the member of council staff involved being alert to and promptly declaring an actual or potential conflict of interest to the Council.

1.2.4 Accountability and Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this policy and related, relevant Council policies and procedures.

Additionally:

- all council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

2. Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated policies, procedures, relevant legislation, relevant Australian Standards and the Act.

2.1 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.2 Gifts and Hospitality

In accordance with Council's current Gifts and Hospitality Policy, Councillors and council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings.

2.3 Disclosure of Information

Commercial in-confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and council staff are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotations and tenders, or subsequently provided in pre-contract negotiations.

Councillors and council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

2.4 Advertising of Tenders

For tenders of goods and services with a value of less than \$150,000 including GST and construction works with a value of less than \$200,000 including GST, in accordance with section 186 of the Local Government Act 1989, a public invitation via local newspapers is required.

For tenders of goods and services with a value of equal to or in excess of \$150,000 including GST, and construction works with a value of equal to or in excess of \$200,000 including GST, in accordance with Section 186 of the Local Government Act 1989, a public invitation via a daily newspaper that has national syndication is required.

2.5 Receipt of Tenders

All tenders must be lodged in the Tender Box at the Latrobe City's Morwell Office, either personally or by mail, or if appropriate by utilising an eTendering portal, by the specified closing date and time.

2.6 Opening of Tenders

A list of tenders and their closing date will be published to Councillors who may be present at the opening of tender documents. The opening of tender documents will take place in the presence of: -

- Finance Manager or delegate , and
- A representative from the Procurement Team, who has not made a declaration of interest in relation to the tender being opened.

2.7 Acceptance of Tenders

Latrobe City Council will not be bound to accept the lowest or any tender. Tenders received after the time and date specified or submitted by facsimile or email will not be accepted.

2.8 Reporting of Tenders

To ensure transparency and that Council reports to its community openly and honestly, all tenders accepted by the Chief Executive Officer (CEO) or the Council shall be reported to the next available Ordinary Council Meeting. This will include the name of the contractor, the description of the works and, where applicable, the total potential contract value.

2.9 Evaluations

Prior to advertising of the tender, an evaluation panel must be established and recorded on the Tender Initiation Form. The evaluation panel must consist of a minimum of three (3) members, with at least one member being independent of the business unit responsible for the goods, services or works being tendered.

Tenders will be evaluated against the established criteria which was included in the respective tender documents.

In order to address issues of contract administration efficiency and commercial confidentiality in the process of inviting and considering tenders, the following principles will apply:

- Tenders for formal contracts will be considered and decided by Council in a meeting closed to the public or, where a tender for consideration is below the prescribed amount for goods and services with a value of less than \$150,000 including GST and construction works with a value of less than \$200,000 including GST, considered by the CEO under delegation;
- Quotations to be considered and decided by authorised staff complying with established procedures;
- Unsuccessful tenderers to be provided only with the name and contract sum (where it is a lump sum) of the successful tenderer and the reasons for the award of the contract;
- All information relating to tenders and quotations, other than that made available to unsuccessful tenderers and respondents, is to remain confidential.

2.10 Acceptance of Tenders

Approval of tenders shall be based on two levels:

- Where tenders for goods and services have a value equal to or in excess of \$150,000 including GST or for construction works a value equal to or in excess of \$200,000 including GST, the tender must be submitted to a Council meeting for approval by Council.
- Where tenders for goods and services with a value of less than \$150,000 including GST or for construction works with a value of less than \$200,000 including GST, the CEO has authority under delegation to approve.

2.11 Post Tender Negotiations

Where appropriate, Council will continue to utilise post tender negotiations, which may include negotiations to adjust errors in tender bids, to achieve suitable and sustainable tendering outcomes.

3. Commencement of Contract

An awarded Contract will not commence until all contractual documentation has been signed and sealed, and all relevant documentation and securities has been received, including Bank Guarantees, Insurances, and relevant Occupational Health and Safety information.

4. Extensions and Variations to Tenders

4.1 Extensions under clause of Contract

Where an extension to a Contract is covered by a clause and duly offered to the Contractor, it shall be deemed to have approval based on the initial acceptance of the contract process. A letter confirming the extension will be forwarded to the Contractor.

4.2 Extension where no clause of Contract exists

Where an extension to a Contract is required to be offered but no clause in the Contract exists, it is required that the extension can only be for a 'short' period, limited to a maximum of three (3) months. Approval of the extension must be in accordance with the authorised delegations, and have regard to the following requirements:

- The extension must not alter the intent of the Contract;
- The extension must not create a significant change to the Contract, be it financial or delivery, and
- Must fall within the scope and capabilities of the Contractor.

4.3 Variations

During a Contract Term, where it is necessary to introduce a variation(s), the following is to apply:

- The variation must not alter the intent of the Contract;
- The variation must not create a significant change to the Contract, be it financial or delivery;
- Must fall within the scope and capabilities of the Contractor;
- Approval must be determined by the delegations governing variations.

Where a variation is deemed to be outside of the parameters stated, then the variation or the project in total, whichever the most appropriate, shall be retendered.

5. Governance

5.1 Structure

The Council shall:

- ensure that the Councils' procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition; and
 - ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

5.2 Methods

The council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- petty cash;
- purchasing card, including corporate card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process; or
- using aggregated purchasing arrangements with other councils;

or other arrangements in accordance with Section 186 of the Act.

The Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process will commence with an expression of interest stage, followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.

Expressions of Interest (EOI) may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear;
- the requirement is capable of several technical solutions;

-
- the Council wishes to consider ahead of the formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
 - tendering costs are likely to be high and council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
 - it is necessary to pre-qualify suppliers to meet defined standards; and
 - the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

5.3 Procurement Thresholds and Competition

5.3.1 Minimum Spend Competition Thresholds

5.3.1.1 Tenders

Purchase of all goods and services for which the estimated expenditure equals or exceeds \$150,000 including GST, and building and construction works for which the estimated expenditure equals or exceeds \$200,000 including GST, must be undertaken by public tender as per the thresholds contained in the Act.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

5.3.1.2 Quotations

Purchase of goods and services having a total value of less than \$150,000 including GST and construction works having a total value of less than \$200,000 including GST, may be undertaken using the procurement by quotation method as described below:

- Items with a value of less than \$5,000 including GST – Request for Quotation. A minimum of one (1) verbal quotation must be obtained and the details recorded before placing an order.
- Items with a value \$5,000 to less than \$25,000 including GST – Request for Quotation. A minimum of two (2) written quotations must be obtained.

The quotation offering the best value for money must be confirmed in writing by the supplier and both quotations received, are to be attached to the purchase order placed with that firm.

- Items with a value \$25,000 to less than \$150,000 including GST for goods and services and \$25,000 to less than \$200,000 including GST for construction works – Request for Quotation.

A minimum of three (3) written quotations must be obtained by issuing a written Request for Quotation. Public advertising is not required. The quotation offering

the best value for money must be confirmed in writing by the supplier and all quotations received, are to be attached to the purchase order placed with that firm.

- Public Advertising.

Quotations may be advertised at the council staff member's discretion in addition to the methods above. This may occur when a field of potential suppliers has not been established, or an innovative approach is required, or the project has broad appeal that may attract competitive pricing.

- Insufficient quotations.

The situation may arise where insufficient quotations are received to satisfy the above requirements.

This may occasionally occur where there are few suppliers for the goods, services or works being sought or the work is highly specialised. In this case, an appropriate comment, including details of the circumstance, will be required as an attachment to the purchase order.

6. Delegation of Authority

6.1 Requirement

Delegations define the authority that council staff must work within, to make decisions on behalf of Council. Delegation of procurement authority allows specified council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level.

6.2 Council Staff

The Council shall maintain a documented record of authorised procurement delegations, identifying the council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council.

6.3 Internal Controls

The Council will implement and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities; and

-
- delegated authority is adhered to for requesting and approval of all goods and services procured.

6.4 Commercial Information

Procurement activities will be carried out in a manner that supports council staff in meeting their obligations to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with relevant council guidelines.

6.5 Risk Management

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

7. Supply by Contract

The provision of goods, services and works by contract potentially exposes the council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts where appropriate;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and performance management.

7.1 Contract Terms

All contractual relationships must be documented in writing in accordance with established standard terms and conditions.

Where this is not possible, appropriate authorisation must be obtained. Any such authorisation should be supported with procurement and legal advice as relevant. To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier.

8. Endorsement

Council staff must not endorse any products or services.

9. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions.

10. Contract Management

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of council staff responsible for the delivery of the contracted goods, services or works.

11. Occupation Health and Safety (OH&S)

All procurement must take into consideration Council's current OH&S policy, and current OH&S Contractor Management procedure requirements in order to comply with relevant OH&S legislation.

12. Achieving Value for Money

12.1 Requirement

The council's procurement activities will be carried out on the basis of obtaining value for money.

12.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- council staff responsible for providing procurement services or assistance within the council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

12.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's value for money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements.

Specifications should consider all areas of risk, including financial, occupational health and safety, community and environmental impact.

12.4 Diversity

Promoting equality through procurement can improve competition, value for money, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

13. Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

13.1 Relationship Management

The Council is committed to developing constructive long-term relationships with suppliers. It is important that the council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across the council;
- Criticality of goods / services, to the delivery of the Council's services;
- Availability of substitutes;
- Market share and strategic share of suppliers.

14. Training

All staff will be made aware of the requirements of Council's procurement policy and processes through the provision of documentation and training programs.

15. Continual Improvement

The Council is committed to continuous improvement and will review the procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

16. References

- Procurement Procedures
- Purchasing Card Rules for Use and Administration
- Guidelines for the Use of Petty Cash

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

7.3**PLANNING PERMIT APPLICATION 2010/207 - TWO LOT
SUBDIVISION - 53-55 CAIRNBROOK ROAD GLENGARRY****AUTHOR: General Manager Built and Natural Environment
(ATTACHMENT - YES)****1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2010/207 for a two lot subdivision at 53-55 Cairnbrook Road Glengarry, also known as Lot 1 on Title Plan 516455S.

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 complimentary to its surroundings and which provides for a connected and inclusive community.

Latrobe City Council Plan 2010 - 2014

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.

Legal

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 on Title Plan 516455S, more commonly known as 53-55 Cairnbrook Road Glengarry.
Proponent:	AJS Machinery and Marine C/- Beveridge Williams & Co Pty Ltd
Zoning:	Township Zone
Overlay	Heritage Overlay

A Planning Permit is required for a two lot subdivision in the Township Zone and Heritage Overlay in accordance with Clauses 32.05-4 and 43.01-1 of the Latrobe Planning Scheme.

Planning permit application 2010/407 for the use of the land as a service industry at this site is currently being considered by Council. A recommendation on this application is presented to Council on this Ordinary Council meeting agenda (27 June 2011).

The application has been considered previously at a Council Meeting on 9 May 2011.

At its ordinary meeting held on 9 May 2011, Council resolved:

'That the report be deferred to allow Council to consider further information.'

Due to the submission of 4 letters of support and a 233 signatory petition in support of the proposed land use, the application was deferred to allow Council to consider the new information. This information is detailed in planning permit application 2010/407 which is also being presented at this meeting.

4.2 PROPOSAL

The application is for a two lot subdivision of existing buildings.

Lot 1 will contain an area of 729 square metres. Lot 1 will retain the 8 metres x 15 metre workshop, the existing gravel car parking area and two crossovers both on Main Road. One crossover allows access to the car park, while the other allows access to the workshop/yard.

Lot 2 will contain an area of 1,296 square metres. Lot 2 will retain the existing dwelling, carport and double garage. A new crossover will be created for this lot from the service road to gain access to the dwelling.

The proposed plan of subdivision is shown in Attachment 3.

Subject Land:

The subject site is located on the north west corner of Main Street and Cairnbrook Road. The site has a total area of 2,025 square metres and currently contains an existing dwelling, ancillary outbuildings and workshop used for a service industry.

Surrounding Land Use:

North: 7 Main Street, Glengarry.
Single dwelling and associated outbuildings on a rectangular shape block of 2,144 square metres.

South: Cairnbrook Road, sealed with kerb and channel.

East: Main Street, sealed with kerb and channel.

West: 49-51 Cairnbrook Road.
Single dwelling and associated outbuildings on a trapezoidal shaped block of 2,688 square metres.

4.3 PLANNING CONTEXT

The history of the assessment of planning application 2010/207 is set out in Attachment 1.

The provisions of the Latrobe Planning Scheme (the Scheme) that are relevant to the subject application have been included in Attachment 2.

5. ISSUES

5.1 ASSESSMENT AGAINST THE RELEVANT PLANNING POLICIES

The subject site is contained within the Township Zone and Heritage Overlay which both require a planning permit to subdivide land. The application proposes to subdivide the existing dwelling from the existing workshop to separate commercial and residential uses.

It should be noted that the site is located within the Glengarry Primary Activity Centre which encourages commercial use as outlined in Clause 21.06-4. It should also be noted the subdivision of the land will simply separate the two existing uses onto separate titles.

The site is affected by the Heritage Overlay and is identified as part of the Glengarry Township Precinct. The precinct identifies areas that are significant and comprise the historic core of the township. The subject site is listed in the precinct as a non-contributory site. Non-contributory places do not contribute to the significance of a heritage precinct. Due to the nature of the site being non-contributory, the subdivision of the land is simply formalising how the site is currently being used and satisfies the 'Decision Guidelines' outlined in Clause 43.01-4 of the Scheme.

5.2 OBJECTORS CONCERNS

The application received one submission in the form of an objection. The issues raised can be summarised as follows:

Amenity Issues

The objector raises concerns in their objection relating to the escape of noise, petro chemical fumes and rubbish and having a detrimental impact on social and economic wellbeing.

Officer Comment

The application is for the subdivision of the land into two lots and the issue of amenity concerns relate to the use of the land and not the subdivision of the existing buildings on the site.

Neighbourhood character

The objector raises concerns about the existing character of the area and how the use of the land as a service industry impacts on the overall appearance of the precinct.

Officer Comment

The application is for the subdivision of the land into two lots and the issue of neighbourhood character relate to the use of the land and not the subdivision of the existing buildings on the site.

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 land owners and occupiers and an A3 notice was displayed on each street frontage (Cairnbrook Road and Main Road) for a minimum of 14 days.

External:

Clause 66 of the Scheme details that there were no referral requirements under Section 55 of the Act.

Internal:

Internal officer comments were sought from Council's Infrastructure Planning team in relation to drainage and traffic management and Council's Building Services team in relation to building regulation requirements. This advice is then used to assist the decision making process.

Council's Building Services team gave consent to the proposal from their perspective and Council's infrastructure Planning team gave consent subject to appropriate conditions being placed on a permit, should one be issued.

It is noted that their comments only relate to part of the assessment process and do not necessarily direct the final recommendation of Council.

Details of Community Consultation following Notification:

One submission in the form of an objection was received to the application. After discussions with Council officers advising the grounds for objecting were unrelated to the proposal, the objection was subsequently withdrawn.

On the 11 March 2011 the submission was re-lodged in the form of an objection with similar grounds as the previous submission.

Upon consultation with the permit applicant, Council officers were requested to proceed directly to a Council meeting for a decision to be made on the application as it was considered that a resolution would not be reached at a mediation meeting.

8. OPTIONS

Council has the following options in regard to this application:

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

Having evaluated the proposal against the relevant provision of the Latrobe Planning Scheme, it is considered that the application is consistent with the 'Purpose' and 'Decision Guidelines' of the Township Zone and the strategic directions of the State Planning Policy Framework and Municipal Strategic Statement. It is also consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay. It is therefore recommended that a Notice of Decision to approve the application be issued for the reasons set out in this report.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit, for a two lot subdivision at Lot 1 on Title Plan 516455 more commonly known as 53-55 Cairnbrook Road Glengarry, with the following conditions:

- 1. Prior to the certification of the plan of subdivision under the Subdivision Act 1988, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:
 - a) the location and alignment of the proposed vehicle crossing to access Lot 2 must be altered to comply with Latrobe City Council's vehicle crossing standards and policy. The vehicle crossing must be located at the western side of the proposed Lot 2, offset as least 1 metre from the western side boundary; and**
 - b) internal vehicle access ways shown on the plans must be modified to accord with the amended vehicle crossing location.****
- 2. The layout of the subdivision as shown on the endorsed plan must not be altered without the permission of the Responsible Authority.**
- 3. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authorities requirements and relevant legislation at the time.**
- 4. All existing and proposed easements and sites for existing and or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site it to be created.**
- 5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act.**

- Infrastructure Planning Conditions:**
- 6. Prior to the certification of the plan of subdivision under the Subdivision Act 1988, a site drainage plan including hydraulic computations for all new drainage works, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:**
 - a) how Lot 1, including all buildings, open space and paved areas will be drained for a 1 in 10 year ARI storm event; and**
 - b) how Lot 2, including all buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event; and**
 - c) an underground pipe drainage system conveying stormwater discharge from each lot separately to the legal point of discharge.**
 - 7. The plan of subdivision submitted for certification shall show appropriate easements set aside for drainage to the satisfaction of the Responsible Authority.**
 - 8. 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.**
 - 9. Prior to the issue of a Statement of Compliance, the permit operator must complete the following works to the satisfaction of the Responsible Authority:**
 - a) the construction of all new stormwater drainage works as shown on the approved site drainage plan;**
 - b) a new vehicle crossing shall be constructed at right angles to the road to provide access to the proposed Lot 2 in accordance with the endorsed plans and Latrobe City Council's current vehicle crossing standards; and**

c) the areas set aside for vehicle access within Lot 2 shown on the endorsed plans must be constructed in accordance with the endorsed plans and be surfaced with concrete, reinforced concrete, brick paving or hot mix asphalt and drained in accordance with the approved site drainage plan.

Expiry of Permit:

10. This permit will expire if:

- a) The plan of subdivision is not certified within 2 years of the date of this permit; or
- b) The registration of the subdivision is not completed within 5 years of certification.

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

NOTE: The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of the plan, and completion is regarded as the registration of the plan.

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

Note 2. Prior to the commencement of works, the Responsible Authority must be notified in writing of any proposed building work (as defined by Latrobe City Council's Local Law No. 3) as least 7 days prior to the building works commencing or materials/equipment delivered to the site and unless exempted by the Responsible Authority, an Asset Protection Permit must be obtained.

Note 3. 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 under a Planning Permit, the relevant fees, charges and conditions of the Works Permit will also apply.

Note 4. Prior to the connection of new drainage pipes into Latrobe City Council's storm water drains or to a kerb and channel, a permit for the connection must be obtained from the Responsible Authority.

All new drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.

Note 5. The location of the legal point of discharge into Latrobe City Council's storm water drain for any property can be obtained by completing a Legal Point of Discharge form, found at www.latrobe.vic.gov.au/services/roads/workspermits.

Moved: Cr O'Callaghan

Seconded: Cr Loughheed

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENTS

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ATTACHMENT 1
HISTORY OF APPLICATION

History of the Application

18 June 2010	Application received by Council.
6 July 2010	Application referred internally to Council's Building and Infrastructure Planning teams. Applicant sent letter requiring notification to be given to adjoining and adjacent properties via letters and sign placed on site, in accordance with Section 52(1)(a) and Section 52(1)(d) of the Act.
7 July 2010	Consent to the granting of a planning permit from a building perspective provided by the Building Services team.
16 July 2010	Objection received.
26 July 2010	Objection withdrawn.
2 August 2010	Statutory declaration received advising that advertising has been carried out and completed as per Council's requirements.
4 November 2010	Additional information received from applicant that was missing in the original application.
11 March 2011	Objection re-lodged.
1 April 2011	Consent to the granting of a planning permit from an engineering perspective provided by the Infrastructure Planning team.

ATTACHMENT 2
RELEVANT CLAUSES OF THE LATROBE
PLANNING SCHEME

LATROBE PLANNING SCHEME

State Planning Policy Framework

- Clause 11.02-1 – Supply of Urban Land
- Clause 15.01-3 – Neighbourhood and Subdivision Design
- Clause 15.03-1 – Heritage Conservation

Local Planning Policy Framework

- Clause 21.02 – Municipal Vision
- Clause 21.04-2 – Settlement
- Clause 21.04-4 – Heritage
- Clause 21.04-5 – Urban Design
- Clause 21.06-4 – Specific Small Town Strategies – Glengarry

Zoning

The subject site is located within the Township Zone.

Overlay

The subject site is affected by the Heritage Overlay.

Particular Provisions

There are no particular provisions that relate to the processing of this application.

General Provisions

Before deciding on an application or approval of a plan, the Responsible Authority must consider the 'Decision Guidelines' of Clause 65, as appropriate.

Incorporated Documents

No incorporated documents are considered to be relevant to this application.

ATTACHMENT 3
PLANS



ASSESSMENT IN FAVOUR
SHIRE OF ROSEDALE
/E L770573A(P.T)



NOTE: DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO FINAL SURVEY

PHOTO SOURCE: BEVERIDGE WILLIAMS

PLAN OF PROPOSED SUBDIVISION



Beveridge Williams
development & environment consultants
Traralgon ph : 03 5176 0374
www.beveridgewilliams.com.au

ORIGINAL		PREPARED A. SPEIR
Scale	Sheet Size	SURVEY
1:250	A3	CHECKED P.G. DELL
Dwg No		DATE 12/05/2010
PPS DGN		AUTHORISED FOR ISSUE
Sheet 1 of 1		Proj No 1000501

AJS MACHINERY & MARINE
MAIN STREET, GLENGARRY
LP5164558 LOT 1
C/T VOL 2773 FOL 512

LATROBE CITY COUNCIL

ATTACHMENT 4
LOCALITY MAP



ATTACHMENT 5
OBJECTIONS

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED 04 FEB 2011	
R/O:	Doc No: 607552
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Application of **BROWN, SR, RJ and CJ**
In respect of **53-55 Cairnbrook Road, Glengarry**

SUBMISSION

We **Thomas Anderson and Charlotte Anderson** as adjoining landowners make submission in relation to the above application as follows :

1. We dispute the accuracy of the Application, in so far as AJS Machinery operated from the premises, not AJS Machinery & Marine. Marine is a new use added approximately 18 months ago and now dominates the site.
2. With the addition of the Marine services, the subject property was subject of alteration, including commercial grade security fencing and the installation of a large concrete yard, whereas the area was once grassed and treed and keeping with the amenity of the area.
3. We dispute that there are no more than 5 lawnmowers and 5 boats on the site for servicing at any one time. The property and its surrounds frequently carry significantly higher volume, both inside and outside the operating hours set out in the application.
4. The application will have adverse social and economic effect as follows :

(a) Escape of noise ;

What was once a small scale home based repair workshop has changed to a heavy land use with the escape of noise from testing and revving of engines, machinery and workshop staff. A vehicle has also been cut down with a grinder on the property.

(b) Escape of petro chemical fumes ;

Petrol and chemicals are stored on the property. On the weekend of 29-30 January 2011 two 44 gallon drums of fuel were left in 40 degree heat beside the wooden fence adjoining the subject property and the Anderson property.

(c) Escape of Rubbish

Refuse associated with new use is strewn around the subject property and escape onto Anderson property, whose driveway runs parallel to the driveway on the subject property.

(d) Increased traffic flow ;

Vehicles towing marine vessels into the site has increased the traffic flow. Congestion has been further caused by vessels being left for repair both on the subject property and in Main Street and Cairnbrook Road.

The situation is made worse by the existence of the local school and kindergarten within a 50 to 100 meter radial distance which brings with it increased vehicular and foot traffic.

- (e) Adverse effects upon parking ;

Marine Vessels and trailers are being parked in adjoining streets with consequential effects on parking for residences and public land users.

- (f) Road Safety impacts.

The existing streetscape and community facilities are not designed to co-exist with the proposed use.

Large boats awkward boats are also being manoeuvred in and out of the corner across roadways.

- 5. The application will cause loss of amenity to the area as follows ;

The amenity of the area is already recognised and reflected by the Heritage overlay.

- 6. The application will cause detriment to the character of the neighbourhood as follows :

- (a) The subject property is covered by the Heritage Overlay ;
- (b) The Anderson residence is a 120 year old home now flanked by a growing commercial/ industrial use to the Southern boundary ;
- (c) The use of the land has seen the grass and trees removed from the subject property in lieu of concrete and gravel ;
- (d) Large boats are being stored upon the land ;
- (e) The land use now also requires the use of a forklift prime mover ;
- (f) Plant, equipment and items left for repair are better suited to placement in an industrial estate, or within a property with prior use rights that better fit the type of operation proposed.

In evidence of this submission we attach :

1. Photograph showing 4 x 44 gallon oil drums positioned along the fenceline ;
2. Photograph showing 7 vessels on site ;
3. Smelly and untidy workshop area ;
4. Boats backing into driveway with cars waiting to get past ;

11 MAR 2011

5. Boats parked outside the Anderson property waiting to be put into the subject property ;
6. A Car being cut up in the yard with a grinder ;
7. Boats parked out on the street waiting to go into the subject property for repair ;
8. 24ft Boat being backed into the subject property for store.

We have no objection to the business operating within its the ambit of prior use rights, namely the repair small engines like mowers, whipper snippers and chainsaws with limited hours of operation. We strongly object to the addition of the Marine side to the business.

Dated :

.....
Thomas Anderson

.....
Charlotte Anderson

11 MAR 2011

7.4 **PLANNING PERMIT APPLICATION 2010/407 - USE OF THE LAND FOR A SERVICE INDUSTRY - 53-55 CAIRNBROOK ROAD GLENGARRY**

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

1. PURPOSE

The purpose of this report is to determine Planning Permit Application 2010/407 (for the existing use of the land as a service industry) at 53-55 Cairnbrook Road, Glengarry, also known as Lot 1 on Title Plan 516455S.

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 complimentary to its surroundings and which provides for a connected and inclusive community.

Latrobe City Council Plan 2010 - 2014

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.

Legal

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 on Title Plan 516455S, more commonly known as 53-55 Cairnbrook Road, Glengarry.
Proponent:	AJS Machinery and Marine C/- Beveridge Williams & Co Pty Ltd
Zoning:	Township Zone
Overlay	Heritage Overlay

A Planning Permit is required for the use of the land as a service industry in the Township Zone in accordance with Clause 32.05-4 of the Scheme.

A planning permit application 2010/207 for the subdivision of the subject site into two lots is currently being considered by Council. A recommendation on this application is presented to Council on this Ordinary Council meeting agenda (27 June 2011).

The application has been considered previously at a Council Meeting on 9 May 2011.

At its ordinary meeting held on 9 May 2011, Council resolved:

'That the report be deferred to allow Council to consider further information'

Due to the submission of 4 letters of support and a 233 signatory petition in support of the proposed land use, the application was deferred to allow Council to consider the new information.

4.2 **PROPOSAL**

The application is for a retrospective planning permit for the use of the land as a service industry. This includes the sale of lawnmowers and associated goods, and well as the servicing of lawnmowers, boats and other watercraft.

The current operating hours of the business are as follows:

- Monday to Friday: 8.30am to 5.30pm; and
- Saturday 8.30am to 12.00pm.

Car parking is provided on site to the south for staff and/or customers. However customers more commonly park in Main Street where there is unrestricted parallel parking.

Subject Land:

The subject site is located on the north west corner of Main Street and Cairnbrook Road. The site has a total area of 2025 square metres and currently contains an existing dwelling and workshop used for a service industry.

Surrounding Land Use:

North: 7 Main Street, Glengarry.
Single dwelling and associated outbuildings on a rectangular shape block of 2144 square metres.

South: Cairnbrook Road, sealed with kerb and channel.

East: Main Street sealed with kerb and channel.

West: 49-51 Cairnbrook Road.
Single dwelling and associated outbuildings on a trapezoidal shaped block of 2688 square meters.

4.3 PLANNING CONTEXT

The history of the assessment of planning application 2010/407 is set out in Attachment 1.

The provisions of the Latrobe Planning Scheme (the Scheme) that are relevant to the subject application have been included in Attachment 2.

5. ISSUES

5.1 ASSESSMENT AGAINST THE RELEVANT PLANNING POLICIES

It is identified in both the State and Local Planning Policies of the Scheme to encourage industry uses within designated activity centres. It should be noted that the subject site is located within the Glengarry Primary Activity Centre as identified in the Glengarry Structure Plan (located as Clause 21.06 of the Scheme) and Clause 21.06-4 (Specific Small Town Strategies – Glengarry) of the Scheme specifies that commercial development should be encouraged within the subject area.

In addition, the subject site is located within a Township Zone. A purpose of the zone is to provide for residential development and a range of commercial, industrial and other uses in small towns. It is therefore reasonable to consider that the subject site is suitable for a service industry.

5.2 AMENITY ISSUES

It is acknowledged that objectors have expressed concerns relating to amenity issues associated with the use of land for service industry purposes.

However, it is reasonable that a number of amenity-related conditions can be included in the permit to ensure that the use on the land be appropriately regulated.

5.3 OBJECTORS CONCERNS

Amenity Issues

The objectors raise concerns in their objections relating to the escape of noise, petro chemical fumes and rubbish which are having a detrimental impact on social and economic wellbeing.

Officer Comment

The above concerns will be addressed through conditions on a planning permit. In particular all of the repair activities will be confined to the workshop on the land. There is an ability to visually screen parked vehicles and general operations associated with the service industry through landscaping and fencing. A condition will be included in the permit, requiring the submission of a detailed landscape plan and landscaping works be completed within a specific time frame (e.g. within 3 months from the issue of permit). In addition, the operating hours will be restricted to Monday to Friday: 8.30am to 5.30pm; Saturday 8.30am to 12.00pm and a standard permit condition will also be imposed to regulate the emission of noise (if any) be in accordance with the relevant EPA's guidelines.

Traffic, Car Parking and Loading Facilities

The objectors raise concerns in their objections relating to the increased traffic flow, parking of vehicles and road safety impacts.

Officer Comment

In terms of the issue of car parking, council officers are generally satisfied that given the nature of the proposal and it's location within a small town not well served by public transport, motor vehicle usage is a necessity for customers unloading/loading lawnmowers and boats for servicing.

An area has been designated for customer car parking as shown on the plans submitted with the application. In accordance with the requirements stated under Clause 52.06-5 of the Scheme and as confirmed by Council's Infrastructure Planning team, it is reasonable to consider that the existing 4 car parking spaces on the land are satisfactory in terms of meeting the car parking demand associated with the use of the land for service industry purposes. A permit condition can be imposed requiring these existing car parking spaces be clearly marked on the land and be in accordance with the relevant Standards.

It is acknowledged that the manoeuvrability of vehicles associated with the existing service industry use on the land is a concern for objectors. In particular, the documentation submitted with the application has suggested that vehicles delivering boats and mowers for servicing have to reverse from the street back into the site. Council's Infrastructure Planning team has confirmed that this arrangement is not acceptable as it can result in conflict between reversing vehicles and other vehicles using the road or with pedestrians walking by.

This issue can be addressed by requiring a condition on a planning permit which requires the vehicles that will be entering and exiting the site to make deliveries and or collection of boats, mowers and other goods, do so in a forward direction.

5.4 HERITAGE OVERLAY

The subject site is affected by a Heritage Overlay and is identified as part of the Glengarry Township Precinct. The precinct identifies areas that are significant and comprise the historic core of the township. The subject site is listed in the precinct as a non-contributory site. Non-contributory places do not contribute to the significance of a heritage precinct.

It is also noted that no buildings and works are proposed, therefore no changes to the appearance of the site.

5.5 SUBMISSION OF SUPPORT

Council has received 4 letters of support and a 233 signed petition. The letters of support encourage the retention of the business in the Glengarry Township, as it encourages clientele that may not necessarily venture into the town. They also indicate if the business was not able to continue it would affect the local farmers and other small businesses in the Township.

The 233 signatures on the petition lodged indicate they disagree with the objections lodged against this application, including increase in traffic flow, chemical fumes, and noise, parking problems, road safety and an eye sore to the existing Township.

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 land owners and occupiers and an A3 notice was displayed on each street frontage (Cairnbrook Road and Main Road) for a minimum of 14 days.

Notice was also sent to the Environmental Protection Authority in relation to amenity and environmental management. They did not object to the granting of a planning permit subject to an appropriate condition being placed on a permit, should one be issued.

External:

Clause 66 of the Scheme details that there were no referral requirements under Section 55 of the Act.

Internal:

Internal officer comments were sought from Council's Infrastructure Planning team in relation to drainage and traffic management. This advice is then used to assist the decision making process.

Council's infrastructure Planning team gave consent subject to appropriate conditions being placed on a permit, should one be issued.

It is noted that their comments only relate to part of the assessment process and do not necessarily direct the final recommendation of Council.

Details of Community Consultation following Notification:

Two submissions in the form of objections were received to the application. A mediation meeting was scheduled for this application; however this was cancelled as one of the objectors declined their invitation.

Consensus was not reached between the parties, which would have allowed the matter to be determined by officer delegation, therefore requiring a decision by Council.

8. OPTIONS

Council has the following options in regard to this application:

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

In conclusion, the proposal is for a service industry which is considered to be a suitable use for the subject site. Whilst there are a number of amenity and traffic concerns to be considered it is suggested that, they can be satisfactorily addressed via appropriate planning permit conditions.

It is considered that the application is consistent with the 'Purpose' and 'Decision Guidelines' of the Township Zone and the strategic directions of the State Planning Policy Framework and Municipal Strategic Statement.

The proposal is consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay. It is therefore recommended that a Notice of Decision to approve the application be issued for the reasons set out in this report.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit, for the use of the land as a service industry at Lot 1 on Title Plan 546455 more commonly known as 53-55 Cairnbrook Road Glengarry, with the following conditions:

1. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. The use aspect of this permit only applies to that part of the land as indicated on the endorsed plan.
3. Within 3 months of the date of issue of this permit, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show;
 - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;
 - b) details of surface finishes of pathways and driveways;
 - c) a planning schedule of all trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant; and
 - d) appropriate planting along the northern and eastern boundary of the site to provide appropriate screening.
4. Within 3 months of the approval of the landscape plan or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
6. Except with the prior written consent of the Responsible Authority, the use permitted by this permit must operate only between the following times:
 - a. Monday to Friday 8.30am to 5.30pm; and
 - b. Saturday 8.30am to 12.00pm.
7. The use permitted by this permit must be managed so that the amenity of the area is not detrimentally affected through the:
 - i. the transportation of materials, goods, or commodities to or from the subject land;
 - ii. the appearance of any buildings, works or materials
 - iii. the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, dust, waste water, waste products, grit, or oil; and
 - iv. the presence of vermin or otherwise.
8. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.
9. Materials or goods stored in the open on the site must be screened from view of persons on adjoining properties, to the satisfaction of the Responsible Authority.
10. Noise emissions associated with the use must comply with State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1.
11. A sound proof booth for the testing of engines must be installed within 3 months of the date of this permit. It must include sufficient dimensions to accommodate a jet ski and must contain suitable vertical ventilation to the satisfaction of the responsible authority.
12. Vehicle or machinery maintenance and repair works which are to be performed on site must be performed within a prescribed area. All materials, products, goods or substances associated with repair/maintenance works must be:
 - a) contained within the property boundaries;
 - b) not allowed to accumulate; and
 - c) not pollute surrounding areas.to the satisfaction of the Responsible Authority.

Planning Infrastructure Conditions:

13. Within 3 months of the date of issue of this permit or by such later date as is approved by the Responsible Authority in writing, the following plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, these plans will be endorsed and will then form part of the permit;
 - a) a site drainage plan including hydraulic computations for all new drainage works. The plan must show a drainage system providing for all stormwater discharging from the site, including from all buildings, car parks and vehicle access areas, to be conveyed to the legal point of discharge. The drainage system must be designed to take the 1 in 10 year ARI storm event; and
 - b) a car parking layout plan (including dimensions) showing compliance with the requirements of Australian Standard AS 2890. The parking layout plan must include vehicle swept path diagrams for the largest delivery vehicles likely to access the site, demonstrating how such vehicles will access the site and how and where these vehicles will turn around to exit the site in a forward direction. The plan must include construction details including finished surface levels and contours, and pavement design. Parking and loading areas and access lanes must be finished with an all-weather sealed surface; drained; line marked to indicate each car space and all access lanes; and clearly marked to show loading areas and the direction of traffic along access lanes and roadways.
14. Appropriate measures must be implemented 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.
15. Within 3 months of the date of issue of this permit or by such later date as is approved by the Responsible Authority in writing, the following works must be constructed to the satisfaction of the Responsible Authority;
 - a) the construction of all new stormwater drainage works as shown on the approved site drainage plan; and

b) the areas set aside for loading, vehicle access and car parking as shown on the endorsed plans, must be constructed in accordance with the approved plans including surfacing with all-weather sealed surface, line marking to indicate each car space and all access lanes; clearly marked to show the direction of traffic along access lanes and roadways.

16. All vehicles expected to enter onto and exit from the site must be done in a forwards direction. This includes all commercial vehicles expected to make deliveries to the site, and the delivery and collection of boats, mowers and machinery to the site for repair.
17. The areas set aside for car parking and vehicle access ways must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
18. Car spaces and vehicle access ways must be kept available for these purposes at all times.

Expiry of Permit:

19. This permit will expire if the use is not started within two 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.

Note 1. This permit does not authorise 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. Prior to the commencement of works, the Responsible Authority must be notified in writing of any proposed building work (as defined by Council's Local Law No. 3) at least 7 days prior to the building works commencing or materials/equipment delivered to the site and unless exempted by the Responsible Authority, and Asset Protection Permit must be obtained.

Note 3. Legal Points of Discharge into Latrobe City Council's storm water drain can be obtained by completing a Legal Point of Discharge form, found at

www.latrobe.vic.gov.au/services/roads/workspemits

Note 4. Prior to the connection on new drainage pipes into Latrobe City Council's storm water drains or to a kerb and channel, a permit for the connection must be obtained from the Responsible Authority. All new drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.

Note 5. 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 under a Planning Permit the relevant fees, charges and conditions of the Works Permit will also apply.

ALTERNATE MOTION

Moved: Cr O'Callaghan

Seconded: Cr Gibson

That the Motion be adopted.

That Council issue a Notice of Decision to Grant a Planning Permit, for the use of the land as a service industry at Lot 1 on Title Plan 546455 more commonly known as 53-55 Cairnbrook Road Glengarry, with the following conditions:

- 1. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 2. The use aspect of this permit only applies to that part of the land as indicated on the endorsed plan.**
- 3. Within 3 months of the date of issue of this permit, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show;**
 - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;**
 - b) details of surface finishes of pathways and driveways;**
 - c) a planning schedule of all trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant; and**
 - d) appropriate planting along the northern and eastern boundary of the site to provide appropriate screening.**

- e) appropriate planting or other fencing treatment along the western boundary of the site to provide separation between the residential and service industry use.
4. Within 3 months of the approval of the landscape plan or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
 5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
 6. Except with the prior written consent of the Responsible Authority, the use permitted by this permit must operate only between the following times:
 - a. Monday to Friday 8.30am to 5.30pm; and
 - b. Saturday 8.30am to 12.00pm.
 7. The use permitted by this permit must be managed so that the amenity of the area is not detrimentally affected through the:
 - v. the transportation of materials, goods, or commodities to or from the subject land;
 - vi. the appearance of any buildings, works or materials
 - vii. the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, dust, waste water, waste products, grit, or oil; and
 - viii. the presence of vermin or otherwise.
 8. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.
 9. Materials or goods stored in the open on the site must be screened from view of persons on adjoining properties, to the satisfaction of the Responsible Authority.
 10. Noise emissions associated with the use must comply with State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1.

11. A sound proof booth for the testing of engines must be installed within 3 months of the date of this permit. It must include sufficient dimensions to accommodate a jet ski and must contain suitable vertical ventilation to the satisfaction of the responsible authority.

12. Vehicle or machinery maintenance and repair works which are to be preformed on site must be preformed within a prescribed area. All materials, products, goods or substances associated with repair/maintenance works must be:

- a) contained within the property boundaries;**
- b) not allowed to accumulate; and**
- c) not pollute surrounding areas.**

to the satisfaction of the Responsible Authority.

Planning Infrastructure Conditions:

13. Within 3 months of the date of issue of this permit or by such later date as is approved by the Responsible Authority in writing, the following plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, these plans will be endorsed and will then form part of the permit;

- a) a site drainage plan including hydraulic computations for all new drainage works. The plan must show a drainage system providing for all stormwater discharging from the site, including from all buildings, car parks and vehicle access areas, to be conveyed to the legal point of discharge. The drainage system must be designed to take the 1 in 10 year ARI storm event; and**
- b) a car parking layout plan (including dimensions) showing compliance with the requirements of Australian Standard AS 2890. The parking layout plan must include vehicle swept path diagrams for the largest delivery vehicles likely to access the site, demonstrating how such vehicles will access the site and how and where these vehicles will turn around to exit the site in a forward direction. The plan must include construction details including finished surface levels and contours, and pavement design.**

Parking and loading areas and access lanes must be finished with an all-weather sealed surface; drained; line marked to indicate each car space and all access lanes; and clearly marked to show loading areas and the direction of traffic along access lanes and roadways.

14. Appropriate measures must be implemented 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.
 15. Within 3 months of the date of issue of this permit or by such later date as is approved by the Responsible Authority in writing, the following works must be constructed to the satisfaction of the Responsible Authority;
 - a) the construction of all new stormwater drainage works as shown on the approved site drainage plan; and
 - b) the areas set aside for loading, vehicle access and car parking as shown on the endorsed plans, must be constructed in accordance with the approved plans including surfacing with all-weather sealed surface, line marking to indicate each car space and all access lanes; clearly marked to show the direction of traffic along access lanes and roadways.
 20. All vehicles expected to enter onto and exit from the site must be done in a forwards direction. This includes all commercial vehicles expected to make deliveries to the site, and the delivery and collection of boats, mowers and machinery to the site for repair.
 21. The areas set aside for car parking and vehicle access ways must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
 22. Car spaces and vehicle access ways must be kept available for these purposes at all times.
- Expiry of Permit:
23. This permit will expire if the use is not started within two 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.

- Note 1.** This permit does not authorise 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.** Prior to the commencement of works, the Responsible Authority must be notified in writing of any proposed building work (as defined by Council's Local Law No. 3) at least 7 days prior to the building works commencing or materials/equipment delivered to the site and unless exempted by the Responsible Authority, and Asset Protection Permit must be obtained.
- Note 3.** Legal Points of Discharge into Latrobe City Council's storm water drain can be obtained by completing a Legal Point of Discharge form, found at www.latrobe.vic.gov.au/services/roads/workspemits
- Note 4.** Prior to the connection on new drainage pipes into Latrobe City Council's storm water drains or to a kerb and channel, a permit for the connection must be obtained from the Responsible Authority. All new drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.
- Note 5.** 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 under a Planning Permit the relevant fees, charges and conditions of the Works Permit will also apply.

For the Motion

Councillor/s O'Callaghan, Vermeulen, Gibson, Middlemiss and White

Against the Motion

Councillor Loughheed

The Mayor confirmed that the Motion had been CARRIED

ATTACHMENTS

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ATTACHMENT 1
HISTORY OF APPLICATION

History of the Application

17 December 2010	Application received by Council.
12 January 2011	Application referred internally to Council's Infrastructure Planning team. Applicant sent letter requiring notification to be given to adjoining and adjacent properties via letters and sign placed on site, in accordance with Section 52(1)(a) and 52(1)(d) of the Act.
3 February 2011	Statutory declaration received advising that advertising had been carried out and completed as per Council's requirements.
4 February 2011	Objection 1 received.
1 March 2011	Objection 2 received.
7 April 2011	Consent to the granting of a planning permit subject to conditions provided by Council's Infrastructure Planning team.

ATTACHMENT 2
RELEVANT CLAUSES OF THE LATROBE
PLANNING SCHEME

LATROBE PLANNING SCHEME

State Planning Policy Framework

- Clause 11.02-3 – Structure Planning
- Clause 11.05-1 – Regional Settlements
- Clause 15.03-1 – Heritage Conservation
- Clause 17.01-1 – Business
- Clause 17.02-1 – Industrial Land Development

Local Planning Policy Framework

- Clause 21.02 – Municipal Vision
- Clause 21.04-4 – Heritage
- Clause 21.06-4 – Specific Small Towns Strategies – Glengarry
- Clause 21.07-7 – Industry

Zoning

The subject site is located within the Township Zone.

Overlay

The subject site is affected by the Heritage Overlay.

Particular Provisions

- Clause 52.06 – Car parking
- Clause 52.07 – Loading and Unloading of Vehicles
- Clause 52.10 – Uses with Adverse Amenity Potential

General Provisions

Before deciding on an application or approval of a plan, the Responsible Authority must consider the 'Decision Guidelines' of Clause 65, as appropriate.

Incorporated Documents

No incorporated documents are considered to be relevant to this application.

ATTACHMENT 3
PLANS

17 DEC 2010



- LOCATION OF LAND USE
- LANDSCAPING

NOTE: DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO FINAL SURVEY
 PHOTO SOURCE: BEVERIDGE WILLIAMS

SITE LAYOUT PLAN

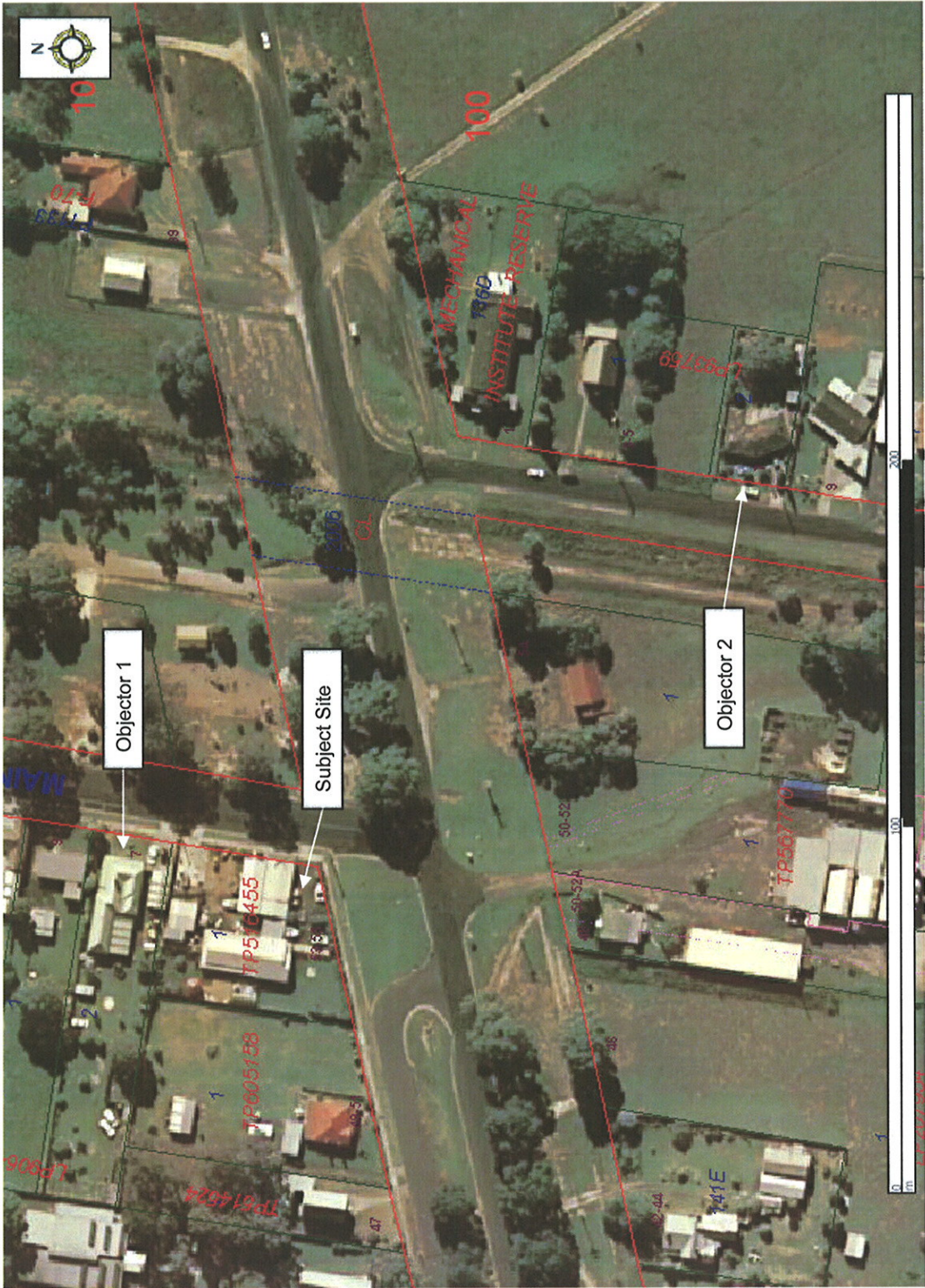


Beveridge Williams
 development & environment consultants
 Traralgon ph : 03 5176 0374
 www.beveridgewilliams.com.au

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Dwg No		DATE 2/12/2010
PPS DGN		AUTHORISED FOR ISSUE
Sheet 1 of 1		Proj No 1001467

AJS MACHINERY & MARINE
53-55 CAIRNBROOK ROAD & MAIN STREET,
GLENGARRY
LP516455S LOT 1
C/T VOL 2773 FOL 512
LATROBE CITY COUNCIL

ATTACHMENT 4
LOCALITY MAP



ATTACHMENT 5
OBJECTIONS

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED 04 FEB 2011	
R/O:	Doc No: 607552
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Application of **BROWN, SR, RJ and CJ**
In respect of **53-55 Cairnbrook Road, Glengarry**

SUBMISSION

We **Thomas Anderson and Charlotte Anderson** as adjoining landowners make submission in relation to the above application as follows :

1. We dispute the accuracy of the Application, in so far as AJS Machinery operated from the premises, not AJS Machinery & Marine. Marine is a new use added approximately 18 months ago and now dominates the site.
2. With the addition of the Marine services, the subject property was subject of alteration, including commercial grade security fencing and the installation of a large concrete yard, whereas the area was once grassed and treed and keeping with the amenity of the area.
3. We dispute that there are no more than 5 lawnmowers and 5 boats on the site for servicing at any one time. The property and its surrounds frequently carry significantly higher volume, both inside and outside the operating hours set out in the application.
4. The application will have adverse social and economic effect as follows :

(a) Escape of noise ;

What was once a small scale home based repair workshop has changed to a heavy land use with the escape of noise from testing and revving of engines, machinery and workshop staff. A vehicle has also been cut down with a grinder on the property.

(b) Escape of petro chemical fumes ;

Petrol and chemicals are stored on the property. On the weekend of 29-30 January 2011 two 44 gallon drums of fuel were left in 40 degree heat beside the wooden fence adjoining the subject property and the Anderson property.

(c) Escape of Rubbish

Refuse associated with new use is strewn around the subject property and escape onto Anderson property, whose driveway runs parallel to the driveway on the subject property.

(d) Increased traffic flow ;

Vehicles towing marine vessels into the site has increased the traffic flow. Congestion has been further caused by vessels being left for repair both on the subject property and in Main Street and Cairnbrook Road.

The situation is made worse by the existence of the local school and kindergarten within a 50 to 100 meter radial distance which brings with it increased vehicular and foot traffic.

- (e) Adverse effects upon parking ;

Marine Vessels and trailers are being parked in adjoining streets with consequential effects on parking for residences and public land users.

- (f) Road Safety impacts.

The existing streetscape and community facilities are not designed to co-exist with the proposed use.

Large boats awkward boats are also being manoeuvred in and out of the corner across roadways.

5. The application will cause loss of amenity to the area as follows ;

The amenity of the area is already recognised and reflected by the Heritage overlay.

6. The application will cause detriment to the character of the neighbourhood as follows :

- (a) The subject property is covered by the Heritage Overlay ;

- (b) The Anderson residence is a 120 year old home now flanked by a growing commercial/ industrial use to the Southern boundary ;

- (c) The use of the land has seen the grass and trees removed from the subject property in lieu of concrete and gravel ;

- (d) Large boats are being stored upon the land ;

- (e) The land use now also requires the use of a forklift prime mover ;

- (f) Plant, equipment and items left for repair are better suited to placement in an industrial estate, or within a property with prior use rights that better fit the type of operation proposed.

In evidence of this submission we attach :


1. Photograph showing 4 x 44 gallon oil drums positioned along the fenceline ;
2. Photograph showing 7 vessels on site ;
3. Smelly and untidy workshop area ;
4. Boats backing into driveway with cars waiting to get past ;

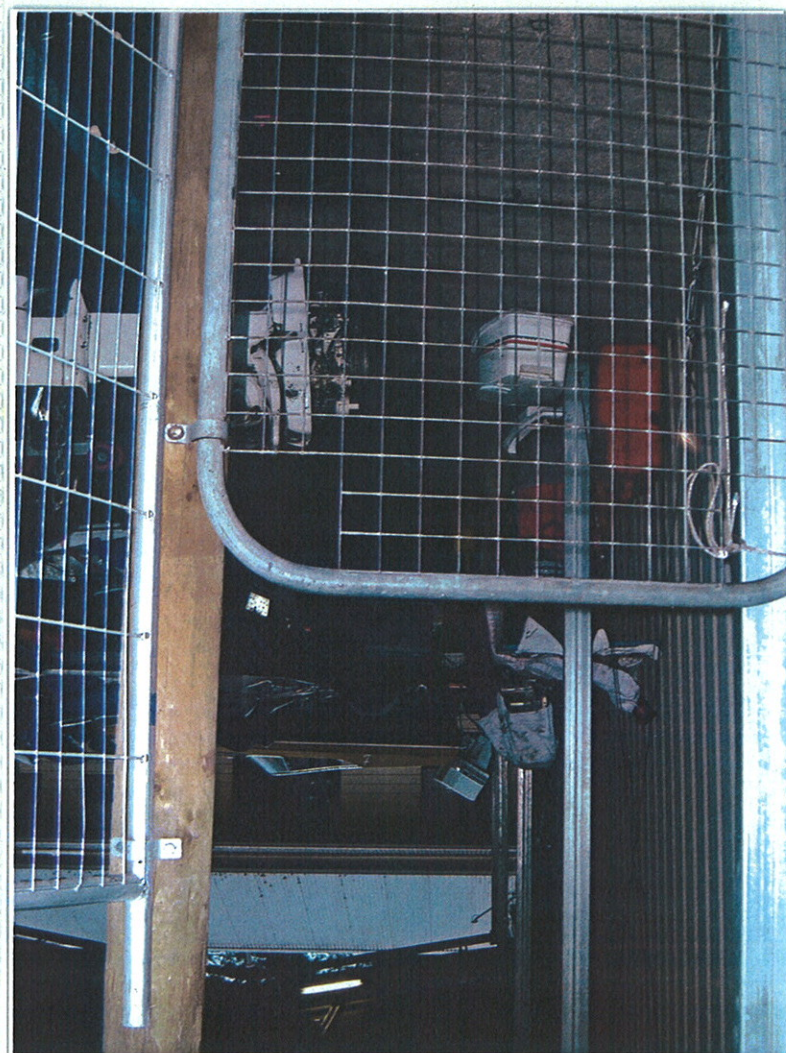
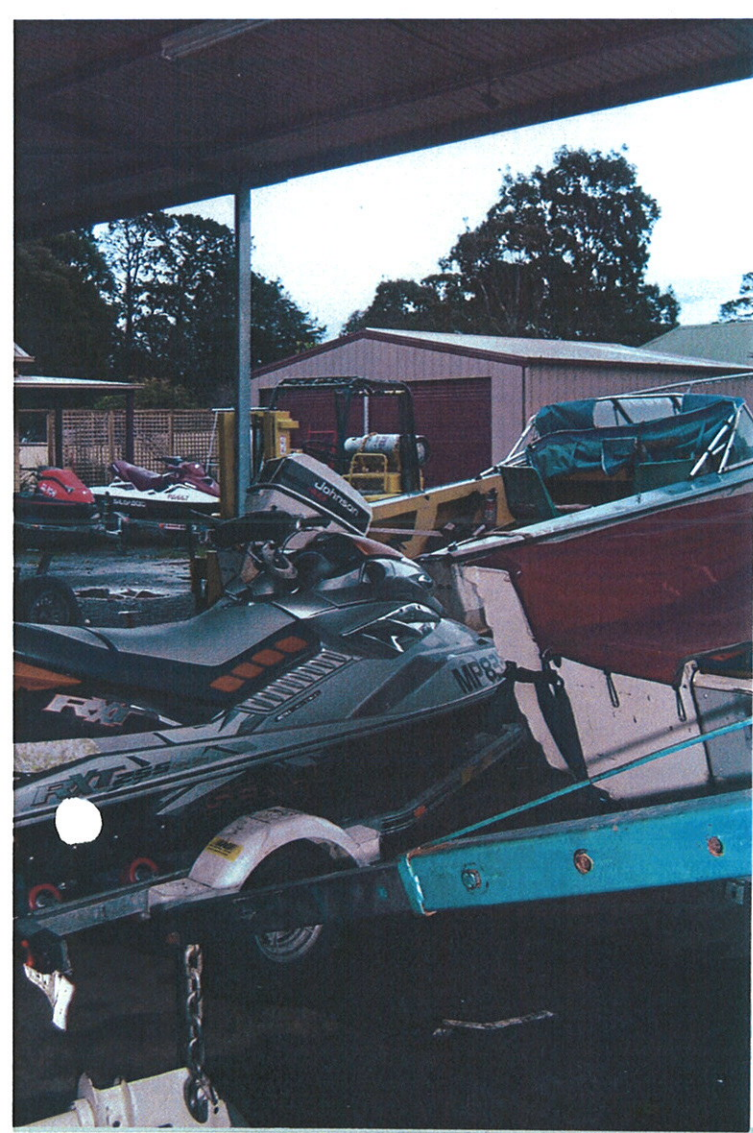
5. Boats parked outside the Anderson property waiting to be put into the subject property ;
6. A Car being cut up in the yard with a grinder ;
7. Boats parked out on the street waiting to go into the subject property for repair ;
8. 24ft Boat being backed into the subject property for store.

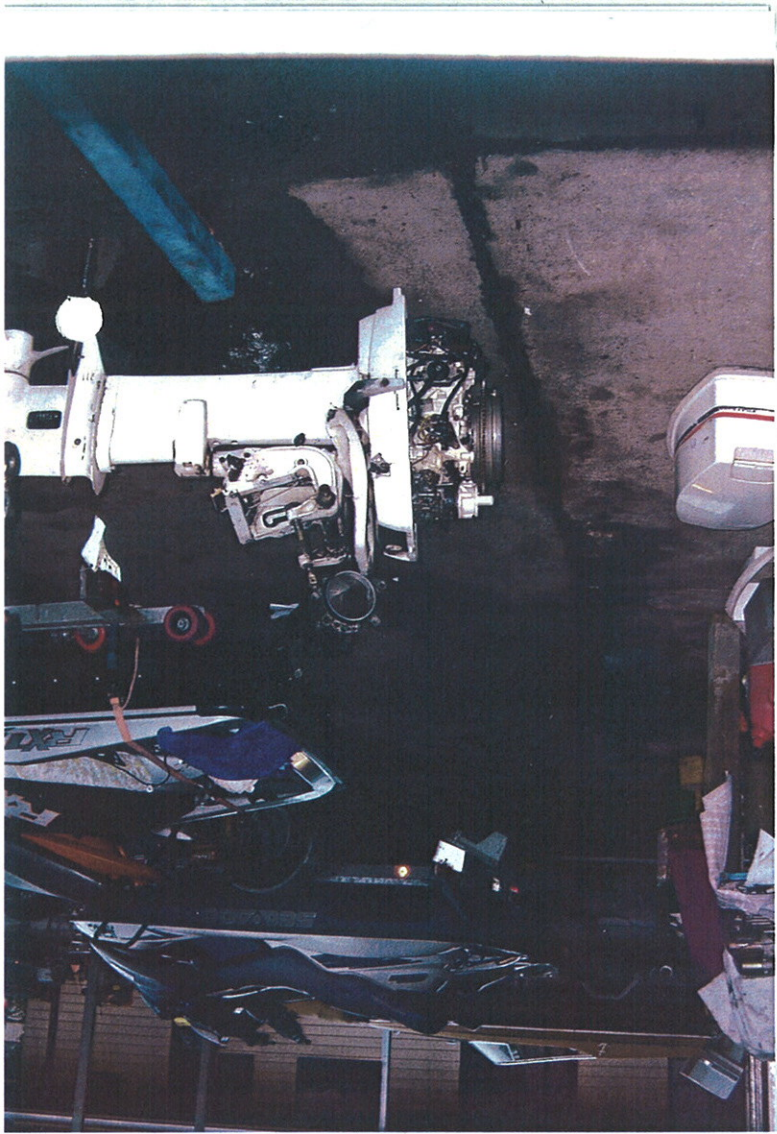
We have no objection to the business operating within its the ambit of prior use rights, namely the repair small engines like mowers, whipper snippers and chainsaws with limited hours of operation. We strongly object to the addition of the Marine side to the business.

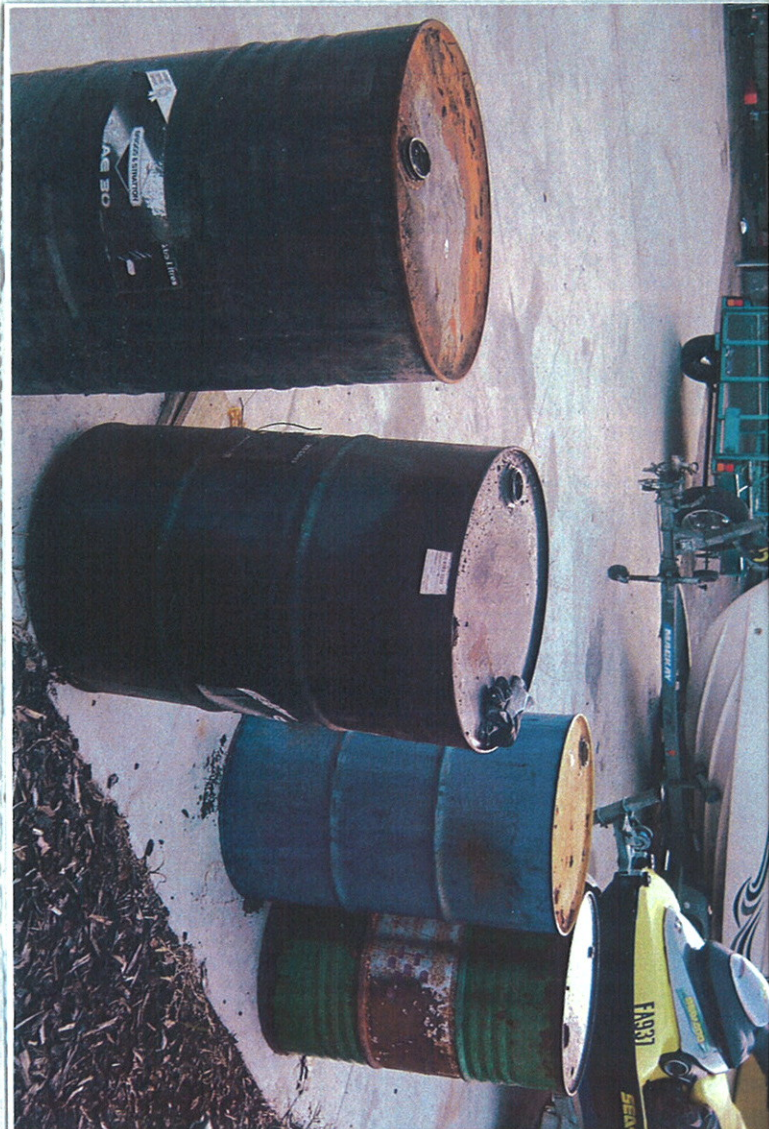
Dated : 1.1.2011.


.....
Thomas Anderson

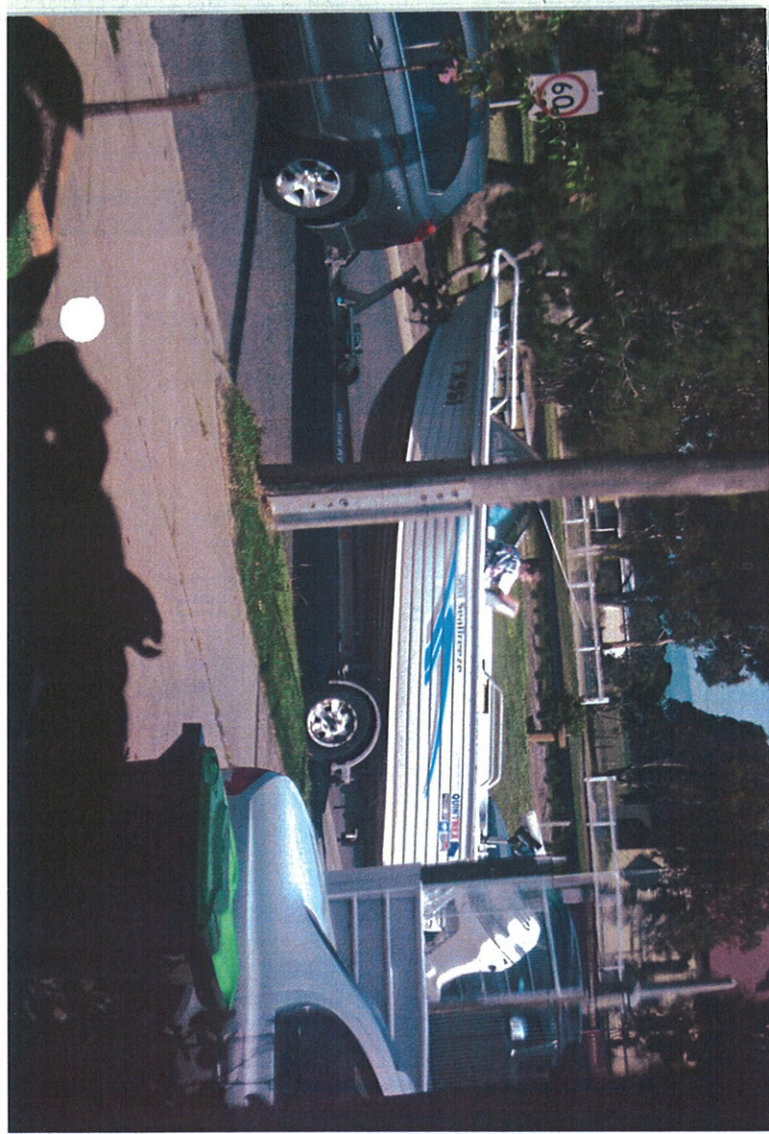

.....
Charlotte Anderson

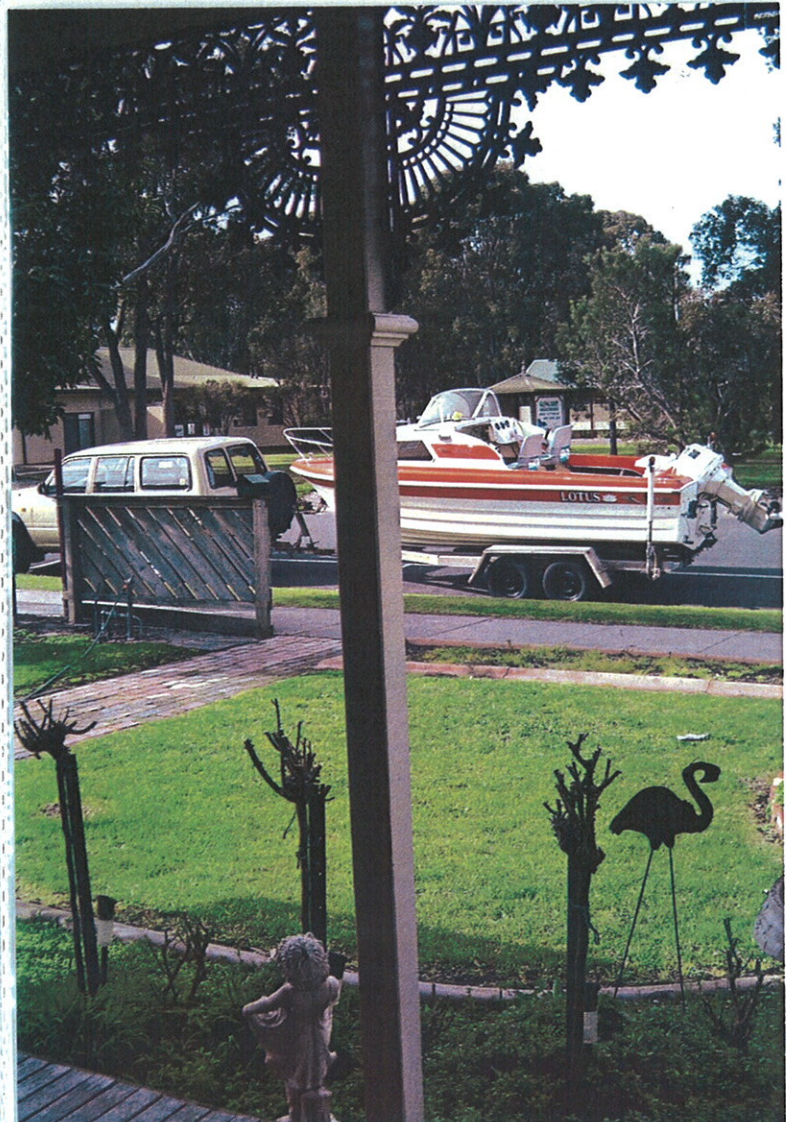
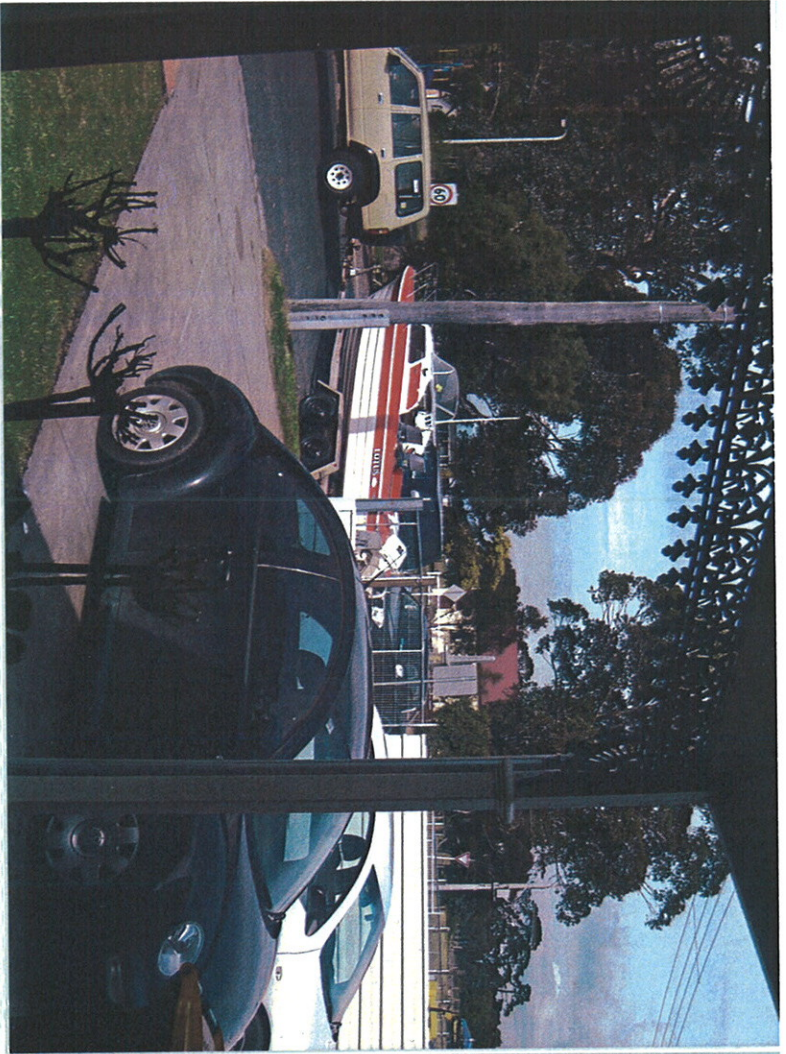






A young boy in boat whilst backing into yard

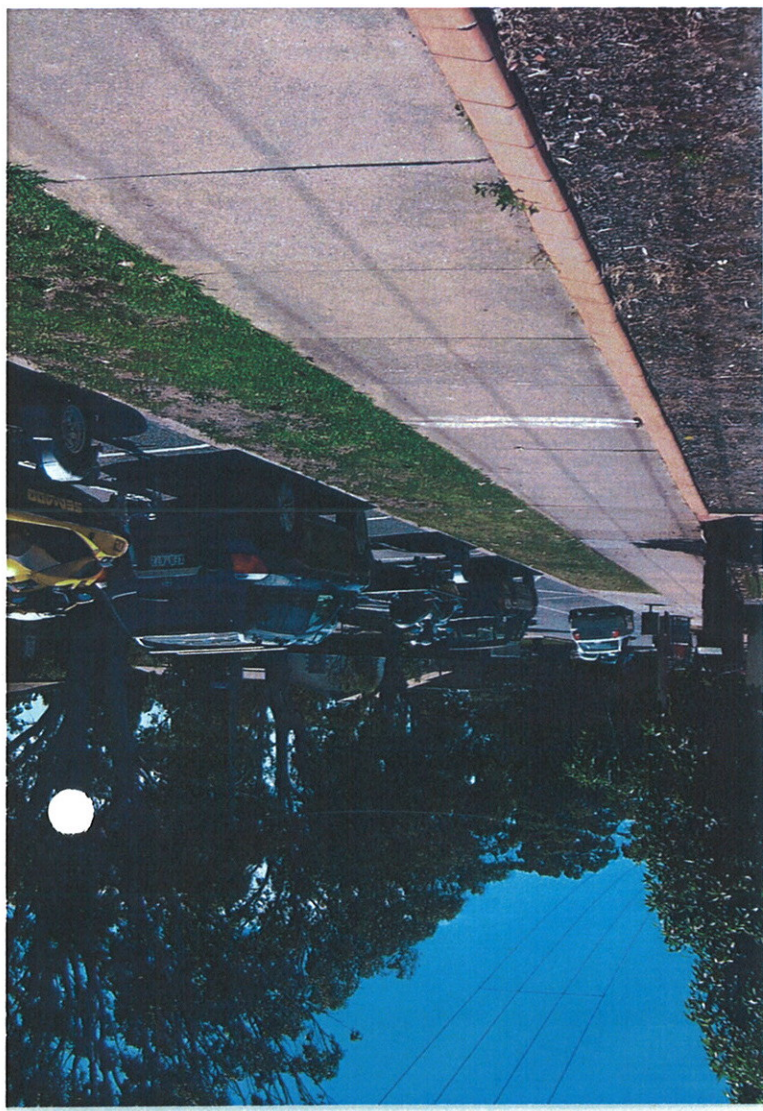




Boats being
"racked in"
holding up
traffic - Blocking
our driveway

And boat
parked out
front of our home
awaiting a spot
in repair yard





The 'grave'
waiting, in front
of our yard
and further up
street



2000-2001

OBJECTION TO GRANT OF PLANNING PERMIT

WHO IS OBJECTING?

I/We (names in block letters) Ronda Doak
 Of (Address) _____
 _____ Fax No. : _____
 Postcode: _____ Telephone No. _____ (Home) _____ (Work) _____

WHAT APPLICATION DO YOU OBJECT TO?

WHAT IS THE PERMIT APPLICATION NUMBER? 2010/407
 WHAT IS PROPOSED? planning permit to use land for the purpose of a Service Industry
 WHAT LAND IS PROPOSED TO BE USED OR DEVELOPED? S3-55 Cambrook rd Glengarry
 WHO HAS APPLIED FOR THE PERMIT? Brown, SR, RS and CJ

WHAT ARE THE REASONS FOR YOUR OBJECTIONS?

out of character for corner of a "Heritage Overlay" area main st of town. 10 metres from a playground.
It is in the middle of a primary school & kindergarten which makes this zoning totally inappropriate.
It is ugly, dirty, & smelly.
They have lied on the application as I have lived in Glengarry for 25 years and boats only started approx 4/5 years ago. "Marine" part of theme only a few years on sign.
Always has more than 5 meters & boats usually road is part blocked and access walking down paths gives is limited as cars/boats blocking much of top of main st

LATROBE CITY COUNCIL
INFORMATION MANAGEMENT

RECEIVED

07 MAR 2011

R/O: _____ Doc No: 1076646

Comments/Copies Circulated to:

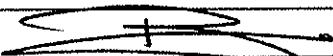
Copy registered in DataWorks Invoice forwarded to accounts

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

my access is limited, to walking & cycling. It is unsightly and very unsafe for my child to walk to school & park.

I strongly object to the main side of this business & my choice to zoning.

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

Signature  Date 24/2/11

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 6
SUBMISSION IN SUPPORT

: AJS Machinery & Marine - Letter to Latrobe City Council.

From:
To: ajsmachinerymarine@bigpond.com
30th March 2011

Date: 31 March 2011 04:31:03 PM
[View message details](#)

To whom it may concern,
I have lived and worked in the Glengarry / Traralgon region for the last 5 years moving from Melbourne.

The attraction to the move to Glengarry was further reinforced by the friendliness and willingness to help that the towns people showed. Over this last year I have personally visited the AJS Machinery & Marine store. They have provided a complete service from pick up of machinery to fast tracking important repairs, guaranteeing workmanship and all at a fair price. Practicality is important in this small town and having competent friendly local business people to deal with makes the experience only more enjoyable.

Recently I have purchased further land and buildings to invest and develop in the town. These are located at 11-13 Main St and 19 Main St. Local business owners support and rely on each other, AJS Mahinery & Marine attracts cliental to the town, other businesses as a result benefit from potential revenue that this creates. Removal of any business in a small town effects all the town's businesses and the success of the town as a whole.

I have to say I was disappointed to hear complaints were made against AJS Machinery & Marine. I am confused with "how" can you have a small town without supporting "small local businesses"?

I, along with all members of the community that I see, would like to see AJS Machinery & Marine stay open and continue to support local businesses in the town.

I, along with my wife Sallyanne are more than happy to discuss any contents from the above with the Latrobe City Council.

Sincerely
Simon Bahuth

LATROBE CITY COUNCIL INFORMATION MANAGEMENT RECEIVED 04 MAY 2011	
R/O: <i>Docklyn St/1009</i> No. 1	
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Advice forwarded in accordance

Glengarry General Store

21 - 23 Main Street, Glengarry
(03)5192 4549

28 March 2011

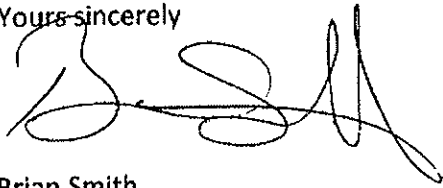
Mr Paul Buckley
Chief Executive Officer
Latrobe City Council

Dear Mr Buckley

RE: AJS Machinery and Marine, Main Street, Glengarry

I am writing to support AJS Machinery and Marine who operate from Main Street, Glengarry. It is understood that there may be unresolved issues with neighbours. AJS Machinery and Marine are located in the business heart of the township and make a valuable contribution to business activity. Their activities do not generally cause any nuisance and any traffic is to be expected given the location of the business. AJS Machinery and Marine are also good corporate citizens making positive contributions to the community.

Yours sincerely



Brian Smith



23/03/2011

Att: Latrobe City Council
Town Planning Division
PO Box 264
MORWELL VIC 3840

To Whom It May Concern

RE: AJS MACHINERY & MARINE GLENGARRY

We, Trevor & Jenah Ewert, as owners of Bushies Pizza and Pies Glengarry are writing to strongly support that AJS Machinery and Marine remain as a Glengarry business.

AJS is a well-established business that not only provides a needed local service for our community, but has also grown and developed a name for themselves that brings in clients from many surrounding communities as well. Although we have only been in business in Glengarry for a short time, we are already noticing the additional clientele that it brings into the town and as a result has only positive effects for our bakery business.

On a more personal note, we have both spent the vast majority of our lives in Glengarry and have watched it grow as a wonderful community. We believe we need to take every opportunity to showcase our great township and it's local businesses, including ours, wherever possible. If AJS Machinery and Marine were to have to relocate from Glengarry, we strongly believe the effects would be devastating to Glengarry moving forward.

Thankyou for taking the time to allow us to voice our opinion. Should you wish to further discuss our concerns, please feel free to contact either of us on 03 5192 4999.

Yours Sincerely,

Trevor and Jenah Ewert
Owner/Managers
Bushies Pizza and Pies

BUSHIES PIZZA AND PIES, 11-13 MAIN STREET GLENGARRY VIC 3854 PH:03 5192 4999 FX:03 5192 4016 ABN:35 884 908 815

Lorna Foster,

25 March 2011

To LCC
Morwell. 3840

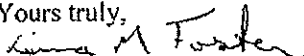
Dear Council,

My husband & I wish to advise you of our support for the AJS Machinery and Marine Centre on the corner of Cairnbrook Rd and Main St., Glengarry.

This business supplies a vital part of farming small engine support in the Glengarry area. Its demise would not only affect the local farmers but the business area in Main St of Glengarry.

This area is in the process of expanding and any loss of business in the area would have an affect on the township. Main St is the predominant business area for Glengarry, with seven or eight businesses along this couple of hundred metres. Another shop in this precinct is in the process of expanding. So I believe Glengarry needs all the businesses already and more in the future to allow the existing trade to grow.

Yours truly,

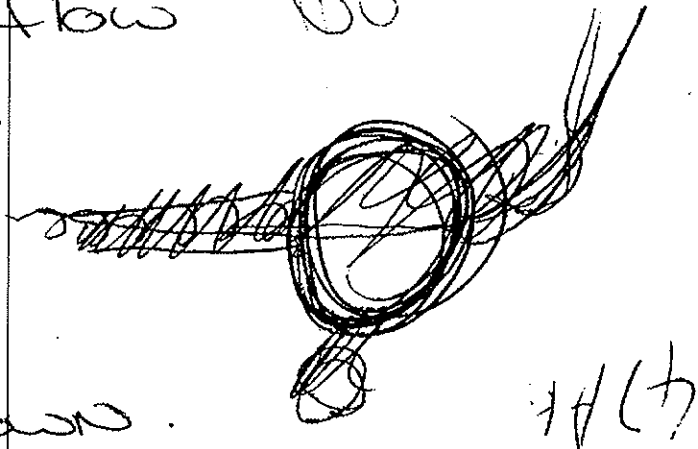

Lorna M Foster.

over the past 5 years as
AIS machinery & Marine

we have carried out boat repairs.
Do you disagree with the following
complaints:

- * Increase in traffic flow
- * Chemical fumes
- * Noise
- * Parking problems
- * Road Safety
- * Eye sore to towns

\$6600



4746

Name	Address
MARK FAARHAM	1-5 KING RD GLENGARRY
CATRYN BROUGHAN	7/8 MOORHOUSE CLOSE GLENGARRY
GARY KING	1702 CAIRNBROOK RD GLENGARRY
BRYCE DODD	21 RIVER RD GLENGARRY
BRYAN BRIDGES	3 WATTLE TREE LANE GLENGARRY
CORRIGAN - MYROME	235 Glen Nkh Rd

Dot Angelo MALDEN CT GLENGARRY NTH.

EVAN HEWAT 46 KYNE ST GLENGARRY.

Rob fernace 21 RHONES CRT Glengarry.

Mal Hinchliff Cairnbrook Rd Glengarry

SUE SANUCCI 15 HAMBROOK LANE GLENGARRY

Izalesiak 99 Cairnbrook Rd, Glengarry.

DEE WOOD 16 Cobham ct Glengarry

Uicki Wood " " " "

Jacey Wood " " " "

Ryan Wood " " " "

Damien Coleman 106 Marshall Rd Denison

Chantelle Alcorn 200 Bassetts lane

Paul + Nola Robinson SANDARA DRIVE Glengarry

Rec Wright J.P. 37. MAIN ST, GLENGARRY

Alise Carthedge	330 Rife Range GLENARRY	
M.F. HOUBEN	9 GLENARRY RD	
Shelley Wirken	Kyne St Glenarry	Shelley
S Jones	Black Tank Rd Glenarry	S Jones
Racheal Lowe	189 Nambrok Rd Rosedale	R.L.
Alan & Judy Paulet	Toongabbie	Jill Paulet
Juane Milne	10 Cobham Ct Glenarry	Juane Milne
GREENE DUNCAN	14 NORRISON POE ABERNETHY	
Wendy McHay	19 Main St Glenarry	
Janice Hewat	46 Kyne St Glenarry	
a. mc hain	Toongabbie	
MARCO NUNES	125 RIFE RANGE RD GLENARRY	
CRAIG JACKSON	GLEN NTH	

D. Seario 13^{MAP} DONALD CR GLENGARRY

N. Galla 70 KYNES GLENGARRY

P. McGrath 25-27 KING RD GLENGARRY

CEC MCCRACK. 25-27-KING RD GLENGARRY

MARK BIRMINGHAM 114 MAFFRA RD GLENGARRY.

Geoff Thomas 2600 Riggalls Road Glen North

GRAEME WELLEY 45 KYNE ST GLENGARRY

Ilex Forbes 85 Ruffe Road GLENGARRY Wishes

A. K. MORRISON 1169 CAIRNBROOK RD GLENGARRY

DON LANG 1180 MAFFRA RD GLENGARRY.

SIMON BAHUTI 511 MAFFRA RD GLENGARRY.

BRYAN ROBINSON 4 HAMBROOK LANE GLENGARRY.

HEATHER LANG 1205 MAFFRA RD GLENGARRY

10 Chaplin Rd - Glengarry

125 Cairnbrook Rd, Glengarry

70 Erinmore Ct Glengarry

70 Erinmore Ct Glengarry

9 Kyne St Glengarry

Shop 1 + 2 Main St Glengarry

35 Farnes Rd Glengarry

79 Main St glengarry

" " " "

1701 Cairnbrook Rd
Glengarry
Gwendolyn King


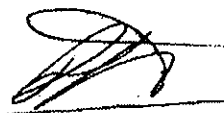
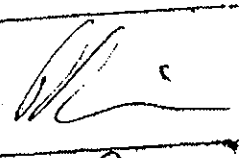
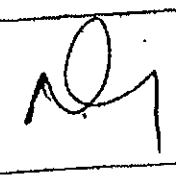
105 old maffra road Tyers
Dona Robertson

357 Cairnbrook Rd
Glengarry
Joanne Hays

DON GRANT
GLEN GARRY

Handwritten signatures: Hays, Grant

Brian [unclear]	60 Black Turk Rd GLENGARRY	V/S
Brenda Williams	57 Main St Glengarry	B. Williams
Malcolm [unclear]	10 Box 12, GLENGARRY	M Taylor
J. Eccott	Main St Glengarry	[Signature]
N. Eccott	Main St Glengarry	[Signature]
A. Reeves	GLENGARRY	[Signature]
R. Wierden	KYNE ST GLENGARRY	R. Wierden
R. Wigglesworth (Snr)	flat 1 main St Glengarry	[Signature]
M. Whykes	main street glengarry	[Signature]
N. SINGLETON	8 kyne st Glengarry	[Signature]
Denise Horsey	41 Main St Glengarry	D Horsey
Phil Dikber	52 Traralgon Mattrra Rd Glengarry	P Dikber
Kylie Barnes	78 Tega maffed glengarry	[Signature]

	Glengarry	
	RENNISTON CLOSE, GLENGARRY.	
L. SCHEIDT	17 KYNE ST. G'GARRY	MSO
H. PACE	45 GLENGARRY RD G'GARRY	W. PACE
I. McWilson	110 Tracalga Maffra Rd Glengarry	h. McWilson
R. Higginson	1 MacDonnell Ct Glengarry	
R. S. DILL	82 MacRae Rd Glengarry	
Dean Currie	990 Cairnbrook rd Glengarry	
N. George	Kyne Street Glengarry	
PATRICIA O'MARA	1 GLENEWYN AVE GLENGARRY	P. O'M.
K. Wilson	WATTLE TREE LAKE Glengarry	KW
L. Hill	LOT 20 Coney Glengarry	SH
Mrs Hutton	Kangs Rd Glengarry.	W

~~30~~ 30 ~~1/2~~ 1/2 road Glengarry -

35 NICHOLSON LANE TOONGABBIE

Greg Dwyer 35 NICHOLSON LANE TOONGABBIE

RUDI DEWAR 33 GOODWIN STREET TOONGABBIE

Cheryl Francis Glengarry

Justin Francis Glengarry

Richard Heeges Glengarry

Rachel Smith 12 VIC T'GABBIE

Jaymie Mcormack Main St Glengarry

Troy Dalton ~~Dalton~~

Micka Morrison Main Street Glengarry Model Park

Wendy Cartledge Rifle Range Rd Glengarry

Geoff Cartledge " " ~~Glengarry~~

Bronwyn Parsons 89 Langs Rd
Glengarry.

BR

CHANNON KALLER 77 MAIN ST
GLEN GARRY

W. Du

TERRY KALLER

" "

W. Du

MARCO MUES

125 RIFE RANGE
ROAD GLENGARRY

W. Du

WENDY DUVE

699 TRARALGON - MAFFRA
ROAD
GLENGARRY.

W. Du

ROBERT KING. GLENGARRY

W. Du

DIA HOEBEN GLENGARRY

W. Du

BRIAN SMITH LAING WOOD GLEN STORE

TORJANN COADY 19 Cairnbrook rd Glengarry

SARAH GIBSON 1574 CAIRNBROOK RD GLENGARRY

SKANE EDEBONDS 1574 Cairnbrook rd Glengarry

LYNNE LEATHERLAND 75 CHRISTENSENS RD Glengarry West

DAVID BYATT STUNGER Rd TOONGABBIE

1 MACDONALD CRT GLENGARRY

David Farmer Penrose Glengarry

A. LADD 84 MITCHELL RD.

Nendy Cartledge Rifle Range Rd Glengarry

GEOFF CARTLEDGE RIFLE RANGE RD GLENGARRY

H. Harper 675 Tgonmatta Rd Glen

P. Reeves 530 GLENGARRY WEST RD, GLENGARRY

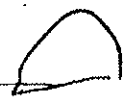
A. Marshall 10 Black Tank Rd, Glengarry

R. van Poppel 855 MATTRA RD. GLENGARRY

Craig Smith Lot 53 COBHAM CRT GLEN

Stuart Austin 33/37 KYNE ST GLENGARRY

DAVID BOYD 1 KYNE ST GLENGARRY VIC



post 5 years as

Glengarry Marine

work carried out boat repairs.

Do you disagree with the following complaints:

- + Increase in traffic flow
- + Chemical fumes
- + Noise
- + Parking problems
- + Road Safety
- + eye sore to towns.

name	Address
Jenni Anderson	Post Office licensee 13 Main St, Glengarry
MARK DEYITT	17 MAIN ST GLENGARRY
Ken MARKHAM	1465 TRARLSON MARSA ROAD GLENGARRY NORTH.
BM Conmack	42 CAIRNBROOK GLENGARRY
PAT MCCORMACK	42 CAIRNBROOK Rd. GLENGARRY.
DAVID BOYD	1 KYNE ST GLENGARRY

Gene Taylor 10 RHODES CRT GLENGARRY

Donna Lettice 19 Cairnbrook Rd Glengarry

PETER NEWELL 15 " " "

RAY SMITH 13 " " "

Ken Schmidt 22-24 BIRMINGHAM CLOSE

Jessica David 12-15 BIRMINGHAM CLOSE GLENGARRY

NEALE JOHNSON 49 CAIRNBROOK RD GLENGARRY

Emma Smith 145 Railway Avenue Glengarry

Michelle Crosby Wattle Tree Lane Glengarry

Laura Herbert 43 main street Glengarry

Ian & Alysia Wright Kyne st Glengarry

Jason Herbert 43 main street Glengarry

Rene Horstra 12 Maffra Rd Giggary ~~Albion~~

Kylie Barnes 78 Traragon Maffra Rd Giggary ~~FFS~~

Shannon Capp 58 Kyne st Giggary ~~Cherry P.~~

VERONICA MUEWAN 84 Fox's ROAD TOONGABBIE ~~Th...~~

Jennifer Murray 101 Cairnbrook Rd Giggary ~~Vic~~

STEPHEN FOX 115 RAILWAY AVE GLEN

MARK TALBOT 25 MAIN ST GLENVALE

MARK SHANKS 91 MARYFAR 95 TIGN

Cindy Gallert P.O. Box 13, Giggary

Alburee Nunes 21-23 main st, Giggary

Barob Singh 37 Main St Giggary

Kristine Morgan 12 MORRISON Rde Giggary

Beth Morgan 12 Morrison Pde glengarry

PHILIP WAITE 814 LOWER CAIRNBROOK ROAD GLENGARRY

Teresa Ewert 11-15 MAIN ST GLENGARRY

Jenah Ewert 11-13 Main Street Glengarry

W. HACKETT 9. MAIN ST GLENGARRY

JAN. KING 1728 CAIRNBROOK. RO. Glengarry.

SALLYANNE BATH 555 TRARALGON MAFFRA RD GLENGARRY

NEIL HARPER 675 TRARALGON MAFFRA RD GLENGARRY

DAVID LITTLE LOT 49-51 KYNE ST GLENGARRY.

TERRY PEARCE ST CARMY DRIVE GLENGARRY

BARRY WATERS 34 FAIRVIEW ST T'GON

Matthew Phillips 14 James Pde T'GON

		16	GLENGARRY VIC 3854
			(GLENGARRY CFA)
ROD Mc OUGHER	9	KYNE ST	GLENGARRY VIC 3859
NICK SINGLETON	8	KYNE ST	GLENGARRY VIC 3844
DARREN SINGLETON	8	KYNE ST	GLENGARRY VIC 3844
Rohan MacDougall	9	KYNE ST	GLENGARRY VIC 3854
Lachlan MacDougall	9	KYNE ST	GLENGARRY VIC 3854
Tom Long	11	KYNE ST	GLENGARRY 3854
GREG WOOD	16	Cobham crt	Glengarry 3855
Yidi Wood	16	Cobham crt	Glengarry 3855
Stacey Wood	16	Cobham crt	Glengarry 3855
Wade Killeen	13	KYNE ST	GLENGARRY 3854
KEELY MCKAY	13	KYNE ST	GLENGARRY 3854
Daniel Oakes	12	KYNE ST	GLENGARRY 3854

Lauren Shute 12 Kyne Glengarry 3854
 MARK WILLIAMS 7 KYNE PHENICARLY 3854
 Jimmy Erich 27 KYNE ST GLENGARRY 3854
 Anne POSSART 7-9 HAMBROOK LA. GLENGARRY 3854
 Paul Spiteri 29-31 Kyne st Glengarry 3854
 Jo Spiteri 29-31 Kyne St. Glengarry 3854
 IAN WRIGHT 20-24 KYNE ST GLENGARRY 3854
 Lynn Wright 18 Rhodes " 3854
 RICKY COLLIN 32 KYNE ST. GLENGARRY 3854
 Leon Bourke 34 Kyne St Glengarry 3854
 Kate King 'Strathleei' Glengarry 3854
 Donna Valentine 8-14 King Rd Glengarry 3854
 Deanna Bourke 8-14 King Rd Glengarry 3854

Danielle Thompson	1 Rhodes Cr, Glengarry
Michelle L Smart	Black Duck drive Hazelton V2L
GRACIE KINS	60 KINS ST TOONGABBIE
Baron Jones	285 Toongabbie cove way Rd Toongabbie
Kate Edwards	95A Bradman Blvd. Traralgon
Krystie Lees Smith	693 Traralgon-Maffra rd Glengarry
Tanya Ashdown	Glengarry
RICHY MCCOUGHLIN	TOONGABBIE
Cheryl Duncan	14 Morrison Rd Glengarry
ROBERT JEFFRIES	10 CAIRNBROOK RD GLENGARRY
Laurie Jones	19 CAIRNBROOK RD GLENGARRY
Doreen Climpson	2 Mac Donald cr Glengarry
Peter Climpson	2 MAC DONALD CRT GLENGARRY

DOUG. TIMMINS 101 CRAPPELL RD. GLENGARRY

Ross Cobby 7 Erinmore Crt. Glengarry

J. Parker Rifle Range RD G/GARRY.

C. Austin 320 FRANCES RO. G/GARRY.

S. MARSH 35 BELL DRIVE TYERS.

Belinda Parr Maffra Rd Toongabbie.

Matt Parr " "

Janet Fairbrother Hazel St Toongabbie.

Ang Hills 69 King St Toongabbie

Wendy Hesser 5 Rifle Range Rd Glengarry

Pauline LITTLE 49 Kyn St GLENGARRY

Brandan Dolan 86 Maffra rd Glen

Phil Pihben 52 Traralgon-Maffra Rd Glengarry

Douglas Morrison Glengarry

Heather Whitaker 711 King rd Glengarry.

STEPHEN PROCAK 711 KING ROAD GLENGARRY

LYNDA VAN ROSSUM 2-6 KING RD GLENGARRY

Laurie Bourke 8-14 KING RD GLENGARRY

ROD CHARKE RIFLERANGE RD GLENGARRY

LANCE FISHAR 425 GLENGARRY WEST RD GLENGARRY

ROBYN GODENZI 71 WIRILDA CRES TIGNON.

TOM MORGAN COWARR

STEVE VAN DYKE RHODES COURT GLENGARRY

KEVIN JONES CORONATION COT TRARALGON

TREVOR BUNN CAREY DUE GLENGARRY

NOEL J HARRIS

216 BASSETT LN GLENGARRY

3854.

BERNARD CROWNDON

32-36 CARBYDIE GLENGARRY

3854

JOHN VAN DYKE

CHURCH ST

TRARALGON

N. Collins

70 Kyrne St Glengarry

7.5 MUNICIPAL EARLY YEARS PLAN 2011-2015

AUTHOR: General Manager Community Liveability
(ATTACHMENTS– YES)

1. PURPOSE

The purpose of this report is to present the Municipal Early Years Plan 2011-2015, together with results of the community consultation for consideration.

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 - Liveability

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 2010 - 2014

Our Community – Strategic Directions

Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, well-being and safety of all within Latrobe City

Develop and foster relationships with service providers to enhance the learning and employment outcomes for the community

Our Community - Major Initiatives

Review the Latrobe City Council Municipal Early Years Plan 2004-2008 and present to council for consideration.

Local government's planning role is legislated in the Local Government Act (1989) the Victorian Local Government (Democratic reform) Act (2003) the Planning and Environment Act (1987 and the Public Health and wellbeing Act (2008). The Victorian Local Government (Democratic reform) Act (2003) creates a framework and an expectation that local government will play a leadership role in fostering development of the whole community which is consistent with councils corporate continuous improvement processes.

4. BACKGROUND

A Municipal Early Years Plan (MEYP) is a local area plan designed to provide a strategic direction for the development and coordination of early year's programs, activities and other local community development processes that impact on children 0 – 8 years and their families. The MEYP uses an action planning approach that engages the local community to achieve a set of agreed, positive early years outcomes for the municipality.

Latrobe City Council adopted its first MEYP 2004-2008 in June 2004.

This plan identified the following key objectives:

- To improve planning and coordination of children's services within the municipality
- To improve the oral health of children
- To improve children's services in each major town
- To improve access to children's services information
- To increase support to vulnerable groups in the community

Key actions delivered as a result of the MEYP 2004-2008 include:

- The establishment of Multidisciplinary Children's Hubs
- Additional initiatives and programs supporting vulnerable families including;
 - Best Start Partnership establishment
 - Moe Heights Literacy Project
 - Happening Families

- Supported Parent Playgroup Initiative
- Maintenance of the “Smiles 4 Miles” project principles within preschool services

The review of the MEYP 2004 – 2008 was delayed as a result of a state-wide review of the framework for development of MEYP's.

The review has been identified as a Key Strategic Activity in the 2010/11 budget and an action in the Council Plan 2010 – 2014 to be presented to Council for consideration by 30 June 2011.

The draft Municipal Early Years Plan 2011-2015 was developed following a process of consultation and engagement with key internal and external stakeholders.

More than 580 Latrobe Valley residents participated in the community engagement process. Findings and recommendations from the engagement process were considered in the development of the revised draft Latrobe City Municipal Early Years Plan.

Council resolved at its Ordinary Council Meeting held on Monday 4 April 2011 the following:

1. *That Council releases the draft Latrobe City Municipal Early Years Plan 2011 - 2015 for public consultation for an eight week period in accordance with Council's Community Engagement Plan 2010 – 2014.*
2. *That the draft Municipal Early Years Plan 2011 – 2015 be forwarded to all stakeholders involved in the initial consultation who have agreed to take part in the review.*
3. *That written submissions in relation to the draft Municipal Early Years Plan 2011 – 2015 be received until 27 May 2011.*
4. *That following the community consultation process a further report be presented to council at the Ordinary Council meeting to be held on 20 June 2011 detailing all submissions received and presenting the Municipal Early Years Plan 2011 – 2015 for consideration.*

5. **ISSUES**

During the consultation period a total of four written submissions were received. Table 1.1 summarises these and provides officer's comments. The full submissions are included as an attachment to this report.

Table 1.1 – summary of submissions

Jodie White (Victorian Operations Manager – Good Beginnings)	Officer's Comment	Changes to Plan – Y/N
<p>As the new state coordinator, I found it interesting and timely to be reading the draft plan and am excited to note the upcoming plans for Latrobe in the arena of early childhood. As I'm sure you are aware, early childhood/early intervention is our core business.</p>	Comments noted	N
<p>I'm really pleased with the content of the MEYP and feel that it is a thorough plan to address the growing need of the community. I look forward to the opportunity for collaboration as we work through this plan.</p>	Comments noted	N
Mrs Jo Keily	Officer's Comment	
<p>I strongly agree with the Latrobe City Municipal Early Years Plan 2011 - 2015. Over the past 6 months I have already experienced the impact the increased Kinder Hours can have on other children's services particularly in a small Rural Township. Our Playgroup and Kinder really need to work together and have agreements in place that's offering the children of our town the best opportunities.</p>	Comments noted	N
James of Moe	Officer's Comment	
<p>Under the Goal of "High quality, accessible services are available for children aged 0-8 and their families." I think that a not for profit organisation, probably Latrobe City Council, should establish a baby capsule hire program.</p>	A baby capsule hire service is currently provided by a private business operating in the Latrobe Valley.	N
<p>With the consolidation of Early Years Services into hubs, it now seems more feasible for immunisation services to be provided as part of Maternal and Child Health program.</p>	The integration of immunisation services with early childhood services where possible has been included as a Latrobe City action	Y
<p>Achieving (mothers) groups of larger size, and providing a number of alternative approaches to establishing social supports would be worthwhile.</p>	This is addressed in objective 5.1: Increase support for community based playgroups	

Mr Lindsay Love (Love Holdings Pty Ltd)	Officer's Comment	Changes to Plan – Y/N
<p>In Morwell, a new hub would require council to close its existing childcare facility in Rintoul Street otherwise they would be creating a surplus of child care facilities in the town.</p> <p>I therefore urge Council to resolve the issue of the operation of their existing facility at Rintoul Street prior to planning a children's hub in Morwell in addition to the existing facilities. What benefit does Council see in a hub for Morwell</p> <p>I consider the premise for a hub push to be poorly founded when applied to Morwell. I would like council to justify this position prior to embarking on further hub planning</p>	<p>The provision of an early childhood hub in Morwell will strengthen the transition for children from early learning environments into school and contribute to improved integration of services. This will also enhance the opportunities for families to access a range of services in a central location.</p>	<p>N</p>

In addition to the written submissions, 35 comments were received via parent surveys, focus groups and discussions. Table 1.2 summarises key questions and themes arising from survey comments. Table 1.2 also outlines the amendments made in response to the comments made. All comments received are detailed in the survey analysis which is attached to this report.

Table 1.2 – summary of key questions and amendments

outcome/ objective	% agree	comments	Officer's Comment	Change to plan
Children in Latrobe City have optimum health and wellbeing outcomes.	93%	Disappointed that there is no statement referencing increased immunisation coverage rates of children aged 0 -8 nor increased parental understanding of the importance of immunisation	Latrobe City has higher than state average immunisation rates, however it is acknowledged that it is important and an objective has been added to address this matter.	Y
Decrease the number of children exposed to tobacco smoke	99%	Positive responses	Comments noted	N

outcome/ objective	% agree	comments	Officer's Comment	Change to plan
Decrease the number of child protection substantiations	98%	What is a child protection substantiation? Increase child protection support services to enhance safety of children at risk	The objective has been amended to include a description of child protection substantiations.	Y
Increase in children who are breastfed up to six months of age	78%	<p>Or at least increase the amount of people who are aware of the services to assist with breastfeeding and for consistent support at the hospital.</p> <p>Latrobe City Council should not be pushing this onto mothers, this increases the risk of mental health issues for new mothers.</p> <p>Breastfeeding is a personal choice</p>	<p>Amendment made to wording of this objective to "Increase in support for parents who wish to breastfeed their children".</p> <p>It is acknowledged that infant feeding is a personal and individual choice for parents, and is an issue that requires a sensitive approach.</p>	Y
Increase in the number of asthma management plans in place for children with asthma	100%	No comments		N
Improve the oral health of children	98%	Positive responses	Comments noted	N
High quality accessible services are available to children aged 0-8 years and their families	96%	<p>What benchmark will be used for high quality?</p> <p>Would the goal be better to also include the word 'utilised'? "High quality, accessible services are available AND utilised by children aged 0-8 and their families"</p>	<p>Compliance with the National quality framework will be used as the benchmark for high quality services.</p> <p>This outcome has been amended to include the word "utilised".</p>	Y

outcome/ objective	% agree	comments	Officer's Comment	Change to plan
Increased participation in early childhood services	98%	How will this be measured against the background of increased population growth?	Data is collected by the Department of Education and Early Childhood Development against relevant population figures and any future increases will be measured against this data.	N
Increase the quality of Universal early childhood programs	99%	How will this be measured?	Quality is measured by accreditation and compliance with the National Quality Framework	N
Increase in number of early years services adopting integrated practices	97%	As long as private providers are included in this, it is a matter of choice	Comment noted	N
Community infrastructure, both natural and built, provides families with opportunities to support the growth and development of their children.	97%	This is a statement rather than a goal.	It is acknowledged that some goals are worded as outcomes, to avoid confusion and ensure consistency throughout the plan the term 'goal' has been replaced with 'outcomes' and 'desired outcomes' where appropriate throughout the action plan.	Y
Increase in usage of spaces and venues designed for children and families	99%	Playgroups should be available in childcare services or rural preschool buildings that are not full time services	This is addressed in objective 5.1: Increase support for community based playgroups	N

outcome/ objective	% agree	comments	Officer's Comment	Change to plan
Provide Children's Services buildings that are safe, accessible and promote quality early childhood experiences.	96%	Resources are required	Comment noted	N
Develop the reputation of Latrobe as a Child Friendly City	98%	I don't agree with the implementation of this goal, or the progress of that goal.	The UNICEF Child Friendly Cities Initiative is an international program that recognises cities working towards specific criteria that make them child friendly. Amendment made to objective – 'continue to enhance'	Y
Increase in infrastructure to support integrated early childhood hubs	98%	What happens to existing facilities, council and private	Council officers will work with impacted communities to determine the future of existing facilities	N
Children's learning and development is enhanced through quality early learning programs.	99%	What is the measure of quality?	Objective amended to 'Children's learning and development is enhanced through the provision of early learning programs'.	Y
Increase rates of numeracy and literacy of children aged 0-8	100%	Positive responses	Comments noted	N
Increase parents understanding of the importance of early literacy.	100%	Positive responses	Comments noted	N

outcome/ objective	% agree	comments	Officer's Comment	Change to plan
Parents and communities have the capacity to care for children and promote their development.	98%	This is not a goal	It is acknowledged that some goals are worded as outcomes, to avoid confusion and ensure consistency throughout the plan the term 'goal' has been replaced with 'outcomes' and 'desired outcomes' where appropriate throughout the action plan	Y
Increase support for community based playgroups	96%	Services need to work together to meet the needs of children	Comments noted	N
Reduce barriers for families who have difficulty accessing community services and activities.	97%	There is limited transport in rural towns	This is addressed in objective 5.2: Reduce barriers for families who have difficulty accessing community services and activities.	N
Increase variety of communication methods to provide information about recreation, community support, health and education services for young children and their families.	98%	Positive responses	Comments noted	N
Engage parents to build awareness of the importance of early childhood	98%	Positive responses	Comments noted	N

Table 1.3 summarises comments made during parent discussions that occurred during consultation activities:

Table 1.3 – summary of parent comment from consultation activities

Comment	Officer's response	Change to plan
The plan encourages parents be involved in focus groups and service planning. As a parent I do not have the time to be involved in these types of things.	It is acknowledged that active participation in such forums can be difficult for parents. There will be a range of options for parents to provide input.	N
The plan encourages parents to access support services when required, however as a parent I do not know what services are available for me to access.	This issue is addressed in the plan under objective 2.1: Increase participation in early childhood services	N
Change the wording of 'increase rates of children who are breastfed up to 6 months of age' to have a focus on support for parents	Amendment made to wording of this objective to 'Increase in support for parents who wish to breastfeed their children'. It is acknowledged that infant feeding is a personal and individual choice for parents, and is an issue that requires a sensitive approach.	Y
The plan encourages engagement with parents to understand the importance of early literacy, however there are significant barriers for families from CALD backgrounds	It is acknowledged that this is a significant barrier for CALD families. The needs of these communities will be considered in the implementation of the broader objectives and associated actions	N

To monitor and discuss issues relating to the early years sector, including the implementation of the MEYP the establishment of a reference group comprising of members of the community, community services, councillors and council officers would be valuable. The convening of this group has been recommended in the plan.

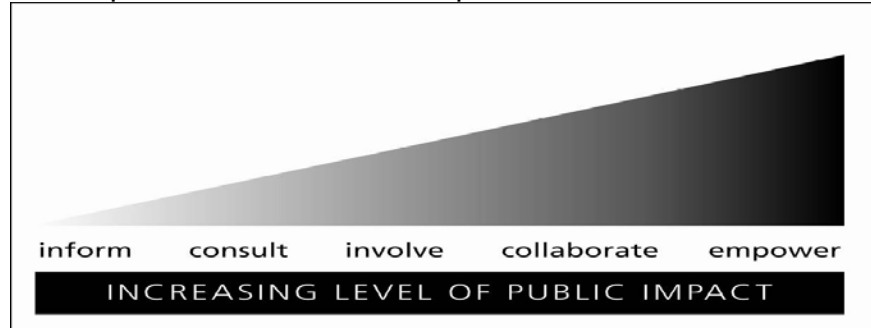
6. FINANCIAL AND RESOURCES IMPLICATIONS

Actions within the plan are proposed to be incorporated in Latrobe City and partners business plans with minimal impacts on operational budgets.

7. INTERNAL / EXTERNAL CONSULTATION

Engagement Method Used:

IAP2 Spectrum of Public Participation



Development of the draft MEYP 2011-2015 involved two stages of community consultation. Stage one included extensive community engagement across the Latrobe Valley to develop the initial draft plan. Stage two involved the release of the draft plan for community comment and feedback.

Details of Community Consultation / Results of Engagement:

Stage 1: Development of the draft Plan

A community consultation process engaging over 580 individual stakeholders was undertaken to develop the draft plan. This process sought to:

- Identify and prioritise areas to be addressed in the plan
- Identify parental aspirations for children aged 0-8 years.
- Identify and explore opportunities with stakeholders.

Methods employed included:

- Workshops with the Best Start partnership group.
- Focus groups with playgroups, parents of school children, parents of children with disabilities and teenage parents.
- One on one interviews with early childhood professionals.
- Three hard copy surveys distributed to parents at various community activities over a period of 12 months.

- Stakeholder workshop attended by participants representing councillors, various council departments, schools, children's services, family services and community.

An analysis of the results of the community engagement process is outlined in the "Evidence informing the Latrobe City Council Municipal Early Years Plan" document.

Stage 2: Community Engagement Period from 5 April 2011

The draft MEYP 2011-2015 was released for community comment for a period of eight weeks from 5 April until 31 May. The release of the draft Plan was advertised via the following channels:

- A media release circulated to local media outlets.
- Notices were placed in the Council Noticeboard in the Latrobe Valley Express.
- A letter including a copy of the draft plan was sent to 49 residents who indicated that they would like to be involved in further engagement regarding the development of the plan.
- A request for community comment was distributed via Twitter.
- Hard copies of the draft Plan were available at all Service Centres, Preschools and Early Learning Centres.
- A soft copy of the draft Plan was available for download from the Latrobe City Council website.
- Over 1200 letters were distributed to parents via existing communication channels within Latrobe City's early learning centres and preschools inviting parents to view the plan and make comment.

A survey was developed In order to confirm that:

- the parental aspiration statement and vision for the plan reflected the community desires
- the goals and objectives were realistic and reflected community need

The survey was made available in both hard copy and online formats and the web link was incorporated into all of the communication methods listed above. Hard copies of the survey were distributed via:

- School Holiday activities undertaken at Mid Valley Shopping centre Monday 11 April to Friday 18 April
- Over 1200 surveys were distributed to parents via existing communication channels within Latrobe City's early learning centres and preschools.
- Letters to those who indicated that they would like to be involved in further engagement regarding the development of the plan

Summary of survey results are as follows:

- 104 surveys were received via online and hard copy mediums.
- 100% of respondents indicated that the aspiration statement strongly or somewhat reflected their wishes for their children.
- 100 % of respondents indicated that the vision strongly or somewhat reflected the aspirations they want for children in the community.
- There was over 90% agreement with each goal and objective, excepting for the objective 'Increase in rates of children who are breastfed' (77%) which has been amended.

A full analysis of the survey outcomes has been attached to this report.

Other engagement activities included:

- An internal staff focus group
- Focus group discussion with 5 women from non English speaking backgrounds engaged through the Try Youth and Community Services English language program.

Copies of the draft plan were also distributed to the following groups:

- Cultural & Linguistic Diversity Reference Committee
- Disability Reference Committee

- Best Start Partnership Group

No specific feedback was received by these groups.

8. OPTIONS

In considering the Municipal Early Years Plan 2011-2015 Council has the following options:

1. Adopt the Municipal Early Years Plan 2011-2015 as attached.
2. Amend and adopt the attached Municipal Early Years Plan 2011-2015
3. Decline to adopt the Municipal Early Years Plan 2011-2015

9. CONCLUSION

The Municipal Early Years Plan 2011-2015 is a document which provides direction for the development of early years services and improved community outcomes for the next four years. It establishes a strong leadership role for Latrobe City Council and builds partnerships with government departments, other community based services and community members.

The plan has been informed by significant community consultation, international, federal and state policy as well as early childhood development research.

10. RECOMMENDATION

1. **That Council adopts the Municipal Early Years Plan 2011-2015.**
2. **That all who made a submission in relation to the Municipal early Years Plan be forwarded a letter to thank them for their submission.**
3. **That a further report be presented to Council at the ordinary council meeting on 15 August 2011 on the terms of reference for the establishment of an Early Years Reference Committee.**

Moved: Cr O'Callaghan

Seconded: Cr Vermeulen

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENT 1

Municipal Early Years Plan 2011-2015



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To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or large print), please contact Latrobe City Council on 1300 367 700.

1. Executive Summary

Governments all over the world are recognising that investment in the early years of children's lives has positive, long term advantages for individuals and the community.

Latrobe City Council has a strong focus on care for growing families, and recognises the value of integrated local planning for children aged 0-8 years and their families.

The Latrobe City Council Municipal Early Years Plan (MEYP) 2011-2015 is part of the Council's commitment to plan in partnership with the community, other levels of Government and service providers for the future investment in early years services across Latrobe City.

This municipal-wide plan is designed to provide strategic direction for the development, coordination and delivery of early childhood education, care and health programs. The actions in the plan will strengthen further the existing suite of early years programs and services with a strong focus on integration and collaboration. There is also an emphasis on promoting urban environments that are child friendly.

Early childhood developmental outcomes are improved when families are able to participate in services and community activities that support children's development.

The vision for the Latrobe City MEYP 2011-2015 is that:

All children aged 0-8 years and their families, living in Latrobe City are part of a safe and inclusive child friendly community. Children have an equal opportunity to participate in accessible, high quality family friendly services that support their health and development.

The following desired outcomes of the Latrobe City MEYP 2011-2015 are designed to achieve the vision and to address the issues raised in this report. These outcomes are:

1. Children in Latrobe city have optimum health and wellbeing.
2. High quality, accessible services are available and utilised by children aged 0-8 and their families.
3. Community infrastructure both natural and built provides families with opportunities to support the growth and development of their children.
4. Children's learning and development is enhanced through quality early learning programs.
5. Parents and communities have the capacity to care for children and promote their development.

The Latrobe City MEYP 2011- 2015 will benefit the community by:

- Creating a more inclusive, fairer, friendlier service system that families understand and enjoy participating in.

- Strengthening links between Council, families and the community.
- Increasing levels of coordination and collaboration within children’s service partnerships and networks.
- Increasing the understanding of key local education, care and health issues and the provision of a realistic plan to address them.
- Support participation in the workforce and provide quality services that attract people to the area contributing to the local economy.

The plan will position Council to:

- Attract funding and resources for new initiatives and projects.
- Develop valuable partnerships and resource sharing groups in the community.
- Provide an influential collective voice on early years issues in Latrobe City.
- Create empowered, informed and satisfied citizens.
- Clarify Council’s role in early years at the local level.

Parents value the leadership displayed by Council in the development and delivery of early years services and all parents consulted emphasised the joy of watching their young children grow and develop. Parents also expressed a desire to make the ‘*right decisions*’ to support their child’s learning, health and wellbeing, their aspiration for their children is for “*every child to be happy, healthy and safe and continue to learn, grow and develop.*”

This plan, when implemented, will contribute to improving parents’ access to information and services and support them to provide the nurturing environment and physical support to allow their children to achieve positive developmental outcomes.

2. Introduction

The early years of every child’s life are the most critical for their development. McCain and Mustard, internationally acclaimed researchers, state that “*studies reaffirm that experience based brain development in the early years of life, including the in utero period, affect learning, behaviour and physical and mental health throughout life*”. International research also shows that investment in early childhood has significant long term economic benefits.

Latrobe City has “*a youthful population with 35% of residents in the 0-24 age group*” (Latrobe 2026) and as stated in the Council Plan has “*a strong focus on care for growing families*”. The MEYP links to the community vision outlined in Latrobe 2026 and is listed as a key initiative in the Council Plan 2010-2014.

The MEYP responds to the needs and aspirations of the community and is based on evidence related to the health and wellbeing, along with the growth and development of children aged 0-8 years. It recognises the key role Council plays in influencing the quality of life of children who live in the municipality.

3. Scope

The Latrobe City Council MEYP is designed to provide a strategic direction for the development and coordination of early years programs and activities. The plan covers the universal, secondary and tertiary sectors of the family and children's services system. It will also guide community development initiatives and infrastructure planning that impacts on children aged 0-8 years and their families living in Latrobe City.

The plan will articulate Council's many roles across the early years sector including its relationship with other service providers and community organisations. It outlines community aspirations for children and a vision, principles and goals. The plan includes an action plan to ensure the tasks, responsibilities and outcomes of the plan are clearly defined, and measurable.

The MEYP identifies partnerships between local agencies, Council departments, Governments and the community, which are required to achieve improved outcomes for children and families.

4. Benefits of the MEYP to Council and the Community

Families and early years service providers across the municipality will benefit from the development of the MEYP through:

- The creation of a more inclusive, fairer, friendlier service system that families understand and enjoy participating in.
- Strengthening links between Council, service providers, families and the community.
- Increasing levels of co-ordination and collaboration within children's service partnerships and networks.
- Increased understanding of key local education, care and health issues and the provision of a realistic plan to address them.

Benefits the MEYP will provide for Latrobe City Council include:

- Positioning Council to attract funding and resources for new initiatives and projects.
- Developing valuable partnerships and resource sharing with groups in the community.
- Providing an influential collective voice on early years issues in Latrobe City.
- Identifying opportunities to use resources more effectively.
- Creating empowered, informed and satisfied citizens.
- Providing context for Council's role in early years.

5. Methodology

The initial work for the development of this plan commenced in 2008, however significant policy changes and initiatives were introduced by Governments in 2009 and the consultation process was extended and incorporated data from the Best Start Program planning.

The methodology used to develop the plan is outlined below.

5.1 Project Management

The development of the MEYP 2011-2015 has had input from the following Latrobe City divisions and other agencies.

- Latrobe City Council (lead agency)
 - Community Liveability division
 - Built and Natural Environment division
 - Recreation Culture and Community Infrastructure division
- Community Agencies/Departments
 - Berry Street
 - Department of Education and early Childhood Development
 - Latrobe Community Health services
 - Latrobe Regional Hospital

5.2 Research

A summary of key research and policy related to early years and a summary of Latrobe City's early childhood community profile has been developed. This information forms the majority of the evidence report prepared for the plan and can be accessed on Council's website or by contacting Latrobe City's Best Start community facilitator.

5.3 Community Engagement

A community engagement process was undertaken that targeted over 850 families, early childhood providers across the municipality, State Government departments, council staff from various divisions and Councillors. The process for engagement of the community included questionnaires carried out at shopping centres and the Latrobe City Children's Expo as well as targeted interviews and facilitated meetings. The process and outcomes of the consultation are also recorded in the evidence report prepared for this plan

6. Context

The Latrobe City MEYP 2011-2015 has been developed in the context of a policy and funding environment that is investing in children in their early years.

An outcome of this investment in Latrobe City is the growth of programs provided by a range of agencies and alliances that are introducing new services and programs. The programs and projects focus on issues such as physical activity and nutrition, oral health, parenting skills, support for families through facilitated playgroups, increased co-operation supporting school transition, inclusion services, early literacy and integration of services for vulnerable families whose children may be at risk of poor developmental outcomes. The sharing of information about the challenges and outcomes of these new programs and understanding the practise issues and benefits to families is addressed in this plan.

The context for the Latrobe City MEYP 2008-2012 also includes the demographic profile of Latrobe City families with children aged 0-8 years, a summary of relevant research and policy, an overview of the issues raised by the community and a description of the strengths of the current early years programs and the presenting challenges.

6.1 Research

The Best Start program review summarises the international and national research themes in the following statement.

The early childhood literature provides substantial evidence that:

- The early years are crucial in setting the stage for later life.
- Young children develop through their relationships with others.
- Children's development is shaped by the balance between risk and protective factors.
- Supporting families effectively requires a comprehensive, co-ordinated, family-centred service system.

This is a summary of the research and more detailed information from researchers can be found in the evidence report for the plan.

The MEYP has a focus on supporting families effectively through building a comprehensive family-friendly service system and Dr Tim Moore, Murdoch Institute, Melbourne University accurately describes the service system challenges in the following way.

“The current service system was designed at a time when family circumstances were simpler and parenting less challenging. It needs to be configured to meet the needs of contemporary families more effectively. We need to focus particularly on early years, build more supportive communities, improve the interface between communities and services and build an integrated supportive service system.”

Governments overseas and in Australia are increasing their investment in supporting children in their early years as research, such as that undertaken by the Economic Institute New York, has demonstrated long term economic benefits. The Institute found that there is *“a return of \$8.74 for every \$1 invested in quality early childhood education programming. That ratio jumps to about \$17 for every \$1 spent specifically on children living in poverty”*.

The research evidence strongly supports Latrobe City’s commitment *“to providing a range of innovative and high quality services based on building effective community partnerships and contributing to the health and wellbeing of the whole community”* and *“the provision of inclusive and accessible early childhood and family support services”* (Council Plan 2010-2014).

The actions in this MEYP are based on evidence and reflect research findings.

6.2 Policy

Australia is a signatory to the United Nations Convention on the Rights of the Child. The Convention is a universally agreed set of non-negotiable standards and obligations. These basic standards—also called human rights—set minimum entitlements and freedoms that should be respected by governments. They are founded on respect for the dignity and worth of each individual, regardless of race, colour, gender, language, religion, opinions, origins, wealth, birth status or ability and therefore apply to every human being everywhere.

The UN Framework for creating Child Friendly Cities provides specific guidance for local Governments and has been adopted by some Victorian municipalities.

The Commonwealth and State Governments signed the Council of Australian Governments National Partnership on Early Childhood Education in 2008. This agreement is being implemented in Victoria through a partnership between local and State governments lead by the Municipal Association of Victoria. The agreement introduces a Universal Access program that increases access to preschool for children in the year before they start school, requiring expansion of preschool programs and the workforce involved in education and care.

Another state and commonwealth initiative impacting on services is the introduction of a new National Quality Framework for Early Childhood Education and Care. This Framework will create a new National Quality Standard, improve staff child ratios, require more highly qualified staff, deliver a transparent ratings system and establish a new national body to guide the implementation and management of the framework.

The introduction of these far-reaching reforms will require services working in Latrobe City to address practise, workforce and quality issues. There may also be a flow on effect that results in rising childcare costs, which will impact on families.

The alterations that will occur as a result of the framework will improve the quality of early childhood education and care services and enhance the growth and development of children.

The State Government policies impacting on early childhood include policies and initiatives related to support for vulnerable families, transition to school, supported playgroups,

infrastructure development for integrated services, an Early Childhood Workforce strategy and the Best Start program.

The overarching policy context for increasing access to high quality early childhood health education and care services is outlined in The Blueprint for Education and Early Childhood Development in Victoria. The goal for children aged 0-8 years articulated in the policy states that “*All Victorian children will have the best start in life to achieve optimal health, development and wellbeing*”. The strategies to achieve this goal will focus on system improvement, partnerships with parents and communities and workforce reform.

6.3 Community issues

A summary of community identified issues has been prepared based on the community engagement and consultation process that was undertaken.

Parents want their children to be safe, happy and healthy as they learn and grow. These aspirations have been accumulated into key themes throughout the development process and have resulted in the actions identified in the plan. Key themes identified include:

- Public spaces – encouraging use by children and families in environments that are considered to be safe
- Information and support for parents – improved information that is easy to access and supports parents in their role with their children.
- Integrated Services – increasing the level of integration of services is seen by parents and community organisations as a very desirable change in services for children and families.
- Support for those with additional needs – there is very strong support from community organisations and agencies for improvements in the supports available to vulnerable families whose children are at risk.
- Access to services – parents emphasised the importance of quality, affordable services to assist their families.
- Improvement of Early Literacy levels - low early literacy levels in Latrobe City are seen as an area of concern with a need for improvement in the future.

The following table lists some of the strengths and challenges faced in the early childhood sector, as identified through the community consultation and research carried out for the development of this plan.

Strengths	Challenges
<p>The leadership shown by Latrobe City Council.</p> <p>A preschool system with capacity to deliver universal access of 15 hours per week by 2013.</p> <p>Parents have choice of private or community-based childcare.</p> <p>A Children’s Services Infrastructure Audit has been completed.</p> <p>Community volunteers who deliver community playgroups and support preschools, schools and community organisations.</p> <p>Best Start has strengthened relationships across the sector and the number of cooperative actions has increased.</p> <p>A platform of universal services managed by Latrobe City.</p>	<p>Improving further the integration and interface between services.</p> <p>Understanding what will make a difference to vulnerable families’ participation in services and changing services to respond.</p> <p>Increasing the understanding of early literacy and developing programs and actions across the sector to support children’s development of literacy skills.</p> <p>Developing a collaborative approach to health promotion programs that target key issues such as exposure to tobacco, dental health, asthma management and emotional health.</p> <p>Improving access to speech therapy services.</p> <p>Creation of a Child Friendly City that gives children a voice in planning for their needs.</p> <p>Designing our public spaces considering the needs of children aged 0-8 years.</p>

7. Latrobe City Council's Role

Latrobe City Council plays a critical role across the whole service continuum in bringing community organisations and agencies, which provide services, activities and events, together to plan for more integrated support for families and communities. Latrobe City Council, with its focus on supporting families with young children, plays a key leadership role in developing a MEYP that is the main vehicle for early years planning and coordination.

Latrobe City Council will focus on the following five key areas:

- Service delivery – Latrobe City delivers quality long day care services in Morwell, Traralgon and Moe. A preschool program is provided from 22 locations in towns throughout the municipality and Maternal Child Health services are provided in nine sites. Latrobe City Council also manages a highly valued family day care service, the Best Start program and an Early Literacy Project. Latrobe City Council is an experienced service provider and will continue to work with staff and communities to ensure high quality services that meet community needs. Currently Latrobe City Council is working towards a more integrated approach and this is reflected in the goals of the plan.
- Infrastructure Provision – Latrobe City Council has a key role in providing high quality infrastructure to deliver early years services. A children's services infrastructure audit has been completed and will guide the Council's investment in infrastructure maintenance and renewal. Planning will be undertaken on the demand projection related to areas of population growth in the municipality and the Latrobe City Council's goal to provide integrated, early years services. Latrobe City Council also provides public infrastructure ranging from roads and pathways to open space and playgrounds and the community has indicated that they value safe environments that encourage their children to participate in physical activities and enjoy community life.
- Planning - Latrobe City Council is the key community planner for early years. Staff work with State Government in planning to improve the health and wellbeing, learning and development outcomes for children living in the municipality. This planning is undertaken in partnership with the community. Latrobe 2026 is a key document outlining the community's vision and is supported by the Council Plan.
- Strengthening Community Capacity – Latrobe City Council engages with parents, community organisations and agencies to facilitate connections and participation in decision making. Forging close ongoing partnerships with the early years sector is facilitated through the leadership provided by Latrobe City Council in the Best Start program. A particular emphasis in the future will address the needs of vulnerable families to ensure an integrated approach to supporting children who may be at risk.
- Advocacy – Latrobe City Council has developed good working relationships with State and Federal Government departments and, when appropriate, lobby and advocate on behalf of early years programs, young children and their families.

8. Community Aspirations

Through the community engagement process parents have clearly indicated that their aspirations for their children are for them to be happy, healthy, safe and engaged in learning. From these fundamental aspirations the following statement has been developed:

‘Every child to be happy, healthy and safe and to continue to learn and grow

The vision, goals, principles, objectives and actions outlined in this plan work towards the fulfilment of this community aspiration.

9. Vision

The vision outlined below will guide the work of Council and other community organisations and agencies when planning and providing services that impact on the lives of children and their families aged 0-8 years living in Latrobe City.

All children aged 0-8 years and their families living in Latrobe City are part of a safe and inclusive, child friendly community. Children have an equal opportunity to participate in accessible, high quality, family friendly services that support their health and development.

Achieving this vision requires the whole community to work towards creating a child-friendly approach to community planning and service delivery.

Research and consultation with families reveals that there are two key areas of focus.

The first relates to community planning and the second to service planning. The table below outlines some of the activities that may be included in each area.

Community Planning	Service Planning/Delivery
Community development	Early Years Services
Community connection	Health Services
Built environment	Schools
Natural environment	Recreation, Arts and Cultural Services
Economy	

The development of a strengthened interface between these two areas is critical to achieving the vision of a child-friendly community that is safe and inclusive and supports children’s health, wellbeing and development. This plan outlines partnerships, co-ordination activities and shared principles and protocols that will ensure that there are strong connections between different service sectors, services, families and their communities.

10. Principles

Latrobe City Council, community organisations and agencies who are partners in the implementation of this plan will adopt the following principles to guide their work with children and families.

- Services will focus on the best interests of the child.
- Service providers will listen to and respect the voices of children and families.
- Services will be inclusive and accessible to all.
- Collaboration between programs, with families and across services will be a key feature of future work.
- An integrated approach to service delivery will be pursued.
- Meeting the needs of children who are at risk will be a high priority for all services.
- Internationally recognised research, service quality standards and consultation with families will provide the evidence that informs service development and planning.
- Programs will comply with all relevant legislation and regulation.

11. Outcomes

The following desired outcomes have been identified to achieve the vision and community aspirations articulated above, to address the issues raised through consultation and research.

1. Children in Latrobe city have optimum health and wellbeing.
2. High Quality, accessible services are available for children aged 0-8 and their families.
3. Community infrastructure both natural and built provides families with opportunities to support the growth and development of their children.
4. Children's learning and development is enhanced through the provision of early learning programs.
5. Parents and communities have the capacity to care for children and promote their development

12. Action Plan

Each outcome is supported by objectives that are designed to deliver measurable outcomes that introduce positive changes for families and children. They are outlined in the Action Plan below which includes strategies and timelines and nominates the key responsible agency for achievement of the objectives.

Outcome 1: Children in Latrobe City have optimum health and wellbeing outcomes.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
1.1 Decrease the number of children exposed to tobacco smoke	Promote quit smoking programs and campaigns in Early Childhood and Recreation Services.	Promote quit smoking programs and campaigns within their services <i>(All Latrobe City early childhood services as signed to the action plan)</i>	Smoke outside and away from children	Remind mum and dad not to smoke in the house or car	Increase in proportion of children living in smoke free homes according to the Victorian Child Health and Wellbeing Survey
	Develop a Latrobe City Smoke-Free policy in outdoor areas to assist greater health outcomes for our community		Provide input into the development of associated policies		Policy developed and implemented
1.2 Decrease the number of child protection substantiations* *child protection notifications where neglect or abuse of a child has been proven	Provide information to families accessing early education services regarding support services to reduce family stressors	Continue to provide integrated family services for families experiencing complex issues <i>(Child First & Integrated Family Services Alliance)</i>	Provide a safe environment for children that nurtures their development.	Tell a 'safe' adult if they think they are in danger	Decrease in child protection substantiations as measured through Department of Human Service statistics.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Work with external providers to introduce educational programs for children in preschool with a focus on protective behaviours and seeking assistance from others.	Enhance community awareness and promote earlier intervention <i>(Child First & Integrated Family Services Alliance)</i>	Support these initiatives within their child's service		Education sessions and community forums are held. Increased in children's awareness of protective behaviours, measured through this display in early childhood services.
1.3 Increase in support for parents who wish to breastfeed their children	Support mothers through Maternal and Child Health services	Work together to support mothers to breastfeed and provide consistent information. <i>(Latrobe Community Health Service, Latrobe Regional Hospital, Australian Breastfeeding Association)</i>	Access available support services if breast feeding is difficult		Increase in breastfeeding rates as indicated in Maternal Child Health annual reports
1.4 Increase in the number of asthma management plans in place for children with asthma.	Each child with asthma leaving Latrobe City Council preschools will leave with an asthma management plan.	Support families to be aware of asthma management planning	Work with their GP to ensure that their child's asthma management plan is updated as required and that a copy of this is provided to the school.		Increase in knowledge and management of asthma as displayed in parental feedback.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
1.5 Improve the oral health of children	Provide information to parents about oral health through all early years' programs.	Ensure oral health is promoted by health care services in Gippsland. <i>(Latrobe Community Health Service, Gippsland Oral Health Consortium)</i>	Encourage appropriate oral health routines within the home	Brush their teeth each morning and before they go to bed.	Reduction in number of hospital separations for dental caries as measured in the Latrobe City Early Childhood Community profile.
1.6 Support parents to fully immunise their children	Deliver an immunisation program in accordance with the Public Health & Wellbeing Act	Promote the importance of child immunisation	Have their children immunised at the appropriate stages		Immunisation rates as measured by Department Health
	Integrate immunisation services with early years services where possible				Number of Latrobe early years services offering immunisation session on site

Outcome 2: High quality accessible services are available and utilised by children aged 0-8 years and their families.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
2.1 Increase participation in early childhood services.	Annually review enrolment procedures and service information for preschool services and improve where necessary.	Support families to access universal early childhood services <i>(All Latrobe City early childhood and community services as signed to the action plan)</i>	Follow enrolment procedures within specified timeframes and seek clarification if uncertain of the process		Maintain minimum 95% preschool participation rate.
	Information regarding Latrobe City's early childhood services is communicated to parents in user friendly formats	Work in partnership to develop accessible and appropriate resources to promote early childhood services within the community. <i>(Best Start partnership)</i>			Contemporary, effective communication methods are in place. Increased participation in early childhood services.
	Maintain relationships between preschools and schools to support school transition.	Support families in relation to their child's school attendance. <i>(Department of Early Education and Childhood Development)</i>	Ensure their children attend school and seek support if required	Attend school regularly and participate in programs as offered.	Increase in school attendance statistics.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Identify and promote available support services	Investigate the information and support needs of vulnerable families <i>(Best Start Partnership)</i>	Seek assistance from support services as required.	Tell someone if they need some help.	Report completed. Recommendations implemented.
		Develop and implement a professional development program (targeted to services working with vulnerable children and families aged 0-8 years) <i>(Best Start Partnership)</i>			Professional development implemented.
2.2 Increase the quality of Universal early childhood programs in the municipality	Continue to take a leadership role in the implementation of high quality early childhood services in Gippsland and actively contribute to state policy	Participate in forums as offered and ensure that relevant legislative alterations are implemented <i>(All Latrobe City early childhood service providers as signed to the action plan)</i>	Read information regarding service changes and ask questions where required.		Increased satisfaction levels of Early Childhood Services across Gippsland as measured through customer satisfaction survey's.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Introduce the National Quality Framework within early years services in accordance with commonwealth/state agreement	Introduce the National Quality Framework within early years services in accordance with commonwealth/state agreement <i>(All Latrobe City early childhood service providers as signed to the action plan)</i>	Read information regarding the Framework and ask questions where required.		Implementation of the National Quality Framework across all services.
	Implement the Victorian Early Years Learning and Development Framework	Implement the Victorian Early Years Learning and Development Framework <i>(All Latrobe City early childhood service providers as signed to the action plan)</i>	Read information regarding the Framework and ask questions where required.		Implementation plan for Victorian Early Years Learning and Development Framework is completed and milestones achieved. 0-8 yr old professional networks established to support implementation of the Framework

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Provide parents with information that assists them to become familiar with curriculum and program changes and new policies.	Provide parents with information that assists them to become familiar with curriculum and program changes and new policies <i>(All Latrobe City early childhood service providers as signed to the action plan).</i>	Read the information that is provided and ask questions where required.		Parent information sheets prepared and distributed.
	Implement the 12 hour Universal Access to preschool pilot in preparation for the implementation of the full Universal Access program of 15 hours	Promote availability of preschool programs and supports to enable universal access	Enrol their eligible children in the preschool program and ensure attendance.		12 hour pilot implemented and progress planning is undertaken for the Universal Access 15 hours program
	Implement Victoria's Early Childhood Workforce Strategy				No less than 5% of positions for qualified staff are vacant within early years services

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Participate in the Gippsland Early Years Workforce Development Strategy				Implementation of recommendations for the workforce development strategy.
2.3 Increase in number of early years services adopting integrated practices	Implement the recommendations of the Churchill Hub integration project and replicate in other integrated services	Participate actively in the integrated service model project to be implemented at the Churchill Hub. <i>(Monash university, Churchill Neighbourhood House, Department of Education and Early Childhood Development, Centre for Community Child Health)</i>	Where possible participate in working groups to implement integrated practice within their community		Recommendations of the Churchill Hub integration project implemented and successful replication is achieved
	Produce high quality transition to school plans for every child prior to leaving preschool	Produce high quality transition to school plans for every child prior to leaving preschool <i>(All Latrobe City early childhood service providers as signed to the action plan)</i>	Participate actively in the development of transition to school plans for their children.	Work with the preschool teacher to write the plan (to be lead by teaching staff)	Every child entering primary school has a high quality transition plan prepared by their preschool teacher with family input

Outcome 3: Community infrastructure, both natural and built, provides families with opportunities to support the growth and development of their children.

Objectives	Latrobe City Actions	Other Providers Actions (name of provider)	We Encourage Families to	We Encourage Children to	Measure of Progress
3.1 Increase in usage of spaces and venues designed for children and families	Increase collaboration across infrastructure services, recreation and children's services in the development of plans	Provide feedback to Latrobe City Council relevant plans	Provide feedback to Latrobe City regarding improved opportunities for use of public infrastructure	Tell others what they do and do not like about the buildings that they go to for preschool and day care.	Representatives from Child & Family Services are included in the development of plans that impact on families with young children
	Provide and Promote Well Used and Relevant Recreation Facilities and Settings		Use recreational facilities across the community that are available		Recreational facilities usage data
	Provide and encourage a variety of public open space experiences that cater for community members of all ages, interests and abilities.		Provide feedback to Council staff in relation to public open space environments,.	Tell others what they do and do not like about parks and playgrounds.	Increased community satisfaction with public open spaces as measured in community satisfaction survey's.
	Prepare promotional literature for all parks and reserves, which should include details of accessibility.		Take time to experience the spaces available.		Promotional programs/material are developed and disseminated to community members.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
3.2 Provide Children’s Services buildings that are safe, accessible and promote quality early childhood experiences.	Develop a Latrobe City Children’s Services Infrastructure Plan.				Infrastructure Plan developed Progression of actions within the infrastructure plan (as funding allows).
	Children’s Services infrastructure is accessible to families and children of all abilities and complies with Australian Standards		Provide feedback to Council in relation to the suitability of infrastructure for program providers.	Tell others what they do and do not like about their programs.	Maintain accessibility and progressively increase to Disability Discrimination Act compliance
3.3 Continue to enhance the reputation of Latrobe as a “Child Friendly City”	Participate in the Child Friendly City Asia/Pacific Network				Participation is maintained
	Investigate accreditation requirements and costs for Latrobe City to be recognised as a Child Friendly City.				Investigation conducted and report prepared.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
3.4 Increase in infrastructure to support integrated early childhood hubs	Complete early years infrastructure development in Moe				Moe Early Learning Centre project completed.
	Continue to explore opportunities with DEECD for an early childhood hub to be incorporated in the Morwell regeneration project	Continue to work with LCC in relation to progressing plans and seeking funding opportunities for the development of an early childhood hub to be incorporated into the Morwell regeneration project. <i>(Department of Education and Early Childhood Development)</i>	Provide feedback to DEECD and LCC, as sought in relation to the development of an early childhood hub in Morwell, should funding become available.		Progression of conversations and continue planning for an early childhood hub in Morwell.

Outcome 4: Children’s learning and development is enhanced through the provision of early learning programs.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
4.1 Increase rates of numeracy and literacy of children aged 0-8	Deliver the Latrobe City Early Literacy Program.		Provide feedback and input to the Early Literacy Program through the surveys and options provided.	Remind adults in their lives to read to them every day.	Program milestones achieved.
		Investigate and expand early literacy programs and projects operating in the municipality. <i>(Best Start Partnership)</i>			Investigations undertaken and learning’s shared with all Latrobe City early childhood organisations and community members.
	Advocate for increased public speech pathology services for children with mild to moderate speech delay	Advocate for increased public speech pathology services for children with mild to moderate speech delay <i>(Best Start Partnership)</i>	Share needs with professionals to ensure accurate advocacy		Additional paediatric speech pathology services provided within Latrobe City
		Participate in the Early Home Learning study and share learning’s with the sector and families <i>(Department of Education and Early Childhood Development, Victorian Parenting Centre, Good</i>			Report of Early Home Learning Study.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
		<i>Beginnings)</i>			
4.2 Increase parents understanding of the importance of early literacy.	Develop and provide educational resources to families in relation to the importance of early literacy.	Dissemination of information regarding the importance of early language development <i>(Best Start Partnership)</i>	Access the information available and ask questions/provide feedback as necessary.		Improvement in the early literacy measure (per AEDI data) of children living within the Latrobe City municipality at school entry.
	Resource playgroups with language and communication development activities		Request additional assistance as required.		Resources investigated and provided.

Outcome 5: Parents and communities have the capacity to care for children and promote their development.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
5.1 Increase support for community based playgroups	Assist playgroups to find and maintain appropriate meeting places.		Communicate with relevant council staff in relation to needs for playgroups.		Playgroups are accessible in each local area. Playgroups are operating in suitable buildings.
	Provide information and support to community playgroups and ensure they are linked to other early childhood services.	Provide information and support to community playgroups and ensure they are linked to other early childhood services. <i>(Anglicare- Parentzone & Supported Parent Playgroup Initiative, Playgroup Victoria)</i>			Playgroup Co-ordinators are given the opportunity to participate in local service networks. Playgroup forums are delivered in consultation with local volunteer coordinators.
5.2 Reduce barriers for families who have difficulty accessing community service activities.	Facilitate the Latrobe City Transport connections project with a focus on improvement of community transport options	Participate in the Transport Connections/Linking Latrobe Program where appropriate <i>(Transport connections program reference group)</i>	Provide feedback on transport barriers and opportunities		Increase in transport available for children and families to access services and activities.

Objectives	Latrobe City Actions	Other Providers Actions <i>(name of provider)</i>	We Encourage Families to	We Encourage Children to	Measure of Progress
	Provide culturally appropriate childcare and preschool programs.	Work with Latrobe City Council and community to ensure that relevant needs are communicated and that needs based programs are developed. <i>(All Latrobe City early childhood services as signed to the action plan and Department of early Education and Childhood development.)</i>	Communicate cultural needs and assist staff in their understanding of their needs	Share stories about their culture with others.	Cultural awareness training is made available for all services. Increased enrolment in preschool and prekinder by Koorie and Culturally and Linguistically Diverse families
	Advocate for appropriate support for children with disabilities to access early education programs	Liaise with LCC as requested in relation to the additional needs of children accessing early years services within Latrobe City <i>(Department of Education and Early Childhood Development)</i>	Advocate for appropriate support for children with disabilities to access early education programs		Amount of funding for children with additional needs is increased by a minimum of 3% each year.
	Implement the recommendations arising from the review of Early Childhood Intervention Services Review	Make recommendations of the Early Childhood Intervention Services Review available to all early years providers <i>(Department of Education and Early Childhood Development)</i>	Share their needs with professionals to ensure advocacy is accurate.		Recommendations of the Early Childhood Intervention Services review are progressively implemented

<p>5.3 Increase variety of communication methods to provide information about recreation, community support, health and education services for young children and their families.</p>	<p>Provide information in alternate languages and formats when requested.</p>	<p>Develop and implement a communication plan that focuses on providing information in multiple formats. <i>(Department of Early Education and Childhood Development, Best Start Partnership)</i></p>	<p>Request information to be made available in relevant formats to meet parental needs</p>		<p>Plan developed and implemented. Outcomes achieved.</p>
<p>5.4 Engage parents to build awareness of the importance of early childhood.</p>	<p>Distribute information about children's developmental needs</p>	<p>Distribute information about children's developmental needs through various services and facilities via a range of mediums. <i>(Department of Early Education and Childhood Development, Best Start Partnership)</i></p>	<p>Access information and seek additional if required</p>		<p>Increase in number of outlets providing information. Increase in number of services providing information.</p>
	<p>Pursue community representation from parents in relation to early years forums and service planning.</p>	<p>Pursue community representation from parents in relation to early years forums and service development. <i>(Best Start Partnership)</i></p>	<p>Participate, where possible in forums in relation to the development of early years services.</p>		<p>Increase in number of services providing opportunities for parental involvement. Increase in number of parents participating in representation opportunities.</p>

13. Review and Evaluation

The MEYP Action Plan will be reviewed annually and a progress report will be prepared for the community.

An Early Years reference group comprising of members of the community, community services, councillors and council officers will be convened to monitor and discuss issues relating to the early years sector inclusive of the Municipal early Years plan implementation.

Towards the end of the third year of the plan a more formal review will be conducted and planning will commence for the next four year plan

ATTACHMENT 2

Results of the Latrobe City Municipal Early Years Plan Survey 2011

Demographic data

Please let us know the age of your children between the ages of 0-8		
Answer Options	Response Percent	Response Count
0	9.6%	10
1	14.4%	15
2	24.0%	25
3	9.6%	10
4	19.2%	20
5	14.4%	15
6	4.8%	5
7	3.8%	4
8	3.8%	4
I have no children in this age group	13.5%	14
answered question		104
skipped question		0

Your residential postcode		
Answer Options	Response Percent	Response Count
3825	20.4%	21
3840	33.0%	34
3842	5.8%	6
3844	29.1%	30
3854	1.0%	1
3856	1.0%	1
3879	0.0%	0
3870	2.9%	3
I do not live in the Latrobe Valley, but my children attend services in the area	4.9%	5
I do not live in the Latrobe Valley area	1.9%	2
answered question		103
skipped question		1

Parent Aspiration Statement

'Every child to be happy, healthy and safe and to continue to learn and grow'

This statement		
Answer Options	Response Percent	Response Count
Strongly reflects my wishes for my children	92.0%	81
Somewhat reflects my wishes for my children	8.0%	7
Does not reflect my wishes for my children	0.0%	0
Comments		2
<i>answered question</i>		88
<i>skipped question</i>		16

Municipal Early Years Plan Vision

All children aged 0-8 years and their families living in Latrobe City are part of a safe and inclusive, child friendly community. Children have an equal opportunity to participate in accessible, high quality, family friendly services that support their health and development.

This Statement:		
Answer Options	Response Percent	Response Count
Strongly reflects how I want our community to look like for my children	90.8%	79
Somewhat reflects how I want our community to look like for my children	9.2%	8
Does not reflect how I want our community to look like for my children	0.0%	0
comments		10
<i>answered question</i>		87
<i>skipped question</i>		17

Comments

- I loved the recent school holidays library program...well done Latrobe
- More kindergartens in the area with a 3yr old program would be appreciated
- The gov initiatives are good, more needs to be done with child protection and more support for single fathers
- Increase advertising and support for children's services in the local area to keep families informed
- Better communication and transition between preschool and school services so that children enter school with a good standard of language, cognitive and behavioural development
- Longer kinder hours would be good
- I do not agree that every one is equal
- motherhood statement

Goal 1: Children in Latrobe City have optimum health and wellbeing outcomes

Do you agree with this goal		
Answer Options	Response Percent	Response Count
Yes	92.9%	91
No	7.1%	7
Comments		1
<i>answered question</i>		98
<i>skipped question</i>		6

Comments

- Disappointed that there is no statement referencing increased immunisation coverage rates of children aged 0 -8 nor increased parents understanding of the importance of immunisation.

Decrease the number of children exposed to tobacco smoke

Answer Options	Response Percent	Response Count
I agree with this objective	99.0%	95
I disagree with this objective	1.0%	1
Comments		3
<i>answered question</i>		96
<i>skipped question</i>		8

Comments

- Ban smoking in and around all venues with children.
- Absolutely, children have no choice and it is neglect and mistreatment exposing children to smoke
- Council should ban smoking in ALL public places

Decrease in number of child protection substantiations (number of children proven to be abused or neglected)

Answer Options	Response Percent	Response Count
I agree with this objective	97.8%	91
I disagree with this objective	2.2%	2
Comment		2
<i>answered question</i>		93
<i>skipped question</i>		11

Comments

- Ramp up child protection support services to enhance safety of children at risk
- That we need this objective in the first place is a sad indictment on our society.
- Nice ideal but unfortunately need better parents and resources.

Increase in the number of asthma management plans in place for children with asthma

Answer Options	Response Percent	Response Count
I agree with this objective	100.0%	94
I disagree with this objective	0.0%	
<i>answered question</i>		94
<i>skipped question</i>		10

Increase in rates of children who are breastfed

Answer Options	Response Percent	Response Count
I agree with this objective	77.7%	73
I disagree with this objective	22.3%	21
Comment		10
<i>answered question</i>		94
<i>skipped question</i>		10

Comments

- this should be personal choice
- Traralgon Plaza and MV shopping centres breastfeeding facilities far surpass Moe's facilities
- Breastfeeding is a personal choice
- Breastfeeding rates in the Latrobe Valley are very low. Few babies are reaching 6 months of being exclusively breastfed, and even fewer reaching the World Health Orgs recommendation of continued breastfeeding until 2 years (for optimal health and development). Mothers are not being appropriately supported to successfully breastfeed, poor advice from GPs and inappropriate supplementing recommended by MCH and hospital services is still occurring. Greater awareness of local lactation clinic services and mother to mother support through the local Australian Breastfeeding Association group is needed.
- Sometimes its not always possible to breastfeed.
- Strongly Agree
- No! No council has the right to force a mother in labour to take or not take pain killers, nor should they publically have an opinion on breastfeeding. This is a woman's choice and our rates should Not be use to force options onto new mothers, possibly impacting on their mental health. This objective is pure discrimination!!!
- Again are Council providing enough support for new mums??
- Or at least increase the amount of people who are aware of the services to assist with breastfeeding and for consistent support at the hospital.
- believe that this is a personal choice and a low priority in respect to a larger Early Years Plan.

Improve the oral health of children

Answer Options	Response Percent	Response Count
I agree with this objective	97.9%	94
I disagree with this objective	2.1%	2
comment		5
<i>answered question</i>		96
<i>skipped question</i>		8

Comments

- Although education in nutrition and the importance of a healthy diet/lifestyle, there are lots of obese children
- Need more Dentists in the Valley
- Great dental plan for school age kids in Gippsland
- support parents in knowing their children and ensure access to support if needed
- Council should use it powers to address tuckshops!!

Goal 2: High quality, accessible services are available for children aged 0-8 and their families.

Do you agree with this goal		
Answer Options	Response Percent	Response Count
Yes	95.8%	92
No	4.2%	4
Comment		3
<i>answered question</i>		96

Comments

- What benchmark for 'high quality' will you use? Would the goal be better to also include the word 'utilised'? As in, "High quality, accessible services are available AND utilised by children aged 0-8 and their families"
- Again idealistic what's the support to produce it?
- It does not always happen at the moment

skipped question **8**

Increase participation in early childhood services.

Answer Options	Response Percent	Response Count
I agree with this objective	97.9%	94
I disagree with this objective	2.1%	2
Comment		5
<i>answered question</i>		96
<i>skipped question</i>		8

Comments

- Make these less expensive
- I wasn't offered a new mums group for 2nd child
- How will you measure this against the background of increased population growth?
- Service should be made available to those who seek them
- provide free 4 year old kinder for all children

- As long as the private services are included in this. It is a matter of choice

Increase the quality of Universal early childhood programs in the municipality

Answer Options	Response Percent	Response Count
I agree with this objective	98.9%	94
I disagree with this objective	1.1%	1
Comment		4
answered question		95
skipped question		9

Comments

- More local training for kindergartens - Monash Churchill??
- How will you measure quality?
- Quality is the key word here
- make more hours available and programs

Increase in number of early years services adopting integrated practices

Answer Options	Response Percent	Response Count
I agree with this objective	96.8%	92
I disagree with this objective	3.2%	3
Comment		5
answered question		95
skipped question		9

Comments

- Increase in before and after school care programs
- More access to specialist services (speech pathology required)
- Should value services that currently operate
- needs to have clear achievable goals
- As long as the private services are included in this. It is a matter of choice

Goal 3: Community infrastructure both natural and built provides families with opportunities to support the growth and development of their children.

Answer Options	Response Percent	Response Count
Yes	96.8%	91
no	3.2%	3
Comment		4
answered question		94
skipped question		10

Comments

- This is not a goal. It's just a statement. Make it into a goal, and I'll evaluate it.
- needs continued Council support
- As a parent of young children, I believe that we have great infrastructure (sporting, cultural, and educational) in Latrobe City.
- It does not mean anything

Increase in usage of spaces and venues designed for children and families

Answer Options	Response Percent	Response Count
I agree with this objective	99.0%	95
I disagree with this objective	1.0%	1
Other (please specify)		5
answered question		96
skipped question		8

Comments

- Playgroups in Childcare centres community rooms or Rural Preschool buildings that aren't full time services
- Families should not have to pay such high hire fees to make use of such places ie traffic school
- needs major overhaul of some facilities and Committees running them!!
- I would say that I believe this is evident now - our children to have access to some excellent services and infrastructure.
- As long as it is sensible and planned

Provide Children's Services buildings that are safe, accessible and promote quality early childhood experiences.

Answer Options	Response Percent	Response Count
I agree with this objective	95.7%	89
I disagree with this objective	4.3%	4
Comment		1
answered question		93
skipped question		11

Comments

- Again resources??

Develop the reputation of Latrobe as a "Child Friendly City"

Answer Options	Response Percent	Response Count
I agree with this objective	97.8%	91
I disagree with this objective	2.2%	2
Comment		3
answered question		93
skipped question		11

Comments

- I don't agree with the implementation of this goal, nor the progress of that goal. It sounds like a complete marketing lip-service goal.
- Difficult to measure success.
- has a way to go

Increase in infrastructure to support integrated early childhood hubs

Answer Options	Response Percent	Response Count
I agree with this objective	97.9%	92
I disagree with this objective	2.1%	2
Comment		3
<i>answered question</i>		94
<i>skipped question</i>		10

Comments

- Churchill a good example!!
- What happens to the existing facilities - council and private?

Goal 4: Children's learning and development is enhanced through quality early learning programs.

Answer Options	Response Percent	Response Count
Yes	98.9%	89
No	1.1%	1
Comments		2
<i>answered question</i>		90
<i>skipped question</i>		14

Comments

- Again, what's the measure of quality?
- Absolutely

Increase rates of numeracy and literacy of children aged 0-8

Answer Options	Response Percent	Response Count
I agree with this objective	100.0%	88
I disagree with this objective	0.0%	0
Comments		5
<i>answered question</i>		88
<i>skipped question</i>		16

Comments

- promotion of reading out loud to your child, as well as songs and rhyming
- Baby NAPLAN?
- Literacy and the assessment of low literacy needs to be improved.
- Early start in educating our children is the best thing that they could have in the future.
- a big priority

Increase parents understanding of the importance of early literacy.

Answer Options	Response Percent	Response Count
I agree with this objective	100.0%	89
I disagree with this objective	0.0%	0
Comments		6
<i>answered question</i>		89
<i>skipped question</i>		15

comments

- Yes!! this comes from the home, parents
- Parents need more training
- Parents should be educated
- MCH services need to get on board with this!
- Very strongly agree
- need to teach the parents!!

Goal 5: Parents and communities have the capacity to care for children and promote their development.

Do you agree with this Goal		
Answer Options	Response Percent	Response Count
Yes	97.9%	93
No	2.1%	2
Comments		2
<i>answered question</i>		95
<i>skipped question</i>		9

Comments

- It's not a goal. Perhaps something like: "Parents and communities will enhance their capacity to care for children and promote their development"
- In theory, the reality is vastly different.

Increase support for community based playgroups

Answer Options	Response Percent	Response Count
I agree with this objective	95.8%	91
I disagree with this objective	4.2%	4
Comments		4
<i>answered question</i>		95
<i>skipped question</i>		9

Comments

- more bubs and mums groups for new mums regardless of number of children
- Playgroups are very important start for families make it positive for the families

- I currently volunteer my time to run the Yallourn North Playgroup. Over the last 6 months i have had to remain strong to keep our service operational 2 days a week due to the impact of the kinders 12 hours. The times clashed and meant that potentially the playgroup would have folded if a compromise wasn't found between the two services. Its crucial that in a small rural Town these services work together to meet the children and families needs. This seems to be having a on going effect on the Year ...Families want there children to be offered both services to benefit the whole family.
- needs dedicated workers to support the disenfranchised

Reduce barriers for families who have difficulty accessing community services and activities.

Answer Options	Response Percent	Response Count
I agree with this objective	96.8%	90
I disagree with this objective	3.2%	3
Comments		3
<i>answered question</i>		93
<i>skipped question</i>		11

Comments

- Encourage kids to understand other cultures and why they are here eg. war
- Rural towns like Yallourn North have limited travel options and mums that don't have licenses making the Playgroup a great networking option for parents and children
- again needs personal support to happen

Increase variety of communication methods to provide information about recreation, community support, health and education services for young children and their families.

Answer Options	Response Percent	Response Count
I agree with this objective	97.8%	91
I disagree with this objective	2.2%	2
Comments		3
<i>answered question</i>		93
<i>skipped question</i>		11

Comments

- social messaging
- I would say that this level of communication is currently very good.
- There will still e a number of people who won't absorb it anyway

Engage parents to build awareness of the importance of early childhood.

Answer Options	Response Percent	Response Count
I agree with this goal	97.9%	92
I disagree with this goal	2.1%	2
comments		2
<i>answered question</i>		94
<i>skipped question</i>		10

Comments

- a biggie!

ATTACHMENT 3

.

LOVE HOLDINGS PTY LTD

22 Higg Street, LEONORATHA, VIC. 3933
ABN 36 060 445 356

Ph: 5662 4374
F: 5996 8845
M: 0418 307 430
E: linlove@dcsl.net.au

Ref. Latrobe – MEYPSubmission

2/5/2011

Chief Executive Officer
Latrobe City Council
City Office
Morwell

Dear Chief Executive Officer

Response to MYEP Statement

I have read the document and note its general thrust to providing quality environments for the provision of early learning in the Municipality. As an operator of an early learning facility in Morwell I wish to alert you of our concerns with applying a model of care used in one part of the city to the Morwell area – in particular the concept of a new children's hub for Morwell.

Whilst Council may well have proceeded with the best plan for Churchill and Moe in facilitating the development of such hubs in these towns the same hub model in Morwell would encounter some other issues. At Churchill there were not other existing facilities in the town so it is easy to perhaps attribute a benefit with the new facility. Similarly in Moe I believe the existing Council facility for childcare was transferred to the new hub and hence a benefit may have resulted.

In Morwell, a new hub would require Council to close the existing Council childcare facility in Rintoul St otherwise Council would be creating a surplus of child care facility places in the town. The creation of a surplus of places would not be good for either the Council or for the existing operators. I believe that at present the supply situation is greater than the demand position so all facilities struggle to operate economically. Centres need to operate at a level of 70% occupancy or better to balance the books. I believe the existing facilities are barely reaching this target by the end of each year and hence would not be economically viable with an increase in the number of supply places. Unless Morwell undergoes a change in commercial fortunes with the building of new industry there will be no need for an increase in supply places.

It would be perverse governance if Council were to build a new hub and put existing operators and their own facility into financial difficulty. I believe I would need to close my facility in Bridle Rd if Council pursue the hub concept without closing Rintoul St. If Council feel they can better provide child care services then I am happy to sell my facility to them rather than having to close and disrupt Clientele and staff.

I therefore urge Council to resolve the issue of the operation of their existing facility at Rintoul St prior to planning a children's hub in Morwell in addition to the existing facilities. What benefits does Council see in a hub for Morwell.

Our business model currently provides before and after school care and enables parents to have a one stop drop-off for their child care and primary school children. In addition we take children to kinder sessions. In future with a suitably qualified staff member we may provide onsite kinder programs under the government umbrella. Hence

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the only service missing would be a maternal health service. There may be other models for providing this service at our centre. What is therefore missing that requires a massive investment in capital to build a hub.

At present I have not seen any analysis of the capital costs or cost benefit analysis of applying the hub concept to Morwell. The planning that enabled the concept to be successfully applied at Churchill seems to be taken as the ideal for elsewhere in the community. I consider the premise for the hub push to be poorly founded when applied to Morwell. I would like Council to justify this position prior to embarking on further such hub planning.

I am available to talk further on this matter.

Yours faithfully

Lindsay Love
Director
Trading as
MidValley Kinder and Childcare

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

[REDACTED]
Sent: Tuesday, 3 May 2011 10:02:52 PM
To: Robert Richardson
Subject: Latrobe City Municipal Early Years Plan 2011 - 2015

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

To Whom it may Concern ,

I'm a parent of a 4 year old currently at Yallourn North Preschool and 2 year old. I'm involved in children based music groups/swimming in our local area. Along with Being the Volunteer Playgroup coordinator for the past 2 1/2 yrs for Yallourn North Playgroup, which runs Tuesdays 9-11.30 and Fridays 10-12.30 during school terms. Between the two sessions I have 38 children attending ranging from 5yrs to newborns. The Friday session is a relatively new group with mainly play and chat session for families with craft available if they choose to utilize it. I currently have a waiting list for the Tuesday session which is activity based and structured due to my Childcare background it aims to help prepare the children for pre-kinder. I'm employed as a Childcare worker with Latrobe City working at TELC Mondays and Thursday. It was my pleasure to read over the Latrobe City Municipal Early Years Plan 2011 - 2015 paperwork i have submitted a Survey.

I strongly agree with the Latrobe City Municipal Early Years Plan 2011 - 2015. Over the past 6 months i have already experienced the impact the increased Kinder Hours can have on other children Services particularly in a small Rural Township. Our Playgroup and Kinder really need to work together and have agreements in place that's offering the children of our town the best opportunities. We did meet a comprise after the families stood strong for what they believed in, but at times i feel there are still barriers that could be avoided with a better structure.

I wish you all the best in putting this plan into place for the Children of Latrobe City. If there is anything further i can do to assist please don't hesitate to contact myself. Yallourn North Playgroup families would be happy to provided feedback . Is it possible to arrange some Surveys to give to the families at Yallourn North Playgroup to assist your research if so send via my address as above.

Yours Sincerely

Mrs. Jo Keily

From: [REDACTED]
To: <Robert.Richardson>
Sent: Thursday, 2 June 2011 11:57 AM
Subject: MEYP Feedback
Dear Sir/Madam

Under the Goal of "High quality, accessible services are available for children aged 0-8 and their families." I think that a not for profit organisation, probably Latrobe City Council, should establish a baby capsule hire program. While recognising that this service is available in Latrobe City through local businesses, the costs are prohibitive, and would be reduced through it being administered by Council on a cost recovery basis.

With the consolidation of Early Years Services into hubs, it now seems more feasible for immunisation services to be provided as part of Maternal and Child Health program (I understood that previously isolated practitioners was a barrier). This would increase the capacity for opportunistic immunisation service provision, and reduce the number of 'contacts' that a parent has to have with service providers in order to adhere to public health recommendations/best practice care.

With higher levels of mobility, new parents are often geographically isolated from traditional support structures of friends and families. It would be great if more emphasis was placed on supporting the establishment of new mothers groups - while there is something done by the Maternal and Child Health Program - our experience was that there were very low numbers of participants (3) and if you didn't get along with them, there was no other option to establish supports. Achieving groups of larger size, and providing a number of alternative approaches to establishing social supports would be worthwhile.

James
Moe Resident

From: Jodie White [jodie.white@goodbeginnings.org.au]
Sent: Tuesday, 12 April 2011 3:33:02 PM
To: Robert Richardson
CC: Jodie.Picton@latrobe.vic.gov.au
Subject: FW: Latrobe City's Municipal early years Plan 2011-2015

Hi Robert,

Thanks for the opportunity to comment on the draft MEYP. The drafts were forwarded to me by [REDACTED] one of our project officers.

As the new state coordinator, I found it interesting and timely to be reading the draft plan and am excited to note the upcoming plans for Latrobe in the arena of early childhood. As I'm sure you are aware, early childhood/early intervention is our core business.

I note that there is mention of the development of an early childhood hub in Morwell, and wonder what level of involvement we have had in the planning and development process of this. If there is anything you feel that we as an organisation can offer this process please let me know. If there are current working groups, I would be happy to become involved.

I'm really pleased with the content of the MEYP and feel that it is a thorough plan to address the growing need of the community. I look forward to the opportunity for collaboration as we work through this plan.

If there are any agency meetings in relation to Best Start that you feel are appropriate for Good Beginnings to be represented, please include me in any future correspondence.

I have included Jodie in this email as a means of introducing myself and hope that I spelt her name correctly.

Regards,

Jodie White | Victorian State Coordinator
Mobile: 0432 291 123 | Email: jodie.white@goodbeginnings.org.au

Good Beginnings Australia
Web: www.goodbeginnings.org.au

X Good Beginnings logo
a good beginning for
Australias children
July 2007 without
byline

BUILT AND NATURAL ENVIRONMENT

11.3.1 PLANNING PERMIT APPLICATION 2010/142 - TWO (2) LOT RE-SUBDIVISION, USE OF THE LAND ON LOT 2 FOR A HOTEL AND RESTAURANT AND ASSOCIATED BUILDINGS AND WORKS, REMOVAL OF NATIVE VEGETATION, REDUCTION IN CAR PARKING REQUIREMENTS AND ON-PREMISES LIQUOR LICENSE, 30 AIRFIELD ROAD AND PRINCES HIGHWAY, TRARALGON

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

1. PURPOSE

The purpose of this report is to determine planning permit application 2010/142 for a two lot re-subdivision, use of the land on Lot 2 for a hotel and restaurant and associated buildings and works, removal of native vegetation, reduction in car parking requirements and on-premises liquor license at 30 Airfield Road and Princes Highway, Traralgon (Lot 25 and Lot 26 on Plan of Subdivision 094411).

2. DECLARATION OF INTERESTS

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

3. STRATEGIC FRAMEWORK

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 Objectives – Built Environment

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

Latrobe City Council Plan 2010 - 2014

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.

Legal –

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:	30 Airfield Road and Princes Highway, Traralgon, known as Lot 25 and Lot 26 on Plan of Subdivision 094411
Proponent:	Rural Outlook Ltd C/- Beveridge Williams & Co Pty Ltd
Zoning:	Rural Living Zone, Schedule 3 (RLZ3) and abuts a road in a Road Zone, Category 1 (RDZ1)
Overlay	Design and Development Overlay, Schedule 6 (DDO6)

The subject site is irregular in shape, relatively flat and contains scattered native vegetation. The northern allotment contains an existing dwelling and ancillary outbuildings and has a total site area of 2.03 hectares. The southern allotment is currently vacant and has a total site area of 1.11 hectares. Access to each of these allotments is obtained via Airfield Road.

A Planning Permit is required:

- to use and develop land in the Rural Living Zone for a hotel pursuant to Clause 35.03-1 of the Latrobe Planning Scheme (the Scheme);
- to subdivide land in the Rural Living Zone pursuant to Clause 35.03-3 of the Scheme;
- to construct or carry out buildings or works associated with a use in Section 2 of Clause 35.03-1 pursuant to Clause 35.03-4 of the Scheme;
- to construct or carry out buildings or works in the Design and Development Overlay pursuant to Clause 43.02-2 of the Scheme;

- to subdivide land in the Design and Development Overlay pursuant to Clause 43.02-3 of the Scheme;
- to reduce the number of car parking spaces required pursuant to Clause 52.06-1 of the Scheme;
- to remove native vegetation pursuant to Clause 52.17-2 of the Scheme;
- to use land to sell or consume liquor pursuant to Clause 52.27 of the Scheme as a licence is required under the Liquor Control Reform Act 1998;
- to subdivide land adjacent to a road in a Road Zone, Category 1 pursuant to Clause 52.29 of the Scheme;
- to use land for accommodation pursuant to the Latrobe Regional Airport Interim Land Use and Development Controls; and
- to construct a building or construct or carry out works above 6 metres in height above the natural surface level pursuant to the Latrobe Regional Airport Interim Land Use and Development Controls.

4.2 **PROPOSAL**

The application is for a two lot re-subdivision, use of the land on Lot 2 for a hotel and restaurant and associated buildings and works, removal of native vegetation, reduction in car parking requirements and on-premises liquor license.

Two Lot Re-Subdivision:

It is proposed to decrease proposed Lot 1 and increase proposed Lot 2 by 4,706 square metres.

Proposed Lot 1 will be irregular in shape and have a total site area of 1.562 hectares. This allotment will be provided with access via Airfield Road and will contain an existing dwelling and ancillary outbuildings.

Proposed Lot 2 will also be irregular in shape and have a total site area of 1.578 hectares. This allotment will have frontage to both Airfield Road and the Princes Highway. This lot is currently vacant and is planned to contain the proposed hotel and restaurant. Access to this allotment is to be provided via Airfield Road.

Use of the Land for a Hotel and Restaurant and
Associated Buildings and Works:

The proposed development will comprise the construction of four buildings, all of which will be double storey, including three motel buildings and a reception building.

The proposed reception building is to be located on the southern section of proposed Lot 2. The ground floor of this building will have a total area of 350 square metres, and the first floor will have a total area of 231.4 square metres. This building will contain a reception area, foyer, office, 60 seat restaurant for motel users and the general public with indoor and outdoor seating, a kitchen, two meeting rooms, gym and sauna, storage space, toilets, lift and stair access, two functions rooms (36 seats and 44 seats respectively and 64.3 square metres and 75.4 square metres respectively), service area and a terrace.

The reception building will be constructed in a variety of materials and finishes including render, glass and timber cladding and a colourbond pitched roof. The overall height of the building will not exceed 8.5 metres.

Motel Building A will contain a total of 46 rooms, with 23 at ground level and 23 on the first level. This overall height of the building will not exceed 6.7 metres. The building is designed to reflect the same design elements of the reception building, including a rendered finish, timber partition screens on the balcony between each room and a pitched colourbond roof.

Motel Building B will contain a total of 14 rooms, with 7 at ground level and 7 on the first level. This overall height of the building will not exceed 6.7 metres. The building is designed to reflect the same design elements of the reception building and Motel Building A, including a rendered finish, timber partition screens on the balcony between each room and a pitched colourbond roof.

Motel Building C will contain a total of 16 rooms, with 8 at ground level and 8 on the first level. This overall height of the building will not exceed 6.7 metres. The building is designed to reflect the same design elements of the reception building and Motel Building A and B, including a rendered finish, timber partition screens on the balcony between each room and a pitched colourbond roof.

Removal of Native Vegetation:

It is proposed to remove a portion of native trees and grasses from the subject site. A Flora and Fauna Assessment and Net Gain Analysis Report (submitted by the applicant with the application) notes that the proposed vegetation removal has been minimised and is proposed to be offset.

Reduction in Car Parking Requirements:

The following car parking spaces are required to be provided under Clause 52.06 of the Scheme:

Use	Car Parking Rate at Clause 52.06	Net Floor Area/No. of Seats/No. of Rooms to be Provided	Number of Car Parking Spaces Required
Motel	Car spaces to each unit.	76 rooms.	76
	Car spaces to each resident employee.	2	2
	Car spaces to each 100m ² of motel service floor area not available for use by guests.	0	0
Restaurant	0.6 car spaces to each seat available to the public.	60 seats.	36
	Function Room 1.	36 seats.	22
	Function Room 2.	44 seats.	26
Place of Assembly – Meeting Room 1	0.3 car spaces to each seat or to each m ² of net floor area, whichever is greater.	16.3m ² .	5

Place of Assembly – Meeting Room 2	0.3 car spaces to each seat or to each m ² of net floor area, whichever is greater.	16.3m ² .	5
Total Car Parking Spaces			172

It is proposed to provide a total of 132 car parking spaces. Under Clause 52.06 of the Scheme, a total of 172 car parking spaces are required to service the proposal. A reduction of 40 car parking spaces has been requested.

On-Premises Liquor License:

It is proposed to use the land for the sale and consumption of liquor in association with the restaurant and function rooms and apply to the Liquor Licensing Commission for an On-Premises License. The trading hours proposed for the On-Premises License, including the restaurant and function room areas are proposed to be the same as the hours at Century Inn across the road which are the standard hours set by Liquor Licensing Victoria. These hours are:

- Sunday: 10.00am to 11.00pm.
- Good Friday and ANZAC Day: 12.00pm to 11.00pm.
- Any other day: 7.00am to 1.00am the following morning.

Please refer to Attachment 5 to view a copy of the proposed plans.

Subject Land:

The subject site is irregular in shape, with a total site area of 3.14 hectares. The site is relatively flat and contains scattered native vegetation, including native grasses and herbs. The site also contains a single dwelling and ancillary outbuildings within proposed Lot 1. Proposed Lot 2 is vacant.

The site is not affected by any easements, restrictive covenants, caveats or Section 173 Agreements.

Surrounding Land Use:

- North: Camping and caravan park in the Rural Living Zone, Schedule 3.
- South: Princes Highway in a Road Zone, Category 1.
- East: Camping and caravan park in the Rural Living Zone, Schedule 3.
- West: Airfield Road, hotel and function centre (Century Inn) and a single dwelling in the Rural Living Zone, Schedule 3.

4.3 **PLANNING CONTEXT**

The subject site has been subject to one previous planning permit application. Application 2008/323 was for the 'Use and development of a residential motel and ancillary restaurant and removal of native vegetation. Due to issues with the design, and its impact on native vegetation, the application was withdrawn on 23 March 2009. These issues have been overcome by the redesign of the hotel and the acquisition of a portion of the allotment to the north.

The history of assessment of this application is set out in Attachment 2.

The provisions of the Scheme that are relevant to the subject application have been included in Attachment 3.

5. **ISSUES**

The lot is contained within the Rural Living Zone, Schedule 3, where the subdivision of land and use and development of land for a hotel and restaurant is a discretionary consideration for Council. An application must demonstrate its consistency with the relevant Planning Scheme provisions, in particular the Rural Living Zone decision guidelines. The land is also affected by the Design and Development Overlay, Schedule 6 and must address these controls.

The application must also meet the requirements set out in the relevant Particular Provisions which are Clause 52.06 'Car Parking', Clause 52.17 'Native Vegetation', Clause 52.27 'Licensed Premises', Clause 52.29 'Land Adjacent to a Road in a Road Zone, Category 1, or a Public Acquisition Overlay for a Road in a Road Zone', 52.34 'Bicycle Facilities', Clause 52.36 'Integrated Public Transport Planning' and Clause 55 'Two or More Dwellings on a Lot and Residential Buildings'.

5.1 RURAL LIVING ZONE, SCHEDULE 3

The application has been considered against the 'Purpose' of the Rural Living Zone which is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for residential use in a rural environment.
- To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.
- To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

The re-subdivision is considered to be suitable and it is unlikely that realigning the shared boundary of the properties will have a detrimental impact on any persons.

The proposed use is consistent with the land use pattern in the area given the location of a hotel and function centre directly opposite the site to the west (Century Inn), the caravan parks to the north east and north west, the hospital and associated housing and the Latrobe Regional Airport. A locality plan displaying the development pattern of the area may be found at Attachment 1 of this report. It should also be noted that a landscaping plan will be required as a condition of permit, should one be issued. This landscape plan will need to work around the native vegetation and any protection zones established. The purpose of the plan will be to soften the appearance of the development and to assist it in integrating into the environment.

The design response is considered to be appropriate for the site and surrounds. The proposed buildings address the two street frontages appropriately by being well setback with proposed landscaping to complement each frontage. The car parking is situated in the central part of the site, minimising the appearance of hard surfaces from outside the site. The design and presentation of the elevations is considered to be of high quality.

Facades are well articulated and the use of a variety of materials and colours complement the surrounds of the site and ensure that visual interest is maximised from an architectural point of view.

Considering the application on its merits, it is considered that the proposal complies with the 'Purpose' and the 'Decision Guidelines' of the Rural Living Zone.

5.2 DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 6

The proposal has been considered against the design objectives of the Design and Development Overlay which are:

- To ensure that the height of all buildings and works are constrained within specified limits to avoid creating a hazard to aircraft in the vicinity of the Latrobe Regional Hospital, and to facilitate safe Emergency Medical Service (EMS) helicopter operations.
- To ensure that flight paths associated with the Latrobe Regional Hospital EMS helipad are protected from the encroachment of inappropriate obstacles which may affect the safe and effective operation of the Latrobe Regional Hospital Helipad.

The proposal was referred to the Manager of the Latrobe Regional Airport to assess flight circuit paths and any potential issues created by the proposal in relation to height. The airport Manger gave conditional consent to the proposal when assessing the likely impacts that it will have on their facility.

5.3 LATROBE REGIONAL AIRPORT INTERIM LAND USE AND DEVELOPMENT CONTROLS

The proposal has been considered against the 'Purpose' of the Latrobe Regional Airport Interim Land Use and Development Controls which are an Incorporated Document to clause 52.03. The Purpose of the controls includes:

- The Latrobe Regional Airport is a significant development in the Latrobe City and provides a range of important employment, transport, recreation, community and economic development opportunities.

- Due to the changing nature of the Latrobe Regional Airport's aviation activities, the 2005 Master Plan no longer represents or provides a clear strategic direction of the Airports operations and is therefore under review.
- To ensure that any detrimental effects of aircraft operations are taken into account in planning the use, development or subdivision of land, this document is introduced into the Latrobe Planning Scheme, pending the completion of the Latrobe Regional Airport Master Plan review and subsequent amendments to the Latrobe Planning Scheme during 2009.

The proposal is considered to be generally consistent with these controls and has been considered by the Airport Manager who gave consent to the granting of a Planning Permit.

5.4 CAR PARKING

It is proposed to provide a total of 132 car parking spaces. Under Clause 52.06 of the Scheme, a total of 172 car parking spaces are required to service the proposal. A reduction of 40 car parking spaces has been requested.

The applicant has submitted a Traffic Engineering Report with their application which justifies their car parking waiver request. A copy of this report may be found at Attachment 4. Council's Infrastructure Planning team advised that the report is satisfactory in relation to parking issues and provision. This is due to the practical nature of such uses, particularly the function centre and supporting empirical data that indicates that parking demand is often generated by multi-occupant vehicle trips. Furthermore, whilst clause 52.06 considers each use individually, the likelihood is that a large proportion of the visitors to the site will be there utilising the three main components of the site. Therefore, each vehicle trip is much more likely to be a multi-purpose trip, reducing the actual car parking demand.

However, the section relating to traffic impacts requires some revision.

These revisions will be required by way of a condition on permit and are intended to ensure that the intersection of Airfield Road and Princes Highway is not inappropriately impacted upon by an increase in traffic generation from the site and also to ensure there are no conflicts with the proposed access point.

5.5 NATIVE VEGETATION

The proposal seeks approval for the removal of three small areas of native vegetation and one medium tree to facilitate the development of a motel and associated works.

The native vegetation proposed to be removed comprises 0.02 habitat hectares very high conservation significance and 0.02 hectares habitat hectares high conservation significant remnant patch native vegetation, being identified as Ecological Vegetation Class (EVC) 55 *Plains Grassy Woodland*, and 7 scattered trees associated with the same EVC, described as 6 x small trees and 1 x medium old tree.

Following the assessment of the proposal by both the Department of Sustainability and Environment (DSE) and Council's Environmental Planning team, it is considered that the steps to avoid and minimise native vegetation removal have been adequately addressed in the planning permit submission.

A Flora and Fauna Assessment and Net Gain Analysis report for the development has been prepared by Ecology Partners and submitted as part of the application. The submission of a Vegetation Management and Native Vegetation Offset planting plan is to be required by way of a condition on permit, should one be issued.

With adequate offsets being provided via permit conditions, it is reasonable to consider that the conservation status of the vegetation and habitat significance will not be significantly undermined by the proposal.

5.6 ON-PREMISES LIQUOR LICENSE

The proposal seeks to use the subject site for the sale and consumption of liquor in association with the restaurant and function rooms.

It is reasonable to consider that the proposed hours of operation for the licensed premises within the establishment are reasonable, and unlikely to have any significant detrimental impacts on nearby residential areas. Given the location near the existing airport, it is likely that the use will be frequented by an increase in tourism guests who may be from different cultures whereby consumption of alcohol early in the day is customary. Furthermore, the application was referred to Victoria Police on this aspect and they did not object to the proposed liquor licence hours.

5.7 ADJACENT TO A ROAD IN A ROAD ZONE

The subject site is located adjacent to a road in a Road Zone, Category 1 (Princes Highway). Due to the high volumes of traffic experienced on this road, direct access to the site is being provided via Airfield Road only.

Notice of the application was given to VicRoads under Section 52(1)(d) of the Act to ensure that they were satisfied that a safe and efficient treatment was being implemented at the intersection of Airfield Road and the Princes Highway, considering the additional traffic generated by the proposal.

VicRoads assessed the proposal and gave their consent to the granting of a Planning Permit, subject to appropriate conditions.

5.8 OBJECTIONS

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

1. The application is inconsistent with the purpose of the Rural Living Zone.

Officer comment:

It is considered that the proposal is generally consistent with the 'Purpose' and the 'Decision Guidelines' of the Rural Living Zone, as detailed under Section 5.1 of this report.

2. The traffic assessment submitted with the application is inadequate and fails to consider the adequacy of the existing road network or detail entrance treatments to cater for traffic to be generated by the proposal.

Officer comment:

The proposal, including the Traffic Engineering Report, has been reviewed by Council's Infrastructure Planning team and VicRoads. The proposed access arrangement has been deemed generally satisfactory, subject to minor changes. These changes are to be requested by way of permit conditions, should a permit be issued.

3. The car parking provided is inadequate.

Officer comment:

It is proposed to provide a total of 132 car parking spaces. Under Clause 52.06 of the Scheme, a total of 172 car parking spaces are required to service the proposal. A reduction of 40 car parking spaces has been requested.

The applicant has submitted a Traffic Engineering Report with their application which justifies their car parking waiver request. A copy of this report may be found at Attachment 4. See section 5.4 for further justification.

Council's Infrastructure Planning team advised that the report is satisfactory in relation to parking issues.

4. Removal of native vegetation will reduce screening of the development and vegetation in close proximity to the buildings will be at risk.

Officer comment:

Additional landscaping will be provided within the frontage setback of the site via permit conditions, in order to visually screen the development from the Princes Highway. This landscaping will need to be mindful of the existing native vegetation on site and any protection zones created. This landscaping will soften the appearance of the development, assisting it to integrate into the surrounding environment.

5. A detailed landscaping plan was not provided by the applicant. Such a plan should provide for screening of the buildings.

Officer comment:

The submission of a detailed landscaping plan will be required as a condition of permit, should one be issued. This landscaping plan will provide for screening of the proposed development.

6. The built form is substantial and will negatively impact on the amenity of the area. It is also inconsistent with the existing neighbourhood character.

Officer comment:

The proposal is considered to be consistent with the development pattern in the area given the location of a hotel and function centre directly opposite the site to the west (Century Inn), the caravan parks to the north east and north west, the hospital and associated housing and the Latrobe Regional Airport. A locality plan displaying the development pattern of the area may be found at Attachment 1 of this report.

It should also be noted that a landscaping plan will be required as a condition of permit, should one be issued. This landscape plan will need to work around the native vegetation and any protection zones established. The purpose of the plan will be to soften the appearance of the development and to assist it in integrating into the environment.

7. Signage plans have not been submitted. It is assumed that future signage will be prominent and will detract from the character of the area.

Officer comment:

The display of signage does not form part of this planning permit application. If the owner/occupier wishes to display signage at the site, a separate planning permit application will need to be submitted and considered based on its merits.

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 has been advertised under Section 52(1)(a) and Section 52(1)(d) of the Act by sending notices to all adjoining and adjacent landowners and occupiers; displaying an A3 sign on the Princes Highway and Airfield Road frontages of the subject site for a minimum of 14 days; and by publishing a notice in the Latrobe Valley Express.

External:

The application was referred under Section 55 of the Act to the Director of Public Transport and the manager of the Latrobe Regional Airport.

The Director of Public Transport gave consent to the granting of a Planning Permit without conditions and the manager of the Latrobe Regional Airport gave consent to the granting of a Planning Permit, subject to appropriate conditions.

Notice of the application under Section 52(1)(d) of the Act was given to Gippsland Water, Telstra, SP AusNet, APT O&M Services Pty Ltd, VicRoads, Victoria Police and the Department of Sustainability and Environment (DSE).

APT O&M Services Pty Ltd and Victoria Police gave consent to the granting of a Planning Permit without conditions. Gippsland Water, Telstra, SP AusNet and VicRoads gave consent to the granting of a Planning Permit, subject to appropriate conditions.

DSE requested amendments to the proposed plans and further information to support the application. Upon receipt of the requested plans and additional information the DSE have given consent to the granting of a Planning Permit, subject to appropriate conditions.

Internal:

Internal officer comments were sought from Council's Environmental Planning team in relation to the biodiversity of the site, Infrastructure Planning team in relation to drainage and traffic management and Health Services team in relation to service of food.

Each team gave consent to the granting of a Planning Permit in relation to their area of expertise, subject to appropriate conditions.

It is noted that their comments only relate to part of the assessment process and do not necessarily direct the final recommendation of Council.

Details of Community Consultation following Notification:

Following the referral and advertising of the application, one submission in the form of an objection to the proposal has been received.

A planning mediation meeting was organised to allow the permit applicant and objector to meet and discuss the application and relevant issues. Unfortunately, the objector did not attend this meeting.

Consequently, consensus was not reached between the parties, which would have allowed the matter to be determined by officer delegation, therefore requiring a decision by Council.

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. Issue a Refusal 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:

- Generally Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Generally Consistent with the 'Purpose' and 'Decision Guidelines' of the Rural Living Zone;
- Generally Consistent with Clause 65 (Decision Guidelines); and

The objection received has been considered against the provisions of the Latrobe Planning Scheme. Relevant permit conditions addressing these issues will be required.

The design response is innovative and architecturally modern and is considered to positively integrate with the surrounding area.

The proposal is considered to result in an enhancement of the use and development of land in the precinct surrounding the Latrobe Regional Hospital and the Latrobe Regional Airport.

10. RECOMMENDATION

- A. That Council issues a Notice of Decision to Grant a Permit, for a two lot re-subdivision, use of the land on Lot 2 for a hotel and restaurant and associated buildings and works, removal of native vegetation, reduction in car parking requirements and on-premises liquor license at Lot 25 and Lot 26 on Plan of Subdivision 094411, more commonly known as Princes Highway and 30 Airfield Drive, Traralgon, with the following conditions:**

Amended Plans:

- 1. Prior to the commencement of buildings and works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and four copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:**

- a) vehicle entry to the site to be revised as per the recommendations of an approved Traffic Management Assessment Report; and**

- b) the provision of local road widening along Airfield Road to provide Basic Left Turning Layout (BAL) and Basic Right Turning Layout (BAR) turning lanes at the vehicle entry to the site.

No Changes to Endorsed Plans:

2. The use, development and layout of the subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Easements:

3. All existing and proposed easements and sites for existing and required utility services and roads must be set aside in favour of the relevant Authority for which the easement or site is to be created on the plan of subdivision submitted for certification under the Subdivision Act 1988.

No Further Subdivision:

4. Prior to the issue of Statement of Compliance, the permit operator must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act which provides that the land will not be further subdivided so as to increase the number of lots. The permit operator must pay the reasonable costs of the preparation, and execution and registration of the Section 173 Agreement. Prior to the issue of Statement of Compliance the permit operator must provide Council with a copy of the dealing number issued by the Titles Office. Once titles are issued, Council requires the permit operator or its legal representative to provide either a current title search; or a photocopy of the duplicate certificate of Title as evidence of registration of the Section 173 Agreement on title.

Colour Schedule:

5. Prior to the commencement of buildings and works, a schedule of construction materials, external finishes and colours to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the schedule will be endorsed and will then form part of the permit.

Prior to Vegetation Removal:

6. Prior to the commencement of buildings and works, including vegetation removal, all persons undertaking the removal / works on site must be advised of all relevant conditions of this permit. Before the vegetation removal starts, the boundaries of all vegetation to be removed and/or retained must be clearly marked on the ground or marked with tape or temporary fencing to the satisfaction of the Responsible Authority.

Native Vegetation Offsets:

7. Within 6 months of the issue of this permit or prior to any removal of vegetation, a Vegetation Management Plan must be submitted to and approved by the Responsible Authority. When approved, the Plan will be endorsed and form part of this permit. The Plan must include a site plan drawn to scale with dimensions (where appropriate) and three copies of the Plan must be provided. The Plan must include:

- a) 0.04 habitat hectares of Very High conservation significance vegetation in the Gippsland Plain bioregion must be generated;**
- b) 0.03 habitat hectares of High conservation significance vegetation in the Gippsland Plain bioregion must be generated;**
- c) seven new trees recruited;**
- d) location of offsets to be provided on the site;**
- e) the five patches of native vegetation as defined in Figure 3 of the Ecology Partners Pty Ltd report must be fenced off as “no go” areas during any construction activities and contractors should be adequately informed of this. These areas also must not be used as stockpile areas;**
- f) disturbance or damage to existing native vegetation (including root zones) must be prevented prior, during and after construction activities;**
- g) details of any revegetation including number of trees, shrubs and other plants, species mix and density;**
- h) methods of managing and restoring the existing vegetation, such as fencing, weed control, enhancement planting and other habitat management actions.**

It should be noted that weed control works should be undertaken regularly by an appropriately qualified contractor and should avoid impacts on native species;

- i) methods of interim protection for established offsets;
- j) the remaining vegetation should be enhanced by the planting of locally indigenous trees, shrubs and understorey species;
- k) the remaining native vegetation patches should be managed for conservation in perpetuity;
- l) methods of permanent protection for the offsets;
- m) persons responsible for implementing and monitoring the offset plan; and
- n) time frame for implementing the offset plan vegetation removal and the provision of offsets must accord with the endorsed plan.

8. Within 6 months of the issue of this permit or prior to any removal of vegetation, the owner must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of that Act which provides for a native vegetation offset in accordance with the Vegetation Management Plan endorsed as part of this permit.

The owner / applicant must pay the reasonable costs of the preparation, executive and registration of the Section 173 Agreement.

Number of Seats – Function Room & Restaurant:

9. No more than 140 restaurant and function room seats may be available at any one time to patrons on the premises, without the written consent of the Responsible Authority.

Liquor License:

10. Except with the prior written consent of the Responsible Authority, the consumption of liquor on the licensed premises permitted by this permit must operate only between the following times:
- (a) Good Friday and Anzac Day 12 noon - 11 pm;
 - (b) Sunday 10 am - 11 pm; and
 - (c) any other day 7 am – 1 am the following day.

Amenity:

11. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:

- a) transport of any materials, goods, or commodities to or from the land;
- b) appearance of any building, works or materials;
- c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
- d) presence of vermin.

Landscaping:

12. Prior to the commencement of buildings and works, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority for proposed Lot 2. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and four copies must be provided. The landscaping plan must be generally in accordance with the Vegetation Management Plan and Native Vegetation Offset Planting Plan. The plan must show:

- (a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;**
- (b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;**
- (c) details of surface finishes of pathways and driveways;**
- (d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;**
- (e) landscaping and planting within all open areas of the site that adequately screens the proposal to integrate it into the surrounding environment, to the satisfaction of the Responsible Authority; and**
- (f) a minimum of 12 canopy trees (minimum two metres tall when planted) throughout the site.**

All species selected must be to the satisfaction of the Responsible Authority, none of which may extend in height above the obstacle limitation surfaces as defined in the Manual of Standards issued by the Civil Aviation Safety Authority in relation to aerodromes. It is recommended that vegetation that is native to the local bioregion is utilised.

13. Prior to the commencement of the use of the land, or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
14. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Infrastructure Planning Conditions:

15. Prior to the commencement of buildings and works, the permit operator shall provide a Traffic Management Assessment Report to the satisfaction of the Responsible Authority addressing, but not limited to, the proposed location and type of vehicle access to be provided from the proposed development onto Airfield Road and any access controls that may be required.
16. Prior to the commencement of buildings and works, the following plans shall be submitted to and approved by the Responsible Authority. When approved, these plans will be endorsed and will then form part of the permit.
 - a) a site drainage plan including all hydraulic computations. The plan must show an underground drainage system providing for all stormwater and surface water discharging from the site, including from all buildings and works and car parking areas, to be conveyed to the legal point of discharge by underground pipe drains. The plan shall include the provision of cut-off drains for a 1 in 100 year storm. The pipes must be designed to take the 1 in 10 year ARI storm event. Stormwater discharge may be designed utilising Water Sensitive Urban Design principles;
 - b) detailed design plans for the construction of vehicle access ways, delivery areas, car parks and the proposed internal roundabout. The plans must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and demonstrate compliance with the requirements of Austroads 'Guide to Road Design' and Australian Standard AS 2890; and

- c) detailed design plans for the construction of local widening of Airfield Road is required on the west side to provide for a “BAR type” right turning lane and widening on the east side to provide for a “BAL type” left turning lane into the entry/exit from the proposed development onto Airfield Road. The turning lanes must be provided in accordance with the Austroads “Guide to Road Design and shall include concrete kerb and channel along both edges of Airfield Road.

17. 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.

18. Prior to the commencement of the use of the land, the following works shall be constructed at the permit operator’s cost, in accordance with the endorsed plans, and to the satisfaction of the Responsible Authority:

- a) construction of local road widening of Airfield Road to provide for a “BAR type” right turning lane and for a “BAL type” left turning lane into the entry/exit from the proposed development onto Airfield Road in accordance with the endorsed plans;
- b) the areas set aside for vehicle access, deliveries and car parking shown on the endorsed plans must be constructed in accordance with the endorsed plans; and
- c) drainage works must be constructed in accordance with the approved site drainage plan.

Latrobe Regional Airport Conditions:

19. Prior to the issue of Statement of Compliance, the permit operator must comply with the following requirements:

- a) The new development does not intrude into the OLS, and that it complies with Interim Planning order provisions particularly in relation to height;
- b) The owners enter into an on title agreement, acknowledging that the airport was here before the proposed new development, and that the owner foregoes any right to object to or complain about any normal operations associated with airport activities;

- c) The buildings to be constructed shall comply with noise attenuation measures required by Section 3 of the Australian Standard AS 2021-1994, Acoustics – Aircraft Noise Intrusion – building Siting and Construction, issued by the Standards Association of Australia;
 - d) Reflective glass, PVC, unrelieved painted render, unarticulated concrete surfaces and unarticulated cladding systems which may be reflective must not be used in the construction of any new buildings or works; and
 - e) External walls of buildings which consist of large expanses of glass greater than 2 metres squared must be clear or lightly tinted, and must be non-reflective.
20. Prior to the commencement of the use, the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the Planning and Environment Act 1987. The owner hereby agrees:
- a) The use of nearby airspace by aircraft landing and taking off from the Latrobe Regional Airport, will create noise which could cause disturbance and may be visually intrusive to occupiers of the land; and
 - b) The owners and/or occupiers of the land may not use, or permit to be used on the land, any electrical or other equipment which may cause interference with communications to or from aircraft, or communications to or from centres established for air traffic control, or with navigational aids or with air surveillance systems; and
 - c) The owners and/or occupiers of the land may not construct or erect, or allow to be constructed or erected or permit to remain on the land, any roof having a highly reflective surface and in particular shall not erect or allow to be erected or to remain on the land, any roof which is coloured white or another similar light colour or which is constructed of metal which is not painted and which does not have a bonded colour finish; and

- d) No building may be constructed or any tree allowed to grow on the land, which extends in height above the obstacle limitation surfaces as defined in the Manual of Standards issued by the Civil Aviation Safety Authority in relation to aerodromes, and which therefore might interfere with the flight of aircraft taking off or landing at the Latrobe Regional Airport. Any building or tree which does breach that obstacle limitation surface is to be removed; and
- e) The owners and/or occupiers will not take any action against the owner/operator of Latrobe Regional Airport in relation to claims, complaints, or any other matter pertaining to the airport and its operations.

The permit operator must pay the reasonable costs of the preparation, and execution and registration of the Section 173 Agreement.

Prior to the completion of the development and/or commencement of the use the permit operator must provide Council with a copy of the dealing number issued by the Titles Office. Once titles are issued Council requires the Applicant or its legal representative to provide either a current title search; or a photocopy of the duplicate certificate of Title as evidence of registration of the Section 173 Agreement on title.

Telstra Condition:

21. Prior to the issue of Statement of Compliance, the permit operator must meet the following requirements:

- a) the plan of subdivision submitted for certification must be referred to Telstra in accordance with Section 8 of the Subdivision Act 1988

Gippsland Water Conditions:

22. Prior to the issue of Statement of Compliance, the permit operator must comply with the following requirements:

- a) Payment to Gippsland Water of contributions for Headwork charges and Outfall/Disposal charges for Lot 2 for the change in development of the land. These charges are based on Gippsland Water's current rates and reflect the additional loading placed on the water and sewerage reticulation systems by this development.

- b) Carry out works necessary to ensure all existing water services supplying the land are contained solely within the boundary of the individual lots, to the satisfaction of Gippsland Water.
- c) Installation of a separate sewage disposal connections to lot 2 to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed service is required to be submitted to Gippsland Water. (Separate water services are not required due to Industrial development).
- d) Any plan of subdivision of the subject land lodged for certification shall be referred to Gippsland Water under Section 8(1) of the Subdivision Act 1988.

SPI Electricity Conditions:

23. Prior to the issue of Statement of Compliance, the permit operator must meet the following requirements:

- a) Enter into an agreement with SPI Electricity Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.
- b) Provide electricity easements internal and external to the subdivision in favour of SPI Electricity Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by SPI Electricity Pty Ltd. The provision of reserves for electricity substations may also be required.

VicRoads Condition:

24. Prior to the issue of Statement of Compliance, the permit operator must meet the following requirements:

- a) The applicant must submit to VicRoads for approval, a traffic impact assessment in line with "VicRoads Guidelines for Transport Impact Assessment Reports for major land use and development proposals." Any mitigating works as a result of the report must be completed by the developer prior to commencement of commercial operations.

Expiry of Permit – Subdivision:

25. This permit will expire if:

- a) the plan of subdivision is not certified within 2 years of the date of this permit; or

- b) the registration of the subdivision is not completed within 5 years of certification.

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

Note: The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of the plan, and completion is regarded as the registration of the plan.

Expiry of Permit – Use and Development:

26. 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.

Infrastructure Planning Notes:

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

Note 2: Prior to the commencement of buildings and works, the Responsible Authority must be notified in writing of any proposed building work (as defined by Council's Local Law No. 3) at least 7 days prior to the building works commencing or materials/equipment delivered to the site and unless exempted by the Responsible Authority, an Asset Protection Permit must be obtained.

Note 3: The location of the Legal Point of Discharge into Latrobe City Council's storm water drain for any property can be obtained by completing a Legal Point of Discharge form, found at www.latrobe.vic.gov.au

Note 4: Prior to the connection of new drainage pipes into Latrobe City Council's storm water drains or to a kerb and channel, a permit for the connection must be obtained from the Responsible Authority. All new drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.

Note 5: A Latrobe City Works Permit must be obtained prior to the commencement of any buildings and works that include the construction, installation, alteration or removal of a vehicle crossing. Although the vehicle crossing works may have been approved under a Planning Approval, the relevant fees, charges and conditions of the Works Permit will also apply.

Health Services Note:

Note 6: The permit operator must submit plan applications pursuant to the Food Act for the proposed bar/restaurant and plan applications for the motel/units pursuant to Prescribed Accommodation Regulations to the satisfaction of the Responsible Authority.

Telstra Notes:

Note 7: Approval does not cover alterations to existing Telstra Plant or Network. Locations of existing network can be obtained from Dial Before You Dig – Ph: 1100.

Note 8: For co-ordinated Telstra plant reticulation in this development, please refer to www.telstrasmartcommunity.com to Register your Development and Apply for Reticulation.

Gippsland Water Note:

Note 9: For a quotation relating to the costs and requirement for the provision of water and sewerage services to this development please contact Property Connections on (03) 5177 4648.

- B.** That Council authorises the Chief Executive Officer to sign and seal an agreement under Section 173 of the Planning and Environment Act 1987 in accordance with the planning permit arising from Application 2010/142, for a two lot re-subdivision, use of the land on the proposed Lot 2 for a hotel and restaurant and associated buildings and works, removal of native vegetation, reduction in car parking requirements and on-premises liquor license at Lot 25 and Lot 26 on Plan of Subdivision 094411, more commonly known as Princes Highway and 30 Airfield Drive, Traralgon.

Cr O'Callaghan left the Chamber at 8:12 pm due to an indirect interest under section 78B of the *Local Government Act* 1989.

Moved: Cr Lougheed

Seconded: Cr Vermeulen

That the Recommendation be adopted.

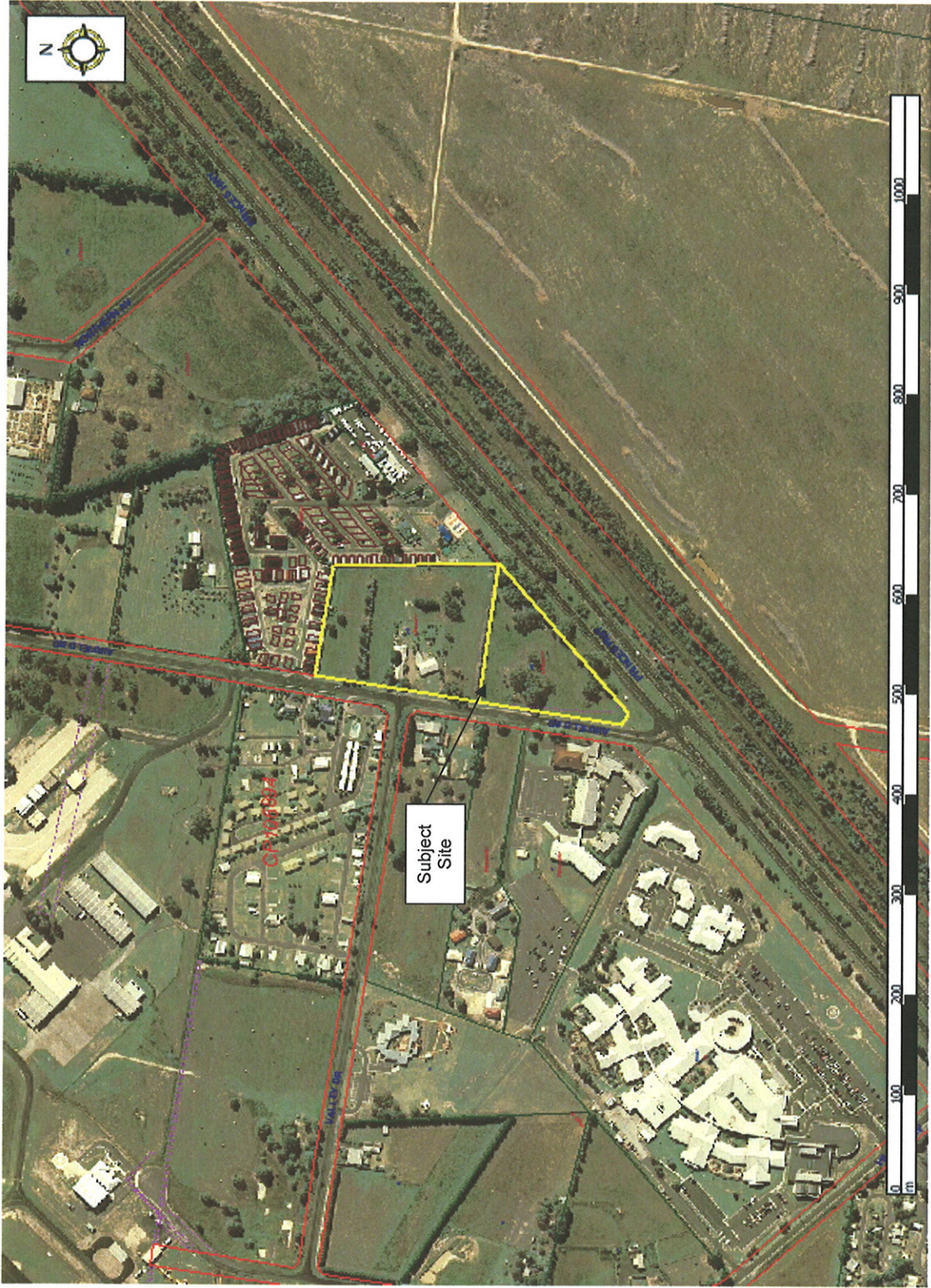
CARRIED UNANIMOUSLY

Cr O'Callaghan returned to the chamber at 8.14 PM

ATTACHMENTS

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**ATTACHMENT 1
LOCALITY PLAN**



**ATTACHMENT 2
HISTORY OF APPLICATION**

History of Application

20 April 2010	Planning Permit application received by Council.
19 May 2010	Request for further information sent to permit applicant.
24 May 2010	Additional information submitted by applicant.
27 May 2010	Letter sent to applicant requesting that they advertise their application by sending letters to adjoining landowners and occupiers, placing a sign on site for 14 days and by publishing a notice in the Latrobe Valley Express under Section 52(1)(a) and Section 52(1)(d) of the <i>Planning and Environment Act 1987</i> (the Act).
1 June 2010	Application referred internally to Council's Environmental Planning, Health Services and Infrastructure Planning teams.
1 June 2010	Notice of the application given to VicRoads, Victoria Police, SP AusNet, Telstra, APT O&M Services Pty Ltd, Gippsland Water and the Department of Sustainability and Environment (DSE) under Section 52(1)(d) of the Act.
1 June 2010	Application referred to the Director of Public Transport and the Manager of the Latrobe Regional Airport under Section 55 of the Act.
1 June 2010	Council's Health Services Team gave consent to the granting of a Planning Permit, subject to appropriate conditions.
9 June 2010	Victoria Police gave consent to the granting of a Planning Permit.
9 June 2010	Telstra gave consent to the granting of a Planning Permit, subject to appropriate conditions.
16 June 2010	SP AusNet gave consent to the granting of a Planning Permit, subject to appropriate conditions.
23 June 2010	APT O&M Services Pty Ltd gave consent to the granting of a Planning Permit.
25 June 2010	Submission received in the form of an objection to the application.
1 July 2010	Applicant submitted statutory declaration to Council confirming that advertising had been completed as requested.
5 July 2010	Director of Public Transport gave consent to the granting of a Planning Permit.
7 July 2010	Manager Latrobe Regional Airport gave consent to the granting of a Planning Permit, subject to appropriate conditions.
9 July 2010	VicRoads gave consent to the granting of a Planning Permit, subject to appropriate conditions.
14 July 2010	DSE requested that the applicant provide additional information to support their application.

22 July 2010	Letter sent to applicant requesting that they provide the additional information required by DSE.
22 July 2010	Applicant provided a written response to the concerns raised in the objection received by Council on 25 June 2010.
29 July 2010	Gippsland Water gave consent to the granting of a Planning Permit, subject to appropriate conditions.
3 September 2010	Council's Infrastructure Planning team gave consent to the granting of a Planning Permit, subject to appropriate conditions.
7 September 2010	Site meeting held with the permit applicant, Council officer and DSE.
16 December 2010	Amended architectural drawings provided to Council.
20 December 2010	Additional information provided by applicant.
22 December 2010	DSE advised that the amended plans still lacked required information.
23 December 2010	Further information request sent to permit applicant as per DSE's request.
10 January 2011	Copy of applicant's response to the submission in the form of an objection sent to the objector as per the applicant's request.
10 January 2011	Amended application sent to DSE under Section 52(1)(d) of the Act.
17 January 2011	DSE requested additional information. Request forwarded to permit applicant.
28 January 2011	Additional information provided by applicant.
31 January 2011	Additional information provided by applicant.
3 February 2011	Amended application sent to DSE under Section 52(1)(d) of the Act.
17 February 2011	DSE provided consent to the granting of a Planning Permit.
23 February 2011	DSE comments sent to Council's Environmental Planning team for their information.
24 February 2011	Council's Environmental Planning team gave consent to the granting of a Planning Permit, subject to appropriate conditions.
11 March 2011	Invitation sent to applicant and objector for a planning mediation meeting.
22 March 2011	Council officers requested that the applicant provide a traffic report to support the waiver of car parking aspect of their proposal.
30 March 2011	Objector did not attend the planning mediation meeting. The meeting was abandoned.
5 May 2011	Traffic Engineering Report provided to Council by applicant.

**ATTACHMENT 3
RELEVANT CLAUSES OF THE
LATROBE PLANNING SCHEME**

Latrobe Planning Scheme

State Planning Policy Framework:

- Clause 11.05 – Regional Development.
- Clause 12.01 – Biodiversity.
- Clause 13.04 – Noise and Air.
- Clause 17.03 – Tourism.
- Clause 18.02 – Movement Networks.
- Clause 18.04 – Airports.
- Clause 19.03 – Development Infrastructure.

Municipal Strategic Statement:

- Clause 21.01 – Municipal Profile.
- Clause 21.03 – Natural Environment Sustainability.
- Clause 21.04 – Built Environment Sustainability.
- Clause 21.07 – Economic Sustainability.

Zoning:

The subject site is located in the Rural Living Zone, Schedule 3 and abuts a road in the Road Zone, Category 1.

Overlays:

The subject site is affected by the Design and Development Overlay, Schedule 6.

Particular Provisions:

- Clause 52.06 – Car Parking.
- Clause 52.17 – Native Vegetation.
- Clause 52.27 – Licenced Premises.
- Clause 52.29 – Land Adjacent to a Road in a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road.
- Clause 52.34 – Bicycle Facilities.
- Clause 52.36 – Integrated Public Transport Planning.
- Clause 55 – Two or More Dwellings on a Lot and Residential Buildings.

General Provisions:

Before deciding on an application, the Responsible Authority must also consider the 'Decision Guidelines' of Clause 65 as appropriate.

Incorporated Documents:

No Incorporated Documents are considered to be relevant to this application.

**ATTACHMENT 4
TRAFFIC ENGINEERING REPORT**

TTM Consulting (Vic) Pty Ltd



PROPOSED MOTEL DEVELOPMENT AIRFIELD ROAD, TRARALGON TRAFFIC ENGINEERING REPORT

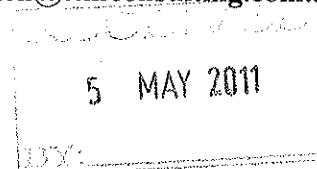
Prepared By

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Collingwood Vic 3066

For

Beveridge Williams
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115 Hawthorn Road,
Caulfield North Vic 3161

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Email : mobrien@ttmconsulting.com.au



1. INTRODUCTION

TTM Consulting (Vic) Pty. Ltd. was retained by Beveridge Williams to investigate the traffic engineering implications of a proposed motel development in Airfield Road, 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 northeast corner of the intersection of Airfield Road and Princes Highway, as shown in the following locality plan.



LOCALITY PLAN

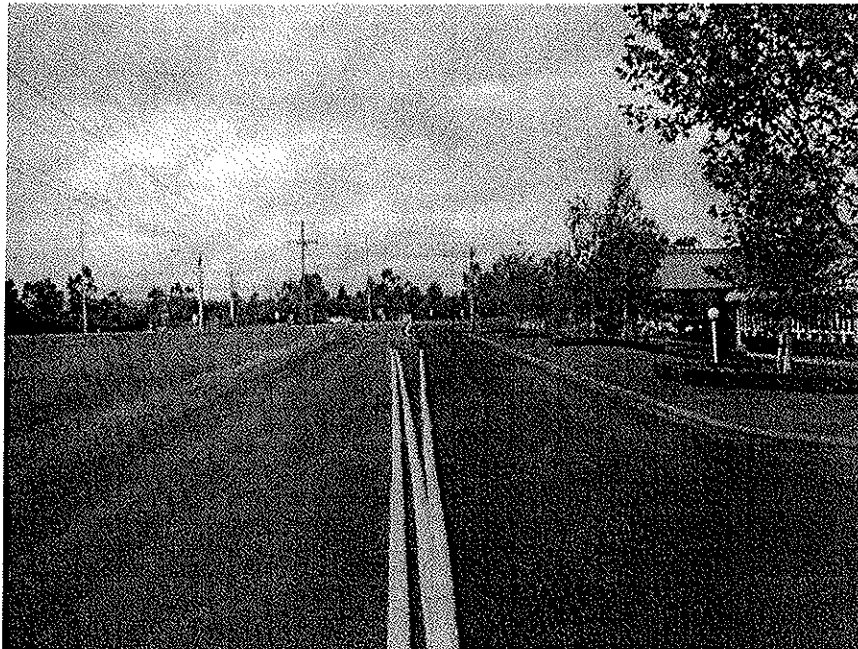
The subject site is currently vacant grassland. It has frontages to Airfield Road and Princes Highway of approximately 191 and 253 metres respectively.

Airfield Road in the vicinity of the site consists of a sealed roadway approximately 8 metres in width, located centrally within a 20 metres wide road reserve.

The following photographs show views of Airfield Road in each direction taken from the frontage of the site.

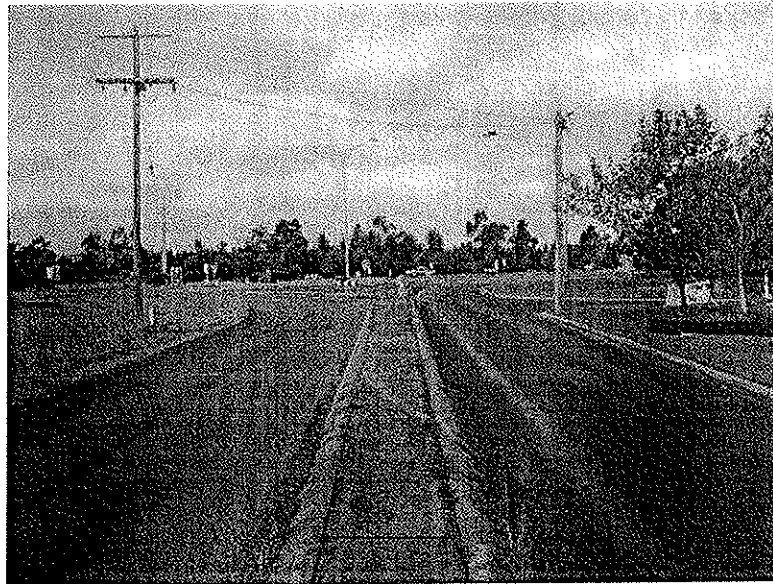


AIRFIELD ROAD TO THE NORTH



AIRFIELD ROAD TO THE SOUTH

The intersection of Airfield Road and Princes Highway is channelized and controlled by a give-way sign. Princes Highway is a divided arterial road generally providing two traffic lanes in each direction with auxiliary turning lanes provided at the intersection, as shown in the following photograph.



PRINCES HIGHWAY/AIRFIELD ROAD INTERSECTION

Enquiries with VicRoads revealed that it is proposed to install traffic signals at the intersection in early 2012. We have obtained a preliminary layout plan from VicRoads which is attached as an appendix to this report. The plan includes proposed land acquisition from the subject site.

Surrounding land use includes the Latrobe Regional Hospital, which has its primary access from Village Avenue at a signalized intersection on the Princes Highway approximately 600 metres back to the west of Airfield Road. There is a staff car park for 250 vehicles located adjacent to the hospital which has a shared access with the Century Inn opposite the subject site, as shown in the following photograph.



**EXISTING ACCESS OPPOSITE THE SUBJECT SITE
CENTURY INN/LATROBE HOSPITAL STAFF CAR PARK**

Other significant uses include the Latrobe Regional Airfield further to the north and the Village Caravan Park. The Park Lane Tourist Park is located immediately to the east, however, all access is directly to the eastbound carriageway of Princes Highway.

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

Airfield Road (2009)

- 1.2km North of Princes Highway (Daily average over a 7 day week)
Northbound = 1,128 vehicles per day
Southbound = 1,159 vehicles per day

Airfield Road (2011)

- 200 metres North of Princes Highway (Daily average over a 7 day week)
Northbound = 979 vehicles per day
Southbound = 921 vehicles per day

VicRoads advised that the proposal for traffic signals was based on a turning movement count conducted in 2007 which recorded a total of 2322 traffic movements in Airfield Road at the intersection over a 12 hour period. Commercial vehicles were recorded as between 3 and 5 percent of the total.

3. PROPOSED DEVELOPMENT

It is proposed to construct a motel and reception centre on the site. The application plans indicate a total of 76 motel units with an ancillary dining room, bar and gymnasium for guests. The upper level of the reception building will provide function and meeting rooms with a total floor area of 172 square metres.

The plans show a total of 132 on-site parking spaces are to be provided with 76 located adjacent to the motel units to the rear and the remaining 56 spaces located adjacent to the reception centre.

Vehicular access is proposed via a new driveway crossover to Airfield Road approximately 100 metres north of the highway intersection.

4 PLANNING SCHEME PARKING REQUIREMENTS

The table at Clause 52.06-5 of the Latrobe Planning Scheme sets out the number of car spaces required for a motel use as follows :-

- One car space to each unit, plus
- One car space to each resident employee, plus
- Two car spaces to each 100 square metres of motel service floor area not available for use by guests.

On this basis, the proposed motel would have a standard requirement of 76 spaces for units, two resident employee spaces and two spaces for the 85 square metres of service floor area in the two levels of the reception building. That is a total of 80 parking spaces.

The upper level of the reception building is configured as a function centre and meeting facility for use at times by persons not staying in the motel. The combined floor area of the two function rooms is 139.7 square metres and the meeting rooms are 32.6 square metres.

Applying the standard planning scheme rate for a place of assembly of 0.3 spaces per seat or square metre, whichever is the greater, results in a parking requirement of 52 spaces.

The proposed parking as shown on the application plan of 132 spaces provides 80 spaces for the motel use and 52 spaces for the place of assembly at the first level.

It may be suggested that a more typical use of the upper function centre may be for weddings and the like. In this context, it is estimated that a suitable seating arrangement of this area of 139.7 square metres could result in up to 100 guests attending such a function. The proposed 52 spaces available will be more than adequate for the likely parking demands generated by this type of function.

It should also be noted that typically a proportion of attendees would be likely to stay at the motel or alternatively the motel may be less than fully occupied. It is concluded that the proposed parking provision will be more than adequate at all times.

5. PARKING AREA DIMENSIONS

The layout of car parking and the dimensions of the on-site parking areas are in accordance with Clause 52.06-3 of the Latrobe Planning Scheme.

A loading bay has been included adjacent to the reception centre in accordance with the requirements of Clause 52.07 of the Latrobe Planning Scheme.

6. TRAFFIC IMPACT

The Guide to Traffic Generating Developments (RTA of NSW, October, 2002) estimates daily vehicle trips equal to 3 per unit and evening peak hour trips equal to 0.4 per unit. This would result in daily vehicle movements for the proposed development of 228 vehicles and 31 vehicle movements in the peak hour.

The Guide qualifies these rates as follows :-

“The above rates assume 100 percent occupancy of units. When comparison is drawn between existing similar developments and unit occupancy where data is available, rates based on 85 percent occupancy on the peak day of the week may be more appropriate.

When a restaurant within a motel attracts a substantial volume of non-resident patrons, vehicle trip generation and parking demand is higher.”

Assuming that the 52 additional parking spaces are fully utilized for a non-resident function, this would add an additional 100 vehicle movements per day, bringing the total to around 300 vehicle movements per day. It is expected that vehicle movements associated with a function would not coincide with peak operating periods on the adjacent road network nor with the majority of motel patron arrivals.

Based on the above, it is estimated that peak hour traffic movement will be of the order of 30 vehicle movements. Conservatively assuming that all traffic is arriving from the south off Princes Highway, these vehicles will need to make a right turn against opposing traffic on Airfield Road. Assuming that peak hourly flow on Airfield Road is 10 percent of the 12 hour volume recorded by VicRoads, that is, 240 vehicle movements and that conservatively 80 percent of it is southbound, this would result in an opposing traffic flow of 200 vehicles per hour.

Analysis based on gap theory indicates that the practical absorption capacity for right turning movements across a single lane opposing traffic flow of 200 vehicles per hour is over 800 vehicles per hour. Therefore the utilization factor is 0.04 and the probability of a queue of one vehicle is 3.6 percent. This indicates that only rarely will a turning vehicle be delayed.

It is concluded that the proposed development will have a minimal impact on traffic operations in Airfield Road. The proposed installation of traffic signals at the Princes Highway will further facilitate traffic movements associated with the site.

7. ACCESS DRIVEWAY

TTM Consulting has advised the applicant in relation to the configuration of the proposed access from Airfield Road.

It is recommended that the driveway be setback 1.9 metres from the existing edge of seal. This will provide a width of 10 metres of sealed pavement. The centre line is to be shifted 0.9 metres to the east. This will provide a northbound trafficable width of 5 metres plus the existing 0.8 metres shoulder which is adequate for a vehicle to pass a queued vehicle waiting to enter the subject site.

This configuration also results in sealed pavement where southbound vehicles currently pass a queued vehicle waiting to enter the Century Inn/Hospital access. This can be seen in the following photographs which also show that more than adequate sight distance is available in both directions.



AIRFIELD ROAD ACCESS LOOKING NORTH



AIRFIELD ROAD ACCESS LOOKING SOUTH

The plan of the proposed access configuration is attached as an appendix to this report.

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.

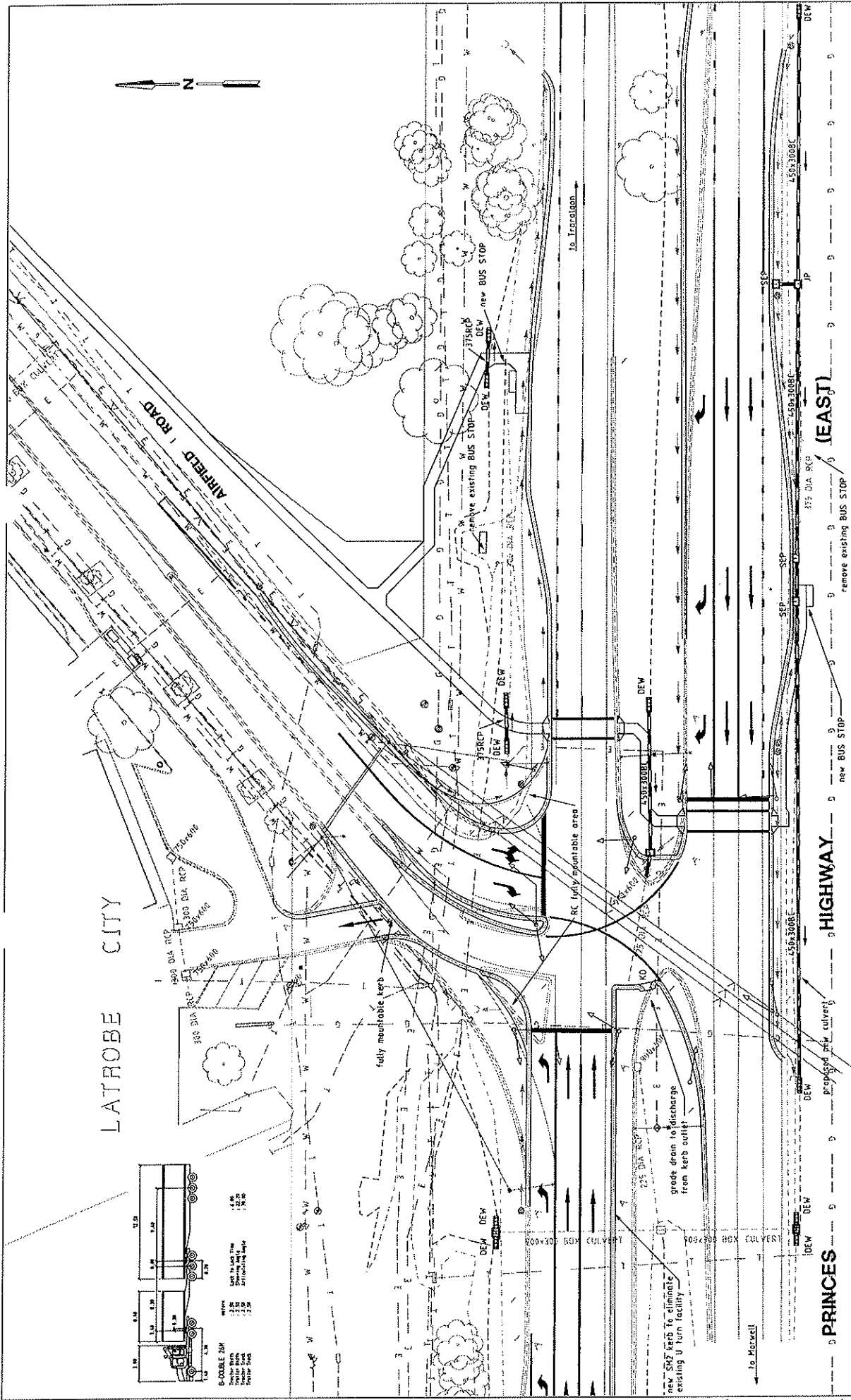
TTM Consulting (Vic) Pty. Ltd.

Michael O'Brien

APPENDIX A

VICROADS PROPOSED SIGNALS

5 MAY 2011

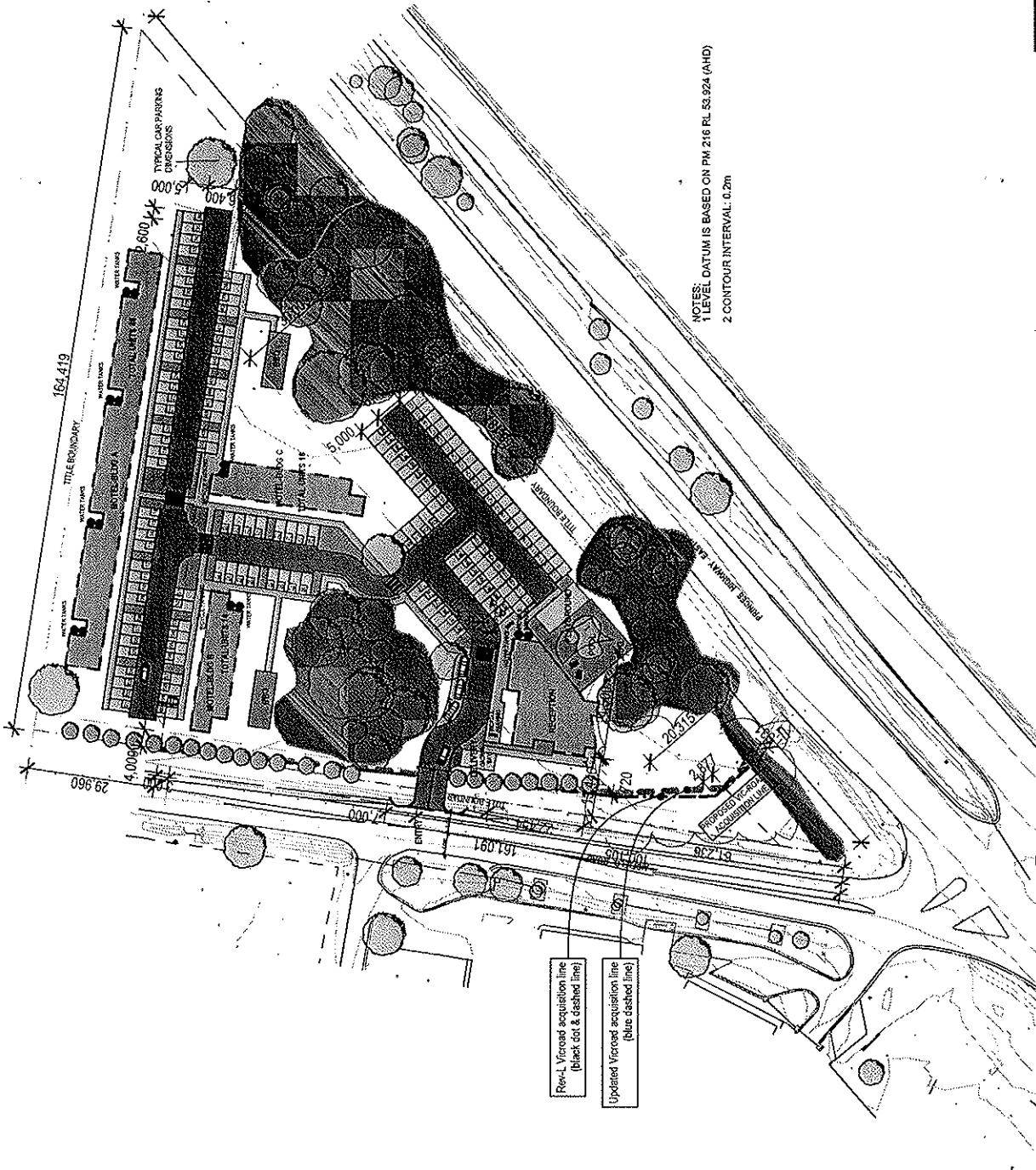


<p>note- existing roads shown in brown refer to VicRoads Country Directory map 97-15 (edition 7)</p>		<p>PRINCIPAL CONTRACTOR EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PRINCIPAL ENGINEER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL DESIGNER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL CHECKER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>	
<p>STATUS: PRELIMINARY CONCEPT</p> <p>DESIGNED: February, 2009</p> <p>APPROVED:</p> <p>EASTERN REGION DRAWING FILE: TE045345-P3-C1-0300</p>		<p>WARNING BEWARE OF UNDERGROUND SERVICES THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE AS QUANTITIES AND OTHER THAT ALL EXISTING SERVICES ARE SHOWN</p>		<p>PRINCIPAL CONTRACTOR EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL DESIGNER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL CHECKER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>	
<p>STATUS: PRELIMINARY CONCEPT</p> <p>DESIGNED: February, 2009</p> <p>APPROVED:</p> <p>EASTERN REGION DRAWING FILE: TE045345-P3-C1-0300</p>		<p>WARNING BEWARE OF UNDERGROUND SERVICES THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE AS QUANTITIES AND OTHER THAT ALL EXISTING SERVICES ARE SHOWN</p>		<p>PRINCIPAL CONTRACTOR EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL DESIGNER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>		<p>PRINCIPAL CHECKER EASTERN REGION SCALE: 1:500 DATE: 13/05/2009</p>		<p>PROJECT 5154-01/048 PROJECT 5154-01/048</p>	

APPENDIX B

AMENDED APPLICATION PLAN

REC'D
5 MAY 2011
BY: _____



Revised Vicroad acquisition line
(black dot & dashed line)

Updated Vicroad acquisition line
(blue dashed line)

NOTES:
 1 LEVEL DATUM IS BASED ON PM 216 RL 53.924 (AHD)
 2 CONTOUR INTERVAL: 0.2m

LEGEND

- EXISTING TREES
- NEW TREES/PLANTING

MOTEL ROOM

BLDG	STOREY	ROOM NO.
A	GROUND	23
	LEVEL 1	23
B	GROUND	7
	LEVEL 1	7
C	GROUND	8
	LEVEL 1	8
TOTAL		76

SITE SUMMARY

SITE	15678.7m ²
BUILDING FOOTPRINT	1592.9m ²
BALCONIES AND CORRIDORS	600.7m ²
ROAD AND CAR PARKING	3541.2m ²
POOL	292.3m ²
PATH	843.9m ²
SITE COVERAGE	10.16%
PERVIOUS AREA	43.82%
TOTAL CAR SPACES	132
TOTAL BICYCLE SPACES	20

M.L. Design
 M.L. Design (VIC) Pty. Limited
 Level 2, 547 Flinders Lane, Melbourne VIC 3000
 Australia
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 61 Launceston Place, Melbourne VIC 3000
 Australia
 Tel: 03 9412 1111
 Fax: 03 9412 1112
 www.mldesign.com.au

2008075SKA002-0

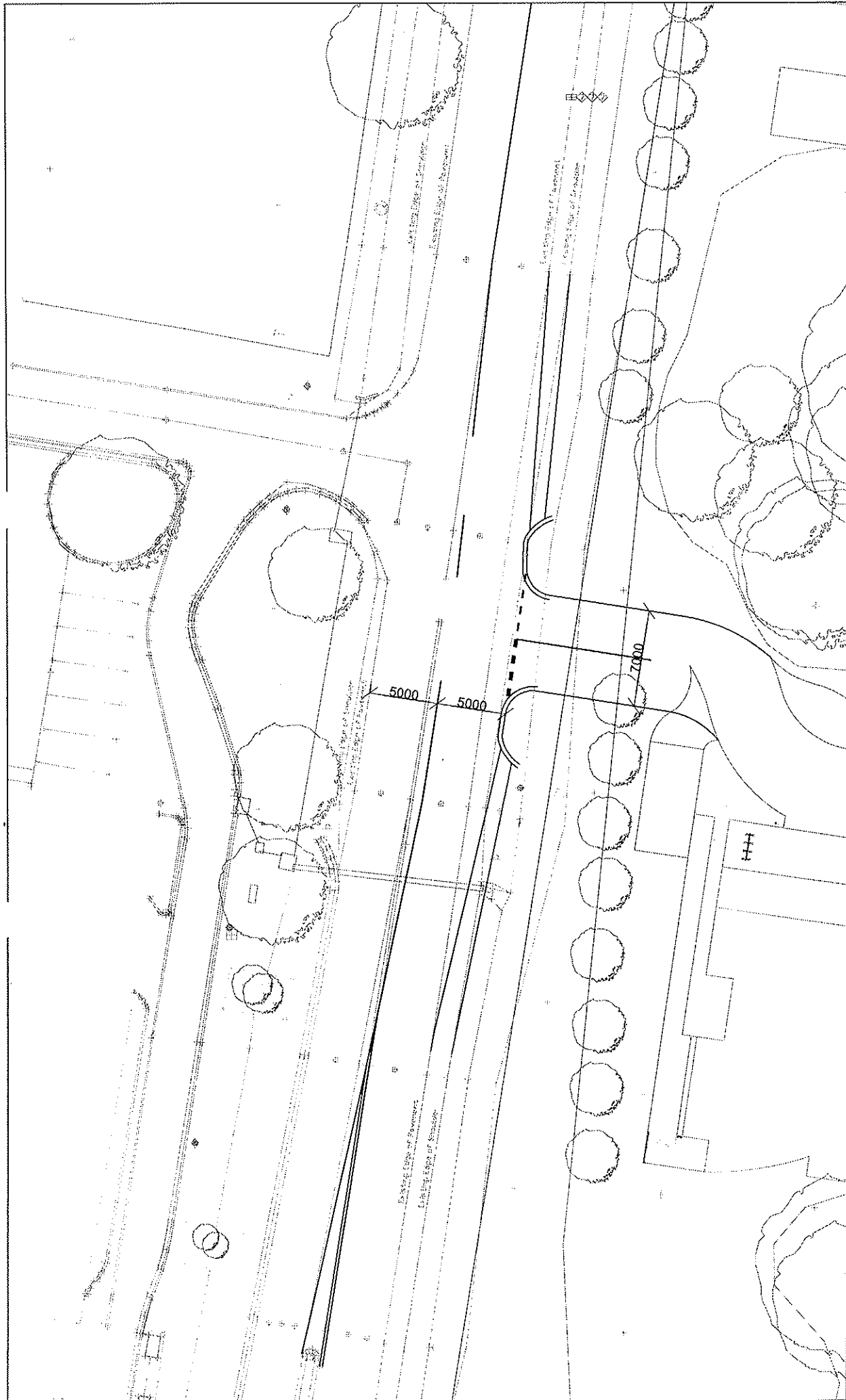
SITE PLAN
 SCALE 1:750

**AIRFIELD RD MOTEL
 DEVELOPMENT**
 AIRFIELD RD AND PRINCESS HIGHWAY
 TRALGON
 VICTORIA 3844

APPENDIX C

PROPOSED ACCESS CONFIGURATION

5 MAY 2011



PROPOSED ROAD WIDENING
 AIRFIELD ROAD MOTEL,
 TRARALGON

TTM
 TTM Consulting Pty Ltd
 Transport and Traffic Engineers

Suite 9
 70 - 80 Wellington Street
 Coleridge VIC 3906
 Ph: (03) 9419 0511 Fax: (03) 9415 9456
 Email: email@ttmconsulting.com.au

Scale 1:250 @ A3

Drawing No: 695901
 Sheet No: 1 Issue: A



- Wheel path
- Vehicle Overhang
- Vehicle Overhang + 300mm Clearance

Issue/Appd	Date	Comments
A MD	04/05/11	Original Issue

**ATTACHMENT 5
PROPOSED PLANS**

TO BECOME PS 637623K
UPON REGISTRATION



NOTE: DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO FINAL SURVEY

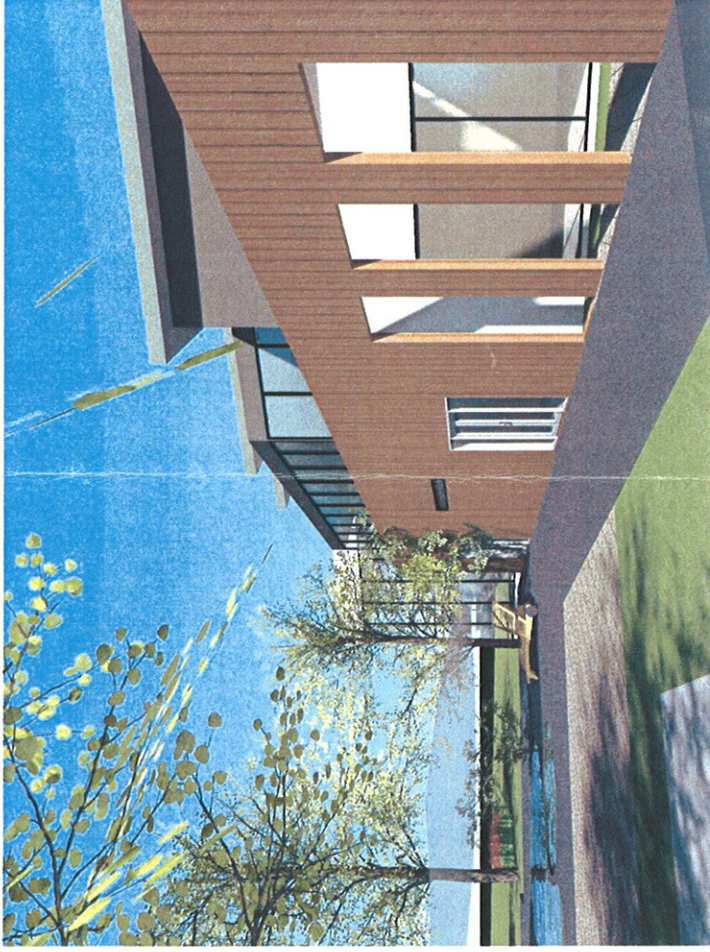


Beveridge Williams
development & environment consultants
Traralgon ph : 03 5178 0374

www.beveridgewilliams.com.au

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Dwg No PPS DGN	Sheet 1 of 1	CHECKED P.G. DELL DATE 29/01/2010 AUTHORISED FOR ISSUE
	Proj No 1000097	

RURAL OUTLOOK LTD & A&R GIBSON
PRINCES HIGHWAY & AIRFIELD ROAD, TRARALGON
LP94411 LOT 25 & 28
C/T VOL 8946 FOL 166 VOL 8946 FOL 167
LATROBE CITY COUNCIL



DRAWING SCHEDULE

No:	Name	Rev	Description
A00...	SITE PLAN		TW
A00...	RECEPTION BUILDING ...		
A00...	RECEPTION BUILDING ...		
A00...	RECEPTION BUILDING ...		
A00...	MOTEL BLDG A GROUN...		
A00...	MOTEL BLDG A LEVEL ...		
A00...	MOTEL BLDG A ELEVA...		
A00...	MOTEL BLDG B FLOOR ...		TW
A01...	MOTEL BLDG B ELEVA...		
A01...	MOTEL BLDG C FLOOR...		
A01...	MOTEL BLDG C ELEVA...		
A01...	VEWS		TW



AIRFIELD RD MOTEL DEVELOPMENT

AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

ML Design
 architects
 interior designers

ML Design (VIC) Pty. Limited
 Level 12, 347 Flinders Lane, Melbourne VIC 3000
 A.C.N. 100 387 325
 T 61 3 8610 3700 F 61 3 8610 3777
 mdesign@mlsign.biz
 www.mdesign.biz

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 Date: Wednesday, 15 December 2010
 Drawn: SZ
 Title: 00 - Final 2008075SK - 15 December 2010
 File: 00 - Final 2008075SK - 00 - Final 2008075SK.dwg and copy.plt change Project
 11.plt
 Project No.: 00 - 2008075SK - 00 - 2008075SK

2008075SK



Rev-L Viroread acquisition line
(black dot & dashed line)

Updated Viroread acquisition line
(plus dashed line)

NOTES:
 1 LEVEL DATUM IS BASED ON PM 216 RL 53.924 (AHD)
 2 CONTOUR INTERVAL: 0.2m

LEGEND

-  EXISTING TREES
-  NEW TREES/PLANTING

MOTEL ROOM

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**AIRFIELD RD MOTEL
 DEVELOPMENT**
 AIRFIELD RD AND PRINCESS HIGHWAY
 TRALGON
 VICTORIA 3844

SITE PLAN
 SCALE 1:750

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 Project: 2008075SKA002-0
 Printed: Thursday, 5 May 2011
 File: D:\mld2008075SKA002-0\2008075 Revised final layout and carpark changes Project 1.dwg
 Project No.: 2008075SKA002-0
 T 61 3 8610 3100 F 61 3 8610 3777
 mdesign@ml-design.vic
 www.ml-design.vic

ML Design
 architect
 planners
 interior designers

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 mdesign@ml-design.vic
 www.ml-design.vic

2008075SKA002-0



RECEPTION BUILDING ROOM SCHEDULE		
Floor (Story)	NAME	AREA
GROUND LEVEL	BAR	46.7
GROUND LEVEL	DINING	78.6
GROUND LEVEL	FOYER & RECEPTION	95.4
GROUND LEVEL	GYM	41.4
GROUND LEVEL	KITCHEN	30.2
GROUND LEVEL	LIFT	4.2
GROUND LEVEL	OFFICE	11.5
GROUND LEVEL	SALINA	9.9
GROUND LEVEL	STORE	5.9
GROUND LEVEL	TOILETS	27.4
GROUND LEVEL	WASTE STORAGE / LO...	10.7
		361.9 m²
LEVEL 1	CORRIDOR	32.0
LEVEL 1	FOYER	22.3
LEVEL 1	FUNCTION 1	64.3
LEVEL 1	FUNCTION 2	75.4
LEVEL 1	LIFT	4.2
LEVEL 1	MEETING 1	16.3
LEVEL 1	MEETING 2	16.3
LEVEL 1	SERVICE	26.6
LEVEL 1	TOILETS	27.4
		284.8 m²
		646.7 m²

**RECEPTION BUILDING
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SCALE 1:200

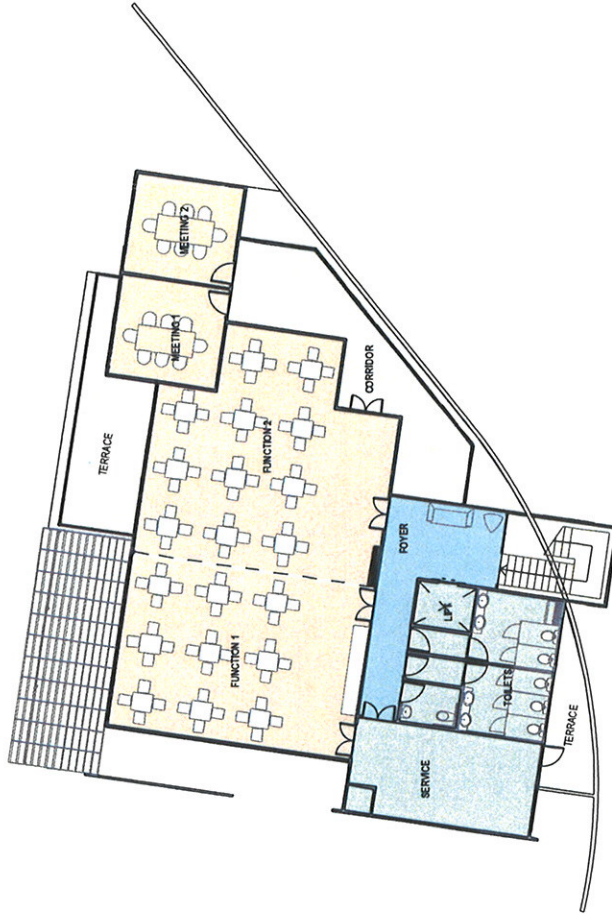
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DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

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Date: Wednesday, 15 December 2010
Drawn: SC
Project: Airfield Rd Motel, Tralgon, VIC 3844
1:1 Plot
Project No.: 2008075SKA003-L
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2008075SKA003-L



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RECEPTION BUILDING ROOM SCHEDULE		
Floor (Story)	NAME	AREA
GROUND LEVEL	BAR	46.7
GROUND LEVEL	DINING	78.6
GROUND LEVEL	FOYER & RECEPTION	95.4
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LEVEL 1	SERVICE	26.6
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		646.7 m²

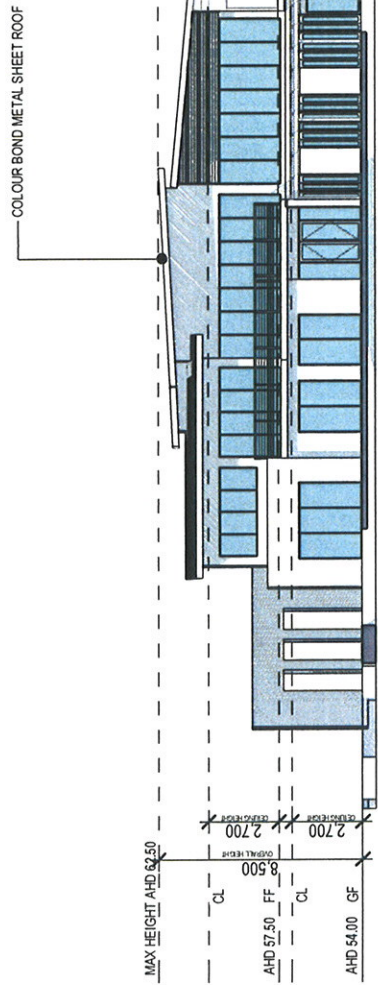
**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

**RECEPTION BUILDING
LEVEL 1 FLOOR PLAN**
SCALE 1:200

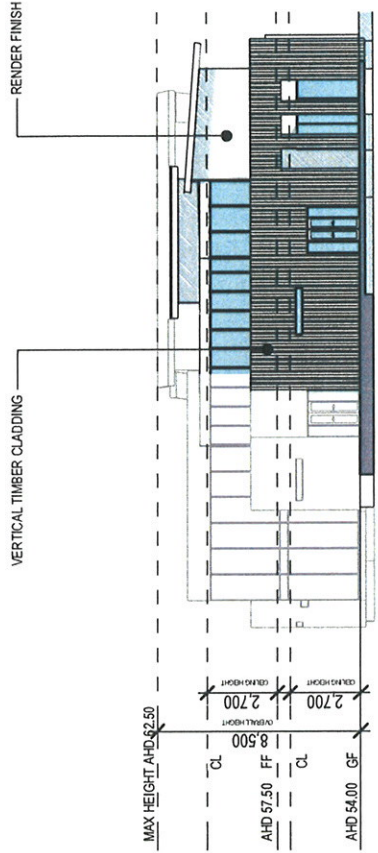
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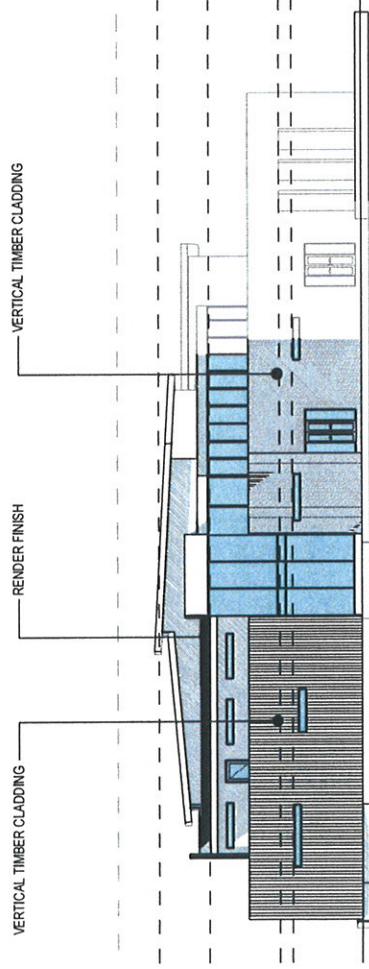
ML Design
Architects
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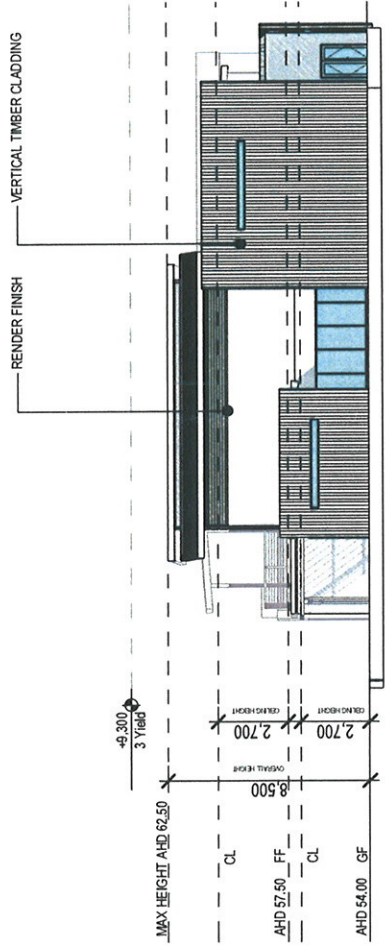
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EAST ELEVATION
SCALE: 1:200



SOUTH ELEVATION
SCALE: 1:200



WEST ELEVATION
SCALE: 1:200

**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

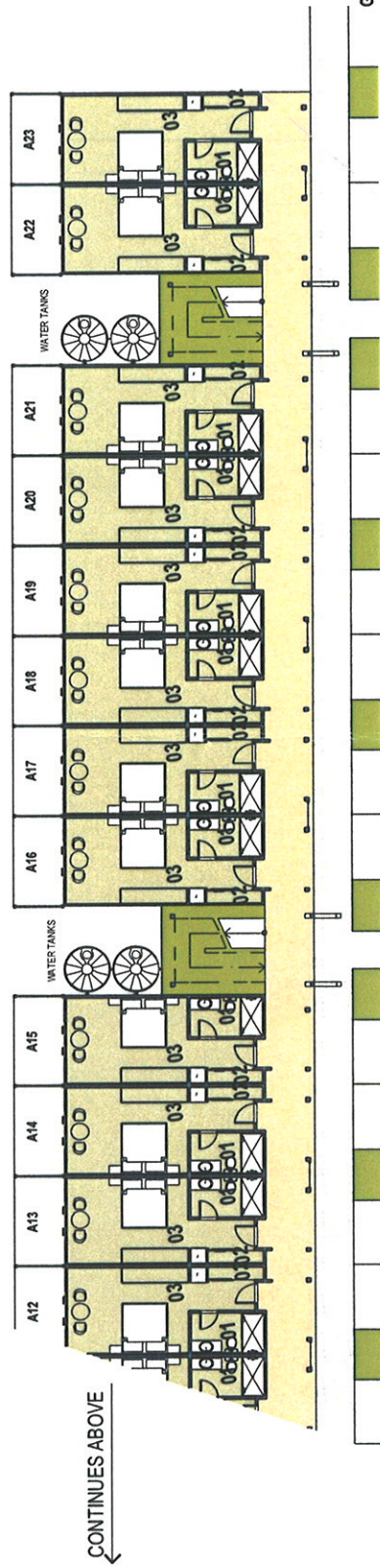
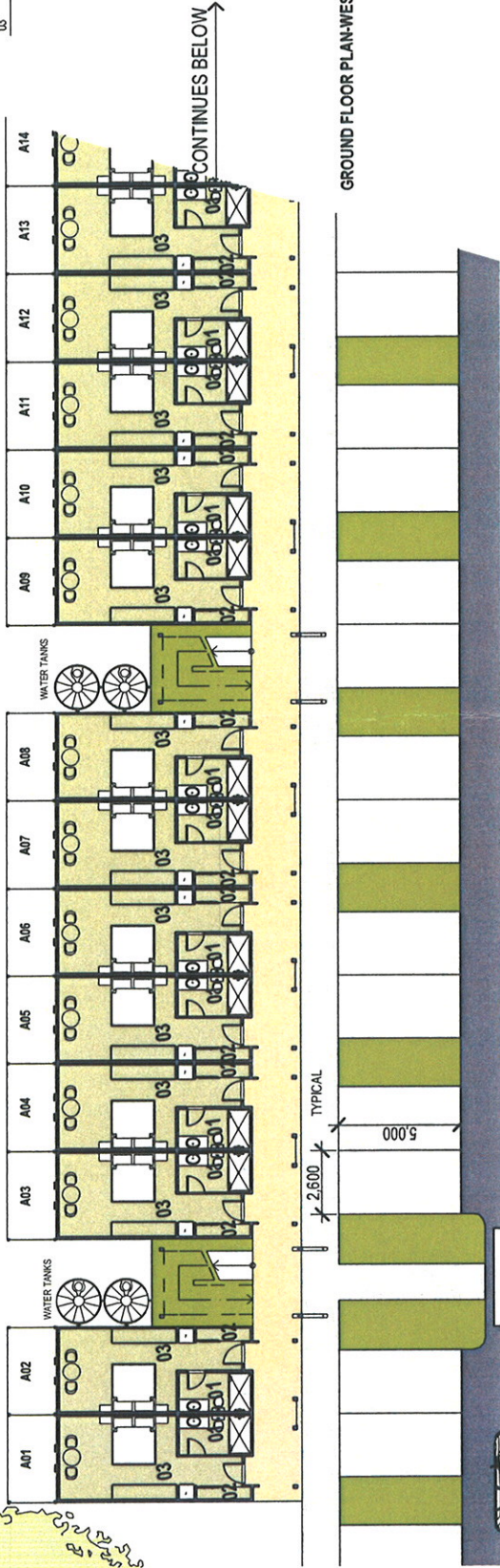
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Project No.: 20080755-01-0105
20080755KA005-L
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M. Design (M/D) Pty. Limited
architects
drafters
16 DEC 2010
A.C.N. 100 587 525
T 61 3 86 10 3700 F 61 3 86 10 3777
www.mdesign.biz

LEGEND	
No.	NAME
01	BATHROOM
02	WARDROBE
03	BEDROOM



**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

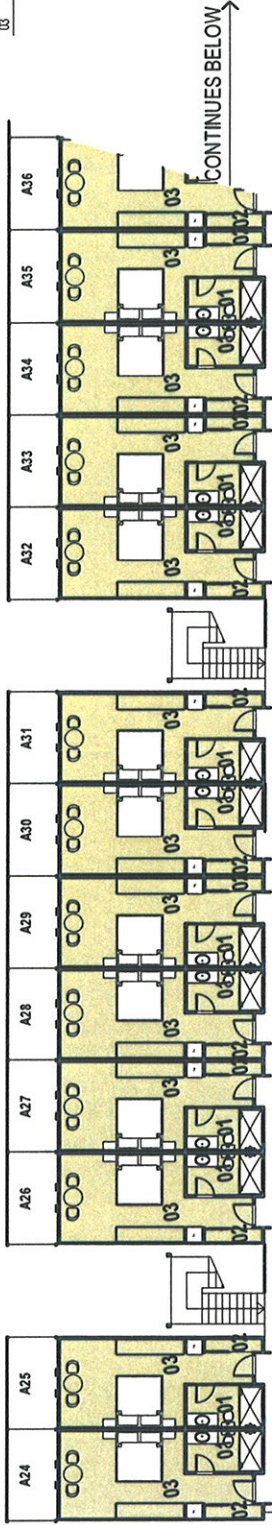
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SCALE 1:200

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Checked: Wednesday, 15 December 2010
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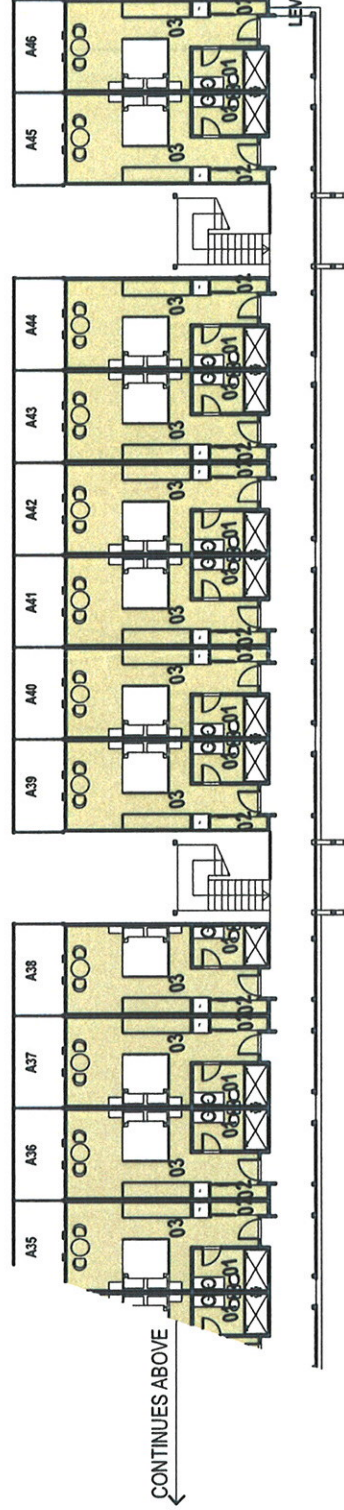


BECAUSE
16 DEC 2010
BY: ML Design
architects
interior designers
ML Design (VIC) Pty Limited
Level 12, 307 Collins Street, Melbourne VIC 3000
A.C.N. 100 382 326
T 61 3 8610 3700 F 61 3 8610 3777
melb@ml-design.biz
www.ml-design.biz

LEGEND	
No.	NAME
01	BATHROOM
02	WARDROBE
03	BEDROOM



LEVEL 1 FLOOR PLAN-WEST



LEVEL 1 FLOOR PLAN-EAST

**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

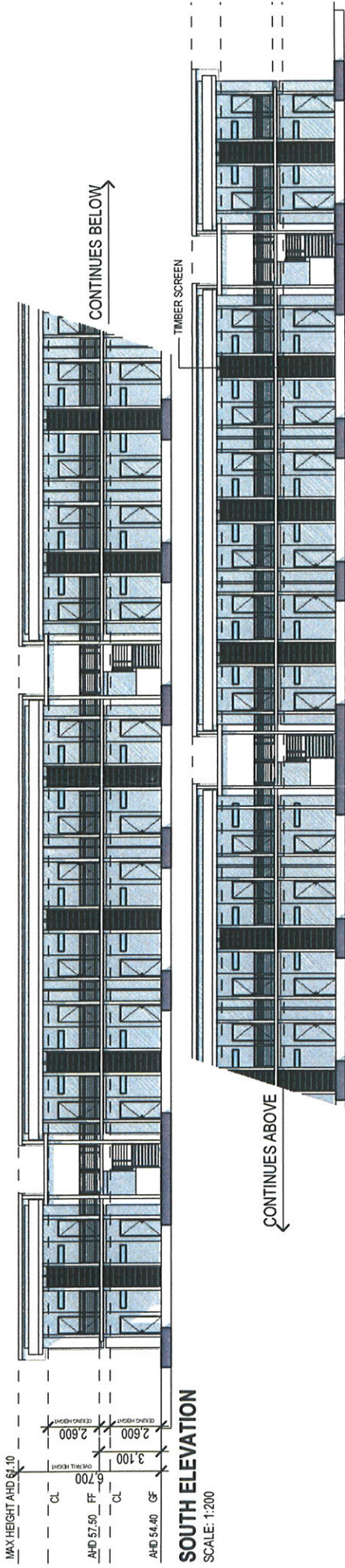
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FLOOR PLAN**
SCALE 1:200



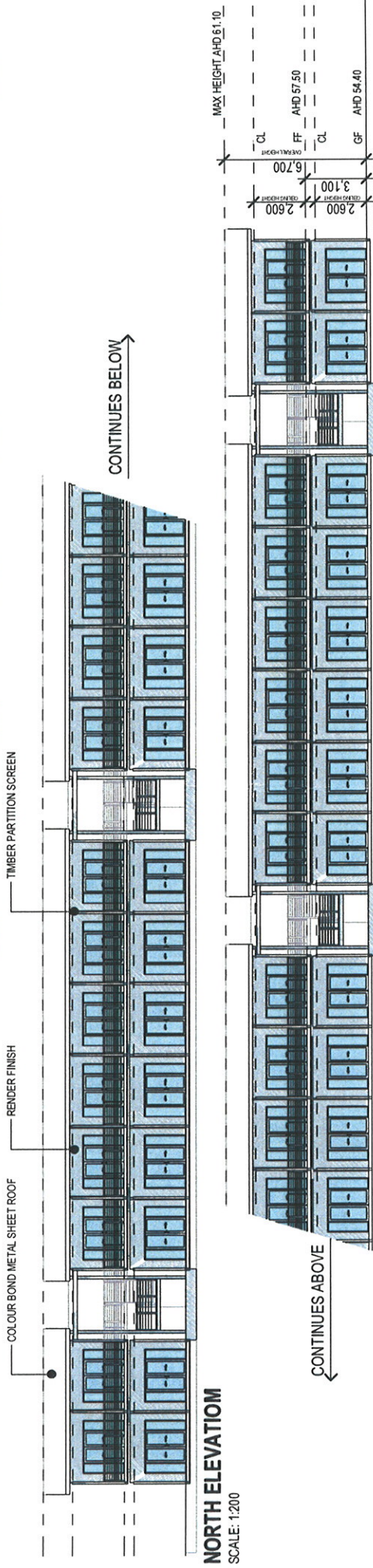
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1:10
Project No.: 2008075SKA007-1
2008075SKA007-1
www.mldesign.biz



ML Design (VIC) Pty. Limited
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mldesign@mldesign.biz
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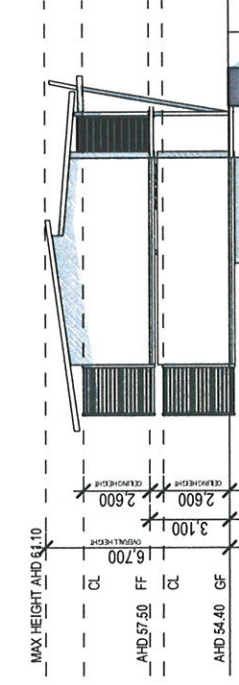
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SCALE: 1:200



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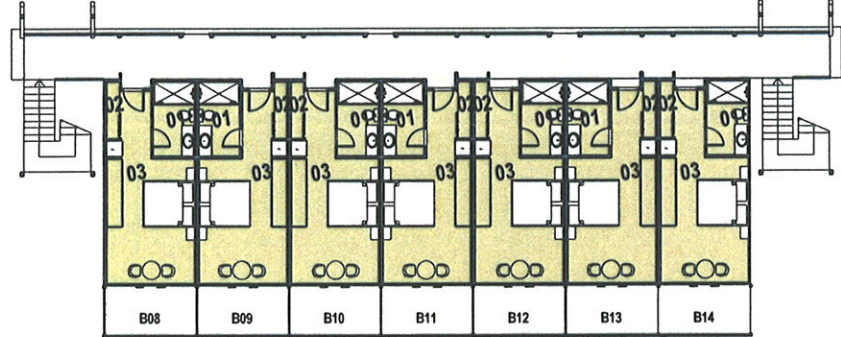
**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

**MOTEL BLDG A
ELEVATIONS**

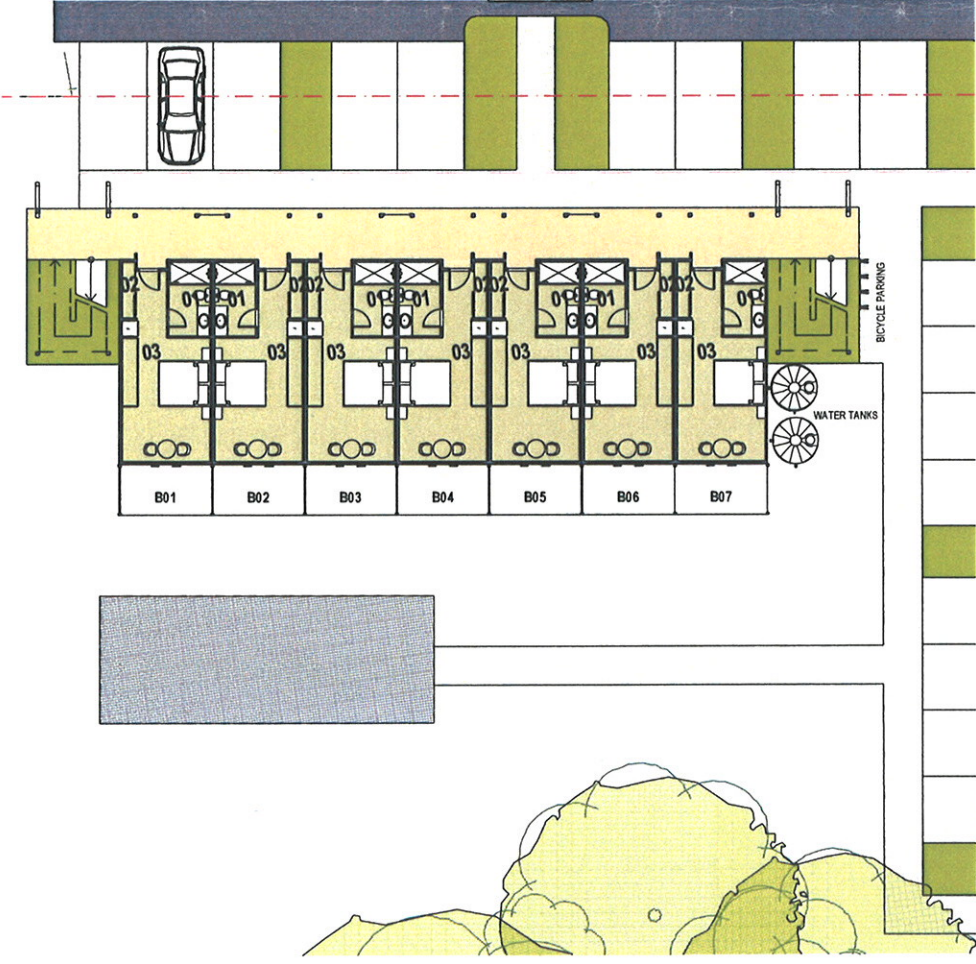
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Project No: 2008075SKA008-L

RECAP
19-DEC-2010
M.L. Design
architects
interior designers
ML Design (MCC) Pty. Limited
Level 12, 347 Flinders Lane, Melbourne VIC 3000
A.C.N. 100 587 525
T 61 3 8610 3700 F 61 3 8610 3777
mlDesign@mlDesign.biz
www.mlDesign.biz

LEGEND	
No.	NAME
01	BATHROOM
02	WARDROBE
03	BEDROOM



LEVEL 1 FLOOR PLAN
1:200



GROUND FLOOR PLAN
1:200

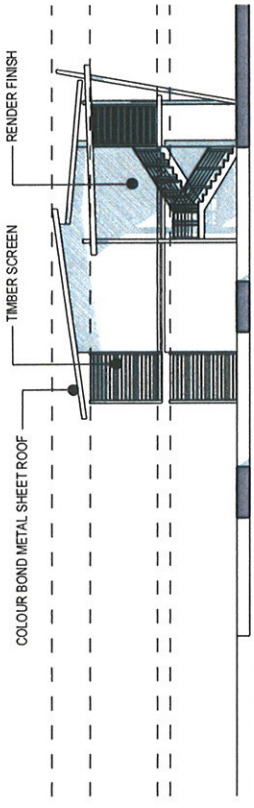
AIRFIELD RD MOTEL DEVELOPMENT
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

MOTEL BLDG B FLOOR PLANS
SCALE 1:200

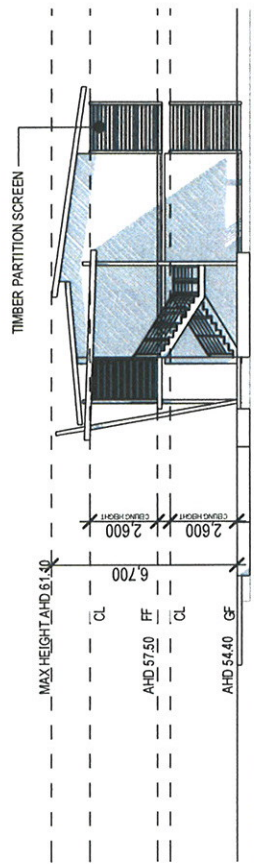
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Drawn: SZ
Date: Thursday, 15 December 2010
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Project No.: 200970, 200970
2008075SKA009-L



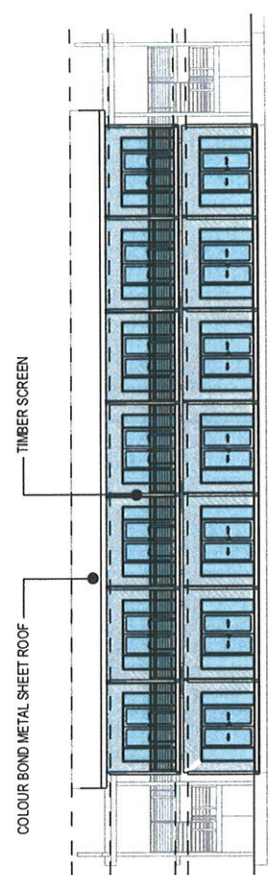
ML Design
BY: [Signature]
16 DEC 2010
ML Design (VIC) Pty Limited
Level 2, 347 Flinders Lane, Melbourne VIC 3000
A.C.N. 100 387 326
T 61 3 8610 3700 F 61 3 8610 3777
mlsdesign@mlsdesign.biz
www.mlsdesign.biz



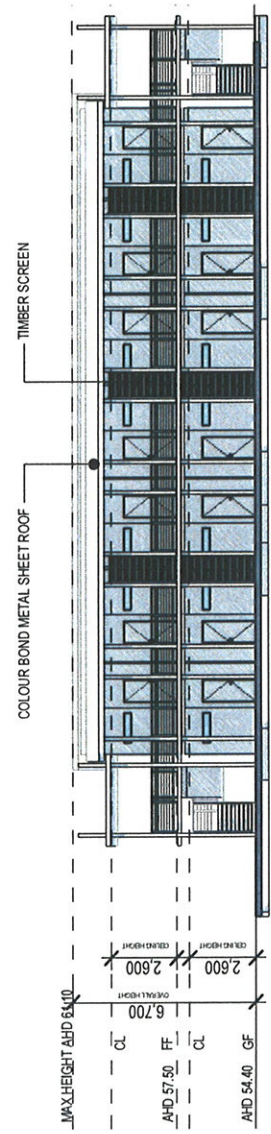
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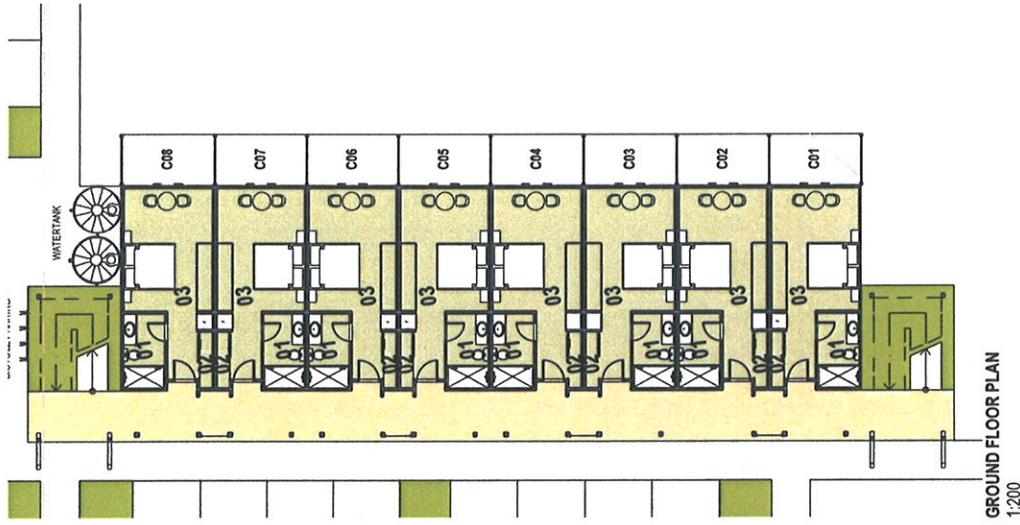
**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

**MOTEL BLDG B
ELEVATIONS**

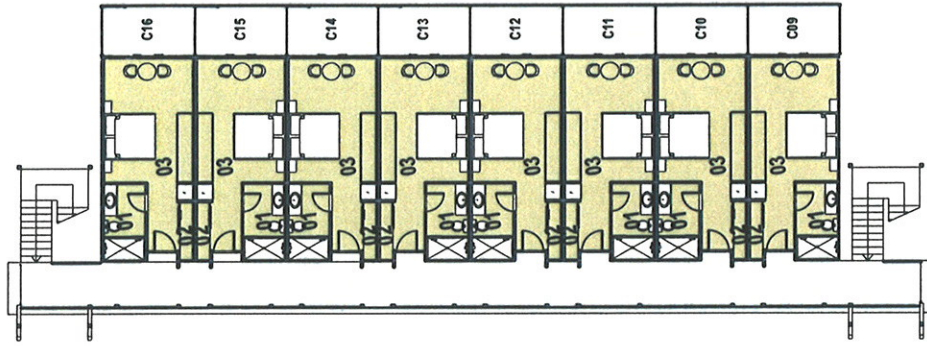
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File: O:\mtd\2008075 SSKA\Arch\02-20-2010\75 final and layout - change Project
11.dwg
Project No: 2008075 SSKA
2008075SSKA010-L



ML Design
16 DEC 2010
ML Design (MCT) Pty Limited
16 South
Avenue
Level 2, 347 Ferrier Lane, Melbourne VIC 3000
A.C.N. 100 387 325
T 61 3 8610 3700 F 61 3 8610 3777
ml.design@ml.design.au
www.ml.design.au



GROUND FLOOR PLAN
1:200



LEVEL 1 FLOOR PLAN
1:200

LEGEND	
No.	NAME
01	BATHROOM
02	WARDROBE
03	BEDROOM

AIRFIELD RD MOTEL DEVELOPMENT
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

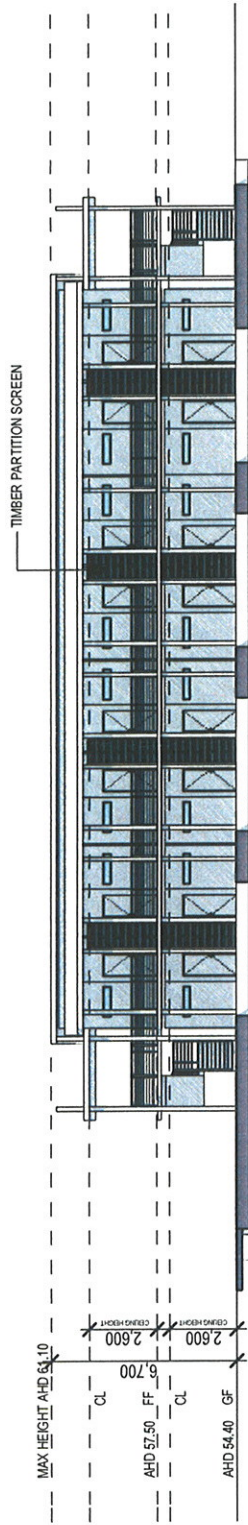
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Printed: Wednesday, 15 December 2010
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Project No.: 2008075SSKA011-L
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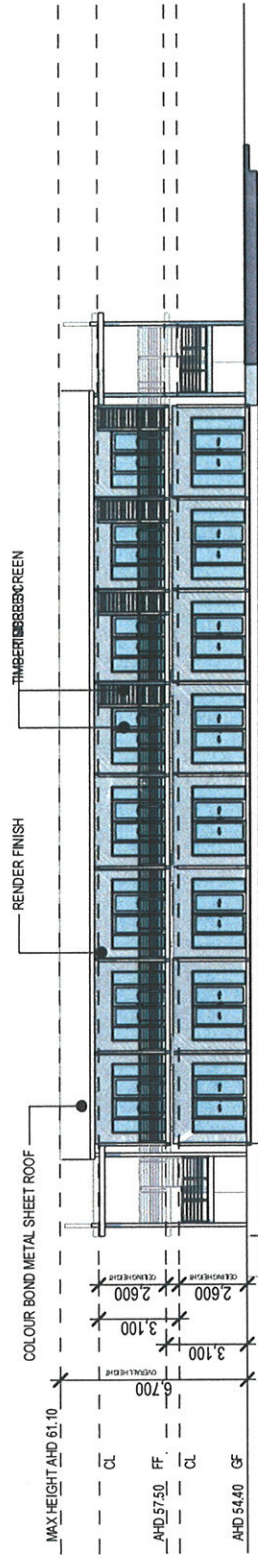


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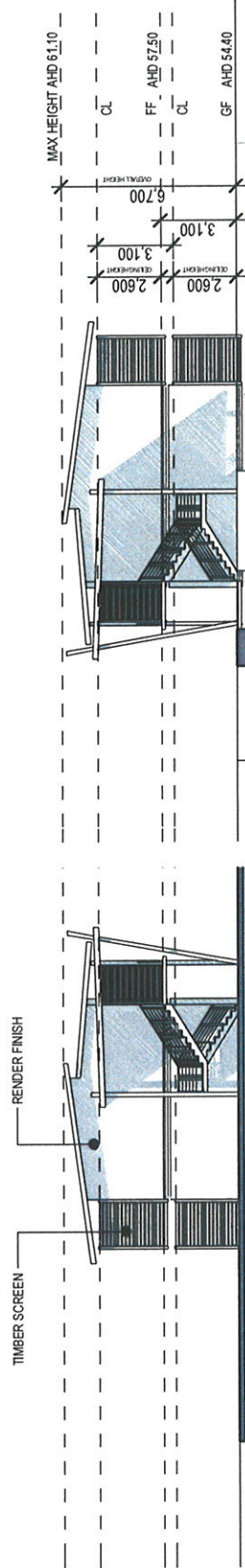
ML Design
architects
planners
interior designers
ML Design (VIC) Pty Limited
Level 1, 100 Sturt Street, Melbourne VIC 3000
A.C.N. 100 382 325
T 61 3 8610 3700 F 61 3 8610 3777
ml.design@ml-design.biz
www.ml-design.biz



WEST ELEVATION
SCALE: 1:200



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SOUTH ELEVATION
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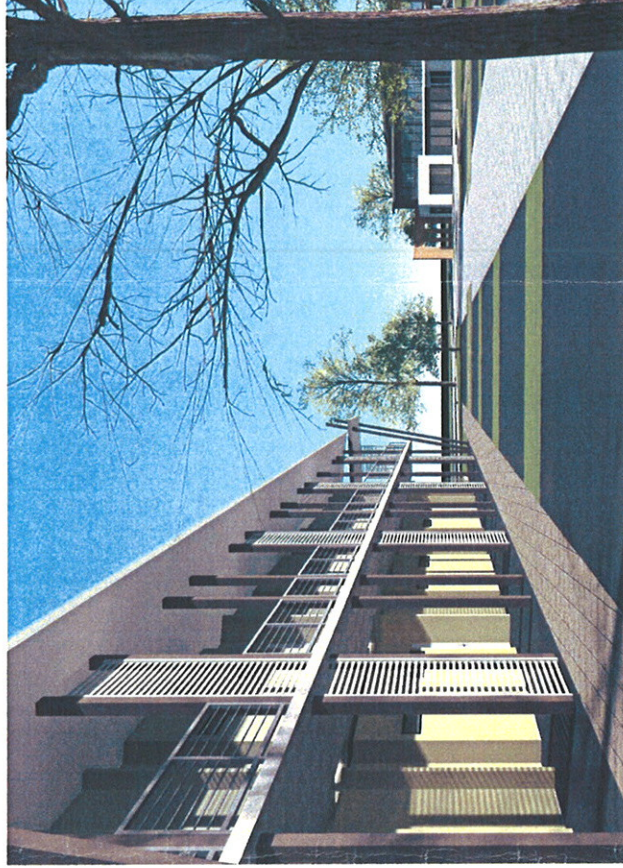
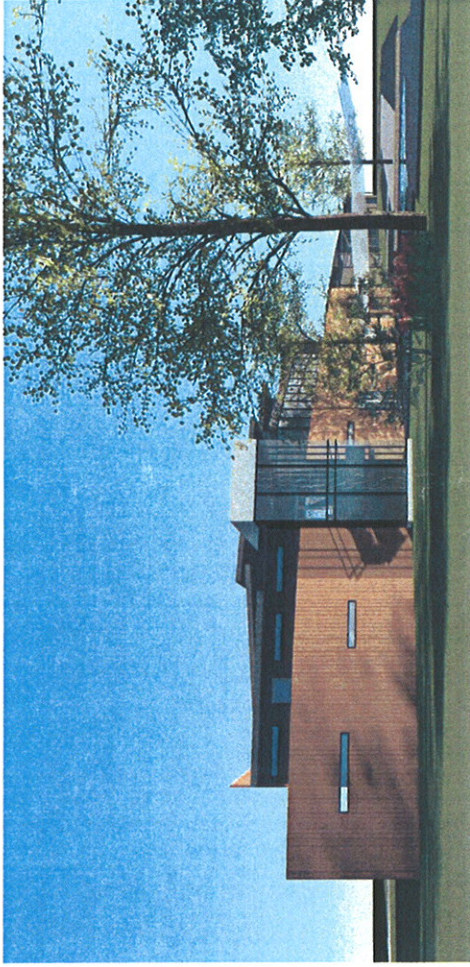
**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

**MOTEL BLDG C
ELEVATIONS**

Copyright ML Design (VIC) Pty Ltd
Date: Wednesday, 15 December 2010
Drawn: SC
Project No: 20080755
Project Name: 20080755 AIRFIELD RD MOTEL DEVELOPMENT
11/11
Project No: 20080755
Project Name: 20080755 AIRFIELD RD MOTEL DEVELOPMENT
20080755SKA012-L



ML Design
Architects
Level 2, 307 Flinders Lane, Melbourne VIC 3000
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ml.design@mldesign.biz
www.mldesign.biz



IEWS

**AIRFIELD RD MOTEL
DEVELOPMENT**
AIRFIELD RD AND PRINCESS HIGHWAY
TRALGON
VICTORIA 3844

Copyright: M. Design (VIC) Pty. Ltd.
Drawn: SZ
Date: Wednesday, 15 December 2010
Printed: Wednesday, 15 December 2010
File: Final 200875 SSKA013-L.dwg
Project No.: Drawing No.: 200875
2008075SSKA013-L

M. Design (VIC) Pty. Limited
Level 308, 100 Collins St., Melbourne VIC 3000
A.C.N. 110 982 325
Tel: 03 9610 3700 Fax: 03 9610 3777
m.design@melbdesign.biz
www.melbdesign.biz

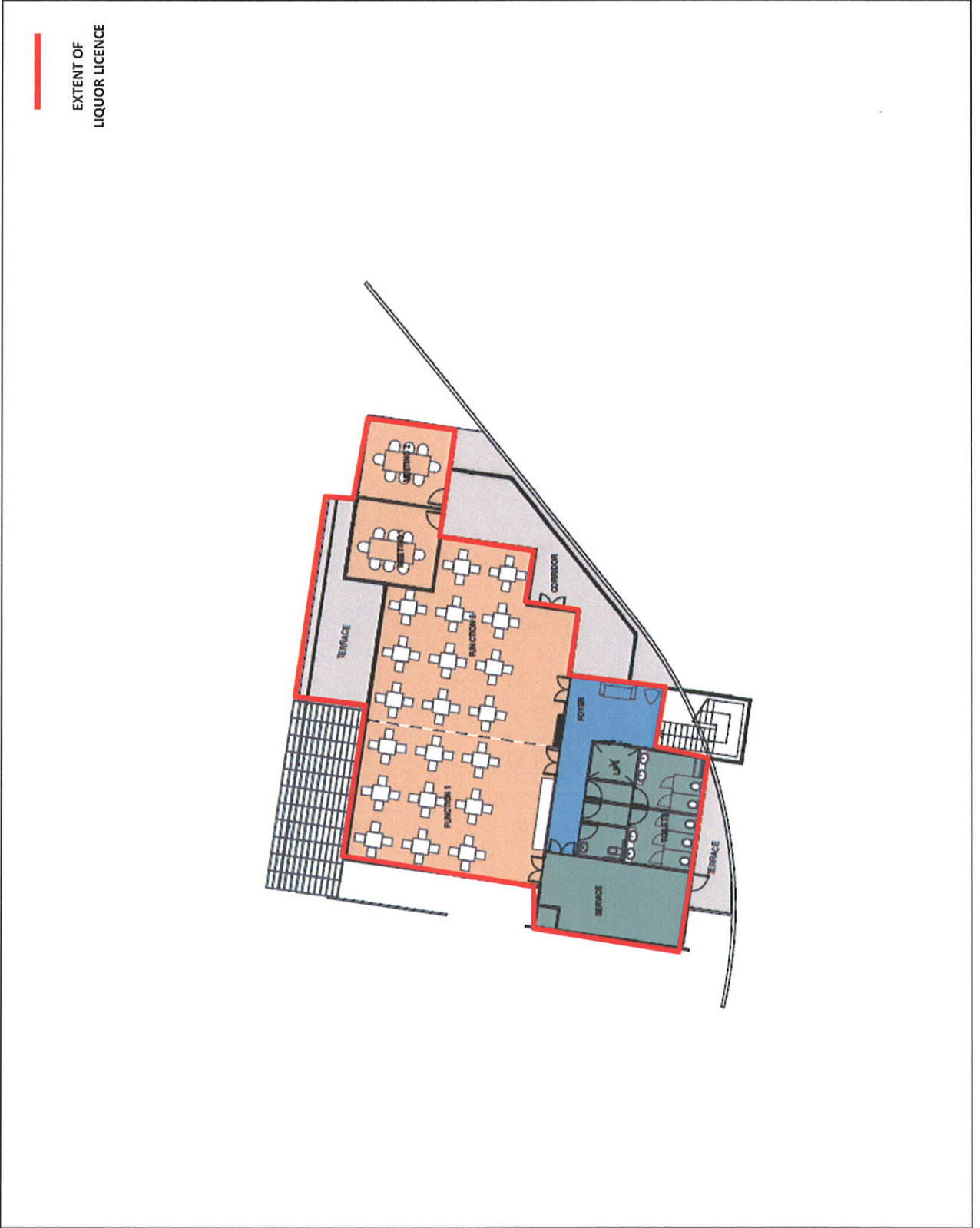
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16 DEC 2010
B.L. ML Design
architects
planners
interiors

EXTENT OF LIQUOR LICENCE – AIRFIELD ROAD MOTEL DEVELOPMENT



—
EXTENT OF
LIQUOR LICENCE

EXTENT OF LIQUOR LICENCE – AIRFIELD ROAD MOTEL DEVELOPMENT



**ATTACHMENT 6
SUBMISSION IN THE FORM OF AN
OBJECTION**

LATROBE CITY COUNCIL
INFORMATION MANAGEMENT

RECEIVED
25 JUN 2010

R/O: Doc No: 530256

Comments/Copies Circulated to:

Copy Registered in DataWorks Invoice forwarded to accounts

21 June 2010

The Chief Executive Officer
LaTrobe City Council
PO Box 264
MORWELL VIC 3630

project no. Submission No 04250203-034
doc no.

Dear Sir

Re: Planning Application 2010/142 – Application for a permit to subdivide land, use and develop the land for a residential hotel and restaurant, removal of native vegetation, reduction in car parking and to use the land for the sale and consumption of liquor at Lot 26 LP94411.

With respect to the above application, we write to register our objection to a permit being granted for the development of this site.

Our grounds for objection are as follows:

Zoning

The zoning is Rural Living Zone Schedule 3 with the purpose of the zone being to provide for residential use in a rural environment. Whilst the scheme provides for planning applications as outlined under Section 2 Uses it is considered that the current proposal fails to provide for development in a comprehensive and sustainable manner. We are aware that Council is currently evaluating a draft report for this area, *Traralgon Morwell Corridor* as part of the *Traralgon Growth Areas Review*. It is premature to approve further development in this area on a piecemeal and incremental basis when a comprehensive review is close to completion. Further the land to the north east is currently farmed and this proposal has the potential to adversely affect farm operations on this adjacent land which is a key consideration under the decision guidelines.

Traffic

The traffic assessment is inadequate in that there is no qualified assessment of the traffic impact associated with the development. It appears what assessment of traffic has occurred has been undertaken by the applicants planner Ms Carol Pilatti and not a traffic impact assessment in accordance with the Austroads Guide to Traffic Management.

The traffic assessment fails to consider the adequacy of the existing road network or detail entrance treatments to cater for the substantial levels of traffic associated with this large 60 seat restaurant, 80 seat function facility and 76 room motel along with its associated service delivery and staffing movement.

It is considered this level of development has the potential to seriously impact on the safety and adequacy of access onto Airfield Road and from Airfield Road onto and off Princes Highway. There is a potential requirement for a signalised intersection treatment as a result of this development which has not been addressed. It is a recognised nexus that developers are required to pay for costs directly associated with developments and this issue has not been discussed within this application.

In summation no assessment has occurred with regards the appropriate access on and off Airfield Road or Princes Highway and the potential impacts of these on traffic flows and safety along these important roads.

Parking

The applicant asserts that the 120 car parking spaces provided is adequate for the use proposed. However it is acknowledged that this will result in a minimum shortfall of 52 car parking spaces or 30 percent overall. The veracity of the assertions that justify this reduction in parking spaces require a qualified assessment based on similar developments. The alternative of vehicles parked on the roadside will result in a danger to road users. The application further fails to address sustainable transport facilities such as bus or train pickup or drop off services to justify reductions in parking. It is considered a qualified traffic assessment is required addressing the suitability of the parking levels proposed and disabled parking provisions.

Native Vegetation

The applicants have prepared a comprehensive native vegetation assessment of the property which is to be commended. This however does not assess the suitability of the remnant vegetation for a residential use and appropriate protection zones. Recent VCAT decisions including subdivision development, wildfire concerns and changes in site characteristics have all lead to conflicts resulting in vegetation removal by default. These issues require expert consideration before a decision is made as the retention of the vegetation is crucial to the development in terms of its suitability and screening. This is of particular importance with a significant degree of vegetation within the Princes Highway road reserve outside the applicants control. If this vegetation was to be removed the prominence of the development would be substantially heightened. The applicant has no control over this and yet is reliant on its screening. It is noted that there is the remnants of a significant fallen tree on site adjacent to the road demonstrating the potential risk of vegetation in close proximity to buildings.

Landscape Plan

Landscaping is shown on the site plan, however there are no details of this. It is considered a detailed landscaping plan should be provided to demonstrate the appropriateness of plantings to screen and break up the built form. In particular the prominence of the development when viewed from the north or Airfield Road is entirely out of character with the purpose of the zone and fails to maintain the rural nature of the area.

Built form

The proposed built form comprising four buildings contained with a footprint of 1592m² two stories in height(6.7m), 4300m² of carparking and pathways, a swimming pool, playground and barbecues. This substantial built form fails to maintain the rural amenity of the zoning and will be visually prominent from surrounding areas. The concrete panel construction and linear nature of the motel units lacks articulation and architectural merit. This design and built form will be prominent and out of character with the single storey built form and which is generally setback from property boundaries in the area.

Subdivision

The applicants propose to increase the size of their lot (Lot 26) by reducing the size of the adjacent to the north (Lot 25) from 2.0326ha to 1.562 hectares. This will result in both lots being under the minimum subdivision size required by the Rural Living Zone - Schedule 3 of 2ha. This will result in a substantial loss to the character and amenity of the area with the boundary setback for the existing development reduced. The application has not provided detail on the built form on adjacent sites therefore the exact reduction in setback is unable to be identified, however it is considered this reduction in open space between the properties to facilitate a increase in built form fails to respond to the character and purpose of the zone.

Signage

Developments of this nature generally require prominent signage to identify and advertise developments. Such signage has a significant impact on the amenity of the area and needs to be considered at the time of development. No detail has been provided to allow informed public comment. Signage will transform the prominence of the development and potentially affect the safety of road users on Princes Highway and Airfield Road. This integral part of a accommodation and conference facility needs to be considered by the public as a part of the development and is not able to be separated as a potential condition of permit.


Conclusion

We support appropriate development in the area, however believe that this proposal is seriously flawed in its consideration of the relevant issues and underlying zoning and planning controls for the area. In particular it is premature to approve this development whilst the area is in the final stages of a strategic review. We are aware that a previous development proposal for the site including a 58 bed and meeting facilities was withdrawn in part due to concerns relating to overdevelopment of the site and local concerns.

We request that the application be refused on the basis of inadequate assessment of its affects, inappropriate activity under the Rural Living Zone – Schedule 3 and significant detriment to the safety of road users. The application should address its shortfalls in information provided and after consideration of these be resubmitted as a fresh application.

Yours faithfully

SMEC Urban


Craig Lyon
Senior Planner

d +61 3 5173 0121

f +61 3 8174 0088

e Craig.lyon@smu.com.au

**ATTACHMENT 7
APPLICANT'S RESPONSE TO
OBJECTION**

POSTED AND
EMAILED

21/7/2010
CP



REF: 1000108
OFFICE: MELBOURNE

**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

21 July 2010

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

Ms Kristy Crawford
Acting Coordinator Statutory Planning
Latrobe City Council
PO Box 264,
MORWELL VIC 3840

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

Dear Ms Crawford,

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

RE: APPLICATION FOR PLANNING PERMIT 2010/142
PROPOSAL: AIRFIELD ROAD RESIDENTIAL HOTEL (MOTEL) DEVELOPMENT
SITE: N-E CORNER PRINCES HIGHWAY AND AIRFIELD ROAD, TRARALGON

Geelong
52 Brougham St
Geelong Vic 3220
ph: 03 5222 6563

We act for Rural Outlook Pty Ltd in relation to the above matter and provide the following response to the objection from Smec Urban dated 21 June 2010.

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

Ground of objection: Zoning

Sale
45 Macalister St
Sale Vic 3850
ph: 03 5144 3877

Our response

Zoning does not prohibit the use as proposed.

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

The facility is suitably placed on a major transport route between two urban areas namely Morwell and Traralgon and near the airport.

The Land Use Framework Plan identifies the Morwell-Traralgon corridor, comprising the subject site, north of the Princes Highway, to be investigated for redevelopment

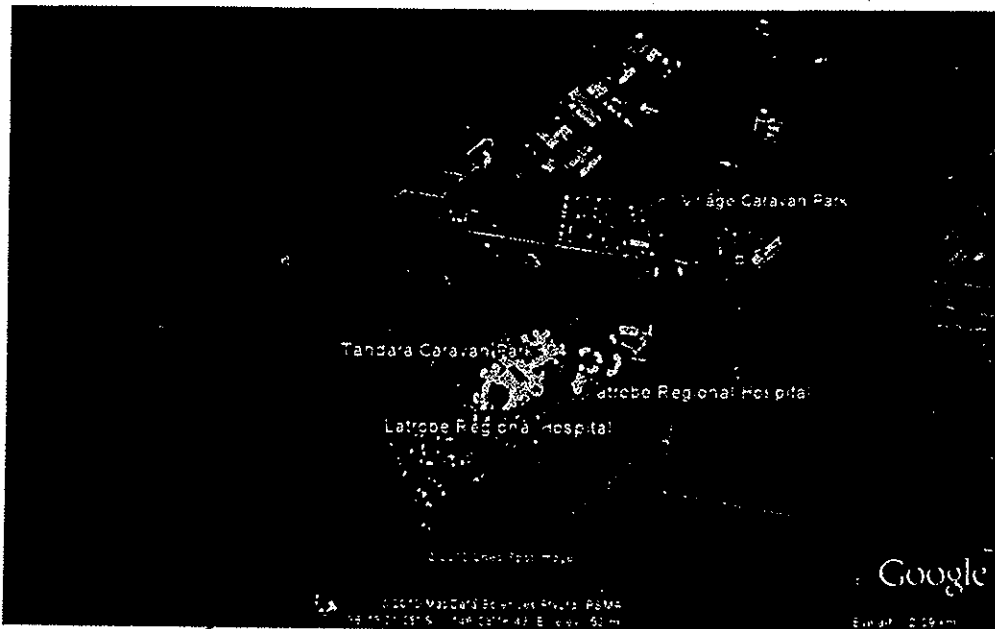
Wonthaggi
134 Graham St
PO Box 129
Wonthaggi Vic 3995
ph: 03 5672 1505



opportunities. The site is within a locality which is already characterised by a range of urban land uses and includes a number of caravan parks, a motel and convention centre, other tourist accommodation, dwellings, hospital and airport. It is noted that there is a strong emphasis on tourist accommodation in this immediate area signalling the locational benefits dictated by market forces.

Pre-application meetings have been held with Council with in-principle support indicated for the proposal.

Land immediately to the north-east of the development site accommodates the Park Lane Caravan Park.



Century Inn

Park Lane Caravan Park

The site is removed from the land to the north-east currently used for farming by the Park Lane Caravan Park. As such it is difficult to contemplate how the proposal has the potential to adversely affect farm operation on this land.

Ground of objection: Traffic and Car parking

Our response

A traffic and car parking report was not required by Council. Council's traffic engineers have the expertise to assess the traffic and car parking merits of the proposal and the assessment as put forward in the planning report on behalf of the applicant.

Traffic management discussions were held with VicRoads namely Stuart Fenech, Statutory Planning Officer at VicRoads Eastern Region on 26 September 2008 and the area proposed for acquisition by VicRoads was determined as shown in the attached plan. The plan is a preliminary drawing and serves only to identify the area to be acquired. The layout ultimately submitted to Council as part of the current application shows that the area intended for purchase by VicRoads is not impacted upon by the development.

The vehicular access arrangements also adhere to VicRoads requirements.

Ground of objection: Native Vegetation

Native vegetation assessment report does not assess the suitability of the remnant vegetation for a residential use and appropriate protection zones.

Wildfire concerns not addressed leading to potential removal of vegetation by default.

Development relies on vegetation on Princes Highway road reserve for screening. Removal of this vegetation would heighten the prominence of the development.

Our response

Remnant vegetation was assessed for its value by Ecology Partners.

The design and layout of the development was prepared having regard for the advice provided by Ecology partners. Inherent in this assessment is the appropriate protection zones.

The fundamental outcome of the Ecology partners report indicates that the site can accommodate the proposal noting *the current design of the proposed motel has incorporated the retention of the majority of the remnant native vegetation patches which occur on the site. Additionally, extra land was purchased to the north of the property in order to avoid impacts and removal of better quality remnant of native vegetation which occurs along the property boundary adjacent to the Princes Highway. (pg8)*

The site is not affected by a Wildfire Management Overlay.

Vegetation removal on road reserves is subject to obtaining necessary permits.

Retention of existing vegetation on the land and around the perimeter of the site and the generous setbacks from boundaries to the two -storey form is an appropriate response in the context of the area. Setbacks of between 20.135 metres and 30 metres and beyond from Princes Highway allow adequate opportunity for additional landscaping if required.

Ground of objection: Landscape Plan

No detail of landscaping shown.

Detailed landscaping plans required to demonstrate the appropriateness of plantings to screen and break up the built form especially from north of Airfield Road and does not maintain the rural nature of the area.

Our response

Detailed landscaping plans are usually addressed by permit condition.

Ground of objection: Built Form

Built form two stories in height (6.7 metres) and building footprint and hard surfacing.

Built form is visually prominent and fails to maintain the rural amenity of the zone.

Concrete panel construction and linear nature of the motel units lacks articulation and architectural merit.

Design and Built form is out of character with single storey built form generally setback from property boundaries in the area.

Our response

A two-storey built form setback from boundaries in a landscape setting is not inappropriate in the context of adjacent built forms on adjoining properties.

Site coverage of the built form is low at 10.16%.

The majority of existing vegetation is to be retained and a net gain strategy for vegetation that cannot be retained is to be implemented.

Ground of objection: Subdivision

Re-alignment of boundaries will result in both lots being under the minimum subdivision size required by the Rural Living Zone – Schedule 3 of 2 hectares.

Resulting in substantial loss to the character and amenity of the area with the boundary setback the existing development reduced.

Detail of built form on adjacent sites not provided

Exact reduction in setback is unable to be identified.

The reduction in open space between the properties, to facilitate an increase in built form, fails to respond to the character and purpose of the zone

Our response

The subdivision is a re-alignment of boundaries between 2 existing lots. Additional lots are not created. The re-alignment facilitates the development having regard for flora and fauna net gain analysis and offset requirements.

Clause 35.03-3 allows for the lots under 2 hectares to be created and for the owner to enter into a Section 173 Agreement and registered on title to ensure that for each lot under 2 hectares in area may not be further subdivided so as to increase the number of lots.

Photos including aerial photos have been provided identifying the site in the context of adjoining properties and buildings accommodated thereon. The aerial photograph at Figure 2 of the planning report indicates that a generous setback is retained between the existing dwelling on the northern property and the new common boundary.

The reduction in setback is demonstrated by the aerial photograph in Attachment B of the Planning report superimposing the existing title boundaries and the proposed realigned boundaries. A setback of at least 40 metres is provided from the southern elevation of the dwelling on the northern allotment to the proposed new common boundary.

Adequate separation is provided to allow for a suitable landscape setting to be established. A minimum setback of 4 metres from the common boundary to a two storey form within the development site itself allows for appropriate landscaping within this setback having regard for the character of the area.

Ground of objection: Signage

Development will require prominent signage to identify and advertise the development.

Our response

A separate application for signage will be submitted at a future date. It is intended that any future signage whilst serving its purpose to identify the use on the land is also appropriately designed so that it identifies the facility without detracting from the facility and/or site or area.

It is unknown at this stage who will operate the facility accordingly it was considered appropriate for any future signage to be considered as a separate application.

The size and prominence of any future signage will need to meet with both Council and VicRoads approval.

General comment

It is not clear in reading the objection as to who Smec Urban is representing. It is not clear if they are representing themselves or a client. Nevertheless, the objection fails to demonstrate how the objector suffers material detriment. Section 57 (2) of the Planning and Environment Act 1987 notes that *an objection must be made to the responsible authority in writing stating the reasons for the objection and stating how the objector would be affected by the grant of the permit.*

Should you have any queries, please do not hesitate to contact me on 03 9524 8838.

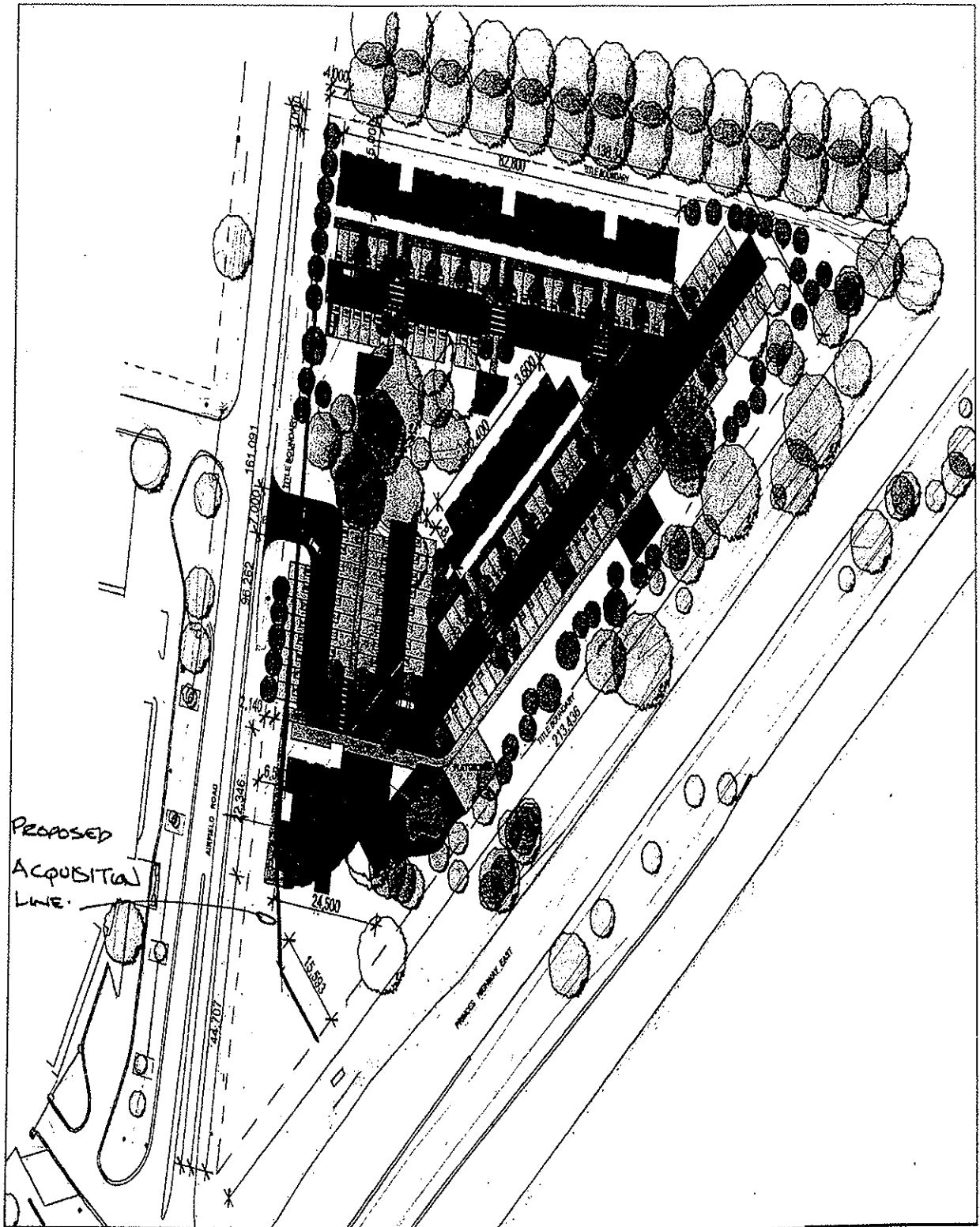
Yours faithfully,

BEVERIDGE WILLIAMS & CO PTY LTD

A handwritten signature in cursive script that reads "Carol Pilatti".

Carol Pilatti

Senior Planner



11.3.2 TRARALGON STATION PRECINCT MASTER PLAN

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

1. PURPOSE

The purpose of this report is to present the Traralgon Station Precinct Master Plan Final Report April 2011 to Council for consideration following the community consultation period and peer review process.

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 Objective – Economy

In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader communities, whilst providing opportunities and prosperity for our local community.

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 - Economy

Promote and support the development of existing and new industry, and infrastructure to enhance the social and economic well-being of the Valley.

Strategic Direction – Built Environment

Utilise place management principals in planning, developing and promoting localities within Latrobe City.

Promote and support high quality urban design within the built environment.

Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City.

Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.

Integrate transit cities principles in the development of Moe, Morwell and Traralgon activity centres.

Ensure proposed developments and open space areas are complimentary to their surrounds.

Service Provision – Built Environment City Planning

Provide Strategic Planning advice and services in accordance with the Local Planning Policy Framework.

Legislation

Local Government Act 1989
Planning & Environment Act 1987
Transport Integration Act 2010

4. BACKGROUND

The Transit Cities program is a Victorian government initiative and one of the policy directions of *Melbourne 2030*. Transit Cities in regional locations is articulated in the following policy:

Policy 3.1– Promote the growth of regional cities and key towns on regional transport corridors as part of a networked cities model.

The major regional centres close to metropolitan Melbourne (Geelong, Ballarat, Bendigo and the towns of the Latrobe Valley) will become the focus for accelerated development to encourage the concept of networked cities. The Government will plan for and support these cities as viable alternative locations to metropolitan Melbourne in which to live, work, run businesses and relax.

Moe, Morwell and Traralgon are designated Transit Cities under this policy initiative. The Transit Cities program seeks to revitalise centres that are situated adjacent to a railway line through a combination of high quality mixed use development.

The Traralgon Station Precinct Master Planning project aims to provide a strategic and conceptual plan to guide future development of land adjacent to the Traralgon train station.

A draft Master Plan was prepared in accordance with the project brief, and at the Ordinary Council Meeting held on 19 April 2010, Council resolved:

1. That Council releases the Traralgon Station Precinct Master Plan: Final Draft Report January 2010 to the community for a 8 week consultation period, commencing 20 April 2010.

2. That a further report detailing the submissions received be presented to Council on 5 July 2010 for consideration.

The Traralgon Station Precinct Master Plan Final Draft Report January 2010 was released to the public for a community consultation period of 8 weeks from 20 April 2010 to 15 June 2010.

Nine submissions were received in response to the consultation period. A summary of the issues raised in the submissions is provided in Attachment 1 and copies of all submissions are included in Attachment 2.

A report providing further information to Council including the number of submissions received and the requirement for more time to provide a comprehensive summary of the community consultation process and integration with other studies for Traralgon was considered by Council at its Ordinary Council meeting of 5 July 2010 with the following resolution:

That the information in this report be noted and a further report detailing the submissions received be presented to Council for consideration on or prior to the Ordinary Council Meeting to be held on 4 October 2010.

Council then considered a further report at its Ordinary Council meeting of 4 October 2010. This report provided a summary of the written submissions received and highlighted the need for further work to be undertaken to allow for revision of the Final Draft Report January 2010 addressing the following:

- issues raised in the written submissions.
- integration of the Master Plan with other ongoing strategic studies for Traralgon, in particular the Traralgon Activity Centre Plan and the Traralgon Inner South Precinct Master Plan.
- changes in circumstance that have arisen since the beginning of the Master Plan development.

Changes that have arisen since the beginning of the Master Plan development have included the following:

- The draft Master Plan January 2010 proposed that the GippsTAFE development consisting of minor modifications to the existing structure, would take a number of years to complete.
- GippsTAFE received funding from the federal government which has enabled them to construct a new building on their site, rather than modify the existing structure. This change in circumstances makes the objectives of the draft Master Plan January 2010 in respect to this area unachievable. The long term proposal resulted in the bus interchange occupying the ground floor of the GippsTAFE building with the GippsTAFE facility occupying the second and third floor. Given the significant investment into a completely new GippsTAFE building modifications to allow this to happen are unlikely.
- The draft Master Plan January 2010 identifies the possible demolition of the Victorian Railway Institute (VRI) Hall south of the railway line to allow for car parking. The local significance of the VRI Hall is identified in the Latrobe Heritage Study 2010 and reiterated in the recent Planning Panel report for Amendment C14 which introduces the Heritage Overlay to the Latrobe Planning Scheme. The opportunity for retention and/or adaptive reuse of the VRI Hall should be investigated through further work.

At its Ordinary Council Meeting of the 4 October 2010 Council resolved the following:

- 1. That Council notes the submissions to the Traralgon Station Precinct Master Plan: Final Draft Report January 2010 included in this report.*
- 2. That the Mayor writes to the submitters thanking them for their contribution.*
- 3. That the Traralgon Station Precinct Master Plan: Final Draft Report be presented for consideration at a future Ordinary Council Meeting.*

Since the Ordinary Council Meeting of 4 October 2010 further work has been completed. This has involved engaging a consultant to undertake a peer review of the Final Draft Report January 2010. The consultant engaged for the peer review is currently undertaking other strategic studies in Traralgon and was able to ensure that the issues that were raised in the written submissions and issues associated with circumstance changes were able to be addressed in an integrated manner with other Traralgon strategic studies.

In addition, further consultation with key stakeholders including V/Line, Vic Roads, Department of Transport (DOT), GippsTAFE and Latrobe Valley Bus Lines has been undertaken to ensure that any revisions to the draft Master Plan January 2010 addressed concerns raised in the written submissions.

A revised Master Plan titled Traralgon Station Precinct Master Plan Final Report April 2011 has now been completed and is provided at Attachment 3.

The revised Master Plan April 2011 is consistent with the State Planning Policy Framework and the current Municipal Strategic Statement (MSS).

5. **ISSUES**

Nine submissions were received in response to the consultation period. A summary of the issues raised in the submissions is provided in Attachment 1 and copies of all submissions are included at Attachment 2.

The key issues that were identified in the submissions and the way in which the revised Traralgon Station Precinct Master Plan Final Report April 2011 responds to these issues is discussed below.

GippsTAFE Building

The draft Master Plan January 2010 proposed that the GippsTAFE development consisting of minor modifications to the existing structure, would take a number of years to complete.

Funding received from the federal government has enabled GippsTAFE to construct a new building on their site, rather than modify the existing structure. This change in circumstances makes the objectives of the draft Master Plan January 2010 in respect to this area unachievable. This concern was raised by both GippsTAFE and V/Line in their submission.

The layout of the proposed bus interchange was reviewed in light of GippsTAFE plans for a permanent building. The revised Master Plan April 2011 removes the 2 staged scenario (Interim and Ultimate) previously recommended for the bus interchange. Only one scenario is now provided which includes a redesign of the bus interchange utilising the space adjacent to the GippsTAFE building at its eastern end. This has resulted in a more prominent and visual bus interchange that will be integrated with a redesign of the terminal/station building providing increased passive surveillance and improved commuter facilities.

Bus Interchange Design

Concerns were raised regarding the location and design of the bus interchange in relation to commuter and pedestrian safety.

As documented above, a re-design of the bus interchange in the revised Master Plan April 2011 has utilised the space adjacent to the GippsTAFE building at its eastern end as well as behind the building. This has resulted in a more prominent and visual bus interchange that will be integrated with a redesign of the terminal/station building. The removal of the existing buildings adjacent to the newly constructed GippsTAFE building at its eastern end will open up the space and improve surveillance looking north-south across the bus interchange and the rail line. In addition, the station building is proposed to be re-orientated so that the station building entrances face west and this combined with additional glazing will provide increased passive surveillance over the bus interchange.

The revised Master Plan April 2011 identifies improved commuter facilities including appropriate bus shelters, barriers, way finding signage and lighting as essential for the safety of commuters and users of the precinct. Shelter will be provided along the bus platform to provide protection from the weather, which will extend to the station building.

Commuter Car Parking

The Traralgon City & Rural Community Development Association Inc. raised a concern with the draft Master Plan January 2010 regarding loss of parking behind the GippsTAFE building to be replaced by the bus interchange.

The land behind the GippsTAFE building is owned by Victrack and is leased to V/Line as a car park. This car park is for V/Line customers only and not intended for public parking. It can accommodate up to 84 car spaces.

The revised Master Plan April 2011 has seen a redesign of the car park on the southern side of the rail line to include the maximum number of commuter car parks possible. Car parks previously located for V/Line customers behind the GippsTAFE building would now be located on the southern side of the rail line with access via an upgraded overpass that is *Disability Discrimination Act 1992* (DDA) compliant, accommodating both stairs and a lift.

Overall the revised Master Plan April 2011 offers an increase in car parking spaces providing 200 car spaces in the southern car park for commuters and V/Line staff. Table 1, provides a summary of the number and location of car parking spaces planned for the precinct as part of the revised Master Plan April 2011.

Table 1
Car Parking Spaces, Existing and Revised Master Plan
April 2011

Car Parking Location	Car Parking Spaces Existing	Car Parking Spaces Revised Master Plan April 2011
Adjacent to retail area, (north of rail line)	60	60
Commuter Car parking behind GippsTAFE (north of rail line)	84	0*
Commuter Car Parking (south of rail line)	35	200 [#]
Car Parking spaces at VRI Hall	0	33
	179	293

* moved to south of rail line

[#]includes minimum provision for V/Line staff of 20 spaces in the short term

Depending on the demand for increased V/Line services, the requirement for V/Line staff is expected to be in the order of 20 spaces in the short term leaving 180 spaces available for commuters. The existing number of commuter car parks is currently 119. The revised Master Plan April 2011 provides an additional 61 commuter car parks to the existing number provided.

The Department of Transport (DOT) indicated a requirement for around 156 commuter car parks with an opportunity to provide more spaces in the future. This requirement has been met in the revised Master Plan April 2011.

The possibility of providing additional commuter and V/Line staff car parking in basement form within any commercial development west of the Victorian Railway Institute (VRI) hall is also recommended in the revised Master Plan April 2011. It is envisaged that this area will cater for increased parking requirements responding to anticipated growth in the longer term by 2022 as identified by V/Line in their submission.

Access across the rail line

Submissions from DOT and V/Line highlight that a DDA compliant link between north and south sides of the rail line is essential.

Both the draft Master Plan January 2010 and the revised Master Plan April 2011 identify the requirement for an upgraded overpass that is DDA compliant. The upgraded overpass will accommodate both stairs and a lift and is accessible from the covered walkway of the bus interchange adjacent to the re-configured station building.

Bus circulation and traffic issues

Latrobe Valley Bus Lines raised the issue of pedestrian safety and traffic issues around the bus interchange in their submission.

The revised Master Plan April 2011 provides a clear separation between vehicles and the bus interchange. Buses will access the bus interchange via the existing two way vehicular entrance from the Princes Highway at the western edge of the precinct. Buses will utilise the turning circle in the plaza area and exit via the same access point.

Pedestrian paths will be provided to the rear of the GippsTAFE building, and around the turning circle, with clear delineation between pedestrian areas and the bus turning circle.

Pedestrian crossings are provided at both ends of the bus terminal to facilitate safe pedestrian movement.

There will be no private vehicular access beyond the entrance to the GippsTAFE car park ensuring that the bus interchange area is free from private vehicles.

In addition access arrangements to the retained short term retail car parking area have been altered to separate the movement of traffic from public transport and pedestrians.

In addition to addressing issues raised in the submissions, consultants were engaged to undertake a peer review of the draft Master Plan January 2010.

The peer review confirmed many of the issues raised in the submissions and identified the opportunity for retention and/or adaptive reuse of the VRI Hall. The local significance of the VRI Hall is identified in the Latrobe Heritage Study 2010 and reiterated in the recent Planning Panel report for Amendment C14 which introduces the Heritage Overlay to the Latrobe Planning Scheme.

The draft Master Plan January 2010 developed prior to Amendment C14 had identified demolition of the VRI Hall south of the railway line to allow for car parking. The revised Master Plan April 2011 has recommended that Council capitalise on the opportunity to develop the VRI Hall into a multi purpose community facility.

If Council choose to adopt the revised Master Plan April 2011, the next step towards implementation is for Council to progress to a Planning Scheme Amendment as per the recommendations outlined in the Traralgon Station Precinct Master Plan Final Report April 2011.

6. FINANCIAL AND RESOURCES IMPLICATIONS

The preparation of the Traralgon Station Precinct Master Plan has been funded through a collaborative model, with contributions from Latrobe City Council, Department of Planning and Community Development, Department of Transport and VicTrack.

Should Council proceed to undertake a planning scheme amendment funds have been allocated in the draft 2011/2012 budget to enable the planning scheme amendment to proceed.

7. INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Extensive consultation was undertaken in the process of developing the Traralgon Station Precinct Master Plan Final Report April 2011. Consultation tools included community information sessions, design workshops and meetings with the community, stakeholders and Councillors.

Details of Community Consultation/Results of Engagement:

A range of consultation activities took place prior to the draft Master Plan January 2010 being released for a community consultation period. A summary of these activities was presented to Council at the Ordinary Council Meeting held on 19 April 2010. This summary is provided at Attachment 4.

The following tools were used to publicise the release of the Traralgon Station Precinct Master Plan Final Draft Report January 2010 to the community for an eight week consultation period, commencing on 20 April 2010:

- Media Release
- Public Notice in LV Express and Traralgon Journal
- Information regarding release of the draft Master Plan at Traralgon Station
- Placement of the *Traralgon Station Precinct Master Plan Draft Final Report January 2010* on Latrobe City Council website
- Copies made available upon request from Council Service Centres

In addition to the consultation activities outlined above the Traralgon Station Precinct Master Plan Final Draft Report April 2011 was finalised following a series of further stakeholder meetings with Vic Roads, DOT, V Line, GipssTAFE and Latrobe Valley Bus Lines, over the period of October 2010 – February 2011.

The opportunity for further community and stakeholder consultation will be provided should Council resolve to proceed to a planning scheme amendment. This is a statutory process that would require public exhibition of the Traralgon Station Precinct Master Plan Final Draft Report April 2011, for a minimum of four weeks.

8. OPTIONS

The options available to Council are as follows:

1. Adopt the Traralgon Station Precinct Master Plan Final Report April 2011 and seek to request authorisation from the Minister for Planning to proceed with a planning scheme amendment to include the document into the planning scheme.
2. Not adopt the Traralgon Station Precinct Master Plan Final Report April 2011 and seek further changes to the report.

9. CONCLUSION

The Traralgon Station Precinct Master Plan Final Draft Report April 2011 presents a strategic and conceptual plan to guide future development of land adjacent to the Traralgon train station which is consistent with Transit Cities principles.

Significant community consultation has been used to inform the preparation of the Traralgon Station Precinct Master Plan Final Report April 2011. Issues raised in submissions have been satisfactorily addressed and key state government departments and agencies have been involved ensuring that it is meeting the needs of all stakeholders and the community.

10. RECOMMENDATION

1. That Council adopt the Traralgon Station Precinct Master Plan Final Report April 2011.
2. That Council requests authorisation from the Minister for Planning to prepare and exhibit an amendment to the Latrobe Planning Scheme, as per the recommendations of the Traralgon Station Precinct Master Plan Final Report April.
3. That the Mayor writes to all submitters thanking them for their contribution.

Moved: Cr Lougheed

Seconded: Cr Vermeulen

That the Recommendation be adopted.

For the Motion

Councillor/s O'Callaghan, Vermeulen, Middlemiss, Lougheed and White

Against the Motion

Councillor Gibson

The Mayor confirmed that the Recommendation had been CARRIED

ATTACHMENT 1

ATTACHMENT 1

Summary of Submissions: Traralgon Station Precinct Master Plan: Final Draft Report April 2011

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
1	Traralgon and District Art Society	<ul style="list-style-type: none"> Concerned that the old railway station building (that they lease from Latrobe City Council) will be demolished. 	No	<ul style="list-style-type: none"> The draft Master Plan January 2010 did not propose demolition of the old railway station building. This position has not changed in the revised Master Plan of April 2011.
2	Peter Whitley-CEO GippsTAFE	<ul style="list-style-type: none"> General support for the draft Master Plan. 	N/A	<ul style="list-style-type: none"> Noted
		<ul style="list-style-type: none"> Concern regarding future plans of relocating GippsTAFE above the bus interchange as proposed in the Ultimate phase of the draft Master Plan (January 2010), given that the construction of a \$12 million dollar building has commenced. 	Yes	<ul style="list-style-type: none"> The layout of the proposed bus interchange was reviewed in light of GippsTAFE plans for a permanent building. The revised Master Plan April 2011 removes the two staged scenario (Interim and Ultimate) previously recommended for the bus interchange. Only one scenario is now provided which includes a redesign of the bus interchange utilising the space adjacent to the GippsTAFE building at its eastern end. This has resulted in a more prominent and visual bus interchange that will be integrated with a redesign of the terminal/station building providing increased passive surveillance and improved commuter facilities.
		<ul style="list-style-type: none"> Staged Action Plan in the draft Master Plan (January 2010) requires milestone dates. 	No	<ul style="list-style-type: none"> A revised staged action plan has been provided as part of the revised Master Plan 2011. Milestone dates are subject to funding requirements.

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
		<ul style="list-style-type: none"> Requires a funding strategy which is not adequately addressed in the draft Master Plan (January 2010). 	<p>No</p>	<ul style="list-style-type: none"> A funding strategy was outside the scope of the project brief. It will be required to be developed at a later stage to allow implementation of the project.
<p>3</p>	<p>Latrobe Valley Bus Lines</p>	<ul style="list-style-type: none"> Concerns regarding the proposed location of the bus interchange in the Interim phase as summarised below: Unsafe location concealed behind building no passive surveillance. 	<p>Yes</p>	<ul style="list-style-type: none"> The location of the bus interchange in the draft Master Plan January 2010 was proposed by Department of Transport, who are part of the Transit Cities Project Assurance Group. The concept design for the proposed bus interchange was reviewed in light of GippsTAFE plans for the construction of a permanent building adjacent to the bus interchange facility. A re-design of the bus interchange in the revised Master Plan April 2011 has utilised the space adjacent to the GippsTAFE building at its eastern end. This has resulted in a more prominent and visual bus interchange that will be integrated with a redesign of the terminal/station building. The removal of the existing buildings adjacent to the newly constructed GippsTAFE building will open up the space and improve surveillance looking north-south across the bus interchange and the rail line. In addition, the station building is proposed to be re-orientated to face west and will therefore directly overlook the bus interchange providing increased passive surveillance and improved commuter facilities incorporating shade, shelter, way finding signage, overpass access etc.

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
		<ul style="list-style-type: none"> Poor pedestrian safety in proposed bus interchange caused by combining TAFE vehicles, town and intra-town, V/Line & long haul bus services. 	Yes	<ul style="list-style-type: none"> The revised Master Plan April 2011 provides a clear separation between vehicles and the bus interchange. The only location where cars can enter the bus interchange is at the entrance to the GippsTAFE car park at the western end of the precinct where buses enter the interchange. This is envisaged to be a low number of car movements per day. Covered delineated walkways between the bus interchange and the terminal building will assist with pedestrian safety.
		<ul style="list-style-type: none"> Traffic congestion along Princes Highway 	Yes	<ul style="list-style-type: none"> This comment is noted. The revised Master Plan April 2011 identifies the potential for modification to the traffic intersection of the Princes Highway and the bus interchange at the western end of the precinct to assist with priority access and egress for buses and coaches which will assist traffic flow along the Princes Highway. Vic Roads have provided general support for the draft Master Plan subject to detailed traffic studies.
		<ul style="list-style-type: none"> Time delays as buses have to negotiate 7 sets of traffic lights along Princes Highway 	Yes	<ul style="list-style-type: none"> The revised Master Plan April 2011 identifies the potential for modification to the traffic intersection of the Princes Highway and the bus interchange at the western end of the precinct to assist with priority access and egress for buses and coaches.
		<ul style="list-style-type: none"> Main destination for travellers is the CBD, not the station and suggests the stop is too far away from Stockland Plaza. 	Yes	<ul style="list-style-type: none"> The revised Master Plan April 2011 provides commuters with a transport interchange between train and bus within the Station Precinct. The bus interchange proposed for the Station Precinct is not intended to replace the current bus stops at Stockland

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
		<ul style="list-style-type: none"> Suggestion to relocate bus interchange at Post Office Place instead. 		<p>Plaza. Commuters will now have a choice as to whether they wish to disembark at the northern or southern end of the CBD. The bus interchange at the Station Precinct will complement an upgraded bus terminal at Stockland Plaza proposed as part of the Traralgon Activity Centre Plan – Draft Key Directions Report.</p>
4	Traralgon City & Rural Community Development Association Inc.	<ul style="list-style-type: none"> Concern regarding loss of parking behind GippsTAFE building to be replaced by bus interchange. 	Yes	<ul style="list-style-type: none"> The land behind GippsTAFE building is owned by Victrack and is leased to V/Line as a Car Park. The Car Park is for V/Line customers only and not meant for public parking. The revised Master Plan April 2011 has seen a redesign of the car park on the southern side of the rail line to include as many commuter car parks as possible. Car parks previously located for V/Line customers behind the GippsTAFE building would now be located on the southern side of the rail line with access via an upgraded overpass (<i>Disability Discrimination Act compliant</i>) accommodating both stairs and a lift. Overall the revised Master Plan offers an increase in car parking for commuters providing an additional 61 commuter car parks in the short-medium term to the existing number provided. These additional commuter car parks are provided in the southern car park which also adequately provides for V/Line staff car parking numbers in the short to medium term. The possibility of providing additional commuter and V/Line staff car

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
				<p>parking in basement form within any commercial development west of the Victorian Railway Institute (VRI) hall is also recommended in the revised Master Plan April 2011. It is envisaged that this area will cater for increased parking requirements responding to anticipated growth in the longer term (post 2022).</p> <ul style="list-style-type: none"> • Project staging will consider constructing as much of the proposed car park south of the railway line, prior to relocation of the bus interchange.
5	Mr David Owen	<ul style="list-style-type: none"> • Questions the need for a station upgrade without regular & timely train service. • Suggests an additional line to Melbourne would improve the speed and quality of service. • Suggests a station at the Latrobe Regional Hospital to service the hospital and the Latrobe Regional Airport. 	No	<ul style="list-style-type: none"> • Issues raised are outside the scope of the project.
6	Cleaner's World	<ul style="list-style-type: none"> • General support for the draft Master Plan. 		<ul style="list-style-type: none"> • Noted
		<ul style="list-style-type: none"> • Concerned about potential acquisition of their land. 	No	<ul style="list-style-type: none"> • Implementation of the potential future development site within the revised Master Plan April 2011 and sale of freehold land will be dependent on market forces. • Council will keep affected businesses informed of the

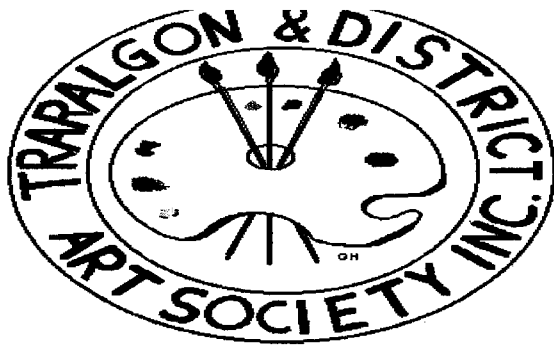
Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
				implementation of the project.
7	Vic Roads	<ul style="list-style-type: none"> • General support for the draft Master Plan subject to detailed traffic studies. 	No	<ul style="list-style-type: none"> • Vic Roads is part of the Transit Cities Project Assurance Group and will be consulted regularly for their advice during the detailed design process.
8	Department of Transport (DOT)	<ul style="list-style-type: none"> • General support for the draft Master Plan. 		<ul style="list-style-type: none"> • Noted
		<ul style="list-style-type: none"> • Master Plan must accommodate future rail expansion. Allowance needs to be made for future planning requirements for V/Line service expansion on either the south side of the platform or an easement to allow a longer platform on the north side. 	Yes	<ul style="list-style-type: none"> • Additional stakeholder meetings allowed further consultation with V-Line on this matter. V/Line have indicated that there is a need to provide an additional portion of land for rail tracks to the immediate north of the land identified for potential future redevelopment site. The land required by V/Line is shown on the revised Master Plan April 2011.
		<ul style="list-style-type: none"> • Installation of appropriate traffic control system to facilitate priority access / egress for buses & coaches from Princes Highway. 	Yes	<ul style="list-style-type: none"> • The revised Master Plan April 2011 identifies the potential for modification to the traffic intersection of the Princes Highway and the bus interchange at the western end of the precinct to assist with priority access and egress for buses and coaches.

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
		<ul style="list-style-type: none"> Disability Discrimination Act (DDA) compliant link between north and south sides of the railway is essential. 	<p>No</p>	<ul style="list-style-type: none"> Both the draft Master Plan January 2010 and the revised Master Plan April 2011 identify the requirement for an upgraded overpass that is DDA compliant. The upgraded overpass will accommodate both stairs and a lift and is accessible from the covered walkway of the bus interchange adjacent to the re-configured station building.
		<ul style="list-style-type: none"> A Bus Interchange must accommodate 8 bus bays on northern side. 	<p>No</p>	<ul style="list-style-type: none"> Both the draft Master Plan January 2010 and the revised Master Plan 2011 accommodate for 8 bus bays within the bus interchange.
		<ul style="list-style-type: none"> Installation of appropriate bus shelters fencing, barriers, lighting, safety measures etc will be required. 	<p>Yes</p>	<ul style="list-style-type: none"> The exact location and design of this infrastructure will be developed at the detailed design stage however the revised Master Plan April 2011 does identify appropriate bus shelters, barriers, way finding signage and lighting as essential for the safety of commuters and users of the precinct.
		<ul style="list-style-type: none"> DOT has expressed concern relating to the car spaces dedicated for rail commuter parking. (156 need to be restricted to rail commuters) and more provided as soon as possible. 	<p>Yes</p>	<ul style="list-style-type: none"> Refer to submission 4 above regarding response to car parking issues.
		<ul style="list-style-type: none"> Taxi ranks need to be provided on both sides of the station. 	<p>Yes</p>	<ul style="list-style-type: none"> Three taxi specific bays are provided on the north side of the station in addition five 'Kiss and Ride' bays for quick drop off of passengers (5 minute time restriction)

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
				are provided on the north and south side of the rail station, these bays are not exclusive to taxis. Monitoring of taxi, kiss and ride and disabled parking usage will allow this arrangement to be re-configured in the future if required.
		<ul style="list-style-type: none"> • DOT has expressed an interest in being involved in continued consultation. 	N/A	<ul style="list-style-type: none"> • DOT is part of the Transit Cities Project Assurance Group and will be consulted regularly for their advice during the detailed design process.
9	V/Line	<ul style="list-style-type: none"> • General support for the draft Master Plan January 2010. 	N/A	<ul style="list-style-type: none"> • Noted
		<ul style="list-style-type: none"> • Concern regarding insufficient parking. The minimum requirement by 2022 will be 345 car spaces. 	Yes	<ul style="list-style-type: none"> • The possibility of providing additional commuter and V/Line staff car parking in basement form within any commercial development west of the Victorian Railway Institute (VRI) hall is also recommended in the revised Master Plan April 2011. It is envisaged that this area will cater for increased parking requirements responding to anticipated growth in the longer term (post 2022).
		<ul style="list-style-type: none"> • DDA compliant overpass essential. 	No	<ul style="list-style-type: none"> • Refer to submissions 4 and 8 regarding response to issue of overpass.
		<ul style="list-style-type: none"> • Concern regarding proposed bus interchange in Ultimate Stage, considering current development being undertaken by GippsTAFE. V/Line believes 	Yes	<ul style="list-style-type: none"> • The layout of the proposed bus interchange was reviewed in light of GippsTAFE plans for a permanent building. • Refer to submission 2 and 3 regarding GippsTAFE

Sub. No.	Submission From	Summary of Submission	Changes Required to the Master Plan January 2010	Response of the Final Draft Master Plan April 2011
		that the bus interchange location proposed in the Interim Stage behind the GippsTAFE building may become a permanent location.		building and bus interchange location.

ATTACHMENT 2



P O Box 322
Traralgon Vic. 3844
Phone (03) 51766000
Incorporation No.A0015783W.
Fax: No. 51765432
Email: TraralgonArts_7@hotmail.com

27th April, 2010.

Chief Executive Officer,
Latrobe City Council,
Commercial Road,
Morwell. 3840

Dear Mr. Buckley,

I have enclosed a letter that I sent to VICTRACK today. Our members are very concerned that the old Traralgon railway station may be demolished when the proposed Transit City plans are put into action.

We have heard so many rumour's, and written to you seeking information as to the planned life of the old building.

We sincerely hope this historical building will be saved and continue to be the home for Gippsland people interested in the visual arts, for many years to come.

Our Committee persons attended the first public meeting and expressed our wishes as to the future of the old railway building - being incorporated into the Transit City plans. Council recently advertised on TV for persons to express interest in the plans. We strongly recommend keeping this building for tourism and people interested in art.

Yours sincerely,

Nola Matthews
Secretary
Traralgon and District Art Society

Latrobe City	
29 APR 2010	
Doc. No:	
Action Officer:	
Disposal Code:	
Comments:	

COPY

27th April, 2010.

Mr. Mike Ryan,
Business Manager Heritage,
VIC TRACK,
Level 8, 1010 LaTrobe Street,
Docklands,
Victoria 3008.

Dear Mr. Ryan,

I have received a copy of a letter sent to you by Heritage Victoria. I felt I must write and tell you a little of the Traralgon and District Art Society, who lease the lovely old railway station at Traralgon from the Latrobe City Council.

The historical railway station is a 'lifeline' to many senior citizens and children of Gippsland. Their weekly socializing, learning of new skills, discussion groups, encouragement with art creations and companionship are of great importance to their mental peace and enjoyment of life.

Our members seek your approval to allow this building to remain when the Latrobe City Council bring into action the plans for a Transit City Station to be created in the near future.

Our membership of 83, is aged 7 to 89 years from many towns of Gippsland. We have 'special care' students, and hold workshops six times a year for specialty advanced workshop weekends.

The building is safe and sound in structure but needs painting. We had planned to gain your approval to paint the interior with a colour to enhance the varied colours of paintings in exhibitions. Our members were invited to a Council meeting when the proposed Transit area was presented – we then decided to wait re painting until our future was more secure.

The original building was slightly renovated for our needs ten years ago and painted throughout, with one wood floor needing replacement. The parcels/goods department is now our workshop which is used daily for the visual arts from 10am to 4pm, three evenings for two children's classes of 12 students, and an advanced painters class. The office has remained and the ticket box room has become our kitchen. The public breezeway has an exhibition of railway memorabilia which we gathered for the 150th Anniversary display. The old tea-room or waiting room is now "Art on Track Gallery" and houses exhibitions of paintings or photo's all year. These exhibitions bring people from all over Victoria.

COPY

The Gallery is pictured and marked on tourist maps. Small groups, school classes or coach loads of visitors call most weeks. We have past employees "passing through Traralgon" call to see what has happened to their place of past employment. They comment 'it is just great seeing the building used in this way'. We are the envy of many art societies throughout Victoria because we have space to work, leave unfinished work in storerooms, and then finally exhibit our work in a lovely gallery.

Steam Train enthusiasts contact us each year to gain use of kitchen and toilet facilities. Volunteers assist these traveller's and one year we were on duty until after midnight because the steam engine travelling to Bairnsdale could not cope with the terrain and a diesel was dispatched from Dandenong to bring it home. Our rooms were used for a late 'cuppa' and toilet stop. Our electricity is used to keep refrigerators on the cafeteria carriages going and we receive no donation toward this.

Our members supplied information and volunteered for duty each day of the 150th Anniversary of Victorian Railway exhibition held in the Traralgon City Council Office.

Several VIP from Vic Track travelled on the first 'fast train' to Traralgon and visited our rooms. One gentleman purchased three paintings – steam train, diesel and fast train – to hang in his office.

We assist VicTrack daily because there is insufficient signs indicating the new Traralgon Railway station. A train sits idling at our south side platform, waiting for the Bairnsdale train to pass through, and people rush across the overhead walkway thinking they have to purchase a ticket and catch the train from the south side. The new station is on the north side of the line – and is in Southside Shopping complex. Young mothers with children in prams or pushers, and elderly people, are frustrated at having to rush all the way back over the difficult walkway. A large sign at the beginning of the walkway on the north side is needed, not, at the beginning of the walkway on the southside!

We keep the building and site in a well maintained condition with the assistance of volunteers and the crew of the Latrobe Council. We have created large plantboxes of colourful plants along the platform and south side street. We have also covered the twelve old rusted railway-line guards – used for protection re car parking – with large concrete pipes to form bollards. These are ready for beautification with Latrobe Valley flora, fauna and scenery.

The two class's of twelve junior students rush home from school to attend class each week and in November they exhibit their years work and invite teachers, family and friends to the official opening of their two week exhibition.

We sincerely hope your representatives will call to look at this much loved building before making a decision with the Latrobe City Council as to the future of the building. Demolition of this vital part of Traralgon's past history would be a disaster.

We have been told, and we tell the stories of past steam train carriages needed for Dentist appointments, the morgue carriages collecting coffins and bodies from the dungeon under the floorboards in our gallery, the birds nesting in the Station Masters office chimney and causing him to be smoked out, and many others.

Members of our Committee would make you welcome and be proud to show you about the building. If you wish for further information and would like to make a date and time to visit please contact me Phone 51741238 (home) or email almatthe@bigpond.net.au at any time.

Nola Matthews – Secretary.



Ref No.:

1 June 2010

Ms Kaye McLaren
Latrobe City Council
PO Box 264
Morwell VIC 3840

Dear Ms McLaren

TRARALGON STATION PRECINCT – DRAFT MASTER PLAN

Thank you for the opportunity to provide feedback to Latrobe City Council on the above Draft Master Plan.

**Please address all
correspondence to:**

PO Box 3279
GMC Morwell
Australia 3841

Facsimile:
(03) 5133 6182

Email:
records@gippstafe.vic.edu.au

Website:
www.gippstafe.vic.edu.au

Office of Institute CEO

Telephone: (03) 5120 4500

GippsTAFE Campuses

GippsTAFE Morwell
Telephone: (03) 5120 4500

GippsTAFE Yallourn
Telephone: (03) 5127 0277

GippsTAFE Warragul
Telephone: (03) 5622 8500

GippsTAFE Leongatha
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GippsTAFE Chadstone
Energy Training Centre
Telephone: (03) 9251 3000

GippsTAFE Employment and
Transitional Training Centre
Telephone: (03) 5136 3600

From the outset the vision for the Station Precinct is ambitious, but well conceived and articulated as a “Draft”. The implementation of the plan as presented relies on its acceptance by the various interest groups and the support of present land owners and tenants, especially GippsTAFE and VicTrack particularly with respect to the “Bus Interchange and TAFE” (the Interchange).

The report concedes that the provision of the Interchange (page 45) is “A key component of the success of the Traralgon Station Precinct Master Plan is the inclusion of an effective intermodal transport interchange within the northern part of the precinct”; which proposes to transform the GippsTAFE site and existing commuter parking area at the rear into a “mixed use interchange and TAFE facility”.

The Interchange is to comprise a three-storey building with the lower level occupied by a bus interchange; with car parking, TAFE and business offices in the areas above. The proposal is consistent with the vision for the precinct and would certainly “improve movement, safety and efficiency of transport”.

GippsTAFE considers that the “Staged Action Plan” (Section 8-1.31) would be improved by the inclusion of milestone dates. This would provide a succinct framework for future planning.

GippsTAFE considers that the “Funding” (Section 8 – 1.32) arrangements need to be supported by a positive and precise funding strategy. This section is a poor inclusion for a Master Plan.

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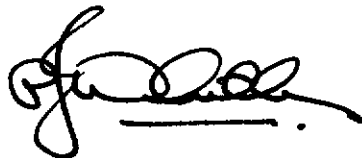
With respect to the "Staged Action Plan" (Section 8 - notes) we note that the plan does not preclude the redevelopment of the GippsTAFE site and it would appear that the proposed Interchange will only be impacted in the "Interim Phase" (the next 5 to 10 years) by the demolition of the dress makers and design consultancy properties that adjoin GippsTAFE's property, and the redevelopment of an interim bus interchange in the current VicTrack car park.

GippsTAFE has indeed commenced the redevelopment of its property due to be occupied early in 2011. The total investment cost to that point is budgeted at \$12M. The completed facility will be iconic enhancing the streetscape appearance and the experience of users and the public in general.

GippsTAFE would see that prior to the "Ultimate Stage" (10 to 15/20 years) there will be a need to articulate how it is intended the final stage of the Interchange will be achieved as the GippsTAFE Campus will be established as a major educational facility and business, with stakeholders needing to be assured that their presence and investment in the site is secure and that there will be no financial penalty caused from business interruption.

GippsTAFE would be pleased to discuss the matters raised above with Council if needed and look forward to receiving the "Final Plan" on completion.

Yours sincerely,



Dr Peter Whitley CEO
Central Gippsland Institute of TAFE

**Please address all
correspondence to:**

PO Box 3279
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Registered Office
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MORWELL. VIC. 3840

MORWELL (03) 5134 2055
TRARALGON (03) 5174 1077
MOE (03) 5127 6239
FACSIMILE (03) 5134 1867



Latrobe Valley Bus Lines Pty Ltd

ACN 006 235 641 ABN 31 006 235 641

Latrobe City Council
P.O Box 264
Morwell
Vic 3840
e: kayemc@latrobe.vic.gov.au
Date: 03 June 2010

Attention: Kaye McLaren c/- Latrobe City Council
Submissions on the draft Traralgon Station Precinct Master Plan

Dear Kaye;

Latrobe Valley Bus Lines strongly believes well designed public transport hubs contribute to healthy, active lifestyles, and provide an environment for all people. Public space and public transport that is well designed and maintained can improve perceptions of safety and increase socialisation. Latrobe City Council Plan 2010-2014 Built Environment – Strategic Directions; refers to the creation of “public transport options and public open space networks that facilitate passive recreation and enhance the liveability and connection of Latrobe City”.

Achieving these objectives hinge on the public transport system being safe and efficient; attractive and inviting; encouraging safe traffic flow; passive surveillance; and avoiding places of concealment. It is important for well designed public transport systems to be fully functional from the first time the public are attracted to the development.

Latrobe Valley Bus Lines would like to highlight its concerns in relation to the proposed Bus Interchange included in the draft Traralgon Station Precinct Master Plan Interim Phase 5–10 years. We do not believe the draft address’s the following community concerns;

Community Consultation Summary “What is bad about the precinct”2.2

- Security issues at night
- Poor traffic and pedestrian management
- Not enough consideration for elderly
- Buses travelling through town, long distance and local

Designing the Bus Interchange behind the TAFE, three story building does not allow for passive or natural surveillance and is likely to create the feeling of an unsafe environment. Latrobe City Community Aspirations Survey 2009 7.4.1 “Crime is the biggest issue facing the Latrobe Valley at the moment”. Perceptions of safety influence the nature and extent that people use public transport, poorly positioned and unsafe locations may be subject to vandalism and crime.

Currently the proposed Bus Interchange position is a parking bay utilised by V/Line staff and passengers, the bay is obscured by a one story building and offers no passive or natural surveillance. V/line staff and passengers have had vehicles vandalised and stolen while parked in the bay, the perception from the general public is of an unsafe location.

The Public Transport Users Association (PTUA) “believe too many users of public transport have barriers in their way such as busy roads”. Although noted as a point for review in the Ultimate Phase 10-15 years, no consideration has been given to pedestrian safety within the bus interchange for the interim phase. Combining TAFE vehicles; town and intra town, V/Line and long haul bus services within a two way bus interchange is potentially very dangerous.

Traffic congestion along the Princes Highway has been noted in the draft, section 1.10/1.24; we believe time delays will be inevitable as buses negotiate up to seven (7) sets of traffic lights from west to east along the Princes Highway in order to interchange at Traralgon’s Station Precinct.

The proposed bus interchange will not significantly reduce bus movement around the Stockland Plaza, due to the current lack of frequency and span across Latrobe City, bus travellers are predominately consumers and students; their destination is the CBD. Our communities need for intra town public transport is supported by the Latrobe City Community Aspirations Survey 2009 7.3.5; this survey highlights the public expectation for services that connect Latrobe City towns as “quite important”.

Traralgon’s Station Precinct is located four (4) blocks from the Stockland Plaza. Many public transport users will find this distance too great to walk; town and intra town services will be required to transit via Stockland Plaza. Latrobe Valley Bus Lines has a minimum of 82 stops per day at Stockland Plaza, this does not include school buses, V/Line or long haul services, nor does it take into consideration the 2009 DoT review of service increases. Unfortunately the current Stockland Plaza interchange is unsuitable to service this amount of bus use. An alternate site to the current Stockland Plaza interchange would be Post Office Place.

Post Office Place would offer the community access to a vibrant mix of private and public buildings, cafes, shops and offices built in and around public transport. We strongly believe Post Office Place Community Hub would provide an environment for all, a community centre that will encourage public transport, social inclusion, safety and natural surveillance.

In summary Latrobe Valley Bus Lines does not believe the Bus Interchange proposed in the Traralgon Station Precinct Master Plan, Interim Phase 5-10 years; adequately meets the expectations outlined in the Community Consultation Summary. Not meeting the public’s expectation may result in an underutilised facility, and therefore not contribute to healthy, active lifestyles. Nationally and internationally, busy public transport hubs which encourage open design and a vibrant mix of facilities, greatly enhance the social environment for all within the community.

References:

Your Development; Creating Sustainable Neighbourhoods *Healthy Spaces and Places* 2009

Your Development; Creating Sustainable Neighbourhoods *Public Transport Infrastructure planning, design, provision* 2008

Public Transport Users Association Inc. (PTUA) www.ptua.org.au 2007

Victoria Police; Community Safety www.police.vic.gov.au

The University Of Queensland Australia; *Busy Hubs Brighten Transport Future* 2006

Latrobe City; Traralgon Station Precinct Master Plan Draft 2010

Latrobe City; Traralgon Station Precinct Master Plan; *Community Consultation Summary* 2009

Latrobe City Council Plan 2010 – 2014; Built Environment – Strategic Directions

Latrobe City Community Aspirations Survey 2009

TRARALGON

"one of the great cities of Victoria"

Traralgon City & Rural

Community Development Association Inc

Inc. No. A0043180C

ABN: 20 408 248 015

PO Box 719 Traralgon Vic 3844

Phone: 03 5174 9358 Fax: 03 5174 9368

E-mail: bruce@scribex.net

15 June 2010

(sent by email)

Mr Paul Buckley
Chief Executive Officer
Latrobe City Council

Dear Paul,

Draft Traralgon Station Precinct Master Plan

As you would appreciate, it can be quite time consuming to properly appraise the various studies and plans which council puts out from time to time and prepare submissions.

This particular draft plan was discussed briefly at a recent meeting of the Association's executive committee, but, having regard to the recent 5/4 decision on 7 June 2010 concerning the location of the replacement Latrobe Performing Arts Centre, the Association sees little point in lodging a detailed submission on this plan, or future studies and plans. Community input seems to have little or no effect on the eventual outcomes hence there seems minimal value in the Association devoting significant resources to such matters.

However, one important thought which did come out of our brief discussions was the need to first establish community-acceptable alternative parking arrangements before changing the car parking on the north side of the railway to 8 bus bays. Timing is all important: e.g. it may not be acceptable to the community to lose the current car-parking spaces to the buses and perhaps then need to wait for some considerable time for replacement parking associated with the planned TAFE building, or for some other solution to be executed.

Yours sincerely,



(Bruce Bremner)
Honorary Secretary

Original Message-----

From: David Owen

Sent: Sunday, 20 June 2010 10:53 PM

To: Kaye McLaren

Cc: darren.chester.mp@aph.gov.au; craig.ingram@parliament.vic.gov.au

Subject: Traralgon station redevelopment/Traralgon train line

Dear Kaye,

As a regular user of the Traralgon train service, I continue to be surprised how bad it is. Though this may not be your main concern with regard to the stations redevelopment, I though I would feed back to you that without a regular, timely service that is considerably faster than driving considering a station upgrade is pointless.

What is required is duplication of the single train line all the way to Melbourne and addition of more regular services. This would improve the speed and quality of the service and no doubt be followed by increased use.

I also believe that the addition of a station next to Latrobe Region Hospital would be an excellent idea to consider since the latrobe regional hospital represents the largest hospital in the region and is set to expand rapidly.

A station beside Latrobe hospital could also serve as an airport station and by bring more people from surrounding areas could sustain a regular flight to say sydney or canberra which would be of enormous benefit to the people and businesses of the Latrobe Valley and regional Gippsland.

Yours sincerely,

David Owen

Kaye McLaren
Latrobe City Council
Morwell 3840

10/7/2010

Re:- The State Government Initiative for the Traralgon Station

Precinct Master Plan

Dear Kaye,

We are supportive of the overall idea of the future plan of the Traralgon Station Precinct. It would be beneficial to the both the local community and to the many visitors to the City, provided that it is very carefully co-ordinated & executed.

Please note that we strongly support the protection of heritage structures.

We own both the Freehold & the Cleaners World Business at 34-38 Queens Pde Traralgon.

Should the proposal be accepted in its present form, our land would be "acquired" for residential purposes. (REFER in particular pages 56, 87 and 93)

Our business would be "required" to relocate. These " " are the terms used.

The plan also indicates that our land would be used for parking – therefore 2 different purposes.

These references raise the following questions for us:-

- Who will acquire the land & when would there be a definite decision made on this (private or compulsory-particularlry when 2 diff purposes are indicated)
- What sort of time span are we really looking at as this greatly effects our future business decisions?
- If our land is compulsory acquired, who would be responsible for the costs that would be incurred in the exercise of relocating our business including:- time, communication costs, business down time, solicitors, agents fees, etc etc?
- The feasibility of finding a suitable location at an affordable price?

From a discussion with Paul Buckley and Peter Quigley it is our understanding that neither the local or State Government had sought or been promised any funding for this proposed project. This is as it stands now.

We are, however, are still very concerned about the uncertain future of our business.

Kind Regards

Joan Edney & Grant Derham

Cleaners World Gippsland

P: 03 5176 2000

F: 03 5174 8070

E: admin@cleanersworld.com.au

A: 38 Queens Parade Traralgon Vic, 3844



Mr Hiren Bhatt
Place Manager – Moe Activity Centre
Latrobe City Council
PO Box 264
MORWELL VIC 3840

Date: 4 June, 2010

Contact: Harvey Dinelli

Telephone: 5172 2627

Our Ref:

File No: MU 000 LAT

Dear Mr Quigley

TRARALGON STATION PRECINCT MASTER PLAN

I refer to your letter dated 3 June 2010, requesting a formal response to the development of the masterplan.

The masterplan for the Traralgon Station Precinct provides a very sound, integrated approach to both transport planning and land use that caters for the safe and efficient movement of all vehicles and pedestrians. Whilst detailed design of vehicle access, parking and pedestrian crossing points situated on the arterial road network will be subject to traffic engineering guidelines, from a traffic and transport perspective VicRoads supports conceptual design of the plan.

Thank you for the opportunity to provide input into Council's project. The planning project has provided a good concept for Council to consider.

If you wish to discuss any aspects of the plan please contact me on tel: 5172 2627.

Yours sincerely



**HARVEY DINELLI
ACTING REGIONAL DIRECTOR
EASTERN VICTORIA**



Department of Transport

PO Box 2797
Melbourne, Victoria 3001
Telephone: (03) 9655 6666
Facsimile: (03) 9095 4096
www.transport.vic.gov.au
DX 210410

15 June 2010

Our Ref: DOC/10/335421

Mr Grantley Switzer
General Manager Recreational & Cultural Liveability
Latrobe City Council
PO Box 264
MORWELL VIC 3840

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Dear Mr Switzer,

Re: TRARALGON STATION PRECINCT MASTER PLAN

Thank you for your letter of 3rd June 2010 seeking a formal response to the Traralgon Station Precinct Master Plan.

The Department of Transport (DOT) acknowledges the work undertaken in the development of this document and provides the following feedback.

Future Planning Requirements for V/Line Service Expansion

Over the life of this development, it is highly likely that V/Line service levels and train frequencies into and out of Traralgon will increase to address patronage growth.

Whilst this will be the subject of more detailed planning there will be a requirement to be able to accommodate two passenger trains boarding and alighting at Traralgon simultaneously. Depending on the availability of space within the rail precinct, this maybe achieved in two ways. The conventional approach would be to construct a second platform on the southern side which links to the main platform via a footbridge. The other approach is to extend the existing platform so that two trains can be accommodated on the city side of the station. Each option has positive and negative aspects and further detailed work must be undertaken to select the preferred option. The option to considerably lengthen the existing platform on the city side should not be ruled out and may require the provision of an easement. Accordingly the overall redevelopment of the station precinct and subsequent detail design work will need to make allowance for this key requirement.

Bus Interchange

In terms of bus interchange infrastructure in the station precinct, the following are important when improving public transport accessibility and modal connectivity, in both the interim and ultimate phases of the plan.

- The bus / coach interchange must accommodate a minimum of eight buses/coaches on the north side of the station as shown on the draft plan.



- The installation of an appropriate traffic control system that will facilitate priority access and egress from the Princes Highway for buses and coaches using the bus interchange.
- Construction and installation of appropriate bus shelters, hard standing, lighting, barrier fencing and other security measures within the bus interchange that will ensure safe operation and adequate amenity for service users and operators.

Traralgon Station

It is noted that the plan provides for a minimum of 156 car spaces dedicated for rail commuter parking within the confines of the station precinct. It is important that these car spaces are restricted to V/Line rail commuters only. Whilst DOT understands the constraints associated with providing extra car parking spaces, it would be highly desirable that capacity is maximised at the earliest opportunity.

Taxi ranks, of an appropriate size on both sides of the station, are necessary to complete the modal interchange concept.

A Disability Discrimination Act (DDA) compliant link between the north and south sides of the railway is essential.


Continued Consultation

Consultation should continue with DOT during the detailed design phase on any component impacting on the station precinct area and in particular its visual impact and easy recognition as public transport hub. DOT will be able to provide further advice on transport requirements as planning develops over time.

We thank you for this opportunity to provide feedback into this important project and look forward to continuing our working partnership with Latrobe City in the future.

Should you require further information contact Wayne Berryman, Regional Manager - Gippsland on (03) 5172 2674.

Yours sincerely,



CHRISTOPHER WELSH
Manager, Strategic Transport Planning

cc Sergio Lacchiana – Deputy Director of Public Transport



10 June 2010

Mr Grantley Switzer
General Manager Recreational & Cultural Liveability
Latrobe City Council
PO Box 264
MORWELL VIC 3840

Attention Mr Hiren Bhatt

Dear Mr Switzer

TRARALGON STATION PRECINCY – DRAFT MASTER PLAN

Thank you for your letter of 23 April 2010 seeking consultation feedback on the Council's draft Master Plan.

V/Line has been part of the project team and appreciates the opportunity to formally respond. We understand that the process has involved a number of other agencies and consultants and has experienced some challenges and wish to make three comments about the plan:

- Based on patronage growth forecasts there is insufficient space allowed for car parking in the plan. While V/Line is supportive of people accessing the station on foot, cycling or by bus, it remains the case that many customers use cars to access the train system and that, if train is to be a viable option for travel to and from Traralgon, adequate parking is required. V/Line has previously advised a requirement for 345 spaces based on patronage forecasts to 2022 prepared by the Department of Transport. Given this is only twelve years away and that population growth in Victoria has been strong, it should be considered a minimum requirement.
- V/Line does not oppose moving the main parking area to the south side of the station – however installation of a fully Disability Discrimination Act compliant overpass is a prerequisite for this. Funding will also be required to be available for the necessary works including surfacing, drainage, lighting and CCTV.
- Whilst we understand that the bus interchange is planned to be in the area that is now owned by TAFE, we question whether this is compatible with the current development being undertaken at that site by the TAFE. We are concerned that

the Bus Interchange as shown in the Interim plan may become the permanent solution. This is a concern as the bus interchange needs to be close to the station and undercover to enable passengers, including those with luggage, prams etc, to make an easy change to and from the train.

If you wish to discuss these issues, please contact our Regional Manager, Tim Pianta on 03-5171-1964.

Yours sincerely



Rob Barnett
Chief Executive Officer

ATTACHMENT 3

Traralgon Station Precinct Master Plan

Final Draft April 2011



Acknowledgements and Recognition

The Traralgon Station Precinct Master Plan has been prepared for Latrobe City Council by **hansen partnership**. This project is a partnership between Department of Planning and Community Development, Department of Transport, VicTrack, VicRoads, V/Line and Regional Development Victoria.

The project included a consultation program and the development of the Master Plan was informed by community needs and concerns communicated through this process. We would like to extend thanks to all those who participated in the project:

- Latrobe City Councillors and Council Officers
- GippsTAFE
- Victoria Police
- Latrobe Regional Development Group
- Traralgon Chamber of Commerce and Industry
- Latrobe Valley Bus Lines
- Latrobe City Christian Church
- Traralgon and District Historical Society
- Traralgon and District Arts Society
- Local interest groups
- Local businesses
- Local Residents

Background work for this Master Plan involved **CPG Australia** working in partnership with:

Anthemion Consultancies – Heritage Assessment

Ecology Partners – Ecological Assessment

Noel Arnold and Associated – Land Contamination and Risk Assessment

Matters More – Economic Assessment

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1 introduction

In 2002, Moe, Morwell and Traralgon were identified as Transit Cities under the Victorian Government's Melbourne 2030 policy document. The Transit Cities Program seeks to revitalise centres that are situated adjacent to a railway line through a combination of high quality mixed use development.

While the station is a focus of activity, the Princes Highway and the railway line are divisive barriers to the effective integration of the northern and southern parts of Traralgon.

Several recent events precipitated the need to commence planning for revitalisation of the Traralgon Station Precinct ("Precinct"), including:

- Finalisation of a route for the Princes Highway bypass of Traralgon. The route selected is closer to the township than first anticipated so as to protect the State's significant coal resources. This has severed an area of land (from the township) previously 'ear-marked' for future residential growth.
- Unprecedented growth in rail patronage, following completion of the Regional Fast Rail Project and subsequent improved service frequencies between Melbourne and Traralgon.
- The need to accommodate an inter-modal public transport interchange within the Precinct.
- Constraints in V/Line services yards and staff amenities.
- Increased concerns for safety and security of pedestrians south of the railway line seeking access to Traralgon's town centre.
- Changing demographic profile in Traralgon, which is seeking alternative housing types.
- Traralgon's identification as a Transit City and the opportunities presented by this; including enhancing the appearance and experience of the Precinct and providing higher density and more affordable housing near transit centres,

The Traralgon Station Precinct Master Plan presents a strategic and conceptual plan to guide future development of land adjacent to the Traralgon train station, in order to address these and other constraints and opportunities.

1.1 methodology

A Steering Committee was formed to guide development of the Master Plan and was made up of representatives from the following organisations:

- Latrobe City Council (project lead)
- Department of Planning and Community Development
- Department of Transport
- VicTrack
- VicRoads
- V/Line
- Regional Development Victoria

The first stage of the project involved gathering background data and undertaking analysis of existing constraints and opportunities for the Precinct. As part of this background and context-setting phase, a consultation program was undertaken. This included consultation with key stakeholders and the broader community through a series of workshops, one-on-one interviews, phone conversations and email correspondence.

Following on from this, an Enquiry-by-Design workshop was held with key stakeholders in order to debate and agree upon the best ways to achieve designs and layouts for the Precinct. The workshop's key consideration was to identify options that reflected the opportunities and constraints of the Precinct, while taking into account Transit City objectives and the community and other stakeholders' views, as well as reflecting best practice and sustainable urban design principles.

Resulting from this, a series of preliminary options for locating each of the separate uses within the Precinct was presented to the Steering Committee. Several Master Plan options were developed which incorporated all the different uses located within the Precinct.

This document presents a summary of the background analysis undertaken, including the community consultation program and provides the justification behind the Master Plan. It should be read in conjunction with the Background Analysis Report and the Community Workshop Summary Report.

A draft Master Plan (CPG January 2010) was considered by Council at the Ordinary Council Meeting of 19 April 2010. Council resolved to release the draft Master Plan for exhibition to the community for a period of 8 weeks. Nine written submissions were received which raised a number of issues. At its Ordinary Council Meeting of 4 October 2010 Council resolved to consider a final draft Master Plan at a future Council meeting. It was proposed that further work on the Traralgon Station Precinct Master Plan was required due to the following reasons:

"The draft Master Plan was formulated with the assumption that the proposed GippsTAFE development will consist of minor modifications to the existing structure, which would take a number of years to complete.

Funding received from the federal government has enable GippsTAFE to construct a new building on the site rather than modify the existing structure. This change in circumstances makes the objectives of the draft Master Plan in respect to this area unachievable.

The draft Master Plan identifies the possible demolition of the VRI Hall south of the railway line to allow for car parking. The local significance of the VRI Hall is identified in the Latrobe Heritage Study 2010

and is reiterated in the recent Planning Panel report for Amendment C14 which introduces the Heritage Overlay to the Latrobe Planning Scheme. The opportunity for retention and/ or adaptive re-use of the VRI Hall should be investigated through further work”

It was therefore proposed that:

“...further work will now be completed that will see a redesign of the bus interchange precinct, and investigate retention of the VRI Hall. Given the Master Plan vision will not be achievable.”

The revised final draft Master Plan presented in this report responds to the issues outlined above, the nine submissions received, and includes other changes required to ensure the coherence of the Precinct design.

2 background

In order to establish a vision and Master Plan for the Precinct, it is necessary to understand the existing physical, economic and social characteristics of the Precinct.

2.1 historic development

The Traralgon area was initially settled by squatters for grazing runs in the 1840's and the first accommodation house was established near what is now Victory Park in 1846. The first Hotel in the district was built in 1858 and served as the post office, store, court house and church for a number of decades. Gold was discovered in Gippsland in the 1860's which led to growth and the first district policeman in 1860. Land releases and selection led to a dramatic increase in the district population by the mid 1870's accompanied by the construction of public buildings and shops.

A railway line from Sale to Morwell was opened in 1877 and led to the town centring itself on Franklin Street. The full connection to Melbourne was opened in April 1879. A number of branch lines to the north and south

of this main line were constructed in the coming years which led to repair shops and a locomotive depot locating at Traralgon. The location of Traralgon at the juncture of main and branch lines meant that by the mid-1880's Traralgon was a large and busy railway town providing goods and services for settlers in the surrounding area. Traralgon was important to Gippsland as a railway centre.

The development of Traralgon in the twentieth century was greatly impacted by the 1930's construction of an APM paper mill nearby and the associated building of 1,000 workers homes in the 'garden suburb style' within Traralgon. The development of the nearby Loy Yang open cut coal mine in the second half of the twentieth century also greatly impacted Traralgon with the influx of over 5,000 workers.

Branch lines from Traralgon helped to stimulate the dairy and saw-milling industry in the surrounding areas and were operational between the 1880 and the mid to late twentieth century. The rail line between Traralgon and Melbourne was eventually electrified and duplicated by 1956 to expedite the haulage of brown coal to Melbourne. The need for brown coal in the city eventually declined and electrification was pulled back to Warragul and replaced with diesel locomotives. However the line remains busy and was upgraded to provide a fast rail link between 2004 and 2007 under the State Government's Regional Fast Rail Project. As a result of this, patronage on the Bairnsdale line has been steadily growing.

2.2 positioning

The Precinct is located centrally within Traralgon along the Bairnsdale to Melbourne Railway, is on the southern side of the Princes Highway and on the southern edge of the existing Traralgon Central Activities District (CAD). The Precinct is adjacent to the Traralgon Creek Reserve on its eastern edge and is opposite residential areas to the south.

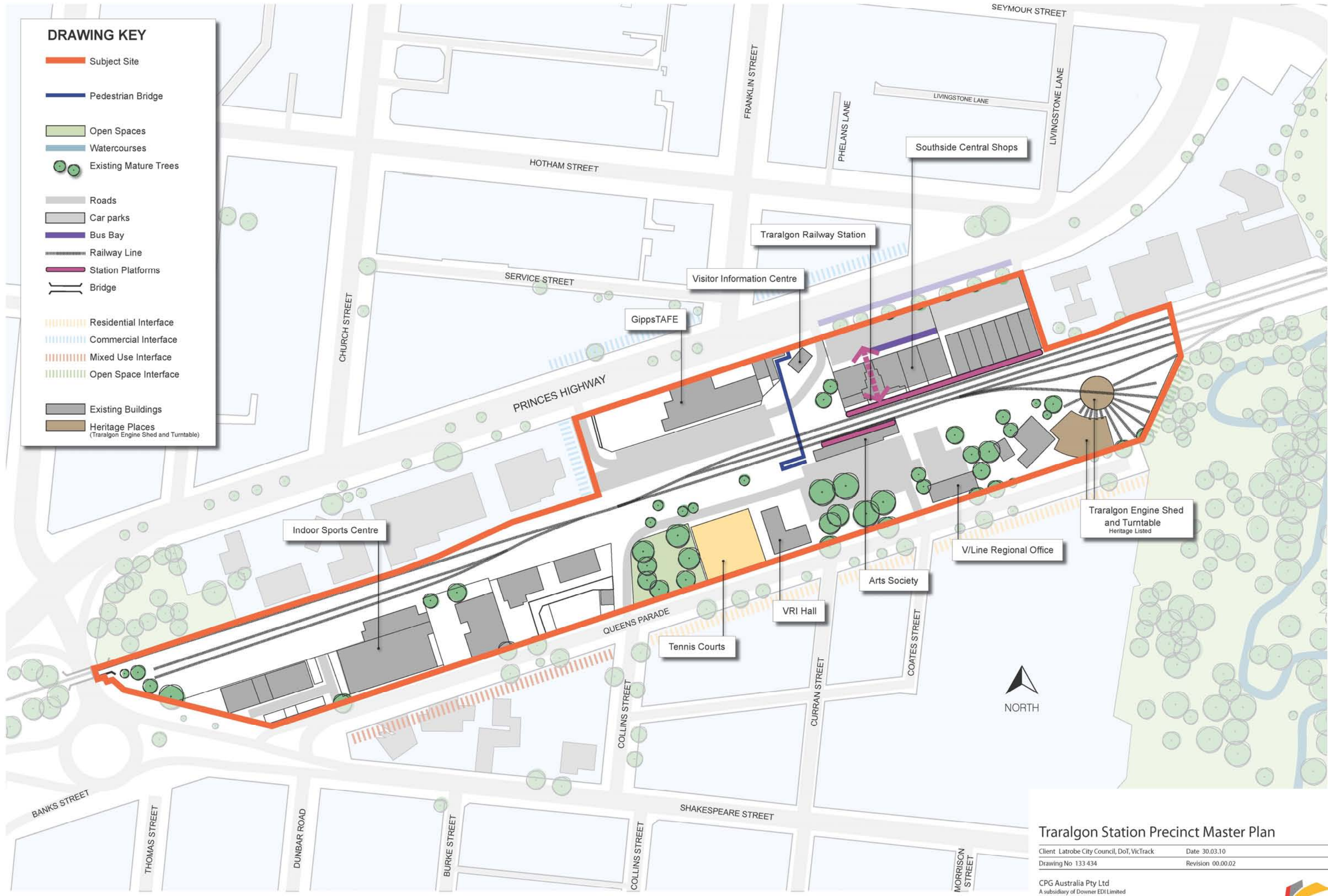
The following surrounding land uses provide context for the Precinct:

- The Traralgon CAD is approximately 40ha in size and is structured by a grid layout which is highly permeable.

- The Traralgon town centre is the largest regional centre in Latrobe and provides commercial and administrative services for the region.
- The majority of the town centre is located within walking distance (400m radius) of the Precinct with access provided by a signalised intersection on the Princes Highway to the town centre.
- The town centre streets form the function of a typical country town 'main street' with commercial and retail uses lining both sides of the street.
- The town centre, as with many regional centres, is dominated by car usage and vehicular movements. Within the town centre pedestrian links are limited to intersections, with the street a predominately car-orientated space.
- The town centre has a number of landmark buildings.
- The north east section of the town centre is dominated by the Traralgon Centre Plaza - a contemporary shopping centre. This area currently includes the bus interchange.
- Defining the southern edge of the town centre is the Princes Highway. The Princes Highway is the major arterial road through Traralgon and Gippsland.
- To the south of the site is an established residential neighbourhood. This residential area, like the town centre is laid out on a modified rectilinear grid.
- Queens Parade is the residential street that forms the interface between the Precinct and residential areas.
- To the east of the Precinct is the Traralgon Creek and associated parkland and open space areas.

DRAWING KEY

- Subject Site
- Pedestrian Bridge
- Open Spaces
- Watercourses
- Existing Mature Trees
- Roads
- Car parks
- Bus Bay
- Railway Line
- Station Platforms
- Bridge
- Residential Interface
- Commercial Interface
- Mixed Use Interface
- Open Space Interface
- Existing Buildings
- Heritage Places
(Traralgon Engine Shed and Turntable)



Traralgon Station Precinct Master Plan

Client Latrobe City Council, DoT, VicTrack Date 30.03.10
 Drawing No 133 434 Revision 00.00.02

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2.3 uses and role of the precinct

The Precinct includes the key function of a train station and transport interchange, however there are a number of uses within the Precinct, as outlined below.

2.3.1 northern side

On the northern side of the railway line, moving from east to west, there is the Southside Central Shopping Centre with associated retail car parking for approximately 60 cars. The Shopping Centre, which backs onto the station platform and railway line, includes the entrance to the Traralgon Train Station. The station entrance is not very prominent and is difficult to see from the Princes Highway, although improved signage has recently been installed. The car parking is located in front of the retail complex, fronting the Princes Highway.

The Latrobe Visitor Information Centre is located on the Princes Highway, roughly opposite the Franklin Street intersection. It is housed within an old church, which was re-located and re-built in its current location in the early 1990's. The buildings along the Princes Highway frontage west of the Visitor Information Centre include two commercial premises (a dressmaker and a vacant commercial building) and the GippsTAFE site.

Commuter car parking is provided between the Gipps Tafe site and the railway line. Currently 84 car parks exist in this location.

In addition, there are several indented bus bays located on the Princes Highway on the northern edge of the Precinct and two bus bays, located adjacent to the Southside Central Shopping Centre. A pedestrian bridge crosses the railway line, with ramps on both the north and south sides. However, the ramps (and therefore the bridge) are not Disability Discrimination Act (DDA) compliant as the grades are too steep.



Commuter car park



GippsTAFE building under construction



Existing bus stops



Southside central shopping centre



Existing tourist information centre

2.3.2 southern side

The footprint of the southern portion of the Precinct is larger than the north and includes several uses. Moving from east to west, there is the heritage listed Traralgon Engine Shed and Turntable and V/Line offices and associated car parking. The southern platform and station building houses the Traralgon and District Arts Society. To the south of this building is a second commuter car park with capacity for approximately 35 cars, however the line marking has faded and is not clearly visible.

Next to the car park is the locally significant VRI Hall, which is currently operated by the Latrobe Christian Church and can be hired for public and community use. There are two clay tennis courts located to the west of

the VRI Hall, but these are in a dilapidated condition and not currently used. A small recreation reserve with children's play equipment is located to the west of the tennis courts.

The block to the west of the playground and fronting onto Queens Parade is currently vacant, while two commercial warehouses back onto the railway line in this location.



Repurposed station building and pedestrian overpass



Existing commercial premises to west



V/Line offices



Existing unformed car park



Heritage listed railway turntable

The next building to the west is an old Army Drill Hall which is currently being used as a private residence. This site is adjacent to a small commercial centre on the westernmost end of the Precinct, which includes an Indoor Sports Centre (catering for indoor cricket and netball and containing an indoor pool) and a small cluster of commercial premises.



Existing playground area

2.4 urban design

The Precinct encompasses a wide range of uses (as described in previous sections), a varied scale of development and several different interfaces to address. Key features and urban design issues include:

northern side

- Buildings along the western portion of the northern side are generally one to two storeys high with no setback.
- The eastern portion of the northern side has undergone comprehensive redevelopment in the past decade to include the Southside Central Shopping Centre. The Shopping Centre is built in a modern style and backs onto the station platform creating visibility and access issues.
- The associated retail car parking fronts Princes Highway and makes pedestrian movement difficult.

- The Traralgon Train Station is located within the Southside Central Shopping Centre and is poorly signed. Directional signage for pedestrians accessing the station is insufficient.

and the Traralgon Railway Station Complex (HO129) are also affected by planning controls.

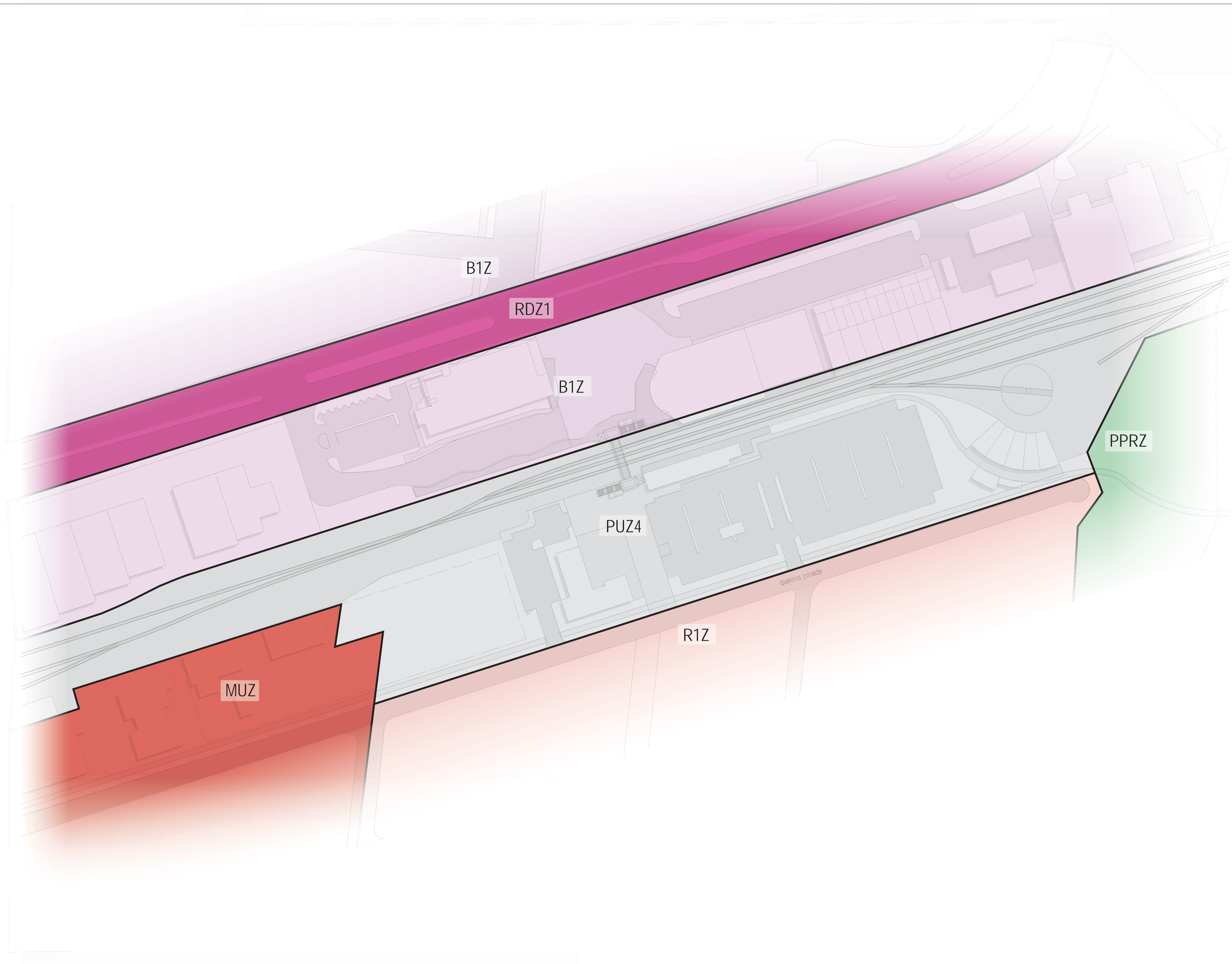
southern side

- The area adjoining the creek parkland on the southern side is dominated by a heritage item, the state significant Traralgon Engine Shed and Turntable. This area is inaccessible to the public and has poor amenity.
- The central portion of the southern side of the Precinct interfaces with the rail line and Queens Parade and comprises minimal existing development, with three one-storey buildings of significantly different styles (V/Line office, old station building and VRI Hall). The car park has some mature trees.
- Whilst a pedestrian overpass of the rail line is provided, access to it is not readily visible from Queens Parade. The rail line, therefore, provides a significant barrier to north-south movement both within the Precinct and for residents living south of the Precinct wanting to access the Traralgon town centre to the north.

2.5 land use planning controls

Existing planning controls for the Precinct are outlined below and illustrated on the following plans.

- The northern side of the Precinct is zoned Business 1, for business, retail and commercial uses.
- The majority of the southern side of the Precinct, including the rail lines and areas to the east of the access road opposite Collins St is zoned Public Use Zone 4 - Transport.
- The commercial type uses on the southern side, located in the westernmost part of the Precinct are currently zoned Mixed Use.
- A Heritage Overlay (HO7) applies to the Turntable and Engine Shed.
- Under the Heritage Overlays approved as part of Amendment C14 (approved and gazetted on 21 October 2010) the Drill hall (HO130)



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STATUS
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NO.	REVISION	DATE
A	FOR APPROVAL	02/05/2011

legend

B1Z (Business 1 Zone)	
RDZ1 (Road Zone - Category 1)	
PUZ4 (Public Use Zone - Transport)	
R1Z (Residential 1 Zone)	
MUZ (Mixed Use Zone)	
PPRZ (Public Park & Recreation Zone)	

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PROJECT
Traralgon Station Precinct

DRAWING TITLE
Zoning Plan

DRAWN	CHECKED	SCALE	A1	A3
SL	SS	1:750	1:750	1:1500

PLOT DATE	JOB NUMBER	CLIENT REF
01/03/11	10.453	LATRCOUN
DRAWING NUMBER	REV	

LCD-004 **A**

2.6 heritage

An analysis of heritage values within and surrounding the Precinct was undertaken by an independent heritage adviser. This analysis identified the key features regarding heritage in the area. Certain aspects of the Precinct have heritage significance and protection, including the Traralgon Engine Shed and Turntable on the south side of the Precinct, which is included on the Victorian Heritage Register as H1979. This protection requires a permit from Heritage Victoria for any works to the site.

Amendment C14 introduced a new series of Heritage Overlays to the Latrobe Planning Scheme on 21 October 2010. This heritage overlay acknowledges the local significance of the majority of the southern portion of the Precinct to recognise the historic values of the area and its contribution to Traralgon's development.

An analysis was done of those "historic" components within and around the Precinct which could have an impact on the Master Plan. Those areas around the Precinct which may impact on the development of the area include the proposed heritage precinct, including residences to the south (along Queens Parade). The Precinct itself is considered to be significant for the following reasons:

- The Traralgon Station is considered to be significant as one of the most intact railway station complexes in the Gippsland region and symbolises the importance of Traralgon as a centre for rail activity in the region in comparison with neighbouring townships. The station building itself is important as the only building dating from 1881 to remain intact and in situ.
- Socially, it is significant as a place that has served the community for over 120 years.

The various sites below are deemed by the independent heritage adviser to have some heritage significance.

the engine house and turntable

- Shed dating from 1903, a simple timber-framed, gabled and curved structure which has a roof lantern ventilator and which is clad in galvanised corrugated steel. The Engine Shed contains five roads from the Turntable.
- Listed on the Victorian Heritage Register and covered by a Heritage Overlay.
- The Rocket-type Turntable is located in front of the Engine Shed, south of the "up" line. It is a large circular, brick-lined pit with ballast in the bottom. The Turntable is still in operation as required. It is periodically used by railway historical societies.
- The Engine Shed and Turntable are significant heritage structures unusual in combination and the shed (or roundhouse) is rare as a semi-circular plan form. There is little scope for demolition. Their location close to the lines restricts development in the immediate vicinity because of safety issues. The fact that the facility is still used is also a constraint with regard to future development.

the old station building, queens parade

- The original station building, dating from 1881, is a single storey timber-framed, weatherboard gabled structure with a corrugated steel roof penetrated by two brick corbelled chimneys. The cast iron-framed cantilevered veranda on the platform side was added in 1901.
- Internally the building retains many original or early features including pressed metal and timber boarded ceiling(s), timber boarded dado, V-jointed boarded doors, architraves and skirtings, timber mantel and cast iron grate.
- The platform is the original brick platform with sandstone copings and an asphalted surface. It is used by a local art society as a studio.
- At the north end is a small hatch in the face of the platform which is reported to have been used in association with the old hot coal metal foot warmers.

- Located on the platform is a set of old scales outside the station building.
- Located on the down side platform is one of the original slatted timber bench-style platform seats.
- The station building and platform is locally significant and it is recommended that it should not be demolished or unsympathetically altered.
- Any redevelopment of the station building should also retain the area in front of the station building as an entry forecourt which could be landscaped, or otherwise enhanced, in a manner which is compatible with the heritage nature of the station building.

the footbridge

- The footbridge is mentioned as an element of railway infrastructure in close proximity to the station building, in the citation for the Traralgon Railway Station Complex in the Latrobe City Heritage Study.

the victorian railway industry hall (vri hall), queens parade

- Single-storey cream brick building in the Moderne style.
- Identified as being a significant part of the railway station complex in the Latrobe City Heritage Study.
- It is now a church and is also used as a community venue for hire.
- The former VRI Hall is locally significant and the heritage adviser recommends its retention or that it not be unsympathetically altered.

the former army drill hall, queens parade

- The former Army Drill Hall is mentioned in the citation for the Traralgon Railway Residential Precinct in the Latrobe City Heritage Study.
- This unusual barrel-vaulted structure with hipped roof wings to either side is clad with what appears to be cement sheet and sheet metal and appears to date from the 1920s or 1930s.
- It appears to now be a residence.

- The former Army Drill Hall is locally significant and the heritage adviser recommends its retention or that it not be unsympathetically altered.

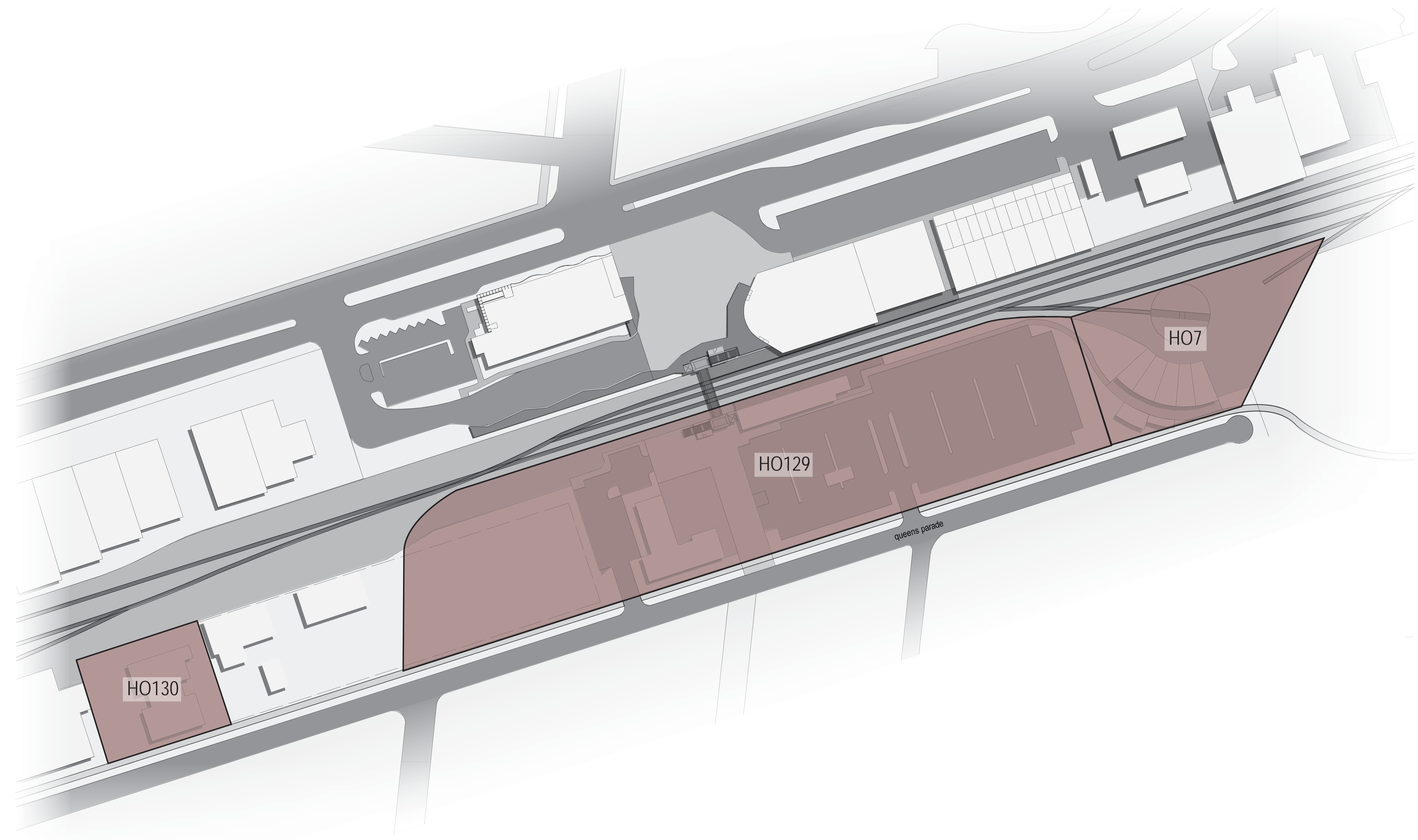
the railway precinct

- The area around the railway station on the south side has been identified as the Traralgon Railway Station Residential Precinct in the Latrobe City Heritage Study.
- The Precinct has been identified as being of significance because it is 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 expansion of the town beyond its originally surveyed boundaries to the south of the railway.
- 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.
- The citation also mentions ‘Etheldale’ , a fine Queen Anne brick house [which] 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.

The recent heritage study proposed to include a number of heritage overlays, some of which relate to the Precinct.

- HO129 Traralgon Station Complex will cover the area on the south side of the railway line to the east of and including the VRI Hall, station platform and Engine Shed. The citation indicated the station complex is of local historic, social and architectural significance to Latrobe City.

- HO130 Former Army Drill Hall will cover the drill hall separately to the rest of the Precinct as it is considered to be of local historic and architectural significance to Latrobe City.



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STATUS
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NO.	REVISION	DATE
A	FOR APPROVAL	02/05/2011

legend
 HO
 (Heritage Overlay)

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PROJECT
Traralgon Station Precinct

DRAWING TITLE
Heritage Overlay

DRAWN	CHECKED	SCALE	A1	A3
SL	SS	1:750	1:750	1:1500

PLOT DATE	JOB NUMBER	CLIENT REF
01/03/11	10.453	LATRCOUN

DRAWING NUMBER
LCD-005

REV
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2.7 ecological assessment

An ecological assessment of the Precinct was undertaken to investigate any potential constraints associated with the proposed development of the area. The assessment identified the following ecological features within the Precinct:

- The Precinct is a highly modified landscape largely devoid of indigenous vegetation. It is dominated by exotic tree species.
- Four (4) scattered trees of high conservation significance exist on the site with entirely exotic under stories:
- Three (3) swamp gums (one medium size and two small size trees)
- One (1) blackwood (medium size)
- A small conservation/recreation reserve is located adjacent to the western boundary of the study area (corner Princes Highway and Hyland Highway). This is outside the study area; however Remnant Plains Grassy Woodland occurs within this reserve. This vegetation community is listed as critically endangered under the EPBC Act.
- Traralgon Creek and the associated conservation/recreation reserve to the east consist of areas of remnant Swampy Riparian Woodland.
- If the four ‘scattered trees’ within the study area are proposed to be removed they will need to be offset according to the West Gippsland Native Vegetation Plan.
- Measures to mitigate and/or ameliorate impacts of the proposed development upon the ecological values in and adjacent to the study area should be considered.

The assessment concluded that proposed development will have a negligible impact on ecological values within the study area.

2.8 land contamination

A desktop land contamination assessment was conducted to determine the potential for contamination within the Precinct. The findings of this

assessment revealed that the site had previously been used for a range of potentially contaminating uses and that there were existing potentially contaminating uses in the surrounding area.

The Precinct has previously been used for potentially contaminating uses and potential on-site sources of contamination include:

- Construction of the railway and other small industry from 1887.
- The historical uses of the station as a locomotive depot.
- The goods shed - a potential source of soil and/or groundwater contamination due to the storage of chemicals.
- Prior substations on the site.
- Historical construction works and station redevelopment indicate the potential for uncontrolled fill material.
- The current aquatic centre and sports area.
- The Cleaner’s world warehouses.

Potential off-site sources of contamination include:

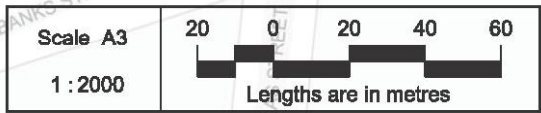
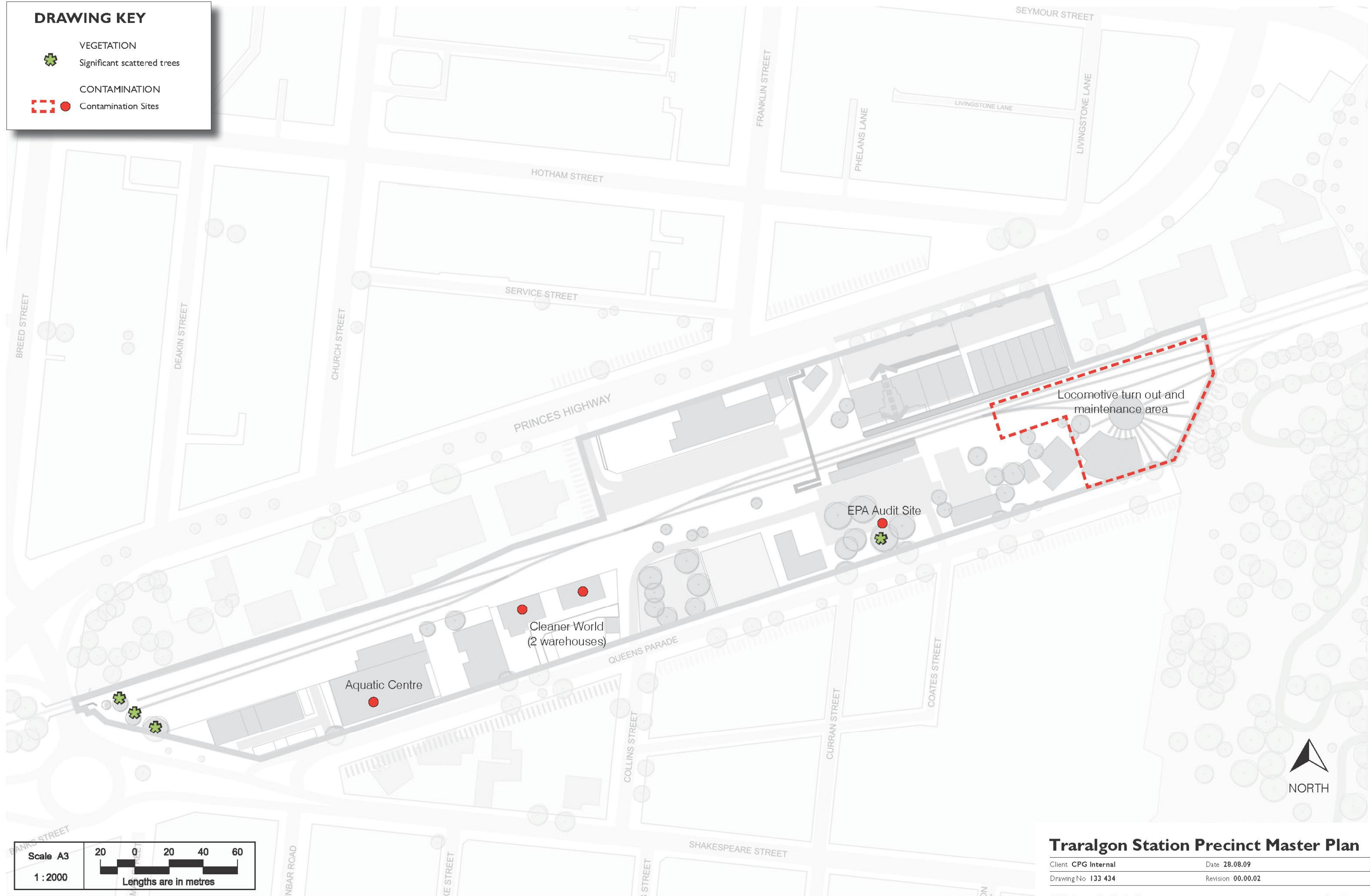
- Five services stations located in close proximity to the Site.
- Nearby polluting industries - the Sibelco lime and limestone manufacturing facility and Works Infrastructure hot mix asphalt facility.

One site within the Precinct, land known as 14-16 Queens Parade, is listed on the EPA Priority Sites Register as a current industrial site requiring assessment or clean up.

The historic and current uses of land surrounding the Precinct led to an assessment of the site having a high likelihood for contamination and the recommendation that further testing and analysis be undertaken, prior to development of individual sites.

DRAWING KEY

- VEGETATION
 - Significant scattered trees
- CONTAMINATION
 - Contamination Sites



Traralgon Station Precinct Master Plan

Client: CPG Internal Date: 28.08.09
Drawing No: 133 434 Revision: 00.00.02

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2.9 traffic and transport

A traffic and transport analysis of the Precinct was undertaken to assess the operation and accessibility of the current movement networks. The analysis looked at the issues of vehicle access, public transport provision, pedestrian and cyclist networks and car parking.

The Precinct is located on the Princes Highway and access to the northern part of the Precinct is directly onto the Highway. The Princes Highway (East) is the main route through the Latrobe Valley linking locations in eastern Victoria to Melbourne and beyond. It has a substantial role as a freight route. As the Princes Highway is a key tourism route within Victoria, traffic flows are heavier during holiday periods with eastbound flows towards the Gippsland Lakes increasing at the beginning of the holiday period and then westbound flows towards Melbourne increasing towards the end of the holiday period.

Whilst a bypass route of Traralgon has been identified and protected in the Latrobe Planning Scheme, existing traffic volumes on the Princes Highway through Traralgon do not currently justify such a bypass. It is anticipated that the construction of the bypass is still around 20 years away.

northern side

Current arrangements for vehicle access to the northern side of the Precinct are described below:

- Vehicles can access the Precinct via three un-signalised T-junctions, intersecting with Princes Highway; the eastern access near the Mobil service station, the central access near the Latrobe Visitor Information Centre and the western access near Bob Jane T-Marts.
- Vehicles currently mix with buses and taxis at each of these access points. There is currently no segregation between public transport modes and private vehicles.

- Traffic signals along the Princes Highway result in platooning of traffic and provide a gap in the traffic stream for access into the Precinct.
- Buses from Melbourne are required to turn right into the eastern access near the Mobil Service station and travel through the car park to the bus bays. When exiting the bus bay area to head east towards Sale they need to turn right at the western access and due to the parked vehicles adjacent to the sports retail shop opposite the access, they occasionally reverse on the highway to make the turn.
- The two western access points to the Precinct on the Princes Highway have sub standard left turn declaration lanes. Splitter islands at the access points have signs missing which are used to delineate the exposed end of the splitter island.

The following issues for the safe and efficient operation of public transport should be considered:

- There are conflicts with buses, taxis and cars entering the Precinct and buses and taxis may be delayed as a result.
- There are inadequate bus stop facilities and the number and placement of bus bays causes inefficient and unsafe operation.
- Access to the train station is through the Southside Central Shopping Centre and directional signage is inadequate.
- There is a lack of connectivity between different modes of transport within the Precinct.
- The taxi rank has insufficient space during peak times and taxis and buses share the bays immediately outside the train station, causing conflicts for safe and efficient bus operation.

Current pedestrian access both to and within the Precinct is indirect and in places, inadequate. Key issues that arose from the analysis of the pedestrian and cyclist movement networks include:

- There is currently only one signalised pedestrian crossing of the Princes Highway leading to the Precinct.

- There are no ideal pedestrian links through the car park, particularly from the station to Princes Highway
- Much of the Precinct is not DDA compliant due to the age of the infrastructure. In particular, the existing pedestrian overpass of the railway line is not DDA compliant. In addition, cyclists are not permitted to ride on the pedestrian overpass.
- The railway line is a significant barrier to accessibility within the site.
- Other options for crossing the railway line are to cross at Breed Street approximately 450m to the west or at Whitakers Road approximately 400m to the east of the pedestrian overpass.
- There are currently no bicycle facilities such as bicycle racks.

southern side

Access to the southern side of the Precinct is via Queens Parade. This area is generally easily accessed from Hyland Highway and then either Queens Parade, Collins Street or Curran Street.

There is an existing pedestrian operated signal on Hyland Highway (west of Collins Street) linking the residents south of the station to the Precinct and an existing shared path between Queens Parade and Hyland Highway.

car parking

Car parking is a key issue for all station precincts with a need to balance commuter parking requirements with the highest and best use of land in close proximity to transport nodes. The following analysis was made of existing car parking provision within the Precinct:

- There are a total of 84 commuter car parking spaces available on the northern side of the railway line. This does not include the retail car parking spaces in the retail car park directly opposite the station.

- There are a total of 35 car parking spaces available between the railway line and Queens Parade on the southern side of the railway line.
- The V/Line depot located on the south side also has an area fenced off for staff parking.
- There is evidence of congestion in the car park adjacent to the retail precinct especially during the evening/dinner period.
- There are no disabled parking bays on the station side of the car park.
- There is no directional signage informing commuters of the location of the southern car park.
- The Precinct lacks loading bays for delivery vehicles.
- There is no speed limit control through the commuter and the retail car park.
- There is anecdotal evidence that Queens Parade can become congested with parked cars associated with the Indoor Sports Centre.

2.10 demographic profile of traralgon

With a population of 28,900, Traralgon is the largest urban centre in the Latrobe Valley. Traralgon's population is expected to increase to 35,000 by 2030. Over this period, the town's population is expected to age quite markedly, with an estimated 20% of the population aged 65 years and over by 2030.

There were almost 10,000 dwellings counted in the Traralgon SLA in the 2006 housing census, although there is little diversity in housing stock, with 87% of the total stock being separate houses. In 2006, two thirds of lone-person households lived in separate houses, with the majority of these living in three-bedroom houses. Since older people traditionally have a propensity to live alone, the ageing of the population is expected to bring an increase in the number of lone person households, creating a need for a greater number of smaller dwellings in the future.

2.11 community consultation

In preparing the Master Plan, consultation sessions were held with key stakeholders and the local community. These sessions, and in particular the community workshops, provided a wealth of information regarding the community's expectations and desires for the Precinct. Comments were sought on the Precinct's strengths and weaknesses and these are summarised below.

2.11.1 strengths of the precinct

- Significant sites of heritage value on site and to the south - particularly the "roundhouse" and former railway cottages
- It's location is convenient to the Traralgon CBD
- Close to open space and a park and trees within the Precinct
- The indoor pool and sports centre (including indoor cricket venue)
- Convenient car parking provided on both sides
- Bus stops outside the station door
- Activities for the elderly and the arts (including arts society)
- The new footbridge provides good access over the railway line
- The location of the Latrobe Visitor Information Centre
- The VRI Hall is used frequently and is an excellent community resource
- Having the only clay tennis courts within Traralgon
- Good road access to southern side of Precinct
- Village atmosphere on both sides
- Variety of Southside Central Shopping Centre
- GippsTAFE campus will be a huge positive for Traralgon generally and this area specifically

2.11.2 weaknesses of the precinct

- Parking

- Not enough parking for all users, modes and times
- Potential negative impact on the Precinct of the GippsTAFE campus (greater demand for parking)
- Latrobe Visitor Information Building
- Traffic, parking, poor location and lack of visibility
- Safety, Security, Lighting
- Lack of lighting, security/safety at night,
- Access
- Car access to southern side and to Shopping Centre
- Poor traffic and pedestrian management on the northern side
- Pedestrian overpass and general access/movement (for all abilities)
- Conflicts between cars, pedestrians and bikes (including taxis)
- Poor access to heritage area
- Bus Interchanges/stops
- Lack of capacity, shelter, movement, and poorly located
- No proper taxi rank
- Train Station/Train Operations
- Poor access and visibility; lack of shelter and signage
- Train noise, maintenance and safety
- Signage, Way finding
- Lack of effective signage and information to and within Precinct
- No sense of regional hub/regional centre
- Aesthetics and Maintenance
- Poor maintenance, visibly rundown, eyesores (infrastructure/buildings)
- Southside Central Shopping Centre is poor (toilets particularly)
- Current use of site

- Mix of uses is not complementary, interfacing is poor, uses not at capacity
- Property ownership unknown
- Community and heritage assets/uses require work

Listening posts around the Precinct were also conducted to ensure a range of voices and interests were heard. Responses indicated that users liked the location of the station and its proximity to town; the variety of shops and facilities within the Precinct; village atmosphere with heritage buildings and modal interchange facilities. However, the responses also indicated a number of dislikes about the Precinct including comments regarding poor linkages and facilities; the lack of amenity and security; lack of user friendliness and difficult parking arrangements.

2.11.3 potential actions for precinct

In addition to identifying strengths and weaknesses of the Precinct, the community were given the opportunity to suggest potential options or actions for improvement of the Precinct, in particular improving upon use mix, accessibility and amenity. These are summarised below.

- Good design to maximise movement efficiency
- Include green public open space
- Signage and information
- Improve safety
- Provide linkages to surrounding area
- improve train station
- Provide parking (bus, car, bike)
- Regional bus interchange
- Multi-level parking/mixed use facilities
- Accessible facilities and services
- Residential development
- Feature and highlight the railway heritage

- Consolidate recreational land uses
- Upgrade community amenities and facilities
- Develop southern side as a “village area”
- Encourage café type development
- Focus on physical activity and relaxation spaces

The actions suggested by the community for Precinct improvements also indicate the range of opportunities that could possibly be accommodated or occur within the Precinct.

2.12 opportunities for the precinct

A summary of the opportunities identified through the analysis process, workshops and consultation for the future development of the Precinct is listed below.

There are significant opportunities to create an efficient transport interchange within the Precinct, facilitating flow of passengers across all transport modes, removing conflicts and improving safety, particularly for pedestrians. An interchange would ensure that passengers can easily and conveniently switch between different public transport services and is important to increasing the attractiveness of public transport as a travelling option. Some of the important components of an interchange to be considered include:

- Improving access and accommodation for coaches, buses and taxis (up to 8 bus bays and 3 taxi bays are required)
- Providing extra car parking spaces for commuters in addition to retaining 40 car parking spaces for V/Line staff (these staff spaces need to be secure in a lockable compound)
- Upgrading passenger facilities at the train station
- Improving access for passengers with disabilities or limited mobility
- Providing safe and direct pedestrian access into, within and through the Precinct

Other opportunities for the Precinct include:

- The adaptive reuse of key historical buildings
- Creation of user-friendly and attractive open areas, including improving the streetscape with new paving, furniture and improved public realm
- Complementary redevelopment of the southern side for higher density or residential uses
- Improvements to access networks to integrate the Precinct internally and with the surrounding area
- Consolidation of office and commercial development
- Integration of additional site users through the TAFE and consolidation of site uses
- Creation of certainty for the direction and development of the Precinct

3 vision and design principles

The vision for the Traralgon Station Precinct Master Plan has been developed through the consideration of policy objectives, including transit city objectives, community expectations and an understanding of the site and surrounding area context. The consideration of these factors has led to the development of a Vision for the Precinct, which has been translated into the development opportunities highlighted in the Master Plan. Design principles have also been articulated in order to help achieve the Vision.

The Vision for the Precinct is:

Traralgon Station Precinct will be a Gateway to Traralgon for residents and visitors. It will provide an integrated transport hub which is well-connected, safe and accessible for all. The Precinct will contain a mix of public and private uses to maintain its vibrancy as a significant community and educational hub.

This section details the key policy and community expectations and the design principles for the Master Plan.

3.1 the transit cities program

The Transit City Program of which Traralgon is a part seeks to revitalise centres that are situated adjacent to a railway line through a combination of high quality mixed use development. The specific objectives of Transit Cities as they relate to Traralgon are to:

- Provide a broader range of integrated transport and movement opportunities between rail, bus, car, cycling and pedestrian networks in order to improve public transport usage and the integration of public transport services.
- Enable new, mixed use outcomes that will reinforce the role and contribution of the land to the activity centre and maximise access and convenience to transport choices.

- Create greater planning certainty and increase business innovation.
- Strengthen land use and movement patterns between the CBD and South Traralgon
- Improve movement, safety and efficiency of transport.
- Enhance the appearance and experience of the station and the broader transit city by improving the overall quality of places/high quality urban and built design standards.
- Encourage sustainable city development based on triple bottom line principles.
- Develop higher density housing at strategic development sites in and near nominated centres, including delivering a range of housing types, including more affordable housing in or near transit centres.
- Create better access to services and stimulate greater local employment opportunities.
- Increase pedestrian trips.
- Create a high standard of liveability.
- Improve safety.

3.2 community vision for traralgon station precinct

Consultation sessions with the local community detailed the community's vision for the Precinct. The key attributes of this vision were as follows:

- Regional centre landmark, showpiece and gateway
- Cosmopolitan and Busy
- Futuristic
- Sheltered
- Safe and Efficient
- Environmentally friendly and Green
- Attractive and Inviting
- Kid-friendly
- Better use of vertical space (multi-storey)

- Community hub that is informative, educational with meeting spaces
- Celebration of heritage
- Well-connected and user friendly access with no barriers
- Integrated with an inter-modal interface
- High amenity
- Sustainable

3.3 guiding principles

Guiding principles for the Precinct have been formed with regard to the policy context for the area, together with the outcomes of the community and stakeholder consultation processes. The planning and design principles for the Precinct are to:

- Create a safe, efficient, accessible, vibrant, environmentally-friendly community hub.
- Ensure connectivity and accessibility across the train line and between the Precinct and the Traralgon CAD, the residential areas to the south and the recreational areas to the east.
- Establish permeable and legible pedestrian links throughout the Precinct.
- Ensure development within the Precinct recognises and supports the station's primary purpose as an inter-modal transit hub for both Traralgon and the broader region.
- Protect the character of residential neighbourhoods to the south of the Precinct.
- Identify opportunities for higher-density housing (compared to the residential average for Traralgon) within the Precinct, in line with its proximity to the Traralgon CAD and the train station.
- Provide community facilities within the Precinct for both recreational and educational purposes.

- Ensure development within the Precinct supports sustainable design principles including energy and resource efficiency, best practice urban form and spatial design and community safety and wellbeing.
- Promote higher density and mixed use development in the station surrounds.
- Ensure safety for pedestrians within the Precinct by providing passive surveillance opportunities and avoiding places of concealment.

3.4 design principles

Specific design principles to assist in achieving the Vision include:

- Clearly mark the location of the station as an entrance Gateway to Traralgon by providing appropriate site lines from Princes Highway and signage.
- Ensure the Precinct is permeable for pedestrians moving into and through the Precinct by providing an easily accessible and identified link over the railway line.
- Provide a direct pedestrian link from the Precinct, north to the Traralgon town centre over the Princes Highway and up Franklin Street.
- Encourage safe and efficient traffic flow by removing conflicts and separating cars and public transport movements within the Precinct.
- Provide commuter parking on the southern side of the Precinct, to allow for higher uses on the northern side, adjacent to the Princes Highway.
- Reduce conflicts between pedestrians and cars using car parking facilities.
- Separate commuter parking from retail and other use parking within the Precinct.
- Ensure that new development is sympathetic to the local area, whilst capitalising on its location close to the railway line.
- Maximum building height to be kept at three storeys.
- On the northern side, ensure new buildings are set-back from the Princes Highway to provide adequate pedestrian space.
- Construct parallel to the road and predominantly rectilinear in plan.

4 the revised master plan

The revised masterplan detailed on the following pages responds to the main issues raised in the submissions that were received in response to the exhibition of the previous Draft Traralgon Station Precinct Masterplan and the Council report of 4 October 2010.

Of note, this masterplan attempts to take a more holistic view of development within the Precinct and responds to the anticipated development within the surrounding areas. As such, there is a reduction in emphasis on the provision of retail space, and also in space allocated for higher density development within the relatively small 'station precinct'. This is in recognition of the availability of other, perhaps more suitable, areas within the wider Traralgon Activity Centre where the increase in residential densities sought under the Transit City program may be accommodated. This has allowed for a more open, visible and easily surveilled bus interchange to be provided.

In addition, the reduction in land allocated to residential development has allowed for the retention of the locally significant VRI Hall, which is envisaged as playing an important role in providing a meeting place for the wider Traralgon community, increasing activity and perceptions of safety around the southern part of the Precinct. Greater connections to the residential areas to the south and to the Traralgon Creek to the east will build on this vibrancy and increase the attractiveness of the area for residential development.

This report provides a more detailed description of the Traralgon Station Precinct Masterplan on the following pages.

Subsequent to the exhibition of the previous draft Traralgon Station Precinct Masterplan, additional meetings were held with key stakeholders within the Precinct. This was to ensure the revised masterplan was functional from a transport and movement perspective. This remains the most important function of the Precinct and increasing the ease and

amenity of those using the Precinct to generate greater public transport usage has been the underlying aim of this masterplan.

An amended staging and implementation program has also been developed to reflect the revision made to the exhibited masterplan and can be found at section 5 of this report.

WARNING
 BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT POSITION SHOULD BE PROVEN ON SITE.

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS. ALL DRAWINGS MAY NOT BE REPRODUCED OR DISTRIBUTED WITHOUT PRIOR PERMISSION FROM THE LANDSCAPE ARCHITECT.

STATUS
DRAFT

A	PRELIMINARY	10/11/10
B	PRELIMINARY	18/11/2010
C	FOR APPROVAL	13/12/2010
D	FOR APPROVAL	17/12/2010
E	FOR APPROVAL	24/01/2011
F	FOR APPROVAL	21/02/2011
G	FOR APPROVAL	01/03/2011



- legend**
- existing trees to retain
 - proposed trees
 - proposed shrubs
 - grass
 - plaza
 - covered walkway
 - railway line
 - pedestrian overpass
 - stairs
 - lift
 - pedestrian priority crossing
 - potential redevelopment site
 - bike cage
 - bus holding bays h1
 - bus stops s1

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Traralgon Station Precinct
 Concept Plan

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4.1 northern side of the precinct

The northern side of the Precinct is the focus of commercial and educational activity and the intermodal transport interchange. It also includes provision for a public realm in the form of an open plaza.



4.1.1 retail/ commercial and car park

The existing retail area, which also provides an entrance to the current station area, is a relatively recent standalone shopping centre with a number of retail tenancies. The frontage of the retail area currently includes car parking, and informal bus and taxi facilities.

In the Station Master Plan, the retail/commercial and car park area plan will involve:

- The existing Southside Central retail development comprises two parts, which are separated by a laneway. The eastern portion is unchanged in this master plan although redevelopment of the site with a two or three storey building form, accommodating office or other uses above is encouraged. Additional expansion of the Southside Central's retail role is not encouraged in this location and should be directed to the town centre to the north of Princes Highway. Awnings over the footpath in front of this building should be retained in any redevelopment.
- The western portion of the Southside complex is proposed to be redeveloped as a two storey building accommodating an expanded

station building within the existing internal mall space and the retention of retail to the east of this. It is proposed that this western portion of the building be redeveloped as a two storey form which should accommodate the offices of V/Line staff at the upper level, either across the whole building footprint or the western portion only, depending on need. The western portion of the building should also be reorientated so access to the building is available from both the north and west elevations, with the western end of the building designed to allow maximum surveillance over the bus interchange.

- Kiss and Ride (or drop-off/pick-up zone) and taxi zone will be provided within the parking area to the north of the station building. This facility will include 5 dedicated Kiss and Ride spaces and 3 dedicated taxi spaces, which will be positioned closest to the station building to allow mobility impaired users easier access to the station building. There will also be 4 dedicated disabled parking spaces provided in this location. These spaces will be provided in a parallel formation, with 90 degree parking for the retail uses retained in the remainder of the space.
- Access arrangements to the retained short term retail car parking area have been altered to separate the movement of this traffic from public transport and pedestrian movement. The access point to the current commuter car park has been removed, with access to the retail car park, taxi rank and Kiss and Ride to provide as 'in' from the eastern end of the car park and 'out' as a left hand only movement at the western end.
- The existing indented bus stop to Princes Highway is to be removed and should form part of an expanded landscape strip separating the retail car park from the highway. This expanded landscape strip should be densely planted with low vegetation to discourage pedestrian movement across this space.
- Existing tree planting along the front of the Southside complex should be retained and developed to form part of any future 'landscaping' of the Princes Highway.



4.1.2 station & plaza

The current station at Traralgon is considered ineffective in meeting the needs of the rail users and does not provide adequate facilities or amenity. With anticipated growth in rail patronage in the future, a larger train station building is considered necessary.

The Master Plan provides for the construction of a double storey building in place of the existing internal mall at the western end of the Southside complex. This will form the new station building which will have the following features:

- A floor area for station uses of approximately double the footprint of the existing internal mall area. A primary entrance located on the western elevation as well as access from the north.
- A highly contemporary and innovative form, to reflect the importance of Traralgon within both the Latrobe Valley and the wider Gippsland region.
- Highly visible entrances along the northern and western frontages of the station building, marking the station as a Gateway to Traralgon and providing easy access to the station for users from the south and north of the Precinct as well as from the proposed bus interchange, Kiss and Ride and taxi ranks. The western elevation will include extensive glazing to allow for surveillance of the bus interchange area.
- A range of facilities on the ground floor including:
 - Passenger amenities

- Food/magazine facilities
- Ticket office
- Visitor information provision (maps, brochures, electronic displays)
- Seating (indoor and outdoor)
- Real time information
- Storage areas
- The upper level will contain office floor space. It is our recommendation that this space be occupied by the V/Line Regional Office, vacating its current site on the southern side of the Precinct. This upper level may extend further to the east depending on V/Line estimates for required future space.

To the west of the station building there will be a large plaza area, which will also function predominantly as a turning circle for buses. The details of the bus movement are explained further below. The plaza space will be designed to also function as a pedestrian space when not utilised by buses, and will be a single level distinct paved area stretching from the TAFE building to the west and wrapping around the western end of the station building. A clear 'pedestrian only' path will be designated from the Franklin Street intersection around the turning circle area. This will facilitate safe pedestrian movements between the TAFE, the station and the retail complex, in addition to providing a key north-south link through the Precinct. The plaza is proposed to comprise 2, 588m², and will be facilitated by the removal of three existing buildings fronting Princes Highway and the relocation of the existing bus stops.

The plaza will provide access to the new bus platform which will function as an extension of the plaza, along the north side of the rail line to the rear of the TAFE. The plaza will also provide access to a new, DDA compliant overpass which will be accessed by both stairs and a lift on both sides of the railway line. The overpass will be adequately lit to provide a safe connection between the southern and northern sides of the Precinct and surrounding areas.

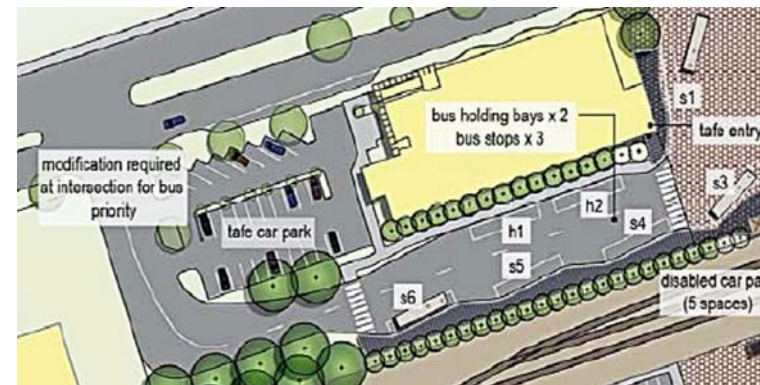
It is recommended that the new overpass be constructed in the same alignment as the existing overpass, in order to provide a direct and visible link through the Precinct, facilitating and reinforcing north-south pedestrian movements.

A new shade structure will extend along the bus platform to the station building, allowing for pedestrians to move between the bus stops and the train station protected from the elements. Seating and appropriate lighting and other infrastructure such as bins, recycling stations and water bottle refill stations should also be provided

The plaza area will include bicycle facilities, in the form of a bike storage cage under the stairs of the overpass, on both sides of the rail line. This location will allow for easy access to bicycle storage from the bus platform, TAFE building, station building and Franklin Street intersection. The lifts on both sides of the overpass should be built to enable use by cyclists using the surrounding shared path networks.

The plaza will provide a more visible, safe and amenable space than is currently available and will enable a better balance between public car access and pedestrian and public transport movement. The planting of trees will provide shelter and shade within the plaza area and soften the space.

The recommendation of the station building entrances and the Additional glazing will ensure appropriate passive surveillance of both the plaza area and the new bus interchange.



4.1.3 bus interchange and gippstaffe

A key component of the success of the Traralgon Station Precinct Master Plan is the inclusion of an effective intermodal transport interchange within the northern part of the Precinct. This interchange should facilitate the efficient movement of transport passengers between transport modes, including trains and local, regional and V/Line buses. As such it is proposed to utilise the space east of and behind the new TAFE building to provide a bus interchange which meets both current and future requirements. The Department of Transport's bus patronage projections show continued growth in the future. The existing bus facilities at the station will be unable to cope with this forecasted growth. It is anticipated that over the next 15-20 years there will be a requirement for up to eight bus bays. The Master Plan's proposed bus interchange will provide for this growth, allowing greater public transport use for Traralgon and surrounds.

The Master Plan for the bus interchange and TAFE site involves:

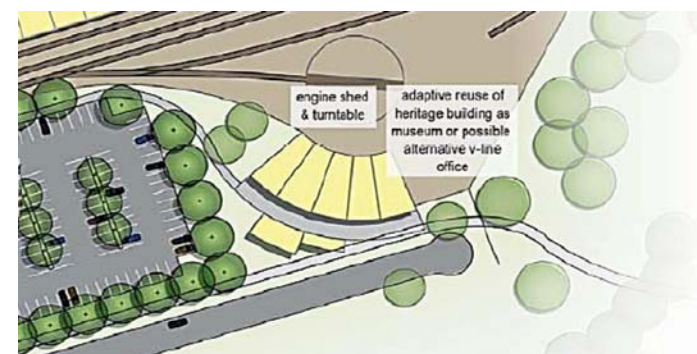
- The retention of the recently constructed GippsTAFE building and associated car park, with construction of a pedestrian footpath to the south of this with landscaping treatments to soften the southern elevation of the TAFE building.
- The southern part of this area of the Precinct will form a bus platform capable of accommodating 3 bus bays. A further three bus bays will be provided within the 'shared zone' to the immediate east, immediately adjacent to the station building and overpass. Two holding bays for buses will be provided in the northern portion of the bus interchange area.
- Access to the bus interchange will be via the existing two way vehicular entrance from Princes Highway at the western edge of the Precinct. Buses will utilise the turning circle in the plaza area and exit via same access point. Buses will be able to turn left or right at this junction, which could be signalised to provide priority access for buses if this is required in the future. It is anticipated that there may need to be some initial modifications to this intersection.

- Pedestrian paths will be provided to the rear of the TAFE building, with zebra crossing provided at both ends of the bus terminal to facilitate safe pedestrian movement.
- Shelter will be provided along the bus platform to provide protection from the weather, which will extend to the station building.
- There will be no private vehicular access beyond the entrance to the GippsTAFE car park ensuring that the bus interchanges area is free from vehicles.
- The development of the bus interchange complex will facilitate effective and efficient movement between bus and train services, and improved amenity for passengers using these services, potentially improving public transport usage.
- Additional tree plantings to the west of the bus terminal area and shrub plantings along the north and south of the area will be provided in addition to the landscaping mentioned above.
- The entire area will be well lit to ensure the safety of users.

Whilst not shown on the plans, there is potential in the future to construct above the railway line, and thus connect both the northern and southern parts of the Precinct, this development may include a mix of retail, commercial and residential uses.

4.2 southern side of the precinct

The southern side of the Precinct has the greatest development potential and is envisaged as having the role of higher density residential and / or commercial development, community and heritage facilities and commuter parking areas.



4.2.1 community/ commercial use of traralgon engine shed and turntable

Given the heritage significance of the Traralgon Turntable, it is our recommendation that this be retained. As the Turntable is still used for railway purposes, albeit intermittently, we recommend its retention as is.

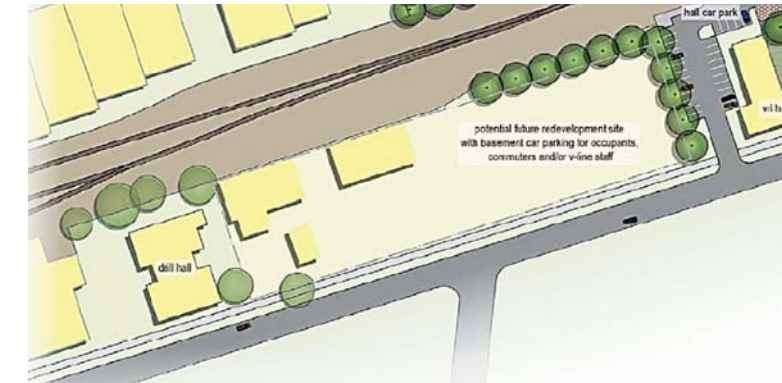
The Engine Shed is also of State significance but given its lack of use, it holds a greater potential for adaptive re-use. This would require a feasibility assessment and planning approval and we recommend that prior to any development proposals being considered, a Conservation Management Plan be prepared to ascertain the condition of the existing building and to manage any potential development.

Consideration of the best way to adapt the heritage listed Engine Shed was made with potential opportunities including:

- Commercial redevelopment in the style of Sydney's wharf areas (The Wharf - Pier 4 comprising Sydney Theatre Company, Restaurant, and Sydney Dance Company studios).
- Community use as a gallery or occasional market (farmers or craft) space.
- Restore and conserve as is and provide historical information for visitors to the area.

The Master Plan identifies the need to retain the Engine Shed in line with its state significance, however the plan does not designate a particular use for the site as this should be determined by Heritage Victoria and the Department of Transport. The Master Plan identifies the site for adaptive reuse or as an alternative location for V/Line offices. The Master Plan however, does seek minor changes to this area to remove redundant structures surrounding the Engine Shed, including disused V/Line sheds. After this has occurred, it is recommended that the fencing around this area be refreshed and some rationalisation and maintenance of the existing vegetation be undertaken to improve the appearance of this part of the Precinct.

In addition, it is recommended that a pedestrian path be constructed along the north side of Queens Parade to link up the existing indoor recreation area, any potential future higher density residential development and the station area to the existing path down to Traralgon Creek. This could also provide easy pedestrian access for any future reuse of the engine shed.



4.2.2 residential site

In the Master Plan, a large area in the south west of the Precinct has been designated as a 'potential future re-development site with basement car parking'. This area extends from the existing tennis courts to the Drill Hall, comprising an area of around 5623sq2 and could accommodate a residential development. It is considered that the format of this higher density residential development will be determined by market forces, but it is recommended that Council seek a relatively intensive development of this land, and Council must ensure that any development provides car parking in a basement to maximise use of the land. Basement car parking should also seek to provide some flexibility with the provision of extra commuter and/ or V/Line staff car parks explored as part of any redevelopment. It is considered that the form should not exceed three storeys to ensure there is an appropriate transition to the predominantly single storey dwellings south of Queens Parade. The northern interface of this development will need to provide appropriate buffers to the rail reserve and train line to the north.

Any development of this site in its entirety will also require the acquisition of the two existing warehouse premises. However, there is the potential for this 'residential' area to be developed in stages, with the VicTrack owned portion of the land developed as Stage 1, with the development of the privately owned parcels at a later stage.

It is recommended that the Drill Hall be considered by Council for use as a community facility which would allow for the restoration and public access to this important historic building. Given the location next to the indoor sports facilities it is suggested that the space is appropriate as either a 'youth space' or an additional multi purpose recreational facility. The Drill Hall Community Facility would ideally be run by a local neighbourhood house or Council's community services department.

The use of the Drill Hall as a community facility ensures the community's desire for a community meeting space. It also facilitates activity within this end of the Precinct and ensures the protection of a locally significant structure. While an existing pedestrian path provides access to VRI hall and the station and along to the existing recreation facility, some rationalisation of existing crossovers and additional tree planting is encouraged as part of any future redevelopment of this area. It is noted that, should the Drill Hall be developed for community purposes, there is an opportunity to provide a replacement for the existing playground that will be removed as part of any residential development in the open area to the immediate west of this building. Should the need for an additional playground be identified as residential populations in the area increase. Note: this playground was identified in the Latrobe City Playground Strategy (2006) as being surplus to requirement.

The inclusion of residential development within the Precinct increases the housing diversity and density in Traralgon within close proximity of public transport facilities and enabling more affordable and appropriate housing options to meet the needs of the district's changing demographic. The scale and design of the residential areas to a maximum of three stories in a landscaped terrace block style is designed to complement the heritage significance and style of the buildings on the southern side of Queens

Parade. Furthermore the inclusion of residential development at the site is in keeping with the Transit City policy, as well as community expectations, design guidelines and the vision for the Precinct.

V/Line have indicated that there is a need to provide an additional portion of land for rail tracks to the immediate north of the land identified for residential development. The land required by V/Line is shown on the Master Plan, noting that any residential development will need to include appropriate buffer treatments.

Several options for locating rail related fuel storage tanks have been considered by the Department of Transport, one of which would impact upon the development of any future residential buildings. It is our understanding that the final location of these tanks has not yet been decided, but there are options to locate these outside the Precinct. In order to best meet Transit City objectives and the vision for this Precinct, it is our recommendation that the fuel storage tanks be located outside the Precinct, as the siting of the tanks within the Precinct would not be complementary to proposed residential, community and commercial uses.



4.2.3 train station commuter car park

The location of commuter parking as close to the train station as possible is considered a key driver for guiding future development of the Precinct by the Steering Group. As such, it is proposed to construct a large commuter car parking area within the southern portion of the Precinct to provide a total of 200 parking spaces for train travellers. The possibility of providing additional commuter car parking in basement form within any

residential development is also highlighted on the Master Plan. A portion of this car park will need to be dedicated for V/Line staff parking and secured by fencing in the short-medium term. In addition to the 200 spaces, 5 disabled spaces are provided immediately adjacent to the plaza area and a Kiss and Ride facility has been provided for those accessing the station from the south, immediately south of the old station building.

It is recommended that the Arts Society currently utilising the station building be allowed to continue using this facility. It is recommended that Council capitalise on the opportunity to develop the VRI Hall into a multi purpose community facility. This would fulfil a known gap in the provision of community services in Traralgon and also increase activity and therefore surveillance and perceptions of safety in the southern portion of the Precinct. This should be developed as a flexible space that can meet a wide range of community needs. The Master Plan also recommends the existing fence that surrounds the VRI Hall be removed so that the grassed area forms part of the plaza space and spaces for entrapment are minimised.

The commuter car park would be located immediately adjacent to east of the plaza area which will be positioned at the interface with the overpass. An additional car parking area accommodating 38 parking spaces has been shown to the west of the VRI Hall to accommodate parking needs associated with the proposed uses of this building.

It is important that the overall design and presentation of the car parking areas, being in such a visually important and sensitive location, do not detract from the historical significance and uses of the Precinct and the surrounding area. The car parking area retains existing mature native trees and should incorporate additional tree plantings and water sensitive urban design and should be well lit.



4.2.4 public plaza area

Running from the overpass to Queens Parade is a second plaza space which is expected to have the same paving treatment as the northern plaza, providing a visual link between the two sides of the rail lines.

Forming a visual and physical link between Queens Parade (at the intersection with Curran Street) and the overpass will be a plaza area.

This area will comprise the following:

- New overpass with lift and stairs
- Landscaping including retention of some existing vegetation
- Plaza-style paved areas leading up from Queens Parade between the car parking areas and around the station building
- Network of paths directing users from the southern residential precinct through the area towards the overpass

The plaza will form part of the key north-south pedestrian route through the Precinct, connecting to the railway overpass and onto the pedestrian plaza on the northern side. This route will provide access through the Precinct both for Precinct users and residents of South Traralgon accessing the Traralgon CAD.

The Plaza area will also provide direct access to the shared path which runs south into the residential areas and, via the new and existing footpath, to the Traralgon Creek.

4.2.5 recreation/ commercial area

The existing recreation/ commercial area at the western end of the Precinct should be retained for mixed use and commercial purposes in accordance with market demand. Full scale residential development is considered inappropriate at this end of the Precinct given its location opposite an industrial style area, which includes a service station and at a busy intersection.

4.3 movement and access

The masterplan details improved access arrangement for all major vehicular users of the Precinct, including:

- Buses have a dedicated area, which is separated from private vehicular traffic. While users of the GippsTAFE car park will use the same entrance off the Princes Highway at the western end of the Precinct, they will not have access beyond the GippsTAFE car park entrance, leaving the buses to use the interchange area exclusively. If required this intersection to Princes Highway could be signalised to provide bus priority, but the need for this should be monitored over time.
- Vehicles accessing the retail offering of the shopping centre will be able to enter from the Princes Highway as they do currently at the eastern end, park in the car park in front of this area (screened by additional planting to Princes Highway) and will then exit back onto Princes Highway before the plaza area, rather than being able to travel further west through the Precinct. Disabled parking and a Kiss and Ride drop off for the public transport facilities are also provided within the space to allow for those coming from the north side of Traralgon to access the station conveniently. All commuter car parking is now provided to the south of the Precinct to ensure streamlined vehicular movement.
- Commuters are intended to access a large commuter car park area to the south which can be supplemented by additional basement parking under the development area as required (Depending on the extent and depth of any basement provided, this development area

could potentially accommodate between 150 – 300 additional car spaces). Additional, and separate, car parking is provided for users of the VRI Hall to ensure that there is parking available for the community uses, independent of the commuter areas. The car park has been designed to allow ease of movement with a single entry/ exit provided from which cars can access Queens Parade and then the roundabout intersection to the west. Disabled car parking and Kiss and Rode drop off points are provided to the south as well, to avoid residents from the south needing to go to the north side of the station to drop off and to ensure that those requiring disabled spaces have the opportunity to do so on both sides of the rail line.

- Pedestrian and cycle movement is improved through the provision of plaza spaces to the north and south of the rail lines, and careful consideration of the provision of new footpaths and crossings. A crossing has been provided at the western end of the bus shelter to ensure that those using the buses who wish to exist to the west have a safe opportunity to do so. This crossing also allows GippsTAFE students to access the western end of the interchange safely. Another crossing is provided at the eastern end of the interchange to perform a similar function. The area to the north of the retail car park is to be expanded into the current bus indentation and more heavily planted to ensure pedestrian movement along this space is discouraged. A new footpath/ cycle link which extends along the north side of Queens Street will provide direct and safe access to the station from the Traralgon Creek corridor for the first time and the plaza space aligns with the shared path which runs between Queens Parade and Shakespeare Street providing direct access to the southern residential areas. A new DDA compliant footbridge, with bike storage cage underneath on both sides, provides further improvements to the pedestrian and cycle movement through the Precinct.



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STATUS
DRAFT

NO.	REVISION	DATE
A	PRELIMINARY	01/03/2011

- legend
- Existing buildings to be retained ■
 - Proposed building foot prints
 - Existing buildings to be removed ■
 - Heritage buildings to be retained ■

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CLIENT
Latrobe City Council
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PROJECT
Traralgon Station Precinct

DRAWING TITLE
Building analysis diagram

DRAWN	CHECKED	SCALE	A1	A3
TR	SS	1:750	1:750	1:1500

PLOT DATE	JOB NUMBER	CLIENT REF
01/03/11	10.453	LATRCOUN
DRAWING NUMBER	REV	

LCD-003 **A**

4.4 structures to be removed from the precinct

A number of current structures within the Precinct are not included in the Master Plan and are proposed to be removed. Those aspects that are proposed for removal/demolition are discussed below.

commercial properties fronting the highway

The proposal for the northern side of the Precinct requires the demolition of the three small buildings fronting Princes Hwy between the car park and TAFE site. These buildings include the Visitor Information Centre (VIC), a dress makers shop and a vacant shop (formerly a design and drafting consultancy). These businesses are recommended to be moved to other areas of the Traralgon centre as their removal is crucial to the development of the Precinct.

latrobe visitor information centre

Discussions with Council tourism staff indicated that the existing site is insufficient for their needs. As such, the decision was made to remove a standalone VIC within the Precinct; however visitor information (pamphlets, maps and the like) should be provided and maintained within the new station building. In addition to this electronic information displays may be provided. The provision of basic information at the station will cater to visitors arriving via public transport.

4.5 justification of the master plan

The proposed Master Plan directs the future redevelopment and use of the Precinct. The Master Plan allows for the development of the Precinct into an intermodal transport interchange, community hub, mixed use Precinct and residential area. The Master Plan will ensure that future development of the Precinct meets the objectives of transit cities and strategic policy as well as community expectations in the following ways:

- Enhancing accessibility through the identification of movement networks and path development, including linking with the proposed shared path network along Curran Street, and providing a north-south link through the Precinct and over the railway line.
- Encouraging the use of alternative transport modes by users of the Precinct through the provision of bicycle storage facilities, removal of cyclist ban on the overpass and construction of path networks throughout the Precinct.
- Creation of an intermodal transport interchange through the location of the bus interchange adjoining the new station building which has the potential to improve public transport usage.
- Improving pedestrian and user safety through the separation of transport modes and uses - buses and cars will no longer share the same entrance or parking areas.
- Overall quality improvements to the area through the opening up of the station area and creation of pedestrian plazas and public realms to the north and south.
- increasing housing diversity and density within the Precinct in close proximity to public transport facilities, enabling more affordable and appropriate housing options for Traralgon's changing demographic.
- Protection of heritage structures including the Station Building, Engine Shed and Turntable, VRI Hall and Drill Hall through adaptive reuse and restoration for commercial and community purposes.
- Providing planning certainty for development of the Precinct and opportunities to ensure the highest and best use of the site in an orderly manner.
- Providing passive surveillance opportunities increasing the safety and amenity of the Precinct.
- Enhancing interfacing between the Precinct and surrounding uses including open spaces and residential areas.
- Improving connectivity with the CAD to the north and with the residential area to the south.
- Creating a more inviting and innovative Precinct that attracts people and enhances the perception of safety.
- Improving DDA compliance and accessibility.
- Integrating education uses into the Precinct and activity centre.

5 implementation

The Traralgon Station Precinct Master Plan addresses the development vision for the Traralgon station and surrounds for the next 15 to 20 years. It makes a series of recommendations of varying scales and associated costs. It is proposed that the Master Plan development be achieved in three stages.

The use of the three stages will allow for the orderly planning and development of the area and enable elements to properly and realistically establish over time.

Implementation of the Master Plan will be a joint responsibility between local and State Government and private industry. In the first instance, should the recommendations of the Master Plan be adopted, Latrobe City Council will need to take the lead to incorporate the Traralgon Station Precinct Master Plan into the Latrobe Planning Scheme as well as rezoning land required to facilitate development.

The proposed stages of the implementation of this Master Plan are detailed below:

- **Stage 1:** The construction of the bus interchange, plaza and new station building to the north side of the Precinct, and associated works. This stage will also need to include the new overpass building and the formalisation of the eastern portion of the commuter car park to the south. It is suggested that this stage could be implemented in three parts, as follows if necessary:
 - 1a) development of the station building and V/Line offices
 - 1b) development of the commuter car park on the site of the former V/Line offices and the new overpass
 - 1c) development of the bus interchange and plaza on the site of the former commuter car park.

- **Stage 2:** The works to the south of the rail line, including the remainder of the commuter car park, the southern plaza and redevelopment of the VRI Hall as a community facility.
- **Stage 3:** The development of residential and/ or community facilities to the east and west of the commuter car park.

Detailed design and development drawings will need to be undertaken to ensure that the matters outlined within this Master Plan are documented to construction standards.

5.1 planning controls

In order to implement the Master Plan for the Traralgon Station Precinct it is suggested that there will need to be extensive rezoning of the Precinct. Our recommendation would be that the zoning be considered as part of any rezoning that may occur within the wider Traralgon Activity Centre as part of the plan which is currently being prepared for the centre.

One option which would provide a good outcome for Council would be the use of an Activity Centre Zone across the whole of the Traralgon Activity Centre. This would allow the Planning Scheme to define particular guidelines and allowable land uses for the Precinct as one element of the wider centre. The inclusion of the 'station precinct' under the same zoning would also allow for more consistency across the scheme and ensure ease of understanding.

The other alternative is the use of a Comprehensive Development Zone which would allow the Master Plan to be incorporated into the scheme to ensure all development and use of the Precinct is generally in accordance with this plan.

The Master Plan requires the acquisition of a number of properties on both sides of the Precinct. In order to facilitate this it is recommended that at the time of rezoning a Public Acquisition Overlay (PAO) be placed on the following sites:

- Dress shop fronting Princes Hwy

- Design consultancy fronting Princes Hwy
- The additional land title within the Southside Central centre adjacent to the existing train station building.

The successful acquisition of these properties on the northern side is crucial to the development and success of the Master Plan.

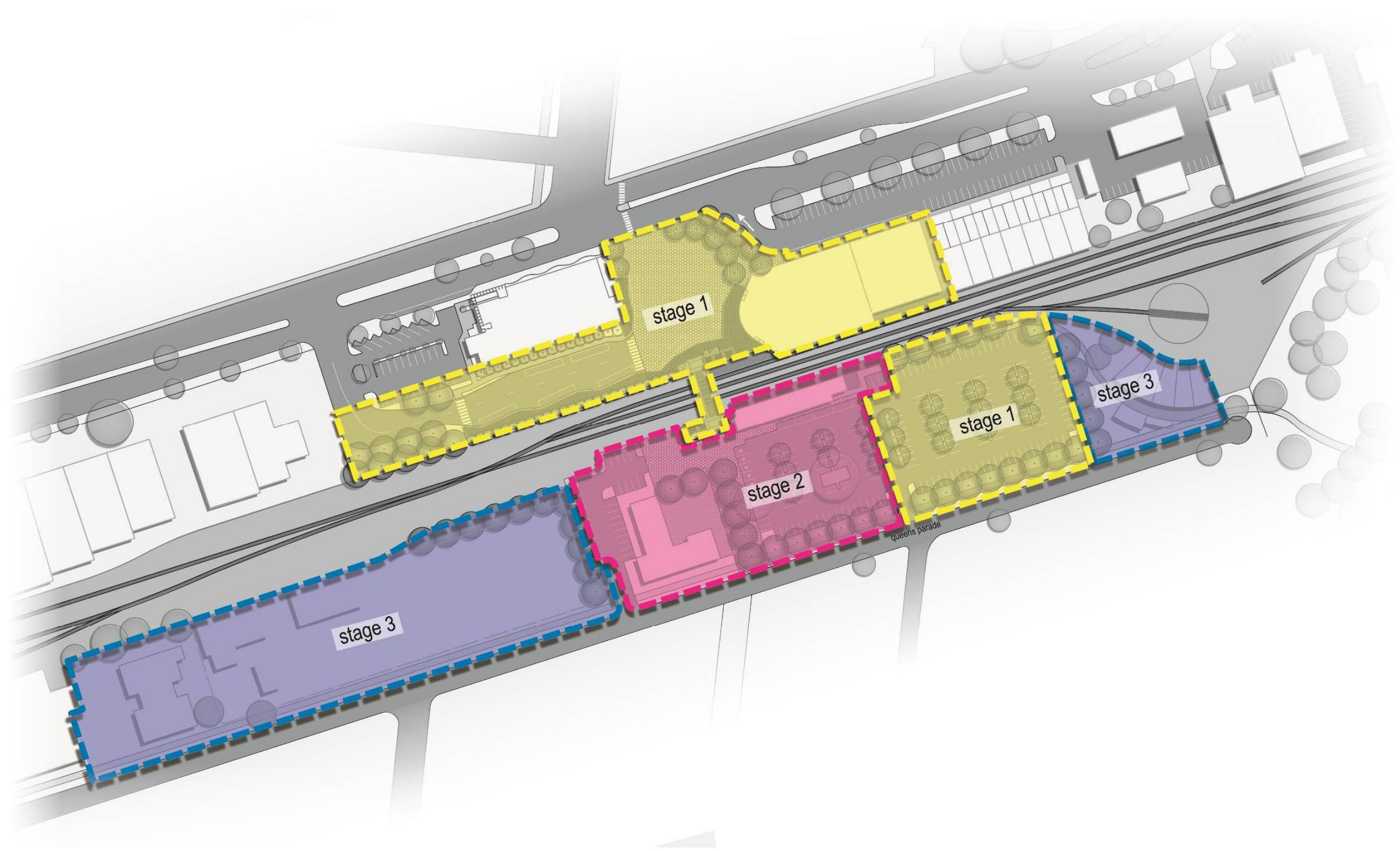
Council may also wish to consider acquisition of the old Drill Hall, however this is not considered vital to the implementation of this Master Plan.

5.2 funding

The realisation of the Traralgon Station Precinct Master Plan can only become a reality as funding becomes available. Council's capital works budget, State Government funding and private sector investment will all need to be utilised to their greatest potential if the vision for the Precinct is to be achieved.

Funding could be sought from the following sources:

- Community organisations and clubs, such as Apex, Rotary or Lions Clubs, churches or regional industries to sponsor specific community projects
- Corporate sponsorship
- Government funds
- Community support
- Arts Victoria
- Local Area Access Program
- Regional Infrastructure Development Fund
- Public Heritage Program



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STATUS

DRAFT



NO.	REVISION	DATE
A	FOR APPROVAL	04/02/2011

legend

stage 1

stage 2

stage 3

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Latrobe City Council
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PROJECT
Traralgon Station Precinct

DRAWING TITLE
Staging Plan

DRAWN	CHECKED	SCALE	A1	A3
SL	SS	1:750	1:1500	

PLOT DATE	JOB NUMBER	CLIENT REF
04/02/2011	10.453	LATRCOUN

DRAWING NUMBER	REV
LCD-002	A

ATTACHMENT 4

.

Attachment 4 Traralgon Station Precinct Master Plan Summary of Consultation Activities

Date	Consultation Activity	Details
5/02/2009	Background Analysis and Issues Identification	An informal community “drop-in” session, held between 12:00 pm and 3:00 pm at the VRI Hall in Traralgon.
		A ‘listening post’, held between 12:00 pm and 6:00 pm at the Traralgon train station and Southside Central Shopping Centre.
		A facilitated community workshop, held between 6:00 pm and 8:00 pm at the VRI Hall in Traralgon.
23/03/2009	Enquiry by Design	An Enquiry by Design workshop which was held from 10 am to 5 pm at the Traralgon Football Club Social Rooms, as a follow up to the background analysis and information session on 5 February 2009. A workshop booklet was provided to all participants.
31/08/2009	Issues & Discussion Session	The consultants presented the Draft Traralgon Station Precinct Master Plan to Councillors.
5/11/2009	On-site meeting with Councillors	An on-site meeting was conducted for Councillors, key stakeholders and Council officers to walk through the precinct, observe the precinct operating and discuss issues with the proposed master plan, in preparation for the workshop with the consultants on 23 November 2009.
23/11/2009	Councillor Workshop	The consultants presented the revised Draft Traralgon Station Precinct Master Plan to Councillors, key stakeholders and Council officers.
20/04/10 – 15/06/10	Community Consultation Period	The Draft Traralgon Station Precinct Master Plan, January 2010 is released to the public for their comment.
October 2010 -February 2011	Various stakeholder meetings over this period	The consultant and council officers met with stakeholders (Vic Roads, DOT, V/Line, GippsTAFE and Latrobe Valley Bus Lines on several occasions over this period.
23/05/2011	Issues & Discussion Session	The consultants presented the Traralgon Station Precinct Master Plan Final Report April 2011 to Councillors.

11.3.3 PLANNING PERMIT APPLICATION 2009/502 - USE AND DEVELOPMENT OF LAND FOR THE PURPOSE OF A MEDICAL CENTRE AND A SHOP (PHARMACY), DISPLAY OF SIGNAGE, WAIVER OF CAR PARKING PURSUANT TO CLAUSE 52.06 OF THE SCHEME, CREATION/ ALTERATION OF ACCESS TO A ROAD IN A ROAD ZONE CATEGORY 1

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

1. PURPOSE

The purpose of this report is to determine Planning Permit Application 2009/502 which relates to the use and development of land for the purpose of a medical centre and a shop (pharmacy), display of signage, waiver of car parking pursuant to Clause 52.06 of the Scheme and creation / alteration of access to a road in a road zone Category 1, at 185A & 187 – 189 Princes Drive in Morwell.

2. DECLARATION OF INTERESTS

An officer declared a direct and/or indirect interest under Section 77B of the *Local Government Act 1989*.

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 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 2010-2014

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: 185A & 187 to 189 Princes Drive in Morwell (known as Lot 24 on Registered Plan of Strata Subdivision 030805J Volume 10382 Folio 503, Lot 1 on Title Plan 109057B Volume 09688 Folio 024 and Lot 2 on Plan of Subdivision 079912 Volume 08750 folio 275)

Proponent: Jocelyn Apostol Pty Ltd
Zoning: Mixed Use Zone
Overlay n/a

A Planning Permit is required:

- To use and develop the subject land for the purpose of a medical centre in the Mixed Use Zone pursuant to Clause 32.04-1 of the Scheme
- To use and develop the land for the purpose of a shop (pharmacy) in the Mixed Use Zone pursuant to Clause 32.04-1 of the Scheme;
- To display business identification signs in a Category 3 area pursuant to Clause 52.05-9 of the Scheme;
- For car parking waiver pursuant to Clause 52.06-1 of the Scheme;
- To create or alter access to a road in a Road Zone Category 1.

4.2 PROPOSAL

The application is for the use and development of land for the purpose of a medical centre and a shop (pharmacy), car parking waiver and associated works.

The medical centre is to mainly accommodate general practitioner consulting suites with ancillary office and services area. A number of suites for services including pathology, x-ray, physiotherapy and podiatry are proposed. The total building floor area of the medical centre component of the proposal is 1238 square metres.

The pharmacy is to be located within the north-west portion of the land, with its own glass door entry. The ground floor area of the proposed pharmacy is approximately 230 square metres and the mezzanine floor area is approximately 60 square metres.

The number of practitioners and staff to be working on the premises at any one time will be as follows:

Medical Centre

- 6 full time medical practitioners
- 2 part time medical practitioners
- 5 administration staff
- 3 nurses

Gippsland Pathology

- 2 nurses

X-Ray

- 1 medical practitioner

Physiotherapy

- 1 practitioner

Pharmacy

- 2 pharmacists
- 3 staff

The medical centre is proposed to operate between 8am and 6pm from Monday to Friday, and 9am to 1pm on Saturday.

Operation hours of the pharmacy are proposed to be between 8:30am and 6pm, Monday to Friday, and 9am to 1pm on Saturday.

A total of forty one car spaces are proposed, including a disabled space. An ambulance loading area is also proposed on the land.

The proposal seeks to alter the existing access arrangement to Princes Drive. Vehicular access to the car park is to be provided via a two way crossover on Princes Drive. An exit from the car park into Turners Lane which meets Collins Street to the west of the site is also proposed.

Two LED-illuminated business identification signs (with the text 'Pharmacy' on each of the signs) are proposed, one located along the western elevation and one located along the southern elevation of the proposed development. Each sign is 5.1m long and 1.05m high, with an area of 5.35 square metres.

It should be noted that as part of the proposal, all the existing buildings and works on the land are to be demolished.

Subject Land:

The subject site is located on the north side of Princes Drive midway between Collins Street and Church Street within the Primary Activity Centre and Transit City of Morwell.

The subject site is contained within four separate titles, one of which is common property on a strata subdivision.

The overall site is roughly 'L' shaped, with a frontage of 52m to Princes Driveway and an area of 3,100 square metres.

The western portion of the land currently accommodates an existing two storey vacant, derelict commercial building which spans between Princes Drive and Buckley Street. The eastern portion of the land accommodates a machinery storage yard, associated sales shop / office and an on-site car park. A machinery business currently operates from the eastern portion of the site with vehicular and pedestrian access provided via Princes Drive. The on-site car park accommodates nine car spaces.

Existing vehicular access to the site is provided on Princes Drive via 4.15m wide crossover located approximately 50m west of the Church Street / Princes Drive intersection.

A drainage and footway easement traverses the subject site in a north-south direction.

An additional drainage easement affects the north-western portion of the land.

Surrounding Land Uses and Development:

- South: Directly south of the site, opposite side of Princes Drive is the Morwell Railway Station, which is partially zoned Schedule 4 to Public Use and partially zoned Mixed Use. A large off-street car park associated with the Railway Station, for commuter parking, is located directly across the site to the south.
- North & East & West: Commercial uses and development are located to the east, west and north of the site within the Morwell Primary Activity Centre / Transit City, zoned as Mixed Use.

4.3 **PLANNING CONTEXT**

Two previous planning permits are of relevance to the subject site as follows:

- Planning Permit 360/XCOMM was issued on 3 April 2001 for '*licensed restaurant and take away food premises, shops and signage*'.
- Planning Permit 2027/XCOMM was issued on 2 July 2002 '*to construct buildings and works and use the site as a restaurant with an on premises liquor licence, take-away food premises and shop, with reduced car parking requirements pursuant to Clause 52.06 of the Latrobe Planning Scheme*'.

The history of assessment of the Planning Permit application is set out in Attachment 2.

The provisions of the Scheme that are relevant to the subject application have been included at Attachment 3.

5. **ISSUES**

5.1. **SUITABILITY OF THE LAND**

It should be noted that whilst in many circumstances, a pharmacy use is considered to operate ancillary to a medical centre, in this instance, the size and layout of the pharmacy have suggested that it will service a wider community and effectively operate as a stand alone facility.

Accordingly, a planning permit is required for the use of land in the Mixed Use Zone for the purpose of both a medical centre and a shop (pharmacy).

The application has been considered against the 'Purpose' of the Mixed Use Zone which is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality.*
- *To encourage residential development that respects the neighbourhood character.*

It is reasonable to consider that the proposed use of land for the purpose of a medical centre and a shop (pharmacy) is appropriate, in consideration that the site is located within the Morwell Transit City and Primary Activity Centre area, where economic growth and commercial businesses are encouraged.

The proposed land uses will complement the various other commercial and business related uses within the area. The proposal seeks to facilitate a development to meet the health-care needs of the local community. Subject to appropriate permit conditions, the proposal is unlikely to have any detrimental impact upon the amenity of the neighbourhood, in terms of appearance of the building, emission of noise and/or artificial light, as well as increase in traffic and demand in on-street car parking.

The subject site is at a distance away from residential properties, it is reasonable to consider that the proposal is unlikely to have any detrimental impact upon the amenity of the nearby residential areas.

Pursuant to Clause 32.04-7 of the Scheme, a planning permit is also required to construct a building or construct or carry out works.

It is considered reasonable that the proposed buildings and works are appropriate for the medical centre and shop (pharmacy) use, and are generally of an acceptable design. The proposal will positively contribute to the Princes Drive streetscape, by re-developing the subject site which is currently occupied by a vacant derelict commercial building.

5.2. DISPLAY OF SIGNAGE

The proposed signage has been considered against Clause 52.05 of the Scheme.

The signage is considered to be of an appropriate scale, an acceptable design and is generally consistent with the character of existing signage provided for neighbouring businesses in the immediate area. Subject to appropriate permit conditions, the LED-illumination is unlikely to adversely impact upon the safety of pedestrians and / or vehicles.

The signage detailed in the application is considered to be generally consistent with the 'Purpose' and 'Decision Guidelines' of Clause 52.05 'Advertising Signs'.

5.3. REDUCTION IN CAR PARKING REQUIREMENTS

Under the Table at Clause 52.06 of the Scheme, the car parking requirements for a medical centre is 5 car spaces to each practitioner, and the requirement for a shop is 8 car spaces to each 100 square metres of leasable floor area.

Given up to 10 practitioners will be practising on the site at any one time, and the leasable floor area (excluding mezzanine floor) of the pharmacy is approximately 254 square metres, the statutory car parking requirement is approximately 70 car spaces for the proposal.

The proposal seeks to provide only 41 car spaces on the land (i.e. 29 short of the statutory car parking requirement). A planning permit is therefore required to reduce the number of car spaces required pursuant to Clause 52.06 of the Scheme.

Clause 52.06-1 of the Scheme states that in relation to the reduction or waiving of car parking requirements, the applicant must satisfy the Responsible Authority that the reduced provision is justified due to:

- *Any relevant parking precinct plan.*
- *The availability of car parking in the locality.*
- *The availability of public transport in the locality.*
- *Any reduction in car parking demand due to the sharing of car spaces by multiple uses, either because of variation of car parking demand over time or because of efficiencies gained from the consolidation of shared car parking spaces.*

- *Any car parking deficiency or surplus associated with the existing use of the land.*
- *Any credit which should be allowed for a car parking demand deemed to have been provided in association with a use which existed before the change of parking requirement.*
- *Local traffic management.*
- *Local amenity including pedestrian amenity.*
- *An empirical assessment of car parking demand.*
- *Any other relevant consideration.*

A Traffic Engineering Assessment prepared by the Traffix Group (dated February 2011) has been submitted as part of this application. It is stated in the submitted traffic report that based on an empirical assessment of car parking demand, the availability of public transport and car parking in the locality, the proposal will generate a car parking demand in the order of only 39 to 49 spaces during peak periods, and therefore as submitted by the applicant, the proposed 41 on-site car parking spaces are considered adequate in terms of accommodating the peak parking demands generated by the development.

From a planning perspective, it is considered that the reduction of car parking spaces should be supported for the following reasons:

- The subject site is located within the Primary Activity Centre and Transit City of Morwell, in which commercial/retail activities should be supported and encouraged.
- As per the submitted traffic engineering assessment, there appears to be some capacity within the existing parking supply in the vicinity of the subject site to accommodate car parking demand associated with the proposal.
- On-street car parking spaces are generally provided along the northern side of Princes Drive and directly opposite the subject site.
- Public transport is generally available in the area.
- It is unlikely that the reduction of car parking requirement would have any detrimental impact upon residential amenity, as the site is generally located within a commercial / business district.

5.4. ACCESS TO PRINCES DRIVE (ROAD ZONE CATEGORY 1)

The subject site abuts Princes Drive which is a Road Zone, Category 1. Pursuant to Clause 52.29 of the Scheme, a planning permit is required to create or alter access to a road in a Road Zone, Category 1 and such an application must be referred to the Roads Corporation under Section 55 of the *Planning and Environment Act 1987*.

Accordingly, the subject application was first referred to VicRoads for consideration on 20 October 2010. A response from VicRoads was subsequently received on 10 December 2010, advising that VicRoads has no objection to the issue of a planning permit for the proposal, based on the development plans dated 20 September 2010.

However, as a number of changes have been made to the access arrangement since the lodgement of the application and the latest details of the access arrangement was received by Council in May 2011, the application was re-referred to VicRoads on 10 May 2011. A revised response from VicRoads was subsequently received on 1 June 2011, advising that VicRoads has no objection to the issue of a planning permit for the proposal.

5.5. BUILT FORM

The proposed building is to be largely single storey (except the pharmacy component of the development which has a mezzanine level), constructed in concrete panels with Zinalume steel roofing. The design of the proposed building is generally contemporary in style. It is reasonable to consider that the proposed building is of a suitable response to the site, in context of the site and the business / commercial nature of the area.

5.6. CONSOLIDATION OF TITLES / LAND OWNERSHIP ISSUE

The overall subject land is contained within four separate titles, one of which is common property on a strata subdivision. This common property is owned by an Owners Corporation of which the applicant is only one part. As per the Owners Corporation Plan No. SP030805J, the common property is also owned by Unit 23 on SP30805 (i.e. No. 54 Buckley Street Morwell).

Ownership issues relating to the common property must be resolved as the land to be developed will need to be consolidated into one title before the development commences as required by recommended conditions if a planning permit is issued.

An objection from the representative of No. 54 and 56 – 60 Buckley Street Morwell was received by Council on 9 March 2011, confirming that a unanimous resolution has not been made between the permit applicant and the owner of No. 54 and 66 – 60 Buckley Street and that the part of common property included in the subject land for the proposal cannot be consolidated.

However, whilst the objection has not been withdrawn at this stage, a letter from the representative of No. 54 and 56 – 60 Buckley Street Morwell was later received by Council on 12 June 2011, advising that the objector gives in principle consent to:

- a. *the development which is subject of the application ;*
and
- b. *dissolution of the owners corporation on sP30805*

Their client's consent is given '*subject to issues between the (permit) applicant and himself being resolved, including but not limited to, the creation of an easement of footway and drainage on the applicant's Certificate of Title Volume 8705 Folio 275 for the benefit of their client's land which is contained in Certificate of Title Volume 8705 Folio 274*'.

It is of the understanding that the two relevant parties have principally agreed to dissolve the Owners Corporation and that they are currently in the process of finalising a legal agreement which, amongst other things, specifies the section of common property that traverses the subject site be formally acquired by the permit applicant / owner of the subject land.

Notwithstanding, the objection from the representative of No. 54 and 56 – 60 Buckley Street Morwell has not been withdrawn and must be considered by Council.

5.7. OBJECTOR CONCERNS

The application received two submissions in the form of an objection. The issues raised in the objection were:

1. Common Property & Land Ownership Issue

An objection from the representative of No. 54 and 56 – 60 Buckley Street Morwell was received by Council on 9 March 2011, confirming that a unanimous resolution has not been made between the permit applicant and the owner of No. 54 and 66 – 60 Buckley Street and that the part of common property included in the subject land for the proposal cannot be consolidated.

Officer comment:

As discussed in Section 5.6 above, the ownership issues relating to the common property have now been resolved in principle.

2. Sewerage Easement

It was submitted by the legal representative of the owner of No. 54 and 56 – 58 Buckley street that there is a sewerage pipeline which traverses parts of the subject land for the proposal, and that the owner of No. 54 and 56 – 58 has the benefit of implied easements for sewerage over the common property on Strata Plan No. 30805J and the subject site. The proposal however has failed to demonstrate to the owner of No. 54 and 56 – 58 that the pipelines would be protected in the performance of any of the proposed construction works.

Officer comment:

Council's Planning Officer acknowledges that the implications of the proposal upon the existing sewerage pipeline on the land.

The application was referred to Gippsland Water for consideration, and Gippsland Water does not object to the proposal.

3. Encroachment in the Subject Land

As identified in the survey plan submitted with the application (prepared by Beveridge Williams), there are minor encroachments of the workshop building at No. 54 and 56 – 58 Buckley Street over the northern boundary of the subject land.

However, the legal representative of the owner of No. 54 and 56 – 58 Buckley Street is disputing the correctness of the survey plan, and that the owner of No. 54 and 56 – 58 Buckley Street has the legal right to use the 'encroachment area'.

Officer comment:

The above issue has been resolved in principle between the permit applicant and the owner at No. 54 and 56 – 58 Buckley Street through a legal process.

4. Insufficient number of car parking proposed for the development

Officer comment:

As discussed at Section 5.3 of this report, the provision of 41 car spaces on the land is deemed adequate for the proposed development.

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 a minimum of 14 days.

External:

The application was referred to VicRoads pursuant to Section 55 of the Act.

Internal:

Internal officer comments were sought from Council's Project Services Team who gave consent to the granting of a Planning Permit, subject to appropriate conditions.

Details of Community Consultation following Notification:

Following the advertising of the application, the application received two submissions in the form of objections.

The applicant firstly advised Council that private meetings between the applicant and the objectors were to be arranged, with an attempt to resolve the issues raised. The applicant later requested that the application to go directly to Council for a decision, bypassing the planning mediation meeting process.

8. OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Permit; or
2. Issue a Refusal 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:

- 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; and
- Consistent with Clause 65 (Decision Guidelines);

The objection(s) received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered (subject to relevant permit conditions).

The proposed development represents a suitable response to the site, in terms of its built form, scale, architectural design and provision of on site car parking. The development will make a positive contribution to the Princes Drive streetscape and the level of activity within the Activity Centre Precinct.

The proposal is considered appropriate within the Mixed Use Zone and within the Morwell Primary Activity Centre. The development will assist in meeting the health-care needs of the local community.

10. RECOMMENDATION

- A. That Council issues a Notice of Decision to Grant a Permit, for the use and development of land for the purpose of a medical centre and a shop (pharmacy), display of business identification sign, a waiver of car parking requirement pursuant to Clause 52.06 of the Scheme, alteration of access to a Road Zone Category 1 at 185A & 187 – 189 Princes Drive in Morwell, with the following conditions:**

AMENDED PLANS

- 1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:**
 - a) Vehicle access to and from the proposed car park shall be altered to become standard vehicle crossings in accordance with Latrobe City Council's standard drawing number LCC307**
 - b) The provision of speed reduction measures (road cushions) at two locations along Turners Lane between Collins Street and the proposed development site.**
 - c) The provision within the proposed development site of a bicycle leaning rail for shared use by visitors and staff as recommended by the Traffic Engineering Assessment Report.**
 - d) The removal of the redundant vehicle crossing and reinstatement of the kerb, channel and footpath areas.**
 - e) Details of how and where wastes are to be stored and collected.**

- f) All mitigating works including alterations to kerb and channel, traffic islands, footpaths and nature strips, on-street car parking, street trees, street furniture, signage and road pavement line marking.

NO CHANGES TO ENDORSED PLANS

- 2. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.

ENGINEERING CONDITIONS

- 4. Prior to the commencement of any works hereby permitted, the land to which this permit applies (i.e. Lot 24 on Registered Plan of Strata Subdivision 030805J, Lot 1 on Title Plan 109057B and Lot 2 on Plan of Subdivision 079912) must be consolidated to ensure that the lots comprising the car parking and vehicle access ways and the lots containing the buildings allowed by this permit are contained within a single title.
- 5. Prior to the commencement of any works hereby permitted, the owner or applicant shall agree in writing to pay all actual costs for and shall arrange for Latrobe City Council to undertake the following works:
 - a) the Removal of the existing street tree in Princes Drive in front of number 185A and for the planting of an appropriate replacement street tree.
- 6. Prior to the commencement of any works hereby permitted, the following plans shall be submitted to and approved by the Responsible Authority. When approved, these plans will be endorsed and will then form part of the permit.
 - a) A site drainage plan including hydraulic computations for all new drainage works. The plan must show a drainage system providing for all stormwater discharging from the site, including from all buildings, car parks and vehicle access areas, to be conveyed to the legal point of discharge. The drainage system must be designed to take the 1 in 20 years ARI storm event. On-site detention of stormwater may be required if the total rate of stormwater discharge from the site exceeds the rate of discharge for which the receiving pipe drainage system was designed.

- b) A detailed car parking layout and access plan demonstrating to the satisfaction of the Responsible Authority, compliance with the requirements of Australian Standard AS2890, including provision of vehicle swept path diagrams. Parking areas and access lanes must be finished with an all-weather sealed surface; drained; line marked to indicate each car space and all access lanes; and clearly marked to show loading areas and the direction of traffic along access lanes and roadways.
 - c) A construction management plan shall be submitted to and approved by the Responsible Authority. The plan must outline how issues such as mud on roads, dust generation, access to the site during construction (including all deliveries) and erosion and sediment control will be managed, on site, during the construction phase. Details of a contact person / site manager must also be provided, so that this person can be easily contacted should any issues arise.
 - d) Detailed design plans for all mitigating works including alterations to kerb and channel, traffic islands, footpaths and nature strips, on-street car parking, street trees, street furniture, signage and road pavement line marking.
7. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/to 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.
8. Before the use of the new building commences, or by such later date as is approved by the Responsible Authority in writing, the following works must be constructed to the satisfaction of the Responsible Authority:
- a) Construction of drainage systems in accordance with the site drainage plans approved by the Responsible Authority

- b) The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans including surfacing with all-weather sealed surface, drained, line marking to indicate each car space and all access lanes; and clearly marked to show the direction of traffic along access lanes and roadways
 - c) All redundant vehicle crossings abutting the site shall be removed and the kerb, channel and footpath shall be reinstated at the owners/applicants cost to the satisfaction of the Responsible Authority.
 - d) All mitigating works including alterations to kerb and channel, traffic islands, footpaths and nature strips, on-street car parking, street trees, street furniture, signage and road pavement line marking as shown on the endorsed plans.
 - e) The provision of speed reduction measures (road cushions) at two locations along Turners Lane between Collins Street and the proposed development site as shown on the endorsed plans.
9. Where proposed, all lighting used to externally illuminate buildings, works and uses shall be fitted with cut-off luminaries (baffles), so as to prevent the emission of direct and indirect light onto adjoining roadways, land and premises to the satisfaction of the Responsible Authority.
10. The areas set aside for car parking must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
11. The loading and unloading of goods from vehicles must only be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land.
12. Car spaces, access lanes and driveways must be kept available for these purposes at all times.

GIPPSLAND WATER CONDITIONS

13. Prior to the commencement of any works on site, amended plans must be submitted to both Latrobe City Council and Gippsland Water noting the following additional information for review:

- a) **Cross sectional details on the construction and methodology of the proposed section of the driveway being constructed over the sewer main and the crossover for the driveway over the water main. The site plan(s) that were included with the application, Drawing No: E1000595-C003 Revision D does not provide these details.**
- b) **Footings/foundation details are required for the construction of the building adjacent to the 150mm VC sewer main to ensure that no additional load will be placed on the asset by the structure.**
- c) **The Dead End Sewer Main (noted as NODE 424) on the attached plan will need to be upgraded to a Terminal Maintenance Shaft and fitted with a Class D Trafficable Lid as it will now be located in the proposed new carpark**
- d) **Details of a connection to No 52 Buckley Street from the sewer main near Node 424. If required, this connection may be replaced as part of the works and must have a Riser/Cap/Inspection Outlet/Trafficable Lid fitted.**
- e) **Owner/developer must nominate which sewer point/s will be utilised for this development and then cap off any excess sewer connections and provide evidence of these capping/s.**

NOTE: The Owner/developer will have to apply for connection costs and conditions and at this time Gippsland Water will ensure that the works above have been completed.

VICROADS CONDITIONS

14. The Owner/Applicant must comply with the following conditions from VicRoads:

- a) **Prior to construction of the development, a revised plan of the car park and access be provided to VicRoads for approval.**
- b) **At the access point with Princes Drive, the existing pedestrian paths are to be modified or relocated and a pedestrian refuge crossing provided to VicRoads satisfaction. The Pedestrian refuge crossing is required to be designed in accordance with AustRoads Guide to Road Design: Part 4 Intersections and Crossings Section 8 and be DDA compliant**

- c) VicRoads, in responding to this permit application, is not deemed to have been notified of, or to have given consent to undertake any works within this road reserve proposed in this permit application.
- d) The proponent must meet the requirements of the Road Management Act 2004 with respect to notifying and/or seeking consent from VicRoads to undertake works in the road reserve.

BUILDING CONDITIONS

- 15. All pipes, fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.
- 16. The walls on the boundary of the adjoining properties must be constructed, cleaned and finished to the satisfaction of the Responsible Authority.

STORAGE AND GARBAGE

- 17. Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded, drained and screened from public view to the satisfaction of the Responsible Authority.

MATERIALS AND FINISHES

- 18. Before the development starts, a schedule of construction materials, external finishes and colours to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the schedule will be endorsed and will then form part of the permit.

LANDSCAPING

- 19. Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed
 - b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary

- c) details of surface finishes of pathways and driveways
 - d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant
 - e) landscaping and planting within all open areas of the site
 - f) All species selected must be to the satisfaction of the Responsible Authority.
20. Before the use/occupation of the development starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
21. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

AMENITY

22. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
- a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works or materials;
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d) presence of vermin;
 - e) others as appropriate

SIGNAGE CONDITIONS

23. The location and details of the sign(s), including those of the supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.
24. The sign(s) must not contain any flashing light.
25. The sign lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.
26. The sign(s) must be constructed and maintained to the satisfaction of the Responsible Authority.

TIME EXPIRY

27. The approval contained in this permit for the sign(s) shown on the endorsed plans expires 15 years from the date of this permit.
28. 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.

NOTES

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.
2. Unless exempted by Latrobe City Council, an Asset Protection Permit must be obtained prior to the commencement of any proposed building works (as defined by Latrobe City Council's Local Law No. 3).
Latrobe City Council's Asset Protection Officer must be notified in writing at least 7 days prior to the building works commencing or materials/equipment are delivered to the site.
3. The location of the Legal Point of Discharge into Latrobe City Council's stormwater drainage system can be obtained for any property by completing a Legal Point of Discharge form, found at www.latrobe.vic.gov.au/services/roads/workspemits.
4. A Latrobe City Stormwater Connection Permit must be obtained prior to the connection of any new stormwater drainage into Latrobe City Council's stormwater drainage system. All new stormwater drainage connections must be inspected by Latrobe City Council's Drainage Officer before any backfilling of the connection is undertaken.
5. A Latrobe City Vehicle Crossing Permit must be obtained prior to the commencement of any works that include the construction, installation, alteration or removal of a vehicle crossing. The relevant fees, charges and conditions of the Vehicle Crossing Permit will apply even if the vehicle crossing works have been approved as part of a Planning Permit.

6. **Vehicle crossings must be provided with minimum clearances to other infrastructure in accordance with Latrobe City Council's Vehicle Crossing Policy, including clearances to any adjacent side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense**

Moved: Cr Lougheed

Seconded: Cr Middlemiss

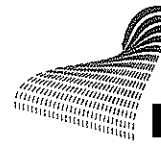
That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENTS

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ATTACHMENT 1
PROPOSED DEVELOPMENT PLANS



Latrobe City

a new energy

Our Ref: 2009/502

31 May 2011

Gippsland Water
PO Box 348
TRARALGON VIC 3844

Latrobe City ABN 92 472 314 133

Telephone 1300 367 700

Facsimile (03) 5128 5672

TTY 133 677

Post to PO Box 264 Morwell 3840

Email Address latrobe@latrobe.vic.gov.au

Internet www.latrobe.vic.gov.au

AUSDOC DX217733 Morwell

Dear Sir/Madam

APPLICATION NO: 2009/502
PROPOSAL: USE OF THE LAND FOR A MEDICAL CENTRE AND
RETAIL PREMISES (PHARMACY), DISPLAY OF
BUSINESS IDENTIFICATION SIGNAGE,
ASSOCIATED BUILDINGS AND WORKS,
REDUCTION IN CAR PARKING REQUIREMENTS
AND CREATE ACCESS TO A ROAD IN A ROAD
ZONE, CATEGORY 1
PROPERTY: 185A & 187-189 PRINCES DRIVE, MORWELL-
DESCRIPTION: L 24 SP 30805, L 2 LP 79912, L 1 TP 109057

Notice of the above application is given to you, pursuant to section 52(1)(d) of the *Planning and Environment Act 1987*; a copy of the application is attached for your consideration.

Your response is required within 14 days of the date of this letter.

If you require any further information in relation to this matter, please call Kristy Crawford on 1300 367 700.

Yours faithfully

✓ KRISTY CRAWFORD
Senior Statutory Planner

Encl



Planning Enquiries
 Phone: 1300 367 700
 Web: www.latrobe.vic.gov.au

Office Use Only

Application No.:

Date Lodged: / /

Date Allocated: / /

Allocated to:

Fee:

Receipt No.:

Ward:

Zone(s):

Overlay(s):

Latrobe City

- 8 DEC 2009

Doc. No: 470767

Action Category:

Application for Planning Permit

Use this form to make an application for a planning permit and to provide the information required by section 47 of the *Planning and Environment Act 1987* and regulations 15 and 38 of the *Planning and Environment Regulations 2005*.

Supplementary information requested in this form should be provided as an attachment to your application. Please print clearly or complete the form electronically (refer to How to complete the Application for Planning Permit form).

Privacy notice

▲ Information collected with this application will only be used to consider and determine the application. It will be made available for public inspection in accordance with section 51 of the *Planning and Environment Act 1987*.

Need help with the application?

If you need help to complete this form, read *How to complete the Application for Planning Permit form*. For more information about the planning process, refer to *Planning: a Short Guide*. These documents are available from your local council, the Planning Information Centre (Ph: 03 9637 8610, 8 Nicholson Street, Melbourne), or www.dse.vic.gov.au/planning.

Contact council to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

- ① Has there been a pre-application meeting with a council officer?

Yes No

If yes, with whom?:

Date: DD / MM / YYYY

The land

- ② Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address

Street No.: 185A-187

Street Name: PRINCES DRIVE

Suburb/Locality: MORWELL

Postcode: 3840

Formal Land Description

▲ This information can be found on the certificate of title.

Lot No.: 24
 OR LOT 7

on Lodged Plan, Title Plan or Subdivision Plan No.: 0308055
 079912
 1090578

Crown Allotment No.:

Section No.:

Parish Name:

- ③ Title information.

Attach a full, current copy of title information for each individual parcel of land forming the subject site.

- ④ Describe how the land is used and developed now.

eg. single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats.

VACANT ARCADE (TO BE DEMOLISHED) AND ADJOINING SITE HAS ONE BUILDING WHICH WILL BE ALSO DEMOLISHED. TOTAL SITE WILL BE CLEARED

- ⑤ Plan of the land.

Attach a plan of the existing conditions. Photos are also helpful.

The proposal

▲ You must give full details of your proposal and attach the information required to assess the application.

If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This will delay your application.

- ⑥ For what use, development or other matter do you require a permit?

Read *How to complete the Application for Planning Permit form* if you need help in describing your proposal.

MEDICAL CENTRE / PHARMACY
AS PER PLAN.

- ⑦ Additional information about the proposal.

Contact council or refer to council planning permit checklists for more information about council's requirements.

Attach additional information providing details of the proposal, including:

- Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.
- Plans showing the layout and details of the proposal.
- If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).

- ⑧ Encumbrances on title.

Encumbrances are identified on the certificate of title.

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope?

- No, go to 9.
- Yes: Attach a copy of the document (instrument) specifying the details of the encumbrance.
- Does the proposal breach, in any way, the encumbrance on title?
- No, go to 9.
- Yes, contact council for advice on how to proceed before continuing with this application.

▲ Note

Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the *Planning and Environment Act 1987*). Contact council and/or an appropriately qualified person for advice.

Costs of buildings and works/permit fee

Most applications require a fee to be paid. Where development is proposed, the value of the development affects the fee. Contact council to determine the appropriate fee.

- ⑨ Estimated cost of development for which the permit is required.

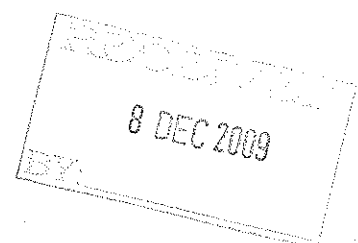
Cost \$ 2,500,000

▲ You may be required to verify this estimate.

Write 'NIL' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

- ⑩ Do you require a receipt for the permit fee?

Yes No



Contact, applicant and owner details

(11) Provide details of the contact, applicant and owner of the land.

Contact

The person you want Council to communicate with about the application.

Name:	LEO Di FABRIZIO		
Organisation (if applicable):	L.R.D.6. PROJECT MANAGEMENT		
Postal address:	1.3 CHURCH ST.		
	TARALGON	Postcode:	3844
Contact phone:	51761839	<input type="checkbox"/>	Indicate preferred contact method
Mobile phone:	0418 594220	<input checked="" type="checkbox"/>	
Email:	LEODIFAB@MAC.COM	<input checked="" type="checkbox"/>	
Fax:	51761370	<input type="checkbox"/>	

Applicant

The person or organisation who wants the permit.

Same as contact. If not, complete details below.

Name:	SOCELYN APOSTOL Pty LTD.		
Organisation (if applicable):	L.R.D.6. PROJECT MANAGEMENT		
Postal address:	1.3 CHURCH STREET.		
	TARALGON	Postcode:	3844

Owner

The person or organisation who owns the land.

Same as contact Same as applicant

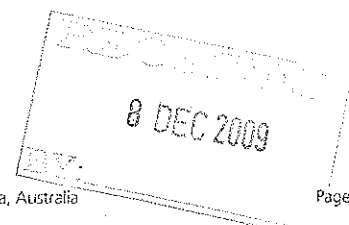
Where the owner is different from the applicant or contact, provide the name of the person or organisation who owns the land.

Name (if applicable):	
Organisation (if applicable):	
Postal address:	
	Postcode: [][][][]

Checklist

(12) Have you?

- Filled in the form completely?
- Paid or included the application fee?
- Attached all necessary supporting information and documents?
- Completed the relevant council planning permit checklist?
- Signed the declaration on the next page?



Declaration

- ⑬ This form must be signed.
Complete one of A, B or C

▲ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

A. Owner/Applicant

I declare that I am the applicant and owner of the land and all the information in this application is true and correct.

Signature

Date:

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B. Owner

I declare that I am the owner of the land and I have seen this application.

Signature

Date:

--	--	--	--	--	--	--	--	--	--	--	--

Applicant

I declare that I am the applicant and all of the information in this application is true and correct.

Signature

Date:

--	--	--	--	--	--	--	--	--	--	--	--

C. Applicant

I declare that I am the applicant and:

- I have notified the owner about this application,
- and all the information in this application is true and correct.

Signature

Date:

0	7	/	1	2	/	2	0	0	9		
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Lodgement

Lodge the completed and signed form and all documents with:

Latrobe City Council - City Planning Department - Corporate Headquarters

PO Box 264, MORWELL VIC 3840

141 Commercial Road, MORWELL VIC 3840

Telephone: 1300 367 700

Fax: (03) 5128 5672

Email: latrobe@latrobe.vic.gov.au

TTY: (03) 5135 8322

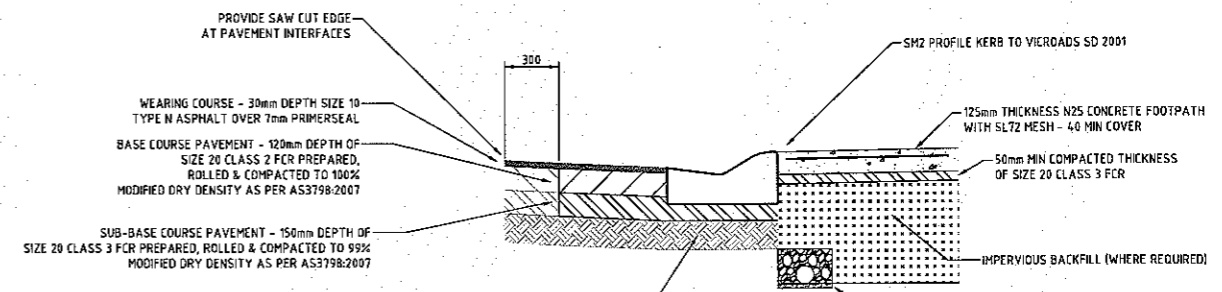
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For help or more information

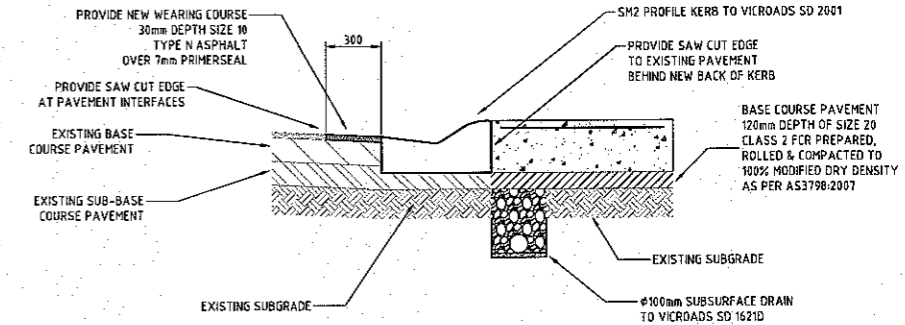


GENERAL NOTES

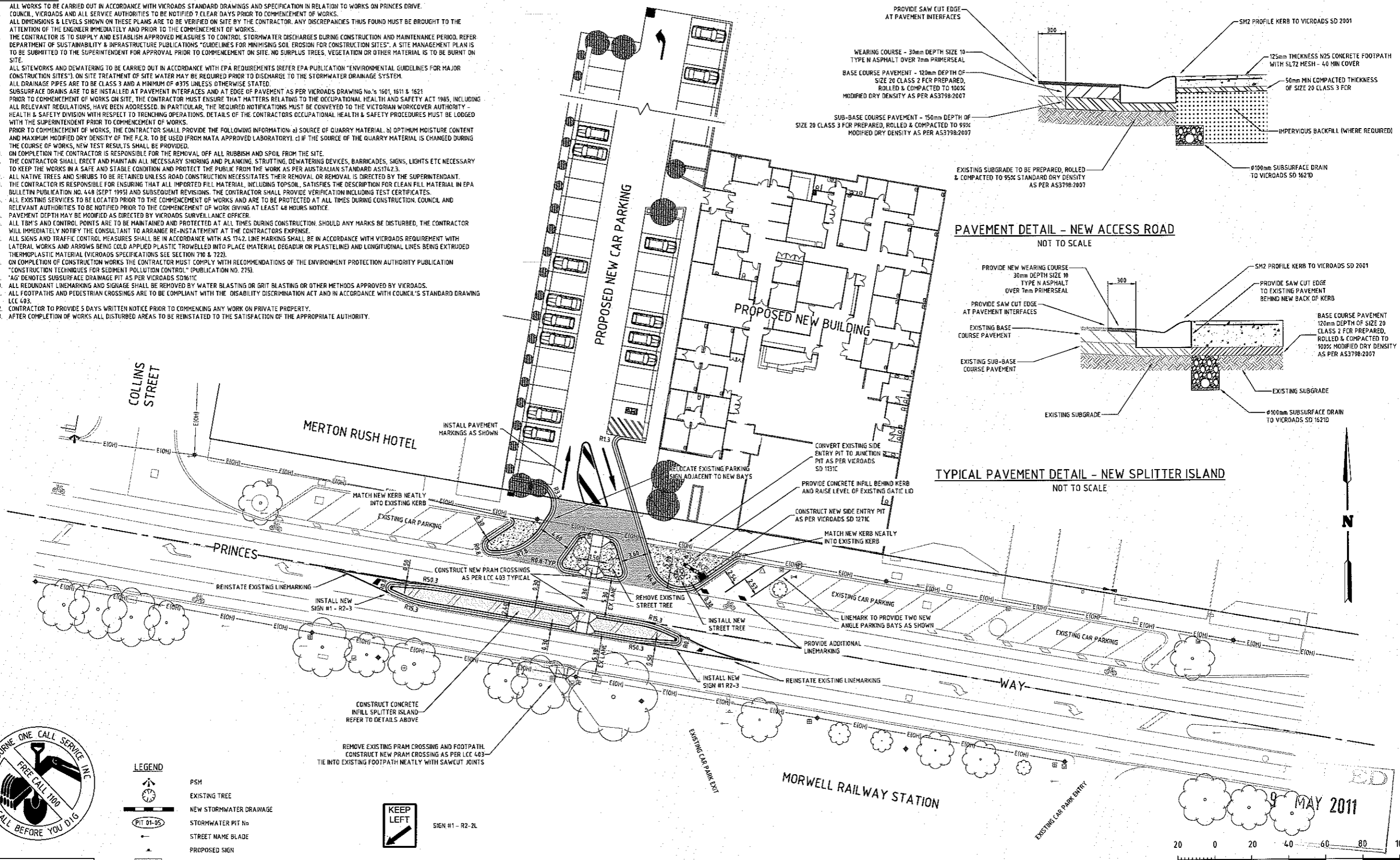
- ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH VICROADS STANDARD DRAWINGS AND SPECIFICATION IN RELATION TO WORKS ON PRINCES DRIVE.
- COUNCIL, VICROADS AND ALL SERVICE AUTHORITIES TO BE NOTIFIED 7 CLEAR DAYS PRIOR TO COMMENCEMENT OF WORKS.
- ALL DIMENSIONS & LEVELS SHOWN ON THESE PLANS ARE TO BE VERIFIED ON SITE BY THE CONTRACTOR. ANY DISCREPANCIES THUS FOUND MUST BE BROUGHT TO THE ATTENTION OF THE ENGINEER IMMEDIATELY AND PRIOR TO THE COMMENCEMENT OF WORKS.
- THE CONTRACTOR IS TO SUPPLY AND ESTABLISH APPROVED MEASURES TO CONTROL STORMWATER DISCHARGES DURING CONSTRUCTION AND MAINTENANCE PERIOD. REFER DEPARTMENT OF SUSTAINABILITY & INFRASTRUCTURE PUBLICATIONS "GUIDELINES FOR MINIMISING SOIL EROSION FOR CONSTRUCTION SITES". A SITE MANAGEMENT PLAN IS TO BE SUBMITTED TO THE SUPERINTENDENT FOR APPROVAL PRIOR TO COMMENCEMENT ON SITE. NO SURPLUS TREES, VEGETATION OR OTHER MATERIAL IS TO BE BURNT ON SITE.
- ALL SITING AND DEWATERING TO BE CARRIED OUT IN ACCORDANCE WITH EPA REQUIREMENTS (REFER EPA PUBLICATION "ENVIRONMENTAL GUIDELINES FOR MAJOR CONSTRUCTION SITES"). ON SITE TREATMENT OF SITE WATER MAY BE REQUIRED PRIOR TO DISCHARGE TO THE STORMWATER DRAINAGE SYSTEM.
- ALL DRAINAGE PIPES ARE TO BE CLASS 3 AND A MINIMUM OF Ø375 UNLESS OTHERWISE STATED.
- SUBSURFACE DRAINS ARE TO BE INSTALLED AT PAVEMENT INTERFACES AND AT EDGE OF PAVEMENT AS PER VICROADS DRAWING No's 1601, 1611 & 1621
- PRIOR TO COMMENCEMENT OF WORKS ON SITE, THE CONTRACTOR MUST ENSURE THAT MATTERS RELATING TO THE OCCUPATIONAL HEALTH AND SAFETY ACT 1985, INCLUDING ALL RELEVANT REGULATIONS, HAVE BEEN ADDRESSED. IN PARTICULAR, THE REQUIRED NOTIFICATIONS MUST BE CONVEYED TO THE VICTORIAN WORKCOVER AUTHORITY - HEALTH & SAFETY DIVISION WITH RESPECT TO TRENCHING OPERATIONS. DETAILS OF THE CONTRACTORS OCCUPATIONAL HEALTH & SAFETY PROCEDURES MUST BE LODGED WITH THE SUPERINTENDENT PRIOR TO COMMENCEMENT OF WORKS.
- PRIOR TO COMMENCEMENT OF WORKS, THE CONTRACTOR SHALL PROVIDE THE FOLLOWING INFORMATION: a) SOURCE OF QUARRY MATERIAL. b) OPTIMUM MOISTURE CONTENT AND MAXIMUM MODIFIED DRY DENSITY OF THE F.C.R. TO BE USED (FROM NATA APPROVED LABORATORY). c) IF THE SOURCE OF THE QUARRY MATERIAL IS CHANGED DURING THE COURSE OF WORKS, NEW TEST RESULTS SHALL BE PROVIDED.
- ON COMPLETION THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL OFF ALL RUBBISH AND SPOIL FROM THE SITE.
- THE CONTRACTOR SHALL ERECT AND MAINTAIN ALL NECESSARY SHORING AND PLANKING, STRUTTING, DEWATERING DEVICES, BARRICADES, SIGNS, LIGHTS ETC NECESSARY TO KEEP THE WORKS IN A SAFE AND STABLE CONDITION AND PROTECT THE PUBLIC FROM THE WORK AS PER AUSTRALIAN STANDARD AS1742.3.
- ALL NATIVE TREES AND SHRUBS TO BE RETAINED UNLESS ROAD CONSTRUCTION NECESSITATES THEIR REMOVAL OR REMOVAL IS DIRECTED BY THE SUPERINTENDENT. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL IMPORTED FILL MATERIAL, INCLUDING TOPSOIL, SATISFIES THE DESCRIPTION FOR CLEAN FILL MATERIAL IN EPA BULLETIN PUBLICATION NO. 448 (SEPT 1993) AND SUBSEQUENT REVISIONS. THE CONTRACTOR SHALL PROVIDE VERIFICATION INCLUDING TEST CERTIFICATES.
- ALL EXISTING SERVICES TO BE LOCATED PRIOR TO THE COMMENCEMENT OF WORKS AND ARE TO BE PROTECTED AT ALL TIMES DURING CONSTRUCTION. COUNCIL AND RELEVANT AUTHORITIES TO BE NOTIFIED PRIOR TO THE COMMENCEMENT OF WORK GIVING AT LEAST 48 HOURS NOTICE.
- PAVEMENT DEPTH MAY BE MODIFIED AS DIRECTED BY VICROADS SURVEILLANCE OFFICER.
- ALL TBM'S AND CONTROL POINTS ARE TO BE MAINTAINED AND PROTECTED AT ALL TIMES DURING CONSTRUCTION. SHOULD ANY MARKS BE DISTURBED, THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONSULTANT TO ARRANGE RE-INSTALLMENT AT THE CONTRACTORS EXPENSE.
- ALL SIGNS AND TRAFFIC CONTROL MEASURES SHALL BE IN ACCORDANCE WITH AS 1742. LINE MARKING SHALL BE IN ACCORDANCE WITH VICROADS REQUIREMENT WITH LATERAL WORKS AND ARROWS BEING COLD APPLIED PLASTIC TROWELLED INTO PLACE (MATERIAL DEGAUR OR PLASTELINE) AND LONGITUDINAL LINES BEING EXTRUDED THERMOPLASTIC MATERIAL (VICROADS SPECIFICATIONS SEE SECTION 710 & 722).
- ON COMPLETION OF CONSTRUCTION WORKS THE CONTRACTOR MUST COMPLY WITH RECOMMENDATIONS OF THE ENVIRONMENT PROTECTION AUTHORITY PUBLICATION "CONSTRUCTION TECHNIQUES FOR SEDIMENT POLLUTION CONTROL" (PUBLICATION NO. 275).
- *AG DENOTES SUBSURFACE DRAINAGE PIT AS PER VICROADS SD1611C
- ALL REDUNDANT LINEMARKING AND SIGNAGE SHALL BE REMOVED BY WATER BLASTING OR GRIT BLASTING OR OTHER METHODS APPROVED BY VICROADS.
- ALL FOOTPATHS AND PEDESTRIAN CROSSINGS ARE TO BE COMPLIANT WITH THE DISABILITY DISCRIMINATION ACT AND IN ACCORDANCE WITH COUNCIL'S STANDARD DRAWING LCC 403.
- CONTRACTOR TO PROVIDE 5 DAYS WRITTEN NOTICE PRIOR TO COMMENCING ANY WORK ON PRIVATE PROPERTY.
- AFTER COMPLETION OF WORKS ALL DISTURBED AREAS TO BE REINSTATED TO THE SATISFACTION OF THE APPROPRIATE AUTHORITY.



PAVEMENT DETAIL - NEW ACCESS ROAD
NOT TO SCALE



TYPICAL PAVEMENT DETAIL - NEW SPLITTER ISLAND
NOT TO SCALE

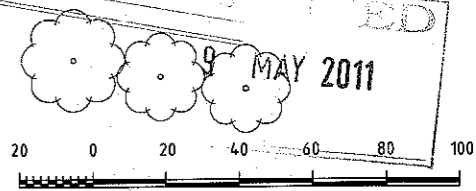


- LEGEND**
- PSM
 - EXISTING TREE
 - NEW STORMWATER DRAINAGE
 - STORMWATER PIT No
 - STREET NAME BLADE
 - PROPOSED SIGN
 - PROPOSED NEW ROAD PAVEMENT (DETAILS T.B.A)
 - PROPOSED CONCRETE SPLITTER ISLAND

WARNING
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SIGN #1 - R2-2L



SCALE OF METRES 1:250 AT A1 SIZE

NOT FOR CONSTRUCTION

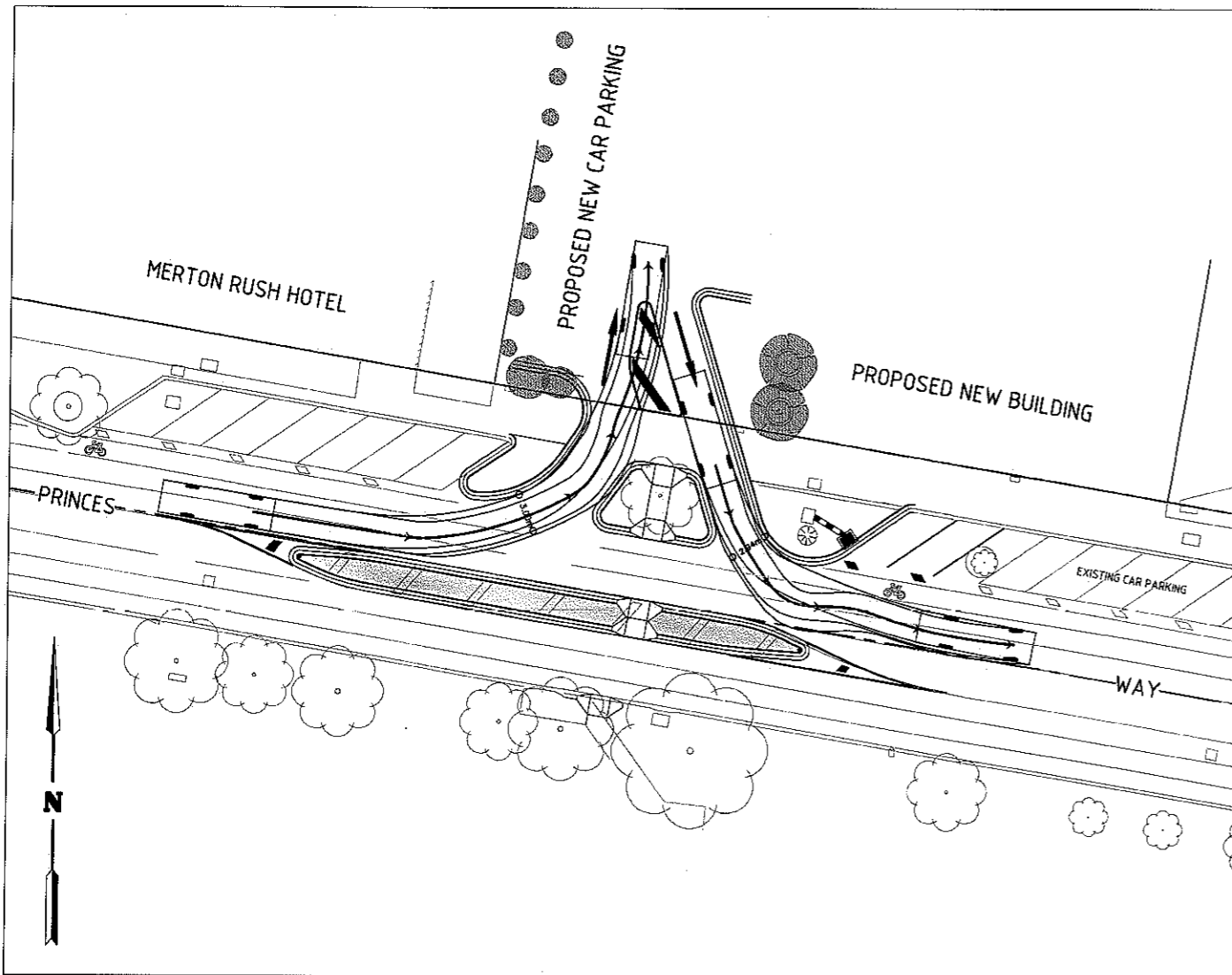
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D	09/05/11	BUILDING FLOOR PLAN ADDED	PI																
C	02/05/11	AMENDED AS PER VICROADS COMMENTS	AC																
B	19/04/11	AMENDED AS PER CLIENT COMMENTS	BV																
A	14/04/11	ISSUED FOR COMMENT	JB																
INDEX	DATE	REVISION	APPD.																

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Leongatha - 52A Bair Street, Leongatha 3963 Ph (03) 5862 2630
Wonthaggi - 134 Graham Street, Wonthaggi 3995 Ph (03) 5872 1505

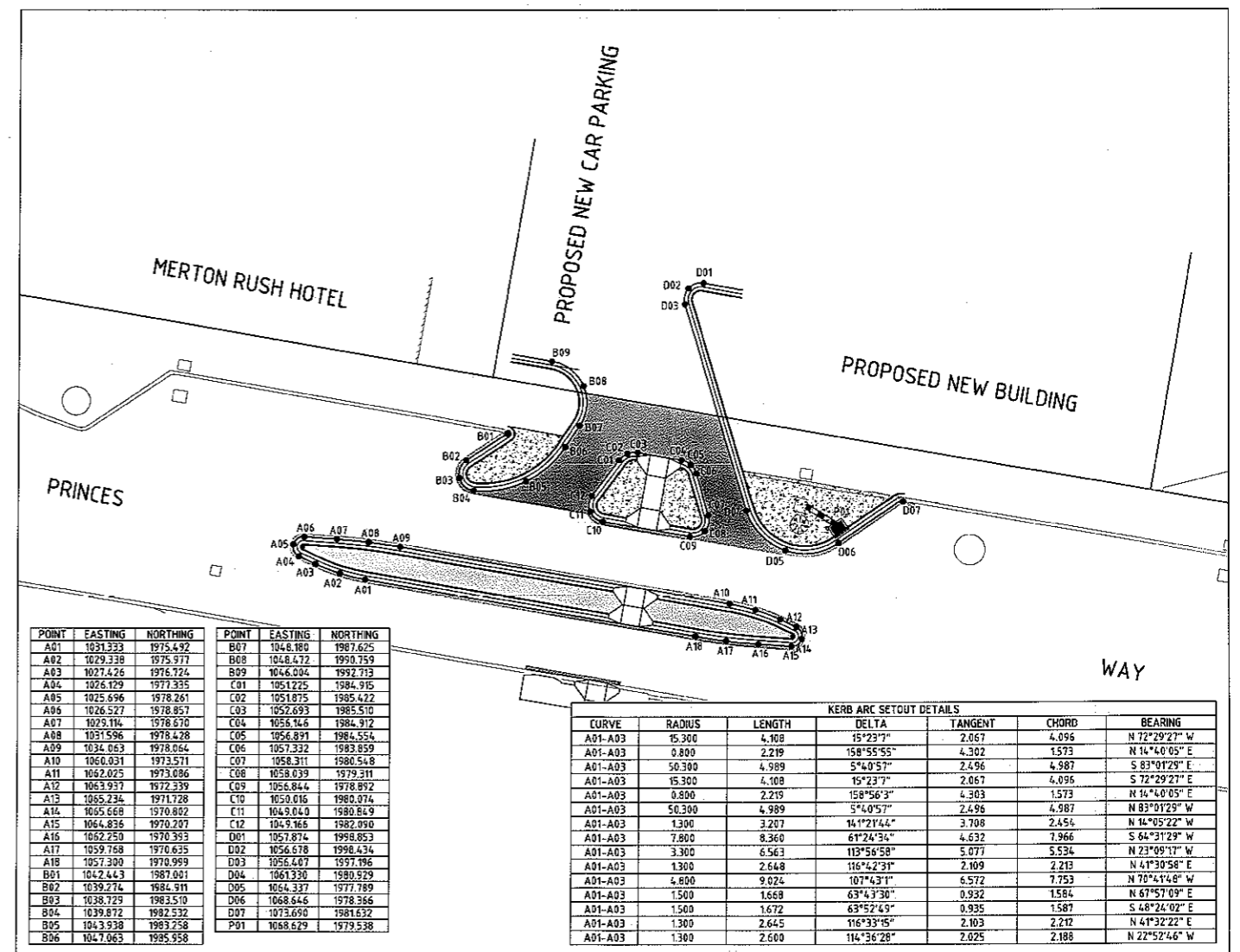
SURVEY DR
DESIGN PI
DRAWN PI
CHECKED JB

MUNICIPALITY: LATROBE CITY
SCHEME: ACCESS FOR NEW COMMERCIAL DEVELOPMENT
PRINCIPAL: JOCELYN APOSTOL

Scale: AS SHOWN
Drawing No. E1000595-C003
REV D
Sheet 2 of 3



**8.8m SERVICE VEHICLE MOVEMENT
LEFT TURN IN & LEFT TURN OUT OF DEVELOPMENT SITE**
SCALE 1:250 AT A1 SIZE



CONSTRUCTION SETOUT DETAILS
SCALE 1:250 AT A1 SIZE

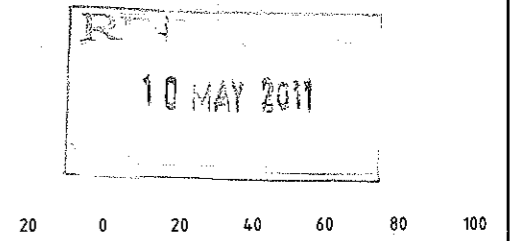
POINT	EASTING	NORTHING	POINT	EASTING	NORTHING
A01	1031.233	1975.492	B07	1048.180	1987.625
A02	1029.338	1975.977	B08	1046.472	1990.759
A03	1027.426	1976.724	B09	1046.004	1992.713
A04	1026.129	1977.335	C01	1051.225	1984.915
A05	1025.696	1978.261	C02	1051.875	1985.422
A06	1026.527	1978.857	C03	1052.693	1985.510
A07	1029.114	1978.570	C04	1055.145	1984.312
A08	1031.596	1978.428	C05	1056.891	1984.554
A09	1034.063	1978.064	C06	1057.332	1983.859
A10	1060.031	1973.571	C07	1058.311	1980.548
A11	1062.025	1973.086	C08	1058.039	1979.311
A12	1063.917	1972.339	C09	1056.844	1978.892
A13	1055.234	1971.728	C10	1059.016	1980.074
A14	1055.608	1970.802	C11	1049.040	1980.819
A15	1064.896	1970.207	C12	1049.166	1982.990
A16	1052.250	1970.393	D01	1057.874	1998.853
A17	1059.768	1970.635	D02	1056.678	1998.434
A18	1057.300	1970.959	D03	1056.467	1997.196
B01	1042.443	1987.001	D04	1061.330	1980.929
B02	1039.274	1984.911	D05	1054.327	1977.789
B03	1038.729	1983.510	D06	1068.846	1978.386
B04	1039.872	1982.532	D07	1073.650	1981.592
B05	1043.538	1983.258	D08	1068.629	1979.538
B06	1047.063	1985.958			

KERB ARC SETOUT DETAILS						
CURVE	RADIUS	LENGTH	DELTA	TANGENT	CHORD	BEARING
A01-A03	15.300	4.108	15°23'7"	2.067	4.096	N 72°29'27" W
A01-A03	0.800	2.219	158°55'55"	4.302	1.573	N 14°40'05" E
A01-A03	50.300	4.989	5°40'57"	2.456	4.987	S 72°02'29" E
A01-A03	15.300	4.108	15°23'7"	2.067	4.096	S 72°29'27" E
A01-A03	0.800	2.219	158°56'3"	4.303	1.573	N 14°40'05" E
A01-A03	50.300	4.989	5°40'57"	2.456	4.987	N 83°01'29" W
A01-A03	1.300	3.207	141°21'44"	3.708	2.454	N 14°05'22" W
A01-A03	7.800	8.360	61°24'34"	4.632	7.966	S 64°31'29" W
A01-A03	3.300	6.563	113°56'58"	5.077	5.534	N 23°09'17" W
A01-A03	1.300	2.648	116°42'31"	2.109	2.213	N 41°30'58" E
A01-A03	4.800	9.024	107°43'1"	6.572	7.753	N 70°41'48" W
A01-A03	1.500	1.668	63°4'30"	0.932	1.584	N 67°57'09" E
A01-A03	1.500	1.672	63°52'49"	0.935	1.587	S 48°24'02" E
A01-A03	1.300	2.645	116°33'15"	2.103	2.212	N 41°32'22" E
A01-A03	1.300	2.600	114°36'28"	2.025	2.188	N 22°52'46" W



WARNING
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LEGEND	
(Symbol)	PSM
(Symbol)	EXISTING TREE
(Symbol)	NEW STORMWATER DRAINAGE
(Symbol)	STORMWATER PIT No
(Symbol)	STREET NAME BLADE
(Symbol)	PROPOSED SIGN
(Symbol)	PROPOSED NEW ROAD PAVEMENT
(Symbol)	PROPOSED CONCRETE SPLITTER ISLAND

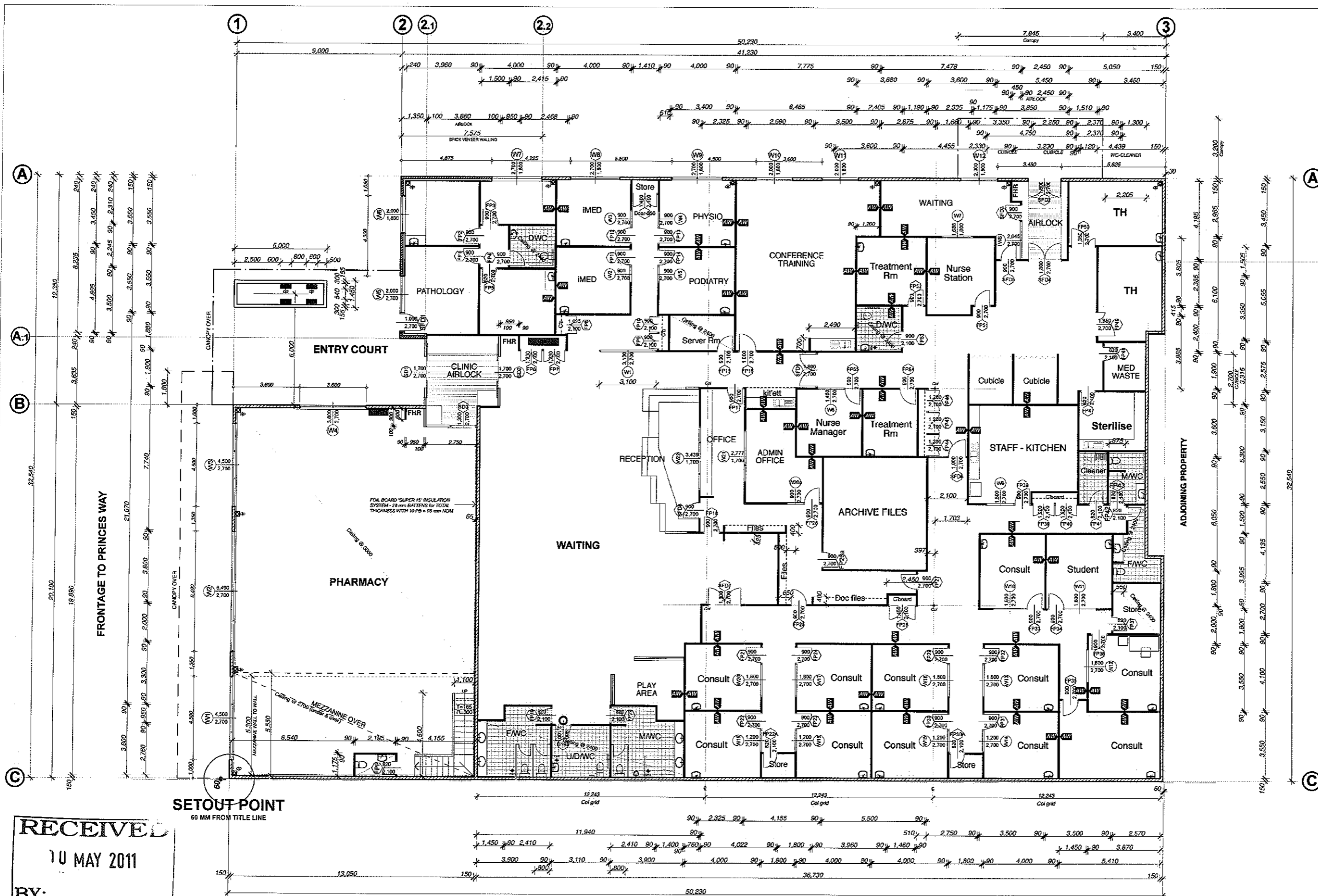


NOT FOR CONSTRUCTION

E								
D								
C								
B	02/05/11	AMENDED AS PER VICROADS COMMENTS		AC				
A	14/04/11	ISSUED FOR COMMENT		JB				
INDEX	DATE	REVISION		APPD.				

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SURVEY	DR		MUNICIPALITY:	LATROBE CITY	Scale:	AS SHOWN
DESIGN	PI	VicRoads Reference:	SCHEME:	ACCESS FOR NEW COMMERCIAL DEVELOPMENT	Drawing No.	REV
DRAWN	PI	©COPYRIGHT BEVERIDGE WILLIAMS & CO. ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT PERMISSION IN WRITING FROM THE COMPANY.		LAYOUT PLAN	E1000595-C003	B
CHECKED	JB		PRINCIPAL:	JOCELYN APOSTOL		Sheet 3 of 3



RECEIVED
 10 MAY 2011
 BY: _____

FOR ALL EXTERIOR PERIMETER CONCRETE PANEL WALLS
 LINE ALL WALLS CONTINUOUSLY WITHOUT GAPS WITH FOILBOARD SUPER 10
 PRIOR TO FIXING OF CLIPS AND BATTENS, ALL TO THE MANUFACTURERS
 DETAILS AND SPECIFICATIONS

AIW REFERS TO ACOUSTICALLY INSULATED WALLS (SEE DETAILS)

ALL CEILINGS SHALL BE AT 2700 - UNLESS NOTED ON PLANS

REFER TO WINDOW - DOOR SCHEDULE DRAWING A400 FOR WINDOW AND DOOR DETAILS

GROSS AREA OF CLINIC = 1238 M2
 GROSS AREA OF PHARMACY = 270 M2

All shopfront aluminium windows and doors shall be natural anodised finish.

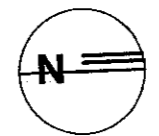
All internal door frames shall be natural anodised finish, all angle trims etc shall match the framing.

All skirtings and trims shall be natural anodised finish.

All external windows shall be fitted with sub-sills, all installed to manufacturers details

All brickwork mortar shall be white (white cement-sand) and shall be finished with ruled 10 mm joints

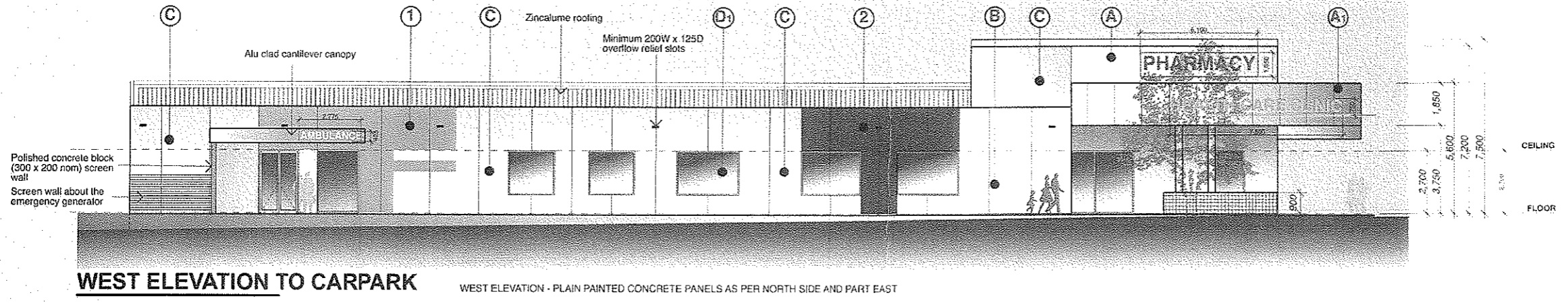
Brickwork at head and sill of windows shall be flush fitted brick perpends (full height brick) with full length weep holes (fitted with approved insect guards). Provide for 1 deg sloped folded natural anodised sill flashing below subsill and protruding min 25 past face of brick with 50 mm angled downturn. Min thickness of aluminium 1 mm.



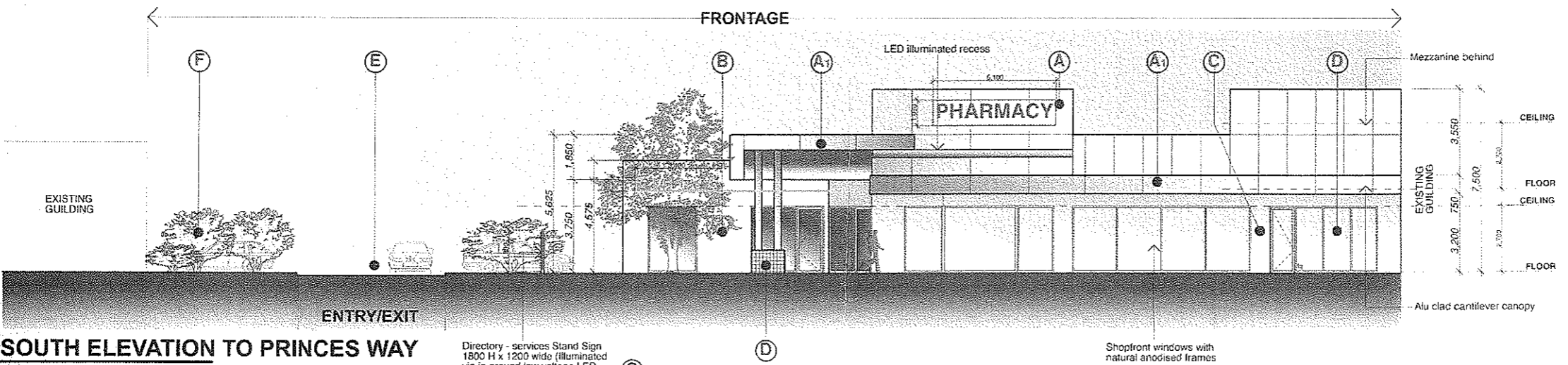
0 1 2 3 4 5 6 7 8 9 10

PROJECT: MEDICAL CENTRE PRINCESS WAY MORWELL		GERHARD GIEDROJC AR
TITLE: PLANNING FLOOR PLAN		
DATE: 25-04-2011	PROJECT NUM: MMC1109	22 DAWSON STREET, TRARALGOON 3844
DRN: 15	SCALE: 1:100	DRAWING NUM: A106

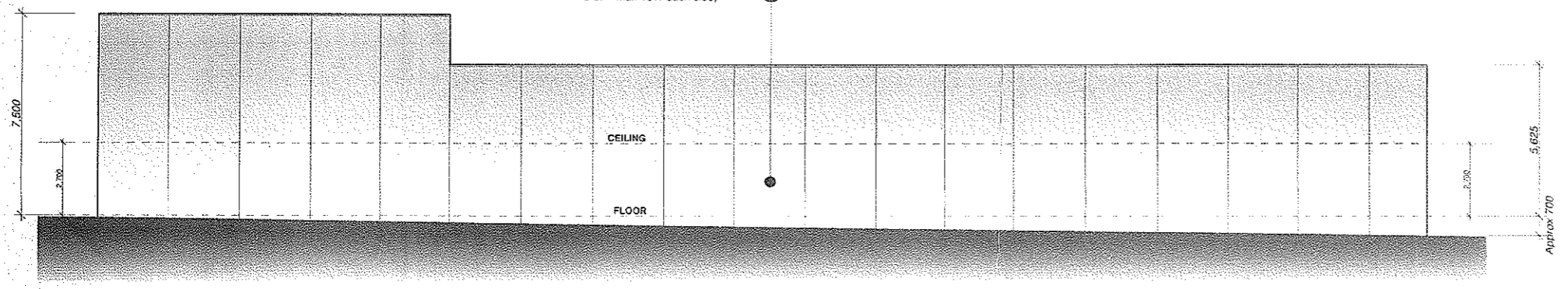
0101 435 5 1
CGA/ML/2021



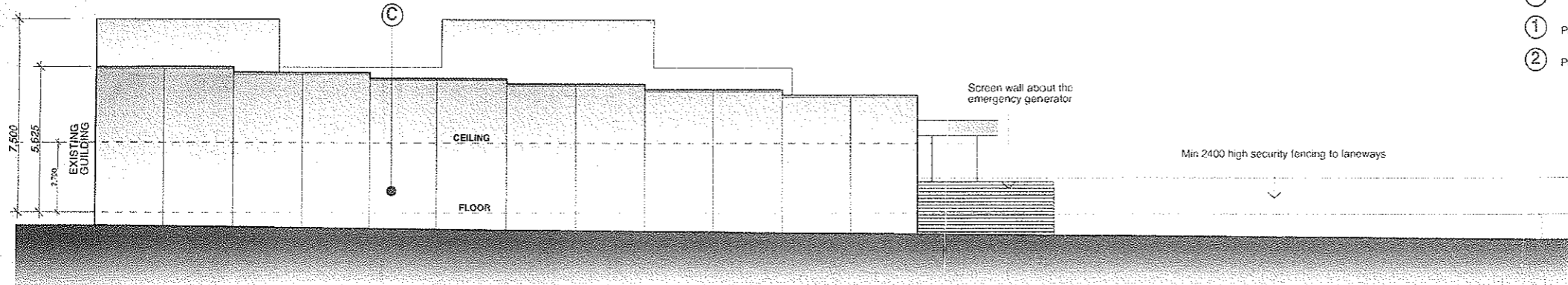
WEST ELEVATION TO CARPARK WEST ELEVATION - PLAIN PAINTED CONCRETE PANELS AS PER NORTH SIDE AND PART EAST



SOUTH ELEVATION TO PRINCES WAY



EASTERN WALL [fire wall abutting existing building(s)]



NORTH WALL [fire wall abutting existing building(s)]

FINISHES NOTES

- (A) Composite aluminium cladding panels - natural anodised colour
- (A1) Composite aluminium cladding panels - Champaign anodised colour
- (B) Glazed bricks (or brick tiles) - colour dark blue.
- (C) Painted conc panels - Wattle colour 'Light Coffee 38C-2T'
- (C) Solar control glazing - colour comfort plus green
- (D) Shopfront glazing - (clear to Pharmacy frontage, Pathology and Clinic entries)
- (D1) Solar control glazing - colour Green
- (E) Entry-Exit to carpark and ambulance access
- (F) Landscaped verge to Western side boundary.
- (1) Painted feature on conc panel - Wattle colour 'Really Orange 18A-1A'
- (2) Painted feature on conc panel - Wattle colour 'Wharf Green 61B-4D'

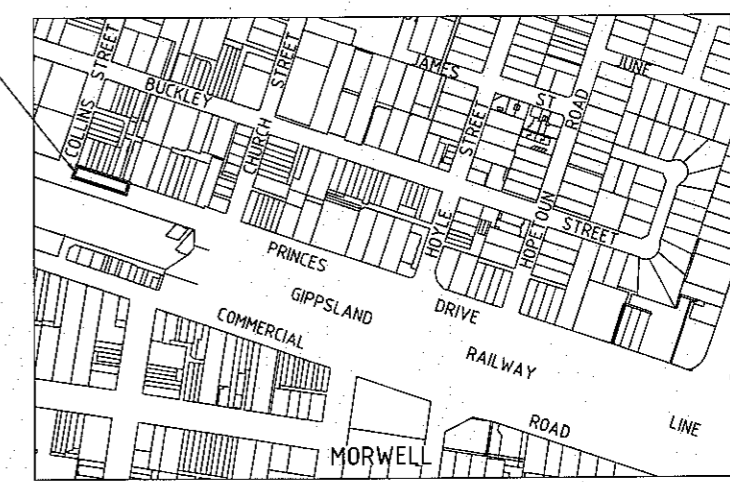
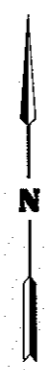
CA 09/12	0	Architect/Designer/Author
REV 01/21	01	DATE

PROJECT: MEDICAL CENTRE PRINCES WAY MORWELL
 TITLE: ELEVATIONS - FEATURES COLOUR - SIGNAGE
 DATE: 09/12/21
 SCALE: 1:50
 PROJECT NO: P110
 DRAWING NO: B
 LMD/1565
 DATE: 09/12/21
 PROJECT: MEDICAL CENTRE PRINCES WAY MORWELL
 TITLE: ELEVATIONS - FEATURES COLOUR - SIGNAGE
 DATE: 09/12/21
 SCALE: 1:50
 PROJECT NO: P110
 DRAWING NO: B
 LMD/1565
 DATE: 09/12/21

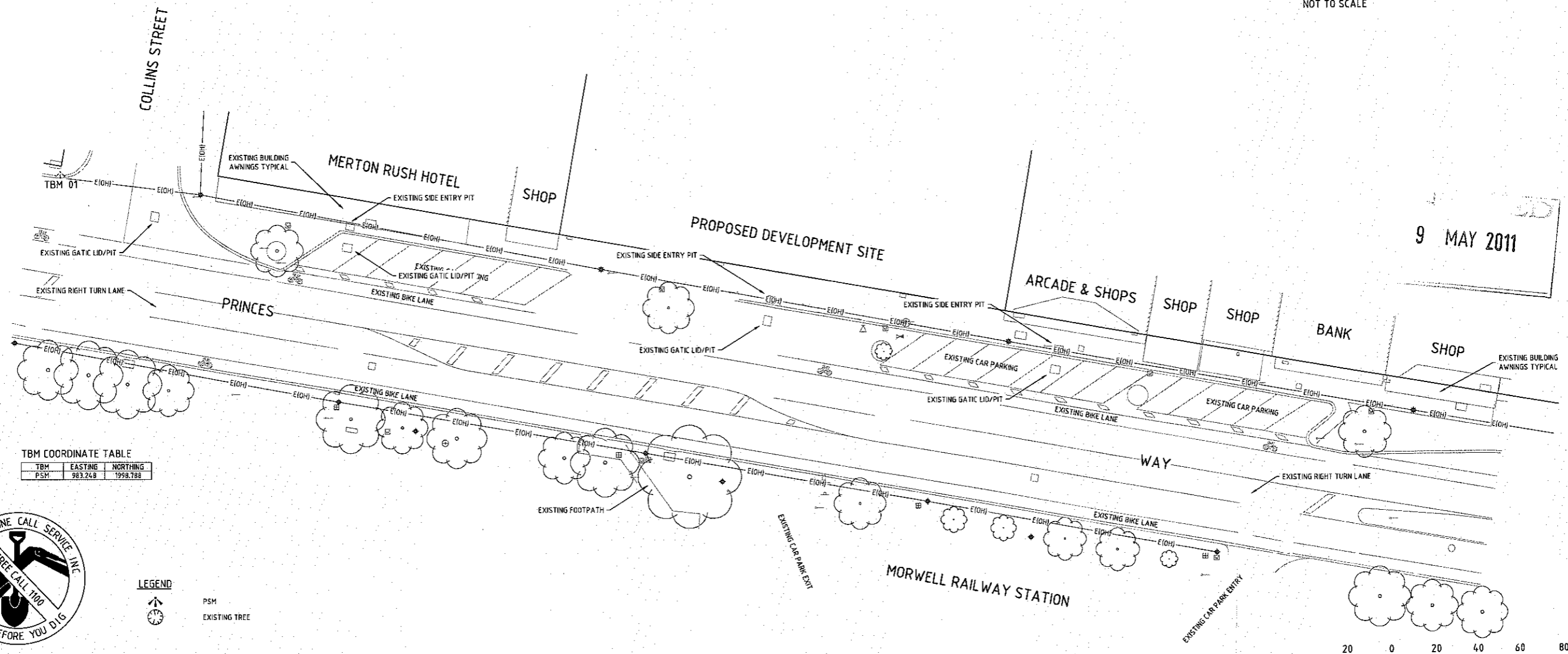


2009/502

SITE OF WORKS



LOCALITY PLAN
NOT TO SCALE



9 MAY 2011

TBM COORDINATE TABLE

TBM	EASTING	NORTHING
PSM	983.248	1998.788



LEGEND
PSM
EXISTING TREE

WARNING
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20 0 20 40 60 80 100
SCALE OF METRES 1:250 AT A1 SIZE

NOT FOR CONSTRUCTION

E				
D				
C				
B				
A	14/04/11	ISSUED FOR COMMENT		JB
INDEX	DATE	REVISION		APPD.

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DESIGN	PI	VicRoads Reference:
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CHECKED	JB	

MUNICIPALITY:	LATROBE CITY
SCHEME:	ACCESS FOR NEW COMMERCIAL DEVELOPMENT EXISTING FEATURES
PRINCIPAL:	JOCELYN APOSTOL

Scale:	AS SHOWN
Drawing No.	REV
E1000595-C001	A
Sheet 1 of 3	

**ATTACHMENT 2
LOCALITY MAP**



Subject Site



**ATTACHMENT 3
HISTORY OF APPLICATION**

History of Application

8 December 2009	Planning Permit application received by Council.
5 January 2010	A request for further information was sent to the applicant.
19 March 2010	The applicant requested a time extension to respond the further information
24 March 2010	A time extension to respond the further information request was granted by the applicant
12 April 2010	A response to further information request was submitted by the applicant
15 April 2010	The applicant failed to satisfactorily provide all the relevant information and a second request for further information was sent to the applicant
19 April 2010	The applicant failed to satisfactorily provide all the relevant information and a third request for further information was sent to the applicant
17 May 2010	Amended plans were submitted by the applicant
31 May 2010	The applicant failed to satisfactorily provide all the relevant information and a forth request for further information was sent to the applicant
8 July 2010	Additional information was provided by the applicant
22 July 2010	The applicant failed to satisfactorily provide all the relevant information and a fifth request for further information was sent to the applicant
16 September 2010	Amended plans were submitted by the applicant
20 October 2010	Application was referred externally to VicRoads, and internally to Council's Infrastructure Planning Department
20 October 2010	Letter sent to applicant requesting that they advertise their application by sending letters to adjoining landowners and occupiers, placing a sign on site for 14 days under Section 52(1)(a) and Section 52(1)(d) of the <i>Planning and Environment Act 1987</i> (the Act).
November 2010	A verbal objection was received by Council
10 December 2010	A response was received from VicRoads
23 December 2010	A further information request was sent to the applicant, as required by Council's Infrastructure Planning Department
7 February 2011	A revised survey plan was submitted by the applicant
17 February 2011	A traffic report was submitted by the applicant
23 February 2011	The application was re-referred to VicRoads due to changes to access arrangement
23 February 2011	The applicant was required to re-advertise the application due to significant design changes to the proposal
11 March 2011	A signed statutory declaration form was received by Council
9 March 2011	An objection was received by Council

25 March 2011	Another objection was received by Council
7 April 2011	An updated referral response was received from VicRoads
20 April 2011	Revised plans were submitted to Council, in response to VicRoads concerns
10 May 2011	The application was re-advertised for the third time
10 May 2011	A response was received from Council's Infrastructure Planning Department
1 June 2011	An updated response was received from VicRoads
1 June 2011	A response was received from the legal representative of the applicant, advising that the land ownership details issue is in the process of being resolved.

**ATTACHMENT 4
RELEVANT CLAUSES OF THE
LATROBE PLANNING SCHEME**

Latrobe Planning Scheme

State Planning Policy Framework:

- Clause 11.05 – Regional Development
- Clause 15.01 – Urban Environment
- Clause 17 – Economic Development
- Clause 18.02-5 – Car Parking
- Clause 19.02-1 – Health Facilities

Municipal Strategic Statement:

- Clause 21.01 – Municipal Profile
- Clause 21.02 – Municipal Vision
- Clause 21.04 – Built Environment Sustainability
- Clause 21.05 – Main Towns
- Clause 21.07 – Economic Sustainability
- Clause 21.08 - Livability

Zoning:

The subject site is zoned Mixed Use.

Overlays:

The subject site is not affected by any overlays

Particular Provisions:

Clauses 52.05, 52.06, 52.29 of the Scheme are relevant to the application.

General Provisions:

Before deciding on an application, the Responsible Authority must also consider the 'Decision Guidelines' of Clause 65 as appropriate.

Incorporated Documents:

No Incorporated Documents are considered to be relevant to this application.

**ATTACHMENT 5
OBJECTIONS**



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

24 March 2011

Free Call:
1800 242 696
www.lchs.com.au

Planning Department
Latrobe City Council Corporate Headquarters
141 Commercial Road
Morwell VIC 3840

To whom it may concern

Commonwealth
Respite and
CareLink Centre
Ph: 1800 052 222

Planning Application 185 – 189 Princess Drive Morwell

Veterans
Home Care
Ph: 1300 550 450

Latrobe Community Health Service recently advised Latrobe City that we had concerns regarding the proposed provision for car parking within this development. We were provided with a customer number of 340881 on 22 February 2011 and advised by Kate Martin, receptionist that we could lodge our concerns in writing.

Morwell Centre
PO Box 960
Morwell 3840
Ph: (03) 5136 5400
Fax: (03) 5136 5450

As a local organisation headquartered in Morwell, Latrobe Community Health Service welcomes the continued rejuvenation and development of the Buckley Street/Princes Drive precinct. However we believe that any development must adequately cater for parking and traffic if we are to prevent major problems emerging as this rejuvenation takes place.

Churchill Centre
PO Box 3
Churchill 3842
Ph: (03) 5122 0444
Fax: (03) 5122 0433

Accordingly we write in response to the traffic engineering assessment prepared by Traffix Group for the proposed medical centre and pharmacy at 185-189 Princes Drive Morwell.

Moe Centre
PO Box 63
Moe 3825
Ph: (03) 5127 9100
Fax: (03) 5127 7002

In summary this organisation believes the report suffers a number of shortcomings which leave the parking assessment contained in the report open to challenge:

Traralgon Centre
PO Box 1488
Traralgon 3844
Ph: (03) 5171 1400
Fax: (03) 5171 1470

1. The primary concern is the statement in the report that "at any one time the medical centre will operate with no more than 10 medical practitioners" (p8). This assumption then leads on to conclude there would be a maximum 20 patients - 10 being seen and 10 waiting - in the facility at peak period (p12). All parking calculations and arguments are then based on this key assertion. However the plans in Appendix B clearly show provision for at least 16 practitioners to be operating simultaneously not including the indicated treatment rooms and provision for students. The assertion that there would be a maximum 20 patients at peak periods also appears to be seriously contradicted by the plans which clearly show seating for 70 people in the waiting rooms. In brief neither the number of practitioner rooms nor the number of waiting room seats in the plans support the assertion that there would be a maximum of 10 practitioners and 20 patients in the facility at any one time.

ABN 74 136 602 022



Gippsland Wide

2. The parking occupancy survey was undertaken in May 2010. In our view a key figure in the report is that only 2 off-street public spaces were available during peak demand in the survey period (p13). Since that date there have been major changes increasing parking demand and traffic in the area. Not the least of these was the completion in July of our own building on the corner of Church and Buckley Streets. In brief we believe that since the survey the parking situation in the area has changed to the point that the survey would need to be redone in order to be a reliable guide for planning purposes.
3. The references to the good nearby public transport fail to recognise that this actually attracts vehicles to park in the area. This is evidenced by the fact that a major commuter car park exists over the road from the proposed facility. (Being a V-Line facility servicing their own clients this should not be included in any car parking availability.)

This organisation will leave it to Council to assess the legitimacy of using parking surveys conducted at other places more than a decade ago to justify 'discounting' from Council's statutory car parking requirements. However we do believe that whatever formula is eventually used must match the real level of occupancy by both practitioners and patients that is indicated in the plans attached to the submission. Our experience is that off street parking is already at a premium in the area and we would not like to see the situation made worse by inadequate parking provision in new developments.

Please don't hesitate to contact Mr Andrew Douglas, Manager Sourcing, Fleet and Facilities on 5136 5481 if you have any questions.

Yours Sincerely



Ben Leigh
Chief Executive Officer

cc Andrew Douglas, Manager Sourcing, Fleet and Facilities

Our Ref.
Enquiries to:
Email,
Direct Tel:
Your Ref.

DLM:TS:100678
Dan Minogue
dlm@rennicks.com.au
9861 7730

**RENNICK
& GAYNOR**
Solicitors

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Tel: (03) 9813 1911
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DX 12406 Camberwell

9 March 2011

Chief Executive Officer
Latrobe City Council
DX 217733
MORWELL VIC

Dear Sir/Madam,

Fax no 5128 5672 - 3 pages only -

Notice of Application for Planning Permit No 2009/502 ("the Application") for 185A &187-189 Princes Drive Morwell ("the Applicant's Land")

Our Client - RG Whykes

Our Client's Land: 54 and 56-60 Buckley Street Morwell (collectively "Whykes' Land")

We act for Robert Gordon Whykes, the registered proprietor of Whykes Land.

Whilst our client is generally supporting of the Application, he objects to the granting of the Planning Permit on the following basis:-

A. Proposed Consolidation of all parcels to which the Application relates

Our review of Council's file for the Application discloses that the Applicant has been requested to consolidate the Applicant's Land. The Applicant has filed a copy of unregistered Plan of Consolidation No 371732X ("the Proposed Consolidation") which contemplates that the Applicant intends now to consolidate all common property in Strata Plan No 30805J ("the Strata Plan") with her land, although our client, as the owner of one of the Lots in the Strata Plan, has yet to give his approval.

Under s.28(d) of the Subdivision Act, our client has a proportionate entitlement to the common property in the Strata Plan. S.32 of the Subdivision Act requires unanimous resolution to dispose of the fee simple in the common property. A unanimous resolution has not been made and, accordingly, the part of the common property shown in the Proposed Plan cannot be consolidated.

We also request that you check the list of persons to whom notice of the Application was given to determine whether the Owners' Corporation for the Strata Plan was notified of the Application and advise.

B. Sewerage easements

With the original of this letter in this evening's Ausdoc, we enclose a copy of:

1. the Gippsland Water Services Plan (headed Lot 23 Buckley Street) ("the GW Plan") for Whykes' Land.

The GW Plan shows the alignment of the sewers servicing:-

- 1.1 and traversing 56-60 Buckley Street, being Lot 1 on Plan of Subdivision No 79912, ("the Main Workshop"); and

DLM:TS:100678 - 11 03 08 Ltr to Latrobe City Council dlm.dotx- 9 March 2011

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Chief Executive Officer

- Page 2 -

9 March 2011

1.2 54 Buckley Street, being Lot 23 on the Strata Plan, ("the Storage Building") which is a separate pipeline from the one servicing the Main Workshop.

2. hand amended SP30805 noting that:-

2.1 the area:-

- (a) highlighted green is the relevant part of the Applicant's Land for the purposes of this letter;
- (b) highlighted blue is Whykes' Land comprising both the Storage Building and the Main Workshop;
- (c) hatched is common property on Strata Plan No 30805J ("the Strata Plan").

2.2 the yellow line is the approximate alignment of the sewerage pipeline shown on the GW Plan which traverses:-

- (a) two parts of the Applicant's Land. The Strata Plan shows that the title for both Applicant's Land and the title for the Storage Building only extend to one metre below the site. Therefore, if the sewerage pipeline is deeper than one metre, the pipe is located in common property.
- (b) the common property

The titles to both the two parts of Applicant's Land and the common property note generally that they are subject to "Any encumbrance created by Section 98 of the Transfer of Land Act or Section 12 of the Strata Titles Act ...". These sections create implied easements for, amongst other things, sewerage. Therefore, the part of the sewerage pipeline within these areas is protected by the Implied easement.

- (c) the Main Workshop which alignment appears to correspond with the Easement designated E-1 for sewerage purposes on the title for Whykes' Land (see LP79912). The GW Plan discloses a manhole on this alignment situate on land immediately to the east of Whykes' Land (which the writer observed in yesterday's inspection).

Therefore, both titles comprising Whykes' Land have the benefit of implied easements for sewerage over the common property and Applicant's Land. These pipelines must be protected in the performance of any construction works proposed by Applicant. We cannot see where this has been addressed in the Application.

The Proposed Consolidation does not address the existence of these implied easements.

C. Encroachments in the Applicant's Land

We refer to the Survey Plan prepared by Beveridge Williams (a copy of which is on the file relating to the Application) which identifies the minor encroachments of the Main Workshop building over the northern boundary of the Applicant's Land. However, the Survey Plan does not include the following encroachments (collectively

Chief Executive Officer

- Page 3 -

9 March 2011

"the Encroachments") In favour of Whykes' Land:-

1. the storm water drain stopping rain water from entering our client's wash bay on the Main Workshop title, the location of its connection to the storm water system being presently unknown;
2. the concrete path giving access over the Applicant's Land to gain entry to the mens' and ladies' toilets and compressor room;
3. the waste pipes from the toilet block which come through the southern wall of the Main Workshop (identified as encroaching by 0.01m in the Survey Plan) above ground level and then connect to a sewer main; and
4. the spouting and downpipes connected to the fascia of the toilet block.

In relation to all of the Encroachments, our client can prove continued use in excess of 20 years (noting that Bob Whykes Garage Pty Ltd became the registered proprietor of Lot 1 on 5 September 1990) in satisfaction of the legal hypothecation of the Doctrine of Lost Modern Grant creating easements for storm water, sewerage and footway by long user.

We cannot see where this has been addressed in the Application.

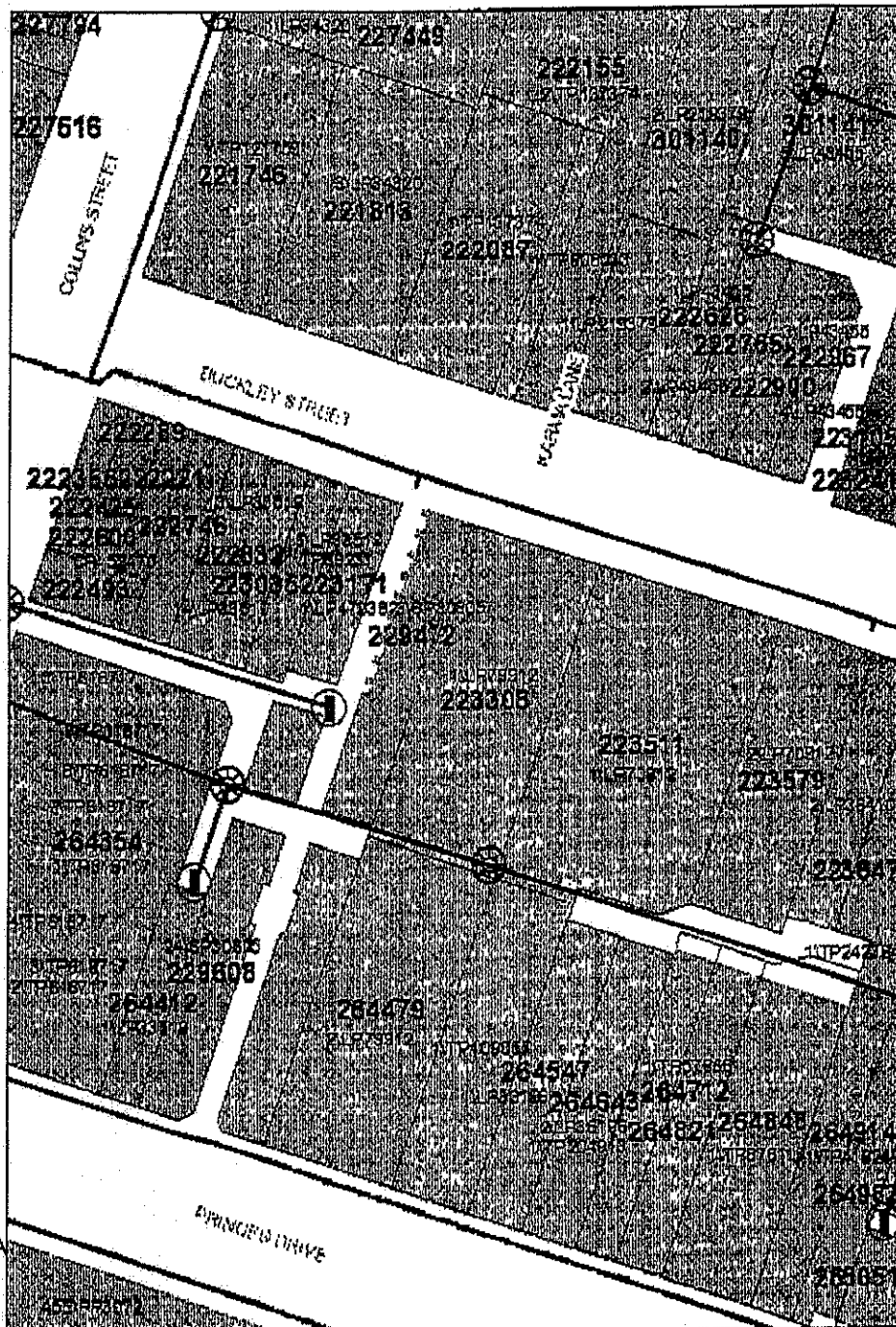
Yours faithfully
RENNICK & GAYNOR



Lot 23 Buckley Street Morwell

Legend

- Road
- + Rail
- GW Boundary
- <all other values>
- TRANSFER
- DISTRIBUTION
- ▲ Air Valve
- Node
- ⊥ Dead End
- ▣ Flowmeter
- ▩ Grit Chamber
- ⊗ Inspection Point
- ⊙ Manhole
- ⊕ Misc Valve
- ⊖ Non-Return
- ⊙ Pump Station
- ⊙ Scour Valve
- ⊕ Sluice Valve
- ⊙ Vent Stack
- <all other values>
- - - Rising Main
- Property Parcel IDs
- Life Support Properties
- Nursing, Infant, Child, A
- Hospital
- School and Pre School
- Medical Facilities
- Land Vic Parcels
- Properties
- Standard



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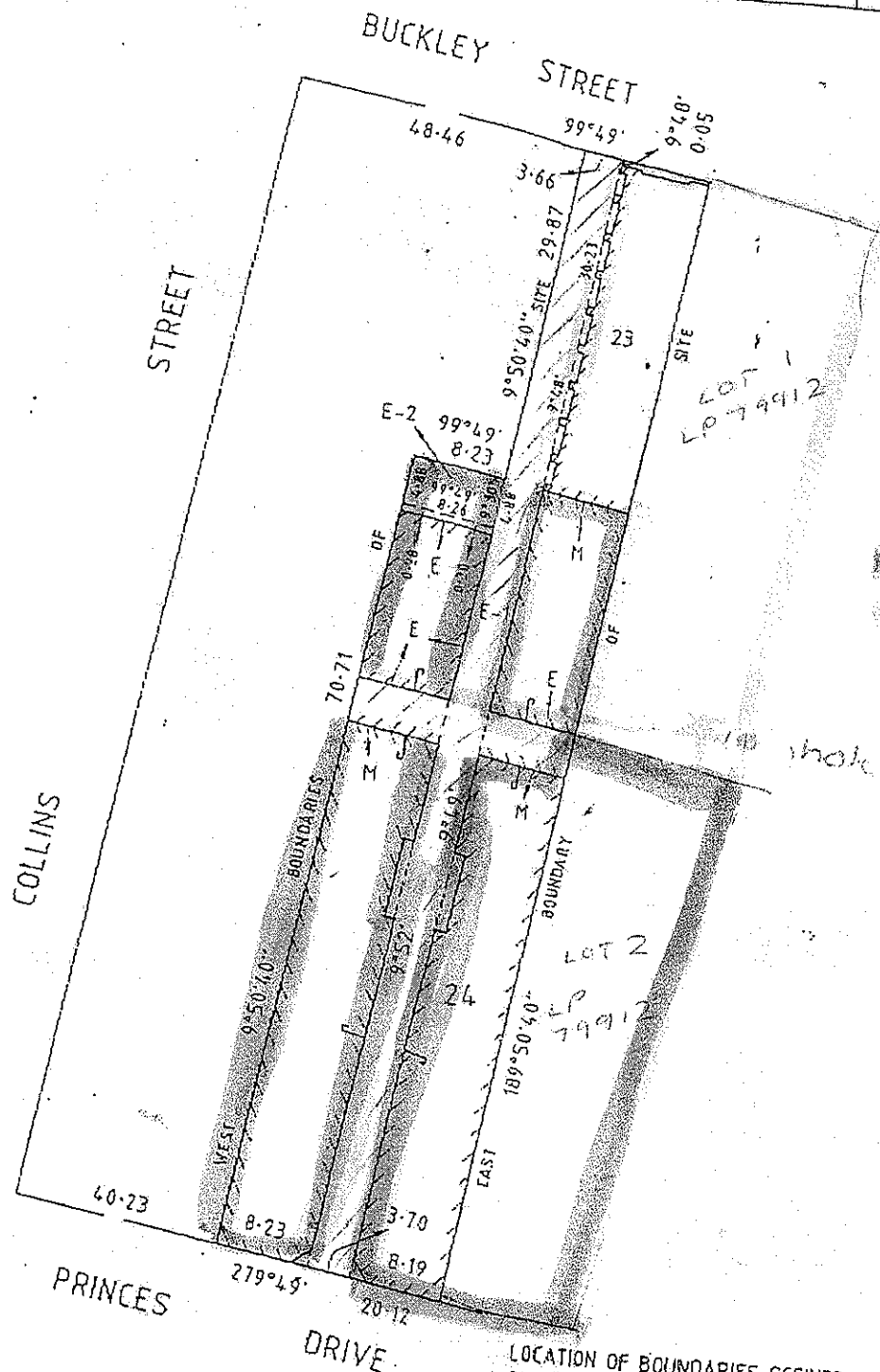
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LTO USE ONLY

SP 30805



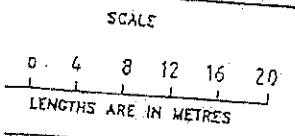
postal
 whykes

/// Common Property

LOCATION OF BOUNDARIES DEFINED BY BUILDINGS :
 EXTERIOR FACE: BOUNDARIES MARKED "E"
 MEDIAN: BOUNDARIES MARKED "M"



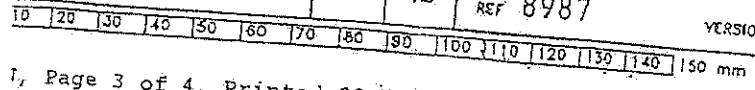
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 CONSULTANTS PTY LTD
 3/4-8 GREY STREET, TRARALGOON
 Ph. (03) 5174 5385
 Fax. (03) 5174 5548



ORIGINAL SCALE SHEET SIZE
 1:400 A3

LICENSED SURVEYOR (PRINT) IAN GORDON KEITH
 SIGNATURE
 REF 8987 DATE 3/3/98
 VERSION 1

SHEET 3 OF 3 SHEETS
 DATE / /
 COUNCIL DELEGATE SIGNATURE



**ATTACHMENT 6
TRAFFIC REPORT**



Traffic Engineers and Transport Planners

Traffix Group Pty Ltd
ABN 32 100 481 570

Address
Suite 8, 431 Burke Road
Glen Iris Victoria 3146

Contact
Telephone 03 9822 2888
Facsimile 03 9822 7444
admin@traffixgroup.com.au
www.traffixgroup.com.au

**Proposed Medical Centre and Pharmacy
185-189 Princes Drive, Morwell**

Traffic Engineering Assessment

**Prepared for
Jocelyn Apostol Pty Ltd**

16 February, 2011
11943R6714A.doc

Directors Henry H Turnbull Charmaine C Dunstan William D de Waard Donald J Robertson
Senior Associates Nathan B Woolcock Anthony J Coyle Associate Ross G Thomson

17 FEB 2011



Proposed Medical Centre and Pharmacy

185-189 Princes Drive, Morwell

Traffic Engineering Assessment

Study Team: Don Robertson
B.E., Grad. Dip. Mun. Eng., M. Trans. & Traff., M.V.P.E.L.A., M.A.I.T.P.M
Veronica Skrzyniarz
B.E.(Civil), Master Transport

Our Reference: 11943R6714A.doc

Prepared By

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17 FEB 2011

1. INTRODUCTION

Traffix Group has been engaged by Jocelyn Apostol Pty Ltd to undertake a traffic engineering assessment and prepare a traffic report for a proposed medical centre and pharmacy development located at 185-189 Princes Drive in Morwell.

This report provides a traffic engineering assessment of parking requirements, traffic generation and traffic issues associated with the proposed development.

2. EXISTING CONDITIONS

2.1. SUBJECT SITE

The subject site is located on the north side of Princes Drive approximately midway between Collins Street and Church Street within the town centre of Morwell, as presented in the locality plan at Figure 1.

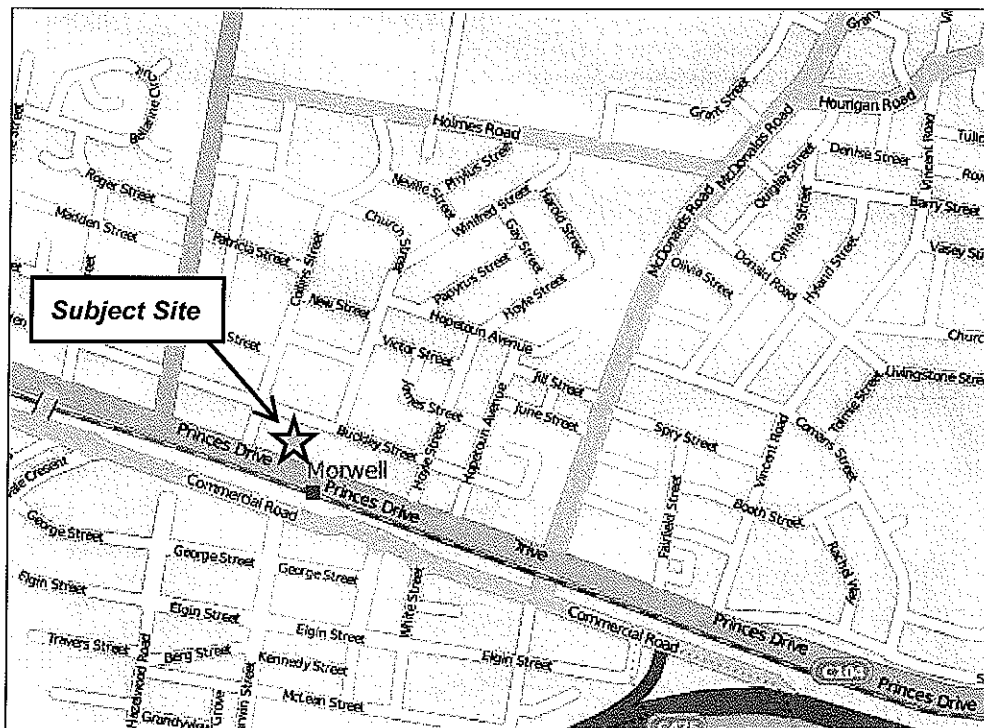


Figure 1: Locality Plan

The subject site is "L" shaped and occupies an area of approximately 0.31 hectares. The site has frontages to Princes Drive and Buckley Street of approximately 41.15m and 20.65 m respectively.

The western portion of the subject site accommodates an existing two storey vacant derelict commercial building which spans between Princes Drive and Buckley Street.

The eastern portion of the site accommodates a machinery storage yard, associated sales shop/office and an on-site car park. A machinery business currently operates from the eastern portion of the site with vehicular and pedestrian access provided via Princes Drive. The on-site car park accommodates nine 90° degree car spaces.

Pedestrian access is available from both of the site's frontages.

Vehicle access to the subject site is provided on Princes Drive via a 4.15m wide crossover located approximately 50m west of the Church Street/Princes Drive intersection.

Figures 2 and 3 show the site's Princes Drive frontage.

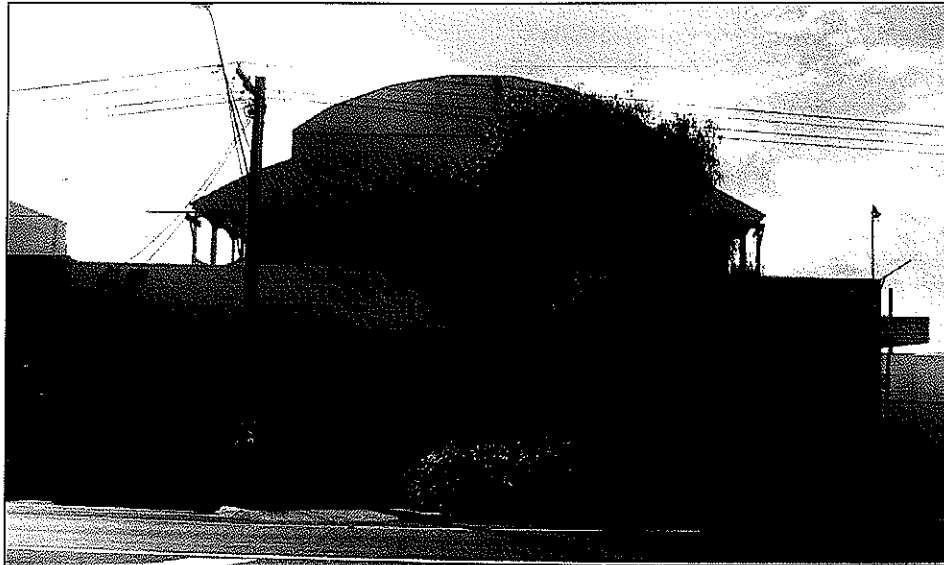


Figure 2: Subject Site's Princes Drive Frontage (Commercial Building)



Figure 3: Subject Site's Princes Drive Frontage (Commercial Building/ Adjoining Machinery Yard)

Figure 4 shows the site's Buckley Street frontage.

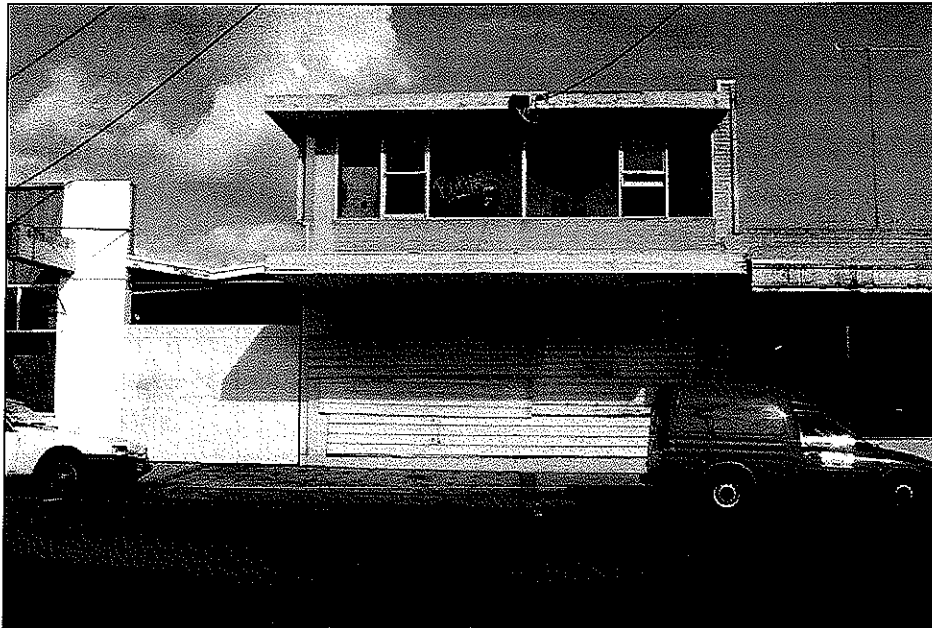


Figure 4: Subject Site's Buckley Street Frontage (Commercial Building)

2.2. LAND USE

The site is zoned Mixed Use Zone (MUZ) as indicated in Figure 5.

Land uses surrounding the site include the following:

- Morwell Railway Station, partially zoned Public Use Zone 4 (PUZ4) and Mixed Use Zone (MUZ), located on the south side of Princes Drive, opposite the site;
- Commercial uses located to the east, west and north of the site within the Morwell town centre, zoned as Mixed Use (MUZ);
- A mixture of commercial uses to south of the railway line zoned Business 1 (B1Z); and
- Residential uses (Residential 1 zoned land) located on the periphery of the town centre to the north, east and west.

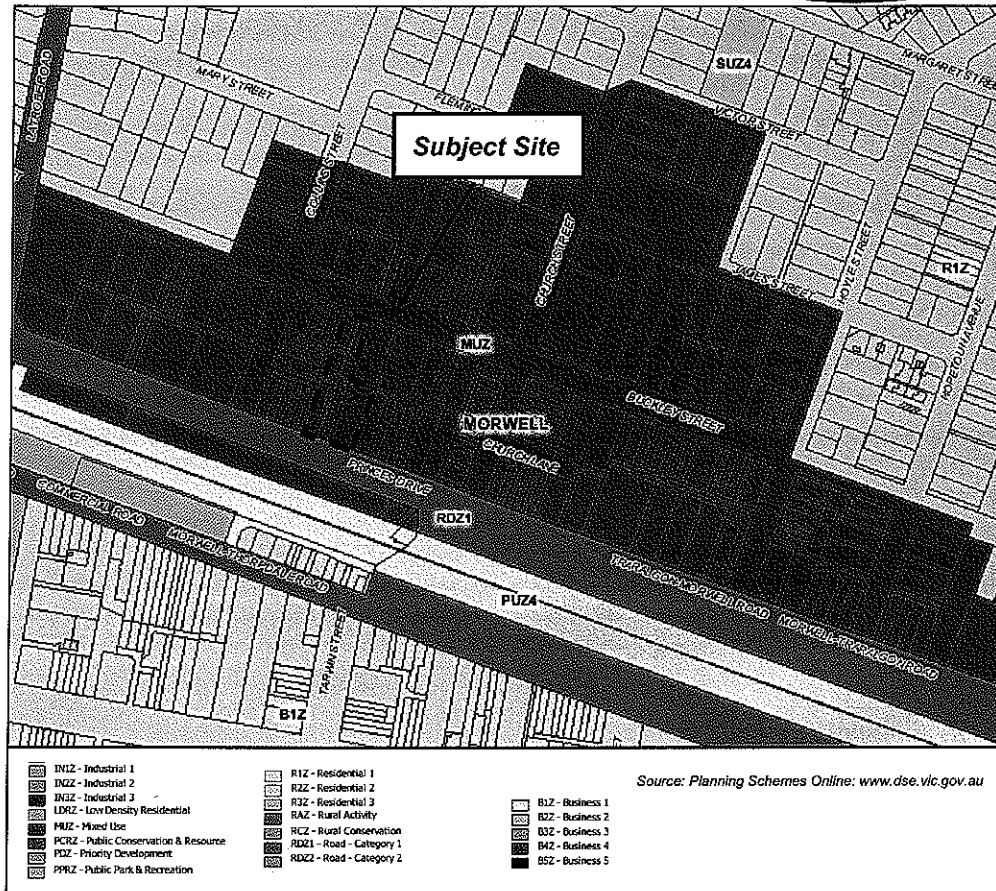


Figure 5: Land Use Zoning

2.3. ROAD NETWORK

Princes Drive (also known as Morwell-Traralgon Road) is a declared main road (Road Zone Category 1) under the control of VicRoads. Princes Drive extends roughly in an east-west direction through the township of Morwell and provides a connection to Princes Freeway (the bypass of Morwell township) at its east and west ends.

In the vicinity of the subject site Princes Drive provides kerbside angle parking along its north side, one traffic lane and a bicycle lane in each direction and a linemarked central median which accommodates turn lanes at nearby intersections/accesses.

The angled parking is restricted to short-term parking. Parking along the south side of Princes Drive is prohibited.

Princes Drive is shown in Figures 6 and 7.



Figure 6: Princes Drive Looking East from Subject Site



Figure 7: Princes Drive Looking West from Subject Site

Buckley Street is a local road and runs in an east-west direction. It provides a connection to La Trobe Road at its western end and extends approximately 260m to the east of Hopetoun Street.

In the vicinity of the site, Buckley Street is an undivided road accommodating two-way traffic and providing parallel kerbside parking along each side. Central 'splitter' traffic islands are located intermittently along its length. Buckley Street has a carriageway width of approximately 13.6m, set within a 20m wide reservation.

Footpaths are provided along both sides of Buckley Street.

Buckley Street has a speed limit of 50km/h.

Figures 8 and 9 show Buckley Street in the vicinity of the site.



Figure 8: Buckley Street, Looking East from Subject Site



Figure 9: Buckley Street, Looking West from Subject Site

2.4. PUBLIC TRANSPORT

The main bus interchange at Morwell is located at the Mid Valley Shopping Centre on Centre Valley Road. A number of local bus routes operate within and to/from Morwell as follows (all routes operate past the site's Princes Drive frontage):

- **Morwell to Churchill Service:** Providing a service between Morwell and Churchill townships. The Morwell-Churchill service operates from approximately

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6:30am-6:30pm, Monday to Friday and 7:30am-4:30pm Saturdays at approximately half hour intervals.

- **Morwell-Crinigan Road Service–Mid Valley Shopping Centre Service:** Providing a service within the Morwell township. The Morwell-Crinigan Road service operates from approximately 8am-6:00pm, Monday to Friday and 7:30 to 5:30pm Saturday at approximately half hour intervals. Hourly services operate between 8:30am and 3:30pm on Sundays and public holidays.
- **Morwell to Miraboo North Service:** Providing a service between Morwell and Miraboo North townships. The service operates a morning service and afternoon service daily on Thursday only.
- **Morwell-Robertson Street-Mid Valley Shopping Centre Service:** Providing a service within the Morwell township. The service operates from approximately 8am-5pm, Monday to Friday and approximately 9am and 12noon on Saturday at intervals of around 1 hour.

Morwell Railway Station is located opposite the subject site and provides access to the following V-line rail services:

- Traralgon to Melbourne;
- Bairnsdale to Melbourne;
- Lake Tyers Beach to Melbourne;
- Canberra to Melbourne via Bairnsdale; and
- Batesman Bay to Melbourne.

The subject site has very good access to public transport with the Morwell Railway Station located opposite the site and a number of bus services operating along Princes Drive past the site.

2.5. CAR PARKING

A large number of on-street car parks are available in the vicinity of the site, with many parallel and angled parking bays provided. Large off-street public car parks are provided at Buckley Street to the north of the site and at Princes Drive to the east of the site. Large off-street car parks are also located at Morwell Railway Station (commuter parking only) and at the Lifeline site (private parking).

Parking in the Morwell Town Centre is generally restricted to short-term parking, with restrictions typically applying between 9:00am-5:30pm, Monday to Friday and 9:00am-12:00noon, Saturday.

The off-street car parks comprise a mixture of parking restrictions, including two-hour limited parking restrictions and all day unrestricted spaces.

Parking occupancy surveys have been undertaken by Traffix Group within approximately 300m of the subject site. The parking survey included on-street parking, the Buckley Street and Princes Drive public off-street car parks nearby to the subject site and the Morwell Railway Station and Lifeline car parks.

The surveys were undertaken between 9:00am and 3:00pm on Friday, 28th May, 2010 corresponding to the anticipated peak operating period for the proposed use on the subject site.

The survey area is shown in Figure 10.

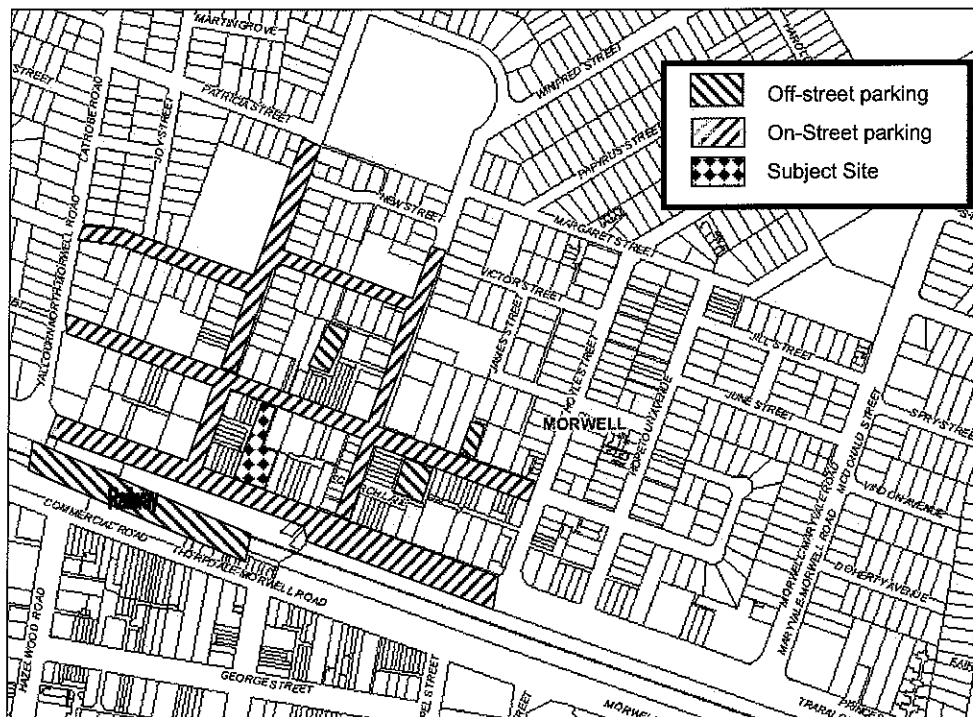


Figure 10: Survey Area

The survey results are attached at Appendix A with a summary provided as follows:

- The survey area comprised a total of 402 spaces, including 250 on-street spaces (including 2 Taxi Zone spaces which have been excluded for the purposes of our analysis) and 79 public off-street spaces. In addition, 26 spaces in the Lifeline Carpark and 47 spaces in the Commuter carpark for Morwell Railway Station.
- On-street parking in the area generally comprised time limited spaces with the majority being 2P or 1P, with a small number of 1/2P spaces.
- The Buckley Street public car park contains 53 marked spaces with 14 of these spaces unrestricted, 1 space for disabled users and the remaining spaces limited to two-hour parking.
- The Princes Drive public car park contains 26 unrestricted spaces.
- The peak parking demand for the entire survey area at the times surveyed occurred at 12noon when 269 of the 400 spaces (67%) were occupied. At this time there were 113 on-street spaces and 2 off-street public spaces available within the survey area (16 spaces collectively between the Morwell Railway Station Commuter carpark and Lifeline carpark).

3. THE PROPOSAL

The proposal is to develop a medical centre. The medical centre is to accommodate general practitioner consulting suites, a pathology suite, an X-ray suite, a physiotherapy suite, a podiatry suite and pharmacy with a floor area of approximately 254m².

At any one time the medical centre will operate with no more than ten medical practitioners comprised as follows:

- Up to eight general practitioners;
- 1 practitioner in the X-Ray suite; and
- 1 practitioner in the physiotherapy suite or the podiatry suite.

In addition, five nurses and up to five support/administration staff will assist with the operation of the centre. Two pharmacists will be rostered to the pharmacy component at any one time.

The medical centre is proposed to operate between 8:00am and 6:00pm from Monday to Friday, and 9:00am to 1:00pm on Saturday.

Operation hours of the pharmacy are proposed to be between 8.30am and 6.00pm, Monday to Friday, and 9:00am to 1:00pm on Saturday.

A total of forty one car spaces are to be provided on the site including a disabled space with an adjacent shared area. An ambulance loading area is also to be provided. Vehicular access to the car park is to be provided via a 7.0m wide crossover on Princes Drive.

4. CAR PARKING ASSESSMENT

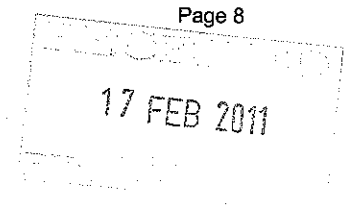
4.1. STATUTORY CAR PARKING REQUIREMENT

The "medical centre" land use is defined under Clause 74 of the La Trobe Planning Scheme as *'land used to provide health services (including preventative care, diagnosis, medical and surgical treatment, and counselling) to out-patients only'*.

The statutory car parking requirement for a medical centre is set out under Clause 52.06 of the La Trobe Planning Scheme at a rate of 5 car spaces to each practitioner.

While in many circumstances a pharmacy use is considered to operate ancillary to a medical centre, in this instance the size and layout of the pharmacy means that it will service the wider community and effectively operate as a stand alone facility.

The Planning Scheme does not set out a rate for a Pharmacy use. It is appropriate to consider if the use falls under any other land use category. Clause 74 of the La Trobe Planning Scheme defines "shop" use as ... *'land used to sell goods or services, or to hire goods. It includes the selling for bread, pastries, cakes or other products baked on the premises. It does not include food and drink premises, gambling premises, landscape gardening supplies, manufacturing sales, market,*



motor vehicle, boat or caravan sales, postal agency, primary produce sales or trade supplies'.

The car parking table to Clause 52.06 sets out a rate of 8 spaces per 100m² of leasable shop floor area.

Forty one car spaces are proposed to be provided on the site. Given that up to ten practitioners will be practising on the site at any one time (including specialists) and the pharmacy will be in operation, the proposed development falls short of the statutory parking requirement as shown in Table 1.

Table 1: Statutory Car Parking Assessment

<i>Use</i>	<i>Measure</i>	<i>Clause 52.06 Rate</i>	<i>Parking Requirement</i>
Medical Centre	10 practitioners	5 car spaces to each practitioner	50 spaces
Shop (Pharmacy)	254m ²	8 spaces per 100m ² leasable floor area	20 spaces
Total Parking Requirement			70 spaces
Parking Provision			41 spaces

Clause 52.06 of the La Trobe Planning Scheme also sets out that a permit may be granted to reduce or waive the statutory car parking requirement in consideration of the following decision guidelines:

- *Any relevant parking precinct plan.*
- *The availability of car parking in the locality.*
- *The availability of public transport in the locality.*
- *Any reduction in car parking demand due to the sharing of car spaces by multiple uses, either because of variation of car parking demand over time or because of efficiencies gained from the consolidation of shared car parking spaces.*
- *Any car parking deficiency or surplus associated with the existing use of the land.*
- *Any credit which should be allowed for a car parking demand deemed to have been provided in association with a use which existed before the change of parking requirement.*
- *Local traffic management.*
- *Local amenity including pedestrian amenity.*
- *An empirical assessment of car parking demand.*
- *Any other relevant consideration.*

It is considered that a reduction in the statutory car parking provision is appropriate in light of these decision guidelines; in particular, an empirical assessment of car parking demand, the availability of public transport in the locality and the availability of car parking in the locality.

4.2. EMPIRICAL ASSESSMENT OF PARKING DEMAND

4.2.1. Medical Centre

Mediscreen Medical Centre, East Hawthorn

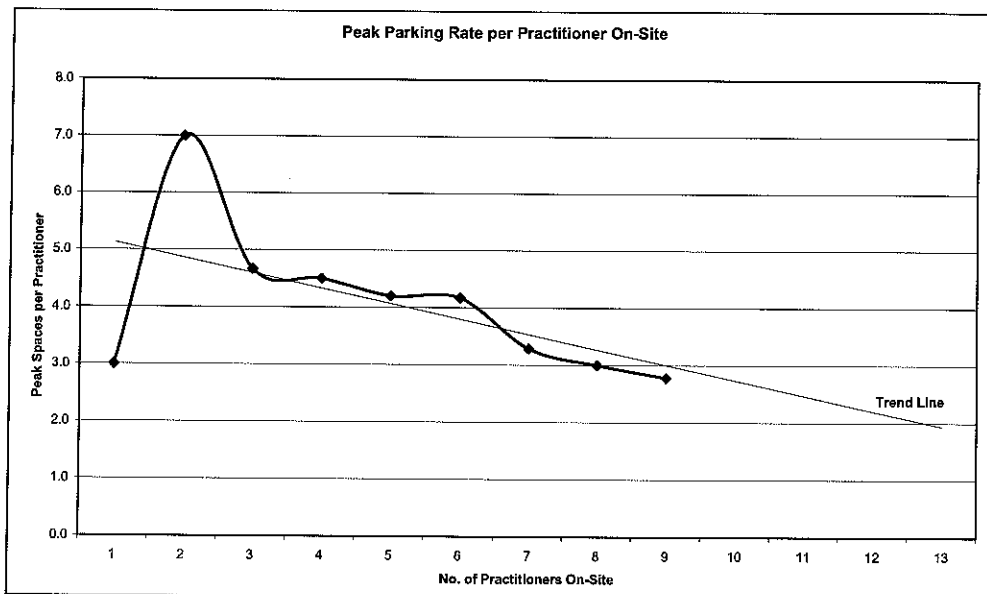
Traffix Group conducted parking surveys at the Mediscreen Medical Centre in East Hawthorn from Thursday, 5th February, 1998 to Wednesday, 11th February, 1998. While the surveys are in excess of ten years old there have been no significant changes to the medical or transport industries to suggest that these rates are not still reflective of today's parking demands.

These surveys were undertaken to establish the existing parking profile for a medical centre with a wide range of practitioners over its hours of operation. This survey ran for a full week and included periods when between 1 and 9 practitioners were present.

The number of cars parked in the carpark was recorded every 30 minutes along with the number of practitioners for the hours of operation. This enabled a rate for the number of cars per number of practitioners to be determined, with the peak rate of 3 spaces/ practitioner recorded for eight practitioners and 2.9 spaces per practitioner for nine practitioners.

The reduction in parking demand with the increase in the number of practitioners can be attributed to the more efficient use of support staff and better management of waiting patients, etc.

Application of a conservative rate of 3 spaces per practitioner for the proposed development, calculates to a demand for 30 car spaces during peak periods.



Note: The peak rate of parking on-site (7 spaces per practitioner) relates to a period where patients were arriving for an appointment, prior to the practitioner.

Medical Centre, 1529-1533 Point Nepean Road, Rosebud

Traffix Group conducted a parking accumulation survey at the Medical Centre at 1529-1533 Point Nepean Road in Rosebud on Tuesday 10th November, 2009 from 8:00am to 4:00pm. The centre comprises two buildings (northern building and southern building) which both accommodate medical suites/facilities, on-site parking central to both buildings and a further (five space) car park located to the rear of the southern building which was observed to be for use by dentist staff only.

The centre provides a range of medical facilities including a general practice consulting component (South Coast Medical), Melbourne Pathology suite, various specialist services, dentistry and pharmacy.

The survey entailed recording vehicles entering and exiting the on-site parking. During periods of peak activity, vehicles were observed to access the site and then exit without parking. In these instances, vehicles were recorded and counted as parking demands associated with the centre (which were assumed to have overflowed into the surrounding area).

The accumulation of vehicles was recorded in intervals of five minutes and the profile of medical providers on the site during the hours of the survey was sourced.

At the time of the survey there were a total of 16 persons on the site providing health services including general practitioners, specialists, pathologist personnel, a pharmacist and assistant, and four dentists.

The peak parking demand was observed to occur at 10:10am, 10:30am, 11:30am and 11:35am when the medical facilities generated a parking demand of 48 vehicles (including those cars parked on site and the 'overflow' vehicles that proceeded to seek off-site parking options upon realising on-site parking was unavailable).

From the survey, a peak parking demand rate of 3 spaces per practitioner was recorded for the sixteen practitioners.

Based on this survey and using a rate of 3 spaces per practitioner on the site, this calculates to a demand of 30 spaces during peak periods when 10 practitioners are expected on site (comprising 8 general practitioners and two specialists).

First Principles Analysis

Staff

It is understood that there will be up to 10 practitioners on the site at any one time, including up to two specialists, i.e. x-ray radiologist, physiotherapist and/or podiatrist. In addition, up to five support/administration staff and five nursing staff will be on site. Accordingly, conservatively assuming that all staff individually drive to the site a total staff parking demand for 20 spaces will be generated.

Patients

Medical appointments by the general practitioners are typically of fifteen minutes duration. Specialist appointments are more regimented and are typically scheduled every 30 minutes (or longer).

If the general practitioners' appointments start on the hour and every 15 minutes thereafter, the specialists' appointments start on the hour and every 30 minutes thereafter and patients arrive five minutes before their appointments, then the patient

parking demand will range between 10 (when patients are being seen and no one has arrived and is waiting for their appointment) and 20 (when patients are being seen and all of the next patients have arrived and are waiting for their next appointment). When there is a change over of the general practitioners' patients but not of the specialists' patients, there will be a parking demand of 18 cars.

Total

Based on this first principle analysis for staff and patient parking demands, it is expected that the parking demand for the medical centre will range between 30 and 40 spaces.

4.2.2. Pharmacy

It is generally accepted that the statutory car parking rate of 8 spaces per 100m² for shops is excessive. It is our experience that retail developments in metropolitan localities generate parking at a significantly lower rate with supermarkets generating in the order of 5 spaces/100m² and speciality stores generating between 3.5-4.0 spaces per 100m².

Shops located within regional areas typically generate parking at a lower rate still. We have however conservatively allowed for the proposed pharmacy component to generate parking demands at a rate of 3.5 spaces/100m² of shop floor area – the lower end of the empirical parking range for speciality shops displayed in metropolitan areas.

This rate also corresponds to the rate recommended in the Review of Parking Clause 52.06 Committee Report, August 2009, for shops in an activity centre.

Adopting an empirical rate of 3.5 spaces per 100m² of leasable floor area for the proposed pharmacy is expected to result in a demand for in the order of 9 car spaces during peak periods.

4.2.3. Total

Table 2 shows that the overall anticipated peak parking demand of the proposed development is in the order of 39 to 49 spaces.

Table 2: Total Empirical Parking Demand

<i>Proposed Use</i>	<i>Quantity</i>	<i>Parking Rate</i>	<i>Parking Demand</i>
Medical Centre	10 Practitioners	-	30 - 40 spaces
Pharmacy (Shop)	254m ²	3.5 spaces/100m ² leasable floor area	9 spaces
Total			39 - 49 spaces

4.3. PUBLIC TRANSPORT

As discussed in Section 2.4, the site is well served by public transport which provides good access for staff, patients and customers to the site. Patients of the medical centre may also use other services such as taxis or community health transport services to access the site.

This level of public transport accessibility will reduce the reliance of staff, patients and customers on the car to access the site, thus reducing the anticipated parking demand.

4.4. AVAILABILITY OF CAR PARKING IN THE LOCALITY

Traffix Group undertook a parking occupancy survey (see Section 2.5) within the vicinity of the subject site to determine the existing car parking conditions and spare parking capacity in the local area. Parking demands within nearby major off-street car parks were also recorded.

The survey showed that within approximately 300m walking distance of the subject site there was a supply of 248 on-street car parking spaces (excludes two Taxi Zone spaces) and 79 off-street public spaces. In addition, 26 spaces are contained in the Lifeline carpark and 47 spaces in the Commuter carpark for Morwell Railway Station.

At the time of the peak parking demand (12noon) on the day surveyed there were 113 on-street and 2 off-street public spaces vacant in the survey area. Additional vacancies were recorded within the Morwell Railway Station car park and the Lifeline car park.

Based on our empirical assessment the proposed development is likely to generate a peak car parking demand of between 39 and 49 spaces. Therefore, it is anticipated that there will be an off-site parking demand of potentially between zero and eight spaces during peak periods.

The results of the survey indicate that there is sufficient publicly available on-street and off-street car parking in the vicinity of the subject site to accommodate these off-site demands during peak periods.

4.5. CONCLUSION - CAR PARKING PROVISION

The preceding analysis indicates that of the peak parking demand will fall between 39 and 49 spaces. The development provides 41 spaces on the site.

Conservatively assuming that the medical centre will generate its peak at the same time as the pharmacy, the parking demand will either be wholly contained on the site (at the lower limit of the anticipated peak parking demand range) or equate to an overflow demand for up to eight spaces (at the upper limit of the range). It is noted that there has been no allowance made for the parking demand to be discounted by a multipurpose trip factor (even though this is likely to be the case in a number of instances), or account of access by public transport, which makes the estimated parking demand conservatively high.

We are satisfied that that the overflow demand which will be generated on occasions can be appropriately accommodated by on-street and off-street public parking in the vicinity of the subject site. The parking surveys detailed in Section 2.5 indicate the availability of car parking at the survey time. These show that there were at least 113 vacant on-street spaces available within easy walking distance of the site at all times during the survey period and 2 spaces in the off-street public car parks. This will more than adequately meet any off-site parking demands.

It is therefore concluded that the proposed on-site parking provision and available nearby public parking is adequate to satisfy the demands generated by the proposed development. Furthermore, there will not be any adverse impacts on parking in proximity to the site as a result of the proposed development.

5. CAR PARK LAYOUT AND ACCESS ARRANGEMENTS

Clause 52.06-3 of the Planning Scheme sets out the minimum dimensions for car spaces and accessways. The Planning Scheme sets out that the dimensions of car spaces can be varied if provided generally in accordance with Australian Standard AS2890.1-1993. Parking Facilities, Part 1: Off-street car parking (it is noted that the current standard is AS/NZS2890.1: 2004).

All of the proposed car spaces are to be provided at a width of 2.6m, length of 5.4m and are to be accessed from an adjacent access aisle at least 6.2m wide, which satisfies the dimensions set out in the Australian Standard AS2890.1: 2004 for User Class 3 (applicable to medical centre use). The disabled car space is to be provided with an adjacent 'shared space' 2.4m in width. These dimensions accord with AS/NZS2890.6: 2009.

The car park layout importantly ensures that all vehicles will be able to safely manoeuvre to and from each of the proposed car spaces, and enter and exit the site in a forwards direction.

Princes Drive is in a Road Zone Category 1. The planning scheme sets out that access to car spaces should be provided at least 6m from the frontage. This requirement is met.

Clause 52.06 sets out that accessways should be at least 3m wide and provide a passing area at the entrance at least 5m wide and 7m long if the accessway serves ten or more spaces and is either more than 50m long or connects to a road in a Road Zone. The proposed car park access satisfies this requirement. We note that there is adequate sight distance available from the proposed access to the east and west along Princes Drive.

Princes Drive is a low speed, 'town centre' road environment and providing access from this road is consistent with the existing provisions and is considered appropriate in our opinion. We note that the Princes Drive carriageway has a central 2.95m wide (approximately) painted median island in front of the site entrance and that under the road rules this permits a vehicle to perform a right turn across the island if required.

6. BICYCLE PROVISIONS

The statutory requirement for bicycle parking for the proposed development is set out at Clause 52.34 of the Planning Scheme.

The rates set out for shop use are only applicable where the floor area is greater than 1,000m². Accordingly, in this case the pharmacy (shop) component (254m² in size) has no requirement for bicycle parking.

Table 3 sets the requirement for the medical centre component.

Table 3: Statutory Bicycle Parking Requirements

Use	Number	Rate	Requirement
Medical Centre (Staff)	10*	1 to each 8 practitioners	1 space
Medical Centre (Visitors)		1 to each 4 practitioners	3 spaces

* There will be up to 10 practitioners on the site at any one time.

Table 3 indicates that one bicycle parking space is required to be provided for staff and three bicycle parking spaces for visitors.

Clause 52.34 allows a permit to be granted to reduce or waive the bicycle facilities requirements having regard to a number of decision guidelines, including the users of the land and their opportunities for bicycle travel.

It is unlikely that many patients would cycle to the site. It is considered appropriate to reduce the bicycle parking requirement - the provision of one publicly accessible bicycle rail (two spaces) for use by both staff and patients would be sufficient.

There is adequate opportunity to install a bicycle parking leaning rail either on-site or within the footpath adjacent to the proposed development near the proposed building's entrance, subject to approval by Council.

7. LOADING FACILITIES

Under Clause 52.07 of the La Trobe Planning Scheme, no building or works may be constructed for the manufacture, servicing, storage or sale of goods or materials unless an appropriate loading bay is provided on the site. While the medical centre does not generate any requirement, there is a requirement for a loading bay to be provided for the proposed pharmacy use. Clause 52.07 sets out that a permit may be granted to reduce or waive this requirement.

The existing uses on the subject site do not have any specific provisions currently provided for loading. There is no on-site loading bay proposed as part of this development. This is consistent with the majority of nearby shops that rely on on-street provisions or use standard on-site car spaces to undertake loading activities.

Deliveries to the site will typically be undertaken by vans, utes, small trucks or other similar small sized vehicles and will typically occur outside of peak operating periods. Deliveries can

adequately be undertaken from the proposed on-site car spaces or from the on-street spaces adjacent to the site's Princes Drive frontage.

It is considered that the loading requirements of the proposed pharmacy can be adequately accommodated within the proposed carpark or on-street in the vicinity of the site and that there is adequate justification to warrant a dispensation of the statutory loading bay requirement.

8. TRAFFIC GENERATION

The proposed development is to provide 41 car spaces on the site. Up to 22 of these spaces will be occupied by staff, and are expected to generate 22 trips 'in' to the site during the AM peak hour when staff arrive and in the order of 22 trips 'out' from the site when staff depart during the PM peak hour. This equates to one trip end being generated approximately every 2.7 minutes on average during each peak hour.

The busiest hour will occur during the operating hours of the facility when the peak number of medical staff is rostered and appointments are fully booked. Therefore staff movements will not increase development peak traffic.

The remaining 19 car spaces on the site will accommodate patient and customer parking demands. Conservatively assuming that each on-site car space turns over an average of three patients/pharmacy customers each hour during peak operating periods, then it is anticipated that in the order of 57 trips will be generated 'in' to the site and 57 'out' from the site.

It is expected that the development's busiest hour is likely to be in the middle of the day outside of peak traffic flows on the adjacent road network. This traffic will be quickly dispersed to the adjacent road network.

The overall traffic generated by the development (pharmacy and medical centre traffic) will have a negligible impact on the surrounding road network.

9. CONCLUSION

Having perused relevant documents and plans, visited the site, provided design advice in relation to the proposed access and carparking arrangements, undertaken parking surveys and car parking and traffic assessments, it is concluded that:

- a) the proposed development will generate a car parking demand in the order of 39 to 49 spaces during peak periods,
- b) the proposed provision of on-site car parking (41 spaces) and available public parking in the nearby area will adequately accommodate the peak parking demands generated by the development,
- c) the proposed car parking layout meets the requirements of the Planning Scheme,
- d) the car park layout and access arrangements ensure vehicles will be able to safely and easily access the proposed car spaces, manoeuvre within the site, and enter and exit the site in a forwards direction,

- e) the proposed development should provide a bicycle leaning rail for shared use by visitors and staff either on the site or within the footpath adjacent to the site's Princes Drive frontage near the proposed building's entrance (subject to Council approval),
- f) the majority of deliveries to the site will be undertaken by vans, utes and small trucks and can be adequately undertaken from the on-site carpark or from nearby on-street parking including adjacent to the site's Princes Drive frontage,
- g) traffic generated by the development will be distributed throughout the day with trips split evenly between trips generated 'to' and 'from' the site during the site's peak period in the middle of the day, outside of the commuter peak,
- h) the level of traffic generated by the development will have a negligible impact on the surrounding road network, and
- i) there are no traffic engineering reasons why a town planning permit should not be issued for the proposed medical centre and pharmacy development at 185-189 Princes Drive, Morwell.



Appendix A

Parking Occupancy Survey

**185-189 Princes Drive, Morwell
Parking Surveys**

Supervised By: Veronica Strzyniak
Surveyed By: Kim Hou Che

Survey Dates & Times: As Detailed Below

Location	Restriction	Capacity	Number of Cars Parked							
			Friday, 21st May 12:00 PM	9am	10am	11am	12noon	1pm	2pm	3pm
COLLINS STREET										
east Side										
Princess Street to 10m north of Princes Street	No Stopping	-	0	0	0	0	0	0	0	0
10m north of Princes Street to 10m south of Buckley Street	Taxi Zone	2	0	0	0	0	0	0	0	0
10m south of Buckley Street to Buckley Street	Unrestricted	6	6	0	1	3	5	4	5	6
Buckley Street to 10m north of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
Buckley Street to 10m north of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
10m north of Buckley Street to 10m south of Flemming Street	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	6	4	4	4	5	5	3	5	4
10m north of Buckley Street to 10m south of Flemming Street	Unrestricted	8	0	1	1	2	1	2	1	1
10m south of Flemming Street to Flemming Street	No Stopping	-	0	0	0	0	0	0	0	0
west Side										
Princess Street to 10m north of Princes Street	No Stopping	-	0	0	0	0	0	0	0	0
10m north of Princes Street to 10m south of Buckley Street	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	4	3	0	1	0	4	2	1	3
10m north of Princes Street to 10m south of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
10m south of Buckley Street to Buckley Street	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	3	3	2	2	2	2	3	2	3
Buckley Street to 10m north of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
Buckley Street to 10m north of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
10m north of Buckley Street to 10m south of Mary Street	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	4	4	3	3	4	3	3	3	3
10m south of Mary Street to Mary Street	Unrestricted	5	3	5	1	2	2	2	0	2
10m south of Mary Street to Mary Street	No Stopping	-	0	0	0	0	0	0	0	0
CHURCH STREET										
east Side										
Opposite Fleming Street	No Stopping	-	0	0	0	0	0	0	0	0
Opposite Fleming Street to 10m north of Buckley Street	2P	3	3	4	6	7	6	6	6	6
10m north of Buckley Street to Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
Buckley Street to 10m south of Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
10m south of Buckley Street to 10m north of Princes Street	1/4P 9-5:30, 9am-12noon	5	2	1	1	3	3	3	0	4
10m north of Princes Street to Princes Street	No Stopping	-	0	0	0	0	0	0	0	0

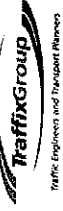
185-189 PRINCES DRIVE MORWELL

Nb/Sb - Northern/Southern Property Boundary
E/Wb - Eastern/Western Property Boundary
Mb - Mid Block
ROW - Right of Way

185-189 Princes Drive, Morwell
Parking Surveys

Supervised By: Veronica Skrzyziak
Surveyed By: Kim Hou Che

Survey Dates & Times: As Detailed Below



Traffic Engineers and Transport Planners

Location	Restriction	Capacity	Number of Cars Parked							
			Friday, 21st May	Friday 28th May, 2010						
			12:00 PM	9am	10am	11am	12noon	1pm	2pm	3pm
west Side										
Fleming Street to 10m south of Fleming Street	No Stopping	-	0	0	0	0	0	0	0	0
10m south of Fleming Street to 10m north of Buckley Street	2P	12	0	6	9	12	7	11	10	9
10m north of Buckley Street to Buckley Street	No Stopping	-	0	0	0	0	0	0	0	0
Buckley Street to Nb #19-21	No Stopping	-	0	0	0	0	0	0	0	0
Nb #19-21 to 10m north of Princes Street (60° angle)	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	12	11	6	6	7	9	11	5	10
10m north of Princes Street to Princes Street	No Stopping	-	0	0	0	0	0	0	0	0
BUCKLEY STREET										
south Side										
Hoyle Street to 10m west of Hoyle Street	No Stopping	-	0	0	0	0	0	0	0	0
10m west of Hoyle Street to Mb#100	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	10	6	5	6	8	9	7	7	5
Mb #100 to 10m east of Church Street	1/2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	9	8	7	7	2	8	6	6	4
	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	2	-	2	2	1	2	2	0	1
10m east of Church Street to Church Street	No Stopping	-	0	0	0	0	0	0	0	0
Church Street to 10m west of Church Street	No Stopping	-	0	0	0	0	0	0	0	0
10m west of Church Street to 10m east of Collins Street	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	4	2	2	1	3	1	3	1	3
	P Disabled	1	0	0	0	0	0	0	0	0
	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	10	8	2	0	5	6	6	8	8
	Loading Zone, 5:30pm-9am	1	0	0	0	0	0	0	0	0
10m east of Collins Street to Collins Street	No Stopping	-	0	0	0	0	0	0	0	0
Collins Street to 10m west of Collins Street	No Stopping	-	0	0	0	0	0	0	0	0
10m west of Collins Street to Latrobe Road	2P	23	2	2	1	2	3	1	4	3
10m east of Latrobe Road to Latrobe Road	No Stopping	-	0	0	0	0	0	0	0	0

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Nb/Sb - Northern/Southern Property Boundary
E/Wb - Eastern/Western Property Boundary
Mb - Mid Block
ROW - Right of Way

185-189 Princes Drive, Morwell
Parking Surveys

Supervised By: Veronica Skrzyniarz
 Surveyed By: Ken Hui Che

Survey Dates & Times: As Detailed Below



Location	Restriction	Capacity	Friday 21st May							Friday 20th May, 2010							
			12:00 PM	9am	10am	11am	12noon	1pm	2pm	3pm	9am	10am	11am	12noon	1pm	2pm	3pm
north Side																	
Hoyle Street to 10m west of Hoyle Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m west of Hoyle Street to 10m east of Church Street	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	23	15	10	11	8	8	14	7	12	6						
10m east of Church Street to Church Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Church Street to 10m west of Church Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m west of Church Street to 10m east of Collins Street	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat	16	11	7	7	4	8	12	14	10							
10m east of Collins Street to Collins Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Collins Street to 10m west of Collins Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m west of Collins Street to Latrobe Road	2P	25	8	9	11	9	8	9	14	15							
10m east of Latrobe Road to Latrobe Road	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCES DRIVE																	
north Side																	
Latrobe Road to 10m east of Latrobe Road	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m east of Latrobe Road to 10m west of Collins Street	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat	13	0	0	3	2	1	0	0	3							
10m west of Collins Street to Collins Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Collins Street to 10m east of Collins Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m east of Collins Street to 10m west of Church Street	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat (60° angle)	9	8	0	2	3	2	4	8	7							
	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1P 9am-5:30pm Mon-Fri, 9am-12noon Sat (60° angle)	9	8	6	8	8	9	8	9	9							
	1/4 P 9am-5:30pm Mon-Fri, 9am-12noon Sat (60° angle)	3	2	1	3	3	3	2	3								
10m west of Church Street to Church Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Church Street to 10m east of Church Street	No Stopping	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10m east of Church Street to 10m west of Hoyle Street	Disabled (60° angle)	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1/4 P 9am-5:30pm Mon-Fri, 9am-12noon Sat (60° angle)	5	4	5	4	5	4	5	4	2	4						
	2P 9am-5:30pm Mon-Fri, 9am-12noon Sat (60° angle)	6	2	6	5	3	4	2	3								

Nb/Sb - Northern/Southern Property Boundary
 Eb/Wb - Eastern/Western Property Boundary
 Mb - Mid Block
 RCW - Right of Way

Prepared by Traffic Group Pty Ltd

17 FEB 2011

Location	Restriction	Capacity	Friday 28th May 2010									
			12:00 PM	9am	10am	11am	12noon	1pm	2pm	3pm		
2P 8am-5:30pm Mon-Fri, 9am-12noon Sat		2	2	1	1	1	1	1	0	0	0	
Disabled		1	0	0	0	0	0	0	0	0	0	
2P 8am-5:30pm Mon-Fri, 9am-12noon Sat		7	2	2	2	3	2	1	1	2		
10m west of Hoyle Street to Hoyle Street	No Stopping	-	0	0	0	0	0	0	0	0	0	
Lifeline Carpark												
Off-Street (Private Carpark)												
Disabled		1	0	0	0	0	0	0	0	0	0	
Unrestricted		25	14	7	11	10	12	13	10	10	10	
Buckley Street Carpark												
Off-Street (Public Carpark)												
2P		22	21	22	22	22	22	21	20	21		
Disabled		1	0	0	0	1	1	0	1	0		
2P 8am-5:30pm Mon-Fri, 9am-12noon Sat		12	11	12	12	12	12	12	12	12		
P		14	14	14	14	14	14	14	14	14		
2P		4	4	4	4	4	4	4	4	4		
Princes Drive Carpark - North Side (Public Carpark) Between Church Street & Hoyle Street												
Unrestricted		26	26	24	24	24	24	24	23	22		
Morwell Station Carpark (Commuter Carpark)												
Unrestricted		45	44	44	40	43	43	44	45	44		
Disabled		2	2	2	2	2	2	2	2	2		

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Location	Restriction	Capacity	Friday 28th May 2010									
			Number of Cars Parked									
			12:00 PM	9am	10am	11am	12noon	1pm	2pm	3pm		
On-Street Public Car Park - Number of Cars Parked (excludes Railway & Lifeline Carparks)		79	76	76	77	77	75	74	73			
On-Street Public Car Park - Number of Spaces Available (excludes Railway & Lifeline Carparks)		-	3	3	2	2	4	5	5			
On-Street Public Car Park - Percentage Occupancy (excludes Railway & Lifeline Carparks)		-	96%	96%	97%	95%	94%	92%				
ENTIRE SURVEY AREA - Number of Cars Parked		400	263	221	248	269	256	253	234			
ENTIRE SURVEY AREA - Number of Spaces Available			137	179	162	131	144	165	176			
ENTIRE SURVEY AREA - Percentage Occupancy			56%	55%	62%	67%	64%	65%	64%			
On-Street Public Car Parking - Number of Cars Parked ⁽¹⁾		248	127	92	116	135	122	133	125			
On-Street Public Car Parking - Number of Spaces Available		-	121	156	132	113	126	115	123			
On-Street Public Car Parking - Percentage Occupancy		-	51%	37%	47%	54%	49%	54%	50%			
Lifeline Carpark & Railway Carpark - Number of Cars Parked		73	60	53	55	57	59	57	56			
Lifeline Carpark & Railway Carpark - Number of Spaces Available			15	20	16	16	14	16	17			
Lifeline Carpark & Railway Carpark - Percentage Occupancy			82%	73%	75%	76%	81%	76%	77%			

(1) - Excludes Taxi Zone spaces.

17 FEB 2011

RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE

**11.4.1 REQUEST FOR REMOVAL OF STREET TREE IN ROUNDABOUT
AT INTERSECTION OF GEORGE AND TARWIN STREETS,
MORWELL**

AUTHOR: General Manager Recreation Culture and Community
Infrastructure

(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to present to Council a request from Advance Morwell for the removal of a Deodora Cedar street tree currently situated in the roundabout at the intersection of George and Tarwin Streets Morwell.

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

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.

4. BACKGROUND

A letter was received from Advance Morwell on 18 November 2010 (attachment 1) with regard to the attractiveness of the shrub plantings in the roundabouts at Hazelwood Road/George Street and Hazelwood Road/Elgin Street. Advance Morwell members feel that the appearance of these roundabouts does a great deal to improve the appearance of the general area and helps engender civic pride.

The letter went on to request that the trees be removed and similar plantings be provided for the Tarwin Street/George Street and Church Street/Buckley Street roundabouts.

Latrobe City Council officers replied to the above letter on 7 December 2010 (attachment 2). This correspondence stated that the existing shrubs and trees within the plant beds were the only suitable solution given that the large trees in the centre of the beds dictate that the other plants needed to have a reduced reliance on water.

A further letter from Advance Morwell was received on 20 February 2011 (attachment 3) in relation to the Deodora Cedar located on the roundabout at the intersection of Tarwin Street/George Street, Morwell. The letter stated that the tree was not attractive and requested that if it be removed then appropriate annuals should be planted in its place.

Latrobe City Council officers replied to this letter on 7 March 2011 (attachment 4) in regard to the removal of the Deodora Cedar on the roundabout at the intersection of Tarwin Street/George Street. This correspondence stated that if a tree is to be removed it has to be considered under Clause 7.2 and 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree'.

Clause 7.2 states:

- *'There are four circumstances where established existing trees may require removal. That is, where the tree is either:*
 - *Dead, dying or dangerous;*
 - *Unsuitable;*
 - *Badly disfigured by vandalism; or*

- *Interfering with an asset of an authority that has statutory right to protect that asset.'*

Clause 8.4 states:

- *'Isolated requests for tree removal not otherwise covered by policy or legislation are to be reported to the Urban Design Standards Working Party (or some variation of it approved by Council) for recommendation to Council.'*

Latrobe City Council's arborist also completed an internal report on the condition of the tree (attachment 5) and the tree was found to be in good health.

As the tree did not meet any of the criteria required for removal in Clause 7.2 it was recommended that Advance Morwell make application to have the Cedar tree removed under Clause 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree'.

A reply to Latrobe City Council's letter of 7 March 2011 from Advance Morwell was received on 18 April 2011 (attachment 6) and requested the removal of the Deodora Cedar in the roundabout at the intersection of Tarwin Street/George Street, Morwell under Clause 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree'. The letter stated: *"the general appearance of the area would be significantly improved if the tree were removed and replaced by more colourful plantings"*.

The roundabout at the intersection of Tarwin Street/George Street, Morwell is one of only two remaining roundabouts in the Morwell CBD with a large tree as its centrepiece (the other being Church Street/Buckley Street) and by removing the tree and replacing it with alternative shrubs and plants would make the roundabout consistent with other roundabout plantings in the CBD.

The request for removal now requires a decision from Council to take the next steps in removing, or not removing, the Deodora Cedar.

5. ISSUES

The Deodora Cedar for which Council has received a request for removal from Advance Morwell is a healthy tree and represents one of only two planted in the Morwell CBD. Whilst the tree is an exotic species it is not considered to be a rare species and is not on Council's list of significant trees.

Advance Morwell maintain that removal of the tree and re-planting with alternative plants and shrubs will improve the visual amenity of the Tarwin Street/George Street, Morwell interchange.

Removal can not be authorised under Section 7.2 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree' as the tree does not fit any of the qualification criteria for removal under this clause.

Therefore Council must consider the request for removal of the tree under Clause 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree'. Latrobe City Council's *Urban Design Standards Working Party* no longer meets; therefore Latrobe City Council officers are referring the request for removal to Council for a decision.

Whilst Advance Morwell does represent a section of traders in the Morwell CBD, not all shop owners or occupiers are members of this group. Council officers are therefore unable to provide accurate information in respect to the level of support from those businesses in this neighbourhood for the tree to be removed.

6. FINANCIAL AND RESOURCES IMPLICATIONS

Any costs for tree removal works would be minimal and would be able to be accommodated within Council's recurrent tree maintenance budget.

Costs for plants and shrubs to replace the tree would be able to be accommodated within the Parks and Gardens recurrent budget.

7. INTERNAL / EXTERNAL CONSULTATION

Engagement Method Used:

There has been ongoing discussion and correspondence between Council officers and representatives of Advance Morwell.

8. OPTIONS

The following options are available to Council:

1. Survey all the property occupiers of Tarwin and George Streets in Morwell to ascertain their support or otherwise for the removal of the Deodora Cedar in the roundabout at the intersection of their streets.
2. Authorise the removal of the Deodora Cedar located on the roundabout at the intersection of Tarwin Street/George Street, Morwell under Clause 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree' and its replacement with alternative plants and shrubs.
3. Not authorise the removal of the Deodora Cedar located on the roundabout at the intersection of Tarwin Street/George Street, Morwell under Clause 8.4 of the Latrobe City Council Policy 'Latrobe City Council Urban Design Standard Street Tree' and its replacement with alternative plants and shrubs.

9. CONCLUSION

While the Latrobe City Council's arborist report has proven that the Deodora Cedar located on the roundabout at the intersection of Tarwin Street/George Street, Morwell is in good health, removal of the tree and replacement with alternative shrubs and plants has been requested by Advance Morwell.

The opinion of all property occupiers on Tarwin and George Streets should now be sought on the request from Advance Morwell for the removal and replacement of the Deodora Cedar in the roundabout at the intersection of their streets.

10. RECOMMENDATION

- 1. That Council authorise the survey of all property occupiers on Tarwin and George Streets Morwell on the request from Advance Morwell to remove and replace the Deodora Cedar in the roundabout at the intersection of their streets.**
- 2. That Council give public notice of the request from Advance Morwell to remove and replace the Deodora Cedar in the roundabout at the intersection of Tarwin and George Streets Morwell and invite submissions from the public in respect to this request for a period of 28 days.**
- 3. That a further report be presented to Council following the 28 day public submission period to consider submissions from the public.**
- 4. That Advance Morwell be notified of Council's intent to seek public comment in respect to their request for the removal of the Deodora Cedar in the roundabout in Tarwin and George Streets, Morwell.**

Moved: Cr Lougheed

Seconded: Cr Middlemiss

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENTS

.

ATTACHMENT 1.



Registration No. A36948L ABN: 79 430 405 176
PO BOX 1061 MORWELL 3840 AUSTRALIA

Chairman: John Guy
Phone: 51342371
Secretary: Keith Brownbill
Phone: 51342676
Email: keithjbr@hotmail.com

November 17, 2010

Paul Buckley
Chief Executive Officer
Latrobe City Council
PO Box 264
Morwell 3840

Dear Paul

RE: UPGRADE OF PLANTINGS IN ROUNDABOUTS

At our November committee meeting very favourable comment was made on the highly attractive plantings in the roundabouts in Hazelwood Road/George Street, and Hazelwood Road/Elgin Street. Members feel that the appearance of these roundabouts does a great deal to improve the appearance of the general area and helps to engender civic pride.

Because the attractiveness of the above-mentioned roundabouts is so great, we would ask Council to provide similar attractive plantings in the roundabouts in Tarwin/George Street, and Church/Buckley Street.

A major aim of Advance Morwell is to see our civic precinct a place of beauty. To further this end we have joined with Council to provide planter boxes of roses and annuals on footpaths outside businesses.

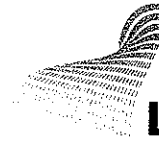
We congratulate Council's garden staff on the work being done and look forward to its extension to the roundabouts listed above.

Yours sincerely

Keith Brownbill
Secretary

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
18 NOV 2010	
FILED	Rec No
Comments/Comments Checked to	
<input type="checkbox"/> Only return to the Director	<input type="checkbox"/> No action required

ATTACHMENT 2.



Latrobe City

a new energy

Our Ref: 585102
MC

7 December 2010

Mr Keith Brownbill
Secretary
Advance Morwell
PO Box 1061
MORWELL VIC 3840

Latrobe City ABN 92 472 314 133
Telephone 1300 367 700
Facsimile (03) 5128 5672
TTY 133 677
Post to PO Box 264 Morwell 3840
Email Address latrobe@latrobe.vic.gov.au
Internet www.latrobe.vic.gov.au
AUSDOC DX217733 Morwell

Dear Mr Brownbill

UPGRADE OF PLANTINGS IN ROUNDABOUTS

Thank you for your letter of 17 November 2010 and the welcome comments on the appearance of both the Hazelwood Road/George Street, and Hazelwood Road/Elgin Street roundabouts.

An inspection of the roundabout at Church/Buckley Streets indicates that this is also planted with annuals, in addition to the tree which is well grown and a feature of the roundabout. The planting of annuals/shrubs under this tree may well need to be discontinued in the future due to the size of the tree. This will impact on the amount of water and nutrients available to secondary plantings.

The roundabout at Tarwin/George Streets is considered by Latrobe City Council's Horticulturalist to be unsuitable for the planting of anything but the existing native grasses due to the centrepiece tree which is there. These plantings are still in their infancy and will provide an attractive display on maturity. The added advantage of native grasses is they are low maintenance and reduced reliance on water.

If I can be of further assistance I am contactable on (03) 5128 5725.

Yours sincerely

MICK CANTWELL
Coordinator Parks, Gardens, Ovals and Playgrounds

ATTACHMENT 3



Chairman: John Guy
Phone: 51342371
Secretary: Keith Brownbill
Phone: 51342676
Email: keithjbr@hotmail.com

February 20, 2011

ATTENTION: Mick CANTWELL

Paul Buckley
Chief Executive Officer
Latrobe City Council
PO Box 264
Morwell 3840

Dear Paul

I refer to previous correspondence on the plantings in the roundabouts and our appreciation of the fine work Council gardening staff are doing to add to the attractiveness of our streets.

In your letter Ref 585102 MC it was mentioned that due to the presence of the tree in the roundabout at the intersection of Tarwin and George Streets it is unsuitable to plant anything there other than the existing native grasses.

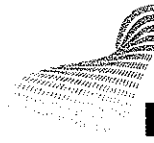
Our members commented that the existing tree is not beautiful, and that should it for any reason not remain, one might consider planting appropriate annuals.

Yours sincerely

Keith Brownbill
Secretary

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
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Our Ref: 585102
MC



Latrobe City

a new energy

7 March 2011

Mr Keith Brownbill
Secretary
Advance Morwell
PO Box 1061
MORWELL VIC 3840

Latrobe City ABN 92 472 314 133
Telephone 1300 367 700
Facsimile (03) 5128 5672
TTY 133 677
Post to PO Box 264 Morwell 3840
Email Address latrobe@latrobe.vic.gov.au
Internet www.latrobe.vic.gov.au
AUSDOC DX217733 Morwell

Dear Mr Brownbill

**STREET TREE IN ROUNDABOUT AT INTERSECTION OF
GEORGE AND TARWIN STREETS MORWELL**

Thank you for your letter of 20 February 2011 concerning the tree in the
above roundabout.

Latrobe City Council Policy, 'Latrobe City Council Urban Design Standard
Street Tree', states:

Clause 7.2

*'There are four circumstances where established existing trees may require
removal. That is, where the tree is either:*

- Dead, dying or dangerous;*
- Unsuitable;*
- Badly disfigured by vandalism; or*
- Interfering with an asset of an authority that has statutory right to
protect that asset.'*

Clause 8.4

*'Isolated requests for tree removal not otherwise covered by policy or
legislation are to be reported to the Urban Design Standards Working Party
(or some variation of it approved by Council) for recommendation to Council.*

Therefore, if Advance Morwell would like the tree to be removed in order to
facilitate more colourful plantings, a written request is required to be made to
Latrobe City Council for consideration in accordance with Clause 8.4 of the
policy.

If you require further information please contact me on (03) 5128 5725.

Yours sincerely

MICK CANTWELL
Coordinator Parks, Gardens, Ovals and Playgrounds



ARBORIST'S REPORT

Tree location (street number & name if possible):

Corner George Street and Tarwin Street Morwell, (Roundabout)

Town/Area: Morwell

Botanical name: Cedrus deodara

Common name: Deodora Cedar Tree

Type: Evergreen Exotic

Date of inspection: 20.4.2011

Inspection carried out by: Chris Dash

Tree properties are located in:

Nature strip	Median strip	Traffic island	Yes
Park	Green Belt	Private property	
Roadside Reserve	Other	Round About	

Age (estimate): 30 yrs Life expectancy: 5+ yrs

Height: 14 metres Canopy spread: 9.2 metres

Trunk diam (@ 1.4m) 380 millimetres

Yes No

Register of significant trees:	No
Tree preservation order applies:	No
Native Indigenous Vegetation:	No
Native Vegetation:	No

Health: Poor Average **Good** Excellent

Comments: Deodora Cedar is in good health. Area is well mulched and maintained.

Structure: Poor Average **Good** Excellent

Comments: Main trunk leans to one side, but this has straightened up over time. Upper canopy is thin in some areas.

Site suitability: Unsatisfactory Fair **Good** Ideal

Comments: Cedar is planted in the centre of the roundabout as a specimen tree/central showpiece. Small landscape plants are planted under the tree and throughout the mulched area of the roundabout.

Hazard Rating: Failure Potential + Size of Part + Target Rating = Hazard Rating

(refer to Appendix) 1 + 1 + 4 = 6

Target Rating: 4 (Vehicle traffic only)
(refer to Appendix)

RECOMMENDED ACTION/TREATMENT:

1. Removal:

Comments: None

2. **Below surface maintenance:**

- Soil modification required –fertilizing/watering/mulching/aeration.
- Root and associated problems – root barrier installation/root pruning.
- Suckering – selective removal of suckers

Comments: Some minor drainage works will be carried out after Easter 2011 in the garden bed area of the roundabout by Council's gardening team.

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: A couple of low tree branches need pruning to increase sight distance for vehicle traffic around this area. This will also increase the sun light on the landscape plants growing in the mulched area.

4. Other Maintenance

- Treatment of pest infestation.
- Elm leaf beetle treatment.

Comments: After Easter approximately 20 new plants will be planted to fill in any bare ground areas within the roundabout.

5. No Maintenance/Action Required

Comments: None

6. Approximate Cost to Carry Out Works and Timeframes

Comments: All costs are very minor. Costs will come out of tree maintenance team and gardening team recurrent budgets. This includes tree pruning, drainage works, plants and all labour.

If the Cedar tree was to be removed, the approximate cost for this is \$200. This includes tree removal and stump removal. Tree removal would be carried out by Councils tree crew, recurrent budget.

Any alternative, replacement plantings and costs would need to be discussed with Council's Team Leader - Gardens.



Looking north



Looking west

GENERAL COMMENTS:

The Deodora Cedar has an evergreen foliage of greens, silver and blues and adds color to the intersection all year around. The tree's foliage has a pleasant fragrance apparent in the immediate area. There are only two Cedar trees in the Morwell C.B.D.

The Cedar tree has been in the current location for approximately twenty years. It was planted as an advanced tree two metres in height and was about ten years of age when planted.

It is believed that Advanced Morwell planted this Cedar tree about twenty years ago. It was one of two trees used as Christmas trees for the Morwell CBD.

Advance Morwell have requested that Council remove this tree as they believe the general appearance of the roundabout and general area would be significantly improved if the tree were removed and replaced by more colorful plantings.

Report requested by: Jody O'Kane

Reason for request: Letter received by Council from Advance Morwell to request removal and replacement of the Deodora Cedar.

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, 2nd 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 6



Registration No. A36948L ABN: 79 430 405 176
PO BOX 1061 MORWELL 3840 AUSTRALIA

Chairman: John Guy
Phone: 51322371
Secretary: Keith Brownbill
Phone: 51342676
Email: keithjbr@hotmail.com

April 18, 2011

Paul Buckley
Chief Executive Officer
Latrobe City Council
PO Box 264
Morwell 4840

Dear Paul

STREET TREE IN ROUNDABOUT AT INTERSECTION OF GEORGE AND TARWIN STREETS MORWELL

I refer to my letter dated February 20, 2011 on this matter and to your reply Ref: 585102 MC dated March 7, 2011.

Advance Morwell's committee believes that the roundabout and the general appearance of the area would be significantly improved if the tree were removed and replaced by more colourful plantings.

In accordance with Clause 8.4 of Council's policy we wish to make a formal request that consideration be given to the removal of the tree, and its replacement with more colourful plantings.

Yours sincerely

Keith Brownbill
Secretary

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GOVERNANCE

11.6.1 **AUDIT COMMITTEE REPORT**

AUTHOR: General Manager Governance
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to provide Council with draft minutes of the Audit Committee meeting held on 18 April 2011 for information as required under the Audit Committee Charter.

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 - 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 2010 - 2014

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. Ensure that Latrobe City continues to meet the highest standards of financial probity.

Service Provision – Finance Management

Administer financial management, advice and services of Latrobe City Council.

*Legislation – Local Government Act 1989
Section 139 – Audit Committee*

Policy – Audit Policy 11 POL-4

The role of an Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.

4. BACKGROUND

Council operates an Audit Committee in accordance with Section 139 of the *Local Government Act 1989*.

The membership of Council's Audit Committee comprises two externally appointed independent members and two Councillors. The Audit Committee meets four times each year and operates in accordance with Council's Audit Policy and the Audit Committee Charter.

The Audit Committee reports directly to Council and as such draft minutes of all Audit Committee meetings are presented to Council following each Audit Committee meeting.

5. ISSUES

A copy of the draft minutes of the Audit Committee meeting held on 18 April 2011 is attached.

The items reviewed and discussed at the meeting on 18 April 2011 included Adoption and ratification of minutes from 10 February 2011, December 2010 Performance Report, Risk Management Project, Internal Audit Reports update, Bad Debts Reports, VAGO Acquittals Benchmarking, and other matters that were appropriate to keep the Audit Committee informed.

6. FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial or resource implications resulting from this report

7. INTERNAL / EXTERNAL CONSULTATION*Engagement Method Used:*

The Audit Committee comprises two independent members and two Councillors. Both external and internal audit representatives were in attendance at the Audit Committee meeting together with relevant senior staff.

8. OPTIONS

Council has the following options:

1. Council receive and note the report; or
2. Council seek further information in relation to the report.

9. CONCLUSION

A copy of the draft minutes of the Audit Committee meeting held on 18 April 2011 have been provided to Council in accordance with the Audit Policy and the Audit Committee Charter.

10. RECOMMENDATION

That Council receives and notes the Audit Committee draft minutes of the 18 April 2011 Audit Committee meeting.

Moved: Cr Vermeulen

Seconded: Cr Lougheed

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENT

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Audit Committee Meeting
DRAFT Minutes

Monday, 18 April 2011 - Commencing at 11.30 am
Held in Nambur Wariga Room, Headquarters, Morwell

<u>Agenda Item</u>	
Present	Mr Richard McDowell (Chair), Mr Ron Gowland, Cr Ed Vermeulen, Cr Rohan Fitzgerald
In Attendance	Mr Paul Buckley (CEO Latrobe City Council), Cr Bruce Lougheed, Cr Sandy Kam, Ms Carol Jeffs (General Manager Governance), Mr Matthew Rogers (Manager, Finance), Mr Warrick Spargo & Mr Scott Campbell (RSM Bird Cameron), Ms Zemeel Saba (General Manager, Organisational Excellence), Allison Down (Manager Risk & Compliance)
Apologies	Nil
Declaration of Interest	Mr McDowell called for any conflict of interest before the meeting commenced. No conflicts of interest noted.
1. Adoption of Minutes	Mr McDowell moved that the minutes and recommendations from the meeting held on 10 February 2011 be amended as follows: Item 4. Internal Audit - amend child care to include review of cash handling and credit. Involvement of Council staff in Committees and check signatories. Mr McDowell moved: That the minutes of the meeting held on 10 February 2011 be confirmed, as amended. Seconded: Cr Rohan Fitzgerald Carried
2. Actions Arising	Mr McDowell called for any comments regarding the Actions Arising. Actions Arising received. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;">ACTION - Remove completed items from action sheet.</div>
3. December 2010 Performance Report	Mr Buckley spoke to the report and advised that everything is on track The December 2010 Performance Report was noted.

<p>4. Risk Management Project</p>	<p>Ms Jeffs explained the project was progressing well and as planned. It should be noted that the information received by the Audit Committee lags slightly behind that provided to Councillors due to timing of meetings in relation to the project plan.</p> <p>Cr Fitzgerald acknowledged that it was moving in the right direction and it was very good progress.</p> <p>Mr Spargo agreed with Cr Fitzgerald's comments adding that he was looking forward to the next registers and amending the internal audit program.</p> <p>Report was received and noted.</p>
<p>5. Internal Audit Reports Update</p>	<p>Ms Jeffs indicated that internal audit reports were well advanced.</p> <p>Mr Spargo from RSM Bird Cameron provided a summary on the Internal Audit Scopes.</p> <ul style="list-style-type: none"> • IT Review <ul style="list-style-type: none"> - security issues - opportunities for improvements • Childcare <ul style="list-style-type: none"> - cash handling - attendance records (high risk) • Council Reporting <ul style="list-style-type: none"> - no issue identified - some improvement opportunities <p>Discussion was held about the process undertaken particularly regarding interviewing of Councillors for the Council reporting audit. Suggested that earlier distribution of the scope and some preparation for interviewees before interviews are held would be an improvement to the process.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>ACTION - Scopes to be distributed to responsible managers, Councillors and others who may be providing information to auditors earlier.</p> <p>- Childcare follow-up / review - 2 months (attendance records)</p> </div>
<p>6. Bad Debts Reports</p>	<p>Mr McDowell moved:</p> <p>That the bad debts of \$1,323.78 presented to the Audit Committee, be recommended to Council for write off.</p> <p>Seconded: Mr Gowland</p> <p>Carried</p>

<p>7. Audit Recommendation - Status Report 31/03/11</p>	<p>Mr McDowell noted that the size of the report is now reducing. He also noted that the June timeframe is fast approaching.</p> <p>Ms Zaba noted that the IT Draft Recovery Plan is progressing well.</p> <p>Report was received and noted.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>ACTION - Remove completed items from list for future reporting.</p> </div>
<p>8. VAGO Report – Acquittals Benchmarking</p>	<p>Mr McDowell noted that from a Governance & Audit point of view Latrobe is travelling quite well. Indebtedness is an area that remains constant.</p> <p>Mr Buckley noted that the indebtedness ratio reflects treatment of landfill rehabilitation in the accounts that impacts on indebtedness ratio. Latrobe City is one of the few Councils that is currently accounting for this in this manner – so is skewing the results when compared with other regional cities.</p> <p>Report was received and noted.</p>
<p>9. Draft Council Plan</p>	<p>Mr McDowell opened for comment.</p> <p>Ms Zaba gave a brief overview on the time frames of the Draft Council Plan. Adoption expected in early May. Public consultation shortly after.</p> <p>Report was noted.</p>
<p>10. Audit Committee Appointment</p>	<p>Mr Gowland questioned the level of interest received to date.</p> <p>Ms Down indicated the level of interest was low and the advertisement had been extended.</p> <p>Mr McDowell suggested advertising in Melbourne (The Age and The Australian) as well as sourcing the possibility of it being listed in the Institute of Company Directors database.</p> <p>Cr Fitzgerald questioned what the scenario would be should there be no appointment made for a new chair.</p> <p>Mr Buckley suggested that the current chair may be extended in this situation, subject to Mr McDowell's agreement.</p> <p>Mr McDowell agreed with Mr Buckley's comments and added that he would be prepared to stay on for an additional meeting. Mr McDowell further suggested an extension of his appointment be considered to September 2011.</p> <p>Report was noted.</p>
<p>11. Audit Committee Good Practice Guide</p>	<p>Mr McDowell commented that the report highlighted opportunities for improvement. Parties with whom the Audit Committee can meet privately may not be workable and presents some risks..</p> <p>Mr McDowell continued that it is appropriate to endorse suggestions and seek management to prepare a new draft charter.</p>

	<p>Cr Vermeulen added that he believes that the Audit Committee benefits from independent expertise and suggested retention of independent member as chair.</p> <p>Report was received and noted.</p> <p>Mr McDowell moved:</p> <p>To carry out revisions to the Latrobe City Council Audit Charter to ensure that it is consistent with the new Audit Committees Guide and to present the revised charter to the June Audit Committee Meeting, prior to presenting to Council.</p> <p>Seconded: Mr Gowland</p> <p>Carried</p>
<p>12. Project Governance Policy</p>	<p>Mr McDowell opened the item for discussion.</p> <p>Mr McDowell pointed out that he believes there needs to be a review date included at the bottom of ALL policies.</p> <p>Mr McDowell suggested that the policy appeared to be too procedural and there may be benefit in separating out policy statements from procedures.</p> <p>Mr Gowland indicated that he would be of the view that the number of committees is very onerous and time consuming.</p> <p>Cr Vermeulen added that it needed to be made clearer that a reference group should be established for a particular project– remove discretion of project board.</p> <p>Ms Jeffs noted that definitions had been edited following feedback from Councillors. Wording was inserted into dot point number 8. And dot point number 2 had been edited.</p> <p>Mr McDowell suggested a Flow Chart be developed outlining the process.</p> <p>Report was received and noted.</p> <div data-bbox="584 1447 1489 1691" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>ACTION</p> <ul style="list-style-type: none"> - Flow Chart to be developed and presented to Management. - Flow Chart presented to Audit Committee. - Policy to be redrafted to separate policy statements from operational procedures. </div>
<p>13. Asset Accounting Policy</p>	<p>Cr Fitzgerald suggested to remove ‘experience council officer’ from page 2 of 4 - bottom paragraph.</p> <p>Mr Gowland suggested that 5 years was too long for office equipment such as computers. Computers should be reviewed more frequently.</p> <p>Mr McDowell suggested IT be listed as a separate item and changed to 2-10 years.</p> <p>Report was received and noted.</p>

	<p>ACTION - Include suggested changes.</p>
<p>14. Procurement Policy</p>	<p>Cr Fitzgerald suggested that the policy needs to make reference to the Victorian Government Purchasing Board Guidelines.</p> <p>Mr McDowell suggested the policy & procedures should be separate documents. Needs to indicate that the policy should be read in conjunction with the procedure.</p> <p>Mr Buckley suggested that Section 186a needs to be checked in the Local Government Act.</p> <p>Mr McDowell commented that officers need to be aware that policy and procedure should be separate in the future.</p> <p>Report was received and noted.</p> <p>ACTION Check Section 186a in Local Government Act</p>
<p>15. Tendering Policy</p>	<p>Report was received and noted.</p> <p>Mr McDowell moved:</p> <p>That the Audit Committee recommends that Council revoke the Tendering Policy.</p> <p>Seconded: Cr Fitzgerald</p> <p>Carried</p> <p>ACTION - Revoke the Tendering Policy</p>
<p>16. Audit Policy</p>	<p>Report was received and noted.</p> <p>Mr McDowell moved:</p> <p>That the Audit Committee recommends that Council adopt the proposed Audit Policy version 11 POL-4.</p> <p>Seconded: Cr Fitzgerald</p> <p>Carried</p>
<p>17. Investment Policy</p>	<p>Cr Fitzgerald suggested adoption of the policy be deferred. Needs to be more descriptive and should be benchmarked against Best</p>

	<p>Practice.</p> <p>Cr Vermeulen sought clarification about who was responsible for deciding on Latrobe City Council's investments.</p> <p>Mr Rogers responded that Latrobe City Council's Accounting Team were responsible for deciding on investments.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>ACTION</p> <ul style="list-style-type: none"> - Benchmark policy against Best Practice. - Bring guidelines into principals - attach guidelines. - Bring raised policy back to Audit Committee for review. </div>
<p>18. Local Government Inspectorate</p>	<p>Mr Buckley provided an update.</p> <p>Mr McDowell indicated there was a clear message around the opportunity for continued review. External Governance is becoming greater.</p> <p>Mr Spargo noted that they try to ensure they do not double up.</p>
<p>19. Conflict of Interest - A Guide for Councillors</p>	<p>Mr McDowell commented that it was a good document providing good guidance for Councillors.</p> <p>Mr Buckley noted that it was important that the message regarding CEO advice gets through.</p> <p>Cr Vermeulen added that there was no substitute for Councillors getting their own independent advice.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>ACTION</p> <ul style="list-style-type: none"> - Provide feedback to say that the suggestion of getting help from the CEO or other experienced officer places an undue burden on the officer. </div>
<p>Other</p>	<p>Ms Jeffs distributed the VAGO Audit Strategy report for comment.</p> <p>Report was received and noted.</p> <p>Mr Buckley raised the issue of the Morwell Land Movement. Contingent Liability.</p>
<p>Next Meeting</p>	<p>The date for the next meeting is Thursday 16 June 2011.</p> <p>Mr Rogers noted that there will be an additional Audit Committee Meeting to consider Draft Budget however this will be moved to Monday, 23 or Tuesday 24 May 2011 at 5.00 pm - 6.00 pm. Mr Rogers indicated contact would be made in the near future to determine the final date of this meeting.</p> <p>There being no further business, the meeting closed at 1.00 pm.</p>

11.6.2 OFFICER DELEGATIONS REVIEW

AUTHOR: General Manager Governance
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to seek Council's adoption of the S6. *Instrument of Delegation to Members of Council Staff* [11 DEL-1] ("the Instrument").

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 – 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 2010 - 2014

Strategic Directions –

Delegate appropriately and make sound decisions having regard to legislative requirement, 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.

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. This Instrument incorporating the updated Schedule is presented for consideration as Attachment 1.

At the Ordinary Council Meeting held on 22 November 2010, Council adopted *S6. Instrument of Delegation to Members of Council Staff* [10 DEL-2] in response to the Latrobe 2026 Restructure. It was necessary to revise the Schedule to the Instrument of Delegation at that time to ensure that nominated officers would be duly delegated and able to function within their designated roles under the new structure from 1 December 2010. However, no amendments due to any changes in legislation were proposed or considered under that review process.

Council last undertook a comprehensive legislative review of Officer Delegations in July 2010. Due to legislative changes since then it is appropriate for Council to comprehensively review the *S6. Instrument of Delegation to Members of Council Staff* document.

5. **ISSUES**

There have been are a number of legislative changes since the last comprehensive legislative review was undertaken that affect the Schedule to the current *S6. Instrument of Delegation to Members of Council Staff*.

Significant changes include:

- Major amendments to the *Residential Tenancies Act 1997* in addition to the commencement of the new *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*;
- amendments to the *Environment Protection Act 1970*; and
- amendments to the *Food Act 1984*.

Changes requiring additional powers, duties and functions to be delegated with respect to other Acts include:

- new sections 201UAB(1) and (2) of the *Planning and Environment Act 1987* in relation to providing the Growth Areas Authority with information relating to any land within the municipal district;
- *Road Management Act 2004*; and
- Division 2 of Part 4 of the *Rail Safety Act 2006* – the provisions concern councils in their capacities as relevant road managers.

As such, it is necessary to update the Instrument to enable the delegated officers to undertake certain duties and functions that are requirements of their role.

Accordingly, revised draft *S6. Instrument of Delegation to Members of Council Staff* [11 DEL-1] and the Schedule thereto are now presented to Council for consideration.

6. FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications as a result of this report.

7. INTERNAL / EXTERNAL CONSULTATION

Engagement Method Used:

Internal communications with staff were undertaken in 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

Legislative changes require the Instrument to be reviewed and updated from time to time.

The Instrument has now been reviewed and includes the legislative changes since July 2010.

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-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.

Moved: Cr Lougheed

Seconded: Cr O'Callaghan

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-1]



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 27 June 2011>; and
 - 2.2 on the coming into force of this Instrument of Delegation, the S6. *Instrument of Delegation to Members of Council Staff* [10 DEL-2] 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:)

PAUL BUCKLEY – *Chief Executive Officer*

SCHEDULE

DRAFT

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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 ^o	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 ^o	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-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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

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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

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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

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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

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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

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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

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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

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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)	Senior Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Planning Administration 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

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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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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

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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	Senior 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 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	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
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

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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 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
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

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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 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.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(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

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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 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	Senior Planning Administration Officer		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	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	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
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	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

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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 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
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	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	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

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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	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
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Senior Planning Administration Officer		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	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	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
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Senior Planning Administration Officer		Built & Natural Environment

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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	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
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

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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 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	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
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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	Senior 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 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	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	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
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	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

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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 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)	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	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
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)	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	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

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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 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	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)	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	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

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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 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	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	Senior Planning Administration 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	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
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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Senior Planning Administration Officer		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)	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(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

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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 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	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	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	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	Trainee 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	General Manager Built & Natural Environment		Built & Natural Environment

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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	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	Trainee Planner		Built & Natural Environment
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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
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

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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 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	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 refuse 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
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	Senior Planning Administration 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 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	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	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	Trainee Planner		Built & Natural Environment
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)	Senior 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 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)	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

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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 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	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
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	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	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

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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 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	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)	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

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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 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	duty to issue the permit where made a decision in favour of the application (if no one has objected)	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)	Trainee 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	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	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	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

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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 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
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	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	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	Trainee Planner		Built & Natural Environment
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Senior Planning Administration Officer		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
Planning and Environment Act 1987	s.69(2)	power to extend time	General Manager Built & Natural Environment		Built & Natural Environment

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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	Senior Planning Administration Officer		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	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	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	Senior Planning Administration Officer		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	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
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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	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	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
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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	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
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	Trainee Planner		Built & Natural Environment

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	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
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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	Senior Planning Administration Officer		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	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
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior 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 Administration 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	Senior 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 Administration Officer		Built & Natural Environment

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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
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	Senior Planning Administration Officer		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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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
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	Senior Planning Administration Officer		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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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	Senior 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 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	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	Senior Planning Administration 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	Planning Administration 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

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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 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
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	Senior 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 Administration 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	Senior Planning Administration Officer		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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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
Planning and Environment Act 1987	s.97MH	duty to provide assistance to the development assessment committee	Senior Planning Administration Officer		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	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	Senior 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 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	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

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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 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

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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 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	Senior 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 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	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	Senior 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 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	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
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

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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 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
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

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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 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
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

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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 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
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

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ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
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	Senior Planning Administration Officer		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	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	Senior Planning Administration 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

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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	Senior 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 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	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

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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	Senior Planning Administration Officer		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	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	Senior 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 Administration 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
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	Senior Planning Administration Officer		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	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

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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	Senior Planning Administration Officer		Built & Natural Environment
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Planning Administration 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	Senior Planning Administration Officer		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	Trainee Planner		Built & Natural Environment
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

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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 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
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

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ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
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
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

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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
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

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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	Senior Planning Administration Officer		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	Trainee Planner		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
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)	Senior Planning Administration 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)	Planning Administration 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

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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)
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
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

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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	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
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

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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	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
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

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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	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
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

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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	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
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

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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	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
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

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
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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
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

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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	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
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

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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	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
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

Council Resolution: <Date>

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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	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
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

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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	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
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

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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	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
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

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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	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
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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 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
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

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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 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
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

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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 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
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

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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 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
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

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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
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

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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
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

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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	Senior 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 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 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	Senior 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 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	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	Senior 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 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	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

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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
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	Senior 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 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	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	Senior 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 Administration 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	Senior 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 Administration Officer		Built & Natural Environment

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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
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	Senior 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 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	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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

Council Resolution: <Date>

Effective: <Date>

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 (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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ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION (2026 restructure)
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

S6. Instrument of Delegation to Members of Council Staff (11 DEL-1) - SCHEDULE

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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)
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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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.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

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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

11.6.3 **AUTHORISATION OF COUNCIL OFFICER UNDER THE
PLANNING AND ENVIRONMENT ACT**

AUTHOR: General Manager Governance
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is for Council to consider specifically authorising the incumbent Coordinator Statutory Planning in his own right pursuant to section 147 of the *Planning and Environment Act 1987*.

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 – Regulation and Accountability

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Latrobe City Council Plan 2010 - 2014

Strategic Direction – Regulation and Accountability

Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

Service Provision – Legal Services

Administer legal advice and services for Latrobe City Council.

Legislation –

Local Government Act 1989

Planning and Environment Act 1987

Section 224 of the *Local Government Act 1989* allows the following:

224. Authorised officers

- (1) *A Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.*
 - (a) *A Council must maintain a register that shows the names of all people appointed by it to be authorised officers.*
- (2) *The Council must issue an identity card to each authorised officer.*
- (3) *An identity card must—*
 - (a) *contain a photograph of the authorised officer; and*
 - (b) *contain the signature of the authorised officer; and*
 - (c) *be signed by a member of Council staff appointed for the purpose.*

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

- (4) *Any reference in this Act to an authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

However, Section 188(2)(c) of the *Planning and Environment Act 1987* stipulates that Council cannot delegate the power to authorise officers for the purposes of enforcing that Act:

188. Planning authorities and responsible authorities may delegate powers

- (1) *A planning authority or responsible authority other than the Minister may by instrument delegate any of its powers, discretions or functions under this Act to—*
 - (a) *a committee of the authority; or*
 - (b) *an officer of the authority; or*
 - (c) *the Growth Areas Authority; or*
 - (d) *the Chief Executive Officer of the Growth Areas Authority.*
- (2) *Subsection (1) does not apply to—*
 - (a) *the powers of a planning authority under sections 28, 29 and 191 and subsection (1); and*

- (b) *the powers of a responsible authority under sections 125, 171(2)(b), (c), (d) and (e), 172 and 191 and subsection (1); and*
- (c) *the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.*

4. **BACKGROUND**

By authorising officers, a council is authorising a person to a particular statutory position. Once a person is authorised by Council, that person has the powers of that statutory position; as distinct from being delegated the power of the Council.

Authorisations are different from delegations as delegations involve the Council giving its powers to members of staff who then act on behalf of Council. Persons authorised by Council to hold a statutory position are acting as holders of statutory powers; they are not acting as delegates or on behalf of the Council. Their powers and responsibilities are different to the powers and responsibilities of the Council.

Therefore it is important, for the proper functioning of the Council, to authorise officers generally under the *Local Government Act 1989* and specifically under other appropriate Acts.

For this reason, Latrobe City Council subscribes to the Maddocks Delegations and Authorisations Service. This Service updates the organisation on legislative amendments and requirements and provides appropriate Instrument templates for our use.

5. **ISSUES**

Currently Council has a number of persons authorised to act in various statutory positions.

At the Ordinary Meeting on 20 September 2010, Council resolved to personally appoint and authorise 23 officers within the Built and Natural Environment division as Authorised Officers specifically for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act. Since that time, Council has personally appointed and authorised the Statutory Planning Enforcement Officer and the Coordinator Statutory Planning in their own right.

Brett McGennisken has now been appointed to the substantive position of Environmental Planner.

It is therefore necessary and appropriate for Council to personally appoint and authorise Brett McGennisken specifically under section 147(4) of the *Planning and Environment Act 1987* and generally under section 232 of the *Local Government Act 1989* to enable him to fulfil the duties and functions of this role.

Accordingly, the attached S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) has been prepared and is now presented for consideration by Council.

6. FINANCIAL AND RESOURCES IMPLICATIONS

There is no cost to Council in authorising various powers and functions.

7. INTERNAL / EXTERNAL CONSULTATION

Engagement Method Used:

Internally, senior Planning staff have been consulted in relation to the nomination of the officer for appointment.

Details of Community Consultation / Results of Engagement:

No external consultation has been undertaken.

8. OPTIONS

Council has the following options in relation to the authorisation of the nominated officer:

1. Authorise the nominated officer in accordance with the attached Instrument;
2. Not specifically authorise the nominated officer under the *Planning and Environment Act 1987* which may impede his ability to fully perform his expected duties.

9. CONCLUSION

The *Planning and Environment Act 1987* requires direct authorisation from Council to council officers in order to perform certain statutory duties.

By authorising the nominated officer specifically under the *Planning and Environment Act 1987* and generally under section 232 of the *Local Government Act 1989*, Council will ensure that the nominated officers are able to fully perform their duties under each Act.

10. RECOMMENDATION

In exercise of the powers conferred by Section 224 of the *Local Government Act 1989* and Section 147(4) of the *Planning and Environment Act 1987* Council resolves —

1. That Brett McGennicken be appointed and authorised as an Authorised Officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.
2. That the Chief Executive Officer is authorised to sign and seal the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as presented.
3. That the S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately the common seal of Council is affixed.

Moved: Cr Lougheed

Seconded: Cr Gibson

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENT

.

Maddocks Delegations and Authorisations

S11A. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



Latrobe City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

June 2011

Authorised Officer: **Brett McGenniken**

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 23 May 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 5 April 2011 and 14 June 2011:

Date:	Assembly Details / Matters Discussed:	In Attendance:	Conflicts of Interest Declared:
5 April 2011	Climate Change Consultative Committee Meeting Climate change issues affecting Latrobe City	Cr Lisa Price Kevin Roberts	NIL
30 May 2011	Issues & Discussion Session Tonight's Presentations: Gaskin Park Reserve Master plan John Glossop Reports - Decision Making Review and Medium Density Housing Previous Presentations; Future Presentations; Outstanding Issues; Reports: 2011/2012 Community Grants Program Schedule; Unsealed Road Pavement Wearing Course Trial in Black Tank Road, Glengarry;	Cr Gibson, Cr Kam, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan, Cr Vermeulen, Cr White Paul Buckley, Michael Edgar, Carol Jeffs, Allison Jones, Peter Quigley, Zemeel Saba, Grantley Switzer, Allison Down, Jayne Emans	NIL
31 May 2011	Climate Change Consultative Committee meeting Climate change issues affecting Latrobe City	Cr Ed Vermeulen Kevin Roberts, Deirdre Griepsma	NIL

Date:	Assembly Details / Matters Discussed:	In Attendance:	Conflicts of Interest Declared:
1 June 2011	<p>Tourism Advisory Board Meeting</p> <p>General reports for LCBTA, Tourism Coordinator, VIC and Events. Other items discussed include weather segments televised on morning shows filmed in Latrobe City improved road signage, attracting the conference market.</p>	Cr Darrell White, David Elder, Geoff Hill, Linda Brock and Shannyn Kiss	NIL
8 June 2011	<p>Latrobe City Cultural Diversity Reference Committee</p> <p>Cross Cultural Awareness Training Session for Council Staff Purpose Built Multicultural Hall Cultural Diversity Week Activities 2012 "Talking With" not "Talking to" – Sudanese Leadership Dialogues joint project Review of Terms of Reference and Committee Membership Latrobe Settlement Committee update Latrobe City Cultural and Linguistic Diversity Action Plan (2010 – 2013) Federation of Ethnic Communities Councils Australia (FECCA) policy on people with disability from multicultural community backgrounds. 15th Anniversary of the Statue of St John the Baptist is happening on 19 June at St Kieran's Church Moe. Latrobe New Arrivals Driver Education Program Don DiFabrizio's book about his experiences with the Falcons Soccer Club GippsTAFE program for Russian women Churchill Harmony Group</p>	Cr Lisa Price and Cr Sandy Kam	NIL
14 June 2011	<p>Issues & Discussion Session</p> <p>Tonight's Presentations: Development Plan Assessment Process Previous Presentations; Future Presentations; Upcoming Significant Items; New Issues; Outstanding Issues; Reports: 8.2.1 Gippsland Local Government Network CEO Meeting – Minutes of 20 May 2011; 8.4.1 No Charge Waste Services – Update 2011; 8.7.1 Public Holidays Amendment Bill 2011; 8.7.3 – Morwell Land Movement – Update;</p>	Cr Gibson, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan, Cr Price, Cr Vermeulen, Cr White Paul Buckley, Michael Edgar, Allison Jones, Tom McQualter, Peter Quigley, Zemeel Saba, Grantley Switzer	NIL

4. RECOMMENDATION

That Council note this report.

Moved: Cr Lougheed

Seconded: Cr Gibson

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENTS

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for Explanation/Guide Notes}.

Assembly details: Climate Change Consultative Committee meeting

Date: 5 April 2011 **Time:** 7-9 pm

Assembly Location: Macfarlane Burnet Room, Latrobe City Service Centre, Kay Street, Traralgon,

In Attendance:

Councillors: Cr Lisa Price

Officer/s: Kevin Roberts

Matter/s Discussed: Climate change issues affecting Latrobe City

Are the matters considered confidential under the Local Government Act: No

Conflict of Interest Disclosures: (refer 3. over page)

Councillors: None

Officer/s: None

Times that Officers / Councillors left/returned to the room: Noone left during the meeting

Completed by: Kevin Roberts

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 in writing 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 & Discussion Session

Date: Monday, 30 May 2011 **Time:** 6.00pm

Assembly Location: Nambur Wariga Meeting Room, Latrobe City Council Offices,
Commercial Road, Morwell.....

In Attendance:

Councillors: Cr Gibson, Cr Kam, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan,
Cr Vermeulen, Cr White.....

Officer/s: Paul Buckley, Michael Edgar, Carol Jeffs, Allison Jones, Peter Quigley,
Zemeel Saba, Grantley Switzer, Allison Down, Jayne Emans.....

Matter/s Discussed:

Tonight's Presentations:

Gaskin Park Reserve Master plan

John Glossop Reports - Decision Making Review and Medium Density Housing

Previous Presentations; Future Presentations; Outstanding Issues;

Reports: 2011/2012 Community Grants Program Schedule; Unsealed Road

Pavement Wearing Course Trial in Black Tank Road, Glengarry;

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:

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:

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- 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:

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*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.*

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- the Council; or
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- 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 in writing 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

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details: Climate Change Consultative Committee meeting

Date: 31 May 2011 **Time:** 7-9 pm

Assembly Location: Macfarlane Burnet Room, Latrobe City Service Centre, Kay Street, Traralgon,

In Attendance:

Councillors: Cr Ed Vermeulen

Officer/s: Kevin Roberts, Deirdre Griepsma

Matter/s Discussed: Climate change issues affecting Latrobe City

Are the matters considered confidential under the Local Government Act: No

Conflict of Interest Disclosures: (refer 3. over page)

Councillors: None

Officer/s: None

Times that Officers / Councillors left/returned to the room: Noone left during the meeting

Completed by: Kevin Roberts

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*):

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- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

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- 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:

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- the Council; or
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- 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)

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Section 80B

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing.

Assembly details: Tourism Advisory Board Meeting

Date: Wednesday 1 June 2011

Time: 5.30pm

Assembly Location: Nambur Wariga Meeting Room, Latrobe City Council Headquarters, Commercial Road, Morwell

In Attendance:

Councillors: Cr Darrell White,

Officer/s: David Elder, Geoff Hill, Linda Brock and Shannyn Kiss.

Matter/s Discussed: General reports for LCBTA, Tourism Coordinator, VIC and Events. Other items discussed include weather segments televised on morning shows filmed in Latrobe City improved road signage, attracting the conference market.

Are the matters considered confidential under the Local Government Act: No

Conflict of Interest Disclosures: (refer 3. over page)

Councillors: NA

Officer/s: NA

Times that Officers / Councillors left/returned to the room: Nil

Completed by: Linda Brock

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:

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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:

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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:

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for Explanation/Guide Notes}.

Assembly details: Latrobe City Cultural Diversity Reference Committee

Date: Wednesday, 8 June 2011

Time: 5.30 pm

Assembly Location: Nambur Wariga Room, Latrobe City Headquarters, 141 Commercial Road Morwell

In Attendance:

Councillors: Cr Lisa Price and Cr Sandy Kam

Officer/s: Heather Farley and Teresa Pugliese

Matter/s Discussed:

Cross Cultural Awareness Training Session for Council Staff

Purpose Built Multicultural Hall

Cultural Diversity Week Activities 2012

“Talking With” not “Talking to” – Sudanese Leadership Dialogues joint project

Review of Terms of Reference and Committee Membership

Latrobe Settlement Committee update

Latrobe City Cultural and Linguistic Diversity Action Plan (2010 – 2013)

Federation of Ethnic Communities Councils Australia (FECCA) policy on people with disability from multicultural community backgrounds.

15th Anniversary of the Statue of St John the Baptist is happening on 19 June at St Kieran’s Church Moe.

Latrobe New Arrivals Driver Education Program

Don DiFabrizio’s book about his experiences with the Falcons Soccer Club

GippsTAFE program for Russian women

Churchill Harmony Group

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: Teresa Pugliese

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:

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- 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.”

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Brief Explanation:

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3. Section 80A and 80B requirements (re: Conflict of Interest):

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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:

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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;
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Assembly of Councillors Record

Assembly details: Issues & Discussion Session

Date: Tuesday, 14 June 2011 **Time:** 6.00pm

Assembly Location: Nambur Wariga Meeting Room, Latrobe City Council Offices,
Commercial Road, Morwell.....

In Attendance:

Councillors: Cr Gibson, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan, Cr Price,
Cr Vermeulen, Cr White.....

Officer/s: Paul Buckley, Michael Edgar, Allison Jones, Tom McQualter, Peter Quigley,
Zemeel Saba, Grantley Switzer

Matter/s Discussed:

Tonight's Presentations:

Development Plan Assessment Process

Previous Presentations; Future Presentations;

Upcoming Significant Items; New Issues; Outstanding Issues;

Reports:

8.2.1 Gippsland Local Government Network CEO Meeting – Minutes of 20 May 2011;

8.4.1 No Charge Waste Services – Update 2011;

8.7.1 Public Holidays Amendment Bill 2011;

8.7.3 – Morwell Land Movement – Update;

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*):

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- 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 in writing 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 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

2010/376	Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Yurrugar Pty Ltd as the Owner of Land contained in Certificates of Title Volume 10406 Folio 512 and Volume 10391 Folio 768 being Lots 2 and 3 on PS 343525X situated at 150 Tyers Road, Traralgon pursuant to Condition 2 of Planning Permit No. 2010/376 issued 06/04/11 for a 2-lot re-subdivision Subdivision providing that the Land 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 Yurrugar Pty Ltd as the Owner of Land contained in Certificates of Title Volume 10406 Folio 512 and Volume 10391 Folio 768 being Lots 2 and 3 on PS 343525X situated at 150 Tyers Road, Traralgon pursuant to Condition 2 of Planning Permit No. 2010/376 issued 06/04/11.**

Moved: Cr Lougheed

Seconded: Cr Gibson

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:

	ITEMS	NATURE OF ITEM
15.1	ADOPTION OF MINUTES	(h) other
15.2	CONFIDENTIAL ITEMS	(h) other
15.3	ASSEMBLY OF COUNCILLORS	(h) other
15.4	SUPPLY OF ELECTRICITY AND ASSOCIATED SERVICES CONTRACT EXTENSION	(d) contractual matters
15.5	ITT 12949 - PROVISION OF HOME MAINTENANCE AND HOME GARDENING DUTIES	(d) contractual matters
15.6	ITT 12957 - PROVISION OF ACCEPTANCE AND PROCESSING OF RECYCLABLES	(d) contractual matters

15.7	ITT 12947 - PROVISION OF ACCEPTANCE AND PROCESSING OF ORGANIC WASTE	(d) contractual matters
15.8	REQUEST FOR EXEMPTION FROM TENDER FOR NEWSPAPER ADVERTISING SERVICES	(d) contractual matters
15.9	ITT 12958 - PROVISION OF PLANT HIRE	(d) contractual matters
15.10	PROPOSED SALE OF LAND - FRANKLIN STREET TRARALGON	(e) proposed developments
15.11	AUDIT COMMITTEE APPOINTMENTS	(a) personnel matters

Moved: Cr Lougheed

Seconded: Cr Gibson

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

Meeting Closed to the Public

The Meeting closed to the public at 8.30 PM.

14. TEA BREAK**Adjournment of Meeting**

The Mayor adjourned the Meeting at 8.30 PM for a tea break.

Resumption of Meeting

The Mayor resumed the Meeting at 8.45 PM.

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED
CLOSED AT 8.54 PM.**

**I CERTIFY THAT THESE MINUTES COMPRISE OF 805 PAGES IN TOTAL
AND THAT THEY HAVE BEEN CONFIRMED.**

MAYOR: _____

DATE: _____