LATROBE CITY COUNCIL

AGENDA FOR THE COUNCIL MEETING

TO BE HELD IN KERNOT HALL, MORWELL AND VIA AUDIO-VISUAL LINK AT 6:00 PM ON 28 SEPTEMBER 2026 CM639

Please note:

Opinions expressed or statements made by participants are the opinions or statements of those individuals and do not imply any form of endorsement by Council.

By attending a Council Meeting via audio-visual link those present will be recorded or their image captured. When participating in the meeting, consent is automatically given for those participating to be recorded and have images captured.

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Community members that register to observe or speak at this meeting, must adhere to the protocols of the meeting, to ensure we can extend the appropriate courtesy and respect throughout the meeting. Please adhere to the following:

- If you arrive late, quietly enter the Chamber.
- Don’t move about unnecessarily.
- If you have registered to speak, adhere to the speaking times and any instructions from the Chair.
- Remain quiet while the meeting is in progress, and don’t interject, applaud, converse, or take part in debate.
- Don’t harass those attending the meeting, including Councillors, officers and other visitors.
- Remember that photography or any audio or audio-visual recording of the meeting is prohibited.
- Switch off or change your mobile devices to silent mode when in the Chamber.

1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

I would like to acknowledge that we are meeting here today on the traditional land of the Brayakaulung people of the Gunaikurnai nation and I pay respect to their elders past and present.

If there are other Elders present I would also like to acknowledge them.

2. MOMENT OF REFLECTION

(no requirement for people to stand)

Before we proceed with the agenda, I invite everyone to observe a minute of silence to reflect on our responsibility to the community we serve. Let us take this time to consider the impact of our decisions and to maintain a spirit of collaboration and respect. Please take this time in your own way.

3. APOLOGIES AND LEAVE OF ABSENCE

4. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirms the minutes of the Council Meeting held on 24 August 2026.

5. DECLARATION OF INTERESTS

6. ACKNOWLEDGEMENTS

Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.

7. PUBLIC PARTICIPATION TIME

Public Questions on Notice

In accordance with the Governance Rules, members of the public can lodge a question on notice by no later than midday one business day before the Council meeting in order for the question to be answered at the meeting.

Public Speakers

An opportunity for members of the public to speak to an item on the agenda will be made available by necessary means. To participate, members of the public must have registered before 12noon on the day of the Council meeting.

NOTICES OF MOTION

8. NOTICES OF MOTION

Nil

STRATEGIC ITEMS FOR DECISION

9. STRATEGIC ITEMS FOR DECISION

Item Number 9.1 28 September 2026 Infrastructure and Sustainability

MOE GARDENS CARAVAN PARK COMPLIANCE AUDIT OUTCOMES AND OPTIONS FOR NEXT STEPS

PURPOSE

To present to Council the outcomes of the recently completed compliance audit of the infrastructure at the 1 Mitchells Road, Moe, site of the Moe Gardens Caravan Park (the Park) and seek endorsement to undertake a community consultation process and an EOI process for a potential new operator.

EXECUTIVE SUMMARY

- Following a community consultation process in late 2025 and a subsequent report in February 2026, Council committed to complete a compliance audit to understand the state of the infrastructure at the Park, before making any long-term decisions on the future of the Park.
- Whilst the compliance audit has been completed a 12-month extension was provided to the current operators lease agreement.
- The compliance audit (**Attachment 1**) has been completed by an independent third-party consultant with expertise in the caravan / tourism park industry.
- The compliance audit considered the Park in reasonable condition, but did identify some immediate, minor and major capital investments that are required for compliance and safety of the Park and some more significant investments that are not of an urgent nature but will need to be addressed should the Park remain open.
- Given the reasonable condition of the assets on site and the limited alternative accommodation options, officers recommend undertaking a community consultation piece regarding the intention to enter into a new long term lease and that Council commence an EOI process to identify a new operator to commence from June 1, 2027.

OFFICER'S RECOMMENDATION

That Council:

1. **notes the Moe Gardens Caravan Park compliance audit report (Confidential Attachment 1);**
2. **in accordance with section 115 of the *Local Government Act 2020* and Council's Community Engagement Policy, commences a community engagement process regarding Council's intention to consider the issuing of a long-term lease for the operation of the Moe Gardens Caravan Park;**
3. **following the commencement of the community engagement process, undertakes an Expression of Interest process to identify a potential future operator of the Moe Gardens Caravan Park to inform any future lease agreement;**
4. **notes that no decision will be made regarding the appointment of an operator or the issuing of any lease until the community engagement and Expression of Interest processes have been completed and considered by Council; and**
5. **receives a further report detailing:**
   - **a) any submissions from the community engagement process;**
   - **b) the outcome of the Expression of Interest process; and**
   - **c) a recommendation regarding the future of the Moe Gardens Caravan Park.**

BACKGROUND

The Park, that is situated at 1 Mitchells Road, Moe, is Crown land with Council the appointed Committee of Management. The operations of the Park are delivered by a third party operator, who has a lease agreement with Council which was initially set to expire 31 May 2026.

In late 2025, Council completed a community engagement campaign to understand the community's sentiment towards the Park. The results of the engagement indicated that there was strong support for it to remain as a caravan park.

A further report was presented to Council in February 2026, and the current operator's agreement was extended until 31 May 2027, allowing time for an assessment of the existing infrastructure within the Park to inform a decision on its future.

Council engaged with a consultant with extensive experience in the caravan park industry, Sustainable Park Solutions, to undertake a comprehensive compliance audit of the Park (**Confidential Attachment 1**). The audit aimed to identify the current condition of the existing infrastructure within the Park and any critical investments required to keep the Park safe.

ANALYSIS

Overall, the compliance audit considers the Park to be in reasonable condition, with some immediate actions already completed as well as some minor and more major investments required into the future.

The minor works include addressing some circulation issues around the Park and at several sites, along with some plumbing works, however the Park can continue to operate in the short term.

There are some more extensive investments required for major improvements, such as the amenities block and caretakers residents and office, however these are proposed to be addressed through a capital investment plan with a new operator, should an appropriate offer be received through the EOI process.

Based on the overall condition of the Park, there are two viable options available for Council:

1. Retain the Park
2. Close the Park

Option 1. Retain the Park

Should Council wish to retain the Park, the only viable delivery model is through a separate third-party operator. Council is not resourced or equipped to deliver this service internally.

To facilitate this, Council would be required to offer a long-term lease (20 years) to be commercially appealing and attract an external operator who is willing to make their own capital investments into the facility along with Council.

Based on the existing infrastructure on-site and the proximity of natural attractions, the most viable type of caravan park would be a mix of temporary worker accommodation, existing permanent site holders and short-stay holiday accommodation to support local event delivery.

Before entering into any new agreement, Council would be required to demonstrate an open and transparent process to satisfy the requirements of DEECA. Council would also need to satisfy the community engagement requirements of the *Local Government Act 2020.* An operator EOI and community consultation would underpin those processes.

Option 2. Close the Park

Council has the option to cease operations as of 31 May 2027.

There are currently 29 permanent individuals, who are living at the Park ongoing, which presents several risks to Council:

- Reputational: disadvantaging some of the community's more disadvantaged even further.
- Financial: the costs to remove the existing infrastructure from the site and make the site safe would be extensive.
- Strategic: the community engagement from 2025 indicated strong community support for Council to retain the Park.
- Strategic: the Council Plan identifies supporting housing supply and closure of the site would be working against the intention of this identified priority.

Further work would be required to understand the options available in relation to re-homing the 29 permanent residents and the direct costs associated with this work.

Given the impacts, risks and unknown costs associated with Option 2, it is officers' opinion that Option 1 is a better outcome for the community and Council, noting the results of the previous consultation process undertaken.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Forced closure of the Park after a new lease agreement is entered if an infrastructure failure occurs.	**Medium** *Likely x Moderate*	Develop an understanding of the risks of the Park and the best treatments based on industry guidelines as part of the compliance audit.

RISK	RISK RATING	TREATMENT
FINANCIAL Council is required to fund critical infrastructure upgrades that were unknown and unallocated in budget processes.	**High** *Likely x Major*	The different operating models presented by the consultant have identified investment treatments for the delivery of capital improvements.
STRATEGIC Significant issues occurring on the site should Council opt to maintain the Park with inhouse resourcing without appropriate skills and experience.	**High** *Likely x Major*	Caravan Park management is delivered via a third-party operator with extensive experience and expertise in delivering similar services.

CONSULTATION

The community engagement process will be delivered in alignment with Council's community engagement policy and the *Local Government Act 2020*.

The following activities will be completed as part of the community consultation process:

- Public Notice published in the Latrobe Valley Express;
- Public Notice published on Latrobe City Council's website;
- 'Have Your Say' campaign on Council's online engagement platform.

The community consultation campaign will run for a minimum of four weeks with all submissions being presented to Council at the conclusion of the campaign

COMMUNICATION

Other tenants within the Joe Tabuteau Reserve and regular users of the recreation spaces within the reserve will be directly contacted via email to advise of the community engagement process being undertaken.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The future of the Park and any potential changes to the community members that are using the site as their primary place of residence is being taken into account.

Cultural

N/A

Health

The health and safety of those currently residing at the Park and those visiting the Park was a primary motivation to complete the compliance audit.

Environmental

N/A

Economic

The retention of the site as a caravan park is considered beneficial to support local event attraction and delivery. The site is often used to support temporary worker accommodation as well that assists in beneficial economic impacts.

Financial

Should the Park remain open, and a new tenant be appointed, a new agreement will require a capital investment contribution as well as a rental fee.

Any future rental amount will be supported by a valuation as required by the *Local Government Act 2020* and negotiated with the new tenant.

All minor works that have been identified in the compliance audit will be funded from the Property reserve budget.

Attachments

1. Compliance Audit Outcomes (Published Separately)

   This attachment is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
   (i) relates to trade secrets; or
   (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Disclosing information that may impact future EOI process.

MOE RACING CLUB - REQUEST FOR A NEW LONG-TERM LEASE

PURPOSE

To present a request from the Moe Racing Club for a new long-term lease (20 years) and seek Council endorsement to undertake community engagement in line with the requirements of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- The Moe Racing Club (MRC) occupies land located within the Joe Tabuteau Reserve on Waterloo Road, Moe (as shown in **Attachment 1**), is on Crown land and Council is the appointed Committee of Management (CoM).
- The current Moe Racing Club has been in occupation of the site since 1945 however the earliest known racing at the site occurred in 1890, and the tenure of the site was inconsistent until 1945.
- The MRC has been leasing the occupied area but has recently undertaken a process to purchase a portion of the Crown allotment on which they are located. This process is nearing completion and subsequently the Club has requested a new 20 year lease that reflects an updated lease plan (**Attachment 2**).
- The requested new lease area is primarily the racetrack and the stables, along with some other areas that are all currently within the existing lease plan boundary.
- After reviewing the request, officers are supportive of undertaking community consultation to understand the impacts of this request on the wider community.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with Section 115 of the *Local Government Act 2020* and Council's Community Engagement Policy, gives public notice of its intention to enter a long-term lease with the Moe Racing Club; and**
2. **upon completion of the community consultation and assessment of any submissions received, receives a further report for consideration and decision.**

BACKGROUND

The MRC occupies land located within the Joe Tabuteau Reserve on Waterloo Road, Moe. The whole site (except for the Moe Bowling Club) is Crown land, and Council is the appointed CoM for the site as shown in **Attachment 1**.

The site is home to the MRC as well as the Moe Gardens Caravan Park, Moe Equestrian Club, Latrobe Valley Beekeepers Association, Moe Apex Club as well as the Moe Apex Park.

The current MRC has been in occupation of the site since 1945. However, the earliest known racing at the site occurred in 1890 and the tenure of the site was inconsistent (impacted through war and the Great Depression) until 1945 when the current club was formed.

The current lease agreement under which the MRC occupies the site commenced 1 July 2016 and has a term of 21 years with no further options, making the current expiry 30 June 2037.

To secure the ongoing operation of the MRC's commercial activities (primarily the bar, gambling and function space), the Club sought to purchase the land on which many of those activities are undertaken from the Victorian State Government.

This purchase is nearing completion, and the MRC has recently approached Council requesting a new lease agreement (**Attachment 2**). The primary driver behind the request for a new lease instead of an extension to the existing lease is twofold:

1. the lease plan is required to be updated to reflect the purchase of part of the currently leased area by the MRC; and
2. the legislative requirements to vary the lease are the same for entering into a new lease of this length.

Figure 1. Requested MRC Lease Area (Orange), Recently Purchased Area (Blue) and Public Open Space (Green)

ANALYSIS

The racing track utilised by the MRC has been at the site since approximately 1945 and currently hosts 14 official race meets and 13 trial events, along with weekly training.

Officers have reviewed the request from the MRC and are supportive of the requested lease plan remaining under the Racing Club's tenure, on the conditions of the current agreement.

An independent valuation has been sought from a licenced valuer to determine the updated value of the lease as per the requirements of Section 115 of the *Local Government Act 2020.* This will inform future negotiations with MRC in relation to an appropriate rental amount.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE The proposed long-term lease does not satisfy all statutory lease obligations.	**Medium** *Possible x Moderate*	Completion of community consultation and independent valuation prior to finalising the lease.
SERVICE DELIVERY The proposed lease area or conditions restrict shared access, disrupt other reserve users, or create uncertainty about responsibilities for operations and maintenance.	**Medium** *Possible x Moderate*	Direct communication with the adjoining tenants within the Reserve as well as known users of the recreation spaces within the Reserve will be completed as part of the community engagement process.
FINANCIAL The lease revenue is below market value or that Council incurs unplanned legal, asset maintenance or remediation costs over the lease term.	**Medium** *Possible × Moderate*	Use the independent valuation to set rent and review mechanisms and ensure the lease identifies all Council costs as well as the recovery mechanism.

CONSULTATION

The community engagement process will be delivered in alignment with Council's Community Engagement Policy and the *Local Government Act 2020*.

The following activities will be completed as part of the community consultation process:

- Public Notice published in the Latrobe Valley Express;
- Public Notice published on Latrobe City Council's website; and
- 'Have Your Say' campaign on Council's online engagement platform.

The community consultation campaign will run for a minimum of 4 weeks with all submissions being presented to Council at the conclusion of the campaign.

COMMUNICATION

Other tenants within the Joe Tabuteau Reserve and regular users of the recreation spaces within the Reserve will be directly contacted via email to advise of the community engagement process being undertaken.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The request for a new lease agreement is primarily for the racetrack and associated spaces, with the predominant use being horse racing and related activities. It is acknowledged there is an element of the activities conducted on the site that promote the consumption of alcohol as well as gambling activities, both of which have negative community impacts.

The site has been utilised for horse-racing in various capacities for nearly 130 years and by the current tenant since 1945, making it a well-established organisation within the community.

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

A full economic impact analysis has not been completed for this request, however the MRC hosts 14 race meets per year, with each event generating significant local spend.

Financial

A new lease agreement with a modified lease plan is going to impact the rental fee currently within MRC's agreement. An independent valuation will be procured to inform the negotiations with MRC and any new lease agreement.

Attachments

1. Joe Tabuteau Reserve Site plan
2. Request for new lease area (Published Separately)

   This attachment is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
   (i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Lease request contains commercial details of operations.

9.2

Moe Racing Club - Request for a New Long-term Lease

1 Joe Tabuteau Reserve Site plan 22

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Site Layout – Joe Tabuteau Reserve

Plan Number	Land Owner / Manager	Use
1	CoM - Latrobe City	Recreation Open Space
2	CoM - Latrobe City	Apex Park
3	Moe Racing Club	Moe Racing Club
4	CoM – Latrobe City	Moe Racing Club lease
5	Moe Bowls Club	Moe Bowls Club
6	CoM – Latrobe City	Apex Club
7	CoM – Latrobe City	Latrobe Valley Beekeepers Assoc.
8	CoM – Latrobe City	Moe Equestrian Club
9	CoM – Latrobe City	Recreation Open Space
10	CoM – Latrobe City	Moe Gardens Caravan Park

INTENTION TO UNDERTAKE COMMUNITY CONSULTATION FOR THE POTENTIAL DISPOSAL OF VARIOUS LAND SITES

PURPOSE

To present Council with a list of sites that are considered operationally surplus to Council's needs and to seek endorsement to undertake community consultation in relation to their potential disposal.

EXECUTIVE SUMMARY

- As part of the 2025 Council Plan, Council undertook a commitment to work towards the Victorian Government Latrobe City Housing Targets.
- To support this objective, Council has assessed its own property portfolio and identified 6 properties (**Attachment 1**) that are considered operationally surplus to Council's current and future strategic needs, where there is other public open space areas available in close proximity and are zoned appropriately to be used for housing.
- Council is also currently undertaking the ongoing maintenance responsibility for each of these properties, which if removed from Council ownership could be diverted into other sites or areas requiring maintenance.
- The properties that have been identified are all zoned General Residential Zone (GRZ), and are as follows:
    - 18-22 Graduate Place, Traralgon;
    - 32 Junier Street, Morwell;
    - 14 Wattletree Crescent, Morwell;
    - Hawker Street Reserve (North Parcel), Moe;
    - 11-13 Bennett Court, Traralgon; and
    - 26 Charles Street, Traralgon.
- The next step in the process is to undertake a community consultation campaign to understand the community's sentiment towards the potential disposals.
- Following the proposed community consultation a future report will be presented to Council which will consider all submissions received on the potential disposal of each of these properties.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with Section 114 of the *Local Government Act 2020* and Council's Community Engagement Policy, gives public notice of its intention to sell the following sites by a public process:**
   a) **18-22 Graduate Place, Traralgon;**
   b) **32 Junier Street, Morwell;**
   c) **14 Wattletree Crescent, Morwell;**
   d) **Hawker Street, Reserve (North Parcel), Moe;**
   e) **11-13 Bennett Court, Traralgon;**
   f) **26 Charles Street, Traralgon; and**
2. **upon completion of the community consultation and assessment of any submissions received, receives a further report for consideration and decision.**

BACKGROUND

Council's Property Portfolio of 2,784 land parcels consists of freehold land that is in Council's ownership and the road reserve network. Council owns various land parcels that have been received via several mechanisms, including purchasing, vesting through subdivision, and donations.

As part of the 2025 Council plan, one of the key strategic directions is Our City, supporting that key strategic direction is the *Key Objective – Land Use.*

Under the Land Use objective, Council committed to work towards the delivery of Victorian Government Latrobe City Housing Targets. This work is done in partnership with private landowners, however Council is committed to this objective and has completed a review of its own property portfolio to identify parcels that may be able to be made available for housing.

The review of the current property portfolio was undertaken with a lens to identify land that provides limited community value in both the short and long term:

- Short-term value has been considered as the immediate benefits provided to the community through public access, service delivery, safety, proximity to amenity, equity, and operational flexibility. It recognises the role of a property in supporting existing Council programs and avoiding short-term disadvantage or disruption.

- Long-term value has been viewed as the strategic importance of the property to future service delivery, township structure, cultural identity, public spaces, economic development, and intergenerational equity. The assessments aimed to consider how land ownership enables Council to meet community needs over coming decades, in line with strategic plans such as activity centre frameworks and long-term infrastructure strategies.

When considering the value of land parcels the following factors have been considered:

1. Community Impact: future service need, informal community benefit and if the land is vacant.

2. Financial Impact: sales potential, leasing market potential, holding and maintenance costs.

3. Planning & Zoning: zoning type, overlays, access and service availability and lot size / configurations suitability for sale

4. Risk / Complexity of Disposal: easement / encumbrances, native title rights, contamination risks, flood risks, native vegetation and fauna.

ANALYSIS

Based on the assessment of limited or no community value and the potential for housing development, the following properties, which are all zoned General Residential Zone (**Attachment 1**), have been identified as potential sales:

- 18-22 Graduate Place, Traralgon;
- 32 Junier Street, Morwell;
- 14 Wattletree Crescent, Morwell;
- Hawker Street Reserve (North Parcel), Moe;
- 11-13 Bennett Court, Traralgon; and
- 26 Charles Street, Traralgon.

When considered through the assessment process, each of the properties could assist with the supply of housing into the market.

The potential disposal processes associated with each of the identified properties are considered less complex than other potential sites, likely allowing these properties to reach market sooner.

Council is also currently incurring an ongoing maintenance responsibility in relation to these properties, which is managed by the Open Space maintenance team, which could be diverted into other sites or areas requiring maintenance.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with the *Local Government Act 2020* in relation to the sale of land.	**Low** *Unlikely x Moderate*	Undertake the required community engagement campaign in alignment with Council's community engagement policy and any future sales price will be informed by an independent valuation.
SERVICE DELIVERY Removing a community owned asset that is well used by the community.	**Medium** *Possible x Moderate*	All community submissions will be reviewed and presented to Council prior to any decision is made in relation to disposal.

RISK	RISK RATING	TREATMENT
STRATEGIC Not actively assisting housing supply.	**Medium** *Likely x Minor*	The review has provided a number of Council owned properties that could be made available for housing, this was the primary consideration for potential disposal.

CONSULTATION

The community engagement process would be delivered in alignment with Council's community engagement policy and the *Local Government Act 2020*.

The following activities will be completed as part of the community consultation process:

- Public Notice published in the Latrobe Valley Express
- Public Notice published on Latrobe City Council's website
- Public Notice displayed at each location
- 'Have your Say' campaign on Council's online engagement platform

The community consultation campaign will run for a minimum of 4 weeks with all submissions being presented back to Council at the conclusion of the campaign.

COMMUNICATION

Property owners within a 50 metre radius of each property will be contacted via mail to inform them of the public notice and the community consultation campaign.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

Consideration of flora and fauna impacts was completed when initially assessing the suitability of properties for sale. Should a disposal process be undertaken following the community consultation, the intention would be to list each property for sale on a 'as-is-where-is' basis placing the responsibility for any environmental considerations with the purchaser.

Economic

Should any of the potential sales proceed it is expected that there would be local economic benefits realised through the construction of additional houses within the community.

Financial

The costs associated with the community engagement processes would be covered through the Property Operations operational budget allocation.

Any costs incurred through a future land disposal process would be offset by the proceeds of the sale, with the remaining proceeds being allocated to a strategic property reserve.

Attachments

1. Identified Potential Surplus Land Sites

9.3

Intention to Undertake Community Consultation for the Potential Disposal of Various Land Sites

1 Identified Potential Surplus Land Sites 30

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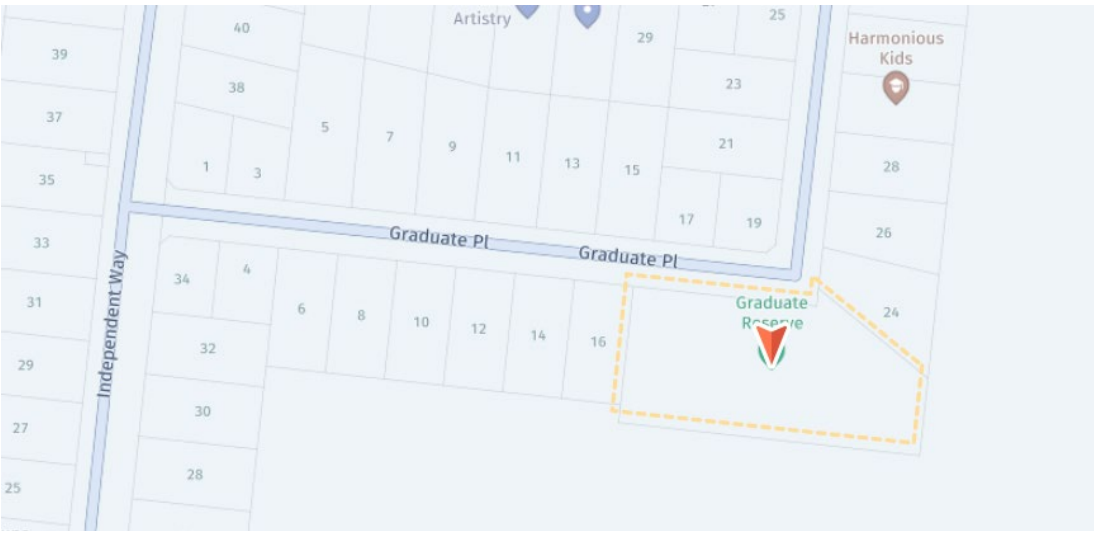
18-22 Graduate Place, Traralgon



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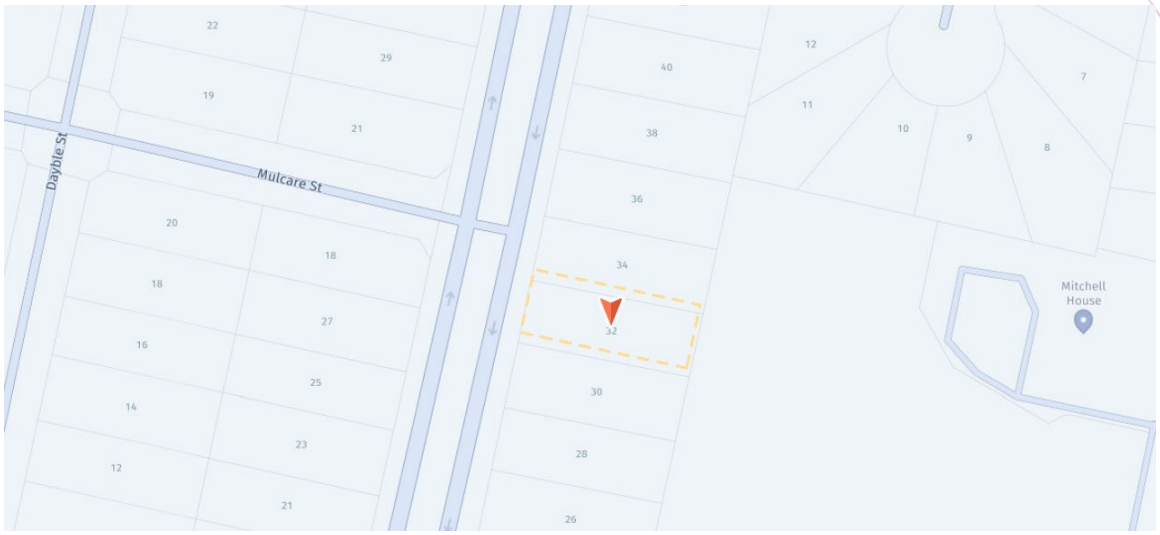
32 Junier Street, Morwell



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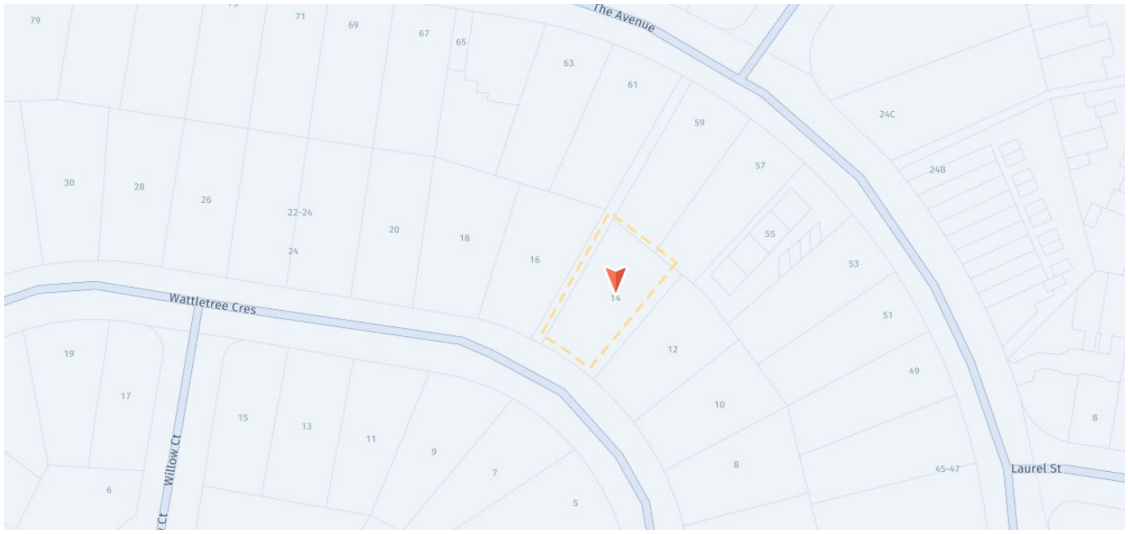
14 Wattletree Crescent, Morwell



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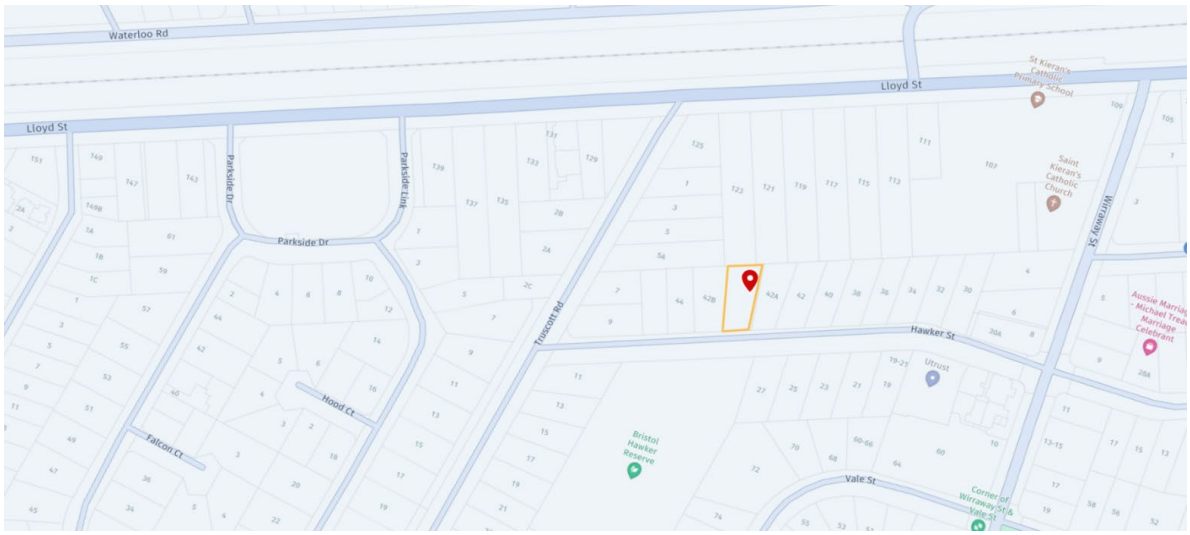
Hawker Street Reserve (North Parcel), Moe



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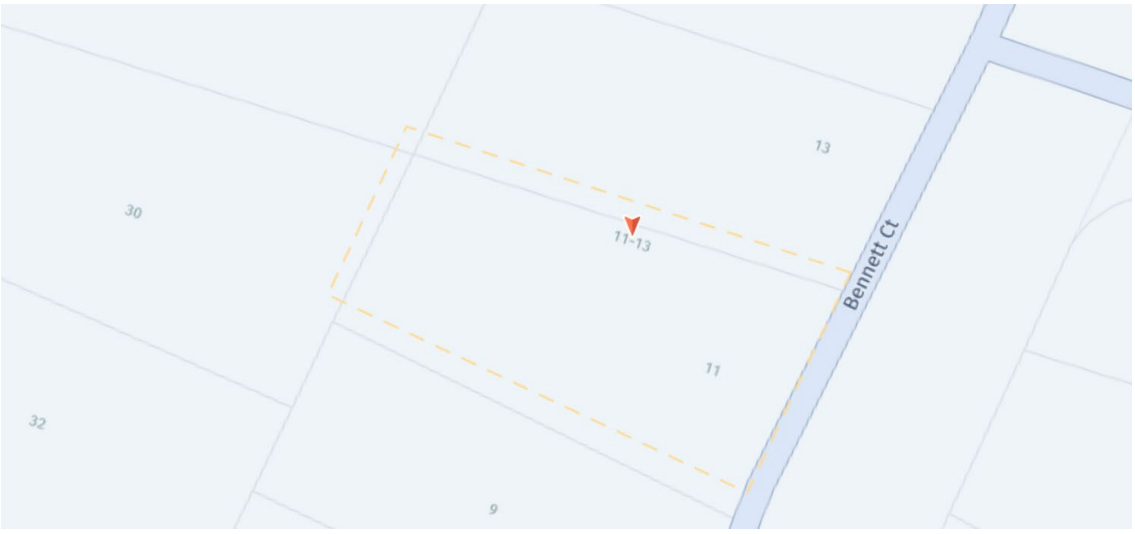
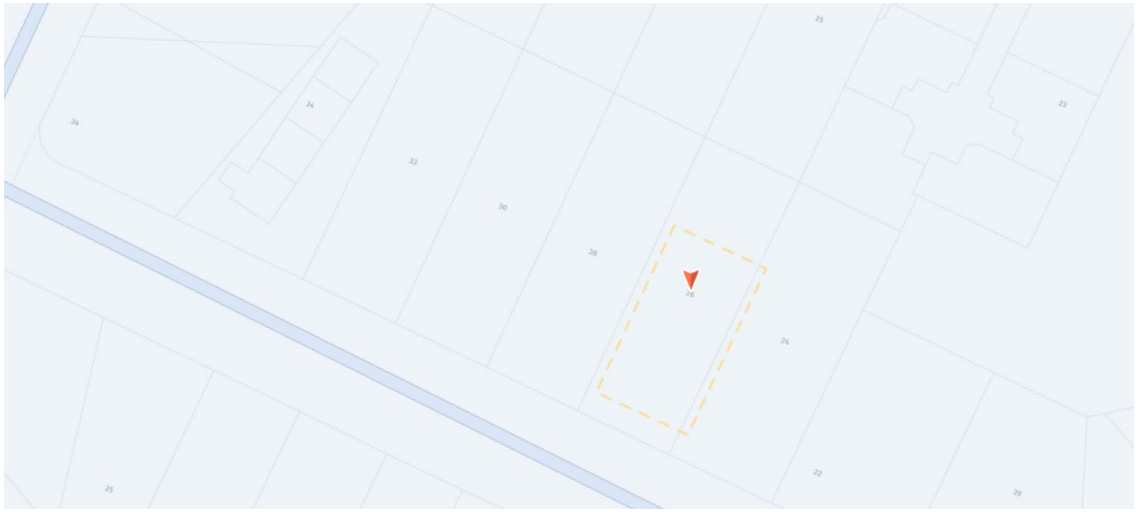
11-13 Bennett Court, Traralgon



LATROBE CITY COUNCIL

26 Charles Street, Traralgon



REVIEW OF RECREATION NEEDS ASSESSMENT PRIORITY LISTS

PURPOSE

To seek endorsement of the 2026 Recreation Needs Assessment priority lists.

EXECUTIVE SUMMARY

- The Recreation Needs Assessment (RNA) was originally developed and endorsed by Council in 2017 with subsequent reviews undertaken in 2019 and 2023.
- The RNA:
  - provides Council with a clear and objective measurement for prioritising recreation projects, to inform future budget allocation and external funding submissions;
  - assesses and prioritises pavilion, lighting and surface projects identified through endorsed master plans, strategic documents and club requests, based on demonstrated need and participation levels; and
  - aligns with key external funding assessment criteria to strengthen applications and improve the likelihood of success.
- The Recreation Infrastructure Funding Policy (RIFP) defines the process and scoring matrices for the RNA. Key assessment criteria include:
  - participation numbers;
  - compliance with sporting guidelines and Fair Access principles;
  - building condition;
  - surface usability; and
  - the provision of lighting for winter sports.
- Since the last review in 2023, five pavilion projects, seven lighting projects and 15 surface projects have been funded through both internal and external sources with a total of $3,964,401 received from the State Government via Sport and Recreation Victoria (SRV) funding application's demonstrating the benefits of the prioritisation process used for Councils recreation projects. This includes $1,000,000 of SRV funding toward a multi-use Pavilion at Gaskin Park where works are progressing with detailed designs complete and construction tender to be released this year.

- In addition, Council allocated $500,000 in September 2025 to undertake the detailed design on the proposed multi-use pavilion at Northern Reserve, Newborough. This work is nearing completion and includes the development of a cost plan to support future funding applications. As the project will be positioned as 'shovel ready', it is recommended that it remain Council's priority pavilion project for the next available funding opportunity.
- The 2026 review updates the RNA priority lists following an Expression of Interest (EOI) process undertaken with local sporting clubs/groups and recreation reserve committees between December 2025 and February 2026. All nominated projects, together with incomplete projects from the previous review, were assessed and ranked against the scoring matrix (**Attachment 1**).
- Delivery of the priority projects will be subject to future funding.

OFFICER'S RECOMMENDATION

That Council:

1. **endorses the 2026 Recreation Needs Assessment priority lists included at Attachments 3, 4 and 5;**
2. **publishes the priority lists on Council's website; and**
3. **notes that Gaskin Park remains Council's current priority pavilion project for delivery and identifies the proposed multi-use pavilion at Northern Reserve, Newborough, as Council's next priority pavilion project for consideration when suitable funding opportunities become available.**

BACKGROUND

In 2017, Council undertook a comprehensive Recreation Needs Assessment (RNA), which provided a strategic document that covered the current provision, participation, demand and future planning for sport and active recreation within Latrobe City. The intent of the RNA was to support Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, the Recreation Infrastructure Funding Policy (RIFP) (**Attachment 2**) was created to ensure a fair and consistent allocation of Council resources towards the development of sport and recreation facilities on Council owned and/or managed land. The RIFP identifies the funding responsibilities for core and optional infrastructure relating to specific sport and recreation activities and defines the scoring matrices for the RNA.

The 2017 RNA included a consolidated list of all incomplete infrastructure projects that were listed across a range of existing sport and recreation master plans and strategies. Each project was assessed against the scoring matrix defined within the RIFP and categorised as a pavilion, lighting or surface project.

The 2019 and 2023 reviews included an EOI process to allow clubs to put forward projects that were not included in an existing master plan or strategy, as well as those projects that remained incomplete.

Since the last RNA review in 2023 a total of 27 projects have been funded. The table below lists projects that received external funding.

Project and Current Status	Funding Program	Funding Amount
Pavilion Projects		
Gaskin Park, Churchill New multi-use pavilion, Oval 2 The construction tender is anticipated to be advertised in October 2026	2023-24 Regional Community Sports Infrastructure Fund	$1,000,000
Yinnar Recreation Reserve New multi-use pavilion for netball and tennis Final concept designs nearing completion	2025-26 Local Sports Infrastructure Fund	$500,000

Project and Current Status	Funding Program	Funding Amount
Maryvale Reserve, Morwell Pavilion upgrade Project complete	Council Support Package	$370,000
Lighting Projects		
Gaskin Park, Churchill New AFL lighting, Oval 2 Project complete	2023-24 Country Football and Netball Program	$200,000
Traralgon West Sporting Complex New AFL lighting, Stoddart Oval Initial project planning underway	2025-26 Local Sports Infrastructure Fund	$221,903
Toners Lane, Morwell New baseball pitch lighting Project complete	2023-24 Local Sports Infrastructure Fund	$250,000
Duncan Cameron Memorial Reserve, Traralgon New AFL lighting Initial project planning underway	2026-27 Country Football and Netball Program	$242,498
Agnes Brereton Reserve, Traralgon New court lighting Project complete	2025-26 Country Football and Netball Program	$220,000

Project and Current Status	Funding Program	Funding Amount
Surface Projects		
Gaskin Park, Churchill Oval 2 surface redevelopment Project complete	2022-23 Country Football and Netball Program	$230,000
Maryvale Reserve, Morwell Surface redevelopment Project complete	RSIP – Legacy Projects	$550,000
George Bates Reserve, Yallourn North New oval drainage Project complete	2022-23 Local Community Sport and Recreation Projects	$180,000
TOTAL FUNDING RECEIVED		$3,964,401

Table 1: Externally funded projects since 2023

In September 2025, Council allocated $500,000 to undertake the detailed design for the proposed multi-use pavilion at Northern Reserve, Newborough. The detailed design process is nearing completion and includes the preparation of a comprehensive cost plan, providing greater certainty around project delivery costs and future funding requirements. Given the significant investment already made in project development and its advanced state of readiness, it is recommended that the Northern Reserve Pavilion remain Council's priority pavilion project for the next available funding opportunity.

ANALYSIS

In December 2025, officers contacted all sporting clubs/groups and recreation reserve committees within Latrobe City asking them to submit an EOI for the projects that they believe are the most needed at their recreation reserves/facilities. For the first time, user groups of Latrobe Leisure Centres were included to align with current key external funding streams and eligible projects. State Sporting Associations were also advised of the EOI process, and regular reminders were sent out to ensure submissions were received by the closing date of 27 February 2026.

34 clubs responded.

Netball Victoria and Tennis Victoria submitted projects on behalf of their respective affiliates.

A total of 71 projects were received.

A comprehensive review of these projects was conducted in the first instance, to determine their eligibility as a Recreation Needs project. For projects that were deemed ineligible in accordance with the RIFP (i.e. spectator seating, coaches' boxes, storage sheds), clubs will be notified and encouraged to pursue alternative avenues to complete their project, including applying to Council's Community Grants Program. Other projects, such as car park upgrades and retaining walls will be referred to the Unfunded Capital Works Register.

Eligible projects from the EOI process, together with incomplete projects from the previous review, were then assessed and scored against the RNA scoring matrix to establish the 2026 priority lists for the Pavilion, Lighting and Surface categories. See **Attachments 3, 4** and **5**.

The tables below list the top 10 projects for each category.

Pavilion Projects		
Reserve	Project	Score out of 135
Toners Lane	Upgrade baseball pavilion to include changerooms and social space	100
Boolarra Memorial Park	Upgrade indoor sport facility and include AFL / netball umpire changerooms	98
Toongabbie Rec Reserve	New equestrian clubrooms	85
Harold Preston Reserve	Upgrade eastern pavilion to provide additional female friendly changerooms for Little Athletics and public amenities	80
Olympic Park, Moe	Changeroom upgrade for soccer	78
Ronald Reserve	New lift to social rooms to service AFL and netball	77
Crinigan Rd South, Morwell	New changerooms for soccer	77
Yinnar Rec Reserve	Eastern Oval pavilion change room upgrade for AFL and cricket	75

Pavilion Projects		
Reserve	Project	Score out of 135
Maryvale Recreation Reserve, Morwell	Additional changerooms (extension) for cricket and AFL umpires	75
Traralgon Tennis Centre	Amenities upgrade	73

Table 2: Top 10 Pavilion Projects

Lighting Projects		
Reserve	Project	Score out of 135
Catterick Crescent Reserve	Install oval lighting for AFL	115
Kevin Lythgo Reserve	Upgrade field lighting for baseball	115
Morwell Leisure Centre	Upgrade court lighting for basketball and netball	112
Maryvale Recreation Reserve, Morwell	AFL lighting to Peter Siddle Oval for AFL umpires	105
Jack Canavan Oval	Oval lighting upgrade for AFL	102
Baillie Reserve, Tyers	Lighting upgrade to soccer pitch	86
Morwell Recreation Reserve	Main oval lighting - upgrade to LED / 500 lux for AFL	86
Gaskin Park	Upgrade netball court 1 lighting	85
Olympic Park, Moe	Install lighting to soccer pitch 2	82
Hazelwood South Reserve	Soccer pitch 2 lighting upgrade	76

Table 3: Top 10 Lighting Projects

Surface Projects		
Reserve	Project	Score out of 135
Ted Summerton Reserve, Moe	Netball court redevelopment	102
Glengarry Rec Reserve	New drainage & irrigation to main oval for AFL and cricket	102
Toners Lane	New drainage and irrigation for baseball pitch 1 & 2	95
Traralgon West Sporting Complex	Cricket nets to service precinct	87
Gaskin Park	New cricket nets to support relocation from Andrews Park West	85
Hazelwood South Reserve	New irrigation & drainage for soccer pitch 2	70
Catterick Crescent Reserve, Traralgon	New oval drainage for AFL and cricket	70
George Bates Reserve	Drainage improvements to oval for AFL	70
Apex Park, Traralgon	New cricket nets (or expand existing)	68
Traralgon Tennis Centre	Resurface 6 public tennis courts	65

Table 4: Top 10 Surface Projects

The 2026 review has included a collection of current local sports participation data and consultation with State Sporting Associations (SSA) to determine industry trends and alignment with statewide priorities.

Tennis Victoria only provided current annual visitation rates; therefore, it was difficult to ascertain local tennis participation trends (positive or negative). This has resulted in no score being allocated to these projects under Key Priority Area 1, which relates to the increase or decrease in participation rates over the past three years.

Implemented Changes since the 2023 review:

A *usability* criterion has been added to the scoring matrix for surface projects. This provides an additional score for sites where games or trainings have been, or are likely to be, relocated because of poor surface condition.

An additional score has also been allocated to projects that benefit groups who participate less (e.g. women and girls, First Nations people, people with disability, culturally and linguistically diverse communities etc). This aligns with Sport and Recreation Victoria's funding guidelines under their Local Community Sports Infrastructure Fund and Country Football Netball Program and Council's Fair Access and Use Policy.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL Lack of funding from Council or external funding partners for implementation.	**Medium** *Possible x Moderate*	Clear and strong advocacy to external funding bodies. Clear and transparent communication with user groups regarding the nature of funding applications and budgeting processes.
STRATEGIC Community expectations that priority projects will be funded and delivered by Council immediately.	**High** *Likely x Moderate*	Clear and transparent communication with user groups regarding the process and opportunities for seeking funding.
STRATEGIC Community backlash over priority order of projects	**Medium** *Likely x Minor*	The RNA clearly advises how all projects are scored to maximise external funding opportunities.

CONSULTATION

GippSport, Gippsland's Regional Sports Assembly was engaged to collect the participation data. Council then undertook an EOI process with local sports clubs, committees and user groups, seeking nomination of projects for assessment.

To inform the assessment process, the relevant State Sporting Associations were contacted to verify the 'need' and strategic benefit of each nominated project.

Where further information was required to undertake a fully informed assessment of the project, the nominating club/committee/group were contacted.

COMMUNICATION

The final RNA 2026 priority project lists will be provided to those who submitted an EOI and will be uploaded to Council's website.

DECLARATIONS OF INTEREST

Officers involved in the preparation of this report declared conflicts of interest relating to three sporting groups. In accordance with Council's Conflict of Interest policy, those officers were removed from the scoring process for the relevant projects.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has been conducted as the RNA has a significant and direct impact on the community. The GIA found that the RNA aligns with the purpose of the *Gender Equality Act 2020* by providing additional scores for clubs that have increased participation of women and girls, and projects that provide benefit to groups who participate less (First Nations people, people with disability, culturally and linguistically diverse communities, people from LGBTIQA+ communities) and no changes were required.

Social

Upgraded sporting infrastructure provides important social benefits through increased participation, improved health outcomes, enhanced community connections, and more inclusive and accessible opportunities for sport and recreation.

Cultural

Participation in local sport and recreation has various cultural impacts. Some of the projects identified in the RNA will specifically provide infrastructure which will facilitate cultural improvements to Council owned facilities. Most notably the pavilion upgrades, which will provide safe and welcoming spaces to play, train and gather.

Health

Participation in sport and recreation activities has been shown to deliver significant health and wellbeing benefits, particularly by supporting physical health, mental wellbeing and social connection.

Environmental

Several of the projects identified will provide environmental benefits such as the replacement of existing lights with LEDs, water harvesting through pavilion developments and updated irrigation practices providing water efficiencies.

Economic

Sporting infrastructure upgrades can generate local economic benefits through construction activity, local employment and contractor opportunities, as well as increased visitation and spending associated with training, competitions, events and tournaments. Improved facilities can also strengthen the sustainability of local clubs and targeted upgrades can reduce reactive maintenance costs and extend asset life.

Financial

Projects identified through the RNA are not currently funded.

Future financial impacts will be considered when internal and external funding opportunities arise, including the allocation of Council’s co-contribution.

Attachments

1. RNA Scoring Matrix

2. Recreation Infrastructure Funding Policy - 2023
3. Pavilion Projects
4. Lighting Projects
5. Surface Projects

9.4

Review of Recreation Needs Assessment Priority Lists

1 RNA Scoring Matrix 49
2 Recreation Infrastructure Funding Policy - 2023 51
3 Pavilion Projects 83
4 Lighting Projects 85
5 Surface Projects 87

Recreation Needs Assessment Scoring Matrix

Assessment criterion	Scoring guide	Weighting
General assessment criteria		
Will the project ensure compliance with facility guidelines, sporting guidelines or the Fair Access Policy?	Yes = 5	×3
Participation numbers over the past three years	Increase = 5 Stable = 0 Decrease = -5	×2
Is the sport participation trend positive?	Yes = 5	×2
Does the project benefit groups who participate less? *Examples include women and girls, young people, people with disability, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities, older adults, people experiencing socio-economic disadvantage, and LGBTIQA+ communities.*	Yes = 5	×2
Is there a wider community benefit?	Yes = 5	×2
Will the project improve environmental sustainability, or is there an opportunity to include environmental improvements?	Yes = 5	×2
Does the project benefit more than one club?	Yes = 5	×1
Women and girls' participation and/or youth participation over the past three years	Increase in women and girls = 5 Increase in youth = 5 Increase across women, girls and youth teams = 5	×1
Does the project align with relevant Council masterplans, Community Plan, State Sporting Association or government priorities?	Masterplan alignment = 5 Community Plan alignment = 2 State Sporting Association alignment = 2 Government priority alignment = 5	×1
Does the club have a cash contribution, or will the project reduce operating costs or the maintenance burden for Council or the community?	Cash contribution = 1 Reduced operating costs or maintenance burden = 5	×1
Will the project create additional users?	Yes = 5	×1
Will the project create additional usage or events outside annual seasonal allocations?	Local events = 5 Larger events = 10	×1

Pavilion projects only		
Is the existing building at the end of its usable life or unable to be renewed?	Yes = 5	×3

Lighting projects only		
Is there no lighting for winter sport, or is lighting on the main surface non-compliant?	Yes = 10	×3
Is lighting on the secondary surface non-compliant?	Yes = 5	×2

Surface projects only		
Ground surface usage	Overused = 10 Matches potential use = 5 Underused = 0	×2
Does the project align with the hardcourt audit?	Yes = 10	×2
Does the ground surface have poor usability? *For example, games or training have been, or are likely to be, relocated due to poor usability.*	Yes = 10	×1

Note: Final scores are calculated by applying the relevant weighting to each criterion score. Project-specific criteria are only applied where relevant.

Recreation Infrastructure Funding Policy

Version (4)

Approval Date: 3 July 2023

Recreation Infrastructure Funding Policy

DOCUMENT CONTROL

Responsible GM	Jody Riordan		
Division	Regional City Planning & Assets		
Last Updated (who & when)	Coordinator Recreation and Open Space Planning		July 2023
DOCUMENT HISTORY			
Authority	Date	Description of change	
Latrobe City Council	11/4/2017	Revision	
Latrobe City Council	24/4/2017	Update assessment matrix changes	
Latrobe City Council	7/06/17	Update assessment matrix changes	
Latrobe City Council	17/07/17	Update Changes	
Latrobe City Council	15/08/2017	Changes from Needs Assessment	
Latrobe City Council	24/10/2017	Final policy adopted by Council	
Latrobe City Council	16/02/2018	Amendments to section 2.1	
Latrobe City Council	2019	Amendments to section 2.1, 3.1 (flow chart), 4.3, 5.0 and insertion of Club Managed Project Process (Addendum)	
Latrobe City Council	25/05/2023	Complete Review	
References	Refer to Section 8 and 9 of this policy		
Next Review Date	2027		
Published on website	Yes		
Document Reference No			

Recreation Infrastructure Funding Policy

1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

In 2023 a thorough review was undertaken which included a collection of sport participation data, Expression of Interest process (EOI), consultation to determine industry trends and strategies and infrastructure upgrades that have taken place.

Since the development of the RNA in 2017 and its most recent review in 2019, the sport and recreation landscape has changed due to a number of factors which have ultimately influenced the 2023 review including;

- The COVID19 Pandemic has changed sports participation, particularly in the regards to youth drop off and declining volunteering rates. With a shift to more informal ways of playing sport and being active. This has also impacted the sport participation data over recent years, particularly for winter sport;

- The formation of the Office for Women in Sport and Recreation and the Victorian Governments commitment to gender equality, which has resulted in

increased priority for investment and design requirements for gender inclusive facilities;

- The significant infrastructure investment into Gippsland Sport Centres of Excellence across Latrobe City which have raised the status and quality of Latrobe City sports facilities to regional and state significance; and

- Latrobe City demographics, cost of living and other wellbeing factors, identifying the need to ensure sporting opportunities are affordable and provide a welcoming and inclusive environment.

As a result, the 2023 review has provided a higher priority to projects:

- Likely to increase youth and female participation;

- Likely to attract regional and state level events to Latrobe City; and

- Likely to create a more welcoming and inclusive environment.

The 2023 review has also provided a heightened emphasis on the specific needs for each type/category of project. For example, for lighting projects a specific criterion has been added to ensure the relevant sport is played during a season where training is not possible if not for the provision of artificial lighting. (I.e. Daylight savings in Victoria means that summer sport training can occur until a reasonable hour without the need for artificial lighting).

This review has resulted in an update to the Recreation Needs Assessment documents including the assessment criteria and minor changes to the Recreation Infrastructure Funding Policy.

2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To ensure that facilities are developed to be multi-use and gender inclusive to encourage the broadest participation by all community members

- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs, State Sporting Associations and other agencies for the development of sport and recreation facilities across Latrobe City

2.1. Guiding Principles

The proposed process is based on the following principles:

- This policy is to be consistent with the Sporting Reserves and Pavilion License.
- Council will be responsible for funding only core components of sport and recreation venues/facilities development or upgrades, whilst the clubs will be responsible for other components that are considered optional.
- Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through the annual maintenance grants program.
- Priority will be given to developments that will encourage participation in active sport and recreation activities.
- Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported.
- A local level facility can alternatively be defined as “a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a ‘local’ facility could be district, neighbourhood, or very local ie: one suburb or one town.”
- A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- Recreation facilities in Latrobe City classified as regional include:

TOWN	RESERVE	REGIONAL SPORT
Churchill	Latrobe City Synthetic Sports Field	Hockey
Moe	Ted Summerton Reserve (Gippsland Regional Cricket Centre of Excellence)	AFL and Cricket
Morwell	Morwell Recreation Reserve (Gippsland Regional AFL Centre of Excellence)	AFL and Cricket
Morwell	Toners Lane Reserve	Archery and Baseball
Morwell	Gippsland Sports and Entertainment Park	Football (soccer)
Traralgon	Traralgon Recreation Reserve and Showgrounds	AFL and Cricket
Traralgon	Traralgon Tennis Centre	Tennis
Traralgon	Gippsland Regional Aquatic Centre	Aquatics
Traralgon	Gippsland Regional Indoor Sports Stadium	Stadium Sports
Churchill	Churchill Leisure Centre	Squash
Newborough	Joe Carmody Athletics Track	Athletics

- All designs and projects will be environmentally sustainable in design (ESD) and construction, as per the ESD guidelines by Sport and Recreation Victoria.
- All designs and projects will comply with the Universal Design Principles as per Sport and Recreation Victoria's Universal Design Principles.
- All designs and projects will meet Building Code of Australia compliance regulations.
- The components of any proposed development will be assessed, and will include, but not necessarily limited to:
  - Planning and building permit requirements
  - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
  - The functionality of the development's design.
  - The impact of the development on any other activities on the site.
  - The contribution/detraction to local amenity.

- It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
  - Significant changes to participation levels.
  - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
  - Historical factors beyond the control of the current club.
  - Multiple tenants at a facility. Links to community events or ability to attract events
  - Gender Impact Assessment (GIA)
  - Specific conditions of tenure arrangements.

3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

Projects that are scored as a priority through the assessment matrix process will be referred to Council for future budget or external funding considerations.

Projects will be assessed via one of the three matrices and criteria below:

Table 1: Pavilion Assessment Matrix

PAVILION PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	**ASSESSMENT CRITERIA**	**INFORMATION**
KPA 1	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	➢ Scores will be awarded to each criterion. ➢ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➢ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➢ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➢ What are the trends of the sport within Latrobe City? ▪ Increase ▪ Steady ▪ Decrease ➢ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport. ➢ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➢ Projects that will benefit more than one user group will receive a score.
KPA 3	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	➢ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➢ If the project is identified by a SSA or a current Government funding priority, additional points will be given.
KPA 4	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	➢ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➢ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.

KPA 5	i. Will the project create additional users?	➢ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 6	i. Will the project attract events to the reserve?	➢ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
KPA 7	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	➢ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score. ➢ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.
KPA 8	i. Is the existing building reaching the end of its useable life and unable to be 'renewed'? Building Condition assessment	➢ Building Condition may escalate the priority of the project to ensure continued use.

Table 2: Lighting Assessment Matrix

LIGHTING PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	**ASSESSMENT CRITERIA**	**INFORMATION**
KPA 1	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	➢ Scores will be awarded to each criterion. ➢ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➢ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➢ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➢ What are the trends of the sport within Latrobe City? ▪ Increase ▪ Steady ▪ Decrease ➢ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport.

		➢ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➢ Projects that will benefit more than one user group will receive a score.
KPA 3	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	➢ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➢ If the project is identified by a SSA or a current Government funding priority, additional points will be given.
KPA 4	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	➢ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➢ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.
KPA 5	i. Will the project create additional users?	➢ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 6	i. Will the project attract events to the reserve?	➢ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
KPA 7	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	➢ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score. ▪ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.
KPA 8	i. Winter Sport? I.e. Dark when training	➢ Projects will be scored as to whether or not a club has no lighting or non-compliant lighting. ➢ Projects with compliant local level training level lighting will score (0) for this criterion.

Table 3: Surfaces and Hardcourts Assessment Matrix

SURFACES AND HARDCOURTS PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	**ASSESSMENT CRITERIA**	**INFORMATION**
KPA 1	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years.	➢ Scores will be awarded to each criterion. ➢ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project

	ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	through the matrices. ➢ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➢ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➢ What are the trends of the sport within Latrobe City? ▪ Increase ▪ Steady ▪ Decrease ➢ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport. ➢ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➢ Projects that will benefit more than one user group will receive a score.
KPA 3	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	➢ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➢ If the project is identified by a SSA or a current Government funding priority, additional points will be given. ▪
KPA 5	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	➢ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➢ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.
KPA 6	i. Will the project create additional users?	➢ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 7	i. Current level of use ii. Alignment with Hardcourt Audit	➢ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related. ➢ Alignment with the hard court audit is rated- High, Medium or Low.

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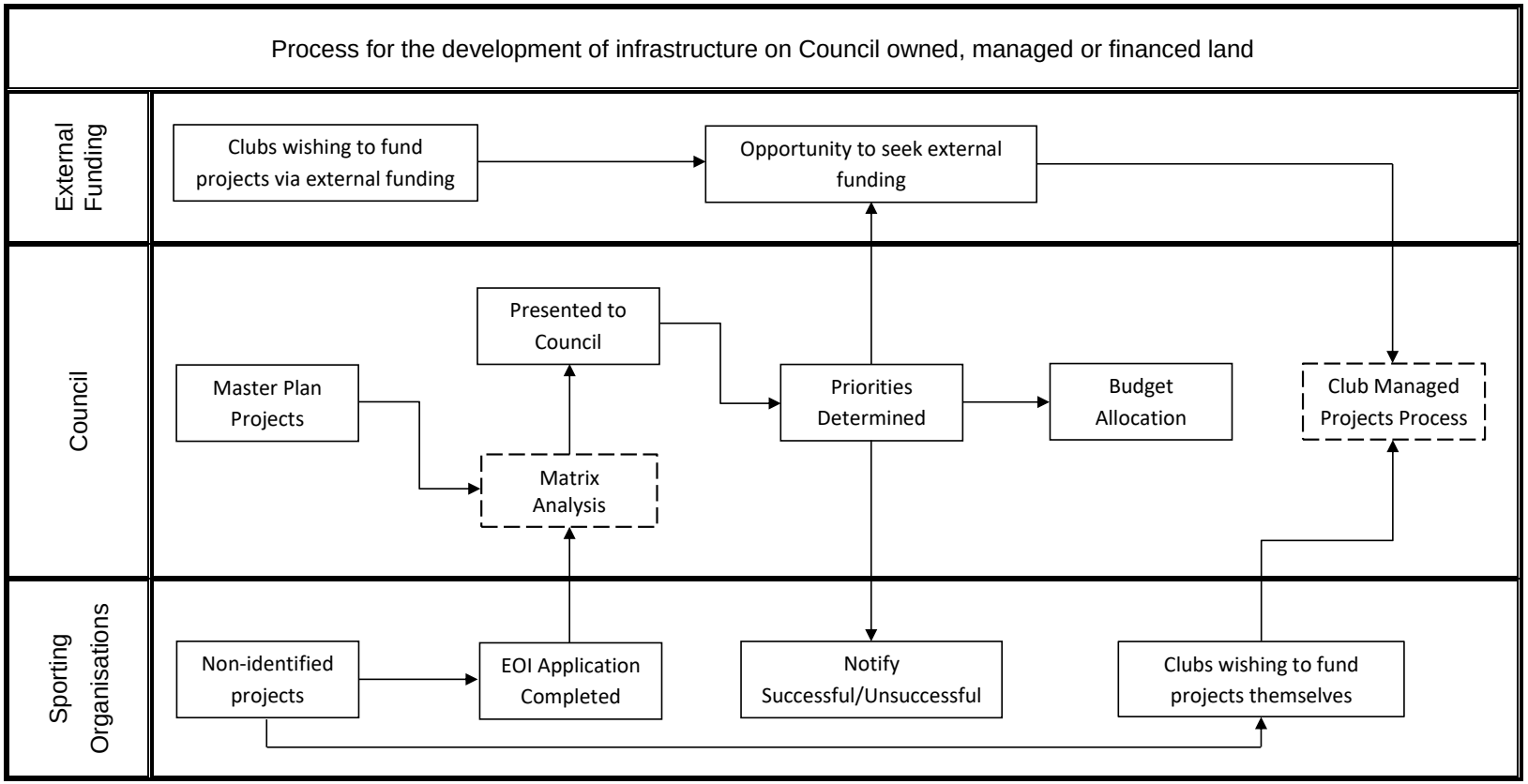

Responsible Division	Regional City Planning & Assets	Approved Date	3 July 2023	Review Date	2027

What types of infrastructure components will be funded by Council?

- Core components as per table four (4).

What types of infrastructure components will not be funded by Council?

- Applications for non-core components as per table five (5).

Timeframe for Expression of Interest completion

- Expression of interest applications submitted after 1 October each year will not be considered for Council consideration in the following year's budget.

4. Type of Infrastructure

4.1. Sports Pavilions

4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Latrobe City Council will liaise with the relevant Peak Sporting bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club or the State Sporting Association.

Table four outlines the maximum number of components Council will fund and the items that will be provided within each component upon construction. Please refer to Table five for the maintenance responsibilities of these items.

Table 4: Core components that Council will fund

COMPONENT	QUANTITY	COUNCIL FIT-OUT	CLUB FIT-OUT
***Change Rooms**	**1 – 4**	**Fixed Item** fit-out such as timber bench seating with clothes hooks, ceiling lighting, flooring and fit-out appropriate for respective sports.	Any additional Items
Unisex Amenities (showers/toilets)	**1 - 4**	**Fixed item** fit-out such as pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items. No urinals will be permitted.
Kitchen/Kiosk	**1**	Basic level fit-out of **fixed items** such as benches and cabinets, tiling, oven and hot plate combination, extraction fans/range hoods, hot water urns.	Instant hot water (zip) units, fridges and freezes, microwaves, dishwashers, kettles cutlery all other non-fixed items.

Unisex Umpire Change Facilities	**1**	**Fixed item** fit-out such as timber bench seating and hooks, pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items such as tables and chairs, whiteboards. No urinals will be permitted.
Storage Room (within pavilion, up to 20 square metres where necessary)	**1**	None	Additional storage space, internal shelving etc.
First Aid Room	**1**	Sink/basin	Any additional infrastructure such as stretcher beds etc.
*****Multi-purpose/social space (up to 50 square metres)***	**1**	**Fixed items** such as split system units, flooring, and lighting.	Furniture, televisions, bar facilities (if permitted by Council) fit-out, telephones, internet connections and associated equipment, security alarms
External Building and Miscellaneous	**-**	Plumbing and fit-out of core items including hot water, electrical etc. Locks and Security lighting.	Any additional Items
Power upgrades as part of successful lighting or pavilion projects	**If necessary**	Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.	Power upgrades not a part of a Council funded project.

** For sites/reserves with two or more ovals or pitch's, consideration will be given to the development of additional facilities.*

***Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.*

4.1.2. Optional Pavilion Components

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.

Table 5: Optional Components Council will not fund

OPTIONAL COMPONENT
Additional Administration/Social space >50 m2
Additional storage (in addition to core component)
Alarms
Bar facilities (if permitted by Council)
Cleaner's room
Commercial/catering kitchen
Gymnasium

Meeting room/s
Security system
Shade spectator area
Solar – including panels and batteries
Timekeeper room

4.1.3. Pavilion Maintenance Responsibility

Table 6: Responsibilities and description for fit-out items of pavilion

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Bar Equipment	All maintenance, inspections, replacement and repairs as required.	No responsibility.
Building Alterations	Club Managed Project Process	
Building Exterior	No responsibility.	General maintenance.
Ceilings	Repairs due to misuse by Licensee.	Major repair and/or replacements due to structural faults or age.
Cooking Oil Disposal	Full responsibility for the immediate disposal of full and empty drums of cooking oil from Latrobe City Council owned and managed premises.	No responsibility.
Curtains and Blinds	Regular cleaning and repair.	Replacement due to fair wear and tear.
Defibrillators	Responsible for purchase, maintenance and upgrades.	No Responsibility
Doors (including cupboard doors and door fittings)	Regular cleaning. Repair of doors if due to misuse or negligence by Licensee.	Replacement due to age or structural fault. Repairs on all external doors.
Electrical Double Adaptors ***PROHIBITED***	Clubs are advised that the use of the pictured style of electrical double adaptor in pavilions and recreation facilities is prohibited.	Clubs are advised to only use approved power boards that include safety mechanisms and surge protection components.
Electrical Equipment – Test & Tag	Full responsibility for the Test & Tag of all club owned or allocated electrical appliances and equipment.	Full responsibility for the Test & Tag of all Latrobe City Council owned or allocated electrical appliances and equipment.

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ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Electrical wiring and fittings in buildings	Repair and replacement if due to misuse or negligence by Licensee.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.
Facility Contents Insurance	Responsible for the provision of Contents Insurance, if deemed necessary by the club.	No responsibility.
Fire Extinguishers	Fill when discharged through misuse.	Six monthly maintenance and inspections including essential safety measures recording and replacement due to age.
Floor surfaces and coverings.	All regular cleaning and maintenance.	Replacement due to fair wear and tear.
Food Handling areas and equipment	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.
Fridge/Freezers	Maintenance, repairs and replacement of Club owned units. Maintenance and repairs of Council owned units.	Replacement of Council owned units.
Glass	To keep clean and replace internal and external breakages.	To replace externally when breakage occurs due to vandalism only.
Glass Doors and windows	Full responsibility for cleaning.	No responsibility.
Heating/Air Conditioning Fixtures, Ceiling Fans, Hot Water Systems.	Payment of all gas and electricity accounts. Servicing and repairs to units.	Replacement/repair due to fair wear and tear.
Hoses and sprinklers - above ground irrigation systems	Full responsibility for the purchase, maintenance, storage and use.	No responsibility.
Hygiene	To keep all areas in a clean and hygienic state.	No responsibility.
Keys and Locks.	Responsible for replacement costs for keys/electronic tags issued by Latrobe City Council. Locks are not to be changed without Latrobe City Council's prior written approval.	Purchase, install and maintain all locks except padlocks. Issue facility keys at the licensor's expense and replace keys lost by the licensee at their expense.
Light globes and Fittings (Buildings - Internal)	Light globe replacement.	Repair faulty fittings.
Light Globes and Fittings (Buildings – External Security Lighting)	No responsibility.	Replace light globes and repair faulty fittings.
LP gas bottles and flammable substances	Clubs must ensure that these items are not stored inside a Latrobe City Council owned or managed building. LP Gas Bottles or flammable substances found inside Council owned or managed buildings will be removed and stored offsite until collected by clubs.	No responsibility.

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ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Mobile Garbage Bins	Payment of additional mobile garbage bins and/or stands and servicing. Payment for portable mobile garbage bins and servicing.	Supply and servicing of mobile garbage bins and stands as allocated to that Reserve by Latrobe City Council Officers.
Other Permanent Fixtures	Regular cleaning of all fixtures and repair/or replace if due to misuse or negligence by Licensee.	No responsibility.
Painting	Internal painting if damaged due to misuse or negligence by Licensee.	Internal and external painting on as needed basis.
Paths of Entry and Exit	To be kept clear and clean at all times.	Safety inspections and recording as required by the Building Code of Australia.
Pest Control	Responsible for pest control except for birds and possums in pavilions.	Responsible for the control of birds and possums in pavilions and rabbits on grass surfaces.
Plumbing and Fixtures	Cost of internal repairs due to misuse by Licensee, and any add-on fixtures not standard within the building.	Repair and renewal of all plumbing fixtures.
Plumbing waste pipes, roof gutters and drains	Keep them clear of foreign objects, leaves, mud, weeds etc and clear if blocked by these materials.	General maintenance.
Roofs	No responsibility.	All maintenance and repairs as required.
Sanitary Bins	No responsibility.	Sanitary bins provided and serviced in public toilet and change room areas at the request of the club.
Security System	Purchase, installation, service and maintenance. To be compatible to Latrobe City Council's master key system.	No responsibility.
Skylights	No responsibility.	All maintenance and repairs as required.
Solar Energy Systems	Licensee has full responsibility to purchase, maintain, repair and replace of all components of any Solar Energy Systems at the facility. Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements.	No responsibility
Stoves/Ovens/Cook Tops/Rangehoods/Bain Marie	Maintenance, repairs and replacement of Club owned units (including hot dog cookers, pie warmers, etc). Maintenance and repairs of Council owned units.	Replacement of Council owned units.
Telephones	Responsible for purchase, installation, utility costs, repairs and maintenance.	No responsibility.
Walls	Regular cleaning and repair if damaged due to misuse or negligence by Licensee of internal walls.	Structural maintenance.

4.2. Ancillary infrastructure all sports

Ancillary infrastructure includes features that may be necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of generic infrastructure. Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 7: Ancillary Infrastructure Table

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Coaches boxes and player dugouts (all sports)	➢ Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.	➢ No responsibility
Gate keepers box's	➢ Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will: ○ Have a maximum allowable size of 1.5 x 1.5 metres. ○ Not detract from the site's amenity.	➢ No responsibility
Goal posts and padding (all sports)	➢ The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.	➢ No responsibility
Irrigation and Drainage (grass based sports)	➢ No Responsibility.	➢ Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.
Protective/safety netting (all sports) ***(Safety netting is netting that prevents balls from leaving the field/ground)***	➢ Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.	➢ No responsibility
Scoreboards (all sports)	➢ Construction and maintenance of scoreboards will be 100% funded by clubs and they must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor	➢ No responsibility

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
	advertising/sponsorship signage. ○ Not detract from the site's amenity. ○ Follow the required permit process.	
Signage (includes promotional and acknowledgement)	➢ Any signage approved by Council as per the Recreation Reserves and Facilities Policy, will be the responsibility of clubs to fund, maintain and replace.	➢ Approve signage prior to installation ➢ No responsibility
Sirens & Public Address (PA) Systems	➢ Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.	➢ No responsibility
Sports playing/ field perimeter fencing for ovals or fields	➢ Clubs are to fund fencing upgrades/replacement under the following circumstances; ▪ Where there is no identified need or demand for a fence and as it relates to State Sporting Association Guidelines. ➢ Council owned or managed land facilities fencing projects must be approved by Council. ➢ Types of fencing must be approved and agreed upon by Council prior to purchase.	➢ Council will fund perimeter fencing under the following circumstances; ○ Full court reconstruction/redevelopment ○ New field construction ○ Identified safety/access purposes ➢ Council will fund fencing up to local level State Sporting Association standards.

4.3. Sports Infrastructure

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. The table below outlines sport specific items and their responsibility. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 8: AFL Infrastructure Table

AFL INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Gate Keepers Boxes	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning and building permits may be applicable and are also the responsibility of the club.	➢ No responsibility

	➢ In general, a gate keeper's box will: ○ Have a maximum allowable size of 1.5 x 1.5 metres ○ Not detract from the site's amenity.	
Goal Netting /Safety Netting including poles	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Goal Padding	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Goal Posts	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Line marking	➢ All costs, maintenance and repairs as required. Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited.	➢ No responsibility
PA Systems and Sirens	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits may be applicable. Seeking this permit is the responsibility of the club.	➢ No responsibility.
Scoreboards and Clocks	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Scoreboards must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m. ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage.	➢ No responsibility.
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & interchange facilities, Spectator Shelters	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits and building permits.	➢ Maintain and repair/replace Coaches Boxes that are within a Council owned building

Table 9: Athletics Infrastructure Table

ATHLETICS INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Additional Storage Facilities	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
All Equipment ie: Hurdles, mats	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures	➢ Clubs to provide 100% of the cost and maintenance of Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures.	➢ Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
Spectator Seating & Covered Areas	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits and building permits.	➢ No responsibility

Table 10: Baseball & Softball Infrastructure

BASEBALL & SOFTBALL INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Baseball Pitching Mounds and infrastructure, diamond infrastructure including bases, plates, footings etc.	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility

Batting Cages	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required	➢ No responsibility
Dugouts	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
En tout cas/red clay	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Safety/protective netting to keep balls within the containment of fields	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Spectator Seating & Covered Areas	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits and building permits.	➢ No responsibility

Table 11: Cricket Infrastructure

CRICKET INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Concrete Cricket Wickets	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Cricket Sight Screens	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Any sight screen development at multi-use facilities must be agreed to upon by all user groups of the reserves as well as endorsement from Council. ➢ As identified within Cricket Australia's Community Cricket Facility Guidelines, Cricket sight screens are not a requirement for local levels of community cricket.	➢ No responsibility.
Curator Equipment ie: rollers	➢ Clubs must 100% fund the construction and maintenance of any curator equipment.	➢ No responsibility.

Practice Cricket Wickets	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Safety Netting	➢ Clubs must 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.	➢ No responsibility
Scoreboards	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Scoreboards must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship	➢ No responsibility.
Spectator seating and covered shelters	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Planning permits and building permits.	➢ No responsibility.
Synthetic Cricket Wickets	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Turf Wickets (including turf wicket sprinklers)	➢ Clubs are responsible 100% for turf wicket construction and maintenance costs. Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures. ➢ The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. There may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where there is a demonstrated demand.	➢ No responsibility

Table 12: Equestrian, Hockey and Lawn Bowls Infrastructure

EQUESTRIAN INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Covered arenas, holding pens, cross country courses	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ Council will only fund local level core components that directly impact participation on Council owned/managed facilities

and components, round yards		
HOCKEY INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Hockey Goals and Nets	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Safety Netting	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Synthetic Replacement	➢ Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.	➢ No responsibility
LAWN BOWLS INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Bowling Greens and Infrastructure	➢ Clubs must provide 100% of the cost of construction, maintenance and repairs of bowling greens, pavilions and ancillary infrastructure	➢ No responsibility

Table 13: Netball Infrastructure

NETBALL INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Courts	➢ General maintenance ie: sweeping	➢ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction; ○ Surface replacement, as per State Sporting Organisation requirements ○ Line Marking as part of overall project
Gate Keepers Boxes	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.

	➢ Planning and building permits may be applicable and are also the responsibility of the club. ➢ In general, a gate keeper's box will: ○ Have a maximum allowable size of 1.5 x 1.5 metres	
Goal Netting /Safety Netting including poles	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
Goal Padding	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
Goal Posts	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
PA Systems and Sirens	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits may be applicable. Seeking this permit is the responsibility of the club.	➢ No responsibility.
Scoreboards and Clocks	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Scoreboards must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship	➢ No responsibility.
Spectator seating and covered shelters	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits and building permits	➢ No responsibility.
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & interchange facilities	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning permits and building permits	➢ Maintain and repair/replace Coaches Boxes that are within a Council building.

Table 14: Soccer (Football) Infrastructure

SOCCER (FOOTBALL) INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Goals and Portable Goals	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
Goal Padding & Netting	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
Behind Goal Netting /Safety Netting	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.
Players Race	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & Interchange Facilities	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ Maintain and repair/replace Coaches Boxes that are within a Council building.
Gate Keepers Boxes	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning and building permits may be applicable and are also the responsibility of the club. ➢ In general, a gate keeper's box will: ○ Have a maximum allowable size of 1.5 x 1.5 metres ○ Not detract from the site's amenity.	➢ No responsibility.
Scoreboards and Clocks	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Scoreboards must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage	➢ No responsibility.
Line marking	➢ Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited.	➢ No responsibility.
PA Systems and Sirens	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➢ No responsibility.

Table 15: Tennis Infrastructure

TENNIS INFRASTRUCTURE		
ITEM	**CLUB RESPONSIBILITY**	**COUNCIL RESPONSIBILITY**
Courts	➢ General maintenance ie: sweeping	➢ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction; ○ Surface replacement, as per State Sporting Organisation requirements ○ Line Marking as part of overall project
Tennis nets, poles, handles, net straps, court covers	➢ All maintenance, repairs and replacement as required	➢ As part of a full court redevelopment/reconstruction Council will provide the tennis poles, nets and handles. ➢ The responsibility of such infrastructure would then be the responsibility of resident clubs
Sirens & Public Address (PA) Systems	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ All maintenance and repairs are the responsibility of the club	➢ No responsibility
Umpires chairs and seating infrastructure (internal and external to courts)	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Club to fund and seek permission from Council to install seating infrastructure.	➢ No responsibility
Scoreboards	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Scoreboards must: ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ➢ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage ➢ Club to fund and seek permission from Council to install scoreboards.	➢ No responsibility
Fencing	➢ General fencing upgrade ➢ Clubs will be responsible for any planning or building permit requirements, following Council approval	➢ Fencing replaced as part of a full court re-development/reconstruction. Council will fund the cost of court perimeter fencing
Player shade and spectator shelters	➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ All maintenance and repairs are the responsibility of the club	➢ No responsibility

4.4. Lighting

Latrobe City Council will fund the construction of a new field/surface lighting system or where appropriate, an upgrade to existing field/surface lighting.

As per the Sporting Reserves License Agreement once installed/upgraded, the operating cost of the field/surface lighting becomes the sole responsibility of the resident club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure such as the poles.

Latrobe City Council will fund a maximum lighting level of 100 lux. In the instance that local level training standards are above 100 lux, Council will adopt the relevant local level training standards.

The table below outlines the maximum lux level that Council will fund for each sport.

Table 16: Lighting Levels Funded by Council

MAXIMUM LIGHTING LEVELS FUNDED BY COUNCIL	
SPORT	**LUX LEVEL**
AFL	100
Baseball	200
Cricket	200
Football (soccer)	100
Hockey	250
Netball	100
Tennis	250

5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy/master plan or Expression of Interest will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every two years.

6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

6.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

6.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

6.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.

- Comply with frameworks and procedures developed to achieve compliance with this policy.

7. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years)

8. Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field and court lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town."
Main venue	The registered home base of the club
No Lighting	Means zero (0) structured flood lighting tower/pole
Non-compliant lighting	Means that there is at least one structured flood light tower, however the lighting is non-compliant with local level State Sporting Association Guidelines
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

Internal Strategic Documents:

- Council Plan 2021 – 2025
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Public Open Space Strategy
- Catterick Crescent Reserve Master Plan
- Traralgon Recreation Reserve & Showgrounds Master Plan
- Gaskin Park Master Plan
- Maryvale Reserve Master Plan
- Moe Newborough Outdoor Recreation Plan
- Morwell Outdoor Recreation Plan
- Morwell Recreation Reserve Precinct Master Plan
- Northern Towns Outdoor Recreation Plan
- Recreation & Leisure Strategy
- Soccer Plan
- Southern Towns Outdoor Recreation Plan
- Tennis Plan
- Traralgon Outdoor Recreation plan
- Traralgon South Recreation Reserve Master Plan
- Warren Terrace Reserve Master Plan

External Documents:

- AFL Preferred Facility Guidelines for State, Regional and Local Facilities
- Sport and Recreation Victoria - Artificial Grass for Sport Guide
- Australian Lighting Standards
- Baseball Victoria – Lighting Standards Policy
- Bowls Australia – Green Construction Guidelines
- Building Code of Australia
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Netball Australia – National Facilities Policy
- Netball Victoria – Facilities Manual
- Tennis Australia – Tennis Infrastructure Planning

Other Documents:

- Capital Works Budget
- Asset Management Strategy
- Capital Works Policy
- Procurement Policy
- Risk Management Framework
- Annual Seasonal Allocation Policy

10. Reference Resources

- *Local Government Act 1989*

11. Addendums

- *Club Managed Projects Process*

Pavilion Projects

Reserve	User Group	Project	Score
Toners Lane	Morwell Baseball Club	NEW upgrade pavilion to include changerooms and social space	**100**
Boolarra Memorial Park	Boolarra FNC / Jeeralang Boolarra Cricket Club	NEW indoor sport facility & umpire changerooms	**98**
Toongabbie Rec Reserve	Toongabbie & District Pony Club	NEW equestrian clubrooms	**85**
Harold Preston Reserve	Traralgon Little Athletics	Upgrade eastern pavilion to provide additional female friendly changerooms and public amenities	**80**
Olympic Park, Moe	Moe United Soccer Club	Changeroom upgrade	**78**
Ronald Reserve	Morwell East FNC	NEW lift access to social rooms	**77**
Crinigan Rd South, Morwell	Fortuna 60 Soccer Club	NEW changerooms (or renew St Vincents building)	**77**
Yinnar Rec Reserve	Yinnar JFC / Raiders Cricket Club	Eastern Oval pavilion change room upgrade	**75**
Maryvale Recreation Reserve, Morwell	Latrobe Cricket Club	NEW additional changerooms (extension)	**75**
Traralgon Tennis Centre	Traralgon Tennis Association	Amenities upgrade	**73**
New development, Traralgon North	Traralgon City Soccer Club	NEW multi-use pavilion	**72**
Yinnar Rec Reserve	Yinnar JFC / Raiders Cricket Club	Eastern Oval pavilion (stage 2 - NEW umpires changerooms, kitchen, canteen & meeting room)	**70**
Toongabbie Rec Reserve	Toongabbie Cricket Club	Changeroom upgrade	**70**
Old Trafford Oval, Traralgon	Ex Students Cricket Club	NEW changerooms and multi-purpose facility	**67**
Morwell Leisure Centre	Morwell Netball Association	New courts	**67**

Ronald Reserve	Morwell East FNC	Netball changerooms / amenities upgrade	**67**
Duncan Cameron Memorial Reserve	Traralgon Rovers Cricket Club / Southside JFC	Changeroom upgrade	**65**
Maskrey Reserve	Pax Hill Tennis Club	NEW toilet block (replacement)	**60**
Ronald Reserve	Morwell Tennis Club	Upgrade clubrooms focusing on accessibility improvements, including an accessible toilet	**52**
Joe Tabuteau Reserve	Moe Pony Club	NEW toilet block (replacement)	**50**
Baillie Reserve, Tyers	Tyers Soccer Club	Changeroom extension / upgrade	**50**
Baillie Reserve	TTUFNC	Netball changerooms / umpires upgrade	**45**
Baillie Reserve	TTUFNC	NEW social room (replace old)	**40**
Morwell Leisure Centre	Morwell Netball Association	Upgrade to provide compliant court run off and supporting amenities for officials	**37**
Churchill Leisure Centre	Morwell Netball Association	Upgrade to provide compliant court run off and supporting amenities for officials	**37**
Traralgon Tennis Centre	Traralgon Tennis Association	Clubhouse upgrade and NEW multipurpose room	**33**
Joe Tabuteau Reserve	Moe Pony Club	NEW covered arena	**26**
Joe Tabuteau Reserve	Moe Pony Club	Kitchen upgrade	**21**
Stoddart Oval, Traralgon	Gormandale Cricket Club	NEW social rooms	**11**
Moe Tennis Centre	Moe Tennis Club	NEW kiosk / canteen (extension to existing pavilion)	**10**

Lighting Projects

Reserve	User Group	Project	Score
Catterick Crescent Reserve	Traralgon & District JFL	Install NEW oval lighting	**115**
Kevin Lythgo Reserve	Traralgon Baseball Club	Upgrade field lighting (NEW)	**115**
Morwell Leisure Centre	Morwell Basketball Association	Upgrade court lighting	**112**
Maryvale Recreation Reserve, Morwell	Latrobe Cricket Club / LVUA	NEW AFL lighting to Peter Siddle Oval	**105**
Jack Canavan Oval	West End JFC	Oval lighting upgrade (NEW)	**102**
Baillie Reserve, Tyers	Tyers Soccer Club	Lighting upgrade to soccer pitch (2 NEW poles)	**86**
Morwell Recreation Reserve	Morwell FNC	Main oval lighting - upgrade to LED / 500 lux using existing poles	**86**
Gaskin Park	Churchill FNC	Upgrade netball court 1 lighting (NEW)	**85**
Olympic Park, Moe	Moe United Soccer Club	Install NEW lighting (pitch 2)	**82**
Hazelwood South Reserve	Churchill United Soccer Club	Pitch 2 lighting upgrade (to LED)	**76**
Monash Reserve, Newborough	Monash Soccer Club	100 lux lighting (LED upgrade - pitch 2)	**58**
Hazelwood South Reserve	Churchill United Soccer Club	Upgrade main pitch lighting (to LED)	**56**
Traralgon Tennis Centre	Traralgon Tennis Association	NEW Lights to front 4 courts	**55**
Maskrey Reserve	Pax Hill Tennis Club	NEW tennis court lighting	**45**
Ronald Reserve	Morwell Tennis Club	Tennis court lighting (upgrade and NEW)	**45**

Gaskin Park	Churchill Bowls Club	Install NEW overhead lighting	**40**
Northern Reserve, Morwell	Morwell JFC	Oval lighting upgrade (to LED)	**37**
Latrobe City Synthetic Sports Field, Churchill	Latrobe Valley Hockey Association	Lighting upgrade (to LED)	**16**

Surface Projects

Reserve	User Group	Project	Score
Ted Summerton Reserve, Moe	Moe FNC	NEW netball court redevelopment	**102**
Glengarry Rec Reserve	Glengarry FNC & JFC / Glengarry CC	Surface improvements: NEW drainage & irrigation to main oval	**102**
Toners Lane	Morwell Baseball Club	Surface improvements: NEW drainage and irrigation (pitch 1 & 2)	**95**
Traralgon West Sporting Complex	Gormandale Cricket Club / Traralgon West Cricket Club	NEW cricket nets (to service precinct)	**87**
Gaskin Park	Churchill Cricket Club	NEW cricket nets (to support relocation from Andrews Park West)	**85**
Hazelwood South Reserve	Churchill United Soccer Club	Surface improvements NEW irrigation & drainage (pitch 2)	**70**
Catterick Crescent Reserve, Traralgon	Imperials Cricket Club	Surface improvements: NEW oval drainage	**70**
George Bates Reserve	YYNFNC	Surface improvements: drainage improvements to oval	**70**
Apex Park, Traralgon	Traralgon Centrals Cricket Club	NEW cricket nets (or expand existing)	**68**
Traralgon Tennis Centre	Traralgon Tennis Association	Surface improvements: resurface 6 public courts (plus cushioning)	**65**
Toongabbie	Toongabbie Cricket Club	Surface improvements (irrigation)	**65**
Boolarra Memorial Park	Boolarra FNC / Jeeralang Boolarra Cricket Club	Surface improvements: NEW irrigation & drainage (oval 1)	**63**
Yinnar Rec Reserve	Yinnar FNC	Surface improvements: drainage & irrigation to Western Oval	**62**
George Bates Reserve	YYNFNC	Netball court resurfacing	**61**
Baillie Reserve, Tyers	Tyers Soccer Club	Surface improvements: NEW irrigation to soccer pitch	**60**
Baillie Reserve, Tyers	TTUFNC	Surface improvements: NEW oval drainage	**60**
Hazelwood South Reserve	Churchill United Soccer Club	NEW fencing to Pitch 2 (currently only 1 side fenced)	**56**
Maryvale Recreation Reserve	Latrobe Cricket Club	NEW fencing to Peter Siddle Oval	**55**
Boolarra Memorial Park	Jeeralang Boolarra Cricket Club	NEW cricket nets (replace old)	**55**
Traralgon South Rec Reserve	CATS Cricket Club	Surface improvements: NEW oval drainage and irrigation (ground partially irrigated)	**50**
Monash Reserve, Newborough	Monash Soccer Club	Surface improvements: NEW drainage (pitch 1)	**45**
Harold Preston Reserve	Traralgon Olympians Soccer Club	Perimeter fence for main pitch	**45**

Morwell Leisure Centre	Morwell Basketball Association	NEW retractable court divider	**37**
Northern Reserve, Newborough	Newborough FNC / Newborough JFC	Surface improvements: NEW drainage (oval 1)	**37**
Baillie Reserve, Tyers	Tyers Soccer Club	NEW soccer pitch fencing	**35**
Monash Reserve, Newborough	Monash Soccer Club	Surface improvements: NEW drainage and irrigation (pitch 2)	**35**
Morwell Recreation Reserve	Morwell FNC	Perimeter fence upgrade for main oval, including curbing and gutter	**30**
Northern Reserve, Newborough	Newborough FNC / Newborough JFC	Perimeter fence	**20**

PETITION RESPONSE - REDUCTION OF SPEED LIMIT ON OLD SALE ROAD, NEWBOROUGH

PURPOSE

To provide a detailed response to the petition received by Council for the speed zone be reduced to 50 km/h on Old Sale Road, Newborough.

EXECUTIVE SUMMARY

- At its April 2026 meeting, Council tabled a petition containing 39 valid signatures (**Confidential Attachment 1**) requesting the speed limit on Old Sale Road, Newborough be reduced from 60 km/h to 50 km/h for public safety.
- Old Sale Road extends from Moore Street, Moe to Monash Road, Newborough and is managed by two road authorities: the Department of Transport and Planning (DTP) between Moore Street and Thompsons Road, and Council-managed section between Thompsons Road and Monash Road.
- Officers met with the head petitioner to clarify the Council-managed section is the focus of the petition. However, both sections of road have been the subject of previous petitions and Council advocacy in 2015, 2016 and 2022 seeking lower speed limits and safety improvements.
- Under current Victorian speed zoning policy, the DTP-managed section may support further review toward 60 km/h, while the Council-managed section, presents a stronger basis for consideration of a 50 km/h limit due to its residential frontage, local access function, bicycle lanes and mixed use.
- The requested speed reduction on the Council-managed section is included in the Safe Local Roads and Streets Program which is currently seeking community feedback. To date, the proposed Newborough works have received 20 responses with 14 in support and six against it. Further engagement is planned as the project progresses.
- Recently, DTP reduced speeds on Moe-Glengarry Road in this area, including Narracan Drive and John Field Drive, with public feedback to that change being sceptical and resistant, with concerns about consistency, travel impacts, and a perception that limits don’t match road conditions.
- It is recommended note the report and continue progressing the Safe Local Roads and Street project on the Council-managed section.

OFFICER'S RECOMMENDATION

That Council:

1. **notes the report;**
2. **notes the upcoming Safe Local Roads and Streets Program project on Old Sale Road, Newborough; and**
3. **advises the head petitioner of this resolution.**

BACKGROUND

At its April 2026 meeting Council received a petition containing 39 valid signatures requesting that the speed limit on Old Sale Road, Newborough be reduced from 60 km/h to 50 km/h for public safety. Council resolved to table the petition and refer the matter for officer assessment and a future report.

Old Sale Road extends from the Moore Street roundabout in Moe to Monash Road roundabout in Newborough. Through this alignment its management changes from the DTP as C467 Moe-North Road between Moore Street and Thompsons Road to Council between Thompsons Road and Monash Road as shown in the Figure below.

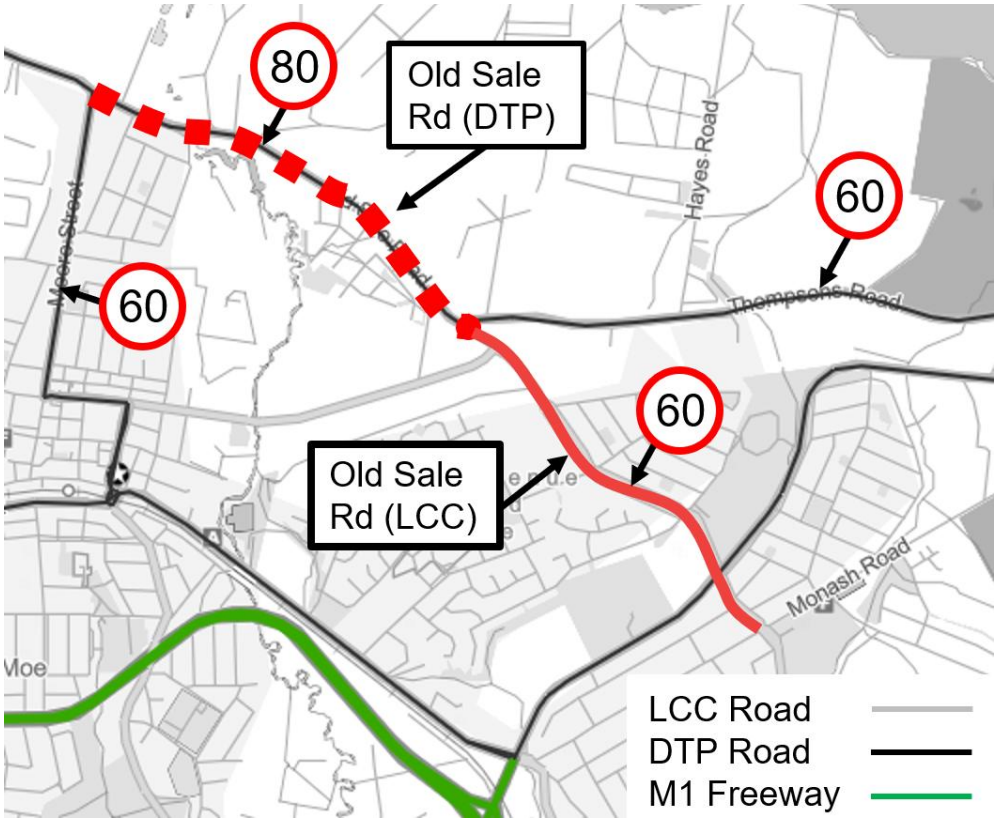

Figure 1 - Old Sale Road, Road Managers and Existing Speed Limits

The roads cross-section reflects this hierarchy with; higher speeds limits where there are less driveways through the DTP-managed section, to lower speed limits where there is more residential frontage on the Council section.

Over time it has been the subject of community concern and Council action which is detailed in **Attachment 2** - Previous Council Actions and Outcomes.

ANALYSIS

The petition requests that the speed limit be reduced from 60 km/h to 50 km/h across the Old Sale Road. Compared to the speed review requests completed between 2012 and 2022, DTP's Victorian Speed Zoning Technical Guidelines have been updated to provide greater recognition of Old Sale Road's residential and pedestrian context, corridor-wide speed consistency and integration with recently funded traffic calming treatments. This helps support a speed reduction outcome not previously available under legacy speed zoning methodologies.

Officers met with the head-petitioner on 11 May 2026 and clarified that the petition related to the Council-managed section however, given previous enquiries, the full length is provided below for further analysis, separated by relevant road manager.

DTP Managed Section of Old Sale Road - Moore Street to Thompsons Road

The experience of residents in the vicinity of Montane Boulevard was the driver behind the 2022 speed reduction advocacy, and as the area continues to progressively develop under the Lake Narracan Development Plan the need for safe speeds to support this uplift over time.

In mid-2025, the continuation of the C467 arterial road network along Thompsons Road saw a speed reduction from 80 km/h to 60 km/h having regard to the surrounding development. This is an important shift as the speed change has preceded the full development along the road, which was not the result in 2022 for the same request on Old Sale Road.

Accordingly, a reduction to 60 km/h on the DTP-managed Old Sale Road could be considered consistent with the current guidelines and other recent speed zoning decisions on the same C467 road.

Whilst this does not align with the 50 km/h requested in the petition, the difference reflects that the arterial road network places a higher priority on supporting efficient movement through the road network and limits driveway access support this. For example, residents of the Montane Estate development do not have direct frontage to the road and freight trucks are encouraged to use this route.

Recently, the Moe-Glengarry Road has been part of a road safety improvement project that has included, among other works, a speed zone changes of 60 km/h through Narracan Drive and John Field Drive, Newborough and a more consistent 80 km/h between Newborough and Yallourn North.

Community responses to similar Moe-Glengarry Road improvements and associated projects indicate mixed sentiment. There is general support for initiatives that improve safety outcomes; however, this can be balanced by concerns regarding project prioritisation, treatment selection (e.g. speed limits or intersection design), and construction impacts.

Feedback also commonly broadens to highlight wider road maintenance issues across the network, suggesting expectations for more holistic investment rather than isolated upgrades.

A key difference from Council-managed roads is that traffic volumes are much higher on the DTP network. This makes it both more challenging to engage with the volume of road users on the proposed change and dilutes some of the benefits. For example, the proportion of the adjacent properties that receive the safety benefit compared to those that see a dis-benefit in increased travel times.

Council Managed Section of Old Sale Road – Thompsons Road to Monash Road

The Council-managed section of Old Sale Road between Thompsons Road and Monash Road is a strong candidate for consideration of a 50 km/h speed zone under current Victorian policy settings.

This section operates differently to the western arterial portions of Old Sale Road. It functions primarily as a local connector road serving adjacent residential areas and local access movements rather than a higher-order through traffic route.

Under the current Speed Zoning Technical Guidelines, Safe System principles and the Movement and Place Framework, speed limits are assessed not only on traffic flow, but also on roadside development, access density, vulnerable road users, intersection frequency and place function. On these measures, this section has stronger characteristics of an urban local movement corridor than a higher-speed distributor road.

The presence of residential frontage, pedestrian activity, on-road bike lanes, commercial areas, schools, recreational amenities and access demand means the consequences of vehicle crashes at higher speeds are more severe, particularly at side-street intersections and driveway access points.

Previous applications by Council to the 2025-26 and 2026-27 Black Spot Programs highlight that there is also a demonstrated crash history supporting these concerns as shown in the following figure for the Council-manage section between Northern Avenue and John Field Drive where serious with serious crash sites shown in red:

Figure 2 – DTP Crash Statistics - Crash Locations

Council has been recently successful in securing grant funding to deliver road safety treatments on the Council-managed section of Old Sale Road that can include a reduced speed limit subject to further investigations, stakeholder consultation, DTP approval and supporting infrastructure treatments to reduce speeds a key locations.

With a strong support from adjacent properties through this petition, a demonstrated crash history, and a surrounding DTP-managed road network to support higher-speed and higher-volume movement of vehicles, the proposed changes in the petition are aligned with the successful grant funding and represent a proportionate and context-appropriate measure to improve safety and align the road's function with its environment.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Community road safety concerns unresolved or speed change opposition.	**Medium** *Unlikely x Moderate*	Community consultation through development of road safety projects and further communications through implementation.

RISK	RISK RATING	TREATMENT
COMPLIANCE DTP approval of proposed speed change.	**Medium** *Unlikely x Moderate*	Ongoing engagement with DTP supported with community engagement outcomes.

CONSULTATION

Changes to speed zoning require engagement with nearby community and other stakeholders, like emergency services and public transport operators, to inform decision making by DTP.

As part of the SLRSP, a Have Your Say on proposed road safety infrastructure and a speed reduction to 50 km/h on the Council managed section of Old Sale Road has been advertised with feedback requested by 3 September. It has seen 20 submissions with 14 in support and six opposing the proposed works.

The community generally accepts the need for safety improvements around Newark Avenue and Old Sale Road, particularly because of schools, pedestrians and speeding vehicles. However, residents want the project to address heavy vehicle movements, parking conflicts and driver behaviour, while avoiding unnecessary congestion, traffic delays and increased noise.

The feedback is included at **Attachment 3** and the themes included:

1. Heavy truck movements on Old Sale Road.
2. Excessive vehicle speeds and hoon driving.
3. School children and pedestrian safety.
4. Noise impacts of speed humps.
5. Frustration regarding road condition and other speed reductions.

COMMUNICATION

Further engagement is planned at the SLRSP project progresses noting that 20 submissions have been received through the Have Your Say and 39 valid signatures were provided in the petition, predominately from properties on Old Sale Road.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

A reduction in vehicle speeds and associated road safety improvements may provide positive social outcomes through:

- improved perceived and actual safety for residents adjoining Old Sale Road;
- safer pedestrian crossing opportunities and local access;
- improved amenity through reduced traffic noise and aggressive driving behaviour;
- increased confidence for walking, cycling and community connection; and
- responsiveness to longstanding community concerns raised through petitions and Council processes.

Potential negative impacts may include some opposition from through-road users concerned about travel time or perceived inconvenience.

Cultural

Adverse cultural impacts have not been identified.

Health

A lower operating vehicle speeds are strongly associated with reduced crash severity and improved public health outcomes.

Potential benefits include:

- lower risk of fatal and serious injury crashes;
- safer conditions for pedestrians and cyclists;
- increased willingness to undertake active transport;
- reduced traffic stress for nearby residents; and

improved safety outcomes for children, older residents and vulnerable road users.

Environmental

Potential environmental impacts are generally positive and may include:

- encouragement of walking and cycling for short local trips;
- reduced harsh acceleration / braking if supported by consistent traffic calming design;
- improved neighbourhood amenity.

Economic

Safer and more accessible local roads can support economic participation by improving access to:

- local shops and services;
- schools and community facilities;
- employment areas within Moe / Newborough; and
- efficient local freight and service access.
- Crash reduction also lowers broader economic costs associated with emergency response, medical treatment, lost productivity and property damage.

Any minor travel time increase from lower speed limits is likely to be outweighed by safety and amenity benefits on a local urban corridor.

Financial

At this stage, noting the report and seeking further review has no immediate material financial impact on Council beyond normal officer time and existing operational resources.

For the Council-managed section of Old Sale Road, potential infrastructure measures such as speed signs, traffic calming, pedestrian crossings, signage or line marking improvements may be suitable for delivery through external funding sources, including:

For sections managed by the Department of Transport and Planning (DTP), speed zoning reviews, signage amendments can be progressed within existing business-as-usual (BAU) resource allocations.

If no action is taken, there remains potential for ongoing costs associated with reactive safety treatments, missed grant opportunities and unresolved community concerns.

Attachments

1. Confidential Attachment 1 (Published Separately)

   This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Petitioners personal details included.

2. Previous Council Actions and Outcomes
3. SLRSP Newborough Responses

9.5

Petition Response - Reduction of Speed Limit on Old Sale Road, Newborough

2 Previous Council Actions and Outcomes 99

3 SLRSP Newborough Responses..... 100

LATROBE CITY COUNCIL

Key Council Actions and Outcomes - Old Sale Road, Newborough (2010–Present)

History of Traffic Investigation – Old Sale Road, Newborough (2010–Present) – *Key Council actions and outcomes (grouped by year)*:

Year	Council Action	Outcome / Resolution
2012	Traffic Investigation (17 Sep 2012): Council considered a report on Traffic Investigation – Old Sale Rd, Newborough. Maintenance Petition (3 Dec 2012 & follow-up 17 Dec 2012): New Council received a petition (39 signatories) requesting better roadside vegetation maintenance along Old Sale Rd.	Outcome: Traffic investigation findings noted, Council liaised with DTP on identified concerns. Petition (Maintenance): Council referred maintenance request to the responsible authority (DTP) and ensured roadside vegetation was cleared, improving safety and amenity on Old Sale Rd.
2015	Council Advocacy: Council raised road safety concerns for Old Sale Rd with DTP advocating for speed limit review and safety improvements.	Outcome: DTP was formally requested to evaluate reduced speed limits and additional safety measures on Old Sale Rd.
2016	Resident Petition (Jul 2016): Council tabled a petition (52 signatories) urging lower speed limits (from 60 to 50 km/h) and heavy vehicle restrictions on Old Sale Rd (citing safety, noise & truck traffic concerns). Council Resolution (12 Sep 2016): Following an officer's report on the petition, Council resolved multiple safety actions: (1) to request DTP to reduce the 80 km/h speed zone (north-west section) down to 60 km/h; (2) to retain 60 km/h on the Council-managed section (no further reduction to 50 km/h); (3) to impose truck/heavy-vehicle restrictions on Old Sale Rd (via an alternate heavy-vehicle route); and (4) to resurface Old Sale Rd for noise reduction.	Outcomes: Speed zoning request lodged with DTP for the DTP-managed section to be reduced to 60 km/h. Council wrote to the DTP heavy vehicle enforcement department to request enforcement of local heavy-truck restrictions on Old Sale Rd and delivered road resurfacing works to mitigate noise.
2022	Notice of Motion (14 Mar 2022) calling on the Victorian Government to reduce the 80 km/h speed limit on Old Sale Rd's DTP-managed portion to 60 km/h, highlighting ongoing community safety concerns.	Outcome: Council formally wrote to the Minister for Roads & DTP urging a speed limit reduction to 60 km/h.
2025 – 2026	Grant Funding Applications: Council supported application of Old Sale Road to the Black Spot program in 2025 and 2026.	Outcome: The Black Spot applications in 2025 and 2026 were not successful.

SLRSP survey responses: Newborough site

Responses	Support: Yes	Support: No
20	14	6

Respondent no.	Responded at	Location(s) selected	Connection to location	Travel frequency	Supports proposed improvements	Feedback regarding proposed improvements
1	10/08/2026 20:04	Newborough	I live nearby	Daily	Yes	Need to Aldo take off b double trucks of old-sale road and the cattle trucks which pass 2 schools
2	10/08/2026 20:27	Newborough	I live nearby; Parent/carer	Daily	Yes	During school hours there are a number of children who sometimes do not behave safely around the road. Reducing the speed limit and introducing a zebra crossing will improve safety outcomes for the large cohort of school children. Additionally, there are a couple of very popular businesses on the corner of Newark Ave which increase both vehicle and foot traffic - these safety measures will also reduce the risk of visitors to the establishments and make it a bit easier for these people to cross the road during peak periods. However, I do expect this will lead to congestion when large groups
4	11/08/2026 08:17	Newborough	I live nearby	Daily	No	Not answered
7	11/08/2026 09:34	Newborough	I live nearby	Daily	Yes	Maybe speak with the Victorian police / local laws - traffic patrol is needed - Lowanna College on Newark particularly parents parking over driveways, parents dropping children to school and speeding in the 40km/h area I have no issues with the speed humps/wombat crossing for the children/pedestrians of old sale road / newark ave
25	11/08/2026 14:06	Newborough	I live nearby; I regularly drive through the area; I regularly walk or cycle through the area; Parent/carer; School community; Other: I live on	Daily; Weekly; Monthly	Yes	Please install the same Zebra crossings at the roundabout at Old Sale Road and Southwell Ave. Please reduce the speed limit to 50km per hour or even 40km per hour. Please GET THE CATTLE TRUCKS AND THE HEAVY B-DOUBLES AND EARTHMOVING TRUCKS OFF OLD SALE ROAD!!! The Cattle trucks go all day and all night to the abbatoir and you can hear the mooing, even at 4.30am!!! STOP THE HOONS DRIVING AT 100kms per hour at 3am and endlessly squeeling their tyres, we keep waiting for the inevitable BANG when they hit something, the police do nothing. Please DIVERT THE
32	11/08/2026 14:46	Newborough	I live nearby	Daily	Yes	I will be happy to see raised road bumps in Newark Ave as the amount of cars that speed up our street is ridiculous and a safety hazard for anyone with kids we have had a car wreck our naturestrip due to losing control it makes us not want our grandkids to go out the front and we have so many little kids in this street
33	11/08/2026 14:50	Newborough	I live nearby	Daily	No	Mini speed humps create greater noise especially at night when cars and trucks just proceed through roundabout. Consideration needs to be given to residence trying to sleep. It's bad enough constantly having hooning cars around all hrs of the day and night. I appreciate the effort in trying to make intersection safer and slower in speed. Getting out of my driveway at peak times is a nightmare especially with large type cars and trucks parked on the road.
39	11/08/2026 16:18	Moe; Morwell; Newborough; Traralgon	I live nearby; I own a business nearby; I regularly drive through the area	Monthly; Rarely	Yes	Not answered
43	11/08/2026 17:47	Newborough	I live nearby	Daily	Yes	Not answered
46	11/08/2026 20:40	Moe; Morwell; Newborough; Traralgon	I live nearby; I work nearby; I regularly drive through the area	Daily	No	Instead of putting signs out to have us slow down fix the roads properly and fix the roads covered in potholes. Slowing down speeds wont stop people doing the wrong thing.

SLRSP survey responses: Newborough site

Responses	Support: Yes	Support: No
20	14	6

Respondent no.	Responded at	Location(s) selected	Connection to location	Travel frequency	Supports proposed improvements	Feedback regarding proposed improvements
50	11/08/2026 22:43	Newborough	I live nearby	Daily	Yes	I strongly recommend that Council consider installing additional speed humps ("wombat crossings" or similar traffic-calming measures) on the western side of the Old Sale Road / Newark Avenue roundabout. The primary concern is the speed at which vehicles accelerate as they exit the roundabout. While there may be traffic-calming measures approaching the roundabout, there appears to be significantly less attention given to the opposite side, where vehicles are able to accelerate rapidly towards the bridge and rail trail. This creates a serious safety concern for pedestrians,
51	12/08/2026 07:17	Newborough	I live nearby	Daily	Yes	Not answered
52	12/08/2026 08:19	Newborough	I live nearby	Daily	No	The road humps at newark Avenue are a good idea, but please dont lower the speed limit for the whole of old sale road!!
54	12/08/2026 09:09	Newborough	I live nearby	Daily	Yes	I think it's a really good idea.
62	12/08/2026 13:27	Newborough	I live nearby; I regularly drive through the area	Daily	No	I think adding a crossing and speed bump would lead to major traffic congestion especially around school lunch pick up and drop off. With kids playing the crossing. It happens on Newark Avenue out front of the school. Lowering the speed limit won't work because speeding happens now at 60km
63	12/08/2026 15:48	Newborough	I live nearby; I regularly drive through the area; I regularly walk or cycle through the area	Daily	Yes	Regarding the Newborough proposed improvements at Newark Ave, considering roundabout baby wombat crossing and road speed reduction. Hopefully there is further consideration for notorious car parking issues and upgrade of lighting. The car parking on the island strip is unsatisfactory being difficult to get into and depart from (too compact or small for the amount of users). Also, the unsafe car parking in front of shops, require cars to back out into oncoming traffic, which would require further engineering consideration to avoid huge risk of vehicle crashes. Considering this program is all
73	13/08/2026 18:03	Newborough	I live nearby; I regularly drive through the area; I regularly walk or cycle through the area	Daily	Yes	Following my previous feedback regarding the Newborough proposed improvements at Newark Ave, considering roundabout baby wombat crossing and road speed reduction. After further thought, for immediate improvement would be to reduce the Old Sale Road speed limit to 50kph from the Southwell Ave roundabout through to the Haige Street roundabout. Then for the near future proposed improvement works to correct the car parking near the Newark Ave roundabout, when considering safety issues. There could be road works to reduce the width of centre island nature strip
88	15/08/2026 09:03	Moe; Morwell; Newborough; Traralgon; Tyers; Yallourn North	I live nearby; I regularly drive through the area	Daily	No	Please stop lowering our speed limits - its getting ridiculous. Please remake all these pointless 80 zones back into 100 zones. Also your new safety barriers are stupid and bloody dangerous for motorbike riders as when a truck passes them the wind from the truck hits the barrier and bounces back into the motorbike
92	15/08/2026 14:27	Newborough	I live nearby; I regularly drive through the area; I regularly walk or cycle through the area	Daily	Yes	grade away the grass edge if roads so water can run off & not pool. Pooling water makes POTHOLES!
94	16/08/2026 09:42	Moe; Newborough	I live nearby; I regularly drive through the area	Weekly	Yes	Not answered

ART IN PUBLIC SPACE POLICY

PURPOSE

To present the Art in Public Space Policy for Council endorsement. The Policy establishes Council's position, principles and governance framework for the planning, commissioning, acquisition, management, maintenance and deaccession of art in public space across the municipality.

EXECUTIVE SUMMARY

- The Art in Public Space Policy is a new policy that replaces the former Public Art Policy, which was revoked in June 2023.
- The Policy establishes Council's commitment to art in public space as a contributor to community wellbeing, cultural identity, placemaking and liveability.
- The Policy provides a framework for consistent decision-making across the full lifecycle of public art assets, including commissioning, acquisition, maintenance and deaccession.
- The Policy clarifies Council's role in relation to public art as a leader, facilitator, advocate and asset owner and manager.
- The Policy applies to artworks located on Council-owned or managed land and provides guidance for works on private land that are visible from, or have a material impact on, the public realm.
- The Policy will be supported by operational procedures and guidelines that will assist officers in the implementation and management of public art projects and assets.
- A key implementation priority will be the development of a Public Art Register through an audit of existing public artworks across the municipality.
- Adoption of the Policy does not commit Council to any specific public art program or funding allocation. Any future investment in public art initiatives will continue to be considered through Council's annual budget processes.
- Endorsement of the Policy establishes a clear governance framework and improve consistency, transparency and accountability in Council's management of art in public space.

OFFICER'S RECOMMENDATION

That Council:

1. **endorses the Art in Public Space Policy attached to this report;**
2. **authorises the Chief Executive Officer to make any minor administrative or formatting amendments required prior to publication; and**
3. **notes that implementation of the Policy will be supported through the development of operational procedures, guidelines and a Public Art Register.**

BACKGROUND

Art in public space encompasses a broad range of creative works and activations, both permanent and temporary, commissioned and gifted, that contribute to the character, identity and liveability of places where people live, work and gather. This includes sculptures, murals, installations, integrated design elements, digital media, lighting and artist-led placemaking initiatives across parks, streetscapes, civic precincts and other publicly accessible spaces.

The Council Plan 2025–2029 identifies support for free entertainment in public parks and art in public spaces as part of Strategic Direction 3: Our Community – Healthy, Inclusive, Safe. The Art in Public Space Policy has been developed to give effect to this commitment and establish a consistent framework for Council's approach to public art across the municipality.

Council has historically managed public art through broader project delivery and operational processes and currently does not maintain a dedicated public art program, strategic public art plan or formal Public Art Register. The Policy addresses this gap by establishing clear objectives, guiding principles and governance arrangements for public art activities.

The Policy recognises that Council has a number of roles in relation to art in public space, including as a landowner and asset manager, planning authority, project partner, advocate and facilitator of community identity and placemaking.

The draft Policy was previously presented to Councillors for review and feedback through the Councillor Briefing process. No substantive changes have been made since that review.

ANALYSIS

The Art in Public Space Policy establishes an overarching framework for the planning, commissioning, acquisition, management, maintenance and deaccession of public art across Latrobe City.

The Policy has been developed to support Council's strategic objectives relating to community wellbeing, cultural identity, placemaking, community activation and liveability. It recognises the value of art in public space in creating vibrant places, supporting creative industries, fostering civic pride and enhancing visitor experiences.

The Policy objectives are to:

- affirm Council's commitment to art in public space as a contributor to community wellbeing, cultural identity, placemaking and liveability;
- provide a framework for encouraging, supporting and investing in art in public space across the municipality;
- recognise the diverse roles Council plays as leader, facilitator, advocate, asset owner and manager;

- guide decision-making across the full lifecycle of public artworks;
- assist officers in responding to enquiries, proposals and requests from internal and external stakeholders; and
- provide guidance to the private sector regarding the integration of art into development and infrastructure projects.

The Policy is founded on a series of guiding principles including community wellbeing and liveability, First Nations engagement and cultural heritage, cultural expression and diversity, accessibility and inclusion, environmental responsibility, transparency and integrity, and independence from commercial interests.

Importantly, the Policy establishes governance arrangements and responsibilities for the management of public art and introduces the requirement for a Public Art Register to record artworks under Council stewardship and support ongoing condition assessment, provenance and maintenance planning.

The Policy also provides clear guidance regarding commissioning and acquisition, the assessment of donated or gifted artworks, maintenance responsibilities, deaccession and disposal processes, and intellectual property and moral rights obligations.

The Policy does not establish a public art program, funding allocation or future capital commitment. Rather, it provides the governance framework through which future opportunities and proposals can be assessed consistently and transparently. Any future investment in public art initiatives will continue to be subject to Council's established budget and planning processes.

The adoption of the Policy will provide a clear foundation for future operational procedures and implementation guidelines, improving consistency in decision-making and reducing risk associated with the management of public art assets.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Without a formal policy framework, Council may be exposed to legal, contractual, intellectual property, safety and asset management risks associated with public artworks on Council-controlled land.	**Medium** *Possible x Moderate*	The Policy establishes governance arrangements and lifecycle management requirements, including commissioning, maintenance, condition assessment, deaccession and intellectual property considerations. Supporting procedures and the proposed Public Art Register will further assist in managing compliance and safety risks.
SERVICE DELIVERY Officers may lack consistent guidance for managing public art proposals, projects and assets.	**Medium** *Possible x Moderate*	The Policy and supporting operational procedures provide a consistent framework for assessing proposals, managing projects and maintaining public art assets.
FINANCIAL Adoption of the Policy may create stakeholder expectations regarding increased Council investment in public art.	**Medium** *Possible x Moderate*	The Policy establishes governance and decision-making principles only and does not include any funding commitment. Future investment proposals will continue to be considered through Council's normal budget processes.

RISK	RISK RATING	TREATMENT
STRATEGIC Failure to establish a clear policy position may result in inconsistent decision-making and uncertainty regarding Council's role and expectations relating to public art.	**Medium** *Possible x Minor*	The Policy provides a clear strategic position, governance framework and decision-making principles that improve transparency and manage stakeholder expectations.

CONSULTATION

Internal consultation was undertaken with relevant Council departments during development of the Policy.

The Latrobe Regional Gallery Advisory Committee was consulted during a review of its Terms of Reference. The Committee supported the removal of public art assessment responsibilities from its role, recognising that gallery operations and public art governance represent distinct areas of practice.

Community consultation is not proposed as part of the Policy adoption process. Future public art projects and initiatives will be supported by appropriate stakeholder and community engagement processes in accordance with operational procedures.

COMMUNICATION

Following endorsement, the Policy will be published on Council's website and made available to the community, artists, developers and other interested stakeholders.

Council officers will communicate the Policy's purpose and scope clearly, including that adoption of the Policy does not constitute a funding commitment or the establishment of a dedicated public art program.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment under the *Gender Equality Act 2020* has not been conducted as the Policy establishes a governance framework and does not directly implement a program, service or project with a significant and direct impact on the community. Gender considerations will be incorporated into future public art projects and associated operational procedures where required.

Social

The Policy supports positive social outcomes by encouraging public art that contributes to community identity, social connection, inclusivity and activation of public spaces.

Cultural

The Policy promotes cultural expression, recognises cultural diversity and encourages appropriate consideration of First Nations perspectives, heritage and living culture within public art projects.

Health

The Policy supports opportunities for improved community wellbeing through the activation of public spaces and the enhancement of social and cultural experiences within the public realm.

Environmental

The Policy encourages environmentally responsible approaches to public art, including consideration of sustainability, longevity, material selection and integration with the surrounding built and natural environment.

Economic

The Policy provides a framework that may support local artists, creative industries, visitation and placemaking outcomes while creating greater certainty for future public art initiatives.

Financial

There are no direct financial implications associated with endorsement of the Policy.

The development and implementation of supporting procedures and the Public Art Register will be undertaken within existing operational resources.

Adoption of the Policy does not commit Council to future expenditure on public art projects. Any future investment proposals will be subject to separate Council consideration through normal budget processes.

Attachments

1. Art in Public Spaces Policy - DRAFT

9.6

Art in Public Space Policy

1 Art in Public Spaces Policy - DRAFT 110

LATROBE CITY COUNCIL

Art in Public Space Policy

Version no.

Approval date: 00/00/0000

Review date: 00/00/0000

LATROBE CITY COUNCIL

Document control

Responsible GM	James Rouse	
Division	Community Liveability	
Last updated (who and when)	Manager Creative Venues & Libraries, Nancy Milligan	2026

Document history		
Authority	**Date**	**Description of change**
Council	<Day, month and year>	<Insert detail of change to policy>
References	<Refer to section 8 and 9 of this policy>	
Next review date	<Month and year>	
Published on website	<Yes or no>	
Document reference no.		

1. Background

Art in public space encompasses a broad range of creative works and activations, permanent and temporary, commissioned and gifted, that contribute to the character, identity and liveability of the places where our community lives, works and gathers. It includes sculpture, murals, installations, integrated design elements, digital media, lighting and artist-led placemaking across parks, streetscapes, civic precincts and other publicly accessible spaces.

Latrobe City Council recognises that art in public space plays a meaningful role in community wellbeing, cultural identity and the vitality of the public realm. It contributes to a sense of place, supports the creative industries, attracts visitors and fosters community pride. The Council Plan 2025 – 2029 reflects this, with Strategic Direction 3 "*Our Community – Healthy, Inclusive, Safe*" identifying a Council action to support free entertainment in public parks and art in public spaces as part of its community activation objectives.

This Policy has been developed to give effect to that commitment and to establish a framework for how Council approaches art in public space across the municipality. It sets out Council's objectives, principles and roles, and is supported by an operational procedure providing practical guidance for Officers across the full lifecycle of public art assets, from commissioning and acquisition through to maintenance and deaccession.

This Policy should be read in conjunction with the *Council Plan 2025–2029*, the *Municipal Public Health and Wellbeing Plan*, and the *Events and Visitor Economy Strategy 2024–2028*.

2. Objectives

The objectives of this Policy are to:

- affirm Council's commitment to art in public space as a contributor to community wellbeing, cultural identity, placemaking and the liveability of Latrobe City;
- provide a framework for encouraging, supporting and investing in art in public space across the municipality;
- recognise the diverse roles Council plays as leader, facilitator, advocate, asset owner and manager;
- guide Council's decision-making across the full lifecycle of art in public space;
- assist Officers in responding to enquiries, proposals and requests from both internal and external stakeholders in relation to art in public space; and
- provide guidance to the private sector on the integration of art into development and infrastructure projects on land within or visible from the public realm.

3. Scope

This Policy applies to all existing and future works of art in public space associated with land and facilities owned or managed by Latrobe City Council. This includes buildings, recreational spaces, streets, pedestrian zones, gardens, parks and reserves across the municipality.

The Policy also applies to proposed works of art in public space on privately owned land or property where those works are visually accessible from, or have a material impact on, the public realm within Latrobe City. This includes works proposed as part of private sector development or infrastructure projects.

The Policy covers all types of art in public space, ephemeral, temporary and permanent, and applies across the full lifecycle of a work, from concept and procurement through to installation, maintenance and deaccession. It encompasses commissioned artworks, community arts projects, donated or gifted works, and art integrated into capital works, streetscape projects and placemaking activations.

4. Principles of management

4.1 Guiding Principles

The following principles will guide Council's approach to art in public space across the municipality:

Community wellbeing and liveability

Art in public space should contribute positively to the health, wellbeing and liveability of the Latrobe City community, supporting social connection, activating public spaces and reflecting the diversity and character of the people it serves.

First Nations peoples and cultural heritage

First Nations perspectives, heritage and living culture should be considered from the earliest stages of project conception through to delivery, and opportunities for First Nations artists and communities to participate in and lead projects should be sought.

Cultural expression and diversity

Art in public space should celebrate the cultural identity, history and diversity of the Latrobe City, support local and regional artists, and contribute to a distinctive sense of place.

Accessibility and inclusion

Art in public space should be accessible and welcoming to all members of the community, regardless of age, ability, background or location, with accessibility considered from the concept stage of any project.

Environmental responsibility

Art in public space should be sympathetic to the surrounding built and natural environment, with materials, design and installation reflecting consideration of longevity, sustainability and environmental impact.

Transparency and integrity

Commissioning, selection and acquisition processes will be conducted with transparency, fairness and consistency, in accordance with Council's procurement obligations.

Independence from commercial interest

Art in public space should be conceived for community and cultural benefit. Works that primarily serve commercial purposes, including branding or advertising, are outside the scope of Council's public art intent. Where external funding or sponsorship contributes to a project, it must not compromise the artistic integrity or public benefit of the work.

4.2 Council's Role

Council plays many roles in shaping the public realm.

- Leader

  Council provides vision, planning and decision-making for art in public space, pursuing outcomes that benefit the community and reflect Council's strategic directions.

- Facilitator

  Council connects stakeholders, supports collaborative projects and assists in progressing shared art in public space initiatives across the public and private sectors and community organisations.

- Advocate

  Council advocates on behalf of the community by seeking support, funding and investment from other levels of government, funding bodies and institutions to grow art in public space outcomes for the Latrobe City.

- Asset owner and manager
  Council is responsible for the care, maintenance, compliance and long-term stewardship of approved public artworks on Council-controlled land.

4.3 Governance

This Policy is monitored and implemented by the Arts and Culture team within the Community Liveability directorate, with support from other relevant Council directorates as required.

Requests, proposals and enquiries relating to art in public space from artists, community members, developers or other stakeholders should be directed to the Arts and Culture team, who will assess and respond in accordance with this Policy and its supporting procedures.

The Policy will also be supported by the establishment of a Public Art Register that records all public artworks on Council-controlled land, maintained through periodic condition assessments and updated following any acquisition, deaccession or change in status of a work.

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4.4 Commissioning and Acquisition

Works of art in public space may be acquired by commission, purchase, donation, bequest, gift or transfer. All commissioning and acquisition activity will align with Council's *Procurement Policy* and be conducted with transparency and consistency.

Council reserves the right to decline gifted or donated works where they do not align with the principles of this Policy, carry unacceptable ongoing maintenance obligations, or present compliance, safety or intellectual property concerns.

4.5 Maintenance

Council is responsible for the maintenance of all public artworks on Council-controlled land, including works that have been commissioned, purchased, donated, bequeathed or transferred to Council.

Council will maintain a Public Art Register recording all public artworks under its stewardship, supported by periodic condition assessments to inform maintenance planning and identify works requiring remediation.

Where an artwork is located on privately owned land, the property owner is responsible for all cleaning, maintenance, repairs and removal. Where a privately owned work in or visible from the public realm becomes unsafe or falls into serious disrepair, Council may require the owner to undertake remediation or removal in accordance with its relevant statutory powers.

4.6 Deaccession and Disposal

Council reserves the right to deaccession, relocate or remove a public artwork on any of the following grounds:

- the work presents a safety risk or has become structurally unsound
- the work has suffered irreparable damage or deterioration
- the site is being relocated, redeveloped or repurposed
- the agreed term of a temporary or ephemeral work has concluded
- the work no longer aligns with the principles of this Policy

Any deaccession decision will have regard to the artist's moral rights under the *Copyright Act 1968* and *Copyright Amendment (Moral Rights) Act 2000*, and will be managed in accordance with Council's relevant policies.

4.7 Intellectual Property

Council acknowledges and respects the moral rights of artists under the *Copyright Act 1968* and the *Copyright Amendment (Moral Rights) Act 2000*, including the rights of attribution and integrity.

When commissioning works, Council will seek to establish clear agreement with artists regarding intellectual property ownership and Council's rights to reproduce, photograph and use images of the work for non-commercial purposes, including community engagement, marketing and reporting.

5. Accountability and responsibility

Accountability and responsibility for this policy is outlined below.

5.1 Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policies.
- Responsibility for the decision to approve this Policy by Council Resolution.

5.2 Chief Executive Officer

- Overall responsibility for compliance with this policy.

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- Overall responsibility for enforcing accountability.
- Overall responsibility for providing resources.
- Overall responsibility for performance monitoring.

5.3 General Manager

- Responsibility for compliance with this policy.
- Responsibility for enforcing accountability.
- Responsibility for providing resources.
- Responsibility for performance monitoring.

5.4 Manager

- Develop guidelines and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with guidelines and procedures.
- Provide appropriate resources for the execution of the guidelines and procedures.

5.5 Employees, Contractors and Volunteers

- Participate where required in the development of guidelines and procedures in compliance with this policy.
- Comply with guidelines and procedures developed to achieve compliance with this policy.

6. Evaluation and Review

This Policy will be reviewed following completion of the public art audit and register, on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the Policy or, in any other case, during each Council term (generally four years).

7. Definitions

Art in Public Space / Public Art

The terms 'art in public space' and 'public art' are used interchangeably within this Policy. For the purposes of this Policy, art in public space is defined as any artwork located in, or visually accessible from, the public realm. Works may take a variety of forms including, but not limited to, sculpture, murals, paintings, installations, integrated design elements, lighting, digital media and soundscapes.

Public Realm

Land and spaces that are publicly accessible, whether publicly or privately owned. This includes streets, footpaths, parks, gardens, reserves, civic plazas, pedestrian zones and other outdoor spaces to which the general public has reasonable access.

Commission

A formal agreement between Council and an artist or creative practitioner for the creation of a new work of art in public space, typically involving a brief, selection process and contractual arrangement.

Deaccession

The formal process by which Council removes a public artwork from its collection or stewardship, whether through relocation, disposal, transfer or permanent removal from the public realm.

Ephemeral Art in Public Space

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A work conceived and created for a very short lifespan, typically up to three months. Ephemeral works are often event-driven or experimental in nature and are not intended to become part of Council's permanent collection.

Temporary Art in Public Space

A work designed and installed for a defined period, typically between three months and ten years. Temporary works may be extended by agreement and may in some cases inform or transition into a permanent commission.

Permanent Art in Public Space

A work designed, constructed and installed for long-term placement in the public realm, with an anticipated lifespan of greater than ten years. Permanent works form part of Council's public art collection and are subject to the full maintenance, condition assessment and deaccession provisions of this Policy

8. Related Documents

- Council Plan 2025-2029
- Events and Visitor Economy Strategy 2024-2028
- Procurement Policy

9. Reference Documents

- Copyright Act 1968
- Code of Practice for Visual Arts, Craft and Design

10. Appendices

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STATUTORY PLANNING

10. STATUTORY PLANNING

Item Number 10.1 28 September 2026 Investment and Growth

AMENDMENT C151 - LATROBE CITY SIGNAGE STRATEGY CONSIDERATION OF PANEL REPORT

PURPOSE

To update the Council on the Planning Panel Report received for Amendment C151latr (Latrobe City Signage Strategy) (the Amendment) and to provide details of the next step of the Amendment process.

EXECUTIVE SUMMARY

- The Amendment is a municipality-wide policy and aims to provide clearer requirements for businesses applying for signage planning permits. It introduces changes to Clause 15.01 Built Form and Clause 37.08 Activity Centre Zone, Schedules 1 and 2.
- At the 25 May 2026 Council Meeting, Council resolved to refer two (2) submissions to an Independent Planning Panel.
- A Directions Hearing was held on 1 July 2026 and a Panel Hearing was held on 31 July 2026 to consider all submissions made to the Amendment.
- Submitter 11 was the only party other than Council to speak at the Panel Hearing on 31 July 2026.
- The Panel Report for Amendment C151latr was received on 12 August 2026, (**Attachment 1**), recommending that Council:
    - Adopt Latrobe Planning Scheme Amendment C151latr with the changes recommended below:
        1. Amend Clause 15.01-1L-01 as shown in Appendix B to:
            a) amend the strategy for major promotion signs to:

            Encourage signs that are incorporated into the built form instead of freestanding sign structures.

            b) amend the policy guideline for major promotion signs to:

            Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.

            c) amend the policy guideline for digital / illuminated / electronic signs to:

            Are sited away from activity centre gateways, town gateways and/or tourism gateways.

2. Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital / illuminated / electronic signs in regional / sub-regional retail centres, large town centres and mid valley / big box / industrial areas are limited, not discouraged.

- The Report concluded the Amendment was:
  - supported by, and implements, the relevant sections of the Planning Policy Framework;
  - consistent with the relevant Ministerial Directions and Practice Notes;
  - well founded and strategically justified; and
  - should proceed subject to addressing the more specific issues raised in the Report.

OFFICER'S RECOMMENDATION
That Council:

1. **having considered the Planning Panel report and the Panel recommendations for Amendment C151 endorses the officer's response to the issues and recommendations as outlined in Attachment 5 - Amendment C151 '*Panel Recommendations and Planning Officer Comment';***

2. **adopts Amendment C151 in accordance with section 29 of the *Planning and Environment Act 1987*, with changes as reflected in the, Explanatory Report at Attachment 4, final Amendment C151 documentation provided at Attachment 6 and the post panel summary of changes at Attachment 7;**

3. **adopts the final Latrobe City Signage Strategy 2025 as provided at Attachment 2 and Latrobe City Signage Background Review 2025 at Attachment 3;**

4. **submits adopted Amendment C151, together with the prescribed information, to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987;* and**

5. **advises those persons who made written submissions to Amendment C151 of Council's decision.**

BACKGROUND

At the 22 September 2025 Council Meeting, Council resolved to endorse the draft *Latrobe City Signage Background Report (2025)* and the draft *Latrobe City Signage Strategy (2025).* Council resolved to request Authorisation of the Amendment from the Minister of Planning to prepare Amendment C151latr – Signage Strategy.

The Latrobe City Signage Strategy (2025) will support businesses applying for signage permits by providing clear guidance of the types of signage outcomes Council is seeking. The Amendment specifically makes changes to Clause 15.01 Built Form, by inserting local policy (Clause 15.01-1L Signs) which will provide clear guidelines for eight (8) identified character areas.

The Amendment also inserts changes to Clause 37.08 Activity Centre Zone Schedule 1 and Schedule 2, to support clear guidance on what signs are appropriate in our Activity Centre Zones (ACZ). The Amendment inserts the *Latrobe City Signage Strategy (2025)* as a background document into Clause 72.08 Background Documents of the Scheme.

Amendment C151latr was placed on exhibition from Thursday 22 January 2026 to Monday 23 February 2026.

A total of eleven submissions were received, with four (4) submissions considered to be wholly irrelevant under section 23(6) of the *Planning and Environment Act 1987.*

Consideration of all submissions was undertaken by the Council at the 25 May 2026 Council Meeting. At which the Council resolved to request an Independent Planning Panel to consider all Submissions as two (2) outstanding submissions were unable to be resolved.

A Directions Hearing was held on 1 July 2026 and a Planning Panel was held on 31 July 2026, with Submitter 11 the only other party choosing to speak other than Council.

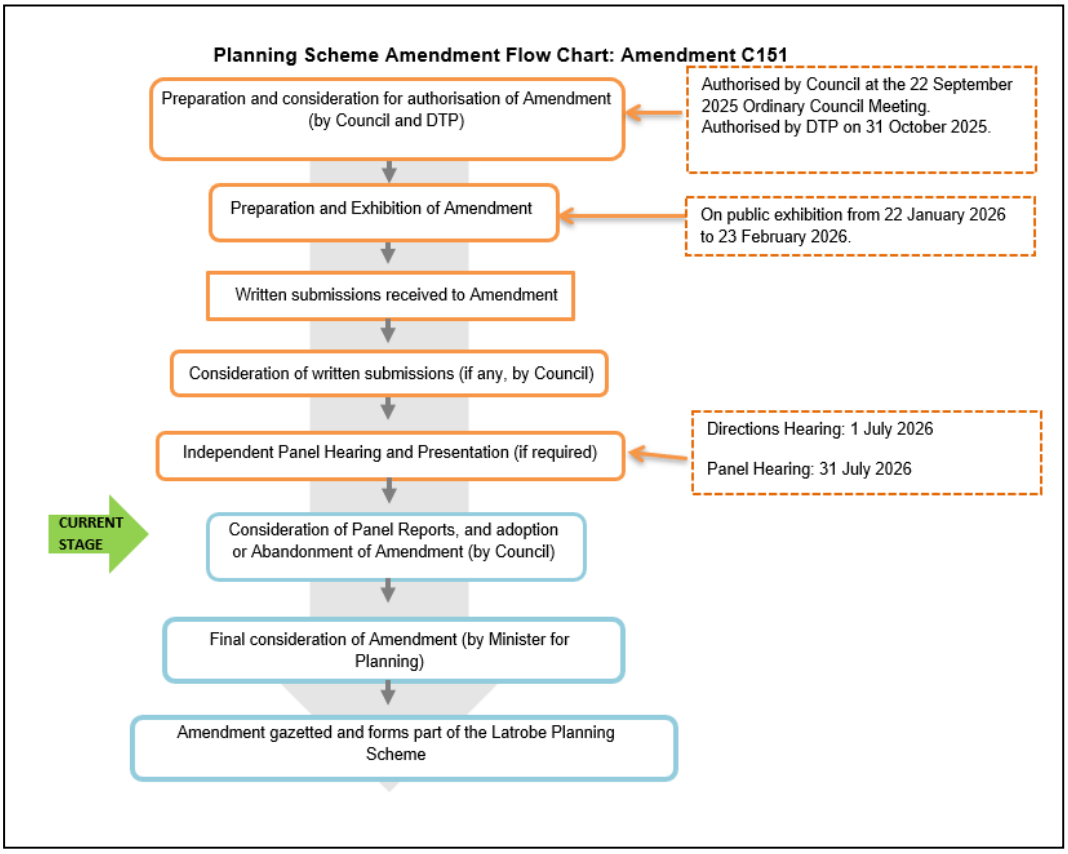
The Planning Panel has considered the Amendment and submissions and made recommendations for Council to consider.

The following steps were undertaken following the Council resolution:

- A request to the Minister for Planning to appoint the Planning Panel was made on 25 May 2026;
- The Planning Panel was appointed on 3 June 2026;
- The Directions Hearing was held on 1 July 2026;
- The Panel Hearing was held on 31 July 2026; and
- One (1) submitter chose to be heard and one (1) other submitter chose not to be heard at the Panel Hearing. No expert witnesses presented at the Panel Hearing and none were called.

The planning scheme amendment process is shown in Figure 1 below, which identifies the current stage Amendment C151 is at in the process.

Figure 1 – Amendment C151 Planning Scheme Amendment Process



A Planning Scheme Amendment must provide strategic justification for the Amendment. Section 12(A) of the Planning and Environment Act sets out the requirements for strategic justification. The Latrobe City Signage Strategy (2025) and Latrobe City Signage Background Review (2025) report (see **Attachment 2** and **3**) provides the background that supports the Amendment while the Explanatory Report (**Attachment 4**) outlines how Amendment C151 meets the relevant guidelines and policy.

ANALYSIS

The Panel Report was received on 12 August 2026 (**Attachment 1**). The Panel concluded that Amendment C151latr is:

- supported by, and implements, the relevant sections of the Planning Policy Framework;
- consistent with the relevant Ministerial Directions and Practice Notes;
- well founded and strategically justified; and
- should proceed subject to addressing the more specific issues raised in the Report.

The Panel recommends that the Amendment C151latr be adopted with changes recommended below:

1. Amend Clause 15.01-1L-01 as shown in Appendix B to:
    a) amend the strategy for major promotion signs to:

Encourage signs that are incorporated into the built form instead of freestanding sign structures.

b) amend the policy guideline for major promotion signs to:

Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.

c) amend the policy guideline for digital/illuminated/electronic signs to:

Are sited away from activity centre gateways, town gateways and/or tourism gateways.

2. Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas are limited, not discouraged.

Council officers requested one (1) formatting change and a correction to errors of Precinct and Sign Categories on Page 14 of the Report be made. A corrected Panel Report was provided to Council officers on 14 August 2026.

Under part 4(6)(b) of *Ministerial Direction 15 – The Planning Scheme Amendment Process*, the Planning Authority (Latrobe City Council) must make a decision within 40 business days of the date it receives the Panel Report.

Council officers are supportive of the planning panel recommendations and therefore will recommend the Council adopt the Panel Report and its recommendations and that Council proceed to lodging the Amendment with the Minister for Planning for adoption into the Latrobe Planning Scheme at a future Council Meeting in accordance with **Attachment 5 – Panel Recommendations and Planning Officer Comment**.

Section 27(1) of the Act requires Council to consider the panel's report before deciding whether to adopt Amendment C151. Section 29(1) of the Act enables Council after complying with the relevant sections of the Act, to adopt Amendment C151 or part of it with or without changes.

- The final Amendment C151 documentation for Council's adoption is provided at **Attachment 6** and the Post Exhibition (Panel) changes table are provided at **Attachment 7**.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Negative perception of Council as proceeding with the Amendment may be seen as overregulating the planning system and planning permit application process, caused by a lack of detail about what the Amendment is trying to achieve.	**Medium** *Possible x Moderate*	The Amendment does not add any planning permit triggers but supports the signage application process though clear guidelines and encouraged signage in Latrobe City. The Amendment does not make changes to Clause 52.05 Signs and does not change the planning permit triggers for what signs require a permit.
STRATEGIC The Amendment is not reflected positively in the Latrobe City community.	**Medium** *Possible x Minor*	The two (2) submissions referred to the Planning Panel were considered. The two (2) submitters were provided with an opportunity to speak. The Planning Panel has provided an independent review of the submissions and has concluded that the Amendment should be adopted subject to some minor changes.

CONSULTATION

As a result of the Planning Panels Victoria process:

- An online Planning Panel Hearing was held on 31 July 2026;
- One (1) submitter chose to be heard at the Panel;
- One (1) submitter chose not to be heard at the Panel; and
- No expert witnesses presented at the Panel Hearing and none were called.

COMMUNICATION

All submitters were notified of the Planning Panels Victoria process and given an opportunity to present their submission. This notification was undertaken by Planning Panel Victoria on 3 June 2026. Subsequently, it became apparent that the 3 June 2026 notification did not include all submitters, and Planning Panel Victoria accordingly sent a new notification letter on 26 June 2026. The Panel Hearing was held online on 31 July 2026 with spectators able to join online.

All submitters were provided a digital copy of the Planning Panel Report on 19 August 2026. The Report is available to the public via Council's website for Amendment C151 and in hardcopy format at all Council Service Centres.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

The Amendment will introduce policy to support consistent signage requirements across the eight (8) character areas identified in the Signage Strategy (2025). It aims to improve legibility by discouraging visual clutter in Activity Centres and commercial areas throughout Latrobe City.

The Amendment will also assist businesses applying for a sign permit by providing clear guidance on the types of signage Council encourages. By introducing clearer guidelines, the Amendment will address ambiguity in the current provisions, which has limited understanding of preferred signage outcomes.

The visual guidance included in the Strategy will further support this by clearly illustrating preferred signage within each of the eight (8) character areas. With clear guidelines, the Amendment should support a clearer application process.

Financial

The Planning Panel fee has been invoiced at $630.95 for the directions hearing, a further fee for the Planning Panel Hearing has been invoiced at $8,577.51. This is covered as part of the Strategic Planning budget. The Planning Scheme Approval fee will be approximately $561.30. This is covered in the 2026-2027 Strategic Planning budget.

Attachments

1. Amendment C151 Panel Report

2. Latrobe City Signage Strategy 2025
3. Latrobe City Signage Review 2025
4. Amendment C151 Explanatory Report
5. Amendment C151 Panel Recommendations and Planning Officer Comment
6. Amendment C151 Ordinance Documents
7. Amendment C151 Post Panel Summary of Changes

10.1

Amendment C151 - Latrobe City Signage Strategy Consideration of Panel Report

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Planning Panels Victoria

Latrobe Planning Scheme Amendment C151latr
Latrobe City Signage Strategy 2025

Panel Report

Planning and Environment Act 1987

12 August 2026

VICTORIA State Government

How will this report be used?

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue, you should seek independent advice.

The planning authority must consider this report before deciding whether to adopt the Amendment. [section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31 (1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

If approved by the Minister for Planning a formal change will be made to the Planning Scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

Planning Panels Victoria acknowledges the Wurundjeri Woi Wurrung People as the traditional custodians of the land on which our office is located. We pay our respects to their Elders past and present.

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the PE Act

Latrobe Planning Scheme Amendment C151latr

Latrobe City Signage Strategy 2025

12 August 2026

David Merrett, Chair

Planning Panels Victoria

OFFICIAL

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Glossary and abbreviations

ACZ1	Activity Centre Zone Schedule 1
ACZ2	Activity Centre Zone Schedule 2
the Amendment	Latrobe Planning Scheme Amendment C151latr
Council	Latrobe City Council
local policy	Clause 15.01-1L-01 (Signs)
PE Act	*Planning and Environment Act 1987*
Planning Scheme	Latrobe Planning Scheme
the Strategy	Latrobe City Signage Strategy 2025
VCAT	Victorian Civil and Administrative Tribunal

Overview

Amendment summary	
The Amendment	Latrobe Planning Scheme Amendment C151latr
Common name	Latrobe City Signage Strategy 2025
Brief description	Implements the recommendations of the Latrobe Signage Strategy 2025
Subject land	All municipality
Planning Authority	Latrobe City Council
Authorisation	31 October 2025, with conditions
Exhibition	22 January to 23 February 2026
Submissions	Number of Submissions: 11 Opposed: 2 - Grant Williams - Fawkner Property

Panel process	
The Panel	David Merrett
Directions Hearing	By video, 22 June and 1 July 2006
Panel Hearing	By video, 31 July 2026
Site inspections	Not required
Parties to the Hearing	Latrobe City Council represented by Daniel Mersin Fawkner Property represented by Naomi Beck of Niche Planning Studio
Citation	Latrobe PSA C151latr [2026] PPV
Date of this report	12 August 2026

Executive summary

Latrobe Planning Scheme Amendment C151latr (the Amendment) seeks to implement the recommendations of the Latrobe City Signage Strategy 2025 (the Strategy). The Amendment inserts Clause 15.01-1L-01 Signs (local policy), amends Schedules 1 (Traralgon) and 2 (Morwell) of the Activity Centre Zone and introduces the Strategy as a background document in the schedule to Clause 72.08 of the Latrobe Planning Scheme (Planning Scheme).

Eleven submissions were received following exhibition of the Amendment, however Council referred Submissions 10 and 11 to the Panel for consideration.

Key issues raised in submissions included:

- the Amendment being an overreach of the planning controls relating to business signage
- certain requirements, such as maintaining visibility into shopfront windows and limiting signage to within the building line, would restrict businesses' ability to effectively advertise and attract customers
- the proposed controls introducing unnecessary constraints and red tape for businesses that rely on signage for visibility and economic viability
- concerns that the restrictions on digital, illuminated and electronic signage are ambiguously drafted and insufficiently targeted
- the provisions do not adequately recognise the legitimate commercial role and character of Precinct 2 in Activity Centre Zone Schedule 1 (Princes Highway and Traralgon Station Corridor) as a gateway location and commercial corridor
- concerns regarding the proposed one-kilometre separation requirement for major promotion signs being arbitrary and unsupported by evidence
- lack of sufficient guidance for implementation of the integration and subordination requirements, creating uncertainty for applicants and decision makers
- assertion that the proposed provisions are largely redundant given the existing controls in Clause 52.05 and ACZ1 and may create interpretive uncertainty and unnecessary compliance costs without delivering additional planning benefit.

Fawkner Property (Submitter 11) owns a large shopping centre in the Traralgon Activity Centre and has an interest in signage controls for the centre. This is particularly relevant as it currently has a Victorian Civil and Administrative Tribunal (VCAT) review for a major promotion sign on its land. Importantly, the Panel does not consider the merits of this sign apart from the separation distance for these signs that is part of the local policy.

The Panel considered the strategic justification of the Amendment, and it recognises the role of a local planning policy for signage to guide decision making at the local level. The Panel considers the Amendment delivers net community benefit and encourages sustainable and appropriate signage proposals as required by Clause 71.02-3.

In regard to the issues identified above the Panel concludes:

- the local policy should apply to the Traralgon Activity Centre

- the operation of Clause 52.05, the ACZ1 and local policy does not result in undue duplication of provisions
- digital/illuminated/electronic signs should not be discouraged in the Strategy for regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas in the Strategy
- the policy for above verandah signs and shopfronts is appropriate
- the post exhibition changes to the use of the term's 'subordinate', 'dominate' and 'amenity' are appropriate
- there is a need to amend the policy guidelines for the separation distance for major promotion signs to provide more clarity
- there is a need to amend the strategy for major promotion signs within built form instead of freestanding signs.

Recommendations

Based on the reasons set out in this report, the Panel recommends that Council:

1. **Adopt Latrobe Planning Scheme Amendment C151latr with the changes recommended in this report.**
2. **Amend Clause 15.01-1L-01 as shown in Appendix B to:**
   a) **amend the strategy for major promotion signs to:**

      Encourage signs that are incorporated into the built form instead of freestanding sign structures.

   b) **amend the policy guideline for major promotion signs to:**

      Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.

   c) **amend the policy guideline for digital/illuminated/electronic signs to:**

      Are sited away from activity centre gateways, town gateways and/or tourism gateways.

Further recommendation

The Panel makes the following further recommendation:

3. **Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas are limited, not discouraged.**

1 Introduction

1.1 The Amendment

The purpose of the Amendment is to implement the Latrobe City Signage Strategy 2025 (the Strategy) in the Latrobe Planning Scheme (Planning Scheme).

Specifically, the Amendment proposes to:

- insert a local policy at Clause 15.01-1L-01 (Signs) that will provide clear guidelines for two of eight character areas
- amend the Schedules 1 (Traralgon Activity Centre) and 2 (Morwell Activity Centre) to Activity Centre Zone (ACZ) to support clear guidance on what signs are appropriate in the activity centres
- amend the Schedule to Clause 72.08 (Background documents) to insert the *Latrobe City Signage Strategy (2025)* as a background document.

The Strategy seeks to:

- address gaps in policy by adding clear objectives, strategies and policy guidelines at Clause 15.01-1L-01 (Signs)
- assist applicants in understanding sign requirements, in particular what will and will not be supported in planning permit applications
- provide a Council-wide direction on signs through policy
- promote a high standard of sign design
- improve efficiency and ensuring a consistent approach is taken by Council in the consideration of sign applications.

The Amendment applies to all land in the municipality. The character areas are effectively defined by use, scale and type, and not the traditional approach to defining character by built form. The character areas are:

- regional retail centre (Traralgon) and Sub-regional centres (Moe and Morwell)
- large town centre (Churchill)
- mid-valley shopping centre (Morwell) and Big Box
- local and neighbourhood activity centres
- small town centres (Boolara, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar)
- residential and rural areas
- heritage places
- major promotion signs.

The proposed policy, Activity Centre Zone Schedule 1 (ACZ1) and Activity Centre Zone Schedule 2 (ACZ2) do not use the term 'character areas.'

1.2 Background

Amendment C149latr implemented the recommendations of the *Latrobe Planning Scheme Review 2024* and amended the schedule to Clause 72.04 (Further strategic work) to identify the need for a signage strategy.

A background review report was prepared between 2021 and 2024 with a draft strategy completed in September 2025. Around the same time strategic planning staff provided advice on Planning Application 2025/240 lodged by Submitter 11 for an electronic major promotion sign in the Traralgon ACZ. Council refused the application as the Department of Transport and Planning objected to the application as a determining referral authority. It is due to be considered by VCAT on 2 September 2026.

Once the Amendment is approved Council intends to use information sheets that would outline which and in what circumstances signs would be encouraged and discouraged with figures similar to those in the Strategy. The proposed local policy does not use figures.

Eleven submissions were received, however Council referred Submissions 10 and 11 to the Panel for consideration.

1.3 The Panel's approach

Key issues raised in the referred submissions were:

- the Amendment being an overreach of the planning controls relating to business signage
- certain requirements, such as maintaining visibility into shopfront windows and limiting signage to in the building line, would restrict businesses' ability to effectively advertise and attract customers
- the proposed controls introducing unnecessary constraints and red tape for businesses that rely on signage for visibility and economic viability
- concerns that the restrictions on digital, illuminated and electronic signage are ambiguously drafted and insufficiently targeted
- the provisions do not adequately recognise the legitimate commercial role and character of Precinct 2 in ACZ1 as a gateway location and commercial corridor
- concerns regarding the proposed one-kilometre separation requirement for major promotion signs being arbitrary and unsupported by evidence
- lack of sufficient guidance for implementation of the integration and subordination requirements, creating uncertainty for applicants and decision makers
- assertion that the proposed provisions are largely redundant given the existing controls in Clause 52.05 and the ACZ1 and may create interpretive uncertainty and unnecessary compliance costs without delivering additional planning benefit.

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

The Panel considered all referred written submissions made in response to the exhibition of the Amendment and submissions presented to it during the Hearing. All submissions and materials have been considered by the Panel in reaching its conclusions.

This report deals with the issues under the following headings:

- Strategic issues
- Policy application and duplication

- Sign types
- Terminology
- Major promotion signs.

1.4 Versions of the Amendment

The Panel directed Council to circulate a 'Day 1' version of the Amendment documentation before the commencement of the Hearing. The Day 1 documents contained post exhibition changes to the local policy, ACZ1 and ACZ2 agreed to by Council (Document 7 – Attachment 6).

Except where stated otherwise, the Panel has reviewed and supports the changes in the Day 1 and final versions, which provide greater clarity and improve the operation of the controls.

The Panel's recommended local policy in Appendix B uses Council's Day 1 version as the starting point. There are no changes proposed by the Panel to the Day 1 versions of the ACZ1 and ACZ2.

1.5 Limitations

Council referred two of the 11 submissions to the Panel for consideration. The Panel has not turned its mind to other submissions as these were not before it.

Submitter 11 requested the Panel should address the definition of 'tourism gateway' and 'gateway and town centre identity' in the ACZ1. These matters are beyond the scope of the Amendment and were applied as part of the structure planning process for the Traralgon Activity Centre and implemented in the Planning Scheme by Amendment C106 in 2019.

Submitter 10 raised concerns with existing approved signs. The Panel does not consider this issue further.

2 Strategic issues

2.1 Planning context

This chapter identifies planning context relevant to the Amendment.

Table 1 Planning context

	Relevant references
Victorian planning objectives	- section 4 of the PE Act
Municipal Planning Strategy	- Clause 02.03-1 (Settlement – Activity centres) - Clause 02.03-5 (Built environment and heritage – pre and post contact heritage)
Planning Policy Framework	- Clause 11.03-1L-01 (Activity centres) - Clauses 15.01-1S (Urban design) and 15.01-1L (Urban design)
Other planning strategies and policies	- Plan for Victoria, Pillar 3 - Gippsland Regional Growth Plan
Planning scheme provisions	- Activity Centre Zone
Planning scheme amendments	- Latrobe Planning Scheme Amendment C149latr (Latrobe Planning Scheme Review 2024)
Ministerial directions	- Ministerial Direction 11 (Strategic Assessment of Amendments)
Planning practice notes	- Planning Practice Note 46: Strategic Assessment Guidelines, September 2022

2.2 Strategic justification

(i) Submissions

No submission considered the Amendment should be abandoned because it lacked strategic justification. Of the two submissions referred to the Panel:

- Submitter 10 considered the signage policy was unnecessary, placed too many restrictions on signs and was planning overreach
- Submitter 11 requested redrafting of provisions to avoid duplication of policy contained in Clause 52.05. The Panel addresses this matter in Chapter 3.

Both submitters considered the Amendment would increase regulatory burden for the approval of signage.

As part of its submission Council referred to other examples of a signage local policy in the Ballarat, Greater Geelong, Warrnambool and Wangaratta planning schemes that it considered had similar activity centres where additional guidance on signage was required. Council noted the role of local policy is to provide guidance at the local level on

how state-standard provisions such as signage can respond to a local context. Council submitted[1]:

> The new Policy will be there to guide applicants and decision makers to consider the local context and provide qualitative guidance, noting Clause 52.05 does not provide context for signs within Latrobe City.

Council's position was that the Strategy "*aims to make it simpler to apply for a sign permit by streamlining the planning application process.*"

(ii) Discussion

The Panel does not agree with Submitter 10 that the proposed signage policy is planning overreach and not required. There is a role for local policy to guide decision making for signage at the local level. The Panel does not consider the policy will result in an increased regulatory burden because it seeks to encourage appropriate signage types and locations and clearly outline where other signage should be discouraged. The Amendment does not impact the state-standard triggers for signage planning applications.

The Panel considers the Amendment delivers net community benefit and encourages sustainable and appropriate signage proposals as required by Clause 71.02-3.

For the reasons set out in this report, the Panel concludes that the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework
- is consistent with the relevant Ministerial Directions and Practice Notes
- is well founded and strategically justified
- should proceed subject to addressing the more specific issues raised in submissions as discussed in the following chapters.

The Panel recommends Council:

Adopt Latrobe Planning Scheme Amendment C151latr with the changes recommended in this report.

[1] Document 9, Council Part B submission, paragraph 145

3 Policy application and duplication

(i) The issues

The issues are whether:

- the policy proposed for Clause 15.01-1L-01 should apply to the ACZ1 area in Traralgon
- there is duplication between the proposed policy, the ACZ1 and Clause 52.05.

(ii) Submissions

The primary position of Submitter 11 was to remove the application of the signage policy from the Traralgon Activity Centre. Council noted this was not requested as part of the objection to the Amendment but was included as a new item in its submission and the panel presentation. Council did not support this request.

Council provided tables in its Part B submission that compared the decision guidelines of Clause 52.05, and strategies and policy guidelines of the ACZ1 and local policy. It concluded the assessment demonstrated the complementarity of provisions, not the duplication of them. Council believed the new policy is there to support gaps when considering signage planning applications under Clause 52.05 where local provisions can add value.

Council submitted[2]:

> Local policy introduces a nuanced approach to assessing an application against the planning scheme. Where Particular Provisions, specifically at Clause 52.05-08 Signs provide a State context for signs, the proposed local provisions at Clause 15.01-1L-01 Signs ensures decision makers and applicants know exactly what signs are encouraged in the referenced character areas.

Council accepted there may be some unavoidable policy overlap as the policy, zone and state provision address the same matter, but this provides a more fundamental understanding at the local level of what is encouraged. It submitted[3]:

> Officers agree that there is an overlap of policy between Schedule 1 and 2 to Clause 37.08 and the proposed Clause 15.01-1L-01 Signs, however the proposed policy guidelines provide a general requirement across all areas in the municipality and are there to support decision-makers when assessing an application outside of the Activity Centre Zone. Accordingly, further context is provided at Schedule 1 and 2 to Clause 37.08 noting that the Activity Centre Zones have a unique character.

Council noted that the Traralgon Activity Centre is due to be reviewed in 2028 and the Morwell Activity Centre in 2030 where a more holistic approach to planning in these centres will be completed.

(iii) Discussion

The Panel agrees with Council that the removal of the ACZ1 from consideration under the proposed policy was not an issue raised in the original submissions to the exhibited Amendment. This position seems to contrast with Fawkner Property's written submission

[2] Document 9, Council Part B submission, paragraph 25
[3] Ibid, paragraph 34

which stated, "*whilst we are overall supportive of the Amendment...*" and then identifies other specific changes. It would be counter-intuitive and unjustified to not apply the local signage policy application to Council's major commercial centre at Traralgon because there is considerable demand for signage which needs to be managed.

The Panel is satisfied that the Amendment does not duplicate Clause 52.05 decision guidelines, strategies and policy already contained in the Planning Scheme. An example provided by Council is contained in Table 2.

Table 2 Sample comparison between Clause 52.05, ACZ1 and local policy

Clause 52.05	ACZ1	Clause 15.01-1L-01
The relationship to the site and building: The scale and form of the sign relative to the scale, proportion and any other significant characteristics of the host site and host building. The extent to which the sign displays innovation relative to the host site and host building The extent to which the sign requires the removal of vegetation or includes new landscaping.	Signage on the building façade must be limited, windows and doors should retain line of sight through glazing to ensure passive surveillance and an active interface with the streetscape.	**Strategy** Encourage signs that are integrated into built form and consider architectural or landscape features of the host building or site. ***Policy Guidelines*** Prioritise signage that does not obstruct the natural line of sight through windows. **Strategy** Minimise the number and repetition of signs on a single site and streetscape. Prioritise business identification signs as the main type of signage. ***Policy Guidelines*** Limit the number of signs on a site through placement in strategic locations that present directly to the target audience.

Source: Panel

(iv) Conclusions

The Panel concludes the:

- local policy proposed for Clause 15.01-1L-01 should apply to the Traralgon Activity Centre
- operation of Clause 52.05, the ACZ1 and local policy does not result in undue duplication of provisions.

4 Sign types

(i) The issues

The issues are whether:

- digital/illuminated/electronic signage should be supported in the ACZ1
- above verandah signs and shopfronts should have specific policy provisions to guide decision making.

(ii) Submissions

Submitter 11 focussed on the impact upon the Traralgon Centre Plaza which was built in 1985 with 56 retail tenants and has a regional service role. The land is in Precincts 1A, 1C and 2 of the ACZ1. Precincts 1C and 2 are in signage Category 1 and Sub-Precinct 1A is in signage Category 3. Submitter 11 referred to a diagram contained in the Strategy but not in the policy that uses a traffic light system for limiting, encouraging or discouraging signage. This is shown in Figure 1.

Figure 1 Sign type preferences

Legend
☑ Encouraged
◫ Limited
☒ Discouraged

	Above Verandah	Pole	Panel	Sky	Digital/Illuminated/Electronic	Corporate Building Colours	Business Identification	Promotion	Major Promotion	Sign Structure
Regional/Sub-regional Retail Centres	☒	◫	☑	◫	☒	☒	☑	☑	☑	☒
Large town centres	☒	◫	☑	◫	☒	☒	☑	☑	☑	☒
Mid Valley/Big Box Retail/Industrial	☒	☑	☑	☑	☒	☑	☑	☑	☑	☑
Local/Neighbourhood Activity Centres	☒	☒	◫	☒	☒	☒	☑	◫	☒	◫
Small town centres	☒	☒	◫	☒	☒	☒	☑	☒	☒	◫
Residential/Rural Areas	☒	☒	◫	☒	☒	☒	☑	☒	☒	◫
Heritage Places	☒	☒	◫	☒	☒	☒	☑	◫	☒	◫

Figure 2: Character Area to Sign Type Guideline

Source: Latrobe City Signage Strategy 2025, page 7

Submitter 11 was concerned that digital/illuminated/electronic signs were discouraged in regional/sub-regional retail centres and this would impact a planning application for signage.

Council acknowledged this was odd for land located mainly in a Category 1 signage area and agreed to change this to 'limited', noting that this figure was not included in the proposed policy.

Submitter 10 questioned why above verandah signs, shopfront signage and general signage placement should be controlled by the new policy. Council explained that applying excessive signage to shopfronts is discouraged to ensure there is an appropriate level of passive surveillance from the street into the shop, and to provide for activated spaces at the front of shops.

Council noted above-verandah signs were discouraged rather than prohibited because the Strategy "*encouraged signage within the built form to eliminate visual clutter.*"

(iii) Discussion

The Strategy is proposed to be a Background Document and will not form part of the Planning Scheme. The Panel agrees the discouragement of digital/illuminated/electronic signs in the Traralgon Activity Centre would be at odds with its role as the largest retail centre in the municipality and the current drafting of the relevant policy guideline which states:

> Support digital, illuminated and electronic signs in urban areas that:
> - Maintain views and vistas along streetscapes
> - Minimise visual distraction and saturation of advertising in public areas
> - Retain trees and high-quality landscaping
> - Retain architectural elements and features
> - Minimise disturbance and impacts on places of heritage significance
> - Are sited away from CBD gateways, town gateways and/or tourism gateways.

The term 'digital/illuminated/electronic signs' is a generic reference to signage types and not specifically defined signs under Clause 73.02. The Panel considers the terms 'limit' indicates the relevant signs are not discouraged, which is the point being made by Submitter 11, and should be guided by the relevant policy guideline above.

An alternate approach would be not to update the background document as it is sits outside of the Planning Scheme but in this case, with the agreement by Council, and for the avoidance of doubt, the Panel supports the need to update Figure 2 of the Strategy. This should also include large town centres and mid valley/big box/industrial areas.

The Panel agrees with Council there is a need to discourage excessive signage to shopfronts and above verandah signs. The Panel supports the policy guideline to "*prioritise signage that does not obstruct the natural line of sight through windows.*"

(iv) Conclusions and recommendations

The Panel concludes:

- The Strategy should limit rather than discourage digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas.
- The policy for above verandah signs and shopfronts is appropriate.

The Panel informally recommends:

Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas are limited, not discouraged.

5 Terminology

(i) The issue

The issue is whether the terms 'subordinate', 'dominate' and 'amenity' in the ACZ1 and local policy are appropriately defined.

(ii) Submissions

Submitter 11 considered the term 'subordinate' in the ACZ1 and 'dominate' and 'amenity' in the local policy are not appropriately defined.

The exhibited ACZ1 used the term 'subordinate' in:

> The scale and location of signage should be subordinate to the built form and site features.

The exhibited policy used the term 'dominate' in:

> Sign structures should be designed in a manner to not dominate the surrounding area or detract from the host or site building.

The exhibited policy used the term 'that do not impact on amenity' in:

> Restrict digital, illuminated and electronic signs in urban areas that do not impact on amenity.

Submitter 11 considered this phrase to be *"ambiguous and could literally be interpreted as restricting those signs that have no amenity impact, which is a reading that would make the provision largely meaningless."* Council agreed that the wording of amenity could be ambiguous and proposed the following replacement policy guideline:

> Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.

Council benchmarked other Council sign policies (for example, Wangaratta), which found the term 'avoid' was regularly used.

Council agreed with Submitter 11 that both terms could be better defined and proposed to replace 'subordinate' with 'complementary' in the ACZ1 and a new reference in the ACZ1 for 'dominate', as follows:

> Encourage the appearance, size, illumination and other aspects of signs to complement the building, or site on which they are displayed and not detract from the character of the surrounds.

Council supported 'complementary' because[4]:

> The term complementary clearly supports the findings from the *Latrobe City Signage Review (2025)*, where visual clutter resulting from excessive numbers of signs, as well as their placement was prevalent in Regional and Sub-regional centres. The term complementary can be used to ensure signage is not the 'only' feature which supports a business' visual identification but complements the built form of which it resides.

Council submitted 'complementary' was currently used in the ACZ1 and the change will ensure a consistent approach to its use.

In response to the change to the ACZ1, Submitter 11 noted:

> This introduces a further undefined concept. The land in Precinct 2 of the Traralgon Activity Centre, for example, has a character defined by commercial and highway facing uses. This

[4] Document 9, Council Part B submission, paragraph 127

criterion should not be capable of being applied to discourage or prohibit commercial signage consistent with that character.

Council proposed an administrative correction to the Day 1 local policy guideline for digital/illuminated/electronic signs in the local policy to read:

- Are sited away from activity centre gateways, town gateways and/or tourism gateways.

(iii) Discussion

The Panel supports Council's response to the terms used in the local policy and ACZ1 and the removal of a double-negative in the one sentence for references to amenity. There will always be a degree of subjectivity in interpreting local policy and zone provisions. The Panel supports the current and reinstated reference to 'complementary' in considering sign proposals and the replacement of 'dominate' with the character of the surrounds. These terms are well understood in planning.

The Panel does not consider the change to the ACZ1 leads to further ambiguity.

The Panel supports the local policy changes as they ensure appropriate signage outcomes. The Panel notes the changes are contained the Day 1 documents apart from the administrative correction.

(iv) Conclusions and recommendation

The Panel concludes the post-exhibition changes to the use of the term's 'subordinate', 'dominate' and 'amenity' are appropriate by:

- replacing 'subordinate' with 'complementary'
- replacing 'dominate' with a reference to the 'character of the surrounds'
- referring to amenity in positive terms and avoiding a double-negative in the one sentence.

The Panel recommends:

Amend the policy guideline for digital/illuminated/electronic signs in Clause 15.01-1L-01 as shown in Appendix B to:

a) ***Are sited away from activity centre gateways, town gateways and/or tourism gateways.***

6 Major promotion signs

(i) The issue

The issue is whether the local provisions for major promotion signs are appropriate.

(ii) Submissions

Submitter 11 requested two changes to the provisions that relate to major promotion signs. It requested:

- the deletion of "*over freestanding sign structures*" from the following strategy:
  - encourage signs that are incorporated into the built form over freestanding sign structures.
- the 800-metre separation distance between signs is arbitrary and should be qualified with evidence.

The separation distance was exhibited as 1,000 metres and Submitter 11 considered this would effectively prohibit any new major promotion sign along the Princes Highway in the Traralgon Activity Centre. Council proposed to revise this to 800 metres and considered that, in relation to the current proposed major promotion sign application the subject of a VCAT review, the amended distance would allow for an additional sign. Council submitted[5]:

> Council officers reviewed the existing placement of major promotion signs within the Traralgon Activity Centre and the periphery areas and note that they are generally placed at approximately 800 metre intervals along the Princes Highway.

Council noted there were other reasons aside from separation distance that it did not support the proposed sign.

(iii) Discussion

At the Hearing, Council agreed the term 'over freestanding sign structures' conveys a built form outcome and should be replaced by 'instead of freestanding sign structures.'

The policy guideline for major promotion sign separation states:

> Provide a minimum of 800 metre separation between major promotion signs on the same road.

The Panel noted at the Hearing that 'on the same road' may be interpreted as being within the road reserve, and Council agreed this should be amended to:

> Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.

There is a policy guideline that provides opportunities for major promotion signs in 800 metres if they are located on and in existing blank walls.

The Panel is cognisant of the current VCAT review and apart from the separation distance makes no consideration of its merits.

[5] Document 9, Council Part B submission, paragraph 105

(iv) Conclusions and recommendations

The Panel concludes:

- The Clause 15.01-1L-01 strategy for major promotion signs should encourage signs within built form rather than on freestanding structures.
- Clause 15.01-1L-01 policy guidelines for separation distance for major promotion signs should reduce the minimum separation between major promotion signs on land that fronts the same road from 1,000 metres to 800 metres.

The Panel recommends:

Amend the strategy for major promotion signs in Clause 15.01-1L-01 as shown in Appendix B to:

Encourage signs that are incorporated into the built form instead of freestanding sign structures.

Amend the policy guideline for major promotion signs in Clause 15.01-1L-01 as shown in Appendix B to:

Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.

Appendix A Document list

No.	Date	Description	Provided by
Referred documents – Amendment C151latr			
1	3 Jun 26	Council report seeking amendment authorisation	Latrobe City Council (Council)
2	3 Jun 26	Authorisation letter from DTP	Council
3	3 Jun 26	Amendment documents: a. Explanatory report b. Instruction sheet c. Clause 15.01-1L-01 d. Schedule 1 to the Activity Centre Zone e. Schedule 2 to the Activity Centre Zone.	Council
4	3 Jun 26	List of submitters	Council
5	3 Jun 26	Referred submissions 10 and 11	Council
Tabled documents – Amendment C151latr			
6	1 Jul 26	Panel Directions and Timetable (version 1)	Planning Panels Victoria (PPV)
7	24 Jul 26	Part A submission and attachments: a. Panel Directions and Timetable letter b. Authorisation letter c. Explanatory report d. Submissions e. Submissions assessment table f. Day 1 documents g. Table of proposed changes h. Council strategic assessment	Council
8	24 Jul 26	Post exhibition changes	Council
9	30 Jul 26	Part B submission and attachments: a. Response to submissions b. Submissions assessment table c. Planning application process chart	Council
10	30 Jul 26	Submission and presentation	Fawkner Property
11	31 Jul 26	Presentation	Council
12	31 Jul 26	Closing submission	Council

Appendix B Panel recommended version of Clause 15.01-1L-01

The Panel recommended changes are based on the Day 1 version of the provisions (Document 7d) and are shown as: Tracked Added ~~Tracked Deleted~~

Signs

Policy application

This policy applies to all development of land for signs.

Objectives

- To ensure signs respond to the natural setting and/or urban context in which they are located.
- To ensure signs do not alter or obscure views of significant natural or built features.
- To avoid signs that interfere with movements and viewlines of the public realm.
- To enhance the appearance of development in Latrobe through well presented signs.

Strategies

- Encourage signs that are integrated into built form and consider architectural or landscape features of the host building or site.
- Minimise the number and repetition of signs on a single site and streetscape.
- Prioritise business identification signs as the main type of signage.
- Avoid signs that will impair the movement, visibility and functionality of the public realm and infrastructure.
- Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.

Policy Guidelines

- Avoid signs that are a distraction and/or impact on movement and/or sight lines of active transport, road users and rail corridors.
- Encourage the appearance, size, illumination and other aspects of signs to complement the building, or site on which they are displayed and not detract from the character of the surrounds.
- Prioritise signage that does not obstruct the natural line of sight through windows.
- Limit the number of signs on a site through placement in strategic locations that present directly to the target audience.
- Support digital, illuminated and electronic signs in urban areas that:
  - Maintain views and vistas along streetscapes;
  - Minimise visual distraction and saturation of advertising in public areas;
  - Retain trees and high quality landscaping;

- Retain architectural elements and features.~~;~~
- Minimise disturbance and impacts on places of heritage significance.~~;~~
- Are sited away from activity centre~~CBD~~ gateways, town gateways and/or tourism gateways.

Heritage Places

Policy application

This policy applies to all development of land for signs within a heritage overlay.

Strategies

- Discourage buildings being painted in corporate colours.
- Discourage buildings and works related to signs that may damage or alter beyond repair of the significant building fabric or features.
- Avoid sign structures that detract from heritage features and values.
- Avoid digital, illuminated and electronic signs.
- Avoid colours that appear in contrast of the heritage features of the building or place.

Major Promotion Signs Policy application

This policy applies to all development of land for major promotion signs.

Strategies

- Discourage major promotion signs that may restrict the development potential of a site.
- Encourage signs that are incorporated into the built form instead of~~over~~ freestanding sign structures.
- Avoid major promotion signs that interface with sensitive land use areas.

Policy Guidelines

- Discourage more than one major promotion sign at any intersection.
- Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road; and
- Support major promotion signs within 800 metres on the same street if they are within regional and sub-regional centres and activate an existing blank wall, provided they are fixed to a building, wholly within the built form and do not project outside of the building footprint.

Policy documents

Consider as relevant:

Latrobe City Signage Strategy (Latrobe City Council, 2025)

LATROBE CITY COUNCIL

LATROBE CITY SIGNAGE STRATEGY

2025

Latrobe City acknowledge that it operate on the traditional land of the Brayakaulung people of the Gunaikurnai nation and pay respects to their Elders past and present.

Version	*Document*	*PM Approved*	*PD Approved*	*Date*
1	Signage Strategy	BG	LD	9/09/2025
2	Signage Strategy	DM	TM	7/05/2026

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1. Introduction

1.1 Purpose

The purpose of the *Latrobe City Signage Strategy* is to assist planning applications that incorporate signage and inform Planning Policy Framework in the Latrobe Planning Scheme.

The document structure is formatted to compliment Planning Policy and as the document delivers the recommendations from the *Latrobe City Signage Background Review*, it has been presented in a similar context to assist the user in understanding signage from review to guidelines.

1.2 Vision

Latrobe City will be renowned for their high-quality signage, supporting the unique character areas within the municipality. Clearer sign guidelines will enable community confidence when applying for a sign permit.

1.3 Objectives

The objectives of the project include:

- Identifying and addressing gaps in policy;
- Assisting applicants in understanding sign requirements and removal of perceived red tape;
- Providing a Council wide direction on signs through policy;
- Promoting a high standard of sign design; and
- Improving efficiency and ensuring a consistent approach is taken by Council in the consideration of sign applications.

Figure 1: Methodology process

1.4 Project Methodology

The methodology adopted in the project incorporates a comprehensive approach including a review of various contextual matters within the local environment.
This approach will ensure well informed recommendations are documented which will provide guidance and support policy changes from the identified issues and opportunities.

1.5 Issues

The issues of the signage review have focussed on the impacts of advertising signs, grouped into distinct character areas where they commonly occur. The character areas identified are as follows:

- Regional and Sub-regional Retail Centres;
- Large Town Centres;
- Shopping Centres, Big Box Retail and Industrial;
- Neighbourhood and Local Activity Centres;
- Small Town Centres;
- Residential and Rural Areas;
- Heritage Places; and
- Major Promotion Signs.

Some issues across all character areas are also identified, which are:

- Excessive amounts of signage applied to building fronts, including glazed areas restricts views between the inside of the building and street on the ground of buildings in key retail spaces, providing a negative impact on safety and active frontages.
- Large amounts of signs that do not comply with existing policy.
- Multiple sign types incorporated into the one development area provides a lack of uniformity of each area and across the whole of Latrobe City.
- Old signs, including frames and sign structures remain where they have deteriorated or new signs have not been installed in the same location.
- Sign scale and location not considerate of contextual surroundings.
- Visual clutter resulting from excessive numbers and sizes of signs, as well as their
- placement.

1.6 Opportunities

The *Latrobe City Background Review (2025)* presents an opportunity to support the issues raised covering the eight (8) character areas. Some of the opportunities across all areas are also identified, which are:

- Illustrations are required to demonstrate what is deemed appropriate. The large amount of non compliant signs may require compliance intervention to assist in the matter.
- Provide policy that supports a consistent appearance of signs within close proximity.
- Provide a policy that discourages signs which protrude from the built form of a development and require separate structural support, whether attached to a building or constructed as a freestanding structure.
- Provide further detail on the standards to signage in relation to scale and discourage sign structures that do not appear in context of the surrounding environment.
- Whilst Major Promotion Sign areas may be ideal for advertising, the pride in how a town is presented at key entry points should be preserved.

2. Implications for the Latrobe Planning Scheme

The *Signage Background Review 2025* identified that there is a gap within the Latrobe Planning Scheme in relation to policy and guidance for signage. There are opportunities to amend the Latrobe Planning Scheme to provide greater guidance for planning permit applicants ensuring a more efficient and streamlined assessment of planning permit applications.
There are opportunities to provide policy in relation to:

- Preferred location of signage;
- Expectations of scale;
- Direction of glazing and passive surveillance;
- Consolidation of freestanding signs;
- Direction in regard to illumination of signage in sensitive areas; and
- Direction for signage in heritage areas.

It is proposed that this can be achieved by amending Clause 15.01-1L (Urban Design), Schedule 1 and 2 to the Activity Centre Zone to include objectives and strategies.

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Design Guidelines

3. User Guide

3.1 Strategy User Guide

For ease of use Objectives, Strategies and Guidelines for the different character areas have been duplicated to assist planning permit applicants to understand all of the sign requirements for that character area.

The opportunities from character areas included in the *Latrobe City Signage Background Review* have been utilised to be translated into a planning policy format, consisting of;

OBJECTIVES

Specify the outcome policy seeks to achieve, derived from background review recommendations.

STRATEGIES

Strategies provide the 'how' objectives will be met on a broad level.

GUIDELINES

Set out the terms in how an application achieves policy objectives in a detailed level. The responsible authority must take relevant guidelines into account when making a decision on application.

3.2 Character Area to Sign Type Guideline

The below table provides an overview on the level of endorsement that Latrobe City Council provides on sign details within character areas. While State policy provides the main direction on signage, local policy provides the detailed level of understanding achieved through review of signage within the municipality.

Legend
- ☑ Encouraged
- ! Limited
- ☒ Discouraged

	Above Verandah	Pole	Panel	Sky	Digital/Illuminated/Electronic	Corporate Building Colours	Business Identification	Promotion	Major Promotion	Sign Structure
Regional/Sub-regional Retail Centres	☒	!	☑	!	!	☒	☑	☑	☑	☒
Large town centres	☒	!	☑	!	!	☒	☑	☑	☑	☒
Mid Valley/Big Box Retail/Industrial	☒	☑	☑	☑	!	☑	☑	☑	☑	☑
Local/Neighbourhood Activity Centres	☒	☒	!	☒	☒	☒	☑	!	☒	!
Small town centres	☒	☒	!	☒	☒	☒	☑	☒	☒	!
Residential/Rural Areas	☒	☒	!	☒	☒	☒	☑	☒	☒	!
Heritage Places	☒	☒	!	☒	☒	☒	☑	!	☒	!

Figure 2: Character Area to Sign Type Guideline

4. General Policy

OBJECTIVES

- To ensure signs respond to the natural setting and/or urban context in which they are located.
- To ensure signs do not alter or obscure views of significant natural or built features.
- To avoid signs that interfere with movements and viewlines of the public realm.
- To enhance the appearance of development in Latrobe through well presented signs.

STRATEGIES

- Encourage signs that are integrated into the built form and consider architectural or landscape features of the host building or site.
- Minimise the number and repetition of signs on a single site and streetscape.
- Prioritise business identification signs as the main type of signage.
- Avoid signs that will impair the movement, visibility and functionality of the public realm and infrastructure.
- Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.

POLICY GUIDELINES

- Avoid signs that are a distraction and/or impact on movement of sight lines of active transport, road users and rail corridors.
- Encourage the appearance, size, illumination and other aspects of signs to complement the building, or site on which they are displayed and not detract from the character of the surrounds.
- Avoid signs that create greater than 30% glazing.
- Prioritise signage that does not obstruct the natural line of sight through windows.
- Limit the number of signs on a site through placement in strategic locations that present directly to the target audience.
- Support digital, illuminated and electronic signs in urban areas that:
    - ◊ Maintain views and vistas along the streetscapes;
    - ◊ Minimise visual distraction and saturation of advertising in public areas;
    - ◊ Retain trees and high quality landscaping;
    - ◊ Retain architectural elements and features;
    - ◊ Minimise disturbance and impacts on places of heritage significance; and
    - ◊ Sighted away from CBD gateways, town gateways and/or tourism gateways.

5. Character Area Policy

5.1 Regional Retail Centre (Traralgon) / Sub-regional Retail Centres (Moe, Morwell)

ZONES

Activity Centre Zone Schedule 1 & 2 (ACZ1 & ACZ2) and Commercial 1 Zone (C1Z).

SIGN CATEGORIES

1 and 2, minimal area included in Category 3.

OBJECTIVES

- To encourage views between the public realm and inside buildings.
- To ensure that signs are visually subordinate to defined built form and site features.
- To protect the safety and movement of publicly used spaces.
- To enhance the presentation of streetscapes and character of area.

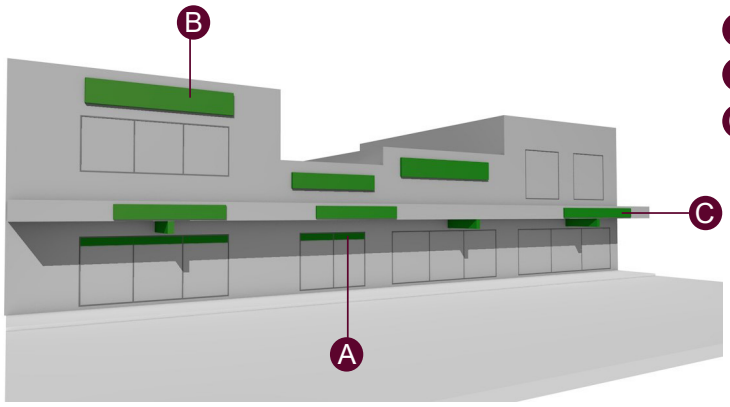
STRATEGIES

- Avoid signs that restrict visibility through building windows.
- Avoid signs that are internal to a building or site that present through windows or public spaces.
- Encourage sign structures do not interfere with streetscape views or building features.
- Avoid signs that distract road users and impact pedestrian movement.
- Encourage signs located within the built form.

POLICY GUIDELINES

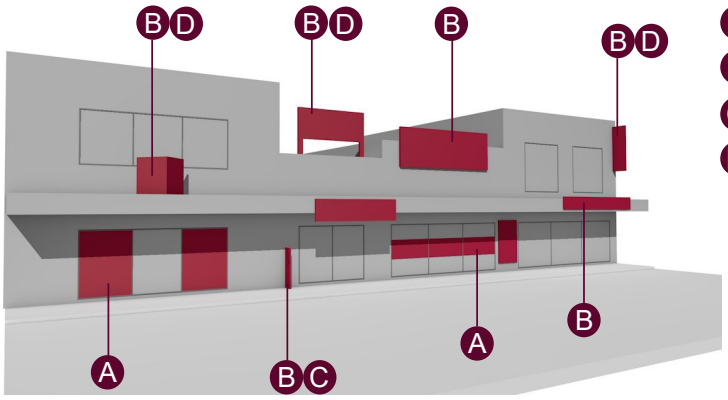
- Encourage signs as demonstrated in Figure 3.
- Discourage signs as demonstrated in Figure 4.

Figure 3: Encouraged signs in Regional and Sub-regional Retail Centres



A Retains visibility through windows
B Within built form
C Not interfere with building features

Figure 4: Discouraged signs in Regional and Sub-regional Retail Centres



A Restricts visibility through windows
B Not within built form
C Impact pedestrian movement
D Impact on streetscape views

5.2 Large Town Centre (Churchill)

ZONES

Commercial 1 Zone (C1Z).

SIGN CATEGORIES

1

OBJECTIVES

- To support active frontages of buildings.
- To ensure signs contribute to a consistent character of the area.
- To maintain views and streetscapes.
- To enhance the presentation of area.

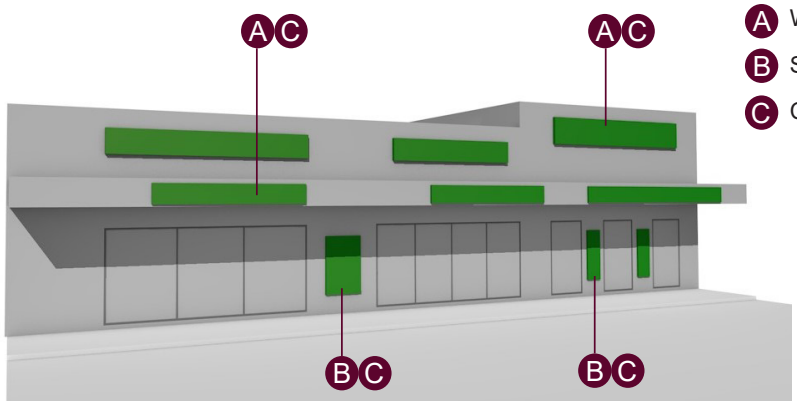
STRATEGIES

- Promote signs that are integrated into built form.
- Discourage signs that restrict visibility through building windows.
- Avoid signs that are dominant in scale to site and streetscape.
- Encourage signs located within the built form.

POLICY GUIDELINES

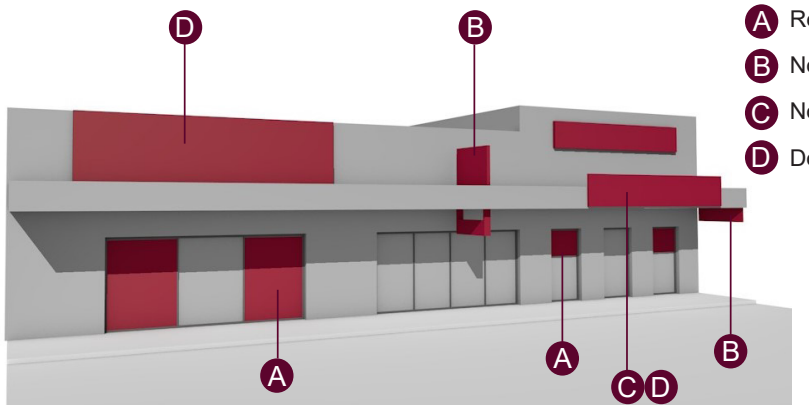
- Encourage signs as demonstrated in Figure 5.
- Discourage signs as demonstrated in Figure 6.

Figure 5: Encouraged signs in Large Town Centres



A Within built form
B Suitable scale
C Consistent sign type

Figure 6: Discouraged signs in Large Town Centres



A Restricts visibility through windows
B Not within built form
C Not consistent sign type
D Dominant in scale

5.3 Mid Valley Shopping Centre (Morwell) and Big Box Retail

ZONES

Commercial 1 Zone (C1Z), Commercial 2 Zone (C2Z), Industrial 1 Zone (IN1Z) and Industrial 3 Zone (IN3Z).

SIGN CATEGORIES

1

OBJECTIVES

- To protect safety and movement of publicly used spaces.
- To discourage signs that dominate building and site features.
- To encourage efficient presentation of signs.

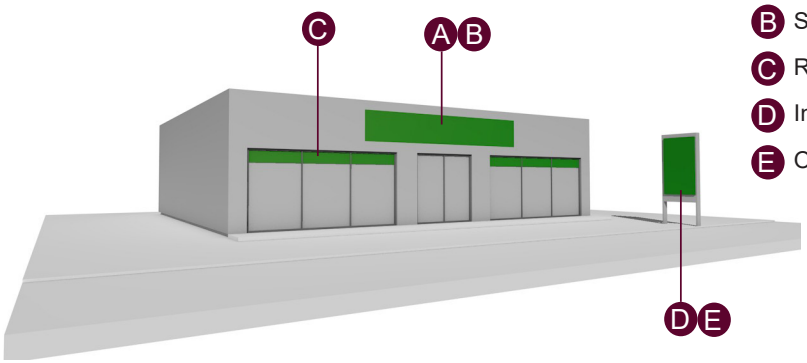
STRATEGIES

- Support sign structures that minimise impact on streetscape sightlines.
- Support signs located and of scale that consider safety concerns to road users.
- Encourage signs located within the built form.

POLICY GUIDELINES

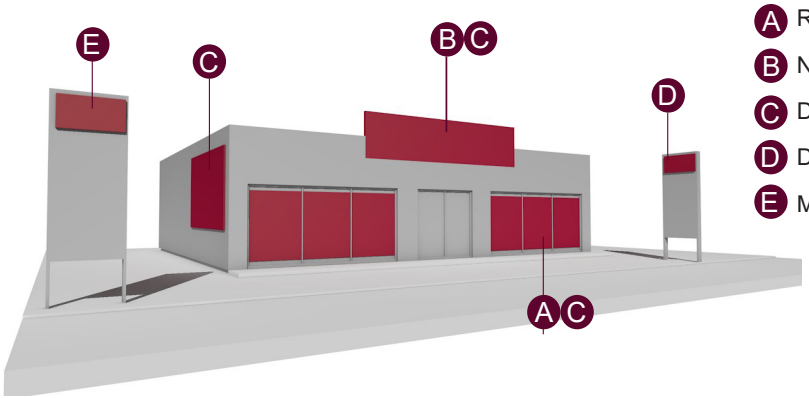
- Encourage signs as demonstrated in Figure 7.
- Discourage signs as demonstrated in Figure 8.
- Encourage freestanding business identification signs that:
  - Are limited to one sign per street frontage.
  - Incorporate multiple business signs where applicable.
  - Located at a street setback consistent with streetscape context.

Figure 7: Encouraged signs in Mid Valley and Big Box Retail



A Within built form
B Suitable scale
C Retains visibility through windows
D Incorporates more than one sign
E One sign on street frontage

Figure 8: Discouraged signs in Mid Valley and Big Box Retail



A Restricts visibility through windows
B Not within built form
C Dominant in scale
D Does not incorporate multiple signs
E More than 1 sign to street frontage

5.4 Local and Neighbourhood Activity Centres

ZONES

Commercial 1 Zone (C1Z) and Mixed Use Zone (MUZ).

SIGN CATEGORIES

1 and 3

OBJECTIVES

- To encourage views between the public realm and inside buildings.
- To protect the character and amenity of the area.
- To ensure signs contribute to a consistent context of the area.
- To promote signs that are incorporated into the built form.

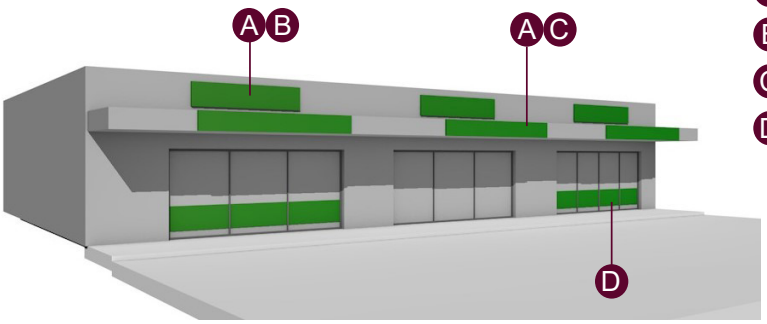
STRATEGIES

- Discourage signs that restrict visibility through building windows.
- Encourage signs located within the built form.
- Support signs that are to a scale considerate of the surrounding environment and built form.
- Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.
- Encourage sign structures that retain streetscape views and building features.

POLICY GUIDELINES

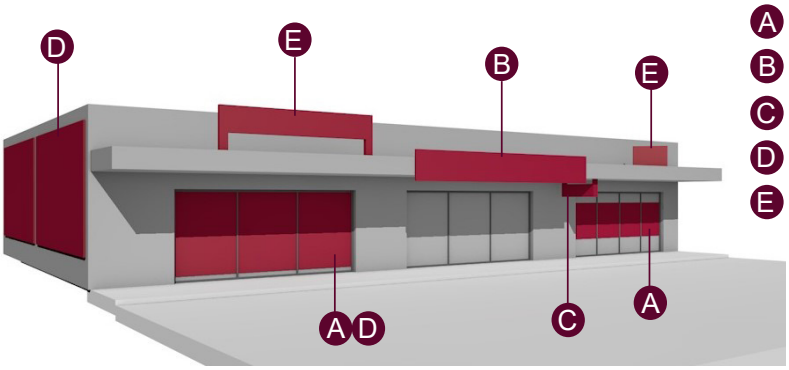
- Encourage signs as demonstrated in Figure 9.
- Discourage signs as demonstrated in Figure 10.

Figure 9: Encouraged signs in Neighbourhood and Local Activity Centres



A Within built form
B Suitable scale
C Consistent sign type
D Retains visibility through windows

Figure 10: Discouraged signs in Neighbourhood and Local Activity Centres



A Restricts visibility through windows
B Not within built form
C Not consistent sign type
D Dominant in scale
E Impacts streetscape views

5.5 Small Town Centres (Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar)

ZONES

Township Zone (TZ).

SIGN CATEGORIES

3

OBJECTIVES

- To promote pedestrian usability of the area.
- To ensure signs address target audience in direct manor and avoid visual clutter.
- To ensure signs are a subordinate feature to buildings and streetscape.

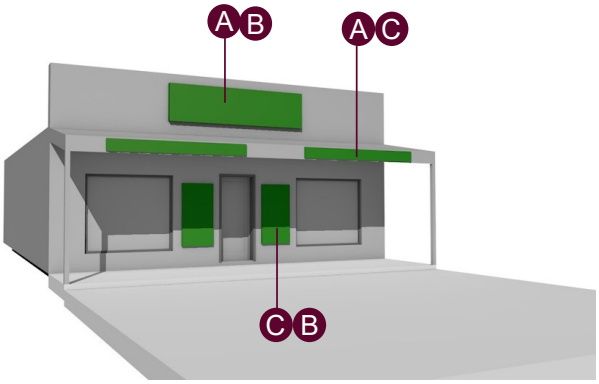
STRATEGIES

- Discourage signs that restrict visibility through building windows.
- Encourage signs located within the built form.
- Support signs that are to a scale considerate of the surrounding environment and built form.
- Discourage digital, illuminated and electronic signs that impact sensitive use areas.
- Support sign structures that maintain pedestrian movement, impact on streetscape and building features.

POLICY GUIDELINES

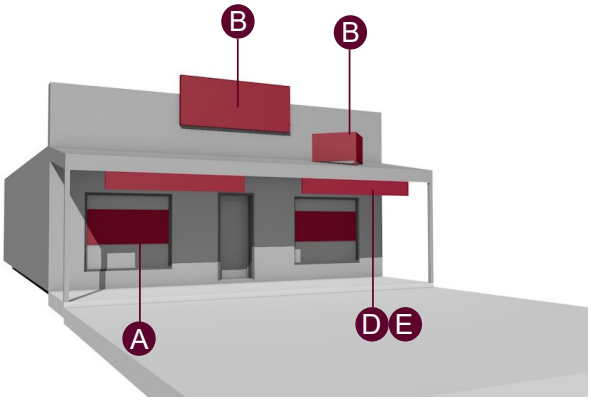
- Encourage signs as demonstrated in Figure 11.
- Discourage signs as demonstrated in Figure 12.

Figure 11: Encouraged signs in Small Town Centres



A Within built form
B Suitable scale
C Maintains building features

Figure 12: Discouraged signs in Small Town Centres



A Restricts visibility through windows
B Not within built form
C Dominant in scale
D Impact pedestrian movement
E Impact building feautres

5.6 Residential and Rural Areas

ZONES

Neighbourhood Residential Zone (NRZ), General Residential Zone (GRZ), Low Density Residential Zone (LDRZ), Rural living Zone (RLZ), Rural Conservation Zone (RCZ) and Farming Zone (FZ).

SIGN CATEGORIES

3 and 4

OBJECTIVES

- To minimise the number of signs in residential areas.
- To protect the landscape of rural environments.
- To avoid the intrusive impacts of illuminated signs.

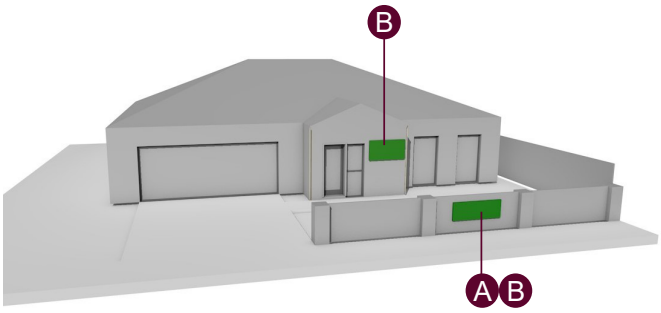
STRATEGIES

- Encourage signs that do not contrast in scale of natural environment and built form.
- Encourage signs integrated into the built form and site features, including fences.
- Discourage digital, illuminated and electronic signs.
- Limit business identification signs to one per street frontage and one on site.
- Encourage signs that are low in height.
- Avoid colours that appear in contrast of the surrounding landscape.

POLICY GUIDELINES

- Encourage signs as demonstrated in Figure 13.
- Discourage signs as demonstrated in Figure 14.

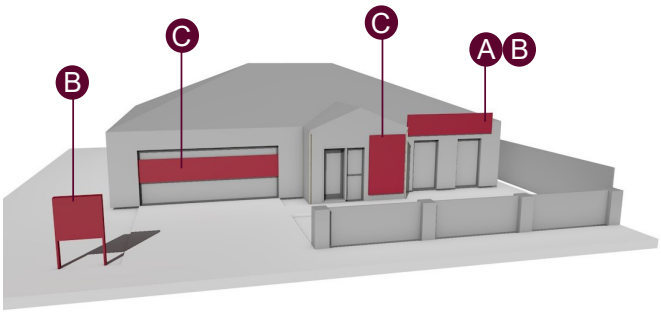
Figure 13: Encouraged signs in Residential and Rural Areas



A Within built form or site features

B Suitable scale

Figure 14: Discouraged signs in Residential and Rural Areas



A At high height

B Not within built form or site features

C Dominant in scale

5.7 Heritage Places

ZONES

Not Applicable- Heritage Overlay (HO).

SIGN CATEGORIES

Not Applicable.

OBJECTIVES

- To protect the heritage values and significance of a place.
- To ensure illuminated, electronic or digital signs are compatible with heritage of area or building.
- To retain signs with heritage values.

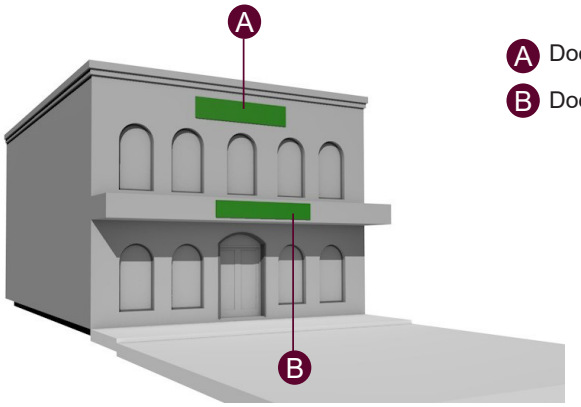
STRATEGIES

- Discourage buildings and works related to signs that may damage or alter without repair significant building fabric or features.
- Avoid sign structures that detract from heritage features and values.
- Digital, illuminated and electronic signs should be limited and not appear to dominate the building or place.
- Avoid colours that appear in contrast of the heritage features of the building or place.

POLICY GUIDELINES

- Encourage signs as demonstrated in Figure 15.
- Discourage signs as demonstrated in Figure 16.

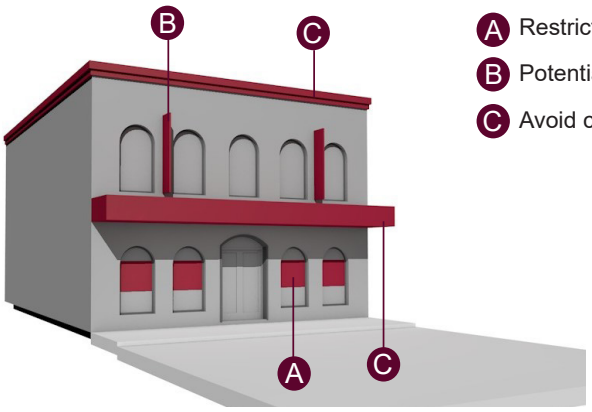
Figure 15: Encouraged signs in Heritage Places



A Does not damage to building fabric

B Does not detract from heritage features

Figure 16: Discouraged signs in Heritage Places



A Restricts visibility through windows

B Potential damage to building fabric

C Avoid colours that detract from the heritage features

5.8 Major Promotion Signs

ZONES

Relevant to; Industrial 1 & 3 Zone (IN1Z & IN3Z), Commercial 2 Zone (C2Z) and Activity Centre Zone Schedule 1 & 2 (ACZ1 & ACZ2).

SIGN CATEGORIES

1 and 2.

OBJECTIVES

- To avoid major promotion signs that dominate the surrounding area.
- To avoid major promotion signs that adversely affect the character, amenity and functionality of a site or area.

STRATEGIES

- Discourage major promotion signs that may restrict the development potential of a site.
- Encourage signs that are incorporated into the built form over freestanding sign structures.
- Avoid major promotion signs that interface with sensitive land use areas .

POLICY GUIDELINES

- Encourage signs as demonstrated in Figure 17.
- Discourage signs as demonstrated in Figure 18.
- Discourage more than one major promotion sign at any intersection.
- Support a minimum of 800 metre separation between major promotion signs on the same roadway.
- Support major promotion signs within 800 metres on the same roadway if they are within regional and sub regional centres and activate an existing blank wall, provided they are fixed to a building, wholly within the built form and do not project outside of the building footprint.

Figure 17: Encouraged Major Promotion Signs

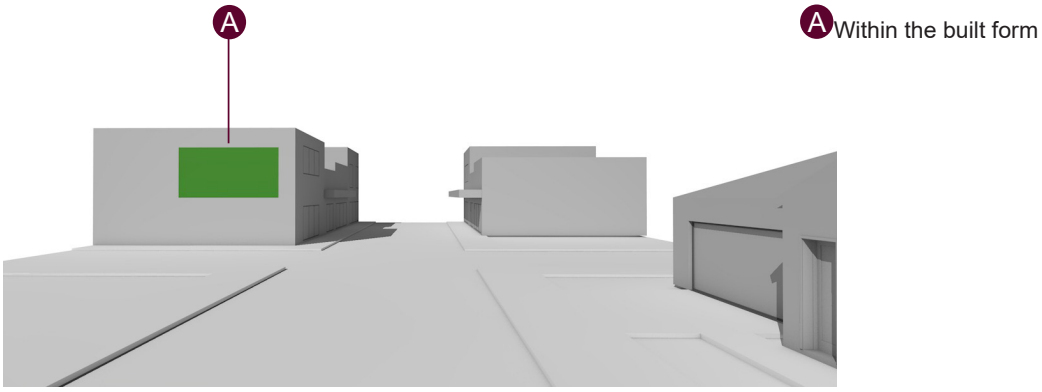
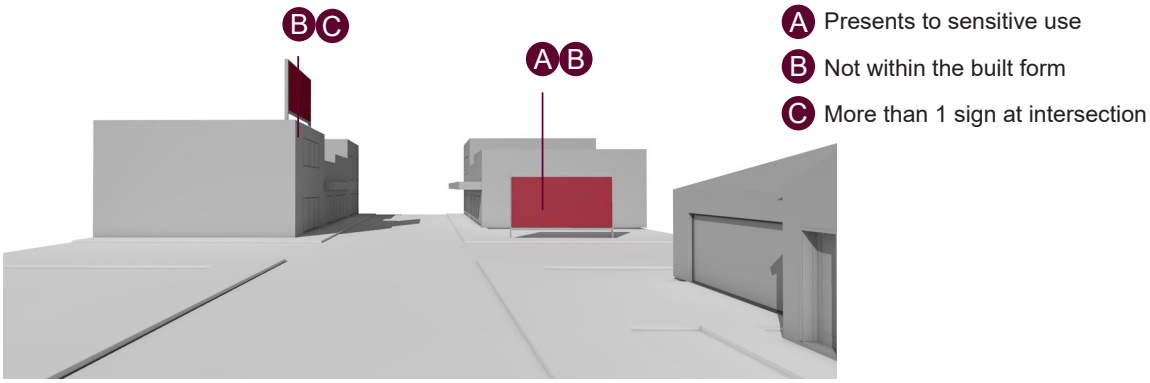


Figure 18: Discouraged Major Promotion Signs



Recommendations

6. Recommendations

The methodology process included in the *Latrobe City Signage Background Review* outlines the next steps of the project. Including the *Latrobe City Signage Strategy* providing strategic justification to carry out a Planning Scheme Amendment to the Latrobe Planning Scheme.

The recommendations of the *Latrobe City Signage Strategy* to be implemented through a Planning Scheme Amendment are:

- Ensure that the policy included in a proposed Planning Scheme Amendment aligns with Ministerial Direction, The Form and Content of Planning Schemes. This includes streamlining Objectives, Strategies and Policy Guidelines to remove any duplication in the Planning Scheme.
- Implement new policy for signs to be into Planning Policy Framework Clause 15.01-1L-01 Signs. This policy is to include General Objectives, Strategies and Guidelines followed by the strategies identified in character areas of this report.
- Include *Latrobe City Signage Strategy* in Policy Documents, Consider as relevant.
- Implement revised policy in Activity Centre Zone, Schedule 1 to Clause 37.08 Traralgon Activity Centre. To include relevant objectives, strategies and guidelines from this report.
- Include the *Latrobe City Signage Strategy* in Sub-section 11.0 Reference Documents.
- Implement revised policy in Activity Centre Plan, Schedule 2 to Clause 37.08 Morwell Activity Centre. To include relevant objectives, strategies and guidelines from this report.
- Include the *Latrobe City Signage Strategy* in Sub-section 11.0 Background Documents.
- Include the *Latrobe City Signage Strategy* in Schedule to Clause 72.08 Background Documents. Details to include Amendment number C151 and Clause reference 15.01-1L-01 and Schedules to 37.08.
- As part of the Heritage Gap Study, review paint controls on Heritage Overlay buildings to ensure appropriate planning controls are implemented.

A more comprehensive local policy to signs will provide the statutory weight to decision making, this will address the identified issues and opportunities to the existing gaps in the Latrobe Planning Scheme. This in conjunction with the *Latrobe City Signage Strategy* included as a background document to provide support to understanding the contents included in the Planning Scheme.

Actions

7. Actions

Exhibition of Amendment C151 – Latrobe City Signage Strategy concluded on 23 February 2026. Feedback from internal and external stakeholders was reviewed, with requests outside the scope of the Amendment identified for further consideration. Table 1 lists nine (9) actions for further work.

	Action	*Responsibility*	*Timeframe*	*Budget*
1	Undertake a planning scheme amendment to implement the recommendations of the Signage Strategy.	Strategic Planning	Short-term	BAU
2	Undertake a review in to Local Law No. 2.	Local Laws Statutory Planning	Short-term	BAU
3	Implement the findings of Local Law No. 2 Review.	Strategic Planning	Short-term	BAU
4	Prepare a Community Events Signage Policy.	Events Statutory Planning	Short-term	BAU
5	Implement the Community Events Signage Policy into the Latrobe Planning Scheme, if required.	Strategic Planning	Short to Medium-term	BAU
6	Implement the findings of the Latrobe Tourism Signage audit.	Tourism and Infrastructure Maintenance	Ongoing	BAU
7	Work with VicRoads around processes for signage on arterial roads, in particular meeting the eligibility requirements of the *Tourist Signage Guidelines - Information for Tourism Businesses.*	Engineering and Tourism	Ongoing	BAU
8	Prepare a Tourism Signage and Wayfinding Strategy to address potential locations of tourism and wayfinding signage and guidelines around the consistent use of the different types of signage.	Strategic Planning and Tourism	Medium-term	$100,000
9	Implement policy around additional character areas into the Latrobe Planning Scheme, where appropriate, including: • Large Town Centres • Mid Valley and Big Box Retail • Local and Neighbourhood Activity Centres • Small Town Centres • Residential and Rural Areas • Regional and Sub-regional Retail Centres	Strategic Planning	Short-term	BAU

Table 1: Actions arising from the Exhibition of Amendment C151 - Signage Strategy.

VINNAR
HARDWARE
RURAL SUPPLIES
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OPEN

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www.latrobe.vic.gov.au

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Corporate Headquarters
141 Commercial Road, Morwell

Morwell Library
63-65 Elgin Street, Morwell

Moe

Moe Service Centre and Library
1-29 George Street, Moe

Traralgon

Traralgon Service Centre and Library
34-38 Kay Street, Traralgon

Churchill

Churchill Community Hub
9-11 Philip Parade, Churchill

For more information

Strategic Planning

1300 367 700

planningservices@latrobe.vic.gov.au

To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.

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Date of publication: September 2025

LATROBE CITY COUNCIL

LATROBE CITY SIGNAGE BACKGROUND REVIEW 2025

Version	*Document*	*PM Approved*	*PD Approved*	*Date*
1	Signage Background Review	BG	LD	8/09/2025
2	Signage Background Review	DM	TM	06/05/2026

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1. Project Executive Summary

This section includes details relevant to the overarching scope of work on signage.

1.1 Purpose

The project sets out to guide future planning applications that incorporate signage and inform Planning Policy Framework in the Latrobe Planning Scheme.

1.2 Vision

Latrobe City will be renowned for their high-quality signage, supporting the unique character areas within the municipality. Clearer sign guidelines will enable community confidence when applying for a sign permit.

1.3 Objectives

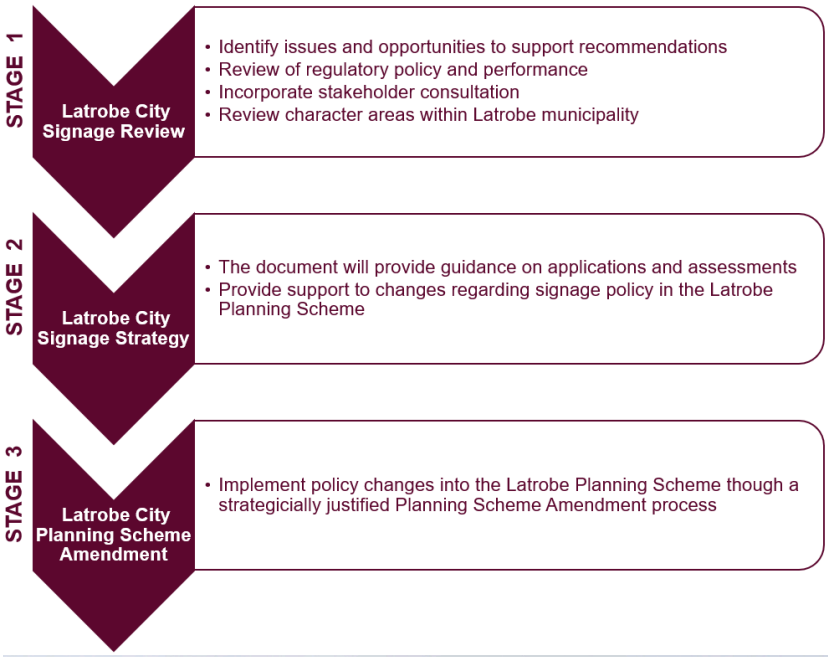
The objectives of the project includes:

- Identifying and addressing gaps in policy;
- Assisting applicants in understanding sign requirements and removal of perceived red tape;
- Providing a Council wide direction on signs through policy;
- Promoting a high standard of sign design; and
- Improving efficiency and ensuring a consistent approach is taken by Council in the consideration of sign applications.

1.4 Project Methodology

The methodology adopted in the project incorporates a comprehensive approach including a review of various contextual matters within the local environment.
This approach will ensure well informed recommendations are documented which will provide guidance and support policy changes from the identified issues and opportunities.

Figure 1: Methodology process



1.5 Issues

The issues of the signage review have focussed on the impacts of advertising signs, grouped into distinct character areas where they commonly occur. The character areas identified are as follows:

- Regional and Sub-regional Retail Centres;
- Large Town Centres;
- Shopping Centres, Big Box Retail and Industrial;
- Neighbourhood and Local Activity Centres;
- Small Town Centres;
- Residential and Rural Areas;
- Heritage Places; and
- Major Promotion Signs.

Some issues across all character areas are also identified, which are:

- Excessive amounts of signage applied to building fronts, including glazed areas restricts views between the inside of the building and street on the ground of buildings in key retail spaces, providing a negative impact on safety and active frontages.
- Large amounts of signs that do not comply with existing policy.
- Multiple sign types incorporated into the one development area provides a lack of uniformity of each area and across the whole of Latrobe City.
- Old signs, including frames and sign structures remain where they have deteriorated or new signs have not been installed in the same location.
- Sign scale and location not considerate of contextual surroundings.
- Visual clutter resulting from excessive numbers and sizes of signs, as well as their placement.

1.6 Opportunities

The *Latrobe City Background Review (2025)* presents an opportunity to support the issues raised covering the eight (8) character areas. Some of the opportunities across all areas are also identified, which are:

- Illustrations are required to demonstrate what is deemed appropriate. The large amount of non compliant signs may require compliance intervention to assist in the matter.
- Provide policy that supports a consistent appearance of signs within close proximity.
- Provide a policy that discourages signs which protrude from the built form of a development and require separate structural support, whether attached to a building or constructed as a freestanding structure.
- Provide further detail on the standards to signage in relation to scale and discourage sign structures that do not appear in context of the surrounding environment.
- Whilst Major Promotion Sign areas may be ideal for advertising, the pride in how a town is presented at key entry points should be preserved.

2. Sign Characteristics

2.1 What is a Sign

Details and definitions relevant to signs are included in the Latrobe Planning Scheme, although from a broader perspective, a sign is an object that communicates a message. The message is generally consistent to identify, advertise or provide direction.
Signs communicate their information via painted, film coated, printed, projected, or incised surfaces with electronic signage such as screens becoming more common.
Signs may include text, characters, logos, colours, patterns or objects to communicate a message.

2.2 Purpose of Signs

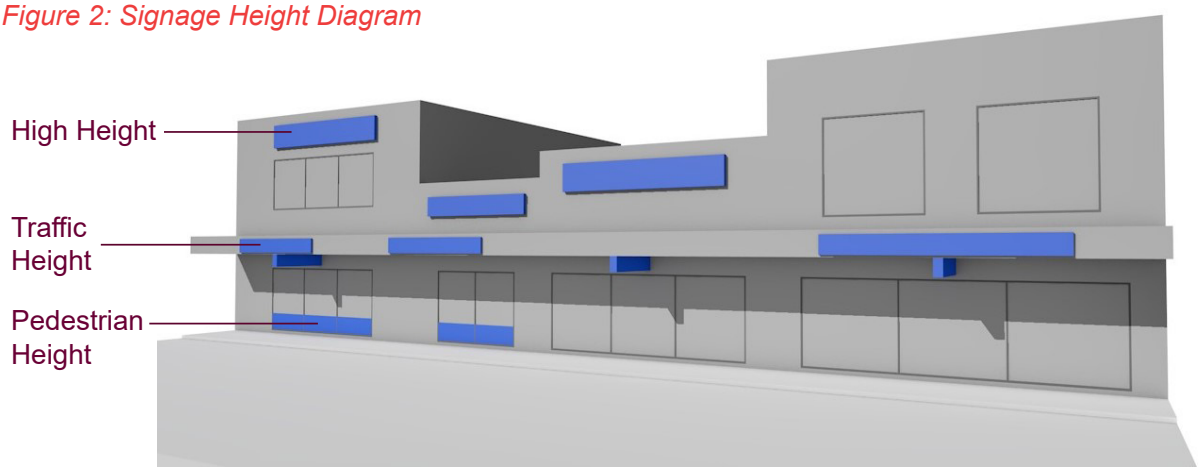
The purpose of signs is to effectively identify a business or communicate a message. To be effective a sign should:

- Be placed where it is visible to potential audience;
- Present a clear image; and
- Be safe and durable.

The height location of a sign should consider the perspective of its intended audience such as:

- High Height- Stand alone business, viewed from a passing road or open space;
- Traffic Height- Viewed from roads and transportation; and
- Pedestrian Height- To be utilised in narrow streets where buildings cannot be viewed from a long distance such as town centres.

Figure 2: Signage Height Diagram



3. Existing Policy

3.1 Planning Policy Framework

This section details the relevant objectives, strategies and Background Documents in the Latrobe Planning Scheme which relate to Signage.

3.1.1 Clause 15.01-1S Urban Design- Latrobe Planning Scheme

Clause 15.01-1S Urban Design of the Latrobe Planning Scheme has the following objective:

- *To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*

Strategies to achieve this objective in relation to signage include:

- *Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*

3.1.2 Clause 15.01-1L Urban design- Latrobe Planning Scheme

Clause 15.01-1L Urban Design of the Latrobe Planning Scheme has the following Strategies which relate to Signage:

- *Encourage built form that provides and enhances passive surveillance.*
- *Encourage all retail outlets to provide active street frontages, including low level signs to street frontages and by avoiding blank walls.*

It also includes a policy guideline to:

- *Encourage commercial development that:*
  - *Incorporates signs that complements the host building and does not dominate the streetscape so as to cause visual clutter.*

Clause 15.01-1 provides little guidance for signage from the Strategies derived from background document *Urban Design Guidelines for Victoria (Department of Environment, Land, Water and Planning, 2017).*

3.1.3 Planning Policy Framework Summary

Planning Policy Framework provides high level direction on signs. While some direction is provided, there is opportunity to improve the level of detail through local context. A Local Clause on signs would assist in further guidance throughout the Planning Scheme and should be considered to be implemented following review on signs in Latrobe City Council.

3.2 Zones

3.2.1 Schedule to 36.02 Public Park and Recreation Zone (PPRZ)

The schedule to Clause 36.02 to the Public Park and Recreation Zone includes 'Sign requirements' table which specifies the Sign Category for recreation facilities, including:

- Regional Facilities – Category 2 (Office and Industrial).
- Local Facilities – Category 3 (High Amenity Areas).
- Facilities not listed – Category 4 (Sensitive Areas).

This allows for development of signage on Latrobe City Council's recreation facility in accordance Recreation Reserves and Facilities Signage Policy December 2022.

The Latrobe City Council Recreation Reserves and Facilities Signage Policy and changes to the schedule to Public Park and Recreation Zone was implemented through Amendment C101. Amendment C101 implemented the recommendations of the Latrobe Planning Scheme Review 2014. The Amendment was was gazetted into the Latrobe Planning Scheme 6 March 2020.

The Latrobe City Council Recreation Reserves and Facilities Signage Policy and the Planning Scheme subsequently amended through Amendment C132 on 29 August 2024 which made minor correction to names and categories of reserves.

3.2.2 Schedule 1 & 2 to 37.08 Activity Centre Zone (ACZ)

The schedules provide guidance on design and development relating to Signage and Lighting. In particular the Section 4.4 Design and Development requirements for Signage and Lithting include:

Schedule 1 and 2 to Clause 37.08 Activity Centre Zone:

- *Signs should not be disproportionate to buildings and streetscape to avoid overwhelming them.*
- *Signs should not protrude above the parapet.*
- *The proportion and scale of signs should complement the prevailing sign character in the streetscape.*
- *Encourage illumination of building façades where lighting is well integrated into the façade*
- *design, subject to no light spilling into adjoining residential areas and areas with shop-top*
- *housing.*

In addition, Schedule 2 to Clause 37.08 Activity Centre Zone also includes:

- *Street panel signs are discouraged as well as projecting signs above cantilevered awnings.*
- *Where illuminated signs are proposed, ensure light spill to nearby residential land is avoided*
- *Painted or fixed signage on windows should be avoided.*
- *Business identification signs should form part of the overall design of the building as to not be visually dominant.*

Schedules 1 and 2 to Clause 37.08 of the Activity Centre Zone were introduced into the Latrobe Planning Scheme through the implementation Amendment C106 Traralgon Activity Centre Plan

and Amendment C137 Morwell Activity Centre Plan.
Amendment C106 was gazetted on 7 February 2019 and Amendment C137 on 2 June 2023 into the Latrobe Planning Scheme.

3.2.3 Zones Summary

The review of Zones identifies that there is minimal direction on signage. While other policy amendments may seek to make changes relevant to signage in subject areas, there is opportunity to develop on policy direct to signage. Having a developed policy would provide assistance to planning provisions relevant to character areas, visual impacts and built environments.

3.3 Particular Provisions

3.3.1 Clause 52.05 Signs- Latrobe Planning Scheme

Clause 52.05 of the Latrobe Planning Scheme relates to Sign applications. In particular applications the purpose of the Clause is to:

- *Regulate the development of land for signs and associated structures.*
- *Ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *Ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *Ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road*

There is nothing specified in the Schedule to Clause 52.05 in the Latrobe Planning Scheme. The below summarises the categories included in Clause 52.05.

Table 1: Sign Category Table

Category (Limitation)	*Area*	*Purpose*	*Zones*
1 (Minimum)	Commercial	To provide for identification and promotion signs and signs that add vitality and colour to commercial areas	• Commercial Activity Centre
2 (Low)	Office & Industrial	To provide for adequate identification signs and signs that are appropriate to office and industrial areas	• Industrial
3 (Medium)	High Amenity	To ensure that signs in high-amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area	• General Residential • Neighbourhood Residential • Low Density Residential • Mixed Use Township • Rural Living • Urban Growth
4 (Maximum)	Sensitive	To provide for unobtrusive signs in areas requiring strong amenity control	• Farming • Public Use • Public Park & Recreation Special Use

3.3.2 Particular Provisions Summary

The Particular Provision Clause provides the most direction on signage in the Latrobe Planning Scheme. Details on signage included in Clause 52.05 provide guidance on the requirements and conditions of applications, including the category of signage control that applies to specific zones. These categories ensure that signage is compatible with the amenity and visual appearance of the direct and surrounding area.

3.4 Operational Provisions

3.4.1 Clause 73.02 Sign Terms- Latrobe Planning Scheme

The following table included in Clause 73.02 of the Latrobe Planning Scheme lists terms which are referred to in Clause 52.05 Signs of the Latrobe Planning Scheme, to ensure clear understanding of terms.

Table 2: Table from Clause 73.02

Sign Term	*Definition*
Above- verandah sign	A sign above a verandah or, if no verandah, that is more than 3.7 metres above pavement level, and which projects more than 0.3 metre outside the site.
Display area	The area of that part of a sign used to display its content, including borders, surrounds and logo boxes. It does not include safety devices, platforms and lighting structures. If the sign does not move or rotate, the area is one side only.
Animated sign	A sign that can move, contains moving or scrolling parts, changes its message, flashes, or has a moving or flashing border.
Bed and breakfast sign	A sign at a dwelling that advertises bed and breakfast accommodation in the dwelling.
Bunting sign	An advertisement that consists of bunting, streamers, flags, windvanes, or the like.
Business identification sign	A sign that provides business identification information about a business or industry on the land where it is displayed. The information may include the name of the business or building, the street number of the business premises, the nature of the business, a business logo or other business identification information.
Electronic sign	A sign that can be updated electronically. It includes screens broadcasting still or moving images.
Floodlit sign	A sign illuminated by external lighting provided for that purpose.
High-wall sign	A sign on the wall of a building so that part of it is more than 10 metres above the ground.
Home based business sign	A sign at a dwelling that advertises a home based business carried on in the dwelling, or on the land around the dwelling.
Internally illuminated sign	A sign illuminated by internal lighting or which contains lights or illuminated tubes arranged as an advertisement.
Major promotion sign	A sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.
Panel sign	A sign with an advertisement area exceeding 10 square metres.
Pole sign	A sign: a) on a pole or pylon that is not part of a building or another structure; b) that is no more than 7 metres above the ground; c) with an advertisement area not exceeding 6 square metres; and d) that has a clearance under it of at least 2.7 metres.

Promotion sign	A sign of less than 18 square metres that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.
Reflective sign	A sign finished with material specifically made to reflect external light.
Sign	Includes a structure specifically built to support or illuminate a sign.
Sky sign	A sign: a) on or above the roof of a building, but not a verandah; b) fixed to the wall of a building and which projects above the wall; or c) fixed to a structure (not a building) so that part of it is more than 7 metres above the ground.

3.4.2 Operational Provisions Summary

The Operational Provisions provide definitions on the terms used regarding signage. While these terms assist in providing guidance on the specifics of planning matters, Council Officers identified gaps in the interpretation for some terms when assessing planning permit applications, it is noted that Clause 73.02 was last amended in July 2018. These details demonstrate that there is an opportunity to improve policy and to assist in defining further matters not already included in state policy.

Photo 1: Commercial Road, Morwell

3.5 Background Documents

The following documents are background documents at Clause 72.08 of the Latrobe Planning Scheme which are relevant to signage.

3.5.1 The Urban Design Guidelines for Victoria (Department of Environment, Land, Water and Planning, 2017).

To ensure signs contribute to the amenity and local character of an area:

- Scale advertising signs to be consistent with the surrounding urban context. (Large signs can impede sight lines and views. Refer to detailed guidance in the Victoria Planning Provisions Clause 52.05 Advertising signs).
- Consolidate multiple messages into a single sign.

To ensure sensitive uses adjacent to illuminated signage are protected from light spill:

- Where a sign is illuminated, shield light spill to adjacent sensitive uses. (Illuminated signs can cause glare and dazzle viewers at night, and intrude into sensitive uses).

To manage the placement, currency and design of signs in public spaces:

- Undertake a periodic review of signs in public spaces.
- Maintain up-to-date information on signs, and remove redundant signs.

3.5.2 Recreation Reserves and Facilities Signage Policy (December 2022)

The Latrobe Planning Scheme prohibits the display of promotional signs in Public Park and Recreation Zone (PPRZ) and Public Use Zone (PUZ).
Latrobe City Councils 'Recreation Reserves and Facilities Signage Policy' provides guidelines for the review and approval of requests from sporting clubs and public land managers to display promotional signs and to temporarily name Council recreation reserves for sponsorship purposes.

3.5.3 Traralgon Activity Centre Plan 2018

The Traralgon Activity Centre Plan guides the future land use and development in a coordinated manner and provides greater certainty for all stakeholders for desired outcomes for use and development in the Traralgon Central Business District. It provides direction around appropriate signage outcomes and led to the directions in Schedule 1 to the Activity Centre Zone.

3.5.4 Morwell Activity Centre Plan 2022

The Morwell Activity Centre Plan guides the future land use and development in a coordinated manner and provides greater certainty for all stakeholders for desired outcomes for use and development in the Morwell Central Business District. It provides direction around appropriate signage outcomes and led to the directions in Schedule 2 to the Activity Centre Zone.

3.5.5 Background Documents Summary

The background documents that inform the Latrobe Planning Scheme are directed to state policy and land that is used by the public such as reserves and facilities. This exposes the need for further work to be completed in the development of background documentation in order to provide greater guidance to inform local policy.

HAZELWOOD
VILLAGE
SHOPPING CENTRE

4. Regulatory Framework Performance

4.1 Planning Permit Applications

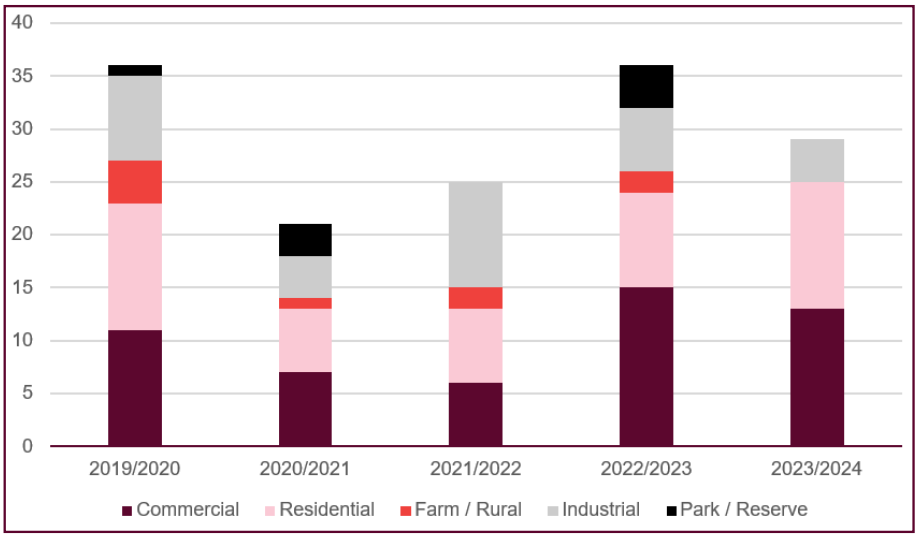
A review of planning permit decisions at Latrobe City Council for sign applications within the last five financial years is included below:

Table 3: Sign application data table

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Commercial	11	7	6	15	13	52
Residential	12	6	7	9	12	46
Farm / Rural	4	1	2	2	0	9
Industrial	8	4	10	6	4	32
Park / Reserve	1	3	0	4	0	8
Total	36	21	25	36	29	147

The information reveals commercial areas receive the most applications, with exception of the number of applications received during the height of the COVID 19 pandemic. Applications in commercial areas are constantly higher than other areas.
Commercial and residential are the primary areas of focus for signage as they contribute to 75% of applications. This is considering the mixed use zone is classified as a residential zone, even though it typically contains shops or other retail uses that are consistent with commercially zoned land.

Figure 3: Sign application data graph



4.1.1 Planning Permit Application Summary

Based of the application data included in table 3 and figure 3, it is anticipated that the forecast total number of applications per year will be 30+. While there may be a number of signs that do not require a permit due to their circumstances of replacing like for like, a key objective of the signage strategy is to facilitate planning permit applications in an effort to reduce the amount of non compliant signs that have not obtained a planning permit. The advantages in having this planning policy and guidelines will benefit not only applicants but also the anticipated workload for Council.

5. Consultation

5.1 Council Officer Consultation

Consultation with Council Officers included surveys and meetings, while such departments as Economic Development and Local Laws were involved, the statutory planning officers provided the highest level of participation, this consultation provided the below information:

- Current signs in towns of Latrobe do not present the area in good manner;
- Current policy does not assist in communicating design elements to applicants for sign permits;
- More information is required in the Planning Scheme as it holds more weight than a background or incorporated document;
- Greater guidance is require on what will or won't be supported to assist in refining application expectations;
- External stakeholders were identified in real estate agents and business owners;
- A review of existing sign permits is required to ensure they are maintained, as per planning permit conditions and removed from redundant business;
- Further consideration of heritage should be identified in applications when assessing permits;
- It was found that majority of the public are not aware a permit may be required for signs; and
- Compliance is a large issue, especially in Activity Centre Zones to façade glazing of buildings.

5.1.1 Council Officer Consultation Summary

The response to Council Officer consultation provided details on the issues and opportunities from people who assess applications. From this information key gaps in policy are identified leading to recommendations in:

- Providing details on characteristics of the types of signs, including illustrations to assist applicants in understanding planning policy and reference for assessment standards;
- Developing a policy that can be utilised by the public to determine if a planning permit is required;
- Reviewing the existing signs within town centers to identify non-compliant and out of character details where present; and
- Clear details required on the maintenance and condition of signs.

5.2 External Stakeholder Consultation

A key objective in the review of signage is to assist applicants in understanding signage requirements and the removal of perceived red tape, external stakeholder consultation is significant in understanding the issues and opportunities relative to this.

External stakeholders were identified through consultation with internal stakeholders. The external stakeholders included business owners and real estate agents, as they either prepare or consult with people who prepare applications. These stakeholders were consulted through surveys to understand their experience in applying for planning permits that contained signage. Listed below are the common findings:

- Most people perceive sign requirements as strict, which may impact on the ability to provide the signs they prefer;
- It is difficult to understand provisions of signs in the Planning Scheme, details are complex and almost always require assistance of Council Officers. This assistance requires discussions in person and via phone call, as written assistance such as emails are too complicated;
- Although technical, sign permits are commonly seen as a minor item in comparison to other planning requirements when completing planning permit applications.In many instances, there is a lack of understanding regarding what is deemed appropriate or will receive approval; and
- It is thought that when a proposed sign is intended to replace an existing sign, a planning permit is not necessary.

5.2.1 External Stakeholder Consultation Summary

The information provided from external and internal stakeholders was varying in perspective but of similar context and consistency on subjects.

A strong connection is established between the objectives of the signage review and information received from external stakeholder consultation. This information provides direction for the inclusions of the signage strategy, including:

- The need for a document to assist in the understanding of technical planning policy matters.
- Clear representation on the context of signs in differing areas, incorporating visual demonstration on the appearance of signs in these areas.
- Providing details on matters raised by stakeholders which are not included in current policy.

6. Areas Review

6.1 Character Areas Review

A true understanding to the role of signage in Latrobe is achieved through review of character areas. Charcter areas have been developed which group similar areas across the municipality to provide ease of assessment and consideration of similar issues and opportunities. These character areas are identified through zone, sign category (as specified in Clause 52.05) and a description of the area including details on built form, streetscape environment, etc.
The signage of these areas was reviewed to document the issues and opportunities. The identified character areas include:

- Regional and Subregional Retail Centres;
- Large Town Centres;
- Shopping Centres, Big Box Retail and Industrial;
- Neighbourhood and Local Activity Centres;
- Small Town Centres;
- Residential and Rural Areas;
- Heritage Places; and
- Major Promotion Signs.

Photo 2: Seymour Street Traralgon

6.1.1 Regional Retail Centre (Traralgon) / Sub-regional Retail Centres (Moe, Morwell)

Zones: Activity Centre Zone Schedule 1 & 2 (ACZ1 & ACZ2) and Commercial 1 Zone (C1Z).
Sign Categories: 1 and 2, minimal area included in Category 3.
Description:
These areas form the Central Business District (CBD) of towns, consisting of structured grid formation roadways, varying built form and uses that are identified into precinct areas.

The varying characteristics of these precincts include central streets that are generally lined with continuous commercial buildings up to 3 storeys high, incorporating veranda coverings to footpath area. Fringe properties adjacent to less dense built form or traditional residential homes promote a different street scape and context of signage in consideration of surrounding areas.
The combination of streetscape built form, volume of pedestrian and vehicle movements, these areas include the highest concentration of signage in Latrobe City.

Table 4: Regional / Sub-regional Retail Centres Issues and Opportunities table

Issues	*Opportunities*
Excessive amounts of signage applied to building fronts including glazed areas restricts views between the inside of the building and street on the ground of buildings in key retails spaces, providing a negative impact on safety and active frontage.	Illustrations required to demonstrate what is deemed appropriate. The large amount of non compliant signs may require compliance intervention to assist in the matter.
Large electronic and illuminated signs especially at pedestrian level dominate areas they are featured, resulting in detrimental impact to the surrounding area.	Ensure policy provides detail on the preferred location in relation to the varying types of illuminated signs.
Large signs that are disproportionate to their host building and streetscape.	Provide understanding on the expected scale of signage in comparison to environment,
Inconsistency in types and size of signs located above verandah can dominate building facades and appear out of character to the area. Signs that are not applied to the development built form such as 'V' signs and panel signs with stand alone structure restrict line of sight and should not be encouraged.	Introduce policy on the matter, supported by visual demonstration to assist in defining issue.
Old signs, including frames and sign structures remain where they have deteriorated or new signs have not been installed in the same location.	Details of all existing signs to be documentation in applications, permit conditions to nominate redundant signs and sign structures to be removed with maintenance requirements.
Visual clutter resulting from excessive numbers and sizes of signs, as well as their placement.	Further detail required to assist applicants regarding the amount of signage deemed appropriate to the context of area.

6.1.2 Large Town Centre (Churchill)

Zone: Commercial 1 Zone (C1Z).
Sign Category: 1
Description:
The main development of the area includes shopping centres: Hazelwood Village and West Place and carparks that are orientated to central road Georgina Place, the other aspect of development is Phillip Parade which includes individually constructed buildings. Hazelwood Village includes 13 stores in a strip shopping configuration while West Place includes a large chain supermarket and retail stores along with smaller retail stores, consisting of 12 stores in total, 9 internal and 3 accessed from outside the centre.

The difference in development provides a contrast in built form and character of streetscape throughout the town centre. While the target audience for signage in these areas is unified, the contrast in development facilitates a difference in signage.

Table 5: Large Town Centre Issues and Opportunities table

Issues	*Opportunities*
Active frontages eliminated due to signs applied to whole or most of shopfront glazing	Illustrations required to demonstrate policy and what is deemed appropriate.
Irregularity of signs in immediate area to one another.	Provide policy that supports a consistent appearance of signs within close proximity.
Old signs, including frames and structures remain where no or new signs are installed.	Ensure policy supports details of all existing signs to be documentation in applications, permit conditions to nominate redundant signs and sign structures to be removed.
Saturation of signs to smaller strip shopping stores	Further detail required to assist applicants regarding the amount of signage deemed appropriate to the context of area.

Photo 3: Hazelwood Village Carpark, Churchill

6.1.3 Mid Valley Shopping Centre (Morwell) and Big Box Retail

Zones: Commercial 1 Zone (C1Z) and Commercial 2 Zone (C2Z)
Sign Category: 1
Description:
Signage to industrial and big box retail areas share similar characteristics within Latrobe City. Therefore, it can be considered that industrial areas have been reviewed inline with Big box Retail.

Mid Valley includes a shopping centre which consists of a variety of store sizes, including large retailers and supermarkets along with smaller retail stores to a total of 56, 4 which are accessed from outside the centre. A separately constructed movie theatre and house hardware store are also included on the site, all which are accessed from large open carparking provided onsite.

There are five big box retail precincts in Latrobe, three which are not currently developed, the two developed precincts are located along the North and South of Argyle street in Traralgon and the North and South of Princes Drive in Morwell.

The built form of these areas consists mostly of buildings that are not only large in area but also height, the range of uses varies significantly, from retail stores, restaurants and supermarkets to more industrial type uses such as glazing shop fitters and mechanics.

Table 6: Mid Valley Shopping Centre and Big Box Retail Issues and Opportunities table

Issues	*Opportunities*
Excessive number of freestanding signs with buildings that also incorporate a large amount of signage.	Provide guidance on the design of freestanding signs to promote consolidation of signs from individual structures on the same site.
The scale of freestanding and pole signs, obstruct views and appear disproportionate to the streetscape.	Provide policy to discourage pole signs that retract from the streetscape, with support of alternative sign structures more considerate in size.
Large amount of signs that do not comply with existing policy.	Provide clear details on standards and requirements of signs, utilise illustrations to demonstrate clearly.

Photo 4: Vestan Drive, Morwell

6.1.4 Neighbourhood and Local Activity Centres

Zones: Mixed Use Zone (MUZ) and Commercial 1 Zone (C1Z).
Sign Categories: 3 and 1.
Description:
The built form of local activity centres compromises of low scale shopfronts in a strip shopping arrangement and roadside car parking. The range of stores commonly consists of up to five and includes take away food, coffee and convenience shops, hairdressers and chemist. Signs to these areas consists of a combination of incorporated into built form and purpose built sign structures.

Latrobe City currently contains one Neighbourhood activity centre on the corner of Marshalls Road and Traralgon Maffra Road. The built form of Neighbourhood activity centres consists of buildings and provisions that are larger in comparison to the local activity centres. These buildings include a daycare centre and supermarket that present to a central carpark area. The scale and design of these buildings enables a large format and type of signage, even when surrounded by residential properties.

Table 7: Neighbourhood and Local Activitiy Centres Issues and Opportunities table

Issues	*Opportunities*
Visual clutter of signs including glazed areas reduces views between the inside of the building and street. Providing a negative impact on safety and active frontage.	Illustrations required to demonstrate policy and what is deemed appropriate.
Electronic and illuminated signs not considerate of surrounding sensitive uses.	Proposed signs required to document neighbouring sensitive uses to demonstrate consideration.
Sign scale and location not considerate of contextual surroundings.	Provide policy that discourages signs that protrude from development built form and require a structure to support the sign being from a building or stand alone structure.
Multiple sign types incorporated into the one development area provides lack of uniformity of each area and across the whole of Council.	Provide policy that supports a consist ant appearance of signs within close proximity.
Redundant signs are visible in most areas, including product brands, painted surfaces, previous shops sign and sign structures.	Ensure guidelines provide clear instruction regarding the removal of existing signs not proposed to be used.

Photo 5: Barker Crescent, Traralgon

6.1.5 Small Town Centres (Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar)

Zone: Township Zone (TZ)
Sign Category: 3
Description:
These areas consist of two similar settings, one being Boolarra, Toongabbie, Traralgon South and Tyers that include a single general store that represents a central hub of the town. The other being Glengarry, Yallourn North and Yinnar which includes a main street consisting of up to ten stores. The character of these areas is comparable as most buildings are of a historic period or petrol stations that present to the same audience with similar context of signage. Due to the traditional built form and rural environment signage appears less formal with product branding common, and signage structures attached to buildings.

Table 8: Small Town Centres Issues and Opportunities table

Issues	*Opportunities*
Signs cover a large amount of facade glazing which reduces the connection from inside to outside of the building resulting in a reduced level of safety and heritage preservation.	Illustrations required to demonstrate what is deemed appropriate.
Some signs appear to dominate the building facade due to their size and not able to be incorporated into the built form.	Provide policy accompanied by illustrations regarding the scale of signs in comparison to built form and discourage signs that protrude from built form.
Flags, A frames and corflute signs to posts tend to cause clutter to pedestrians reduce the heritage appeal of places.	Further understanding of Council's Local Law agreements to be communicated where applicable.
Old signage, including frames and structures remain where no or new signs are installed.	Details of all existing signs to be documentation in applications, permit conditions to nominate redundant signs and sign structures to be removed.

Photo 6: Main Street, Yinnar

Photo 7: Victoria Street, Toongabbie

6.1.6 Residential Areas and Rural Areas

Zones: Neighbourhood Residential Zone (NRZ), General Residential Zone (GRZ), Low Density Residential Zone (LDRZ), Rural living Zone (RLZ), Rural Conservation Zone (RCZ) and Farming Zone (FZ).
Sign Categories: 3 and 4
Description:
The residential areas of Latrobe are typically occupied by single storey detached dwellings. This sensitive land use of residential living focuses on privacy, low noise and residential living quality. There are non-residential uses present in these areas such as medical centres, child care centres, service stations, corner shops and home businesses.

The effects of signage are heightened in these areas due to the neighbourhood character and nature of streetscape. The impacts of signage in relation to the context of surrounding must be carefully considered to ensure the focus of use in these areas is preserved.

Latrobe City as a regional Council includes a large rural area that varies in landscapes that reflect the natural characteristics of the region. The use of this land is predominantly agricultural in farming with dwellings spread through the rural setting, accompanied by ancillary structures. These areas share a similarity of sensitive use to that of more populated in town residential areas and in turn the same issues faced with signage.

Table 9: Residential and Rural Areas Issues and Opportunities table

Issues	*Opportunities*
Signs that present to adjoining dwellings do not consider the surroundings of the subject site.	Ensure policy provides clear understanding of the expectation to surrounding land to proposed sign.
Signs that incorporate lighting or illumination are not considerate of character area and appears to be a point of difference which disturbs the streetscape.	Policy to further detail discouragement of lighting and illumination of signs in residential and Rural areas.
Where located at high levels signs do not blend into landscape and surrounds.	Provide further detail on the standards to signage in relation to scale and discourage sign structures that do not appear in context of the surrounding environment.
Promotion signs that do not comply with policy are installed, some in temporary fashion for long duration of time.	Ensure policy indicates when a planning permit is required for signs.

Photo 8: Glengarry West Road, Tyers

6.1.7 Heritage Places

Zones: Not Applicable
Sign Categories: Not Applicable
Description:
As the heritage matters of Latrobe City vary in significance through cultural and historical reasoning, they are defined in the Schedule to Clause 43.01 Heritage Overlay (HO) of the Latrobe Planning Scheme.

Heritage places in Latrobe City include individual buildings, streetscapes or precincts of architectural, historical, scientific or landscape importance and areas where a concentration of use occurred.

Signs in these areas are limited and usually consist of historic or legacy signs, this is a result of planning controls that ensure development does not adversely affect the significance through the conservation of heritage places.

Table 10: Heritage Places Issues and Opportunities table

Issues	*Opportunities*
Semi-permanent promotion signs that reduce or distract from the heritage presence on an area.	Ensure policy is clear on when a permit is required and local laws standards are met.
Signage location impacts on heritage buildings and places, such as concealing architectural features and details or become a dominant feature.	Provide detail on the location of signs in relation to existing features of buildings and heritage places.
Retention of existing signs with heritage value.	Provide policy to ensure existing signs to heritage places is documented in applications.
Visual clutter by multiple signs on a single site, typically where there are multiple tenancies.	Provide guidance on the amount of signs to be present on heritage places.
Digital signs are generally incompatible with the character of heritage places.	Ensure policy states digital signs are to be limited and considerate to heritage features.
Painting of buildings in corporate colours suppress architectural features, built form and heritage values.	Policy to include painted surfaces deemed as signs when presented in corporate colours and incorporate other forms of signs.
Illuminated or large neighboring signs that detract from the value of adjoining heritage places.	Provide guidelines to ensure Application to document and review context of the site to ensure consideration to heritage is made by nearby sites.

Photo 9: Heritage building 92-102 Franklin Street, Traralgon

6.1.9 Major Promotion Signs

Zones: Industrial 1 & 3 Zone (IN1Z & IN3Z), Commercial 2 Zone (C2Z) and Activity Centre Zone Schedule 1 & 2 (ACZ1 & ACZ2).
Sign Categories: 1 and 2.
Description:
There are currently seventeen major promotion signs within Latrobe City Council, these signs are located close to main roads at entry points to town centres on freestanding structures. The construction of these types of signs are currently undergoing a transition from predominantly print to electronic screens. The target audience can be defined as vehicle users from a distance.

Table 11: Major Promotional Signs Issues and Opportunities table

Issues	*Opportunities*
Dominance over other surrounding types of signs, particularly business identification signs that are seen to be more within the character of the area.	Surrounding signs to be documented and reviewed in applications to ensure the proposed major promotion sign considers existing signs and visual clutter is avoided.
Loss of amenity either within or external to a site, such as through overshadowing, disruption of view or distraction to vehicle users.	Site context details required to be reviewed in applications to consider the impacts of proposed sign.
Sign structures located outside town centres that present to the Princes Highway do not blend into the landscape in as they are designed to stand out from their surroundings.	The surrounding landscape and environment must be considered to ensure the location is appropriate to proposed stand alone sign structures.
Located at many entry points to into towns taking away from character of township.	Whilst these locations may be ideal for advertising due to the volume of possible audience, the pride in how a town is presented at key entry points should be preserved.
Structures and features not maintained such as electrical signs with redundant floodlights still attached.	Provide understanding on the features relevant to existing and proposed signage on subject sites to ensure these are identified in applications.

Photo 10: Princes Highway Service Road, Traralgon

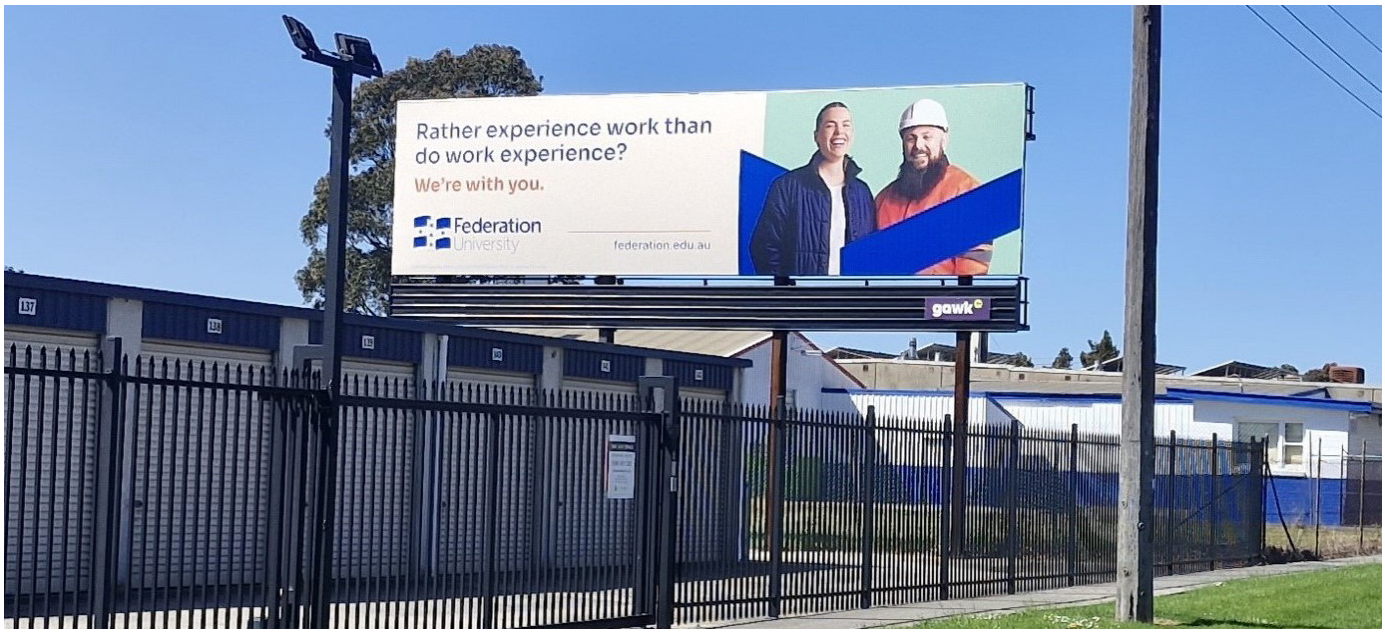


Figure 4: Traralgon Aerial Map

Figure 5: Moe Aerial Map

Figure 6: Morwell Aerial Map

7. Implications for the Latrobe Planning Scheme

There is a gap within the Latrobe Planning Scheme in relation to policy and guidance for signage. There is opportunities to amend the Latrobe Planning Scheme to provide greater guidance for planning permit applicants to ensure streamlined assessment of planning permit applications. There is oppurtnities to provide policy in relation to:

- Preferred location of signage;
- Expectations of scale;
- Direction of glazing and passive surveillance;
- Consolidation of freestanding signs;
- Direction in regard to illumination of signage in sensitive areas; and
- Direction for signage in heritage areas.

It is proposed that this can be achieved by amending Clause 15.01-1L (Urban Design), Schedule 1 and 2 to the Activtiy Centre Zone to include objectives and strategies.

7.1.1 Next Steps

The methodology process included in this document outlines the preceding steps.

This includes the preparation of the *Latrobe City Signage Strategy*, a document that will provide guidance for signage in particular to planning applications and assessments.

8. Recommendations

As the specifics of signs cover most areas of the municipality, they should be presented the Latrobe City Signage Strategy in the context that provides overarching objectives, strategies and guidelines. Followed by detailed objectives and strategies that align with charter areas as demonstrated in this document.

The recommendations derived from this review include:

- Following the structure of the Latrobe City Signage Background Review, which includes sign categories and character areas, the Latrobe City Signage Strategy should present in the same manner to provide consistency and form a straightforward manner to implementation into planning policy.
- As photographs have demonstrated issues in the review, graphics and simple diagrams should be utilised to illustrate what is encouraged and what is discouraged in different character areas or categories of signage.
- Translate identified issues and opportunities from character areas of the Latrobe City Signage Background Review into objectives and strategies to character areas in the Latrobe City Signage Strategy.
- Policy included in the Latrobe City Signage Strategy must be compatible with planning policy and comply with Ministerial Direction, The Form and Content of Planning Schemes.
- Overarching policy for signs to be implemented into the Latrobe Planning Scheme, Planning Policy Framework Clause 15.01-1L-01 Signs.
- Ensure guidelines align with existing provisions of the Latrobe Planning Scheme and changes are made in policy where applicable.

Phone 1300 367 700

Post PO Box 264. Morwell 3840

Email latrobe@latrobe.vic.gov.au

www.latrobe.vic.gov.au

Service Centres & Libraries

Morwell

Corporate Headquarters
141 Commercial Road, Morwell

Morwell Library
63-65 Elgin Street, Morwell

Moe

Moe Service Centre and Library
1-29 George Street, Moe

Traralgon

Traralgon Service Centre and Library
34-38 Kay Street, Traralgon

Churchill

Churchill Community Hub
9-11 Philip Parade, Churchill

For more information

Strategic Planning

1300 367 700

planningservices@latrobe.vic.gov.au

To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.

This information in this document is correct as at the date of publication but is subject to change. Please check the Latrobe City Council website www.latrobe.vic.gov.au to make sure this is the latest version.

Date of publication: June 2025

Planning and Environment Act 1987

Latrobe Planning Scheme

Amendment C151latr

Explanatory Report

Overview

The amendment implements the recommendations of *the Latrobe City Signage Strategy 2025* by introducing new local content within the Planning Policy Framework, amending Schedules 1 and 2 to the Activity Centre Zone, and introducing the *Latrobe City Signage Strategy 2025* as a background document.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Latrobe City Council website at https://www.latrobe.vic.gov.au/

And/or

The amendment is available for public inspection, free of charge, during office hours at the following places:

Latrobe City Council Corporate Headquarters

141 Commercial Road, Morwell

Office hours: 9am to 5pm, Monday to Friday

Churchill Service Centre

9-11 Phillip Parade, Churchill

Office hours: 10am to 4pm, Monday to Friday

Moe Service Centre

1-29 George Street, Moe

Office hours: 8.30am to 5.15pm Monday to Friday & 9am to 12noon Saturday

Traralgon Service Centre

34-38 Kay Street, Traralgon

Office hours: 8.30am to 5.15pm Monday to Friday & 9am to 12noon Saturday

The amendment can also be inspected free of charge at the Department of Transport and Planning website http://www.planning.vic.gov.au/public-inspection or by contacting the office on 1800 789 386 to arrange a time to view the amendment.

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Latrobe City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Latrobe City Council.

Land affected by the amendment

The amendment applies to land throughout the municipality of Latrobe City Council.

What the amendment does

The amendment implements the recommendations of the Latrobe City Signage Strategy 2025 into the Latrobe Planning Scheme (the Strategy). The Strategy aims to streamline the planning permit application process by providing clarity and details about the types of signage that will be supported in the Latrobe Planning Scheme.

The amendment makes changes to the Planning Policy Framework and Activity Centre Zone schedules by introducing new and amended policy for the development of land for signage. No mapping changes were made through this amendment.

Specifically, the amendment proposes the following changes:

Planning Policy Framework

- Amends Clause 15.01 (Built Environment) by inserting a new local policy at Clause 15.01-1L-01 (Signs), which includes general objectives, strategies and policy guidelines, followed by specific strategies for character areas.

Zones

- Amends Schedule 1 to Clause 37.08 (Activity Centre Zone), which applies to the Traralgon Activity Centre, to include and update requirements for signs which are consistent with the Strategy.
- Amends Schedule 2 to Clause 37.08 (Activity Centre Zone), which applies to the Morwell Activity Centre, to include and update requirements for signs which are consistent with the Strategy.

Operational Provisions

- Amends the Schedule to Clause 72.08 (Background Documents) to include the *Latrobe City Signage Strategy* (Latrobe City Council, 2025) as a background document to the planning scheme.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to implement the recommendations of the Latrobe City Signage Strategy 2025 (the Strategy) and was endorsed by Latrobe City Councillors at the 22 September 2025 council meeting.

The *Latrobe City Council Planning Scheme Review 2024* recommended that a signage strategy be undertaken as further strategic work. This action was required based on feedback from planning permit applicants and planners to provide clearer direction about what and what is not supported for signage.

The Strategy includes the following objectives:

- Addressing gaps in policy by adding clear objectives, strategies and policy guidelines at Clause 15.01-1L-01 (Signs)
- Assisting applicants in understanding sign requirements, in particular what will and will not be supported in planning permit applications. This will remove the perceived red tape and make assessing and applying for planning permit applications faster if requirements are met
- Providing a Council wide direction on signs through policy
- Promoting a high standard of sign design
- Improving efficiency and ensuring a consistent approach is taken by Council in the consideration of sign applications.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the following objectives of planning in Victoria included at Section 4(1) of the Planning and Environment Act 1987:

- *Section 4(1)(a) - to provide for the fair, orderly, economic and sustainable use, and development of land.*
- *Section 4(1)(c) - to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*
- *Section 4(1)(d) - to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest or otherwise of special cultural value.*
- *Section 4(1)(f) - to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e).*

The amendment implements the objectives by implementing the recommendations of the Strategy. The amendment introduces new objectives, strategies and guidelines which provide for the fair, orderly, economic, sustainable development of the land. The changes to local policy within Clause 15.01 will provide for increased amenity outcomes as part of any application for signage. This will ensure a pleasant, efficient and safe working environment for all.

Specific strategies have been included which relate to signage applications under the Heritage Overlay, to ensure that those buildings or areas that have heritage

significance are not adversely impacted by signage applications.

This will provide certainty for all users of the planning system by ensuring the fair, orderly, economic and sustainable development of land in the municipality, which is consistent with the objectives of planning in Victoria.

How does the amendment address any environmental, social and economic effects?

Environmental

There will be positive environmental impacts from updating policy which encourages development that considers the protection of landscape of rural environments, through strategies that include:

- *Encourage signs that do not contrast in scale of natural environment*
- *Encourage signs integrated into built form and site features, including fences*
- *Encourage signs that do not impact visually, including site lines, illumination, height and other requirements*
- *Avoid bright and loud colours that appear in contrast of the surrounding landscape.*

The amendment provides guidance for signs to ensure they are appropriately designed, sited and of a scale that compliments and enhances the site and context in varied built form environments across the municipality

Social

The amendment includes updates to policy to ensure future development aligns with strategic goals. These documents provide social benefits to the community through improved presentation of character areas.

Economic

The changes of new and updated local policy content in the Planning Policy Framework and amended zone schedules will provide greater certainty on details of development to the users of the planning system, this will assist economic growth, particularly to commercial use areas.

Does the amendment address climate change?

The amendment has considered a Climate Change Consideration Report under Section 12(2A) of the Act and under Ministerial Direction Number 22 Climate Change Consideration a Report is not required due to the below reasons:

- The amendment does not rezone the land from a non-urban zone to an urban zone;
- The amendment does not significantly change to, or intensify the use and development of urban land; and
- The amendment does not seek to provide a new use and development of the

land that may be exposed to a natural hazard that arises from, or is likely to arise from, the impacts of climate change.

Does the amendment address relevant bushfire risk?

The amendment does not alter any existing planning controls or policies that relate to the management of bushfire risk and does not seek to introduce any new controls or policies that would increase bushfire risk. The amendment is consistent with the policies at Clause 13.02 (Bushfire) of the Latrobe Planning Scheme.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The amendment is consistent with *Ministerial Direction*: *The Form and Content of Planning Scheme*s under section 7(5) of the Act. The amendment has been drafted in accordance with this direction and utilises the relevant templates.

The amendment is consistent with the Ministerial Direction No. 11 - *Strategic Assessment of Amendments* under Section 12(2) of the Act. An assessment of the planning scheme amendment has been made against the direction which ensures a comprehensive strategic evaluation of the planning scheme amendment and the outcome it produces.

The amendment is consistent with the Ministerial Direction 15 - *The Planning Scheme Amendment Process* under Section 12(2) of the Act by meeting timeframes set out by this direction. If timeframes cannot be met, exemptions will be sought.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment is consistent and supportive of the Planning Policy Framework (PPF) by including new local policy that builds upon and supports existing state and local policies in the PPF. The changes do not compete with existing policy included in the scheme.

This ensures that the local planning policy within the PPF responds to a demonstrated need, linked to a strategic direction in the Municipal Planning Strategy and is designed to assist the responsible authority in assessing planning permit applications and proponents in understanding whether a proposal is likely to be supported or not.

Relevant existing policy that the amendment supports includes:

Clause 11.03-1L-01 Activity centres

The amendment will facilitate development within the Traralgon Primary Activity Centre and the sub regional centres of Moe and Morwell through clear objectives and strategies for signage. The amendment will support clear visual and written guidance for planning applications pertaining to signage.

The *Latrobe City Signage Strategy (2025)* proposes overarching policy to all signs in Latrobe City relevant to character areas that are identified in retail hierarchy as listed in the Latrobe Planning Scheme to ensure consistency.

Clause 15.01-1S Urban design

The amendment will ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.

This policy is supported by the amendment guidelines within Clause 15.01-1L-01 Signs and Clause 37.08 Activity Centre Zone Schedule 1 and Schedule 2 to:

- Avoid signs that impact or distract movement and sight lines of pedestrians and road users
- Discourage signs that detract from activate frontages
- Discourage signs that distract road users and impact pedestrian movement

Clause 15.01-1L Urban design

The amendment will encourage built form, including signage that provides and enhances passive surveillance, through the inclusion of clear objectives and strategies to support proposals relevant to signage.

This policy is supported by the amendment guidelines within Clause 15.01-1L-01 Signs and Clause 37.08 Activity Centre Zone Schedule 1 and Schedule 2 to:

- Encourage views between the public realm and inside buildings
- Enhance the presentation of streetscapes and character of area
- Protect the safety and movement of publicly used spaces
- Protect the safety and movement of publicly used spaces

Clause 15.01-6S Design for rural areas

The amendment will ensure the scale and appearance of development protects and enhances rural character and the visual amenity along township approaches by encouraging signage to be placed within built form at the correct scale. The amendment will encourage signage to be located away from public realm and provide better access for pedestrians and people living with a disability.

This policy is supported by the amendment guidelines within Clause 15.01-1L-01 Signs and Clause 37.08 Activity Centre Zone Schedule 1 and Schedule 2 to:

- Avoid bright and loud colours that appear in contrast of the surrounding landscape
- Encourage signs that are low in height
- Encourage signs integrated into built form and site features, including fences
- Encourage signs that do not contrast in scale of natural environment and built form

Is the amendment consistent with the delivery of the relevant housing target set out in the Planning Policy Framework?

The amendment does not affect the housing targets set for Latrobe City. The amendment does not affect Clause 11.02 (Managing Growth) and Clause 16.01-1S (Housing Supply).

How does the amendment support or implement the Municipal Planning Strategy?

The amendment is consistent with the Municipal Planning Strategy (MPS), specifically the strategies outlined in Clause 02.03 (Strategic Directions) below:

Clause 02.03-1 Settlement

Activity centres

Planning for Activity centres seeks to:

- Create vibrant, high quality, walkable, safe and active retail areas

Clause 02.03-5 Built environment and heritage

Heritage

Planning for heritage seeks to:

- Protect places of heritage, cultural and social significance.

Neighbourhood character

Planning for neighbourhood character seeks to:

- Balance development and consolidation with respecting residential amenity and neighbourhood character.

The amendment implements the MPS by introducing objectives, strategies and policy guidelines that assist the development of land for signage by protecting the amenity of the area, ensuring signage applications do not affect active transport, movement and sight lines, protecting places or sites under the Heritage Overlay with additional specific strategies.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victoria Planning Provisions by utilising policy to guide signage, and by applying the existing Activity Centre Zone schedules to implement relevant recommendations from the Strategy. Updating the relevant controls and policies will ensure they remain accurate and fit for purpose.

How does the amendment address the views of any relevant agency?

Exhibition stage

All relevant agencies were notified of the amendment during exhibition.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The requirements of the *Transport Integration Act 2010* apply where a planning scheme amendment is likely to have a significant impact on the transport system.

The amendment will not have an impact of the *Transport Integration Act 2010.*

How does the amendment have regard to the principles set out in the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?

The amendment is not affected by the Yarra River Protection (Wilip-gin Birrarung murron) Act 2017.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

This guidance will streamline the planning permit application process, making it easier to apply and grant planning permits for signage.

The amendment does not have any significant effect on the resource and administrative costs of the responsible authority as it will implement greater detail to improve efficiency of planning applications.

LATROBE CITY COUNCIL

Amendment C151 (Signage Strategy)

Response to Panel Recommendations Table

In accordance with Section 27 of the *Planning and Environment Act 1987,* Council must consider the Panel Report to decide what alterations should be made to Latrobe C151 – Latrobe City Signage. In accordance with Section 31 of *Planning and Environment Act 1987,* and Regulation 9(e) of the *Planning and Environment Regulations 2016* if a planning authority decides not to accept a panel's recommendation, it must give its reasons for this when it submits the adopted amendment to the Minister. The following outlines the response to the panel recommendations:

Changes made in Response to the Panel Report Recommendations			
PANEL RECOMMENDATION	**COUNCIL OFFICERS RESPONSE**	**CHANGES MADE TO THE AMENDMENT**	**RELATED SUBMISSION**
Adopt Latrobe Planning Scheme Amendment C151latr with the changes recommended in this report.	Agree.	Yes, this is in line with council officers proposed changes to the amendment post re-exhibition that were presented to the Planning Panel with minor additions as per below.	-
Amend Clause 15.01-1L-01 for major promotion signs to: Encourage signs that are incorporated into the built form instead of freestanding sign structures.	Noted, Council officers agreed to the change during the Planning Panel to help with clarity of intent.	Yes, as per panel recommendation.	11
Amend the policy guideline at Clause 15.01-1L-01 for major promotion signs to: Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road.	Agree, Council officers agreed to the change during the Planning Panel to help with clarity of intent.	Yes, as per panel recommendation.	11
Amend the policy guideline for digital/illuminated/electronic signs at Clause 15.01-1L-01 to: Are sited away from activity centre gateways, town gateways and/or tourism gateways.	Noted, Council officers proposed this change during the Planning Panel to ensure consistency across the municipality.	Yes, as per panel recommendation	11
Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas are limited, not discouraged.	Agree, Council officers agreed to the change during the Planning Panel to help with clarity of intent.	Yes, the Signage Strategy has been updated. It is noted that this is a background document to the amendment and does not form part of the Amendment.	11

AMENDMENT C151LATR

System Note: The following ordinance will be added after 15.01-1L Urban design

15.01-1L-01 Signs

C151latr

Policy application

This policy applies to all development of land for signs.

Objectives

- To ensure signs respond to the natural setting and/or urban context in which they are located.
- To ensure signs do not alter or obscure views of significant natural or built features.
- To avoid signs that interfere with movements and viewlines of the public realm.
- To enhance the appearance of development in Latrobe through well presented signs.

Strategies

- Encourage signs that are integrated into built form and consider architectural or landscape features of the host building or site.
- Minimise the number and repetition of signs on a single site and streetscape.
- Prioritise business identification signs as the main type of signage.
- Avoid signs that will impair the movement, visibility and functionality of the public realm and infrastructure.
- Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.

Policy Guidelines

- Avoid signs that are a distraction and/or impact on movement and/or sight lines of active transport, road users and rail corridors.
- Encourage the appearance, size, illumination and other aspects of signs to complement the building, or site on which they are displayed and not detract from the character of the surrounds.
- Prioritise signage that does not obstruct the natural line of sight through windows.
- Limit the number of signs on a site through placement in strategic locations that present directly to the target audience.
- Support digital, illuminated and electronic signs in urban areas that:
  - Maintain views and vistas along streetscapes;
  - Minimise visual distraction and saturation of advertising in public areas;
  - Retain trees and high quality landscaping;
  - Retain architectural elements and features;
  - Minimise disturbance and impacts on places of heritage significance;
  - Are sited away from ~~CBD~~activity centre gateways, town gateways and/or tourism gateways.

AMENDMENT C151LATR

Heritage Places

Policy application

This policy applies to all development of land for signs within a heritage overlay.

Strategies

- Discourage buildings being painted in corporate colours.
- Discourage buildings and works related to signs that may damage or alter beyond repair of the significant building fabric or features.
- Avoid sign structures that detract from heritage features and values.
- Avoid digital, illuminated and electronic signs.
- Avoid colours that appear in contrast of the heritage features of the building or place.

Major Promotion Signs

Policy application

This policy applies to all development of land for major promotion signs.

Strategies

- Discourage major promotion signs that may restrict the development potential of a site.
- Encourage signs that are incorporated into the built form ~~over~~ instead of freestanding sign structures.
- Avoid major promotion signs that interface with sensitive land use areas.

Policy Guidelines

- Discourage more than one major promotion sign at any intersection.
- Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road; and
- Support major promotion signs within 800 metres on the same street if they are within regional and sub-regional centres and activate an existing blank wall, provided they are fixed to a building, wholly within the built form and do not project outside of the building footprint.

Policy documents

Consider as relevant:

- *Latrobe City Signage Strategy (Latrobe City Council, 2025)*

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

4.3
C151latr

Buildings and works

No permit is required to construct a building or construct or carry out works for the following:

- The installation of an automatic teller machine.

- An alteration to an existing building façade provided:
  - The alteration does not include the installation of an external roller shutter.
  - At least 80 per cent of the building facade at ground floor level is maintained as an entry or window that retains line of sight through glazing.
- An awning that projects over a road if it is authorised by the relevant public land manager.

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

4.4
C151latr

Design and development

The following design and development requirements apply to an application to construct a building or construct or carry out works:

General

- New development within the town centre must be of high design quality and must respect the key features of the town centre setting.
- New development should be constructed to the preferred maximum building height.
- If new development must be below the preferred maximum building height, an application should demonstrate that the development can structurally accommodate a taller built form in the future.
- New development must respond sensitively to heritage interfaces where they affect or abut a heritage site.
- Promote upper level residential development in key upper level residential areas identified on the Precinct Maps.

Building heights and setbacks

- Building heights and setbacks should meet the precinct requirements specified at Clause 5 of this schedule.
- Preferred maximum building heights do not include non-occupiable architectural features or landmarks, architectural features (such as domes, towers, masts) and building services, (including enclosed stairwells) that do not exceed the preferred maximum height by more than four metres. The combined floor area of these features should not exceed ten percent of the gross floor area of the top building level.
- The street edge wall height (where a building is on sloping land) is the height of the wall at the mid-point on the front title boundary where there is no front setback.
- Built form abutting an identified activated laneway or a heritage building (where it does not abut a residential zone) must ensure that any levels above three storeys are set back a minimum five metres from that interface except where specified in Clause 5 of this schedule.
- Where built form abuts a residential zone, any levels above two storeys must be setback a minimum of five metres above the abutting wall height.

Streetscapes and facades

- Buildings on sloping sites should be articulated to reduce visual bulk and improve the appearance of new development. The ground floor of new buildings should be at the same level as the existing footpath, where possible.
- Development should respond to the sloping topography to minimise the need for cut and fill.

- The siting and design of new development should be sensitive to and reinforce the locally distinctive topography and views to surrounding areas, including through maintaining building setbacks and street plantings to frame key view corridors.
- Development at gateway locations and Key Development Sites should be of high quality, distinctive and emphasise the importance of their corner location to act as a local landmark.
- All retail and commercial developments must present an active and attractive street frontage at ground level to ensure that ground floor frontages:
  - are pedestrian oriented;
  - allow passive surveillance to the street;
  - add interest and vitality;
  - avoid blank walls; and
  - avoid painted or fixed signage on windows.
- Encourage windows on ground floor frontages that retain line of sight through glazing.
- New infill development in the town centre should be contemporary and complementary to the existing built form and heritage places.
- Entrances to buildings should be clearly articulated through the use of awnings, parapets or vertical articulation and should be orientated to the street front.
- Design buildings to improve pedestrian safety on streets that will accommodate higher levels of foot traffic.
- All retail and commercial developments interfacing with an identified activated laneway or through-block link should present an active frontage to the laneway to increase levels of activity and passive surveillance.
- Windows and balconies at upper levels should be incorporated into the design to provide greater visibility to the public realm.
- Large development sites should incorporate vertical and horizontal articulation through design detailing.
- Existing canopy vegetation should be retained and incorporated into the design of new development.
- Where street setbacks are proposed, new built form should incorporate landscape planting as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- Where new landscaping is proposed, ensure the height of the selected species will not adversely affect pedestrian safety (i.e. low scale vegetation to car parks). Promote hardy, drought tolerant species to minimise maintenance costs and maximise resilience.

Materials

- The use of contemporary materials including timber is strongly encouraged.

Access

- Large developments should incorporate through-block links (north to south and east to west) to encourage pedestrian permeability.
- Secondary pedestrian access to buildings should be incorporated into buildings that abut an identified activated laneway.

- Vehicle access and loading areas should be separated from pedestrian access, preferably located at the side and rear of development (loading bays should be within service lanes), and screened from view.
- If vehicle access is proposed to be located to the front of the development (and an alternative location cannot reasonably be provided), priority should be given to pedestrian movement.
- Ensure on-site car parking has a minimal visual impact on the streetscape. Avoid parking between building frontages and the street.
- Require redevelopment of key development sites and any multi-level buildings to incorporate car parking within their form.
- Support multi-level car parks in identified locations.

Sustainability

- Encourage passive and active sustainability principles in the design and operation of new development.
- Encourage the incorporation of water sensitive urban design (WSUD) principles and ecologically sustainable design (ESD) measures in both the public and private realms.
- Encourage the design of new development to include window positions that allow for natural cross-ventilation.
- Continuous weather protection measures (awnings, verandahs, shade cloths or canopies) should be provided along key pedestrian areas to allow winter sun and restrict summer sun.

Public Realm

- Protect and enhance street trees in the town centre and key landscape features including the Kay Street corridor, the Traralgon Court House and Post Office and Traralgon Creek.
- All infrastructure and services should be contained underground within service trenches and pits, and not be discernible within the public realm.
- Ensure bin storage areas are located to the side or rear of commercial buildings and are screened from view within the public realm.
- Site air conditioning units (or other such plant facilities) behind the roofline so they are not visible from the street.

Signage and Lighting

- Signage on the building façade must be limited, windows and doors should retain line of sight through glazing to ensure passive surveillance and an active interface with the streetscape.
- Discourage signage that protrudes past built form, particularly above the parapet.
- The proportion and scale of signage should not detract from public view lines and views of the surrounding landscape.
- Encourage lighting that promotes a safe environment.
- Avoid signage that impacts movement of active transport.
- Tall pole flood lighting is discouraged.
- Encourage illumination of building façades where lighting is well integrated into the façade design, subject to no light spilling into adjoining sensitive use areas.
- Discourage sign structures that interfere with streetscape views or building features.

AMENDMENT C151LATR

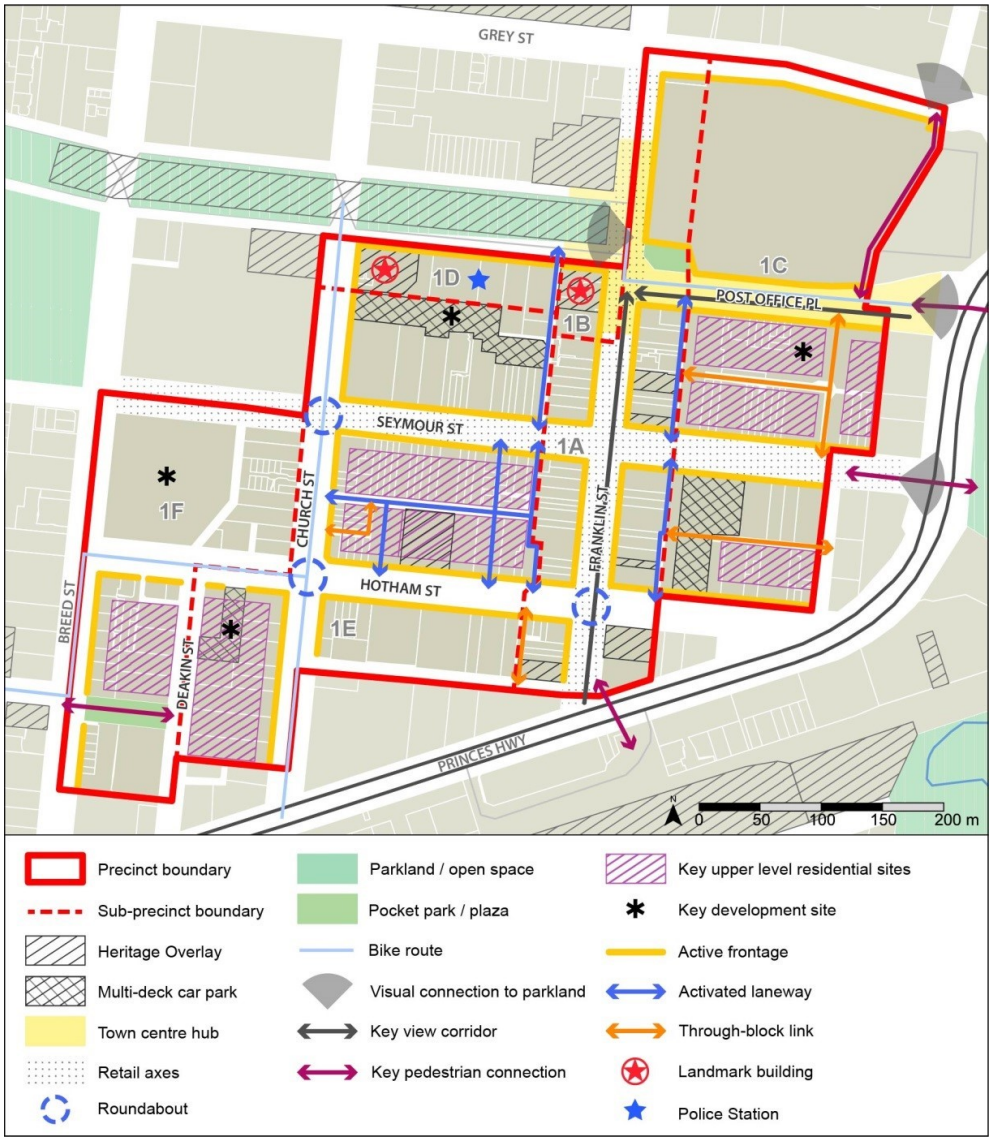
System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

5.0 Precinct provisions

C151latr

5.1 Precinct 1 – Town Centre Core

5.1-1 Precinct map



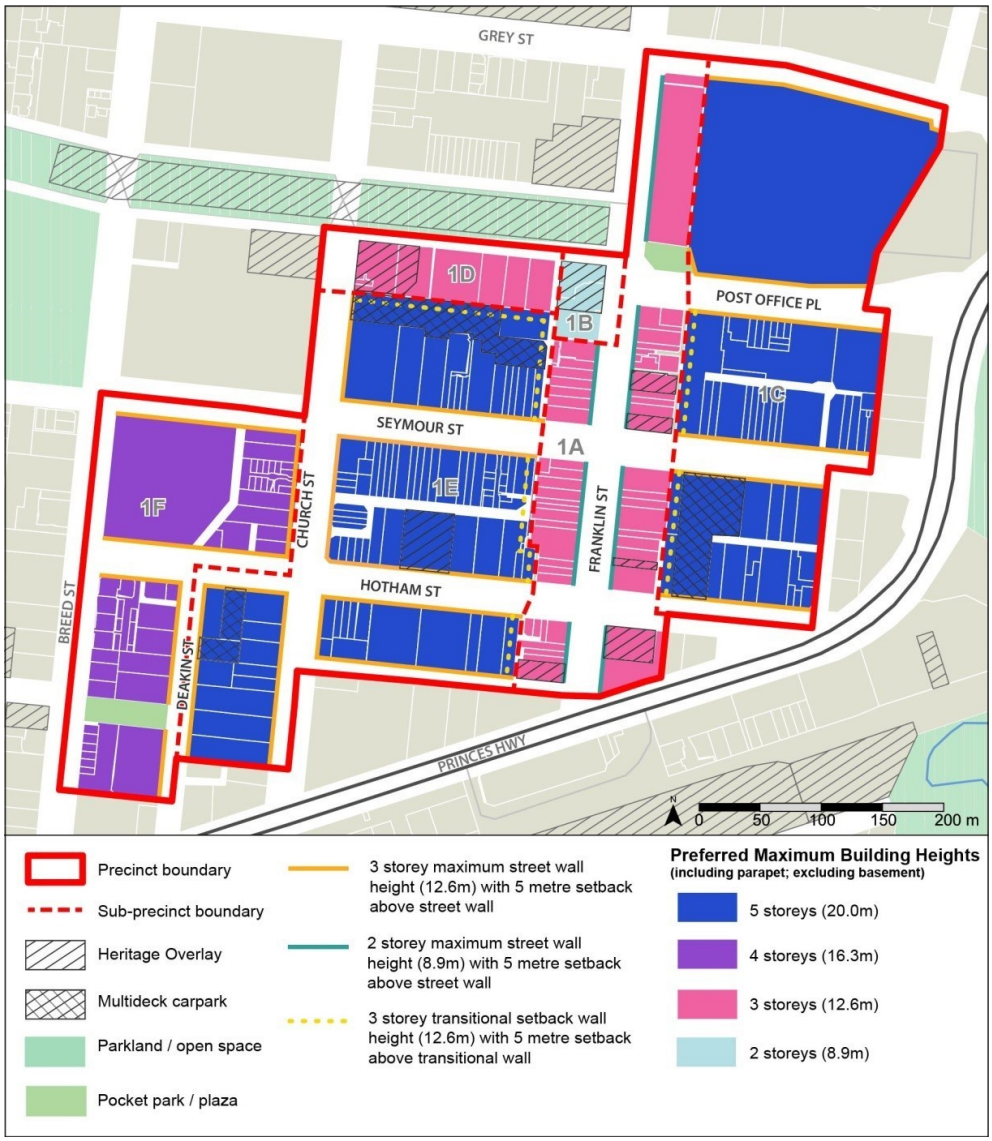
5.1-2 Precinct objectives

- To achieve sensitive consolidation of the town centre core, and provide the opportunity to develop underutilised sites.
- To establish a consistent street wall arrangement that reiterates the grid street network of the town centre.

AMENDMENT C151LATR

- To encourage residential development within the town centre.
- To strengthen the role of the key retail axes of Franklin and Seymour Streets as a vibrant dining, retail and commercial hub.
- To ensure a distinction between the historic Franklin Street corridor and the contemporary streetscapes of Seymour and Hotham Streets.
- To create a shared community space around Post Office Place, Kay Street and Franklin Street that can be utilised for civic occasions.

5.1-3 Precinct requirements



5.1-4 Precinct guidelines

- Properties fronting Franklin Street should not exceed three storeys and should have a two storey street wall to maintain view lines to the Traralgon Court House and Post Office, except for sub-precinct 1B which should not exceed two storeys.

AMENDMENT C151LATR

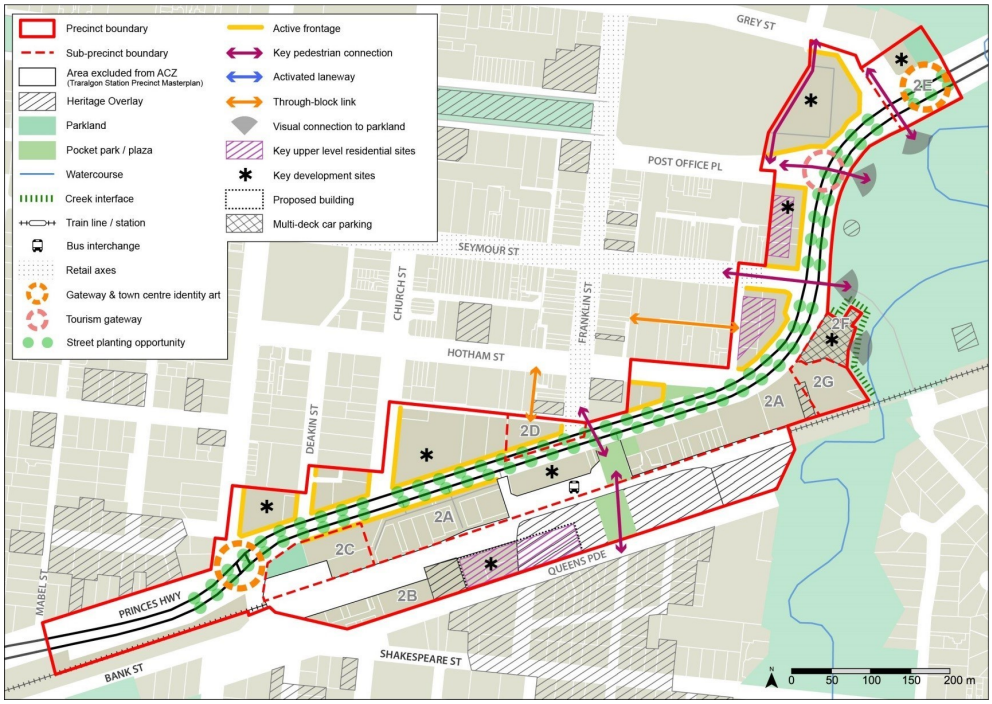
- Any sites identified with a preferred maximum building height of five storeys must ensure that any levels above three storeys are set back a minimum five metres from the street frontage to be recessive in appearance.
- Redevelopment of any heritage buildings should be sympathetic to the traditional fabric of the building, including its principal street wall or façade.
- New development should maintain and contribute to the fine grain character along the main commercial streets.
- All retail and commercial developments must present an active and attractive street frontage at ground level to ensure that ground floor frontages provide continuity of ground floor shops.
- Treat Post Office Place as a public plaza, incorporating paving treatments, public art and street furniture.
- Improve pedestrian connections between Wright Street and the east end of Post Office Place.
- Discourage illuminated, electronic or digital signage that distracts road users or impacts pedestrian movement.

5.1-5 Any other requirements

None specified.

5.2 Precinct 2 – Princes Highway and Station Corridor

5.2-1 Precinct map



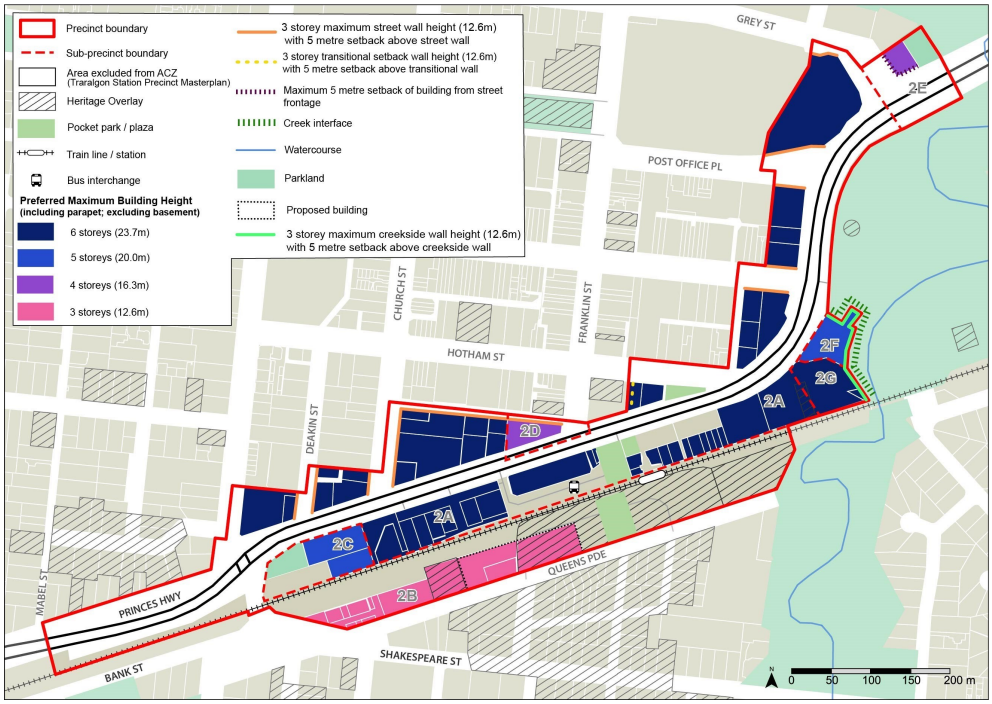
5.2-2 Precinct objectives

- To ensure a defined urban form along the Princes Highway corridor that reinforces the presence of the town centre and its position as the commercial centre of Gippsland's regional city.

AMENDMENT C151LATR

- To ensure complementary redevelopment of the southern side of the train station that encourages higher density residential and mixed use developments and improves pedestrain access to ensure the integration of the station precinct with the surrounding area.
- To allow for a demarcation of gateway buildings at the north-east and south-western corners to announce the arrival and departure from the town centre.

5.2-3 Precinct requirements



5.2-4 Precinct guidelines

- Any sites identified with a preferred maximum building height of six storeys that interface with sites of three storeys or less (as identified in Clause 5.2-3) must ensure that upper levels above three storeys are set back at interfaces to ensure a sensitive transition in built form.
- New development on the northern and western side of the highway should be built to the street edge (no setback).
- Variation in front setbacks for commercial and other non-retail uses are possible on the southern side of Princes Highway and within the station precinct, subject to the provision of front landscaping.
- Key Development Sites along the Princes Highway should be architecturally interesting, innovative, high quality and well designed to provide a visually interesting presentation to the Highway and to define key gateways into the Traralgon Activity Centre.
- New development within the precinct abutting the creek and parkland should provide active and visually interesting edges to improve surveillance and activation of the public realm.
- Support the inclusion of a public plaza fronting the Princes Highway, creating linkages to Franklin Street, as outlined in 5.2-1.

AMENDMENT C151LATR

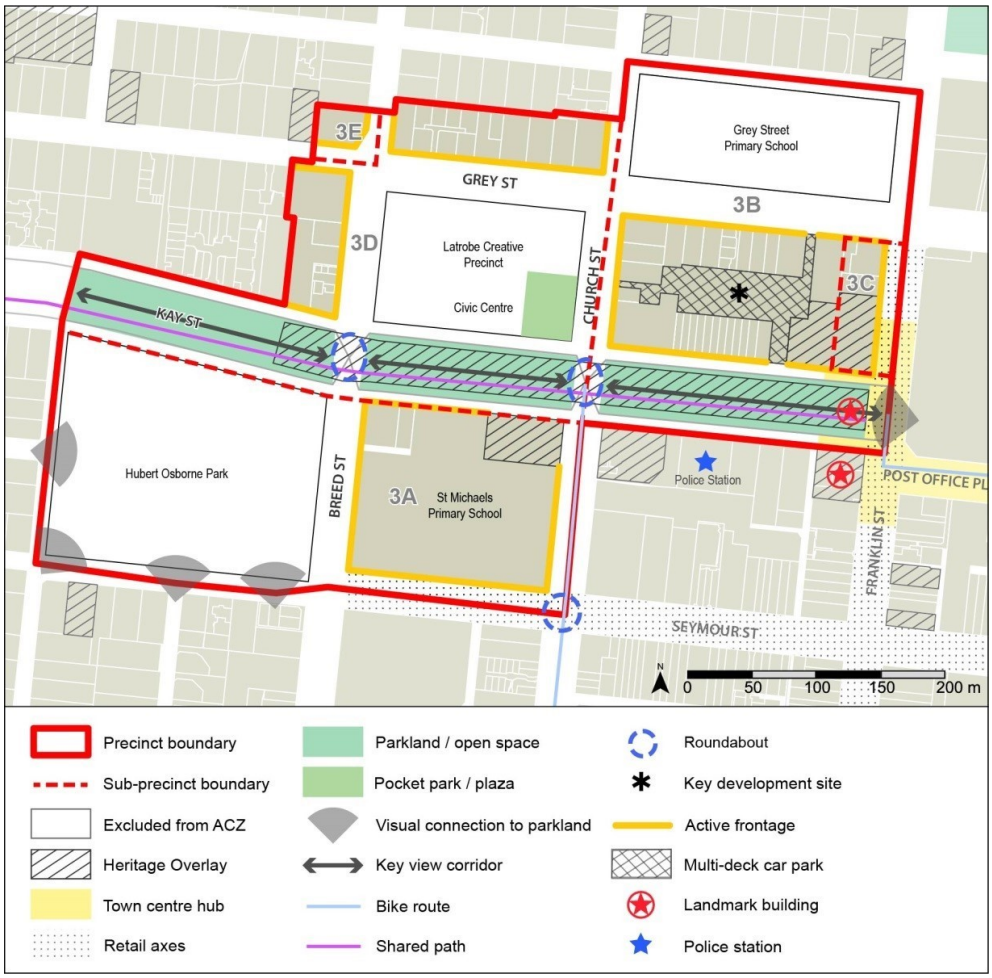
- Support a landscape boulevard along the highway.
- Discourage illuminated, electronic or digital signage that distracts road users or impacts pedestrian movement.

5.2-5 Any other requirements

None specified.

5.3 Precinct 3 – Kay Street and Civic Corridor

5.3-1 Precinct map



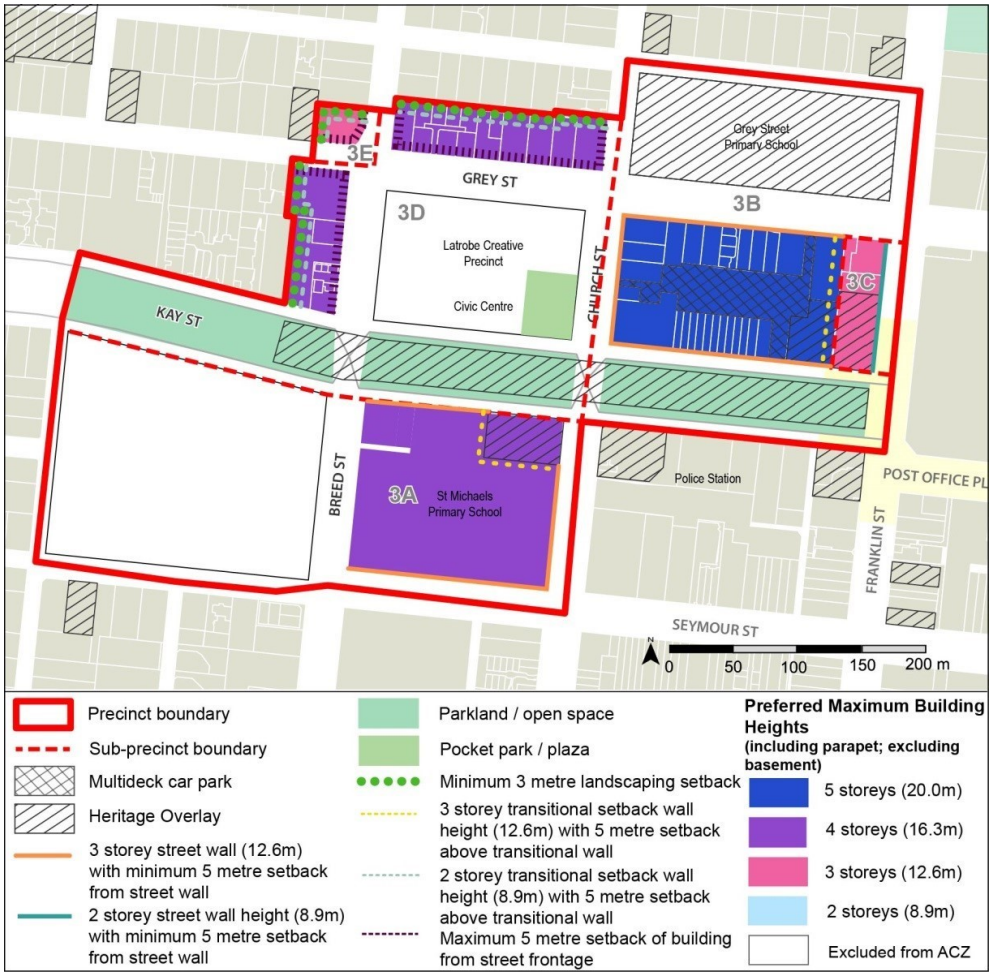
5.3-2 Precinct objectives

- To recognise the importance of landscaping and built heritage elements along Kay Street as an historic point of arrival into Traralgon, including view lines towards the Franklin Street junction and views of the church at the intersection of Church and Kay streets.

AMENDMENT C151LATR

- To recognise Kay Street as a green corridor, with the opportunity to enhance the boulevard through further landscaping on either side of the streetscape.
- To take advantage of open space and civic assets between Breed and Franklin Streets, including Hubert Osborne Park, the Latrobe Creative Precinct and the Traralgon Court House and Post Office.

5.3-3 Precinct requirements



5.3-4 Precinct guidelines

- Any sites identified with a preferred maximum building height of five storeys must ensure that any levels above three storeys are set back a minimum five metres from the street frontage to be recessive in appearance.
- Buildings must have a minimum three metre rear setback to allow a landscaping buffer to be established along the residential interface in sub-precincts 3D and 3E.
- Where built form abuts a residential zone any levels above two storeys must be setback a minimum of five metres above the abutting wall height
- New development should be a minimum of three storeys.

AMENDMENT C151LATR

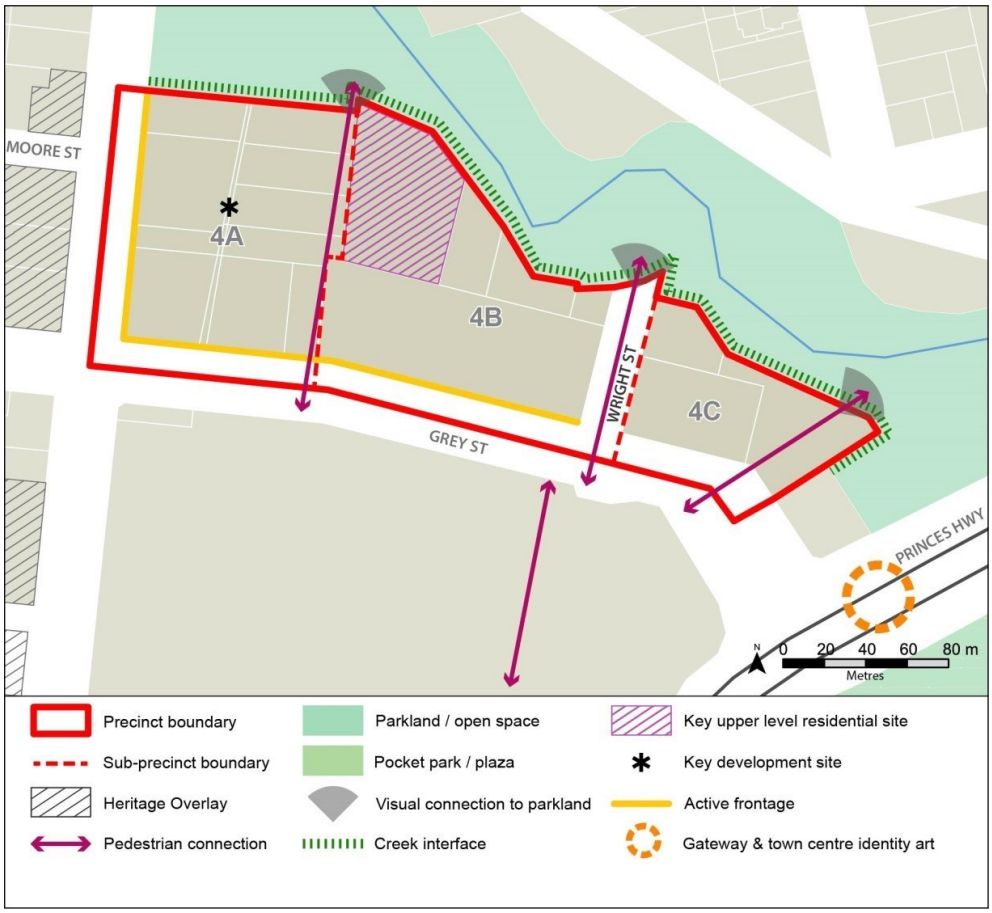
- All retail and commercial development should establish a consistent street wall at ground level in sub-precincts 3A, 3B and 3C.
- Front setbacks incorporating forecourts and landscape elements are supported within sub-precincts 3D and 3E.
- Fencing along the primary street frontage should be avoided.
- The scale and location of signage should be complementary to the built form and site features.

5.3-5 Any other requirements

None specified.

5.4 Precinct 4 – Creekside Office

5.4-1 Precinct map



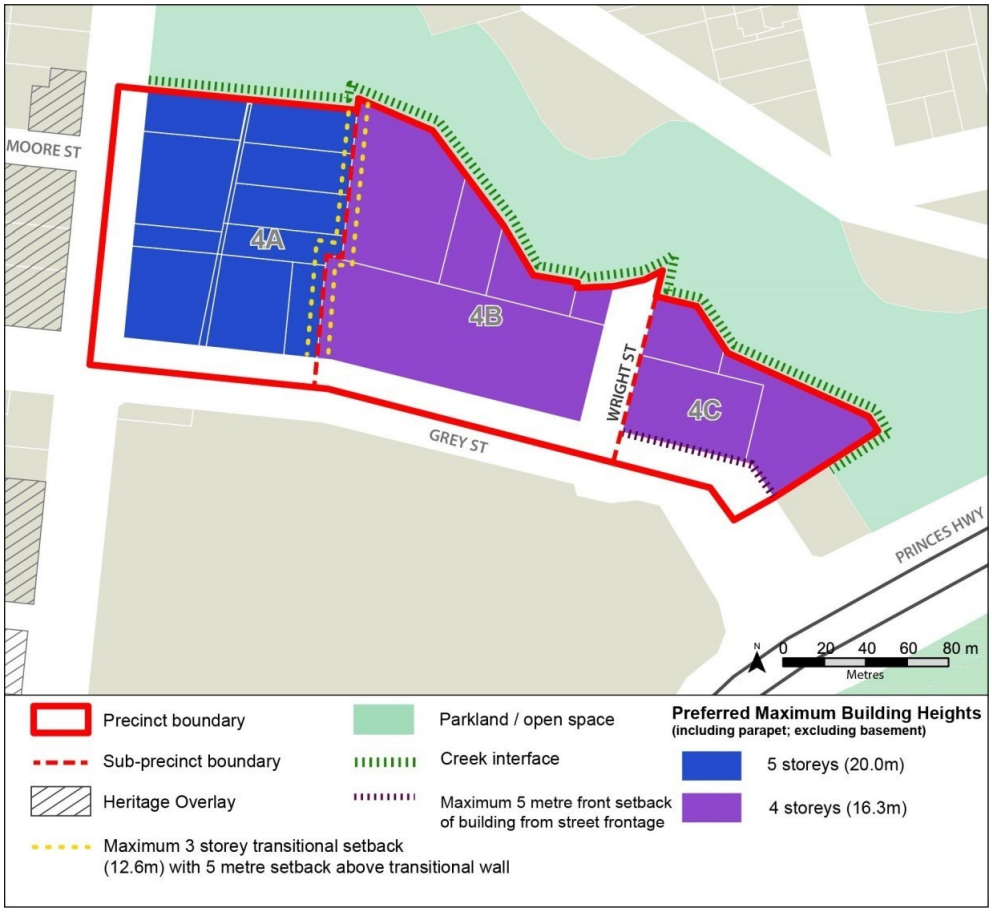
5.4-2 Precinct objectives

- To recognise the distinction between town centre development and Grey Street and Franklin Street development leading to the creek.
- To ensure future design responds to the natural landform and landscape to the north along the creek.

AMENDMENT C151LATR

- To ensure an attractive aspect towards Grey Street from the northern residential areas and the creekside.
- To provide clear, legible pedestrian and visual connections to Traralgon Creek.

5.4-3 Precinct requirements



5.4-4 Precinct guidelines

- Overall building heights should not exceed five storeys in sub-precinct 4A and four storeys in sub-precincts 4B and 4C above natural ground level.
- Buildings should include front setbacks to Grey Street for landscaping in sub-precinct 4C.
- Fencing along streets or along boundaries is discouraged.
- Buildings should include side setbacks that allow view lines between the town centre and the parkland.
- Building design should consider the preferred mixed use land use; the interface with public open space; and respond to slope, flooding and local drainage constraints.
- New buildings on sloping land should be broken into modules and stepped with the landform. The use of split level buildings is supported.
- The development of new buildings on sloping land should limit the extent of cut and fill, and avoid the removal of established vegetation.

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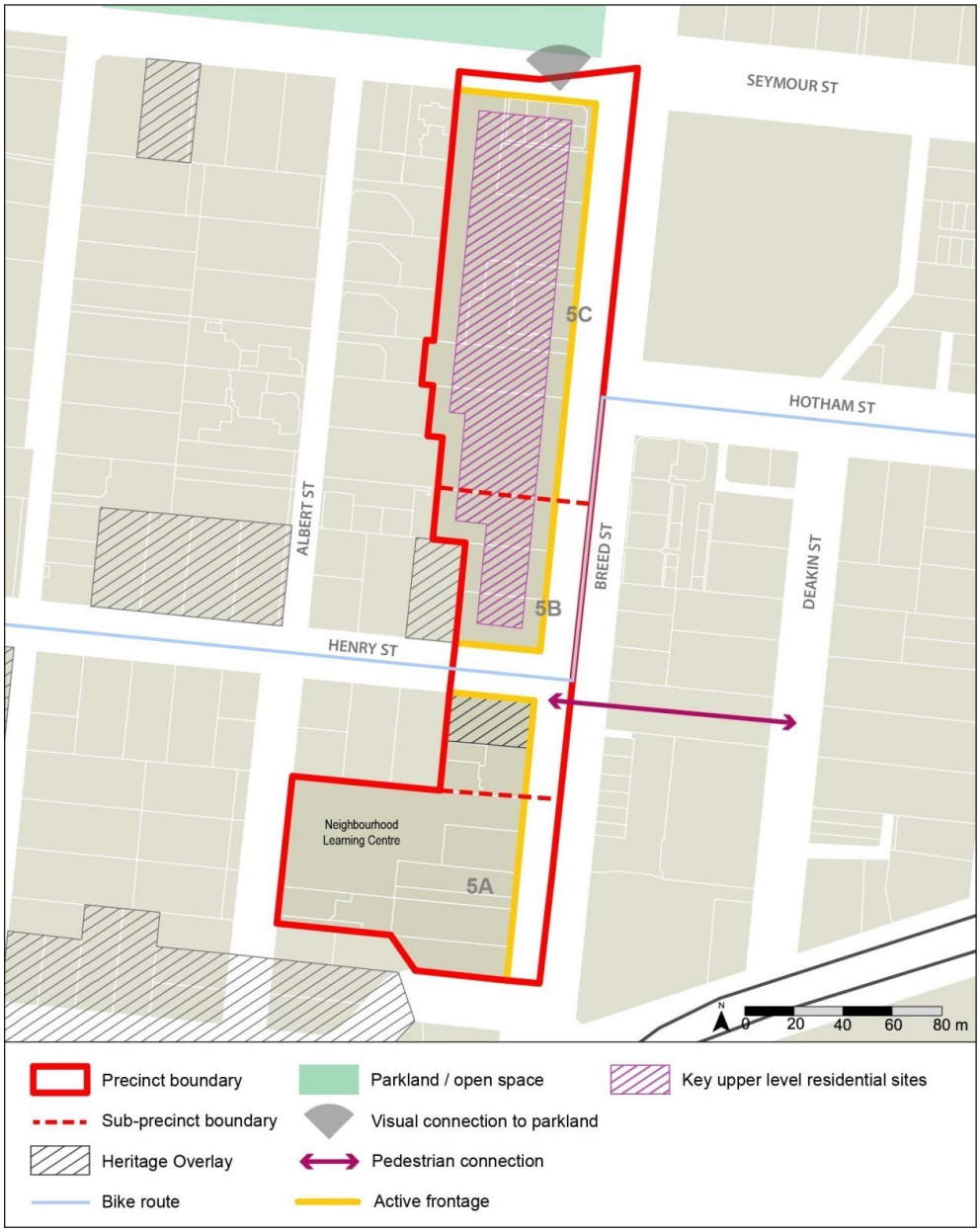
- Where street setbacks are proposed, new built form should incorporate landscape planting as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- The scale and location of signage should be complementary to the built form and site features.

5.4-5 Any other requirements

None specified.

5.5 Precinct 5 – Breed Street

5.5-1 Precinct map



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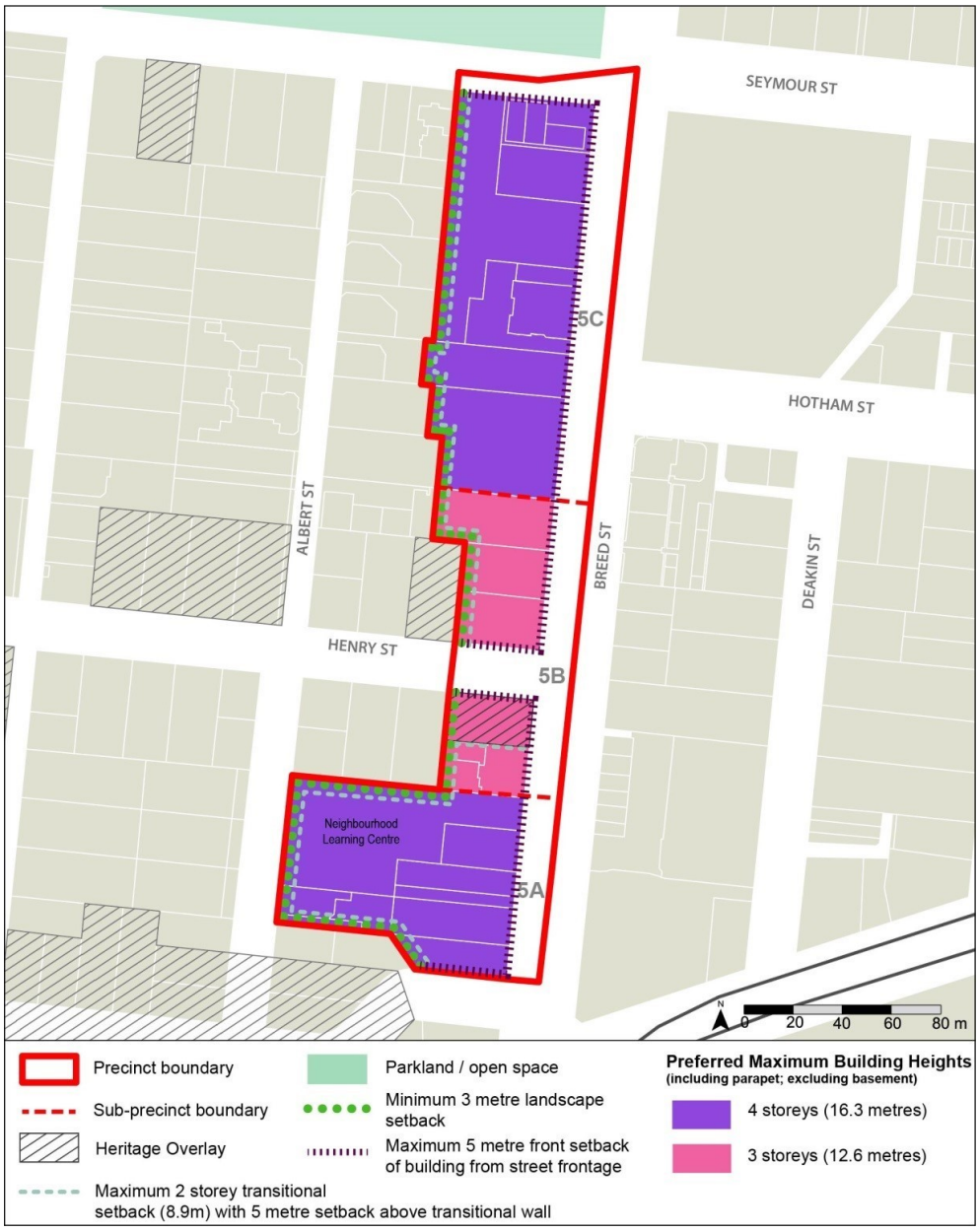
5.5-2 Precinct objectives

- To recognise the Breed Street corridor as an area of transition between the city and surrounding residential areas.
- To encourage a transformation of the western side of Breed Street so that it is consistent with the town centre form.
- To support the development of service based uses and residential opportunities.
- To discourage retail uses.

5.5-3 Precinct requirements



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5.5-4 Precinct guidelines

- Overall building heights should not exceed four storeys in sub precincts 5A and 5C and should not exceed three storeys in sub-precinct 5B.
- Buildings must have a minimum three metre setback from the western boundary, to allow a landscaping buffer to be established along the residential interface.
- Where built form abuts a residential zone any levels above two storeys must be setback a minimum of five metres above the abutting wall height**.**
- Support variation in front and side setbacks for commercial and other non-retail uses, subject to the provision of landscape treatments.
- Where street setbacks are proposed, new built form should incorporate landscaping as part of the overall site design, including but not limited to canopy trees, shrubs and ground covers.
- New development should present an active and attractive street frontage with a high level of interaction between the property and the street front.
- Buildings should incorporate vertical and horizontal articulation of a human scale through design detailing.
- Fencing along the primary street frontage should be avoided.
- The scale and location of signage should be complementary to the built form and site features.

5.5-5 Any other requirements

None specified.

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 1 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

11.0 **Background documents**
C151latr

Traralgon Activity Centre Plan – Background Reports 2010

Traralgon Station Precinct Masterplan 2011 (as amended)

Car Parking Framework Review – Traralgon & Morwell 2014

Traralgon Activity Centre Plan 2018(as amended)

Latrobe City Signage Strategy (Latrobe City Council, 2025)

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 2 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

4.3 **Buildings and works**
C151latr

No permit is required to construct a building or construct or carry out works for the following:

- The installation of an automatic teller machine.
- An alteration to an existing building facade provided:
  - The alteration does not include the installation of an external roller shutter.
  - At least 70 per cent of the building facade at ground level is maintained as an entry or window that retains line of sight through glazing.
- An awning that projects over a road if it is authorised by the relevant public land manager.

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System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 2 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

4.4 **C151latr**

Design and development

The following design and development requirements apply to an application to construct a building or construct or carry out works:

General

- Development at key development sites and entries into precincts in the Activity Centre should be of high quality, use contemporary materials and emphasise their important strategic positions as local landmarks.
- New development should be constructed to the preferred maximum building height.
- New development must respond sensitively to heritage interfaces where they affect or abut a heritage site, including views to heritage features and roof lines.
- Development of sites with wide frontages should be arranged as a 'suite of forms', rather than a single development envelope - reflecting the fine grain character of the precinct.
- Development with commercial and retail uses should avoid ground level setbacks to streets and present active and engaging public interfaces.

Building Heights and Setbacks

- Ensure that sites identified with a preferred maximum building height above 9 metres adopt a 2 storey street wall with additional upper levels setback a minimum 5 metres from the street frontage to be recessive in appearance.
- Preferred maximum building heights do not include non-occupiable architectural features or landmarks, architectural features (such as domes, towers, masts) and building services, (including enclosed stairwells) that do not exceed the preferred maximum height by more than four metres. The combined floor area of these features should not exceed ten percent of the gross floor area of the top building level.
- Where built form abuts a General Residential Zone or Residential Growth Zone development must be set back a minimum 3 metres from the property boundary -with levels above 2 storeys setback a minimum 4 metres.
- Where built form abuts a Neighbourhood Residential Zone development must be set back a minimum 6 metres from the property boundary - with levels above 2 storeys setback a minimum of 4 metres.
- Where built form abuts a heritage building (not in a residential zone) any levels above 2 storeys must be setback a minimum of 5 metres above the abutting wall height.
- Where built form abuts an identified activated laneway, any levels above 2 storeys must be set back a minimum of 4.5 metres from the laneway centreline.
- Where built form abuts an identified activated laneway encourage secondary building entries and visual connections between the public realm and activities within the building through the use of glazing.
- New development in residential streetscapes should retain or match adjoining landscaped front setbacks, providing vegetation and tree plantings to contribute to the public realm character of the setting.

Streetscapes and Facades

- Upper levels at key development sites should be oriented to capture views towards any landscape attribute. Windows and balconies should be orientated towards streetscapes and public open spaces to increase passive surveillance.
- All retail and commercial developments must present an active and attractive street frontage at ground level to ensure that ground floor frontages:
  - are pedestrian orientated;
  - allow passive surveillance to the street;
  - add interest and vitality;
  - avoid blank walls;
  - avoid painted or fixed signage to windows (a minimum 70% of the street frontage should include glazing that retains line of sight); and
  - have clearly legible entrances.

Access

- Development in retail and commercial areas should conceal car parking areas to the rear and reserve frontages for active uses.
- Encourage widening (minimum of 3 metres) and potential extension of existing laneways to facilitate safe vehicular and pedestrian access as identified on the precinct maps.
- Key development sites should provide integrated car parking, concealed from streetscapes.
- Key development sites should seek to increase pedestrian permeability throughout the Activity Centre by expanding and creating new shared pedestrian/vehicle laneways and/or arcade connections.
- Vehicle crossovers in the 'key retail spine' should be avoided and discouraged in streets with pedestrian focus. Where this is not possible, surface treatments should be used to indicate pedestrian priority.

Public Realm

- Building servicing and rubbish bin storage should be sited to the rear of properties, away from primary retail and commercial frontages.
- Public art and further Morwell Branding initiatives should be encouraged on blank walls throughout the Activity Centre to increase vibrancy in streetscapes.
- Streets with a pedestrian focus should be well lit with feature lighting to encourage vibrancy and safety after dark.
- Avoid new car parking between building frontages and street property boundaries and seek to provide landscape softening where these areas exist.

Signage and Lighting

- Business identification signage should form part of the overall design of the building as to not be visually dominant.
- Signage on the building façade must be limited, windows and doors should retain line of sight through glazing to ensure passive surveillance and an active interface with the streetscape.
- Discourage signage that protrudes past built form, particularly above the parapet.
- The proportion and scale of signage should not detract from public view lines and views of the surrounding landscape.
- Encourage illumination of building façades where lighting is well integrated into the façade design, subject to no light spilling into adjoining sensitive use areas.

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- Street panel signs are discouraged as well as projecting signs above cantilevered awnings.
- Encourage lighting that promotes safety to the environment.
- Avoid signage that impacts movement of active transport.
- Discourage sign structures that interfere with streetscape views or building features.

Sustainability

- Encourage passive and active sustainability principles in the design and operation of new development.
- Encourage the incorporation of water sensitive urban design (WSUD) principles and ecologically sustainable design (ESD) measures in both the public and private realms.
- Encourage the design of new development to include window positions that allow for natural cross ventilation.
- Continuous weather protection measures (awnings, verandahs or canopies) should be provided along key pedestrian areas.

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE, Schedule:SCHEDULE 2 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE

11.0 C151latr

Background documents

Morwell Activity Centre Plan (Latrobe City Council 2022)

Morwell Activity Centre Plan Background Reports (Latrobe City Council 2022)*:*

- *Morwell Activity Centre Community Infrastructure Assessment* (Latrobe City Council, March 2022)
- *Morwell Activity Centre Economic Assessment* (Latrobe City Council, March 2022)
- *Morwell Activity Centre Planning Context Report* (Latrobe City Council, March 2022)
- *Morwell Activity Centre Transport Assessment and Parking Plan* (Movement and Place Consulting, June 2021)
- *Morwell Activity Centre Urban Design and Built Form Plan* (Hansen Partnership, June 2021)
- *Morwell Activity Centre Urban Design and Built Form Discussion Paper* (Hansen Partnership, June 2021)

Latrobe City Urban Design Guidelines (2021)

Latrobe City Signage Strategy (Latrobe City Council, 2025)

System Note: The following ordinance will be modified in Sub-Clause:37.08 ACTIVITY CENTRE ZONE - (Schedule:SCHEDULE 2 TO CLAUSE 37.08 ACTIVITY CENTRE ZONE)

3.0 C151latr

Table of uses

Section 1 - Permit not required

Use	Condition
Accommodation (other than Community care accommodation, Corrective Institution, Camping and caravan park, Host farm, Residential village, Retirement village and Rooming house.	Any frontage at ground floor level must not exceed 2 metres.
Art and craft centre	

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Use	Condition
Bus terminal Cinema Cinema based entertainment facility	
Community care accommodation	Must not be located in sub-precinct 1A, 1B, 1C or precinct 3 and 4. Any frontage at ground floor level must not exceed 2 metres. Must meet the requirements of Clause 52.22-2.
Education centre	Must be located in precinct 4.
Exhibition centre Home based business Informal outdoor recreation	
Office	If located in sub-precinct 1A or 1B it must be located above ground floor level except for entry foyers. Any frontage at ground level must not exceed 2 metres. If located in sub-precinct 1C the leasable floor area must not exceed 250 square metres at ground level.
Railway station Retail premises (other than Landscape gardening supplies, Manufacturing sales, Motor vehicle, boat or caravan sales, Primary produce sales, shop and Trade supplies)	
Restricted Retail	Must not be located in sub-precinct 1A or 1B, precinct 3 or 4.
Rooming House	Any frontage at ground level must not exceed 2 metres. Must meet the requirements of Clause 52.23-2.
Shop (other than Adult sex products shop)	
Any use listed in Clause 62.01	Must meet requirements of Clause 62.01.

Section 2 - Permit required

Use	Condition
Adult sex product shop	Must be at least 200 metres (measured by the shortest route reasonably accessible on foot) from a residential zone or, land use for a hospital, primary school or secondary school or land in a Public Acquisition Overlay to be acquired for a hospital, primary school or secondary school.
Car Wash	Must be located in Precinct 2.
Place of Worship	Must not be located in sub-precinct 1A or 1B or precinct 4. The gross floor area of all buildings must not exceed 250 square metres.

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Use	Condition
Restricted Place of Assembly	Must not be located in sub-precinct 1A or 1B.
Service Station	Must be located in Precinct 2.
Utility installation (other than Minor utility installation and Telecommunications facility)	Must not be a purpose listed in the table to Clause 53.10
Any other use not in Section 1 or 3	

Section 3 – Prohibited

Use
Agriculture Camping and caravan park Cemetery Corrective institution Crematorium Display home centre Funeral Parlour Hospital Host Farm Industry (other than car wash) Landscape gardening supplies Major sports and recreation facility Manufacturing sales Motor racing track Motor vehicle, boat or caravan sales Open sports ground Outdoor recreation facility Primary produce sales Recreational boat facility Residential village Retirement village Saleyards Tramway Transfer station Transport terminal (other than Railway station and Bus terminal) Warehouse Winery

System Note: The following ordinance will be modified in Sub-Clause:72.08 BACKGROUND DOCUMENTS, Schedule:SCHEDULE TO CLAUSE 72.08 BACKGROUND DOCUMENTS

1.0
C151latr

Background documents

Name of background document	Amendment number clause reference
Assessment of Agricultural Quality of Land in Gippsland (Ian R Swan and Andrew G Volum, August 1984)	C97latr Clause 02

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Name of background document	Amendment number clause reference
	Clause 14
Australian Paper: Maryvale Pulp Mill Buffer Requirements (GHD Pty Ltd, July 2011)	C87latr pt1 Clause 02 Clause 13 Clause 14
Car Parking Framework Review Traralgon & Morwell (Traffix Group, August 2014)	C105latr Clause 45.09 Schedules 1 and 2
Churchill East West Link: Master Plan and Urban Design Framework (Spiire Australia Pty Ltd, October 2013)	C97latr Clause 02 Clause 11
Churchill Town Centre Plan (Beca Pty Ltd, July 2007	C62latr Clause 02, Clause 11 Clause 19 Clause 43.02 Schedule 9
Clifton Street Precinct Urban Design Guidelines (Tract Consultants, September 2008)	C76latr Clause 02 Clause 11 Clause 15
Cultural Diversity Action Plan 2020-2024 (Latrobe City Council, October, 2019)	C97latr Clause 02
Economic Development Strategy 2016-2020 (Latrobe City Council, May 2016)	C97latr Clause 02 Clause 17
Framework for the Future (Latrobe Region, October 1987)	C97latr Clause 02
Gippsland Logistics Precinct Project (Latrobe City Council, April 2009)	C97latr Clause 02 Clause 18.05-1L
Hazelwood Mine Fire Inquiry Report (Hazelwood Mine Fire Inquiry, 2014)	C105latr Clause 02 Clause 14.03-1L
Healthy Urban Design Good Practice Guideline (Latrobe City Council, June 2008	Clause 02 Clause 11 Clause 15

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Name of background document	Amendment number clause reference
	Clause 43.04 Schedules 4, 5 and 6
Infrastructure Design Manual (Local Government Infrastructure Design Association, 2022)	Clause 02 Clause 19
Land Over Coal and Buffer Area Study (Ministry for Planning and Environment, February 1988)	Clause 02 Clause 14.03-1L
Latrobe City Bicycle Plan 2007-2010 (Latrobe City Council, December 2007)	C97latr Clause 02 Clause 18.02-1L Clause 43.04 Schedules 5, 6,7 and 9
Latrobe City Council Bulky Good Retail Sustainability Assessment (Macroplan Australia Pty Ltd, March 2009)	C39latr Clause 02 Clause 11 Clause 17 Clause 43.02 Schedule 9 Clause 43.04 Schedule 4
Latrobe City Council Disability Action Plan 2018-2020 (Latrobe City Council, 2018)	C97latr Clause 02
Latrobe City Council Residential and Rural Residential Land Assessment (Essential Economics Pty Ltd, March 2009)	C97latr Clause 02 Clause 11 Clause 16
Latrobe City Council Urban Design Guidelines (Hansen Pty Ltd and Latrobe City Council, March 2021)	C136latr Clause 02 Clause 11 Clause 15
Latrobe City Council Waste Management Strategy (2010-2017) (Meinhardt Infrastructure and Environment Pty Ltd, 2010)	C97latr Clause 02 Clause 13 Clause 19
Latrobe City Council Retail Strategy Review Background Research and Analysis (2019) *Latrobe City Council Retail Strategy - Strategy and Implementation Plan* (2019)	
Latrobe City Events and Tourism Strategy 2018-2022 (Latrobe City Council, 2018)	Clause 02 Clause 17

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Name of background document	Amendment number clause reference
Latrobe City Heritage Study (Context Pty Ltd 2010)	C14latr Clause 02 Clause 15 Clause 32.07 Schedule 2 Clause 43.01 Schedule
Latrobe City Municipal Fire Management Plan 2018 (Latrobe City Council, 2018)	C97latr Clause 02 Clause 13.02-1L
Latrobe City Older Persons Strategy 2007-2021 (Latrobe City Council, 2007)	C62latr Clause 02 Clause 16 Clause 19
Latrobe City Play Space Improvement Plan 2016-2021, (Latrobe City, 2016)	C91latr Clause 02 Clause 19.02-6L
Latrobe City Signage Strategy (Latrobe City Council, 2025)	C151latr Clause 15.01-1L-01 Clause 37.08 Schedule 1 Clause 37.08 Schedule 2
Latrobe Regional Airport Master Plan 2015 (Updated 2019) (Rehbein Airport Consulting, 2019)	C92latr Clause 02 Clause 11 Clause 17 Clause 18
Latrobe Social and Affordable Housing Strategy (SGS Economics & Planning and Latrobe City Council, 2021)	C136latr Clause 02 Clause 15 Clause 16
Latrobe Structure Plans Background Report (Beca Pty Ltd, August 2007)	C97latr Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17

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Name of background document	Amendment number clause reference
	Clause 18
	Clause 19
	Clause 43.04 Schedules
Latrobe Structure Plans - Churchill (Beca Pty Ltd, August 2007)	C97latr
	Clause 02
	Clause 11
	Clause 12
	Clause 13
	Clause 14
	Clause 15
	Clause 16
	Clause 17
	Clause 18
	Clause 19
	Clause 43.04 Schedules
Latrobe Structure Plans - Moe and Newborough (Beca Pty Ltd, August 2007)	C97latr
	Clause 02
	Clause 11
	Clause 12
	Clause 13
	Clause 14
	Clause 15
	Clause 16
	Clause 17
	Clause 18
	Clause 19
	Clause 43.04 Schedules
Latrobe Structure Plans - Morwell (Beca Pty Ltd, August 2007)	C97latr
	Clause 02
	Clause 11
	Clause 12
	Clause 13
	Clause 14
	Clause 15
	Clause 16
	Clause 17
	Clause 18

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Name of background document	Amendment number clause reference
	Clause 19 Clause 43.04 Schedules
Latrobe Structure Plans - Traralgon (Beca Pty Ltd, August 2007)	C97latr Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17 Clause 18 Clause 19 Clause 43.04 Schedules
Latrobe Transit Centred Precincts (David Lock Associates, SGS Economics and Planning PBAI Australia, December 2004)	C50latr Clause 02 Clause 11
Live Work Latrobe Housing Strategy (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105latr Clause 02 Clause 11 Clause 15 Clause 16
Live Work Latrobe Industrial and Employment Strategy (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105latr Clause 02 Clause 11 Clause 17
Live Work Latrobe Rural Land Use Strategy (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105latr Clause 02 Clause 14 Clause 16
Moe Activity Centre Plan (Tract Consultants, December 2007)	C62latr Clause 02 Clause 11 Clause 17
Moe and Newborough Structure Plan (Metropolitan Planning Authority, March 2015)	C62latr Clause 02

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Name of background document	Amendment number clause reference
	Clause 11 Clause 17
*Moe Rail Precinct Revitalisation Project Master Plan (*SJB Urban, SJB Architects, McCormick Rankin Cagney, Slattery Australia, November 2009)	C79latr Clause 02 Clause 11 Clause 36.01
Morwell Activity Centre Plan (Latrobe City Council 2022)	C137latr Clause 11 Clause 17 Clause 37.08s Clause 45.09s
*Morwell Activity Centre Plan Background Reports (*Latrobe City Council, 2022*):* *Morwell Activity Centre Community Infrastructure Assessment (*Latrobe City Council, March 2022*)* *Morwell Activity Centre Economic Assessment (*Latrobe City Council, March 2022*)* *Morwell Activity Centre Planning Context Report (*Latrobe City Council, March 2022*)* *Morwell Activity Centre Transport Assessment and Parking Plan (*Movement and Place Consulting, June 2021*)* *Morwell Activity Centre Urban Design and Built Form Plan (*Hansen Partnership, June 2021*)* *Morwell Activity Centre Urban Design and Built Form Discussion Paper (*Hansen Partnership, June 2021*)*	C137latr Clause 11 Clause 17 Clause 37.08s Clause 45.09s
Morwell Logistics Precinct Master Plan (Beca Pty Ltd, Meyrick and Associates, and Traffix Group, 2005)	Clause 02 Clause 17 Clause 18
Morwell to Traralgon Employment Corridor Precinct Masterplan (Urban Enterprise, 2020)	C115latr Clause 02 Clause 11 Clause 17
Municipal Domestic Waste Water Management Plan (Infocus Management Group, WDMS Pty Ltd, Municipal Domestic Wastewater Management & Latrobe City Council, December 2006)	C97latr Clause 02 Clause 19 Clause 42.01s

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Name of background document	Amendment number clause reference
Municipal Emergency Management Plan 2019 (Latrobe City Council, 30 July 2019)	C97latr Clause 02 Clause 13
Natural Environment Sustainability Strategy 2014-2019 (Latrobe City Council, 2014)	C97latr Clause 02 Clause 12 Clause 15 Clause 19
Planning for Intensive Agriculture in Gippsland - Regional Development Australia Gippsland (RMCG, 24 August 2016)	C105latr Clause 02 Clause 14 Clause 16
Positioning Latrobe City for a Low Carbon Emission Future (MWH, 2010)	C97latr Clause 02 Clause 15 Clause 17 Clause 18 Clause 19
Project Implementation Plan - Gippsland Logistics Precinct Project (Latrobe City Council, April 2009)	C97latr Clause 02 Clause 15 Clause 17 Clause 18 Clause 19
Project Findings Report: Latrobe City Council DDO1 Major Pipeline Infrastructure Review (GPA Engineering/Auld Planning & Projects, May 2020)	C121latr Clause 02,19.01-3L Clause 44.08 Schedule 1
Public Art Policy 2018 (Latrobe City Council - City Development Division, November 2018)	C91latr Clause 02
Public Open Space Strategy Volume 1: Strategy and Recommendations (Latrobe City Council, Insight Leisure Planning, Davis Planning Solutions, FFLA, March 2013)	C91latr Clause 02 Clause 19.02-6L Clause 43.04 Schedules 5, 6, 7 and 9
Public Toilet Plan 2023-2030 (Latrobe City Council, July 2023)	C149latr Clause 02 Clause 15

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Name of background document	Amendment number clause reference
	Clause 19
Retail Advice - Lake Narracan Structure Plan (SGS Economics and Planning, July 2013)	C97latr Clause 02 Clause 11 Clause 17
Review of Proposed Public Open Space Contributions Rates (Urban Enterprise, October 2016)	C97latr Clause 02 Clause 19
Small Town Structure Plans: Boolarra, Glengarry and Tyers (NBA Group Pty Ltd, April 2009)	C024latr pt2 Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17 Clause 18 Clause 19
Strategic Outlook for Moe - Newborough and Lake Narracan (Growth Areas Authority, 2013)	Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17 Clause 18 Clause 19
Toongabbie Structure Plan Report (Latrobe City Council, 2020)	C126latr Clause 11 Clause 12 Clause 16 Clause 32.09 Schedule 5
Toongabbie Structure Plan Background Reports (Latrobe City Council, 2020)	C126latr Clause 11

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Name of background document	Amendment number clause reference
	Clause 12 Clause 16 Clause 32.09 Schedule 5
Tracks, Trails and Paths Strategy (Planisphere, April 2016)	C91latr Clause 02 Clause 18 Clause 19
Traralgon Activity Centre Plan (Victorian Planning Authority and Latrobe City Council, September 2018)	C106latr pt1 Clause 02 Clause 11 Clause 37.08 Schedule 1
Traralgon Activity Centre Plan Background Reports (Hansen Partnership Pty Ltd, July 2010)	C106latr pt1 Clause 02 Clause 11 Clause 37.08 Schedule 1
Traralgon Background Report: Traralgon Growth Areas Review (Hansen Partnership and Parsons Brinkerhoff, August 2013)	C87latr pt2 Clause 02 Clause 11 Clause 19
Traralgon Car Parking Review (Ratio, 2023)	C142latr Clause 18 Clause 45.09 Schedule 1
Traralgon Growth Area Framework Plan (Hansen Partnership, August 2013)	C97latr Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17 Clause 18 Clause 19
Traralgon Station Precinct Master Plan (Hansen Partnership and CPG Australia, April 2011)	C97latr Clause 02 Clause 11

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Name of background document	Amendment number clause reference
	Clause 32.07 Schedule 2
Traralgon West Structure Plan (Hansen Partnership, August 2013)	C97latr Clause 02 Clause 11 Clause 12 Clause 13 Clause 14 Clause 15 Clause 16 Clause 17 Clause 18 Clause 19
Wood Encouragement Policy (Latrobe City Council, 2014)	C97latr Clause 02 Clause 14

LATROBE CITY COUNCIL

Amendment C151 Latrobe City Signage Strategy

Post Panel Changes Table

Changes made in Response to the Panel Report Recommendations					
ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE	POST EXHIBITION CHANGE	POST PANEL CHANGE	RELATED SUBMISSION
Amendment Documents					
Clause 15.01-1L-01	To ensure signs respond to the natural setting and/or urban context in which they are located.	An administration error.	✓		N/A
Clause 15.01-1L-01	To ensure the signs do not alter or obscure views of significance natural or built features.	An administration error.	✓		N/A
Clause 15.01-1L-01	Added full stop. To avoid signs that interfere with the movements and viewlines of the public realm.	An administration error.	✓		N/A
Clause 15.01-1L-01	To enhance the appearance of development in Latrobe ~~City Council~~ through well presented signs.	An administration error.	✓		N/A
Clause 15.01-1L-01	Encourage signs that are integrated into the built form and consider architectural or landscape features of the host of the building or site.	An administration error.	✓		N/A
Clause 15.01-1L-01	Added full stop. Minimise the number and repetition of signs on a single site and streetscape.	An administration error.	✓		N/A
Clause 15.01-1L-01	Added full stop. Prioritise business identification signs as the main type of signage.	An administration error.	✓		N/A
Clause 15.01-1L-01	Avoid signs that will impair the movement, visibility and functionality of the public realm and infrastructure.	An administration error.	✓		N/A
Clause 15.01-1L-01	Avoid signs that ~~distract~~ are a distraction and/or impact on movement and/or ~~of impact~~ sight lines of active transport users, road users and rail corridors.	Submission 11 questioned the readability of the proposed changes, therefore a general spelling, grammar and sentence restructuring was completed on all proposed changes.	✓		N/A
Clause 15.01-1L-01	Discourage buildings being painted in corporate colours. ~~that identify as signage~~	Submission 11 questioned the readability of the proposed changes, therefore a general spelling, grammar and sentence restructuring was completed on all proposed changes.	✓		N/A

LATROBE CITY COUNCIL

Changes made in Response to the Panel Report Recommendations

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE	POST EXHIBITION CHANGE	POST PANEL CHANGE	RELATED SUBMISSION
Clause 15.01-1L-01	Discourage buildings and works ~~related to signs that~~ associated with signage where they may damage or permanently alter significant building fabric or features.	An administrative error.	✓	✓	N/A
Clause 15.01-1L-01	Insert Policy Guidelines	An administration error.	✓		N/A
Clause 15.01-1L-01	Move to Policy Guideline: Discourage more than one major promotion sign at any intersection	An administration error.	✓		N/A
Clause 15.01-1L-01	Added full stop. Avoid major promotion signs that interface with sensitive land use areas.	An administration error.	✓		N/A
Clause 15.01-1L Signs	~~Restrict digital, illuminated and electronic signs in urban areas that do not impact on amenity.~~ Move to Strategy from Policy Guideline: Avoid digital, illuminated and electronic signs in urban areas that impact on amenity.	Council officers have redrafted Clause 15.01 1L (Signs) in response to the comments provided by Submitter 11, with changes made to improve clarity around the term "amenity".	✓		11
Clause 15.01-1L Signs	**POST EXHIBITION** Added to policy guideline: Support digital, illuminated and electronic signs in urban areas that: • Maintain views and vistas along the streetscapes; • Minimise visual distraction and saturation of advertising in public areas; • Retain trees and high quality landscaping; • Retain architectural elements and features; • Minimise disturbance and impacts on places of heritage significance; • Sited away from CBD gateways, town gateways and/or tourism gateways. **POST PANEL** Are sited away from activity centre ~~CBD~~ gateways, town gateways and/or tourism gateways.	**POST EXHIBITION** Council officers have redrafted Clause 15.01 1L (Signs) in response to the comments provided by Submitter 11, with changes made to improve clarity around the term "amenity". After moving the abovementioned strategy, a new policy guideline was drafted to provide further guidance on where amenity was not impacted. **POST PANEL** Council acknowledged during the Panel Hearing on 31 July 2026 and in the Part B Report at Paragraph 71, that there was a post exhibition error and should be amended.	✓	✓	11
Clause 15.01-1L	**POST EXHIBITION** ~~Support a minimum of one kilometre separation between major promotion signs.~~ • Provide a minimum of 800 metre separation between major promotion signs on the same road and; Support major promotion signs within 800m on the same street if they are within regional and sub-regional centres and activate an existing blank	**POST EXHIBITION** Council Officers agree that the Strategy's recommendation to support a minimum one kilometre separation between Major Promotion Signs does not fully account for the context of the Traralgon Activity Centre. In response, Officers have redrafted the Strategy to	✓	✓	11

LATROBE CITY COUNCIL

Changes made in Response to the Panel Report Recommendations

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE	POST EXHIBITION CHANGE	POST PANEL CHANGE	RELATED SUBMISSION
	wall, provided they are fixed to a building, wholly within the built form and do not project outside of the building footprint. **POST PANEL** Provide a minimum of 800 metre separation between major promotion signs on land that fronts the same road;	introduce a Major Promotion Sign Policy Guideline, reflecting the comments provided by Submitter 11. Officers have reviewed the existing placement of Major Promotion Signs within the Traralgon Activity Centre and the periphery area and note that they are generally spaced at approximately 800 metre intervals. Officers consider this spacing to represent a more appropriate and less restrictive separation distance. The authorised changes have also been redrafted to apply to Major Promotion Signs located on the same road, consistent with the approach adopted through Amendment C383, and aligned with a similar policy guideline in the City of Greater Geelong Sign Guidelines (2024) (p. 58). In addition, officers acknowledge that supporting Major Promotion Signs on blank walls can contribute to improvements in the visual quality of spaces. Accordingly, a further policy guideline has been introduced to support signage on blank walls, responding to comments regarding context within Activity Centres. **POST PANEL** The Panel noted at the Hearing that 'on the same road' may be interpreted as being within the road reserve, and Council agreed this should be amended to reflect the post panel changes.			
Clause 15.01-1L	~~Sign structures should be designed in a manner to not dominate to the surrounding area or detract from the host or site building.~~ Encourage the appearance, size, illumination and other aspects of signs to complement the building, or site on which they are displayed and not detract from the character of the surrounds.	Officers note the term 'subordinate' is not well defined and have amended the Precinct requirements at Clause 37.08 Activity Centre Zone Schedule 1, as per requested from Submitter 11.	✓		11
Amend Clause 15.01-1L-01 for major promotion signs to: Encourage signs that are incorporated into the built form instead of freestanding sign structures.	Encourage signs that are incorporated into the built form instead of ~~over~~ freestanding sign structures.	The Clause 15.01-1L-01 strategy for major promotion signs should encourage signs within built form rather than on freestanding structures.	✓	✓	11
Schedule 1 to Clause 37.08 Activity Centre Zone 5.3-4– Precinct Guidelines	The scale and location of signage should be complementary ~~subordinate~~ to the built form and site features.	Officers have noted the vagueness of the term dominate and have proposed it revert back to the original phrasing.	✓		11

LATROBE CITY COUNCIL

Changes made in Response to the Panel Report Recommendations

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE	POST EXHIBITION CHANGE	POST PANEL CHANGE	RELATED SUBMISSION
Clause 37.08 Activity Centre Zone Schedule 1 Design and Development – Signage and Lighting 4.4	Encourage lighting that promotes ~~safety to the environment.~~ a safe environment.	An administration error.	✓		N/A
Clause 37.08 Activity Centre Zone Schedule 2 Section 2 Table of Uses	Must be at least 200 metres (measured by the shortest ~~shortest~~ route reasonably accessible on foot) from a residential zone or, land use for a hospital, primary school or secondary school or land in a Public Acquisition Overlay to be acquired for a hospital, primary school or secondary school.	An administration error.	✓		N/A
Background Documents					
Amend Figure 2 of the Latrobe City Signage Strategy 2025 to note digital/illuminated/electronic signs in regional/sub-regional retail centres, large town centres and mid valley/big box/industrial areas are limited, not discouraged.	**POST EXHIBITION** **Legend** ☑ Encouraged ☐ Limited ☒ Discouraged Above Verandah / Pole / Panel / Sky / Digital/Illuminated/Electronic / Corporate Building Colours / Business Identification / Promotion / Major Promotion / Sign Structure Regional/Sub-regional Retail Centres: ☒ ☐ ☑ ☐ ☒ ☒ ☑ ☑ ☑ ☒ Large town centres: ☒ ☐ ☑ ☐ ☒ ☒ ☑ ☑ ☑ ☒ Mid Valley/Big Box Retail/Industrial: ☒ ☑ ☑ ☑ ☒ ☑ ☑ ☑ ☑ ☑ Local/Neighbourhood Activity Centres: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☐ ☒ ☐ Small town centres: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☒ ☒ ☐ Residential/Rural Areas: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☒ ☒ ☐ Heritage Places: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☐ ☒ ☐ *Figure 2: Character Area to Sign Type Guideline* **POST PANEL** **Legend** ☑ Encouraged ☐ Limited ☒ Discouraged Above Verandah / Pole / Panel / Sky / Digital/Illuminated/Electronic / Corporate Building Colours / Business Identification / Promotion / Major Promotion / Sign Structure Regional/Sub-regional Retail Centres: ☒ ☐ ☑ ☐ ☐ ☒ ☑ ☑ ☑ ☒ Large town centres: ☒ ☐ ☑ ☐ ☐ ☒ ☑ ☑ ☑ ☒ Mid Valley/Big Box Retail/Industrial: ☒ ☑ ☑ ☑ ☐ ☑ ☑ ☑ ☑ ☑ Local/Neighbourhood Activity Centres: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☐ ☒ ☐ Small town centres: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☒ ☒ ☐ Residential/Rural Areas: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☒ ☒ ☐ Heritage Places: ☒ ☒ ☐ ☒ ☒ ☒ ☑ ☐ ☒ ☐ *Figure 2: Character Area to Sign Type Guideline*	The discouragement of digital/illuminated/electronic signs in the Traralgon Activity Centre would be at odds with its role as the largest retail centre in the municipality and the current drafting of the relevant policy guidelines at Clause 15.01-1L-01 Signs.		✓	11

CORPORATE ITEMS FOR DECISION

11. CORPORATE ITEMS FOR DECISION

Item Number 11.1 28 September 2026 Organisational Performance

2025/26 END OF YEAR RESULT AND ACCUMULATED CASH SURPLUS

PURPOSE

To present to Council the 2025/26 realised cash surplus position (pending year end audit completion) and to provide a list of projects identified for funding consideration from the surplus.

EXECUTIVE SUMMARY

- At the close of the 2025/26 financial year, a cash surplus of $6.447 million (unaudited) has been realised against the adopted budget, with major areas contributing to the variance outlined in the analyses section of this report.
- In accordance with the resolution of Council at the June 2024 Council Meeting, 50% of the 2025/26 actual year end surplus position ($3.223 million) has been allocated to the Transition Reserve to further support the organisation's long term financial sustainability and diversification/economic development infrastructure.
- The year end surplus position after the allocation of funds to the Transition Reserve is $3.223 million.
- The opening balance of the Accumulated Unallocated Cash Reserve (AUCR) following the September Council Meeting held on 22 September 2025 was $0.104 million, and after movements during the year, the final balance of the AUCR before further allocations is $3.495 million (**Attachment 1**).
- In addition, the net proceeds of $2.195 million from the Hazelwood house sale are recommended to be allocated as part of this process brings the total for potential allocation to $5.690 million.
- Net proceeds from Hazelwood House have been allocated into two categories, being, funds contributed jointly by the Community and Council ($0.446 million) to be allocated to Churchill and district via the Gaskin Park Multi-Use Pavilion project and the portion of land value of $1.749 million which was contributed solely by Council, be allocated to the Infrastructure Projects Reserve for future strategic projects across the municipality.
- Officers recommend the following allocations:
    - $0.395 million for identified safety and urgent works;
    - $3.149 million to strategic reserves; and
    - $2.146 million for projects and operational programs.

OFFICER'S RECOMMENDATION

That Council:

1. **notes at the conclusion of the 2025/26 financial year Council realised a cash surplus position of $6.447 million (unaudited);**
2. **allocates $3.224 million of the 2025/26 cash surplus position to the Transition Reserve, as per the resolution of Council at the June 2024 Council Meeting;**
3. **allocates $3.495 million from the Accumulated Unallocated Cash Reserve and 2025/26 surplus to the following:**
   - **Tree Maintenance – Mathison Park Frisbee Course $40,000**
   - **Stormwater Pipe Cleaning – Moore Street Moe $90,000**
   - **Morwell Depot Environmental Assessment Actions $75,000**
   - **Latrobe Regional Airport - Wildlife Exclusion Fencing $55,000**
   - **Integrated Customer Payment Portal $135,000**
   - **Infrastructure Projects Reserve $900,000**
   - **Developer Contribution Reserve $500,000**
   - **Gaskin Park Multi-Use Pavilion Project $150,000**
   - **Animal Management Facility Detailed Design $200,000**
   - **HQ Accessibility & Functionality Works $500,000**
   - **CBD Activation $250,000**
   - **City Presentation $250,000**
   - **Community Connectors Program (*subject to State Government matching funding) $250,000***
   - **Community Grants Scheme; $100,000**
4. **allocates $2.195 million from the net proceeds of the sale of Hazelwood House to the following:**
   - **Infrastructure Projects Reserve $1,749,000**

     (recognising that the land was contributed solely by Council)
   - **Gaskin Park Project $446,000; and**
     (recognising the community's contribution towards the construction of the original Hazelwood House facility); and
5. **notes the closing Accumulated Unallocated Cash Reserve balance after allocations is zero (prior to adjustments following completion of the year end audit).**

BACKGROUND

Council finances are predominately managed on a cash basis with the annual budget set by balancing budgeted expenditure with expected cash income. At the conclusion of the financial year the balancing up of the annual financial accounts will result in the recognition of either a cash surplus or a cash deficit. Variations mostly represent savings against the adopted annual budget or the recognition of additional revenue.

The recognition of a cash surplus allows the organisation to consider the funding of additional expenditure into the following financial year, the funding of previous years deficits (where applicable) or the transfer of the surplus to a reserve for future consideration.

During the financial year Council may need to seek funding for a project (or matching grant funding towards a project) or an unforeseen circumstance that is unbudgeted within the current financial year. Council has the ability to allocate funding from the accumulated unallocated cash surplus reserve via a Council resolution, or the matter may be referred by Council for consideration at a future budget review opportunity.

ANALYSIS

For the financial year 2025/26 council has realised a cash surplus of $6.447 million. The surplus is mainly as a result of:

Revenue

- Mixture of additional income and realisation of savings from prior years across Family Services of $1.023 million
- Additional interest income from investments of $0.758 million
- Additional penalty interest and fines income of $0.569 million
- Additional fees and charges revenue resulting from increased service utilisation of $0.548 million
- Additional supplementary rates revenue associated with new houses and property improvements of $0.173 million
- Additional Grants Commission and Roads to Recovery Funding of $0.109 million

Expenditure

- Net savings in employee related costs across the organisation mainly associated with employee vacancies of $1.841 million
- General savings and underspending across all areas of $0.973 million
- Lower than expected insurance premiums $0.318 million

The closing balance of the AUCR as at 28 September 2026 is $3.495 million as detailed in **Attachment 1**, prior to the proposed allocations as detailed below.

Projects identified for funding from the AUCR balance:

	Project funding $million	Reserve Running Balance $million
Accumulated Unallocated Cash Reserve (AUCR) – Balance		$3.495
Safety & Urgent Works		
Tree Maintenance – Mathison Park Golf Frisbee Course *An audit of 1,729 trees within the frisbee course which had not previously been inspected under a formal risk assessment, identified 80 priority defects requiring intervention*	($0.040)	
Stormwater Pipe cleaning Moore Street Moe *(Significant tree root invasion is causing localised flooding)*	($0.090)	
Morwell Depot Environmental Assessment Actions *(Removal of category A contaminated soil and decommissioning of submerged waste oil tanks)*	($0.075)	
Latrobe Regional Airport Wildlife Exclusion Fencing *(Upgrade existing perimeter fencing along the north-west boundary to a purpose built wildlife exclusion fence)*	($0.055)	
Integrated Customer Payment Portal *(Implement self-service payment platform that allows customers to manage their payments more flexibly and effectively through a user-friendly interface, that includes options for direct debit from cards)*	($0.135)	
Subtotal	($0.395)	$3.100
Strategic Reserves		
Infrastructure Projects Reserve *(strategic reserve to leverage funding, and to fund, future strategic infrastructure requirements)*	($0.900)	
Developer Contribution Reserve *(Council is required to provide infrastructure as part of Developer Contribution Plans (DCP), this reserve is established to reserve funding for Council's upcoming obligations included in approved DCPs.)*	($0.500)	
Subtotal	($1.400)	$1.600
Projects & Operational Programs		
Gaskin Park Multi-Use Pavilion Project *(Initial review of the estimated construction costs has identified a likely shortfall in budgeted funds)*	($0.150)	
Animal Management Facility Detailed Design *(Undertake design of new animal management facility in readiness for funding opportunities)*	($0.200)	
HQ Accessibility & Functionality Works (In conjunction with car park works, these works are to improve accessibility, usability and functionality of HQ)	($0.500)	
The CBD Activation Project *(Activities, programs and events intended to drive visitation and activate commercial areas / public realm across the Moe, Morwell and Traralgon CBDs.)*	($0.250)	
City Presentation *(Enhanced presentation of high use public spaces through continuous monitoring and rapid response activities)*	($0.250)	
Community Connectors Program *(Outreach program predominately around public transport hubs,*	($0.250)	

	Project funding $million	Reserve Running Balance $million
aimed at improving public safety. The program implementation is subject to matching funding from the State Government)		
Community Grants Scheme *(Additional allocation to support an oversubscription of successful grant applications in the 2026/27 Community Grants Round 1.)*	($0.100)	
Subtotal	($1.700)	$0.000

Hazelwood House net sale proceeds

In addition to the AUCR balance, the net proceeds of $2.195 million from the sale of Hazelwood House are also available for distribution by Council.

At the Council Meeting on 06 June 2022, Council resolved to sell the property with the restriction of future use of the facility being limited to support youth of the Gippsland region, and with the sale proceeds to be spent within Churchill and District.

As part of this process, at the Council Meeting on 05 September 2022, Council resolved to sell Hazelwood House to Quantum Support Services, confirming the earlier resolution to spend the proceeds in Churchill and District.

Following a protracted sale process, Council resolved on the 08 April 2024 to discontinue the sale process to Quantum Support Services, outlined in the resolution of 05 September 2022, therefore ending the previous resolutions.

Council then resolved that the property be put in the hands of a real estate agent to undertake a new expression of interest (EOI) sale process on an “as is, where is” basis. This resulted in no conforming offers being received and the Council resolving to progress the sale by auction or private treaty on the same bases of “as is, where is”. The property was subsequently sold in 2025 on this basis.

It is worth noting that, in the period since the first decision related to the Sale of Hazelwood House on 06 June 2022, Council progressed the following projects within the Churchill and District region totalling more than $12 million, with a Council contribution of $5.6 million. These projects include the following:

Churchill

- Gaskin Park Multi-use Pavilion
- Gaskin Park Oval 2 Upgrade
- Public Toilet
- Mathison Park Boardwalk renewal
- Mathison Park Disc Golf
- Mathison Park Playground
- Churchill Leisure Center Squash Court Remediation

Yinnar

- Rec Reserve Multi-use Netball/Tennis Pavilion
- Rec Reserve Sports Lighting
- Traffic Safety Improvements
- Historical Society Upgrades
- Memorial Hall Upgrade

Boolarra

- New footpaths
- Rec Reserve Sports Lighting / Netball upgrades

Hazelwood South

- Reserve Pavilion

Hazelwood North

- Tennis Upgrades

It is therefore proposed that the net sale proceeds that align with the improvements on the land (being $0.446 million) be recognised as the community's contribution towards the construction of the original facility and that these funds be allocated to a project in the Churchill and district area, being the Gaskin Park Multi-use Pavilion project. This funding will assist in addressing an estimated budget shortfall for that project.

It is further proposed that as the land was contributed solely by Council, the portion of land value of $1.749 million be allocated to the Infrastructure Projects Reserve. This will facilitate strategic allocations of these funds for future projects across the municipality.

Subject to the tender and final construction cost, if the Gaskin Park Multi-use Pavilion project is delivered for a lesser cost, the surplus funds from the project would be available for an alternative project in the area of Churchill and district.

Allocation of the net proceeds from the sale of Hazelwood House are therefore proposed to be allocated to the following:

	Project funding $million	Reserve Running Balance $million
Proceeds from Hazelwood House – Balance		$2.195
Strategic Reserves		
Infrastructure Projects Reserve *(strategic reserve to leverage funding, and to fund, future strategic infrastructure requirements)*	($1.749)	
Subtotal	($1.749)	$0.446
Projects & Operational Programs		

	Project funding $million	Reserve Running Balance $million
Gaskin Park Multi-Use Pavilion Project *(Initial review of the estimated construction costs has identified a shortfall in budgeted funds)*	($0.446)	
Subtotal	($0.446)	$0.000

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL There is a risk that surplus funds could be used to fund projects that negatively impact on Council's financial sustainability.	**Medium** *Possible x Moderate*	Ensure rigorous financial business cases are prepared and assessed prior to allocating funds to new services or assets.
STRATEGIC The allocation of funding to additional projects may impact Councils financial sustainability given Council has identified through the asset plan and LTFP shortfalls in asset renewal expenditure, impending reductions in revenue and costs outstripping rate cap increases.	**High** *Almost Certain x Major*	Recognise opportunities which will reduce future financial burdens.

CONSULTATION

There is no external consultation in relation to this report.

COMMUNICATION

It is not anticipated that there will be any communications required in relation to this report however the exact nature and extent of any communication will depend on the agreed outcomes.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

N/A

Financial

With a stronger emphasis on long term financial sustainability, consideration has been given to longer term projects and reserves, with 50% of the actual year end surplus position allocated to the Transition Reserve to further support the organisation's long term financial sustainability and diversification/economic development infrastructure.

Attachments

1. Attachment 1 - Accumulated Unallocated Cash Reserve Balance

11.1

2025/26 End of Year Result and Accumulated Cash Surplus

1 Attachment 1 - Accumulated Unallocated Cash Reserve Balance 260

Accumulated Unallocated Cash Reserve - Balance

	Council Meeting Resolution Date	$'000	$'000	$'000
Cash Reserve Balance as at 22 September 2025 (as reported in Council Meeting)				**104**
Realised Cash Surplus Position 25/26		6,447		
Transition Reserve - 50% of 25/26 Surplus		(3,224)		
Available Balance - 25/26 Surplus			3,223	
Reserve Movements 25/26				
Mid Year Allocation				
Forestree Data Collection at Matheson Park	23/02/2026	(12)		
Copyright Agency Agreement	23/02/2026	(11)		
Leisure & Aquatic Facilities Strategic Review	23/02/2026	(100)		
Christmas Decorations	23/02/2026	(200)		
Subtotal			(323)	
Other Reserve Movements				
Cat Desexing Trial Program	22/09/2025	(10)		
Community Outreach Program Model	24/11/2025	(30)		
Old Gippstown Heritage Park - Urgent Maintenance Works	15/12/2025	(50)		
Churchill Town Centre - Temporary Toilet Signage - funds not utilised		100		
GSEP Change Room Upgrade - project scope changed		361		
Synthetic Surfaces Renewal - projects directly funded		120		
Subtotal			491	
Total Reserve Movement 25/26				3,391
Total Accumulated Unallocated Cash Reserve as at 25 August 2026				**3,495**

2027 - 2031 AUSTRALIAN INLINE HOCKEY CLUB CHAMPIONSHIPS MAJOR EVENTS FUNDING

PURPOSE

To seek Council approval to provide funding support for the 2027 – 2031 Australian Inline Hockey Club Championships.

EXECUTIVE SUMMARY

- The Australian Club Championships is Australia's premier inline hockey tournament. Conducted annually over the Easter long weekend at Stadium 34, Moe, the event brings together teams, athletes, officials and families from across Australia and internationally.
- This major event has been reviewed by officers based on the assessment prepared in **Attachment 1**, which outlines the economic benefit, community engagement, return on investment and benefit to the local community.
- Due to the transition from Tourism and Major Events Advisory Committee (TAMEAC) to the Visitor Economy Advisory Committee (VEAC), the Committee is currently without appointed membership. Therefore, this event assessment has not been submitted to the Committee for review and feedback prior to Council consideration.
- It is anticipated the refreshed Committee will be in place by October 2026.
- Latrobe City has proudly hosted this event for the past thirteen years, building a strong track record of successful delivery and an ongoing partnership with Stadium 34.
- The projected economic impact per event is $3,005,089, with a return on investment per dollar spend of $150:1.
- Following a thorough event assessment, officers recommend funding $20,000 per year for five years to host this event.
- This event can be funded from the Major Event Attraction budget and, as a result, there are no additional budget implications.

OFFICER'S RECOMMENDATION

That Council authorises officers to enter into a suitable agreement to fund the 2027 – 2031 Australian Inline Hockey Club Championships for $20,000 per year for 5 years.

BACKGROUND

The Australian Inline Hockey Club Championships is Australia's premier inline hockey tournament and one of the largest inline hockey events in the Southern Hemisphere. Held annually over the Easter long weekend at Stadium 30 in Moe, the six-day event attracts teams, athletes, officials, and spectators from across Australia and internationally. The championship features a wide range of divisions catering to different ages and skill levels, including Pro, Division 1–3, Masters, and Women's competitions. Across the tournament, the event also includes livestream coverage, along with a range of social and community activities held throughout the event period.

This event delivers a strong and consistent economic impact of approximately $3 million annually, making a meaningful contribution to the local visitor economy through sustained regional visitation and associated spend. The event has a proven track record of successful delivery and ongoing sustainability, underpinned by strong community and participant support. It also plays an important role in strengthening Latrobe City's profile as a capable and attractive host destination for major sporting events.

Event	**Council Contribution**	**Economic Impact (estimated per year)**	**Return on Investment (estimated per year)**
2027 – 2031 Australian Inline Hockey Club Championships Held Annually over the Easter long weekend	$20,000 per year	$3,005,089 per year	$150:$1

ANALYSIS

In accordance with the Major Event Assessment (**Attachment 1**) the recommendation to progress this event is presented to Council for adoption.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Major event does not meet safety or regulatory requirements.	**Low** *Unlikely x Minor*	All events supported by Council are required to submit and have approved an event permit where applicable.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Inability to deliver event by scheduled date.	**Low** *Unlikely x Minor*	Event timeframes are developed in conjunction with the Latrobe City Council events team. Strict oversight of this is provided by Council officers.
FINANCIAL Opportunity cost of lost economic benefit from this major event if not supported.	**Low** *Unlikely x Minor*	Use of the major event assessment process.
STRATEGIC Major event negatively impacts on the reputation of Latrobe City Council as an events destination.	**Low** *Unlikely x Minor*	Strict oversight of operations and arrangements by Council officers.

CONSULTATION

Consultation has occurred with internal stakeholders to determine support of this major event.

COMMUNICATION

The event has extensive marketing and community engagement activities associated with its delivery. These are managed in conjunction with Council officers.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The opportunity to host this major event is expected to enhance and boost civic pride and Latrobe's reputation as a premiere events destination.

Cultural

This major event will be promoted to all backgrounds and various community groups to encourage a diverse mix of delegates.

Health

Hosting major events provides the opportunity for the local community to experience high profile events which have an impact on overall community health and wellbeing.

Environmental

The event will be held in accordance with sustainable practices that recognise and respect the local environment.

Economic

An economic impact has been undertaken and assessed. The event offers an excellent economic benefit to the municipality of $3,005,089 and a return on investment of $150:1.

Financial

Event funding will be covered under the annual Major Event Attraction budget.

Attachments

1. 2027 - 2031 Australian Inline Hockey Club Championships, Major Event Assessment

11.2

2027 - 2031 Australian Inline Hockey Club Championships Major Events Funding

1 2027 - 2031 Australian Inline Hockey Club Championships, Major Event Assessment..... 266

LATROBE CITY COUNCIL

TAMEAC Major Events Funding Assessment Form

2027 – 2031 Australian Club Championships Inline Hockey

LATROBE CITY COUNCIL

EVENT ASSESSMENT			
Date proposal received:	1 June 2026		
Application assessed by:	Jess Middlemiss		
EVENT CONTACT DETAILS			
Contact Name:	Matt Beatson	**Title/Position:**	Managing Director
Email:	matt@stadium34.com.au	**Phone:**	5127 8300
Organisation:	Stadium 34	**ABN**	67 097 452 867
Address	34 Bell Street, Moe 3825		
EVENT DETAILS & DELIVERABLES			
Event:	2027 – 2031 Australian Club Championships (ACC) – Inline Hockey		
Event date:	Easter Weekend (Annually)		
Event description: *Please provide detailed event description including the who, what, where, when?*	The Australian Club Championships (ACC) is Australia's premier inline hockey tournament and one of the largest inline hockey events in the Southern Hemisphere. The event is conducted annually over the Easter long weekend at STADIUM34 in Latrobe City (Moe), and attracts teams, athletes, officials and spectators from across Australia and internationally. The tournament features multiple divisions catering for a wide range of ages and skill levels, including: • Pro Division • Division 1 • Division 2 Division 3 • Masters Division • Women's Division The event runs over six days and includes round robin competition, finals, presentations, livestreaming coverage and social/community activities throughout the tournament period. The Australian Club Championships attracts approximately 1,400 -1,600 attendees annually.		
Is the event new or existing?	☐ New Event ☒ Existing Event: How long has your event been running for? 13 years		
Purpose/Aims/Objectives:	The Australian Club Championships (ACC) is Australia's premier inline hockey tournament. Conducted annually over the Easter long weekend at STADIUM34, the event brings together teams, athletes, officials and families from across Australia and internationally. The purpose of the event is to: • Deliver a nationally significant sporting event within Latrobe City that drives substantial economic and tourism outcomes. • Position Latrobe City as a recognised destination for major regional sporting events. • Provide high-level competition opportunities for athletes across all age groups and skill levels. • Encourage participation, community engagement and pathways within inline hockey.		

	• Support local businesses through increased visitation, accommodation demand, hospitality spending and tourism activity. • Continue the long-term growth and sustainability of the event through strategic investment and infrastructure support. The ACC has demonstrated consistent year-on-year growth in attendance, economic impact and interstate/international participation. International team representation from New Zealand has increased from 1 team in 2024, to 5 teams in 2026, highlighting the growing reputation of the event beyond Australia. The requested funding partnership will assist in securing the long-term future and continued expansion of the event within Latrobe City over the next five years. This investment will support event delivery, marketing, tourism attraction initiatives, livestreaming/media outcomes, staffing, equipment and event infrastructure required to sustain and grow a nationally significant sporting event. Our objective over the next five years is to increase attendance to more than 1,800 participants and spectators annually, while continuing to grow interstate and international representation.
Benefit/Outcomes:	• **Economic Impact:** Over the past three years alone, the event has generated approximately $8.7 million in total economic impact for Latrobe City. The assessments conducted by Latrobe City demonstrate consistent annual growth and exceptional return on investment. • **Visitation:** The ACC attracts visitors from across Victoria, interstate and internationally, generating strong accommodation occupancy and increased visitation throughout the Easter period. • **Regional Profile & Event Destination Growth:** The event continues to strengthen Latrobe City's reputation as a destination capable of hosting major regional sporting events. The increasing participation from New Zealand demonstrates growing international recognition and provides opportunities for future tourism and sporting partnerships. • **Community & Participation Outcomes:** The ACC provides opportunities for athletes of all abilities, including senior, women's, masters and elite divisions. The event also engages a large volunteer workforce and supports local employment through casual staffing, hospitality and event operations. • **Long-Term Sustainability:** The requested five-year funding partnership would provide stability to continue growing the event strategically, increase interstate and international participation, improve event presentation and visitor experience, and maximise the economic and tourism benefits returned to Latrobe City.

EVENT BUDGET			
Please outline your event budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. –			
INCOME		**EXPENDITURE**	
Latrobe City Council	$25,000	Event Operations	$4,000
Additional Grants / Sponsorship	$	Venue Hire	$40,000
Team Entry / Ticket Sales	$55,000	Marketing and Promotion	$12,000
In-kind	$	Administration	$4,000
Applicants Contribution	$10,000	Infrastructure & equipment	$5,000
Other – please specify	$	Referee and scorer fees & accommodation	$12,000
		Awards and Trophies	$3,000
		Pro Division Prize Money	$5,000
		Event Delivery Costs	$5,000
TOTAL	**$90,000**	**TOTAL**	**$90,000**

EVENT GRADING		
Estimated economic benefit to Latrobe Valley	**ROI**	**Rating**
Projected economic impact Based on economic impact assessments conducted by Latrobe City, the Australian Club Championships have generated the following total economic impact outcomes over the past three years: • 2024: $2,772,011 • 2025: $2,941,963 • 2026: $3,005,089	Up to $10	☐ 1
	$11 – $19	☐ 2
	$20 +	☒ 3
Event Term – commitment to hosting event in Latrobe City		
1 year only – annual event and/or agreement is for 1 year	☐ 1	
2 years	☐ 2	
3 years +	☒ 3	
Event budget		
Budget provided	**Poor**	☐ 1
	Good	☒ 2
	Excellent	☐ 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)		
None allocated	☐ 0	
Latrobe City Only	☐ 1	
Gippsland	☐ 2	
Intrastate	☐ 3	
Interstate	☒ 4	

In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.	
Yes. The Australian Club Championships actively markets and promotes Latrobe City as a sporting and tourism destination through a wide range of established marketing, media and digital platforms before, during and after the event. The event has developed a strong national and international presence through: • Extensive social media marketing across Facebook and Instagram • Event livestreaming throughout the six-day tournament • Digital advertising campaigns • Direct communication through club, team and participant databases • Tournament website and online registration platforms • Interstate and international hockey networks • Event photography and video content • Media coverage and promotional partnerships The Australian Club Championships attracts participants and visitors from across Australia and New Zealand, many of whom travel to Latrobe City annually specifically for the event. The tournament showcases Latrobe City to thousands of athletes, families and supporters both in person and online. Livestreaming and digital content provide ongoing exposure for Latrobe City throughout the event, with games, interviews, venue branding and event content shared across multiple digital platforms. This exposure continues post-event through highlight videos, photography and social media engagement. The continued growth in New Zealand participation demonstrates the increasing reach of the event internationally. The event also encourages extended stays within the region, with many visitors using the tournament as part of a broader Easter holiday experience within Gippsland and Latrobe City. Through its established audience, strong digital reach and growing interstate and international participation, the Australian Club Championships provides significant ongoing promotion and positive exposure for Latrobe City as a destination for major sporting events and regional tourism.	☒ Yes (1) ☐ No (0)
Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	
Over the next five years include expanding community engagement initiatives through: • School and junior sport engagement activities • Enhanced spectator experience • Greater collaboration with local businesses and tourism operators • Expanded digital storytelling and local community promotion	☒ Yes (1) ☐ No (0)

Calendar/market fit for Latrobe City Calendar of Events		
Good calendar fit. No conflicting events	**Poor**	☐ 1
	Good	☒ 2
	Excellent	☐ 3

Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:
The Australian Club Championships has been successfully delivered for more than 12 years and has become the premier inline hockey tournament in Australia. The event has demonstrated consistent growth in participation, economic impact and tourism outcomes, while establishing Latrobe City as the home of one of the country's largest inline hockey events. The event is uniquely positioned within the Australian sporting landscape, attracting teams from metropolitan, regional, interstate and international locations. The continued growth in New Zealand participation highlights the increasing profile and reputation of both the event and Latrobe City on an international level. Over the previous funding period, the event has received $10,000 per annum from Latrobe City Council while continuing to achieve substantial growth in attendance, economic impact and interstate and international participation. During this time, total economic impact has increased from $2.77 million in 2024 to more than $3.0 million in 2026, while international team participation from New Zealand has increased from one team to five teams. The requested increase to $25,000 per annum reflects the growth and scale of the event today and will support enhanced marketing, tourism attraction initiatives, livestreaming capabilities, event presentation and visitor experiences that will continue to deliver increasing economic and tourism outcomes for Latrobe City over the next five years. The ACC is more than just a sporting event - it is a six-day tourism and community activation that delivers measurable benefits across accommodation, hospitality, retail and local services during the Easter period. Many attendees return annually, creating repeat visitation and ongoing economic contribution to the region. The event is delivered by an experienced team with a proven track record in event management, venue operations, competition delivery and community engagement. Significant investment is also made annually into staffing, venue presentation, livestreaming, technology, equipment and visitor experience to ensure the event continues to evolve and remain nationally significant. Importantly, the event also creates strong community and social outcomes through: • Participation opportunities for senior, women's, masters and elite athletes • Volunteer engagement and workforce development • Community pride and regional identity • Family-friendly entertainment and social connection opportunities The requested five-year funding partnership would provide critical stability and confidence to continue growing the event strategically and sustainably within Latrobe City. This longer-term approach would allow for: • Increased interstate and international promotion • Enhanced event presentation and visitor experience • Expanded livestreaming and media capabilities • Greater tourism activation opportunities • Long-term planning and operational sustainability • Continued growth in visitation and economic impact The Australian Club Championships has already demonstrated a substantial return on investment for Latrobe City, generating more than $8.7 million in total economic impact over the past three years alone.
Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT Score 16/20

STRATEGIC GOALS / FOCUS	
Does the event support the following strategic goals:	
Adding to our region's Economic prosperity	☒ Yes ☐ No
Being complementary to community members and groups	☒ Yes ☐ No
Increasing the regions image and visibility	☒ Yes ☐ No

IDENTIFY KEY ISSUES / BENEFITS	
Benefits:	• Strong and consistent economic impact (~$3M annually) • Strong visitor economy contribution through regional visitation and spend • Proven track record of delivery and ongoing event sustainability • Supports Latrobe City's profile as a host destination for major sporting events • Established event with demonstrated community and participant support
Issues:	• Requested funding increase ($25,000) represents a significant uplift (150%) on current support • Additional funding was not accompanied by evidence of proportional growth in measurable visitor economy outcomes (such as increased visitation, bed nights, or economic impact) beyond current levels. • Increasing investment reduces flexibility within the broader annual events attraction budget

RECOMMENDATION

Taking the above application into consideration, it is recommended to proceed with this proposal.

Recommended funding allocation: $20,000 per year for 5 years.

The funding request of $25,000 has been considered against Council's Major Visitor Economy Strategy assessment criteria, including economic impact, return on investment, and benchmarking against comparable events.

The event has received a consistent Council contribution of $10,000 for the past 5 years with no increase, despite rising delivery costs and continued growth in both economic impact and return on investment. This context has been considered in supporting an uplift in funding.

While the event continues to demonstrate exceptional economic and visitor economy outcomes and remains one of Council's strongest-performing investments, the requested uplift is not fully supported by evidence of proportional increases in visitation, bed nights, or measurable economic return.

A funding allocation of $20,000 is therefore recommended, as it appropriately recognises the event's strong performance and ongoing growth while maintaining alignment with Council's broader events portfolio and ensuring equitable distribution of available funding.

At this level, Council investment continues to deliver a very strong return on investment while supporting the ongoing delivery and evolution of the event.

These recommendations align with the Latrobe City Events & Tourism Strategy 2024 – 2028:

1. Building visitor awareness and local pride and advocacy in the destination.
2. Growing and sustaining our competitiveness as an events destination.
3. Maximising economic and social outcomes from events and the visitor economy.
4. Fostering connections and partnerships.

It also supports the Latrobe City Council Plan 2025 – 2029 objectives:

1. **Strategic Direction #1: Our Economy – Investment, Jobs, Growth**
   - Key Objective 4 – Visitor Economy: Capitalise on the City's tourism strengths to drive economic outcomes.
   - Key Objective 5 – Regional Identity: Promote Latrobe City as a Regional City with a focus on work, investment, visitation, and liveability
2. **Strategic Direction #3: Our Community – Healthy, Inclusive, Safe**
   - Key Objective 4 – Inclusion and Connection: Create opportunities for the community to connect with each other and to Council services.
   - Key Objective 5 – Community Activation: Build community pride through the activation of community facilities and spaces.

CEO DELEGATION TO AWARD CONTRACTS FOR CRINIGAN ROAD SEWER PUMP STATION AND ASSOCIATED INFRASTUCTURE

PURPOSE

To seek Council endorsement to delegate authority to the Chief Executive Officer (CEO) to award of contracts for the Crinigan Road Sewer Pump Station (SPS) and associated infrastructure project to support timely delivery.

EXECUTIVE SUMMARY

- Sewer servicing constraints were identified as barriers to development in the Crinigan Road and Alexanders Road area east of Morwell in several Council development plans completed over the last 15 years.
- Council secured $7,968,877 excluding GST funding through the Australian Government's Housing Support Program. A grant agreement was subsequently executed in June 2025.
- The grant funding agreement stipulates the project will deliver:
  - a new SPS;
  - new rising main connecting the SPS to existing sewer infrastructure; and
  - a new gravity sewer connecting the existing Crinigan Road SPS to the new SPS.
- Following Council's application for funding, Gippsland Water developed a concept design for new servicing infrastructure inclusive on the funded elements, with an estimated cost of $10.9 million excluding GST.
- Gippsland Water has currently advised it would contribute a third of the project funding shortfall, in place of applying the standard contribution towards the overall delivery costs in accordance with its policy.
- The immediate priority is to progress detailed design, which will confirm the final infrastructure requirements and provide greater certainty regarding project cost before construction procurement is finalised.
- Discussions with Gippsland Water and the principal benefiting developers, Heartland Estate and ICON Park, regarding contributions towards any funding shortfall for the construction of the project will continue.

- Delegating authority to the CEO will allow project detailed design to progress in a timely matter, reducing avoidable time delays and supporting delivery within the funding agreement timeframe.

OFFICER'S RECOMMENDATION

That Council:

1. **delegates authority to the Chief Executive Officer, to award contracts associated with the Crinigan Road Sewer Pump Station Project, subject to the recommended tender(s) being within the funding allocation provided by the Federal Government, and complying with Council's Procurement Policy; and**
2. **notes that a further briefing report will be provided to Council on the progression of the detailed design and contribution confirmation for any funding shortfall.**

BACKGROUND

The Crinigan Road Development Plan (CRDP) 2012, and the Morwell to Traralgon Employment Corridor Masterplan (MTEC) 2020, identified sewer infrastructure, including a SPS as a prerequisite to unlocking development in the residential and industrial zoned land within these areas.

To facilitate the delivery of stalled infrastructure barriers, in August 2024, Council applied for Federal Government funding under the Housing Support Program - Community Enabling Infrastructure (HSP CEI) for the proposed SPS.

The concept SPS design used for the funding application estimated the total cost for the new SPS would be $7.78 million excluding GST.

The application was accepted, and the funding agreement for $7,968,877 excluding GST was executed in June 2025. The agreement is administered by the Department of Transport and Planning (DTP), the current required completion date is 30 June 2027.

Following the application for funding, A revised concept design for the SPS was developed by Gippsland Water in 2025, the design included servicing the residential zoned CRDP area (shown in orange in figure 1) – developed as the Heartland Estate and the area of the industrial zoned land (area shown in blue in figure 1), which is part of the MTEC area, including the ICON Park development.

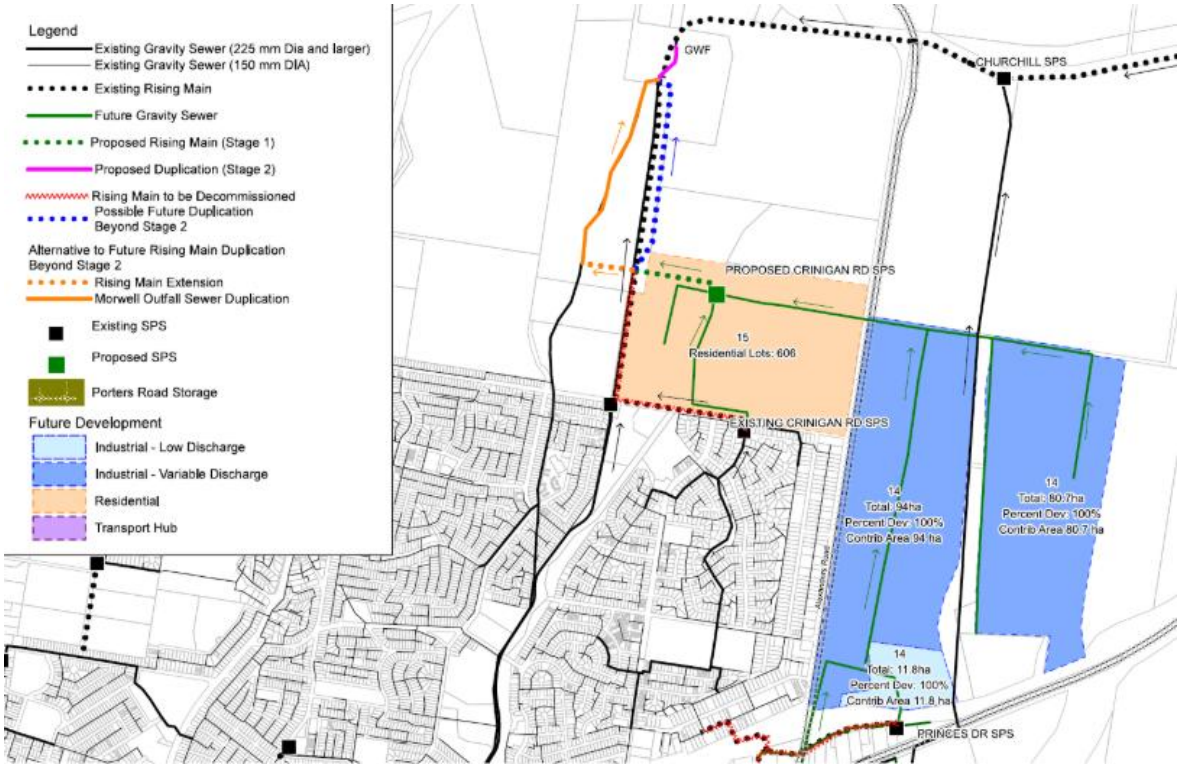

Figure 1: Crinigan Road SPS – Concept Basis of Design Catchment Plan

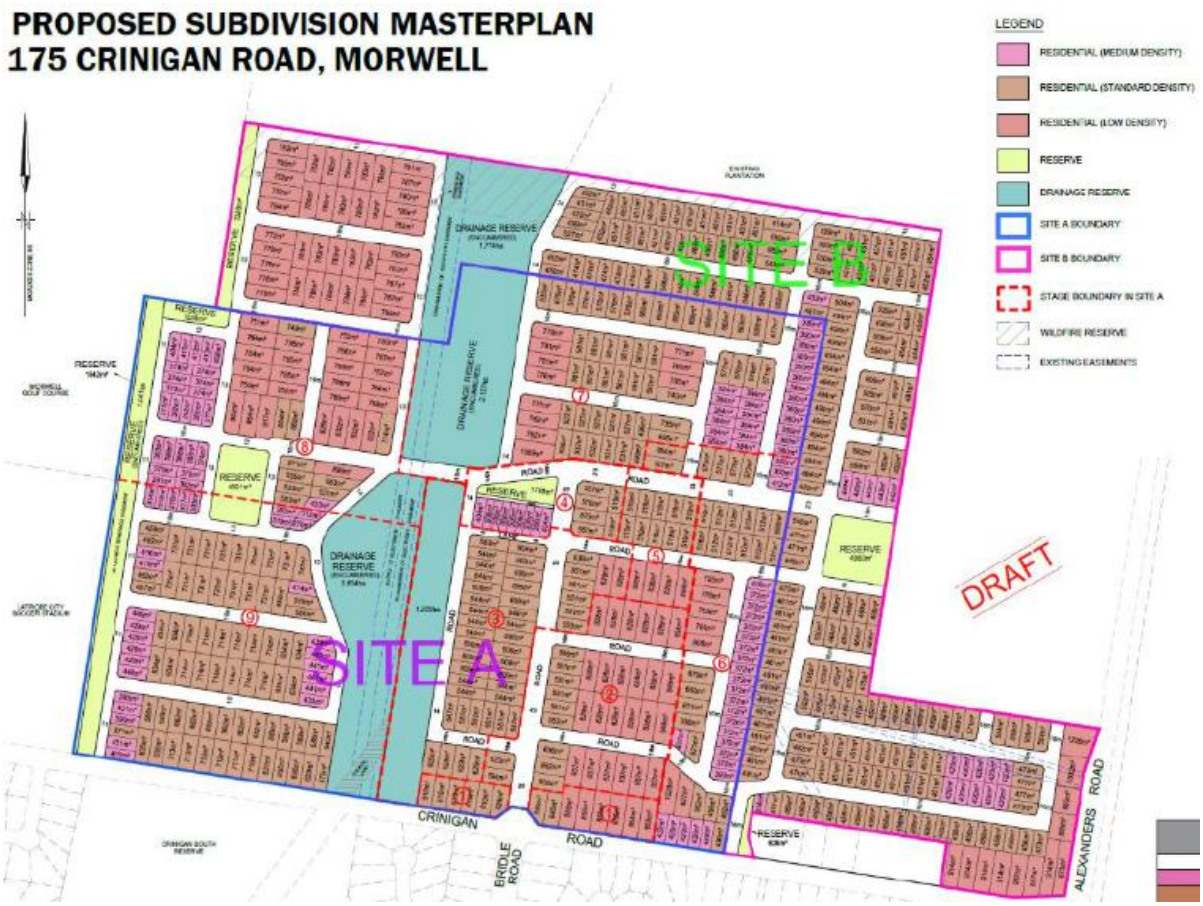

Figure 2: Heartland Estate Masterplan

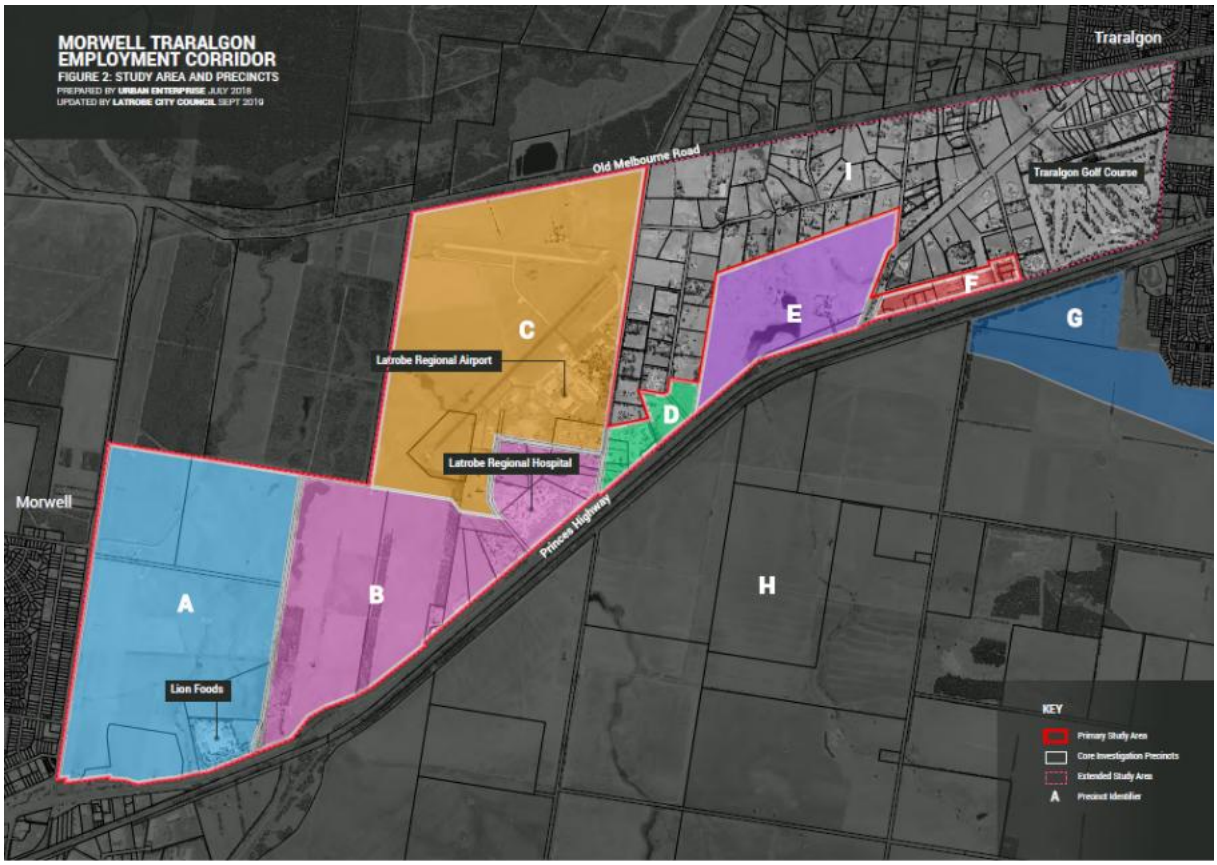

Figure 3: MTEC Masterplan

Gippsland Water revised Concept

Gippsland Water engaged GHD to prepare a basis of design report for the proposed SPS as part of a broader strategy for sewer infrastructure network upgrades for the sewer catchment which ultimately discharge into the Gippsland Water Factory. The upgrades will be delivered over several stages.

The GHD basis of design report recommended construction of the Crinigan Road SPS in Stage 1 of the plan. GHD assessed four locations for the SPS and routes for the trunk sewer integrating the SPS into the existing sewer network. The four location and design scenarios were estimated to cost between $10.9 million and $14.3 million for design and construction. The initial preferred solution was estimated to cost $10.9 million with a 12.3 metre deep, 4.5 metre diameter wet well. The SPS was sized by GHD to service the existing Crinigan Road SPS catchment, and approximately 606 residential lots within the Heartland Estate and part of the MTEC area, including ICON Park.

Following discussions and negotiations with Council and consideration of alternate solutions, Gippsland Water's preferred revised SPS solution includes a 4.5 metre diameter wet well approximately 9.6 metres deep, an initial design pump rate of 170 litres per second and associated trunk sewer and rising-main infrastructure. The finalised GHD concept design report estimates the SPS and trunk infrastructure will cost $10.6 million excluding GST to design and construct.

The proposed SPS location is within the Heartland Estate. The developer will be required to vest land within the estate to Gippsland Water for the SPS and any easements required for accessing the proposed trunk sewer infrastructure.

Alternative Options Considered

During discussions with Gippsland Water regarding its preferred SPS solutions and associated costs, Gippsland Water advised that it would contribute approximately a third towards the shortfall of the funding. The developers are yet to make a commitment and requested further clarity on funding shortfall pending designs advancing allowing more accurate costings.

To mitigate the risk of the project not being completed due to the funding shortfall, Council engaged SMEC to investigate whether a more affordable servicing approach could be achieved through separate residential and industrial sewer pump stations.

SMEC completed a concept design and provided an estimate for design and construction of alternative SPS solutions, including assessing if the Churchill Outfall Sewer could be utilised. Following review and comments from Gippsland Water, including clear direction the Churchill Outfall Sewer couldn't be utilised and separated SPS solutions wouldn't be supported.

Gippsland Water advised that a standalone or separate sewer pump stations was unlikely or will not receive approval and clearly advised the capacity of the Churchill Outfall Sewer had been set aside for other future developments located between Morwell and Churchill. The discussions of the concept designs did allow Gippsland

Water and Council to reach alignment on the extent of the MTEC area which would be serviced, which subsequently reduced the overall depth of the final GHD SPS concept design (12.3 metre to 9.6 metre.) for Gippsland Water's preferred solution.

No further practical alternatives were identified that both aligned with the available funding and Gippsland Water's support. The preferred SPS solution is therefore being progressed as the basis for detailed design, while Council continues to address the forecast funding shortfall and contribution arrangements.

ANALYSIS

Procurement and Next Steps

Council has released and closed separate EOI processes for the detailed design and construction components of the project. The EOI processes do not commit Council to awarding a contract. The processes do enable Council to identify preferred consultants or contractors and invite them to tender on subsequent design or construction stages.

The immediate priority is to progress the detailed design, which will confirm the final sewer pump station configuration, technical and statutory planning requirements, and updated project cost. The construction procurement process will be progressed once the design is sufficiently developed and the project scope, funding position and contribution arrangements are confirmed.

To mitigate the risk of delays in project delivery and to meet the agreed grant funding agreement timeframes, timely award of contracts will be required. As such, this report seeks Council endorsement to delegate authority to the CEO to award contracts associated with the Sewer Pump Station works, within the available funding limits and requirements of the Federal Funding Agreement.

RISK ASSESSMENT

Risk	Risk rating	Treatment
COMPLIANCE Failure to meet the funding agreement milestones due to delays in awarding contracts for detailed design, result in loss of funding.	**Medium** *Possible x Moderate*	Authorise CEO delegation to enter contract within funding allocation for timely procurement and commencement of design.

Risk	Risk rating	Treatment
SERVICE DELIVERY contract award may reduce the available delivery period and affect timely completion of the project.	**High** *Likely x Moderate*	CEO delegation to award Contracts within the funding agreement amount to reduce procurement and overall delivery timeframes.
FINANCIAL Insufficient funding confirmed through detailed design, market pricing or unforeseen site conditions, outside of current budget.	**High** *Almost Certain x Moderate*	Progress detailed design and obtain a detailed cost plan to inform contribution agreements required for construction. Contracts can only be entered into where funding is secured.
STRATEGIC Failure to deliver the project within the revised program due to unresolved scope, funding or technical requirements, may defer planned residential and employment development within the CRDP and MTEC areas and affect delivery of Council's strategic growth objectives.	**Medium** *Possible x Moderate*	Maintain clear project governance and regular reporting. Continue coordinated engagement with DTP, Gippsland Water and the benefiting developers. Obtain CEO delegation to support timely progression of project contracts and reduce avoidable procurement delay.

CONSULTATION

Council has consulted with the project funding partners, Gippsland Water, project consultants and the principal benefiting developers, Heartland and ICON, regarding the project scope, preferred servicing solution, funding shortfall and potential contribution arrangements. This consultation has informed the progression of the integrated solution to detailed design and ongoing funding negotiations. Consultation will continue throughout the project lifecycle, particularly in relation to scope, budget, contribution arrangements and delivery timing.

COMMUNICATION

No broader internal or public communications have been undertaken to date. Communication has been limited to direct engagement with immediate project stakeholders.

Given the nature and location of the project, broader public communication is expected to be limited. Once the final scope, funding arrangements and construction program are confirmed, Council's Communications team will prepare appropriate project information, including updates through Council's usual communication channels and targeted notifications where construction activities may affect nearby stakeholders.

Councillors will continue to be updated through future briefings as the project progresses.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

The project supports housing delivery by removing sewer servicing constraints within the Crinigan Road Development Plan area. Delivery of this infrastructure is critical to supporting approximately 700 additional residential lots within the CRDP area. The infrastructure will also support development in the MTEC corridor providing employment opportunities.

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

Timely delivery of the project will provide enabling infrastructure to support development in the MTEC corridor which inclusive of new industry and economic activity

Financial

The project is funded through a $7.97 million Federal Government grant under the HSP CEI program, with a minimum Council contribution of $33,715 provided for within existing budgets. Council is continuing discussions with benefiting developers and relevant authorities regarding potential contributions toward project delivery.

Council is continuing discussions with Gippsland Water, Heartland and ICON regarding contributions towards the forecast shortfall.

Once delivered, the sewer pump station and associated infrastructure will become a Gippsland water Asset, with no ongoing maintenance responsibility or cost to Council.

Attachments

Nil

REVIEW OF COUNCIL DELEGATIONS

PURPOSE

To seek Council's approval of an updated Instrument of Delegation to Members of Council Staff (S6 Instrument, **Attachment 1**) and provide an update in relation to the Instrument of Delegation to the Chief Executive Officer (CEO) (S5 Instrument).

EXECUTIVE SUMMARY

- Council is empowered under various legislation and regulations to delegate many of its powers, duties and functions to the CEO, Delegated Committees and other relevant Council officers.
- Delegation enables Council to operate effectively and utilise available resources responsibly and efficiently.
- S6 delegations are the powers, duties and functions delegated from Council to officers. S5 delegations occur from Council to the CEO.
- It is imperative from accountability, transparency and risk management perspectives that Instruments of Council Delegation are legislatively compliant and accurately maintained.
- The S6 Instrument of Delegation at **Attachment 1** contains updates to the powers, duties and functions according to relevant legislative changes and/or alterations to officer roles. These updates have been generated following a bi-annual update from Maddocks Lawyers and an organisation-wide review.
- This update is administrative in nature and does not include any significant changes to the Acts contained within the S6 Instrument.
- The S5 Instrument of Delegation has been reviewed and does not require any changes at this time, having been updated along with the adoption of the revised Procurement Policy at the Council Meeting on 24 February 2025.

OFFICER'S RECOMMENDATION

That Council:

1. **in the exercise of the powers conferred by the legislation referred to in the S6 Instrument of Delegation to Members of Staff at Attachment 1, resolves that:**

    a. **there be delegated to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the attached *S6 Instrument of Delegation to Members of Staff*, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument;**

    b. **this Instrument comes into force immediately after the common seal of Council is affixed to the instrument;**

    c. **on the coming into force of the Instrument, all previous delegations to members of Council officers (other than the Chief Executive Officer) are revoked; and**

    d. **the duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

BACKGROUND

In accordance with section 11 of the *Local Government Act 2020*, Council may delegate powers, duties and functions to the CEO and Delegated Committees. Other legislation and regulations allow specific powers, functions, and duties of Council under those Acts and regulations to be delegated to appropriate Council staff. Effective and efficient functioning of local government would not be possible if the delegation of certain Council powers was not available. Delegations enable the performance of Council's required duties and functions, while ensuring effective oversight by Council.

The S6 Instrument delegates various Council powers, duties or functions lawfully permitted under relevant legislation or associated regulations to be delegated to and exercised by an appropriate Council officer.

The S5 Instrument delegates various Council powers, duties or functions lawfully permitted under relevant legislation or associated regulations to be exercised by the CEO.

To ensure continued compliance with the relevant Acts and regulations as they change over time, Instruments of Delegation must be reviewed regularly, and amendments made where required. Council officers undertake two reviews per year, generally in February and August.

Maddocks Lawyers provide councils with a bi-annual update of legislative amendments and associated recommended changes to delegations. Departments within Council have also provided operational information to assist the review process, to ensure that the required positions have the correct delegations to perform their role. These changes, and any updates, are further reflected in Council's Delegation Management System used by Council officers to manage delegations.

ANALYSIS

Instrument of Delegation to Members of Council Staff (S6)

The S6 Instrument was reviewed, and approximately 360 individual delegations were identified as requiring updates. The amendments are administrative in nature and relate to updates recommended through the Maddocks bi-annual review, including minor changes to wording, conditions and limitations to ensure the Instrument remains current and accurate.

Instrument of Delegation to the Chief Executive Officer (S5)

The S5 Instrument has been reviewed and does not require any changes at this time, having been updated along with the along with the adoption of the revised Procurement Policy at the Council Meeting on 24 February 2025.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE A delegation of Council is not compliant with legislation.	**Medium** *Possible x Moderate*	Ensuring that the review of the instruments of delegation is carried out regularly using advice provided by Maddocks in the Council's Delegation Management System.
COMPLIANCE An officer of Council does not have the correct delegations to fulfill the requirements of their role and relevant legislation.	**Medium** *Possible x Moderate*	Ensuring that the review of the Instruments of Delegation is carried out regularly using advice provided by Maddocks Lawyers in Council's Delegation Management System.
SERVICE DELIVERY An officer does not have the required delegation to fulfill their role, which may impact some service delivery.	**Medium** *Possible x Minor*	Ensuring that Management notify the Governance Team of any changes to positions/delegations required as soon as possible.

CONSULTATION

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 2020.*

COMMUNICATION

Internal organisational review has been conducted to ensure that the delegated functions and powers are assigned to the appropriate officer/s.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

N/A

Financial

With the exception of the annual subscription fee for the Maddocks Delegation and Council's management system, there is no direct cost to Council in delegating various powers, functions and duties. When delegations are utilised correctly, processing delays and unnecessary expenditure can be reduced, and resources are optimised.

Attachments

1. S6 Instrument of Delegation

11.4

Review of Council Delegations

1 S6 Instrument of Delegation 288

S6 Instrument of Delegation to Members of Staff

LATROBE CITY COUNCIL

LATROBE CITY COUNCIL

INSTRUMENT OF DELEGATION
TO
MEMBERS OF STAFF

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. declares that:

   2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 11 May 2026 ; and

   2.2 the delegation:

      2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;

      2.2.2 remains in force until varied or revoked;

      2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and

      2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

   2.3 the delegate must not determine the issue, take the action or do the act or thing:

      2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

      2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

         (a) policy; or

         (b) strategy adopted by Council;

      2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

      2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The Common Seal of **Latrobe City Council** was affixed in accordance with Local Law No. 1 on the day of 2026 in the presence of:

_____

Steven Piasente – Chief Executive Officer

_____

Cr Sharon Gibson - Mayor

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

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Schedule - S6 Instrument of Delegation - Members of Staff

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738806	N	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 7	Power to enter into a written agreement with a caravan park owner		
738807	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 10	Function of receiving application for registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738808	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 11	Function of receiving application for renewal of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738809	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738810	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738811	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738812	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738813	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738814	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738815	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)	Function of receiving notice of transfer of ownership.	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
742729	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738816	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738817	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738818	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738819	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738820	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 17	Duty to keep register of caravan parks	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738821	A*	Residential Tenancies (Caravan Parks and	r 21(1)	Duty to notify a caravan park owner of the relevant emergency	Coordinator Health Services, Environmental Health Officer,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Movable Dwellings Registration and Standards) Regulations 2024		services agencies for the caravan park, on the request of the caravan park owner	Coordinator Emergency Management, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738822	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(2)	Duty to consult with relevant emergency services agencies	Coordinator Health Services, Environmental Health Officer, Coordinator Emergency Management, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738823	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Health Services, Environmental Health Officer, Coordinator Emergency Management, Environmental Health Technical Officer, Environmental Health Services Technical Officer, Emergency Management Planning and Claims Officer, Emergency Management Support Officer	
738824	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Health Services, Environmental Health Officer, Coordinator Emergency Management, Environmental Health Technical Officer, Environmental Health Services Technical Officer, Emergency Management Planning and Claims Officer, Emergency Management Support Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738825	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 24(2)	Power to consult with relevant floodplain management authority	Coordinator Health Services, Environmental Health Officer, Coordinator Emergency Management, Environmental Health Technical Officer, Environmental Health Services Technical Officer, Emergency Management Planning and Claims Officer, Emergency Management Support Officer	
738826	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738827	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738828	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738829	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 39(3)	Function of receiving installation certificate	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
738830	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coordinator Emergency Management, Emergency Management Planning and Claims Officer, Emergency Management Support Officer	
738831	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer, Environmental Health Services Technical Officer	
555659	C	Cemeteries and Crematoria Act 2003	s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Not Delegated	Where Council is a Class B cemetery trust

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555660	C	Cemeteries and Crematoria Act 2003	s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Not Delegated	Where Council is a Class B cemetery trust
555661	C	Cemeteries and Crematoria Act 2003	s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Not Delegated	Where Council is a Class B cemetery trust
555662	C	Cemeteries and Crematoria Act 2003	s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Not Delegated	Where Council is a Class A cemetery trust
555663	C	Cemeteries and Crematoria Act 2003	s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Not Delegated	Where Council is a Class A cemetery trust
555664	C	Cemeteries and Crematoria Act 2003	s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555665	C	Cemeteries and Crematoria Act 2003	s 14	Power to manage multiple public cemeteries as if they are one cemetery.	Not Delegated	
555666	C	Cemeteries and Crematoria Act 2003	s 15(4)	Duty to keep records of delegations	Not Delegated	
555667	C	Cemeteries and Crematoria Act 2003	s 17(1)	Power to employ any persons necessary	Not Delegated	
555668	C	Cemeteries and Crematoria Act 2003	s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Not Delegated	
555669	C	Cemeteries and Crematoria Act 2003	s 17(3)	Power to determine the terms and conditions of employment or engagement	Not Delegated	Subject to any guidelines or directions of the Secretary
555670	C	Cemeteries and Crematoria Act 2003	s 18(3)	Duty to comply with a direction from the Secretary	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555671	C	Cemeteries and Crematoria Act 2003	s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	Not Delegated	Where Council is a Class A cemetery trust
555672	C	Cemeteries and Crematoria Act 2003	s 18C	Power to determine the membership of the governance committee	Not Delegated	Where Council is a Class A cemetery trust
555673	C	Cemeteries and Crematoria Act 2003	s 18D	Power to determine procedure of governance committee	Not Delegated	Where Council is a Class A cemetery trust
555674	C	Cemeteries and Crematoria Act 2003	s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	Not Delegated	Where Council is a Class A cemetery trust
555675	C	Cemeteries and Crematoria Act 2003	s 18D(1)(b)	Power to appoint any additional community advisory committees	Not Delegated	Where Council is a Class A cemetery trust

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555676	C	Cemeteries and Crematoria Act 2003	s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Not Delegated	Where Council is a Class A cemetery trust
555677	C	Cemeteries and Crematoria Act 2003	s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	Not Delegated	Where Council is a Class A cemetery trust
555678	C	Cemeteries and Crematoria Act 2003	s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	Not Delegated	Where Council is a Class A cemetery trust
555679	C	Cemeteries and Crematoria Act 2003	s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	Not Delegated	Where Council is a Class A cemetery trust

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555680	C	Cemeteries and Crematoria Act 2003	s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Not Delegated	Where Council is a Class A cemetery trust
555681	C	Cemeteries and Crematoria Act 2003	s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2)	Not Delegated	Where Council is a Class A cemetery trust
555682	C	Cemeteries and Crematoria Act 2003	s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	Not Delegated	Where Council is a Class A cemetery trust
555683	C	Cemeteries and Crematoria Act 2003	s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	Not Delegated	Where Council is a Class A cemetery trust

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555684	C	Cemeteries and Crematoria Act 2003	s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	Not Delegated	Where Council is a Class A cemetery trust
555685	C	Cemeteries and Crematoria Act 2003	s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	Not Delegated	Where Council is a Class A cemetery trust
555686	C	Cemeteries and Crematoria Act 2003	s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	Not Delegated	Where Council is a Class A cemetery trust
555687	C	Cemeteries and Crematoria Act 2003	s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	Not Delegated	Where Council is a Class A cemetery trust
555688	C	Cemeteries and Crematoria Act 2003	s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner	Not Delegated	Where Council is a Class A cemetery trust

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				inconsistent with its approved strategic plan		
555689	C	Cemeteries and Crematoria Act 2003	s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	Not Delegated	Where Council is a Class A cemetery trust
555690	C	Cemeteries and Crematoria Act 2003	s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	Not Delegated	Where Council is a Class A cemetery trust
555691	C	Cemeteries and Crematoria Act 2003	s 19	Power to carry out or permit the carrying out of works	Not Delegated	
555692	C	Cemeteries and Crematoria Act 2003	s 20(1)	Duty to set aside areas for the interment of human remains	Not Delegated	
555693	C	Cemeteries and Crematoria Act 2003	s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555694	C	Cemeteries and Crematoria Act 2003	s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	Not Delegated	
555695	C	Cemeteries and Crematoria Act 2003	s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Not Delegated	
555696	C	Cemeteries and Crematoria Act 2003	s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Not Delegated	Subject to the approval of the Minister
555697	C	Cemeteries and Crematoria Act 2003	s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Not Delegated	Subject to the Minister approving the purpose
555698	C	Cemeteries and Crematoria Act 2003	s 40	Duty to notify Secretary of fees and charges fixed under s 39	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555699	C	Cemeteries and Crematoria Act 2003	s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Not Delegated	Provided the street was constructed pursuant to the Local Government Act 1989
652458	A*	Cemeteries and Crematoria Act 2003	s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	Not Delegated	
555700	C	Cemeteries and Crematoria Act 2003	s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Not Delegated	Report must contain the particulars listed in s 57(2)
555701	C	Cemeteries and Crematoria Act 2003	s 59	Duty to keep records for each public cemetery	Not Delegated	
555702	C	Cemeteries and Crematoria Act 2003	s 60(1)	Duty to make information in records available to the public for historical or research purposes	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555703	C	Cemeteries and Crematoria Act 2003	s 60(2)	Power to charge fees for providing information	Not Delegated	
555704	C	Cemeteries and Crematoria Act 2003	s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Not Delegated	
555705	C	Cemeteries and Crematoria Act 2003	s 64B(d)	Power to permit interments at a reopened cemetery	Not Delegated	
555706	C	Cemeteries and Crematoria Act 2003	s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Not Delegated	The application must include the requirements listed in s 66(2)(a)-(d)
555707	C	Cemeteries and Crematoria Act 2003	s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555708	C	Cemeteries and Crematoria Act 2003	s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	Not Delegated	
555709	C	Cemeteries and Crematoria Act 2003	s 70(2)	Duty to make plans of existing place of interment available to the public	Not Delegated	
555710	C	Cemeteries and Crematoria Act 2003	s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Not Delegated	
555711	C	Cemeteries and Crematoria Act 2003	s 71(2)	Power to dispose of any memorial or other structure removed	Not Delegated	
555712	C	Cemeteries and Crematoria Act 2003	s 72(2)	Duty to comply with request received under s 72	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555713	C	Cemeteries and Crematoria Act 2003	s 73(1)	Power to grant a right of interment	Not Delegated	
555714	C	Cemeteries and Crematoria Act 2003	s 73(2)	Power to impose conditions on the right of interment	Not Delegated	
595044	A*	Cemeteries and Crematoria Act 2003	s 74(3)	Duty to offer a perpetual right of interment	Not Delegated	
555715	C	Cemeteries and Crematoria Act 2003	s 75	Power to grant the rights of interment set out in s 75(a) and (b)	Not Delegated	
555716	C	Cemeteries and Crematoria Act 2003	s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Not Delegated	
555717	C	Cemeteries and Crematoria Act 2003	s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555718	C	Cemeteries and Crematoria Act 2003	s 80(1)	Function of receiving notification and payment of transfer of right of interment	Not Delegated	
555719	C	Cemeteries and Crematoria Act 2003	s 80(2)	Function of recording transfer of right of interment	Not Delegated	
555720	C	Cemeteries and Crematoria Act 2003	s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	Not Delegated	
555721	A*	Cemeteries and Crematoria Act 2003	s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	Not Delegated	
555722	C	Cemeteries and Crematoria Act 2003	s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555723	C	Cemeteries and Crematoria Act 2003	s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Not Delegated	
595045	A*	Cemeteries and Crematoria Act 2003	s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	Not Delegated	
595046	A*	Cemeteries and Crematoria Act 2003	s 84H(4)	Power to exercise the rights of a holder of a right of interment	Not Delegated	
628695	A*	Cemeteries and Crematoria Act 2003	s 84I(4)	Power to exercise the rights of a holder of a right of internment	Not Delegated	
595047	A*	Cemeteries and Crematoria Act 2003	s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	Not Delegated	
595048	A*	Cemeteries and Crematoria Act 2003	s 84I(6)(a)	Power to remove any memorial on the place of interment	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595049	A*	Cemeteries and Crematoria Act 2003	s 84I(6)(b)	Power to grant right of interment under s 73	Not Delegated	
555724	C	Cemeteries and Crematoria Act 2003	s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Not Delegated	The notice must be in writing and contain the requirements listed in s 85(2)
556214	C	Cemeteries and Crematoria Act 2003	s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Not Delegated	Does not apply where right of interment relates to remains of a deceased veteran.
556215	C	Cemeteries and Crematoria Act 2003	85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Not Delegated	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555725	C	Cemeteries and Crematoria Act 2003	s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Not Delegated	
556205	C	Cemeteries and Crematoria Act 2003	s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Not Delegated	
556206	C	Cemeteries and Crematoria Act 2003	s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Not Delegated	
556207	C	Cemeteries and Crematoria Act 2003	s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	Not Delegated	
556208	A*	Cemeteries and Crematoria Act 2003	s.86(4)	Power to take action under s.86(4) relating to removing and re-interring cremated human remains	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556209	A*	Cemeteries and Crematoria Act 2003	s.86(5)	Duty to provide notification before taking action under s.86(4)	Not Delegated	
556210	C	Cemeteries and Crematoria Act 2003	s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	Not Delegated	
555726	C	Cemeteries and Crematoria Act 2003	s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	Not Delegated	
555727	C	Cemeteries and Crematoria Act 2003	s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	Not Delegated	
555728	C	Cemeteries and Crematoria Act 2003	s 91(1)	Power to cancel a right of interment in accordance with s 91	Not Delegated	
555729	C	Cemeteries and Crematoria Act 2003	s 91(3)	Duty to publish notice of intention to cancel right of interment	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555730	C	Cemeteries and Crematoria Act 2003	s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	Not Delegated	
555731	C	Cemeteries and Crematoria Act 2003	s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Not Delegated	
555732	C	Cemeteries and Crematoria Act 2003	s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	Not Delegated	
555733	C	Cemeteries and Crematoria Act 2003	s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555734	C	Cemeteries and Crematoria Act 2003	s 100(1)	Power to require a person to remove memorials or places of interment	Not Delegated	
555735	C	Cemeteries and Crematoria Act 2003	s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	Not Delegated	
555736	C	Cemeteries and Crematoria Act 2003	s 100(3)	Power to recover costs of taking action under s 100(2)	Not Delegated	
555737	C	Cemeteries and Crematoria Act 2003	s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Not Delegated	
555738	C	Cemeteries and Crematoria Act 2003	s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555739	C	Cemeteries and Crematoria Act 2003	s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	Not Delegated	
555740	C	Cemeteries and Crematoria Act 2003	s 103(1)	Power to require a person to remove a building for ceremonies	Not Delegated	
555741	C	Cemeteries and Crematoria Act 2003	s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	Not Delegated	
555742	C	Cemeteries and Crematoria Act 2003	s 103(3)	Power to recover costs of taking action under s 103(2)	Not Delegated	
555743	C	Cemeteries and Crematoria Act 2003	s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555744	C	Cemeteries and Crematoria Act 2003	s 106(2)	Power to require the holder of the right of interment to provide for an examination	Not Delegated	
555745	C	Cemeteries and Crematoria Act 2003	s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	Not Delegated	
555746	C	Cemeteries and Crematoria Act 2003	s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	Not Delegated	
555747	C	Cemeteries and Crematoria Act 2003	s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Not Delegated	
555748	C	Cemeteries and Crematoria Act 2003	s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				107(1) is not complied with		
555749	C	Cemeteries and Crematoria Act 2003	s 108	Power to recover costs and expenses	Not Delegated	
555750	C	Cemeteries and Crematoria Act 2003	s 109(1)(a)	Power to open, examine and repair a place of interment	Not Delegated	Where the holder of right of interment or responsible person cannot be found
555751	C	Cemeteries and Crematoria Act 2003	s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Not Delegated	Where the holder of right of interment or responsible person cannot be found
555752	C	Cemeteries and Crematoria Act 2003	s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Not Delegated	Where the holder of right of interment or responsible person cannot be found

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555753	C	Cemeteries and Crematoria Act 2003	s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Not Delegated	
595050	A*	Cemeteries and Crematoria Act 2003	s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	Not Delegated	
555754	C	Cemeteries and Crematoria Act 2003	s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Not Delegated	
556211	C	Cemeteries and Crematoria Act 2003	s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555755	C	Cemeteries and Crematoria Act 2003	s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Not Delegated	
555756	C	Cemeteries and Crematoria Act 2003	s 112	Power to sell and supply memorials	Not Delegated	
555757	C	Cemeteries and Crematoria Act 2003	s 116(4)	Duty to notify the Secretary of an interment authorisation granted	Not Delegated	
555758	C	Cemeteries and Crematoria Act 2003	s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	Not Delegated	
555759	C	Cemeteries and Crematoria Act 2003	s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555760	C	Cemeteries and Crematoria Act 2003	s 119	Power to set terms and conditions for interment authorisations	Not Delegated	
555761	C	Cemeteries and Crematoria Act 2003	s 131	Function of receiving an application for cremation authorisation	Not Delegated	
555762	C	Cemeteries and Crematoria Act 2003	s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	Not Delegated	Subject to s 133(2)
555763	C	Cemeteries and Crematoria Act 2003	s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	Not Delegated	
555764	C	Cemeteries and Crematoria Act 2003	s 146	Power to dispose of bodily remains by a method other than interment or cremation	Not Delegated	Subject to the approval of the Secretary

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555765	C	Cemeteries and Crematoria Act 2003	s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Not Delegated	
555766	C	Cemeteries and Crematoria Act 2003	s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Not Delegated	
555767	C	Cemeteries and Crematoria Act 2003	s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	Not Delegated	
555768	C	Cemeteries and Crematoria Act 2003	s 151	Function of receiving applications to inter or cremate body parts	Not Delegated	
555769	C	Cemeteries and Crematoria Act 2003	s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555770	C	Cemeteries and Crematoria Act 2003	sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not Delegated	
555771	C	Cemeteries and Crematoria Act 2003	sch 1 cl 8(8)	Power to regulate own proceedings	Not Delegated	Subject to cl 8
555772	C	Cemeteries and Crematoria Act 2003	sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Not Delegated	Where Council is a Class A cemetery trust
555773	C	Cemeteries and Crematoria Act 2003	sch 1A cl 8(8)	Power to regulate own proceedings	Not Delegated	Where Council is a Class A cemetery trust Subject to cl 8
555774	C	Domestic Animals Act 1994	s 41A(1)	Power to declare a dog to be a menacing dog	Manager Safe Communities, Coordinator Local Laws	Council may delegate this power to a Council authorised officer

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555775	C	Food Act 1984	s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
555776	C	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, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
850634	N	Food Act 1984	s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
556274	C	Food Act 1984	s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555777	C	Food Act 1984	s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
555778	C	Food Act 1984	s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
555779	C	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, Environmental Health Officer, Environmental Health Technical Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
555783	C	Food Act 1984	s 19CB(4)(b)	Power to request copy of records	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555784	C	Food Act 1984	s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595051	A*	Food Act 1984	s 19EA(3)	Function of receiving copy of revised food safety program	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
738802	C	Food Act 1984	s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program		Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
738803	C	Food Act 1984	s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
738804	C	Food Act 1984	s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738805	C	Food Act 1984	s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority
555785	C	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, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595052	A*	Food Act 1984	s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595053	A*	Food Act 1984	s 19IA(2)	Duty to give written notice to the proprietor of the premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
555786	C	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

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595054	A*	Food Act 1984	s 19N(2)	Function of receiving notice from the auditor	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555787	C	Food Act 1984	s 19NA(1)	Power to request food safety audit reports	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555788	C	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, Environmental Health Officer, Environmental Health Technical Officer	
555789	C	Food Act 1984	s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
555790	C	Food Act 1984	s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555791	C	Food Act 1984	s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555792	C	Food Act 1984	s 19W(3)(b)	Power to direct a proprietor of a particular food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555793	A*	Food Act 1984	--	Power to register or renew the registration of a food premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
556342	A*	Food Act 1984	s 36A	Power to accept an application for registration or notification using online portal	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556343	A*	Food Act 1984	s 36B	Duty to pay the charge for use of online portal	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555794	C	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, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555795	C	Food Act 1984	s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555796	C	Food Act 1984	s 38A(4)	Power to request a copy of a completed food safety program template	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555797	C	Food Act 1984	s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555798	C	Food Act 1984	s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555799	C	Food Act 1984	s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555800	C	Food Act 1984	s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555801	C	Food Act 1984	s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555802	C	Food Act 1984	s 38D(3)	Power to request copies of any audit reports	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555803	C	Food Act 1984	s 38E(2)	Power to register the food premises on a conditional basis	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
555804	C	Food Act 1984	s 38E(4)	Duty to register the food premises when conditions are satisfied	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555805	C	Food Act 1984	s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
556344	A*	Food Act 1984	s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595055	A*	Food Act 1984	s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556345	A*	Food Act 1984	s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595056	A*	Food Act 1984	s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	
555806	A*	Food Act 1984	s 39A	Power to register, or renew the registration of a food premises despite minor defects	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
595057	C	Food Act 1984	s 39A(6)	Duty to comply with a direction of Safe Food Victoria under s 39A(4)	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	
595058	A*	Food Act 1984	s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555807	C	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	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	

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				Public Health and Wellbeing Act 2008		
555808	C	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, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555809	C	Food Act 1984	s 40D(1)	Power to suspend or revoke the registration of food premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595059	C	Food Act 1984	s 40E(4)	Duty to comply with direction of Safe Food Victoria under s 40E(1)	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	
556346	A*	Food Act 1984	s 40F	Power to cancel registration of food premises	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
595060	A*	Food Act 1984	s 43	Duty to maintain records of registration	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555810	A*	Food Act 1984	s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority
555811	C	Food Act 1984	s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Health Services, Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
595061	A*	Food Act 1984	s 45AC	Power to bring proceedings	Coordinator Health Services, Environmental Health Officer, Senior Environmental Health Officer, Environmental Health Technical Officer	
555812	C	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	Coordinator Health Services, Environmental Health Officer, Senior Environmental Health Officer, Environmental Health Technical Officer	Where Council is the registration authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				first being instituted against the person first charged		
555813	C	Heritage Act 2017	s 116	Power to sub-delegate Executive Director's functions, duties or powers	Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation
556329	C	Local Government Act 1989	s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	
555814	A*	Planning and Environment Act 1987	s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	If authorised by the Minister
555815	A*	Planning and Environment Act 1987	s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	
555816	A*	Planning and Environment Act 1987	s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555817	A*	Planning and Environment Act 1987	s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555823	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555825	A*	Planning and Environment Act 1987	s 12B(1)	Duty to review planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555826	A*	Planning and Environment Act 1987	s 12B(2)	Duty to review planning scheme at direction of Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555827	A*	Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555828	A*	Planning and Environment Act 1987	s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner,	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817234	A*	Planning and Environment Act 1987	s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817235	A*	Planning and Environment Act 1987	s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817236	A*	Planning and Environment Act 1987	s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817237	A*	Planning and Environment Act 1987	s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817238	A*	Planning and Environment Act 1987	s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner,	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817239	A*	Planning and Environment Act 1987	s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
817240	A*	Planning and Environment Act 1987	s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817241	A*	Planning and Environment Act 1987	s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555829	A*	Planning and Environment Act 1987	s 17(1)	Duty of giving copy amendment to the planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Planning Administration Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555830	A*	Planning and Environment Act 1987	s 17(2)	Duty of giving copy s 173 agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555831	A*	Planning and Environment Act 1987	s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555832	A*	Planning and Environment Act 1987	s 18	Duty to make amendment etc. available in accordance with public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Until the proposed amendment is approved or lapsed
555833	A*	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	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

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				any other power under s 19 to a planning scheme	and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555834	A*	Planning and Environment Act 1987	s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
555835	A*	Planning and Environment Act 1987	s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is a planning authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555836	A*	Planning and Environment Act 1987	s 21(2)	Duty to make submissions available in accordance with public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Until the end of 2 months after the amendment comes into operation or lapses
555837	A*	Planning and Environment Act 1987	s 21A(4)	Duty to publish notice	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	
555838	A*	Planning and Environment Act 1987	s 22(1)	Duty to consider all submissions received before the date specified in the notice	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth	Except submissions which request a change to the items in s 22(5)(a) and (b)

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
628696	A*	Planning and Environment Act 1987	s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555839	A*	Planning and Environment Act 1987	s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555840	A*	Planning and Environment Act 1987	s 23(2)	Power to refer to a panel submissions which do not require	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				a change to the amendment	Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817242	A*	Planning and Environment Act 1987	s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
555841	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner,	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555842	A*	Planning and Environment Act 1987	s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555843	A*	Planning and Environment Act 1987	s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	During the inspection period
555844	A*	Planning and Environment Act 1987	s 27(2)	Power to apply for exemption if panel's report not received	General Manager Investment and Growth	

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555845	A*	Planning and Environment Act 1987	s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Note: the power to make a decision to abandon an amendment cannot be delegated
556347	A*	Planning and Environment Act 1987	s 28(2)	Duty to publish notice of the decision on Internet site	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556348	A*	Planning and Environment Act 1987	s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
817243	A*	Planning and Environment Act 1987	s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555846	A*	Planning and Environment Act 1987	s 30(4)(a)	Duty to say if amendment has lapsed	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Urban Growth Planner, Student Planner	
555847	A*	Planning and Environment Act 1987	s 30(4)(b)	Duty to provide information in writing upon request	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555848	A*	Planning and Environment Act 1987	s 32(2)	Duty to give more notice if required	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555849	A*	Planning and Environment Act 1987	s 33(1)	Duty to give more notice of changes to an amendment	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555850	A*	Planning and Environment Act 1987	s 36(2)	Duty to give notice of approval of amendment	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555851	A*	Planning and Environment Act 1987	s 38(5)	Duty to give notice of revocation of an amendment	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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555852	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555853	A*	Planning and Environment Act 1987	s 40(1)	Function of lodging copy of approved amendment	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555854	A*	Planning and Environment Act 1987	s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556349	A*	Planning and Environment Act 1987	s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555855	A*	Planning and Environment Act 1987	s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556275	C	Planning and Environment Act 1987	s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Delegated	Where Council is a responsible public entity and is a planning authority
556277	A*	Planning and Environment Act 1987	s 46AW	Function of being consulted by the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is a responsible public entity
556278	A*	Planning and Environment Act 1987	s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Manager City Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is a responsible public entity

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556216	A*	Planning and Environment Act 1987	s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is a responsible public entity
556217	A*	Planning and Environment Act 1987	s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is a responsible public entity
556218	A*	Planning and Environment Act 1987	s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850635	N	Planning and Environment Act 1987	s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy		
850636	N	Planning and Environment Act 1987	s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component		

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556279	A*	Planning and Environment Act 1987	s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
850637	N	Planning and Environment Act 1987	s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy		Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
850638	N	Planning and Environment Act 1987	s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded		Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
850639	N	Planning and Environment Act 1987	s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant		Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)

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				land acquisitions to be funded, and written notice of any such determination		
556280	A*	Planning and Environment Act 1987	s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556281	A*	Planning and Environment Act 1987	s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556282	A*	Planning and Environment Act 1987	s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556283	A*	Planning and Environment Act 1987	s 46GP	Function of receiving a notice under s 46GO	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency
556284	A*	Planning and Environment Act 1987	s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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556285	A*	Planning and Environment Act 1987	s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556286	A*	Planning and Environment Act 1987	s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556287	A*	Planning and Environment Act 1987	s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Manager City Planning, General Manager Investment and Growth	

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556288	A*	Planning and Environment Act 1987	s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	
556289	A*	Planning and Environment Act 1987	s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Urban Growth Planner, Student Planner	
556290	A*	Planning and Environment Act 1987	s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556291	A*	Planning and Environment Act 1987	s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556292	A*	Planning and Environment Act 1987	s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Manager City Planning, General Manager Investment and Growth	
556293	A*	Planning and Environment Act 1987	s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556294	A*	Planning and Environment Act 1987	s 46GV(3)(b)	Power to enter into an agreement with the applicant	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency
556295	A*	Planning and Environment Act 1987	s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Team Leader Development, Senior Statutory Planner, Manager City Presentation, Senior Strategic Planner, Strategic Planner, Coordinator Recreation and Open Spaces, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the development agency
556296	A*	Planning and Environment Act 1987	s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	Where Council is the collecting agency

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					and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556297	A*	Planning and Environment Act 1987	s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556298	A*	Planning and Environment Act 1987	s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth	Where Council is the collecting agency

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556219	A*	Planning and Environment Act 1987	s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Team Leader Development, Coordinator Capital Works, Senior Statutory Planner, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Coordinator Recreation and Open Spaces, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Coordinator Engineering Services, Student Planner	Where Council is the collecting agency
556299	A*	Planning and Environment Act 1987	s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration	Where Council is the collecting agency

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				approved infrastructure contributions plan	Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556300	A*	Planning and Environment Act 1987	s 46GY(1)	Duty to keep proper and separate accounts and records	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency
556301	A*	Planning and Environment Act 1987	s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556302	C	Planning and Environment Act 1987	s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
556303	C	Planning and Environment Act 1987	s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
556220	A*	Planning and Environment Act 1987	s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	Where Council is the collecting agency under an approved infrastructure contributions plan

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				development agency that is specified in the plan,as responsible for those works, services or facilities	and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	This provision does not apply where Council is also the relevant development agency
556304	A*	Planning and Environment Act 1987	s 46GZ(2)(b)	Function of receiving the monetary component	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
556305	A*	Planning and Environment Act 1987	s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning	Where Council is the collecting agency under an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556221	A*	Planning and Environment Act 1987	s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
556306	A*	Planning and Environment Act 1987	s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner	
556307	A*	Planning and Environment Act 1987	s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the collecting agency under an approved infrastructure contributions plan
556222	A*	Planning and Environment Act 1987	s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						This duty does not apply where Council is also the development agency
556308	A*	Planning and Environment Act 1987	s 46GZ(9)	Function of receiving the fee simple in the land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
556309	A*	Planning and Environment Act 1987	s 46GZA(1)	Duty to keep proper and separate accounts and records	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal	Where Council is the development agency under an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner	
556223	A*	Planning and Environment Act 1987	s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is a development agency under an approved infrastructure contributions plan
556310	A*	Planning and Environment Act 1987	s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Organisational Performance, Manager Financial Support, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic	Where Council is a development agency under an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Principal Urban Growth Planner, Student Planner	
556224	A*	Planning and Environment Act 1987	s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
556311	C	Planning and Environment Act 1987	s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Where Council is the development agency under an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556312	A*	Planning and Environment Act 1987	s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency under an approved infrastructure contributions plan
556225	A*	Planning and Environment Act 1987	s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency under an approved infrastructure contributions plan
556226	A*	Planning and Environment Act 1987	s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and	Where Council is the development agency under an approved infrastructure contributions plan

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	This duty does not apply where Council is also the collecting agency
556313	A*	Planning and Environment Act 1987	s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
556314	A*	Planning and Environment Act 1987	s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner,	Where Council is the collecting agency under an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Strategic Planner, Principal Urban Growth Planner	
556315	A*	Planning and Environment Act 1987	s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the development agency under an approved infrastructure contributions plan
556316	A*	Planning and Environment Act 1987	s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the development agency under an approved infrastructure contributions plan

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556317	A*	Planning and Environment Act 1987	s 46GZF(3)	Function of receiving proceeds of sale	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
556318	A*	Planning and Environment Act 1987	s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency under an approved infrastructure contributions plan
556319	A*	Planning and Environment Act 1987	s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and	Where Council is the collecting agency under an approved infrastructure contributions plan

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	
556320	A*	Planning and Environment Act 1987	s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the collecting agency under an approved infrastructure contributions plan
556227	A*	Planning and Environment Act 1987	s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is a collecting agency or development agency

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556321	A*	Planning and Environment Act 1987	s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is a collecting agency or development agency
556322	A*	Planning and Environment Act 1987	s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	
555856	A*	Planning and Environment Act 1987	s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, General Manager	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555857	A*	Planning and Environment Act 1987	s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	
555858	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Principal Strategic Planner, Principal Urban Growth Planner	
555859	A*	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, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Municipal Building Surveyor, General Manager Infrastructure and Sustainability, Principal Urban Growth Planner, Deputy Municipal Building Surveyor	
555860	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Principal Strategic Planner, Principal Urban Growth Planner	
555861	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Principal Strategic Planner, Principal Urban Growth Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555862	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability	
555863	A*	Planning and Environment Act 1987	s 46Q(1)	Duty to keep proper accounts of levies paid	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Manager Financial Support, General Manager Infrastructure and Sustainability, Coordinator Accounting Services, Principal Strategic Planner, Principal Urban Growth Planner	
555864	A*	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 or plan preparation costs incurred by a development agency	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Principal Strategic Planner, Principal Urban Growth Planner	
555865	A*	Planning and Environment Act 1987	s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				works, services and facilities in respect of which the levy was paid etc	Planning, General Manager Investment and Growth, Principal Strategic Planner, Principal Urban Growth Planner	
555866	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Coordinator Accounting Services, Principal Urban Growth Planner	Only applies when levy is paid to Council as a 'development agency'
555867	A*	Planning and Environment Act 1987	s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Manager Financial Support, General Manager Infrastructure and Sustainability, Coordinator Accounting Services, Coordinator Financial Services, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	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
555868	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	Must be done in accordance with Part 3

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, General Manager Infrastructure and Sustainability, Principal Urban Growth Planner	
555869	A*	Planning and Environment Act 1987	s46Q(4)(e)	Duty to expend that amount on other works etc.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Principal Strategic Planner, Principal Urban Growth Planner	With the consent of, and in the manner approved by, the Minister
555870	A*	Planning and Environment Act 1987	s 46QC	Power to recover any amount of levy payable under Part 3B	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Principal Strategic Planner, Principal Urban Growth Planner	
556228	A*	Planning and Environment Act 1987	s 46QD	Duty to prepare report and give a report to the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Urban Growth Officer, Senior Urban Growth	Where Council is a collecting agency or development agency

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Principal Strategic Planner, Principal Urban Growth Planner	
555871	A*	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 in accordance with the public availability requirements, during the inspection period	Not Delegated	
628697	A*	Planning and Environment Act 1987	s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Not Delegated	
628698	A*	Planning and Environment Act 1987	s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
628699	A*	Planning and Environment Act 1987	s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Not Delegated	
555872	C	Planning and Environment Act 1987	s 46Y	Duty to carry out works in conformity with the approved strategy plan	Not Delegated	
555873	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
817244	A*	Planning and Environment Act 1987	s 48A	Power to notify an applicant that the application is incomplete	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban	Where Council is the responsible authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
817245	A*	Planning and Environment Act 1987	s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	Where Council is the responsible authority
555874	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555875	A*	Planning and Environment Act 1987	s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555876	A*	Planning and Environment Act 1987	s 50(4)	Duty to amend application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

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					Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Statutory Planning Enforcement Officer, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555877	A*	Planning and Environment Act 1987	s 50(5)	Power to refuse to amend application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556327	A*	Planning and Environment Act 1987	s 50(6)	Duty to make note of amendment to application in register	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

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					Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555878	A*	Planning and Environment Act 1987	s 50A(1)	Power to make amendment to application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555879	A*	Planning and Environment Act 1987	s 50A(3)	Power to require applicant to notify owner and make a	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban	

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				declaration that notice has been given	Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555880	A*	Planning and Environment Act 1987	s 50A(4)	Duty to note amendment to application in register	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

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555881	A*	Planning and Environment Act 1987	s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Statutory Planning Officer, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555882	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555883	A*	Planning and Environment Act 1987	s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555884	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555885	A*	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	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				registered restrictive covenant if may result in breach of covenant	and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555886	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555887	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555888	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555889	A*	Planning and Environment Act 1987	s 52(3)	Power to give any further notice of an application where appropriate	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

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					Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555890	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555891	A*	Planning and Environment Act 1987	s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555892	A*	Planning and Environment Act 1987	s 54(1)	Power to require the applicant to provide more information	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

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555893	A*	Planning and Environment Act 1987	s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555894	A*	Planning and Environment Act 1987	s 54(1B)	Duty to specify the lapse date for an application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555895	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555896	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555897	A*	Planning and Environment Act 1987	s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555898	A*	Planning and Environment Act 1987	s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555899	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555900	A*	Planning and Environment Act 1987	s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban	

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					Growth Planner, Student Planner, Planning Compliance Support Officer	
555901	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555902	A*	Planning and Environment Act 1987	s 57A(5)	Power to refuse to amend application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban	

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					Growth Planner, Student Planner, Planning Compliance Support Officer	
555903	A*	Planning and Environment Act 1987	s 57A(6)	Duty to note amendments to application in register	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555904	A*	Planning and Environment Act 1987	s 57B(1)	Duty to determine whether and to whom notice should be given	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban	

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					Growth Planner, Student Planner, Planning Compliance Support Officer	
555905	A*	Planning and Environment Act 1987	s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555906	A*	Planning and Environment Act 1987	s 57C(1)	Duty to give copy of amended application to referral authority	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555907	A*	Planning and Environment Act 1987	s 58	Duty to consider every application for a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555908	A*	Planning and Environment Act 1987	s 58A	Power to request advice from the Planning Application Committee	Manager City Planning, General Manager Investment and Growth	
555909	A*	Planning and Environment Act 1987	s 60	Duty to consider certain matters	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Compliance Officer, Senior Planning Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Student Planner, Planning Compliance Support Officer	
555910	A*	Planning and Environment Act 1987	s 60(1A)	Duty to consider certain matters	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Senior Planning Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556229	A*	Planning and Environment Act 1987	s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555911	A*	Planning and Environment Act 1987	s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.
555912	A*	Planning and Environment Act 1987	s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556330	A*	Planning and Environment Act 1987	s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555913	C	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	
555914	C	Planning and Environment Act 1987	s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Not Delegated	

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555915	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Not Delegated, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555916	A*	Planning and Environment Act 1987	s 62(1)	Duty to include certain conditions in deciding to grant a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Growth Planner, Student Planner, Planning Compliance Support Officer	
555917	A*	Planning and Environment Act 1987	s 62(2)	Power to include other conditions	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555918	A*	Planning and Environment Act 1987	s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner,	

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					Student Planner, Planning Compliance Support Officer	
555919	A*	Planning and Environment Act 1987	s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Statutory Planning Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Planning Compliance Support Officer	Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
555920	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555921	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555922	A*	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 ss 46N(1), 46GV(7) or 62(5)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555923	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planning Officer, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555924	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555925	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75
555926	A*	Planning and Environment Act 1987	s 64(3)	Duty not to issue a permit until after the specified period	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	This provision applies also to a decision to grant an amendment to a permit - see s 75

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555927	A*	Planning and Environment Act 1987	s 64(5)	Duty to give each objector a copy of an exempt decision	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75
555928	A*	Planning and Environment Act 1987	s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	This provision applies also to a decision to grant an amendment to a permit - see s 75A

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555929	A*	Planning and Environment Act 1987	s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555930	A*	Planning and Environment Act 1987	s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				determining referral authorities	Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Compliance Officer, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555931	A*	Planning and Environment Act 1987	s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555932	A*	Planning and Environment Act 1987	s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
555933	A*	Planning and Environment Act 1987	s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

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					Growth Planner, Student Planner, Planning Compliance Support Officer	
555934	A*	Planning and Environment Act 1987	s 69(1)	Function of receiving application for extension of time of permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, General Manager Infrastructure and Sustainability, Compliance Officer, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555935	A*	Planning and Environment Act 1987	s 69(1A)	Function of receiving application for extension of time to complete development	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555936	A*	Planning and Environment Act 1987	s 69(2)	Power to extend time	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555937	A*	Planning and Environment Act 1987	s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555938	A*	Planning and Environment Act 1987	s 71(1)	Power to correct certain mistakes	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555939	A*	Planning and Environment Act 1987	s 71(2)	Duty to note corrections in register	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555940	A*	Planning and Environment Act 1987	s 73	Power to decide to grant amendment subject to conditions	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555941	A*	Planning and Environment Act 1987	s 74	Duty to issue amended permit to applicant if no objectors	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555942	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555943	A*	Planning and Environment Act 1987	s 76A(1)	Duty to give relevant determining referral authorities copy of	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				amended permit and copy of notice	Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555944	A*	Planning and Environment Act 1987	s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

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555945	A*	Planning and Environment Act 1987	s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
555946	A*	Planning and Environment Act 1987	s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555947	A*	Planning and Environment Act 1987	s 76D	Duty to comply with direction of Minister to issue amended permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555948	C	Planning and Environment Act 1987	s 83	Function of being respondent to an appeal	Not Delegated	
555949	A*	Planning and Environment Act 1987	s 83B	Duty to give or publish notice of application for review	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555950	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555951	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555952	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555953	A*	Planning and Environment Act 1987	s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556323	A*	Planning and Environment Act 1987	s 84AB	Power to agree to confining a review by the Tribunal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555954	A*	Planning and Environment Act 1987	s 86	Duty to issue a permit at order of Tribunal within 3 business days	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555955	A*	Planning and Environment Act 1987	s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555956	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555957	A*	Planning and Environment Act 1987	s 91(2)	Duty to comply with the directions of VCAT	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555958	A*	Planning and Environment Act 1987	s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555959	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555960	A*	Planning and Environment Act 1987	s 93(2)	Duty to give notice of VCAT order to stop development	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555961	A*	Planning and Environment Act 1987	s 95(3)	Function of referring certain applications to the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555962	A*	Planning and Environment Act 1987	s 95(4)	Duty to comply with an order or direction	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic	

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					Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555963	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Coordinator Property Operations, Property Officer, General Manager Infrastructure and Sustainability, Senior Strategic Planner, All Managers, All General Managers, Strategic Planner, Coordinator Recreation and Open Spaces, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555964	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

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					and Growth, Senior Statutory Planner, Statutory Planner, Coordinator Property Operations, Property Officer, Manager City Assets, Senior Strategic Planner, All General Managers, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555965	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
555966	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Senior Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555967	A*	Planning and Environment Act 1987	s 96F	Duty to consider the panel's report under s 96E	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555968	A*	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	Not Delegated	

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				(including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996		
555969	A*	Planning and Environment Act 1987	s 96H(3)	Power to give notice in compliance with Minister's direction	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555970	A*	Planning and Environment Act 1987	s 96J	Duty to issue permit as directed by the Minister	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

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					Strategic Planner, Principal Urban Growth Planner, Student Planner	
555971	A*	Planning and Environment Act 1987	s 96K	Duty to comply with direction of the Minister to give notice of refusal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556201	A*	Planning and Environment Act 1987	s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555972	A*	Planning and Environment Act 1987	s 97C	Power to request Minister to decide the application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555973	A*	Planning and Environment Act 1987	s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555974	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555975	A*	Planning and Environment Act 1987	s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555976	A*	Planning and Environment Act 1987	s 97L	Duty to include Ministerial decisions in a register kept under s 49	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555977	A*	Planning and Environment Act 1987	s 97MH	Duty to provide information or assistance to the Planning Application Committee	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555978	A*	Planning and Environment Act 1987	s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Planning, General Manager Investment and Growth	
555979	A*	Planning and Environment Act 1987	s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555980	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555981	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555982	A*	Planning and Environment Act 1987	s 97Q(4)	Duty to comply with directions of VCAT	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555983	A*	Planning and Environment Act 1987	s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555984	A*	Planning and Environment Act 1987	s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Principal Strategic Planner, Principal Urban Growth Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555985	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555986	A*	Planning and Environment Act 1987	s 101	Function of receiving claim for expenses in conjunction with claim	Manager City Planning, General Manager Investment and Growth	
555987	A*	Planning and Environment Act 1987	s 103	Power to reject a claim for compensation in certain circumstances	Manager City Planning, General Manager Investment and Growth	
555988	A*	Planning and Environment Act 1987	s.107(1)	Function of receiving claim for compensation	Manager City Planning, General Manager Investment and Growth	
555989	A*	Planning and Environment Act 1987	s 107(3)	Power to agree to extend time for making claim	Manager City Planning, General Manager Investment and Growth	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
595062	A*	Planning and Environment Act 1987	s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
555990	A*	Planning and Environment Act 1987	s 114(1)	Power to apply to the VCAT for an enforcement order	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555991	A*	Planning and Environment Act 1987	s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555992	A*	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, General Manager Investment and Growth	
555993	A*	Planning and Environment Act 1987	s 123(1)	Power to carry out work required by enforcement order and recover costs	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
555994	C	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
703123	A*	Planning and Environment Act 1987	s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Senior Strategic Planner, Planning Compliance Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
850640	N	Planning and Environment Act 1987	s 126B	Power to commence criminal proceedings		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
555995	A*	Planning and Environment Act 1987	s 129	Function of recovering penalties	Manager City Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Planning Compliance	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Principal Urban Growth Planner, Planning Compliance Support Officer	
555996	A*	Planning and Environment Act 1987	s 130(5)	Power to allow person served with an infringement notice further time	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Planning Compliance Officer, Principal Urban Growth Planner, Planning Compliance Support Officer	
850641	N	Planning and Environment Act 1987	s 132B	Power to make application for specific orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850642	N	Planning and Environment Act 1987	s 132C	Power to make application for adverse publicity orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850643	N	Planning and Environment Act 1987	s 132D	Power to apply for commercial benefits orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850644	N	Planning and Environment Act 1987	s 132E	Power to apply for supervisory intervention orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850645	N	Planning and Environment Act 1987	s 132G	Power to apply for industry exclusion orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850646	N	Planning and Environment Act 1987	s 132J	Power to apply for contravention orders		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850647	N	Planning and Environment Act 1987	s 133A	Power for an authorised person to be assisted by a relevant expert		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850648	N	Planning and Environment Act 1987	s 134A	Power for immediate entry of land		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
850649	N	Planning and Environment Act 1987	s 147A	Power to issue an identity card to each authorised officer		Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
555997	A*	Planning and Environment Act 1987	s 149A(1)	Power to refer a matter to the VCAT for determination	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, General Manager Investment and Growth, Senior Statutory Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Urban Growth Planner, Planning Compliance Support Officer	
555998	A*	Planning and Environment Act 1987	s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, General Manager Investment and Growth, Senior Statutory Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Principal Urban Growth Planner, Planning Compliance Support Officer	
703124	A*	Planning and Environment Act 1987	s 149B	Power to apply to the Tribunal for a declaration.	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Growth Planner, Student Planner, Planning Compliance Support Officer	
555999	A*	Planning and Environment Act 1987	s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the relevant planning authority
817246	A*	Planning and Environment Act 1987	s 158F	Power to make submissions in response to a directions panel	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556000	A*	Planning and Environment Act 1987	s 171(2)(f)	Power to carry out studies and commission reports	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Principal Strategic Planner, Principal Urban Growth Planner	
556328	C	Planning and Environment Act 1987	s 171(2)(g)	Power to grant and reserve easements	Not Delegated	
556324	A*	Planning and Environment Act 1987	s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Manager City Planning, General Manager Investment and Growth	Where Council is a development agency specified in an approved infrastructure contributions plan
556325	A*	Planning and Environment Act 1987	s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Manager City Planning, General Manager Investment and Growth	Where Council is a collecting agency specified in an approved infrastructure contributions plan
556326	A*	Planning and Environment Act 1987	s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Manager City Planning, General Manager Investment and Growth	Where Council is the development agency specified in an approved infrastructure contributions plan

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556001	A*	Planning and Environment Act 1987	s 173(1)	Power to enter into agreement covering matters set out in s 174	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Municipal Building Surveyor, Senior Statutory Planner, Senior Strategic Planner, All General Managers, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor	
556276	A*	Planning and Environment Act 1987	s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Statutory Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is the relevant responsible authority
556002	A*	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 Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, All General Managers, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner,	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor, Student Planner, Planning Compliance Support Officer	
556003	A*	Planning and Environment Act 1987		Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, All General Managers, Strategic Planner, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor, Student Planner	
556004	A*	Planning and Environment Act 1987	s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, All General Managers, Senior Urban Growth Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556005	A*	Planning and Environment Act 1987	s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Municipal Building Surveyor, All General Managers, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor	
556006	A*	Planning and Environment Act 1987	s 178A(1)	Function of receiving application to amend or end an agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556007	A*	Planning and Environment Act 1987	s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556008	A*	Planning and Environment Act 1987	s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556009	A*	Planning and Environment Act 1987	s 178A(5)	Power to propose to amend or end an agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556010	A*	Planning and Environment Act 1987	s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556011	A*	Planning and Environment Act 1987	s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556012	A*	Planning and Environment Act 1987	s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556013	A*	Planning and Environment Act 1987	s 178C(4)	Function of determining how to give notice under s 178C(2)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

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					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556014	A*	Planning and Environment Act 1987	s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556015	A*	Planning and Environment Act 1987	s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	If no objections are made under s 178D Must consider matters in s 178B

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556016	A*	Planning and Environment Act 1987	s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	If no objections are made under s 178D Must consider matters in s 178B
556017	A*	Planning and Environment Act 1987	s 178E(2)(c)	Power to refuse to amend or end the agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	If no objections are made under s 178D Must consider matters in s 178B

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					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556018	A*	Planning and Environment Act 1987	s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	After considering objections, submissions and matters in s 178B
556019	A*	Planning and Environment Act 1987	s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, General Manager	After considering objections, submissions and matters in s 178B

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					Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556020	A*	Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	After considering objections, submissions and matters in s.178B
556021	A*	Planning and Environment Act 1987	s 178E(3)(d)	Power to refuse to amend or end the agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	After considering objections, submissions and matters in s 178B

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556022	A*	Planning and Environment Act 1987	s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556023	A*	Planning and Environment Act 1987	s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556024	A*	Planning and Environment Act 1987	s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556025	A*	Planning and Environment Act 1987	s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556026	A*	Planning and Environment Act 1987	s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556027	A*	Planning and Environment Act 1987	s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556028	A*	Planning and Environment Act 1987	s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Council Solicitor, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Coordinator Property Operations, Property Officer, Manager City Assets, Senior Strategic Planner, Coordinator Audit, Risk & Compliance, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Building Surveyor, Student Planner, Planning Compliance Support Officer	
556029	A*	Planning and Environment Act 1987	s 181	Duty to apply to the Registrar of Titles to record the agreement	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Council Solicitor, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Coordinator Property Operations, Property Officer, Manager City Assets, Senior Strategic Planner, Coordinator Audit, Risk & Compliance, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor, Student Planner, Planning Compliance Support Officer	
556030	A*	Planning and Environment Act 1987	s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Manager City Assets, All General	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Managers, Senior Urban Growth Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Urban Growth Planner	
556031	A*	Planning and Environment Act 1987	s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, All General Managers, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Urban Growth Planner	
556032	A*	Planning and Environment Act 1987	s 182	Power to enforce an agreement	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Council Solicitor, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Coordinator Property Operations, Property Officer, Manager City Assets, Coordinator Audit, Risk & Compliance, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor, Student Planner, Planning Compliance Support Officer	
556033	A*	Planning and Environment Act 1987	s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Manager City Planning, Manager Safe Communities, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Municipal Building Surveyor, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Deputy Municipal Building Surveyor, Student Planner	
556034	A*	Planning and Environment Act 1987	s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, All General Managers, Principal Urban Growth Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556035	A*	Planning and Environment Act 1987	s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556036	A*	Planning and Environment Act 1987	s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, All General Managers, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Planning Compliance Support Officer	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556037	A*	Planning and Environment Act 1987	s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556038	A*	Planning and Environment Act 1987	s 184G(2)	Duty to comply with a direction of the Tribunal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556039	A*	Planning and Environment Act 1987	s 184G(3)	Duty to give notice as directed by the Tribunal	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
628700	A*	Planning and Environment Act 1987	s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Student Planner, Planning Compliance Support Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556040	A*	Planning and Environment Act 1987	s 198(1)	Function to receive application for planning certificate	Not Delegated	
556041	A*	Planning and Environment Act 1987	s 199(1)	Duty to give planning certificate to applicant	Not Delegated	
556042	A*	Planning and Environment Act 1987	s 201(1)	Function of receiving application for declaration of underlying zoning	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556043	A*	Planning and Environment Act 1987	s 201(3)	Duty to make declaration	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner,	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556044	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
784399	A*	Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
784400	A*	Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
784401	A*	Planning and Environment Act 1987	-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556045	A*	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, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	
556046	A*	Planning and Environment Act 1987	-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Strategic Planner, Principal Urban Growth	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner, Student Planner, Planning Compliance Support Officer	
556047	A*	Planning and Environment Act 1987	-	Power to give written authorisation in accordance with a provision of a planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556048	A*	Planning and Environment Act 1987	s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556049	A*	Planning and Environment Act 1987	s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	
556054	A*	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 Safe Communities, Coordinator Health Services, Environmental Health Officer, Coordinator Emergency Management, Senior Environmental Health Officer, Manager Sustainability and Environment, Environmental Health Technical Officer, Senior Urban Growth Planner, Student Planner, Emergency Management Planning and Claims Officer, Administration Officer Emergency Management, Emergency Management Support Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556055	A*	Residential Tenancies Act 1997	s 522(1)	Power to give a compliance notice to a person	Coordinator Statutory Planning, Coordinator Health Services, Environmental Health Officer, Senior Statutory Planner, Statutory Planner, Senior Environmental Health Officer, Manager Sustainability & Environment, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets, Environmental Health Technical Officer, Planning Administration Officer, Planning Officer, Planning Compliance Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Student Planner	
556056	A*	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 Statutory Planning, Coordinator Health Services, Environmental Health Officer, Senior Statutory Planner, Statutory Planner, Senior Environmental Health Officer, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets, Environmental Health Technical Officer, Planning Administration Officer, Planning Officer, Planning Compliance Officer, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556057	A*	Residential Tenancies Act 1997	s 525(4)	Duty to issue identity card to authorised officers	Coordinator Human Resources , Governance Officer, Compliance Officer, Human Resources Officer, Human Resources Business Partner	
556058	A*	Residential Tenancies Act 1997	s 526(5)	Duty to keep record of entry by authorised officer under s 526	Coordinator Health Services, Environmental Health Officer, Senior Environmental Health Officer, Environmental Health Technical Officer	
556059	A*	Residential Tenancies Act 1997	s 526A(3)	Function of receiving report of inspection	Coordinator Health Services, Environmental Health Officer, Senior Environmental Health Officer, Environmental Health Technical Officer	
556060	A*	Residential Tenancies Act 1997	s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Manager Safe Communities, Coordinator Health Services, Environmental Health Officer, Senior Environmental Health Officer, Environmental Health Technical Officer	
556061	A*	Road Management Act 2004	s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Coordinator Property Operations, Manager City Assets	Obtain consent in circumstances specified in s 11(2)

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556062	A*	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 Organisational Performance, Manager Governance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Council Business	
556063	A*	Road Management Act 2004	s 11(9)(b)	Duty to advise Registrar	General Manager Investment and Growth, General Manager Organisational Performance, Manager Governance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Council Business	
556064	A*	Road Management Act 2004	s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	General Manager Organisational Performance, Manager Governance, Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Council Business	Subject to s 11(10A)
556065	A*	Road Management Act 2004	s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	General Manager Organisational Performance, Manager Governance, Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Council Business	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
756016	A*	Road Management Act 2004	s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager City Presentation, Coordinator Property Operations, Manager City Assets	
556071	C	Road Management Act 2004	s 12(10)	Duty to notify of decision made	General Manager Organisational Performance, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets	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
556072	A*	Road Management Act 2004	s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Coordinator Property Operations, Manager City Assets	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
556073	C	Road Management Act 2004	s 14(4)	Function of receiving notice from the Head, Transport for Victoria	General Manager Infrastructure and Sustainability	
556074	C	Road Management Act 2004	s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556075	C	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 City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556076	C	Road Management Act 2004	s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556077	A*	Road Management Act 2004	s 15(2)	Duty to include details of arrangement in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	
556078	C	Road Management Act 2004	s 16(7)	Power to enter into an arrangement under s 15	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556079	A*	Road Management Act 2004	s 16(8)	Duty to enter details of determination in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	
556080	A*	Road Management Act 2004	s 17(2)	Duty to register public road in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556081	A*	Road Management Act 2004	s 17(3)	Power to decide that a road is reasonably required for general public use	Manager City Presentation, Coordinator Infrastructure Maintenance, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556082	A*	Road Management Act 2004	s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556083	C	Road Management Act 2004	s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556084	A*	Road Management Act 2004	s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556085	A*	Road Management Act 2004	s 18(1)	Power to designate ancillary area	Manager City Presentation, Coordinator Infrastructure Maintenance, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
556086	A*	Road Management Act 2004	s 18(3)	Duty to record designation in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556087	A*	Road Management Act 2004	s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	
556088	A*	Road Management Act 2004	s 19(4)	Duty to specify details of discontinuance in public roads register	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556089	A*	Road Management Act 2004	s 19(5)	Duty to ensure public roads register is available for public inspection	Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	
556090	A*	Road Management Act 2004	s 21	Function of replying to request for information or advice	Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Obtain consent in circumstances specified in s 11(2)
556091	C	Road Management Act 2004	s 22(2)	Function of commenting on proposed direction	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556092	C	Road Management Act 2004	s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556093	C	Road Management Act 2004	s 22(5)	Duty to give effect to a direction under s 22	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556094	A*	Road Management Act 2004	s 40(1)	Duty to inspect, maintain and repair a public road.	Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains, Team Leader Roads Maintenance, Experienced Maintenance Employee Roads Maintenance, Leading Hand Roads Maintenance	
556095	C	Road Management Act 2004	s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager City Presentation, General Manager Infrastructure and Sustainability	
556096	A*	Road Management Act 2004	s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains, Coordinator Engineering Services, Team Leader Roads Maintenance	
556097	C	Road Management Act 2004	s 42(1)	Power to declare a public road as a controlled access road	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Power of coordinating road authority and sch 2 also applies

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556098	C	Road Management Act 2004	s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Power of coordinating road authority and sch 2 also applies
556099	A*	Road Management Act 2004	s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority If road is a municipal road or part thereof
556100	A*	Road Management Act 2004	s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	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
556101	C	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 City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the responsible road authority, infrastructure manager or works manager

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556102	C	Road Management Act 2004	s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556103	A*	Road Management Act 2004	s 49	Power to develop and publish a road management plan	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556104	A*	Road Management Act 2004	s 51	Power to determine standards by incorporating the standards in a road management plan	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556105	A*	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 Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556106	A*	Road Management Act 2004	s 54(2)	Duty to give notice of proposal to make a road management plan	General Manager Infrastructure and Sustainability	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556107	A*	Road Management Act 2004	s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556108	A*	Road Management Act 2004	s 54(6)	Power to amend road management plan	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556109	A*	Road Management Act 2004	s 54(7)	Duty to incorporate the amendments into the road management plan	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556110	A*	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 Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556111	A*	Road Management Act 2004	s 63(1)	Power to consent to conduct of works on road	Coordinator Capital Works, Coordinator Infrastructure Maintenance, Manager City Assets, Asset Protection Officer, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556112	A*	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	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the infrastructure manager
556113	C	Road Management Act 2004	s 64(1)	Duty to comply with cl 13 of sch 7	Manager City Presentation, General Manager Infrastructure and Sustainability	Where Council is the infrastructure manager or works manager
556114	A*	Road Management Act 2004	s 66(1)	Power to consent to structure etc	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority
556115	C	Road Management Act 2004	s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority
556116	C	Road Management Act 2004	s 67(3)	Power to request information	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556117	C	Road Management Act 2004	s 68(2)	Power to request information	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority
556118	A*	Road Management Act 2004	s 71(3)	Power to appoint an authorised officer	Chief Executive Officer, General Manager Infrastructure and Sustainability	
556119	A*	Road Management Act 2004	s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer, General Manager Infrastructure and Sustainability	
556120	C	Road Management Act 2004	s 85	Function of receiving report from authorised officer	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556121	C	Road Management Act 2004	s 86	Duty to keep register re s 85 matters	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556122	A*	Road Management Act 2004	s 87(1)	Function of receiving complaints	Coordinator Capital Works, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains, Coordinator Asset Planning, Coordinator Engineering	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Services, Team Leader Roads Maintenance	
556123	A*	Road Management Act 2004	s 87(2)	Duty to investigate complaint and provide report	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains, Coordinator Asset Planning, Coordinator Engineering Services, Team Leader Roads Maintenance	
595063	A*	Road Management Act 2004	s 96	Power to authorise a person for the purpose of instituting legal proceedings	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556124	C	Road Management Act 2004	s 112(2)	Power to recover damages in court	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556125	A*	Road Management Act 2004	s 116	Power to cause or carry out inspection	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains,	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Coordinator Engineering Services, Add Team Leader Roads Maintenance, Team Leader Roads Maintenance, Experienced Maintenance Employee Roads Maintenance	
556126	C	Road Management Act 2004	s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556127	A*	Road Management Act 2004	s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager City Presentation, Coordinator Open Space Maintenance, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Supervisor Roads & Drains, Experienced Maintenance Employee - Urban Piped Drain/Signs, Experienced Maintenance Employee, Team Leader Roads Maintenance, Experienced Maintenance Employee Roads Maintenance, Experienced Maintenance Employee Urban Maintenance	
556128	C	Road Management Act 2004	s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager City Presentation, General Manager Infrastructure and Sustainability	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556129	C	Road Management Act 2004	s 121(1)	Power to enter into an agreement in respect of works	General Manager Organisational Performance, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets	
556130	A*	Road Management Act 2004	s 122(1)	Power to charge and recover fees	General Manager Organisational Performance, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	
556131	C	Road Management Act 2004	s 123(1)	Power to charge for any service	General Manager Organisational Performance, Manager City Presentation, Coordinator Property Operations, General Manager Infrastructure and Sustainability, Manager City Assets	
556132	C	Road Management Act 2004	sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556133	A*	Road Management Act 2004	sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556134	A*	Road Management Act 2004	sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning	
556135	C	Road Management Act 2004	sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556136	C	Road Management Act 2004	sch 2 cl 5	Duty to publish notice of declaration	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	
556137	A*	Road Management Act 2004	sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the infrastructure manager or works manager

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556138	A*	Road Management Act 2004	sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the infrastructure manager or works manager
556139	A*	Road Management Act 2004	sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
556140	A*	Road Management Act 2004	sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the infrastructure manager or works manager

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				unsafe condition or appear to need maintenance		
556141	A*	Road Management Act 2004	sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the infrastructure manager or works manager
556142	A*	Road Management Act 2004	sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Coordinator Capital Works, Manager City Assets, Asset Protection Officer, Coordinator Engineering Services	Where Council is the coordinating road authority
556143	A*	Road Management Act 2004	sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, Manager City Assets, Asset Protection Officer, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556144	A*	Road Management Act 2004	sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Sustainability, Manager City Assets, Coordinator Engineering Services	
556145	A*	Road Management Act 2004	sch 7 cl 12(5)	Power to recover costs	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, Manager City Assets, Asset Protection Officer, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556146	A*	Road Management Act 2004	sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the works manager
556147	C	Road Management Act 2004	sch 7 cl 13(2)	Power to vary notice period	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority
556148	C	Road Management Act 2004	sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the infrastructure manager

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556149	A*	Road Management Act 2004	sch 7 cl 16(1)	Power to consent to proposed works	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the coordinating road authority
850650	N	Road Management Act 2004	sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)		Where Council is the coordinating road authority
850651	N	Road Management Act 2004	sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)		Where Council is the coordinating road authority
556150	A*	Road Management Act 2004	sch 7 cl 16(4)	Duty to consult	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager
556151	A*	Road Management Act 2004	sch 7 cl 16(5)	Power to consent to proposed works	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Sustainability, Manager City Assets, Coordinator Engineering Services	
556152	A*	Road Management Act 2004	sch 7 cl 16(6)	Power to set reasonable conditions on consent	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the coordinating road authority
556153	A*	Road Management Act 2004	sch 7 cl 16(8)	Power to include consents and conditions	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the coordinating road authority
556154	C	Road Management Act 2004	sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority
556155	C	Road Management Act 2004	sch 7 cl18(1)	Power to enter into an agreement	Manager City Presentation, General Manager Infrastructure and Sustainability, Manager City Assets	Where Council is the coordinating road authority

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556156	A*	Road Management Act 2004	sch7 cl 19(1)	Power to give notice requiring rectification of works	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556157	A*	Road Management Act 2004	sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Supervisor Roads & Drains, Coordinator Asset Planning, Coordinator Engineering Services, Team Leader Roads Maintenance	Where Council is the coordinating road authority
556158	A*	Road Management Act 2004	sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Coordinator Capital Works, Manager City Presentation, Coordinator Infrastructure Maintenance, General Manager Infrastructure and Sustainability, Manager City Assets, Asset Protection Officer, Coordinator Asset Planning, Coordinator Engineering Services	Where Council is the coordinating road authority
556159	C	Road Management Act 2004	sch 7A cl 2	Power to cause street lights to be installed on roads	Coordinator Capital Works, General Manager Infrastructure and	Power of responsible road authority where it is the coordinating road authority or

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Sustainability, Manager City Assets, Coordinator Engineering Services	responsible road authority in respect of the road
556160	C	Road Management Act 2004	sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Coordinator Capital Works, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the responsible road authority
556161	A*	Road Management Act 2004	sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Where Council is the responsible road authority
556162	C	Road Management Act 2004	sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Coordinator Capital Works, General Manager Infrastructure and Sustainability, Manager City Assets, Coordinator Engineering Services	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)
556230	C	Cemeteries and Crematoria Regulations 2025	r 36	Duty to ensure that cemetery complies with depth of burial requirements	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556231	C	Cemeteries and Crematoria Regulations 2025	r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Not Delegated	
784402	A*	Cemeteries and Crematoria Regulations 2025	r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Not Delegated	
784403	A*	Cemeteries and Crematoria Regulations 2025	r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Not Delegated	
784404	A*	Cemeteries and Crematoria Regulations 2025	r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	Not Delegated	
784405	A*	Cemeteries and Crematoria Regulations 2025	r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Not Delegated	
784406	A*	Cemeteries and Crematoria Regulations 2025	r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556232	C	Cemeteries and Crematoria Regulations 2025	r 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Not Delegated	
556267	C	Cemeteries and Crematoria Regulations 2025	r 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not Delegated	
556233	C	Cemeteries and Crematoria Regulations 2025	r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not Delegated	
556234	C	Cemeteries and Crematoria Regulations 2025	r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not Delegated	
556235	C	Cemeteries and Crematoria Regulations 2025	r 46(2)	Power to release cremated human remains to certain persons	Not Delegated	Subject to any order of a court
556236	C	Cemeteries and Crematoria Regulations 2025	r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556237	C	Cemeteries and Crematoria Regulations 2025	r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not Delegated	
556238	C	Cemeteries and Crematoria Regulations 2025	r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not Delegated	
556239	C	Cemeteries and Crematoria Regulations 2025	r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period	Not Delegated	
556250	C	Cemeteries and Crematoria Regulations 2025	r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)	Not Delegated	
784407	A*	Cemeteries and Crematoria Regulations 2025	r 50	Duty to provide statement that alternative vendors or supplier of memorials exist	Not Delegated	
784408	A*	Cemeteries and Crematoria Regulations 2025	r 51	Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies	Not Delegated	

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
784409	A*	Cemeteries and Crematoria Regulations 2025	r 52	Power to approval the arrangement or conduct of a funeral	Not Delegated	
784410	A*	Cemeteries and Crematoria Regulations 2025	r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	Not Delegated	
784411	A*	Cemeteries and Crematoria Regulations 2025	r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials	Not Delegated	
784412	A*	Cemeteries and Crematoria Regulations 2025	r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	Not Delegated	
784413	A*	Cemeteries and Crematoria Regulations 2025	r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	Not Delegated	
556251	A*	Cemeteries and Crematoria Regulations 2025	r 57(1)	Power to approve the use of fire in a public cemetery	Not Delegated	

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556252	C	Cemeteries and Crematoria Regulations 2025	r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Not Delegated	
784414	A*	Cemeteries and Crematoria Regulations 2025	r 59	Duty to display the hours during which the public can access the cemetery	Not Delegated	
556253	A*	Cemeteries and Crematoria Regulations 2025		Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	Not Delegated	
556254	C	Cemeteries and Crematoria Regulations 2025	sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	Not Delegated	See note above regarding model rules
556163	A*	Planning and Environment Interim Regulations 2026	r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Urban Growth Officer, Senior Urban Growth Planner, Principal Strategic Planner, Principal Urban Growth Planner	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
556164	A*	Planning and Environment Interim Regulations 2026	r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
556212	A*	Planning and Environment Interim Regulations 2026	r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth	Where Council is the responsible authority Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	regulations will commence prior to this date.
556213	C	Planning and Environment Interim Regulations 2026	r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, General Manager Infrastructure and Sustainability, Senior Strategic Planner, Strategic Planner, Planning Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
556165	A*	Planning and Environment Interim Regulations 2026	r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Planning	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration Officer, Planning Compliance Officer, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Statutory Planning Administration Officer, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner, Planning Compliance Support Officer	Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
556202	A*	Planning and Environment (Fees) Regulations 2016	r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Manager City Planning, General Manager Investment and Growth	
556273	A*	Planning and Environment (Fees) Regulations 2016	r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	In accordance with limits established in Council's Waiver, Refund, and Rebate of Planning Fees Policy as a nominated Council Officer.

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ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556203	A*	Planning and Environment (Fees) Regulations 2016	r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	Manager City Planning, Coordinator Statutory Planning, Coordinator Urban Growth, Coordinator Strategic Planning, General Manager Investment and Growth, Senior Statutory Planner, Statutory Planner, Senior Strategic Planner, Strategic Planner, Urban Growth Officer, Senior Urban Growth Planner, Graduate Planner, Principal Statutory Planner, Principal Strategic Planner, Principal Urban Growth Planner, Student Planner	In accordance with limits established in Council's Waiver, Refund, and Rebate of Planning Fees Policy as a nominated Council Officer
556191	C	Road Management (General) Regulations 2026	r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	Manager City Assets, Coordinator Asset Planning	Where Council is the road authority
556192	C	Road Management (General) Regulations 2026	r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager City Assets, Coordinator Asset Planning	Where Council is the road authority
556270	C	Road Management (General) Regulations 2026	r 9(3)	Duty to give notice where road management review is completed and no amendments will be made	General Manager Infrastructure and Sustainability	Where Council is the road authority

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				(or no amendments for which notice is required)		
556193	C	Road Management (General) Regulations 2026	r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Road Management Act 2024	General Manager Infrastructure and Sustainability	Where Council is the road authority
556271	C	Road Management (General) Regulations 2026	r 13(1)	Duty to publish notice of amendments to road management plan	General Manager Infrastructure and Sustainability	where Council is the road authority
556194	C	Road Management (General) Regulations 2026	r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager City Assets, Coordinator Asset Planning	Where Council is the road authority
556195	C	Road Management (General) Regulations 2026	r 16(6)	Power to issue permit	Manager City Assets, Asset Protection Officer, Coordinator Asset Planning	Where Council is the coordinating road authority
556196	C	Road Management (General) Regulations 2026	r 18(1)	Power to give written consent re damage to road	Manager City Assets, Asset Protection Officer, Coordinator Asset Planning	Where Council is the coordinating road authority

Latrobe City Council

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
850652	N	Road Management (General) Regulations 2026	r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)		Where Council is the road authority
850653	N	Road Management (General) Regulations 2026	r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004		Where Council is the coordinating road authority Must consider the matters in r 23(4)
556272	C	Road Management (General) Regulations 2026	r 23(3)	Power to charge a fee for application made under r 23(1)	Manager City Assets, Asset Protection Officer, Coordinator Asset Planning	Where Council is the coordinating road authority
556198	A*	Road Management (General) Regulations 2026	r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road	Coordinator Capital Works, Manager City Presentation, Coordinator Open Space Maintenance, Manager Sustainability & Environment, Coordinator Infrastructure Maintenance, Manager City Assets, Supervisor Roads & Drains, Senior Design Engineer, Project Engineer, Senior Project Engineer, Team Leader Roads Maintenance, Coordinator Sustainability , Supervisor Urban Amenity, Senior Roads Engineer	Where Council is the appropriate road authority

Latrobe City Council

ID	Status	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
556199	C	Road Management (General) Regulations 2026	r 25(2)	Power to sell or dispose of things removed from road under r 25 (after first complying with regulation 25(3))	Manager Safe Communities	Where Council is the appropriate road authority
556200	C	Road Management (General) Regulations 2026	r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Safe Communities	Where Council is the appropriate road authority
556268	C	Road Management (Works and Infrastructure) Regulations 2026	r 16	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	General Manager Infrastructure and Sustainability	Where Council is the coordinating road authority and where consent given under clause16(5) of Schedule 7 to the Road Management Act 2004
556269	C	Road Management (Works and Infrastructure) Regulations 2026	r 24(2)	Power to waive whole or part of fee in certain circumstances	General Manager Infrastructure and Sustainability	Where Council is the coordinating road authority

URGENT BUSINESS

12. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 20 of the Governance Rules, by resolution of the Council and only then if it:

20.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and

20.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

13. REPORTS FOR NOTING

Item Number 13.1 28 September 2026 Organisational Performance

CONTRACT VARIATIONS FOR THE PERIOD 1 APRIL 2026 - 30 JUNE 2026

PURPOSE

To provide a summary of contract variations approved during the period 1 April 2026 to 30 June 2026 in accordance with the requirements of the Procurement Policy 2025.

EXECUTIVE SUMMARY

- In accordance with Council's Procurement Policy 2025 Section 2.12 Contract Management, *contract variations are reported to Council on a quarterly basis.*
- Council has 177 active contracts and 13 (or 7.3%) of those active contracts have had variations this quarter.
- Across these 13 contracts, 51 contract variations were approved during this quarter.
- All contract variations this quarter were within project budget, with four of these being budget positive variations (credits).

OFFICER'S RECOMMENDATION

That Council receives and notes the report on contract variations for the period 1 April 2026 – 30 June 2026.

BACKGROUND

In accordance with Council's Procurement Policy 2025 Section 2.12 Contract Management, *contract variations are reported to Council on a quarterly basis*.

ANALYSIS

During the period 1 April 2026 to 30 June 2026, 51 contract variations were processed across 13 contracts, with four of these being budget positive variations (credits). Contract variations were submitted for the following reasons and are detailed in **Attachments 1** and **2**.

Reason for Variation	Number of Variations
Design Omission/Error	14
Credit	4
Latent Condition	3
Principal /Client Directed	29
Service Authority Request	1
Total	51

The table indicates that the majority of variations (approx. 56%) were Principal /Client Directed. The details of each of these variations have been provided in **Attachment 2**.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with Council's Procurement Policy.	**Low** *Possible x Insignificant*	Process created and documented to ensure report is prepared and submitted to Council for noting in a timely manner.
STRATEGIC Perception that Council is not acting in a transparent manner.	**Low** *Possible x Insignificant*	Present report summarising variations to contracts on a regular basis.

CONSULTATION

N/A

COMMUNICATION

In accordance with Council's Procurement Policy 2025 section 5.2 Communication, summary information relating to contracts awarded is published on Council's eTendering Portal.

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

APPENDIX 1 IMPACT ASSESSMENT

Gender

A Gender Impact Assessment (GIA) under the *Gender Equality Act 2020* has not been conducted as this matter does not involve a program, service or policy with a significant and direct impact on the community.

Social

N/A

Cultural

N/A

Health

N/A

Environmental

N/A

Economic

N/A

Financial

- Variations to contracts are funded from within the project budget or if necessary, from within the overall adopted budget.
- Variations are approved under delegation by the relevant officer, as these variations relate to previous periods, there are no ramifications resulting from the adoption of this recommendation.

Attachments

1. Variations - Summary
2. Variations - Detail

13.1

Contract Variations for the period 1 April 2026 - 30 June 2026

1 Variations - Summary 528

2 Variations - Detail 529

Summary of Contracts with Variations between 01 Apr 2026 - 30 Jun 2026

Contract Number	Award Date	Awarded By	Contract Title	Funding Source (Federal/State/Council)	Current Contract Value ($) (at 1 Apr 2026)	No. Variations this Quarter	Total Variations this Quarter ($)	Revised Contract Value ($)	Variations as a % of Current Contract Value
LCC-797-1	11-Jul-23	CEO	Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	State Governement Grant / Council Funded	362,539	3	13,370	375,909	3.69%
LCC-807	4-Oct-23	CEO	Lead Design Consultant - Multi-Level Car Park Development Traralgon	State Government Grant	837,624	2	17,654	855,278	2.11%
LCC-831	3-Sep-24	Council	Construction of Traralgon Recreation Reserve Multipurpose Pavilion	State Governement Grant / Council Funded	6,340,165	5	15,919	6,356,084	0.25%
LCC-844	8-Nov-24	CEO (under delegtion, via council resolution)	Kay Street Multi-level Carpark	State Government Grant	24,303,046	1	9,672	24,312,718	0.04%
LCC-854	25-Sep-24	CEO	Lead Design Consultant for Upgrades at Ted Summerton Reserve, Moe	State Government Grant	504,584	1	2,595	507,179	0.51%
LCC-866	30-Jun-25	Council	Supply & Installation of Solar Panels & Battery, GRISS	State Government Grant	960,472	2	(25,000)	935,472	(2.60%)
LCC-870	7-Nov-25	CEO	Design & Construct LED Sports Lighting at Toners Lane Reserve, Morwell	State Governement Grant / Council Funded	339,341	1	(1,783)	337,558	(0.53%)
LCC-877-1	7-Aug-25	CEO (under delegtion, via council resolution)	Ted Summerton Reserve Redevelopment - Construction Works	State Government Grant	6,381,455	16	132,418	6,513,873	2.08%
LCC-882	28-Jul-25	Council	Morwell Depot Amenities Extension	Council Funded	718,400	4	7,532	725,932	1.05%
LCC-894	17-Dec-25	CEO	Design and Construct of Netball Court, Traralgon Recreation Reserve	Council Funded	368,736	1	54,974	423,710	14.91%
LCC-896	5-Feb-26	CEO	Victory Park Footbridge Replacement, Traralgon	Council Funded	437,500	1	42,000	479,500	9.60%
LCC-905	28-Jan-26	CEO	Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	State Government Grant	888,913	13	217,049	1,105,962	24.42%
LCC-912	9-Apr-26	CEO	Construction of Cricket Training Nets at Ted Summerton Reserve, Moe	State Government Grant	416,880	1	60,404	477,284	14.49%

Details of Contract Variations 01 Apr 2026 - 30 Jun 2026

Contract Number: LCC-797-1

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	John Brand and Company Pty Ltd	29-Apr-2026	$2,860	Yes	State Government Grant / Council Funded	Design Omission/Error

Variation Title

VQ 10 Revised section J Report_Performance Solution

Variation Reason

This variation is due to a compliance issue identified by the Building Surveyor relating to the visual contrast of glazed doors and door frames on the building façade. The underlying design variation was required as a result of a construction variation requested by Council. The construction variation was requested for aesthetic and ongoing maintenance reasons.

During statutory review, Grimbos Building Surveyor determined that the glazed doors and surrounding frames were of similar colour and finish, resulting in insufficient luminance contrast. This means the doors were not clearly identifiable from the façade, particularly for people with vision impairment.

Under the NCC and AS 1428.1 (Access and Mobility requirements), doors are required to achieve a minimum 30% luminance contrast between:

The door leaf and surrounding elements, and

The door and adjacent façade materials

As the installed changes from the original designed condition did not meet the Deemed-to-Satisfy provisions, the Building Surveyor required that a Performance Solution (Alternative Solution) be developed and approved to demonstrate compliance.

Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	John Brand and Company Pty Ltd	14-May-2026	$7,650	Yes	State Government Grant / Council Funded	Servicing Authority Request

Variation Title
VQ 12 Revision of Building Permit, J7 Report & Regulation 126

Variation Reason
This variation is for changes to the approved design that triggered mandatory compliance updates under the Building Regulations, which were not part of the original scope under the consultant agreement.
This change is inline with Langdens Variation Credit No 5, change of lighting Valued at -$19,000

Specifically:

Amendments to the project design altered elements that are subject to energy efficiency and performance provisions under the Building Regulations.
As a result, the existing J7 Energy Efficiency Report is no longer valid and required revision.
Any revision to a J7 report necessitates an amendment to the Building Permit in accordance with Regulation 126.
The building permit amendment process involves additional technical review, documentation, lodgement, statutory fees, and approval of performance solutions, which are external to the original permit issue.

Brand Architects has submitted this Variation Request to cover these additional works.

Provision of Architectural Design for Traralgon Flood Recovery Project Stage 1 (Project 1 - Traralgon Recreation Reserve Multi-Use Pavilion)	John Brand and Company Pty Ltd	14-Apr-2026	$2,860	Yes	State Government Grant / Council Funded	Design Omission/Error

Variation Title
VQ 11 Additional fee for Performance Solution Report and Architectural Fee for luminance contrast to glazed doors

Variation Reason
Prior variation has triggered this variation. Due to the change of glazed doors, Grimbos building surveyor required performance solution to be acquired for alternate solution in achieving 30% luminance contrast and identification of doors
from façade. this also has to to with the change of brickwork to a darker colour, similar to the glazed windows

Contract Number: LCC-807

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Lead Design Consultant - Multi-Level Car Park Development Traralgon	Katz Architecture Pty Ltd	30-Jun-2026	$12,404	Yes	State Government Grant	Principal/Client directed variation

Variation Title

1. Architect Additional Services (1 Month). 2. Disbursements Over Extra. 3. RBS inspections and Occupancy

Variation Reason

Portion 1 Variation - Additional Service 1 month

For continuation of Katz Architecture's through to the end of May 2026. Previous Variation #6 approved an extension of these services for February, March and April 2026. The variation is for an additional one month until end of May as the project nears completion however Katz services are still required in line with the construction program. The value of this portion of the variation is $6,100 ex GST.

Portion 2 Variation - Building Surveyor Inspection and Occupancy Permit

An amount of $1,370 Ex GST for a further 2 building surveyor inspections including fee for issuing of occupancy permit. This is in addition to previous variation number 9 where some allowances were made, however an additional two inspections were required in addition of that allowance as well as occupancy permit issuing cost which are valid variations under Clause 9 of AS4122. $525 agreed rate per RBS inspection and $320 for OP costs,

Portion 3 - Disbursements Over and Above

A provisional sum for disbursements under Contract was established at $5,000. This variation is for disbursements over and above Contract allowance which are for authority charges as outlined in Attachment D of the Contract. Authority charges over and above allowance includes:
- 7.5 hours of billed time for PBDB/Preapp Fire Rescue Victoria $1124.16 (portion of $1,192.46). Application fees were allowed for at time of tender, however allowances for the amount of time taken for FRV to review cannot be determined. This depends on how many performance solutions/fire engineering etc are included. Under AS4122 it is valaid claimed under a disbursement.
- 11.5 hours of billed time for R129/Fire Engineering $2,066. ($1877.9 plus 10% builders margin). Application fees were allowed for at time of tender, however allowances for the amount of time taken for FRV to review cannot be determined. Factors include on how many performance solutions etc are included. Under AS4122 it is claimed under a disbursement.
- Cost incurred to RBS being building permit lodgement fee $320. In line with Attachment D Authority Fee.
- Cost incurred to RBS being Council fee $90 (building surveyor) re-application fee as older than 12 months. In line with Attachment D Authority Fee
- Cost incurred to RBS being Council lodgement fee $134.40 (building surveyor) cost increase as of 1st July 2024. In line with Attachment D exclusions.
- Costs incurred to consultant team in relation to sewer application to authority (gippsland water) $1,200.

Refer attached disbursements table provided by Katz for verification.

Lead Design Consultant - Multi-Level Car Park Development Traralgon	Katz Architecture Pty Ltd	07-Apr-2026	$5,250	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Additional RBS Inspections**

Variation Reason Refer Variation Number 7 for background to RBS allowances within contract. Variation number 7 was approved for an increase in building surveyor inspections to total 38 inspections, allowing for some upcoming inspections which were known at the time.

This variation is for up to an additional 10 inspections:
1.Reinforcement G floor Ramp – Complete
2.Reinforcement Amenity Slab and core G lid – Complete
3.Level 4 Core C insitu Walls – Complete
4.Blinding Amenity Block – Complete
5.Level 4 light pole plinths – Complete
6.Ground floor slabs to stair C and K (Tomorrow) – Shown on structural drawings only paving slab. – Allow for
7.Ground floor Slabs in G09, G10 , G11- Shown on structural drawings – Allow for
8.Ground floor Footings for Park Agility Signs – Allow for
9.Ground floor footings for Light pole footings – Allow for
10.Final Inspection. – Allow for

Due to the size and sequencing of the structure there are typically multiple inspections required for sections per level. Where possible, the works and have been grouped/scheduled so as to be efficient with inspections and avoid additional fees. The rate per inspection under the Contract is $525 ex GST

Contract Number: LCC-831

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	02-Jun-2026	$2,722	Yes	State Governement Grant / Council Funded	Principal/Client directed variation
Variation Title	**VQ No.69a Additional Door Hardware**					
Variation Reason	During periods of strong northerly winds, the external pavilion doors are being forced open beyond their intended range, causing them to swing back and impact the adjacent wall. This is resulting in excessive stress on the door hinges and causing damage to both the door and associated hardware. This variation covers the supply and installation of suitable safety chains (or door restraint devices) to prevent the doors from opening beyond a safe limit, thereby mitigating the risk of wind-related damage and extending the lifespan of the doors and fittings. Certain internal and external doors are required to be held open during game days for operational and crowd management purposes. To achieve this safely and effectively, the Lockwood 857 door hold-open device has been identified as the most suitable solution. This device can be manually flipped down to engage with the floor, holding the door securely in the open position. This variation covers the supply and installation of Lockwood 857 door hold-open devices to the nominated doors, providing a practical and durable solution for door retention while minimising the risk of unintended movement or damage during use.					
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	22-May-2026	$1,023	Yes	State Governement Grant / Council Funded	Principal/Client directed variation
Variation Title	**VQ No.68 Additional Blinds**					
Variation Reason	This variation quotation is for the supply and installation of blinds to the two first aid rooms to ensure patient privacy during treatment, and to the kitchen for after-hours block-out to help avoid break-ins					
Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	21-May-2026	$11,693	Yes	State Governement Grant / Council Funded	Principal/Client directed variation
Variation Title	**VQ No.67 Additional Double GPOs**					
Variation Reason	As requested by the Traralgon Football Netball Club and agreed by Council, this variation quotation is for the installation of 19 additional double GPOs in various locations throughout the pavilion. This includes all change rooms, umpire rooms, trainer room, and kitchen, in accordance with the attached marked-up drawings requested by the club. This is a labour-intensive variation due to the nature of the installation. Cabling is required to be routed beneath the floor, through the roof space, and down internal walls that are already lined and insulated, significantly increasing installation complexity and time.					

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	27-Apr-2026	$2,245	Yes	State Governement Grant / Council Funded	Design Omission/Error

Variation Title **VQ 65 Additional Kitchen Electrical**

Variation Reason During the design phase, kitchen electrical power points were specified as 10-amp outlets. These require upgrading to 15-amp outlets to accommodate the 15-amp plugs for the coffee machine, dishwasher, and bain-marie. This variation covers the removal of the existing 10-amp power points, replacement with 15-amp power points, and the installation of 15-amp cabling from each outlet back to the switchboard to suit.

Construction of Traralgon Recreation Reserve Multipurpose Pavilion	Langden Constructions Pty Ltd	09-Apr-2026	($1,764)	Yes	State Governement Grant / Council Funded	Credit

Variation Title **CREDIT VQ 61 Credit in Change of Glazing**

Variation Reason This Variation is for the Glazing Change to all external windows and glazed doors. This is not for the change room windows as per the Architects advice.

Contract Number: LCC-844

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Kay Street Multi-level Carpark	Melbourne Industries Pty Ltd	22-Jun-2026	$9,672	Yes	State Government Grant	Principal/Client directed variation

Variation Title

Park Agility Number Plate Recognition (ANPR) System

Variation Reason

This variation provides for the incorporation of Automatic Number Plate Recognition (ANPR) technology into the existing electronic car counting, wayfinding and access control systems at the Kay Street Multi-Level Car Park to enable controlled out-of-hours access to the upper levels without impacting the existing car counting accuracy.

The current contract scope includes the supply and installation of electronic car counting and wayfinding signage for all levels, with overhead sensors installed on the ground floor to manage timed parking spaces. However, the original scope did not include a solution to manage permit holder access to the upper levels outside of normal operating hours.

During construction it was requested that the project investigate options to support a permit parking system, which will allow Council to generate revenue to assist with the ongoing maintenance and upkeep of the car park. This is particularly important as the additional parking spaces delivered under the funding agreement are required to remain free for general use for a number of years.

Officers investigated several potential options to enable permit parking access including a fob/swipe access system, additional overhead sensor infrastructure, and number plate recognition technology. The fob/swipe system was considered impractical due to the lack of space for compliant bollards or plinths within the ground floor aisles based on traffic swept path requirements. Installing additional overhead sensors was considered costly and inflexible given the uncertainty around future permit demand.

The use of ANPR technology was identified as the most cost-effective and adaptable solution. The system allows authorised vehicles to be recognised automatically when entering the facility and integrates with the existing car counting system to ensure permit holder vehicles do not incorrectly alter casual parking counts.

The variation therefore includes two components:

1) Installation of ANPR technology integrated with the Park Agility car counting and parking management system.
2) Integration of ANPR with the access control system operated by the security contractor (CME) to control the roller door for out-of-hours access.

This approach provides a flexible system that allows permit numbers to be easily adjusted over time without the need for additional physical infrastructure.

Contract Number: LCC-854

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Lead Design Consultant for Upgrades at Ted Summerton Reserve, Moe	Architecture Matters Pty Ltd	14-May-2026	$2,595	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Building Permit Amendment - Scoreboard from Stage 3 to Stage 1**

Variation Reason Variation is required to enable use of TSR's newly installed LED video scoreboard at such time as other stage 1 works are handed over. These being works to the existing pavilion and new oval lighting. Scoreboard is currently part of Stage 3 works however extensions of time for Stage 3 works and also deterioration of the condition of the current digital scoreboard display have bough upon the need to bring handover of this item forward.

Contract Number: LCC-866

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Supply & Installation of Solar Panels & Battery, GRISS	Rockys Electrical Pty Ltd	11-May-2026	($20,000)	Yes	State Government Grant	Credit

Variation Title **CREDIT Building Permit - Not Required**

Variation Reason An allowance was made by Rockys in the original tender pricing for a building permit.
Finalisation of the design and structural engineer's assessment confirmed that a building permit would not be required.
Therefore a credit has been provided from the contractor for the full amount.

Supply & Installation of Solar Panels & Battery, GRISS	Rockys Electrical Pty Ltd	02-Apr-2026	($5,000)	Yes	State Government Grant	Credit

Variation Title **CREDIT Div 6 Audit - Not Required**

Variation Reason Items included in the original contract value were not required, therefore credit back in agreement with the contractor.
Division 6 Hazardous Materials Assessment - $5,000 ex GST

Contract Number: LCC-870

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Design & Construct LED Sports Lighting at Toners Lane Reserve, Morwell	ACE Earthmoving (Victoria) Pty Ltd	10-Apr-2026	($1,783)	Yes	State Governement Grant / Council Funded	Credit

Variation Title **CREDIT Reduction in Unused Contract Sum**

Variation Reason This variation is to reduce the contract sum by an amount equal to unused provisional sum and scope reduction from the original specification. There is a reduction of $400 in the main contract works due to a reduction in the number of bollards required and a reduction of the Principal Directed Works provisional sum by $1,383 as this item was not fully expended. The total reduction in the contract sum is $1,738 + GST.

Contract Number: LCC-877-1

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	12-Jun-2026	$1,287	Yes	State Government Grant	Design Omission/Error

Variation Title **Additional Points - Scorers Room**

Variation Reason Services designs for the scorers room at Ted Summerton Reserve do not stipulate additional data points as it was the understanding of the design team that the existing singular data point within this room was adequate for the operation of the new LED scoreboard. It has recently been identified that this is not the case, and that 2 is a minimum requirement for the equipment to be installed. This variation is to cover off this requirement and also to future proof this space - this being the recommendation of LCC IT & Systems staff.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	16-Jun-2026	$4,646	Yes	State Government Grant	Design Omission/Error

Variation Title **Additional Fibre Works**

Variation Reason Variation is due to the absence of an electrical services pit within the landscaped area at MELC which was reflected in construction issue design documentation. This discrepancy in construction documentation vs as built drawings and actual site conditions has resulted in the need for a differing cable route to that allowed for by the electrical contractor, resulting in an additional pit install and additional conduit and cabling materials.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	16-Jun-2026	$19,470	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Balustrade to Retaining Wall**

Variation Reason This variation is to accommodate the installation of handrailing and balustrade to a large retaining wall at Ted Summerton Reserve adjacent to the netball precinct which has been deemed a risk by key project stakeholders, including LCC maintenance staff and leaders. The reasons for this omission initially was to not impede potential future upgrades in this vicinity.

This is to mitigate a live edge within a landscaped zone which has a concrete and asphalt surface beneath. Following analysis of the height of the fall in question and consultation with City Presentation, these works are required to mitigate this risk for both public members and Council maintenance staff who will be maintaining lawn in close vicinity, and require more than a 500mm high barrier which is currently allowed for in the contract.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	18-May-2026	$11,374	Yes	State Government Grant	Design Omission/Error

Variation Title **Terraces Roof Material Substitution**

Variation Reason Variation is required for pricing to source an alternative architectural insulated long spanning roofing product, following the nominated supplier going into administration shortly after a product order was initiated in late March. Terraces were designed to suit this product specifically.

Since this time some product research for a suitable alternative has been undertaken by SL&A team with the architects and plumbing contractor. Following this process a similar alternative has been arrived at and approved by the design team - this being a product called Bondor. This variation is to cover off subsequent variation in costs between ArcPanel and Bondor products. These are attributed to both higher product cost, more challenging flashing and gutter methodology (curvature to made by contractor as opposed to fabricated with curve) and additional fixing requirements which fell out minor redesign has been undertaken.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	03-Jun-2026	$7,798	Yes	State Government Grant	Principal/Client directed variation

Variation Title **New Data, PA System works & GPO's to Existing Pavilion**

Variation Reason Variation is to accommodate:

- Extra services and data requirements to the upper floor of the existing pavilion to accommodate new equipment such as digital honour boards which has been obtained by users via community grants following execution of LCC-877-1 contract
- Extra power points for the northern end of the upper floor following removal of walling in close vicinity where power points were lost
- Replacement of the existing non-functional external PA system for this building so that it is usable for both internal and external announcements.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	14-May-2026	$2,360	Yes	State Government Grant	Design Omission/Error

Variation Title **Additional Concrete Paving**

Variation Reason This variation is to accommodate the Contractor and Architect's recommendation to have the rear of the netball pavilion finished with concrete instead of asphalt as it will transition into the breezeways more seamlessly and assist the contractor in finishing the install of services. It also provides a much more stable surface to affix items such as water tanks, hot water services and screens for tanks down to for a long term solution.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	14-May-2026	$7,423	Yes	State Government Grant	Latent Condition
Variation Title	**Blinding Concrete**					
Variation Reason	Blinding concrete is a documented exclusion in LCC-877-1 contract, and blinding concrete is required for the foundation at the front of the new netball pavilion to achieve design intent. Rates and quantities have been reviewed by QS and project manager and approved to proceed.					

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$18,172	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Additional Joinery**					
Variation Reason	Variation is to accommodate additional joinery and shelving measures which are not stipulated within project designs. These measures are required to aid venue operations and are approved by the Quantity Surveyor, recommend approve.					

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$1,797	Yes	State Government Grant	Design Omission/Error
Variation Title	**Install Drinking Fountain to Main Pavilion**					
Variation Reason	Variation was requested for pick up (from Council's depot), delivery and fitting of a second water drinking fountain which was omitted from design documentation. The scope of these works directly mirrors what is occurring at the rear side of the netball pavilion - which was reflected in both architectural and services drawings. The supply of these 2 Hydrabank drink stations are a donation to the TSR RSIP Project by Gippsland Water.					

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$4,029	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**New Flag Poles**					
Variation Reason	Principal directed works to assist council in better adhering to flag raising protocols at major events. Works are endorsed by funding body and recommend approve.					

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$5,388	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Relocation of SBDS**

Variation Reason To support the revised location of the new digital scoreboard which shifted following a change in preference from LCC recreation stakeholder and venue stakeholders post contract award. The new location was formally voted in at a PRG in late 2025. This shift preserved car park spaces and aided venue operations. The scoreboard has now been constructed at this revised location and requires power and data supply to accommodate. This follows on from Variation 5 where extra design costs were accommodated for. Quantity Surveyor has approved.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	14-May-2026	$8,591	Yes	State Government Grant	Design Omission/Error

Variation Title **Storeroom & Changing Places Modifications**

Variation Reason To allow for revised wall and flooring finishes specified for the store room in the existing pavilion which have occurred following award of works contracts. This also provides for minor amendments to changing places designs following contract award which triggered additional nogging requirements.

These measures were not able to be ascertained from tender documentation and Quantity Surveyor and PM have endorsed the eligibility of this variation.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	27-Apr-2026	$1,003	Yes	State Government Grant	Latent Condition

Variation Title **Concrete Pipe Removal**

Variation Reason To remove and dispose of a concrete encased pipe and additional concrete that was found during the excavation for the electrical conduits and pits and new retaining wall. Drainage line was not documented on Civil stormwater drainage plans or architectural demolition plans.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	27-Apr-2026	$11,990	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Additional Painting to Main Pavilion**

Variation Reason To achieve a high level of finish / freshen up in some areas, these areas predominately around the fringes of works zones which include painting under the current contract sum.

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$24,200	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Decorative Footpath Finishes PS**

Variation Reason

Variation is required to have indigenous artworks sandblasted into concrete footpath finishes throughout the reserve as part of Councils partnership with GLaWAC in the delivery of the Regional Sports Infrastructure Program. Some allowance was made for these services in the form of a provisional sum allowance upon award of LCC-877-1. This allowance was set conservatively (predicted to be under the value of works) at the advice of Maddocks contract lawyers to minimise risk of undue claims.

Following creation of the artworks, and design works to determine the placement of these which were both undertaken during the construction phase. These costings reflect the gap in pricing between that PS allowance and actual costings received for:

- Supply of dark coloured non standard aggregate to paths concrete mixes
- Undertaking of .Cad / .DXF file design, stencil creation and sandblasting works post concrete cure.

These costings have been approved by the project Quantity Surveyor

Ted Summerton Reserve Redevelopment - Construction Works	Langden Constructions Pty Ltd	06-May-2026	$2,891	Yes	State Government Grant	Design Omission/Error

Variation Title **Data & MSB Changes**

Variation Reason

Variation is to accommodate changes in design documentation between tender issue documentation (and relevant tender addendums) to construction issue drawings. These changes and claims by the contractor have been endorsed by both the Quantity Surveyor and Electrical Engineer BRT. These are as follows:

- Upgrade from 160A to 250A circuit breaker to MSB as per oval lighting designer advice within RFI33
- Upgrade from IP52 rating to IP56 rating for appropriate outdoor weatherproof protection.
- Additional WAP (Wireless Application Protocol) data point in the upper floor of existing pavilion.

Contract Number: LCC-882

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Morwell Depot Amenities Extension	Allchin Commercial Pty Ltd	01-Jun-2026	$197	Yes	Council Funded	Design Omission/Error
Variation Title	**Drop Bolt to Hot Water Service Cupboard**					
Variation Reason	The Hot Water Service specified is slightly larger than the cupboard it's installed in. This is resulting in the door constantly remaining slightly ajar. The variation is required as there was no method of keeping the door closed specified on the design.					
Morwell Depot Amenities Extension	Allchin Commercial Pty Ltd	12-May-2026	$306	Yes	Council Funded	Design Omission/Error
Variation Title	**Fire Extinguisher & Fire Door Signage**					
Variation Reason	Upon the Final Inspection by the Building Surveyor, they advised that a fire extinguisher with related signage and fire door signage is required for the Occupancy Permit to be issued. This was not captured on the design which were reviewed by the Building Surveyor.					
Morwell Depot Amenities Extension	Allchin Commercial Pty Ltd	12-May-2026	$578	Yes	Council Funded	Design Omission/Error
Variation Title	**Replacement of Shower Heads**					
Variation Reason	This variation is being proposed due to a design oversight. The overall fall for the whole shower cubicle was drawn as 1:80, however this means that water pools in the change area of the shower cubicle. The design should have had the shower area as 1:80, with the change area having 1:100 fall. After discussions with the builder, the most simple and cost effective solution is to change to a shower head where the water can be adjusted down to minimise the amount of water that may pool in the change area of the cubicle.					
Morwell Depot Amenities Extension	Allchin Commercial Pty Ltd	09-Apr-2026	$6,452	Yes	Council Funded	Principal/Client directed variation
Variation Title	**Balustrade Amendments**					
Variation Reason	During construction, officers identified some potential refinements to the pedestrian ramps to the east side of the Depot building. This included a new pedestrian pathway for members of the public travelling to the pound, an extended ramp for staff to access the new amenities, 2x new carparks, and additional balustrades to the new pathways which are required for the Occupancy Permit. Majority of the works have been covered under Provisional Sums, and this variation covers the remaining funds required for the additional balustrades.					

Contract Number: LCC-894

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Design and Construct of Netball Court, Traralgon Recreation Reserve	Langden Constructions Pty Ltd	29-Apr-2026	$54,974	Yes	Council Funded	Principal/Client directed variation

Variation Title **VQ 3 Asphalting & Landscaping**

Variation Reason During the pre-tender period, it was difficult to determine the extent of finishing works required around the netball court due to the quantity of site equipment located within the proposed court area. As a result, it was agreed to exclude all works outside the court footprint in the tender and defer these works to a later stage during construction.
This variation quotation is for the soft and hard landscaping works surrounding the netball court. The scope includes:

Cutting and removal of existing asphalt as required to tie into the new finished levels
Site cut and fill works
Supply and installation of approximately 620 m² of crushed rock base and 40 mm thick asphalt
Supply and placement of approximately 840 m² of topsoil and grass seeding

Contract Number: LCC-896

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Victory Park Footbridge Replacement, Traralgon	Jarvis Norwood Constructions Pty Ltd	22-Apr-2026	$42,000	Yes	Council Funded	Latent Condition

Variation Title **Supply and install additional rock beaching and handrail to new structure alignment**

Variation Reason Variation Order 1 - Addition of rock beaching and handrails to new structure.

The contract was to replace an existing footbridge with a new one.

Unfortunately, our bridge contractor has discovered several live services (telco, nbn etc) running within the existing footbridge.

After the locators set up for the confined space entry they confirmed there are live 2 gas lines 1 copper communication line and multiple optic fiber cables varying in size.

They sent a locator probe down most of the conduits and all showed to go through the existing bridge.

The option of relocating these services will be both a costly and timely exercise.

The BYDA information also shows the services in a completely different location, east of the bridge.

We have liaised with the designers, contractors, the CMA & Open space maintenance with an alternative solution;
•The new bridge is to be constructed directly west of the existing footbridge.
•Approach footpath to be realigned towards new bridge
•Previous footpath to old bridge to be removed and grassed
•Existing tree to the north-west to be retained if possible, can be removed if impacted by the new footpath (LCC Planted Tree)
•The existing footbridge is to remain in place with the handrails removed & kerb cut out
•The existing footbridge concrete deck is to be painted green
•The approach rail to the new bridge to be extended to block access to the old bridge on both ends
•Additional rock beaching to below both bridges
•Existing footbridge to be eventually taken off LCC asset register
•LCC to notify asset owners (Telstra etc) that services are running through a footbridge that will no longer be maintained (give to option to relocate to new footbridge at their cost if they wish)

The WGCMA confirmed that existing Works On Waterways Permit is valid if additional rock beaching could be placed under both bridges.

The contractor has provided a rate of $200/sqm of rock beaching which is reasonable and in line with the contract.

Approximate take off of the required area is to increase by 90 square meters, which is a reasonable allowance to be confirmed on site during beaching works, which the WGCMA have also requested to be present during those works.

The addition of handrail is to prevent public access to the old bridge structure to remain.

The contractors quotation for handrail is $1,000 per lineal meter which is also reasonable and in line with the contract.

Dayworks and other provisional items to be utilised from the contract for the bridge deck painting if it is still required, lighting alterations (moving the street light) & additional topsoil. This still allows for latent conditions during piling works which can be managed through the contract hereafter.

- 90 m2 of rock beaching - $18,000 Ex GST
- Supply and install 24lm additional rail - $24,000 Ex GST

Total lump sum value for variation order 1 is $42,000.00 Ex GST

Contract Number: LCC-905

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	22-Jun-2026	$10,781	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Supply and installation of fridges**

Variation Reason

The scope of works for the Secondary Works Package at GRISS includes a revised layout for the reception, café, and Grab N Go (event food service) areas.
The final alignment of these areas was confirmed following the engagement of the builder and cabinet maker. For this reason, the exact fridges required were not decided until after the tender period, and therefore not included in the tender price.
Rebuild have been requested by Council (Principal directed variation) to supply and install 2 x new fridges to support the new layout.
A supplier quote has been provided and the variation includes provision of equipment, handling and set up, and waste disposal.
The variation has been reviewed by the Quantity Surveyor and endorsed.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	03-Jun-2026	$4,010	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Miscellaneous Construction Amendments**

Variation Reason

Rebuild Gippsland have been requested to provide pricing for the below works not previously included in the tendered scope (Principal Directed Works):
1. Supply and installation of ceiling access panels to new Court 5 & 8 storage to provide maintenance access in the event of roller shutter failure.
$1,200

2. Supply and installation of a bollard to the new events shed driveway to deter public vehicle access including keying to GRISS bi-lock.
$1,400

3. Alteration to existing carpet in new Quiet room to replace damaged carpet tiles with tiles already available on site.
$200

4. Supply and installation of new hook to west side glass door to prevent damage during events bump ins.
$360

5. Supply and installation of signage tracks above the new Court 7 & 8 entry ramp to enable the provision of wayfinding signage during major events, plus painting of doors to new ramp.
$850

The above items have been reviewed by the Quantity Surveyor and deemed to be fair and reasonable - MQS Recommendation #10.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	03-Jun-2026	$7,115	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Zip Tap - Officials Rooms**

Variation Reason
Following transition to regular use of the new officials rooms at GRISS, the user group have requested access to a boiling / chilled water unit in the newly constructed officials changerooms.
These works were not previously included in any tendered scope.
The variation from Rebuild provides for all plumbing, electrical, and joinery changes required.
The variation has been assessed by the project Quantity Surveyor as being fair and reasonable

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	25-May-2026	$53,591	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Court 9 Painting**

Variation Reason
Rebuild Gippsland have been requested to provide a quote for the painting of Court 9 (Principal Directed Variation).
Since the tendering of this contract, the funding body has approved the painting of Courts 5 - 9. Courts 5 - 8 are complete, with Court 9 being priced separately due to consultation with the tenant, and the difficulty in completing the works around the installed equipment.
This brings all older sections of the building up to the same standard as the rest of the facility.
Variation includes all working at heights work, protection and working around the gymnastics equipment.

The Quantity Surveyor has reviewed this request and determined the price to be fair and reasonable.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	18-May-2026	$21,450	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Court 7 & 8 Wall Padding**

Variation Reason
Rebuild were requested to provide a quote for new wall padding to be provided to the east wall of Courts 7 & 8 (Principal Directed Variation). The scope of works was not included in the original tender due to timing and complexity of the wall padding solution. These have now been resolved and therefore incur a variation to the contract.
This wall includes the Emergency Exit, and external roller door and the wall padding is required to be installed while not restricting access.
Wall padding is proposed to be custom fabricated:
- Direct stick to the Emergency doors (excluding panic bars)
- In the form of 2 x 1.5mW x 2.1mH gates to provide coverage across the roller door during games, and provide access when the roller door is in use.
Totalling approx. 15m2 of padding, consistent with the padding installed at the west end.
The quote includes all works - boiler maker, carpentry, painting undertaken by Rebuild, and subcontractor works for the wall padding.

The project Quantity Surveyor has reviewed this variation including photos and dimensions, and deemed the variation price to be fair and reasonable (MQS Recommendation #9)

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	06-May-2026	$16,963	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Various - Construction Amendments**

Variation Reason Rebuild Gippsland have been requested to provide quotes for the following Principal Directed variations.

1. Installation of a Zip Hot and Chilled Water Unit for the new Quiet Room - $7,087
The scope of the Quiet Room was finalised following the tender of this works package, and therefore costs were not included in the original tender.
The Quiet Room works include a new kitchenette, painting, furniture, and signage to align with Australian Standards for access and mobility.
This portion of the variation includes the cost for the water unit, plumbing, electrical, and builders margin and has been reviewed by the Quantity Surveyor as being fair and reasonable (MQS Recommendation 8).

2. Painting of the Quiet Room - $1,931 + $709 credit
The Quiet Room has previously been utilised on a regular basis as an umpires room. Following removal of the furniture and equipment from the Quiet Room's existing use, it was determined that painting of the walls, and door following removal of signage, would be required prior to activating the space as a new Quiet Room.
A credit has also been provided by Rebuild following a reduction in size of the planned joinery.
These costs have been reviewed by the Quantity Surveyor and deemed to be fair and reasonable (MSQ Recommendation 7)

3. Furniture & Planter box amendments $2,450 + $1,954
Further consultation after tender identified changes to the specified furniture & planter boxes being square tables instead of round, change to the specified chair fabric, ordering of plants instead of hedges to better suit the facility, and installation of false bottoms and tops into the planter boxes that could not be completed on advice from the supplier prior to shipping due to the increase cost in freight.
The original and revised quotes from the supplier have been provided and reviewed by the Quantity Surveyor as fair and reasonable. (MQS Recommendation 8)

4. Additional painting - West Foyer $4,250
A final inspection of the older section of the building identified rectification works required to the foyer to bring this part of the facility up to the same standard as the remainder of the facility.
Works include patching and painting of walls from the hallway entrance of the old foyer through to the west entrance, and foyer leading into Courts 7-9.
The attached map was provided to the Quantity Surveyor who has deemed the variation to be fair and reasonable (MQS Recommendation 8).

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	27-Apr-2026	$22,216	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Grab & Go Joinery**

Variation Reason New joinery for the GRISS Grab & Go (events food service area) was not included in the design at the time of tendering and therefore not included in the tender price.
The builder has now priced the amended design including demolition of the old joinery, shop drawings, and manufacture and installation of the new joinery. An additional cost for power and data will be provided prior to construction.
$22,703

This variation also includes a correction to V16, with a different model of fryer chosen resulting in a credit to the original variation of $487.
Original variation processed for $19,973
Different model chosen @ $19,486.
Credit of $487

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	07-Apr-2026	$19,973	Yes	State Government Grant	Principal/Client directed variation

Variation Title **New fryer - kitchen**

Variation Reason A review of the operation of the commercial kitchen has identified improvements to better manage capacity during times of high use such as tournaments, and major events.
Customer feedback and staff experience indicates the grill should be replaced with additional fryers.
Scope identified following tender.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	14-Apr-2026	$10,954	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Concreting to Events Shed**

Variation Reason Widening of the existing path to the events shed to assist with accessibility and management of major events.
Works not identified until after tender.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	07-Apr-2026	$11,094	Yes	State Government Grant	Principal/Client directed variation

Variation Title **Grab & Go New Vinyl**

Variation Reason Replacement of the existing vinyl in the Grab & Go service area as per request from Leisure with a higher slip rated vinyl to improve safety during major events.
Works not identified prior to tender.

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	07-Apr-2026	$6,131	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Additional plastering & painting works**					
Variation Reason	Following demolition of the cafe, the tiled wall in the cafe shows damaged where equipment has been installed. As the damage is to the tiles, the method of rectification is to plaster the wall and paint. Additional plastering and painting works, and repairs to window seating are also required in the main foyer to repair wear and tear and ensure the entire venue is brought up to the standard of the new works.					

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	07-Apr-2026	$18,773	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**New Automatic Door**					
Variation Reason	Following further consultation with the Events team, and after receiving feedback from the recent major event in December, it has been requested to install an automatic door at the east end of the building to create a new airlock for player and team entry to improve safety and compliance with event requirements in relation to a player management zones.					

Foyer Refurbishment & Accessibility Works - GRISS, Traralgon	Rebuild Gippsland Pty Ltd	07-Apr-2026	$13,999	Yes	State Government Grant	Principal/Client directed variation
Variation Title	**Purchase of display fridges**					
Variation Reason	Purchase of display fridges required as part of the foyer redesign. Not included in original tender. Re-use of existing equipment was being considered, however this is no longer available.					

Contract Number: LCC-912

Contract Title	Supplier Name	Date Approved	Variation Value ($)	Within budget	Funding Source (Federal/State/Council)	Variation Type
Construction of Cricket Training Nets at Ted Summerton Reserve, Moe	Langden Constructions Pty Ltd	22-Jun-2026	$60,404	Yes	State Government Grant	Design Omission/Error

Variation Title	**Engineering upscale costs**
Variation Reason	Tender issue designs for this project specified nominal post sizes for posts and footings for the structure which bore the force of the netting roof system, projecting these to be adequate for the application. During the upscale from tender to construction when netting roof load forces were calculated against the tender issue post size, these were deemed inadequate by the project Building Surveyor. These costings reflect extra engineering requirements for screw piles, footing size and post sizes at the weight bearing points for the netting roof systems specified which were required to obtain a building permit.

14. QUESTIONS ON NOTICE

Nil reports

ITEMS FOR TABLING

15. ITEMS FOR TABLING

Item Number 15.1 28 September 2026 Organisational Performance

TABLING OF PETITION - REVIEW OF PARKING INFRINGEMENT COSTS

PURPOSE

To table the petition received by Council relating to the amount of parking fines in Latrobe City in the context of the economic status of the area.

EXECUTIVE SUMMARY

- Council received a petition requesting that Council:

  'reconsiders the amount a parking fine is worth within the region, to a more reasonable amount, that falls within the current economic status of the area.'
- Council subsequently published an e-petition on Council's portal from 30 July to 31 August 2026.
- The petition contains 70 valid signatures (**Attachment 1**).
- This report is being presented to Council in accordance with Rule 67 of the Governance Rules, requesting that valid petitions be tabled at the next available Council Meeting.
- The purpose of tabling the petition is to bring the petition to Council's attention, outlining the terms of the petition and allow time for a detailed report to be prepared for the consideration of Council.
- No debate or discussion will be entered into when the petition is tabled. However, this can occur when a future report about the petition is presented to Council.
- The petition will be referred to the General Manager Community Liveability for assessment and analysis and a further report regarding this petition will be presented to a future Council Meeting.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with the Governance Rules, agrees to lay on the table the petition requesting that Council:**

   ***reconsiders the amount a parking fine is worth within the region, to a more reasonable amount, that falls within the current economic status of the area*; and**
2. **advises the head petitioner of this decision in relation to the petition.**

BACKGROUND

Council received a petition request and subsequently published an e-petition on Council's portal from 30 July to 31 August. There were 74 signatories to the e-petition, of which four were duplications and thus invalid. In total 70 signatories are compliant with Council's Governance Rules requirements, which are provided at **Attachment 1**.

The details of the petition are:

We, the undersigned request that Latrobe City reconsiders the amount a parking fine is worth within the region, to a more reasonable amount, that falls within the current economic status of the area.

In accordance with Rule 67.8 of Council's Governance Rules, a valid petition is required to be tabled at the next available Council Meeting, unless it is an item of urgent business.

A report for decision on the request in this petition will be presented at a future Council Meeting.

ANALYSIS

Refer to the Background section of this report.

RISK ASSESSMENT

Risk	Risk rating	Treatment
COMPLIANCE Petitions received by Council must be tabled at the next available Council Meeting.	**Low** *Rare x Minor*	Table the petition at the September 2026 Council Meeting.

CONSULTATION

N/A

COMMUNICATION

N/A

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Attachments

1. Petition Signatories (Published Separately)

   This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

TABLING OF PETITION - COUNCIL WASTE BIN COLLECTION SERVICE CALLIGNEE

PURPOSE

To table the petition received by Council seeking that Council investigates the provision of a waste collection service in Callignee.

EXECUTIVE SUMMARY

- Council received a written petition requesting that Council:

  'investigate and provide council waste bin collection service to Callignee, with the cost of the service charged through the applicable property's council rates.'

- The petition contains 36 valid signatures (**Attachment 1**).
- This report is being presented to Council in accordance with Rule 67 of the Governance Rules, requesting that valid petitions be tabled at the next available Council Meeting.
- The purpose of tabling the petition is to bring the petition to Council's attention, outlining the terms of the petition and allow time for a detailed report to be prepared for the consideration of Council.
- No debate or discussion will be entered into when the petition is tabled. However, this can occur when a future report about the petition is presented to Council.
- The petition will be referred to the General Manager Infrastructure and Sustainability for assessment and analysis and a further report regarding this petition will be presented to a future Council Meeting.

OFFICER'S RECOMMENDATION

That Council:

1. **in accordance with the Governance Rules, agrees to lay on the table the petition requesting that Council:**

   ***investigate and provide council waste bin collection service to Callignee, with the cost of the service charged through the applicable property's council rates;* and**

2. **advises the head petitioner of this decision in relation to the petition.**

BACKGROUND

Council received a written petition request. There were 36 signatories to the petition, of which there were no duplications. In total 36 signatories are compliant with Council's Governance Rules requirements, which are provided at **Attachment 1**.

The petition requests that Council:

Investigate and provide council waste bin collection service to Callignee, with the cost of the service charged through the applicable property's council rates.

In accordance with Rule 67.8 of Council's Governance Rules, a valid petition is required to be tabled at the next available Council Meeting, unless it is an item of urgent business.

A report for decision on the request in this petition will be presented at a future Council Meeting.

ANALYSIS

Refer to the Background section of this report.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Petitions received by Council must be tabled at the next available Council Meeting.	**Low** *Rare x Minor*	Table the petition at the September 2026 Council Meeting.

CONSULTATION

N/A

COMMUNICATION

N/A

DECLARATIONS OF INTEREST

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Attachments

1. Callignee Waste Petition (Published Separately)

   This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

16. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

16.1 Visitor Economy Advisory Committee (VEAC) Expressions of Interests
This item is confidential as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)). This ground applies because personal information about the applicants is contained in the report.

16.2 LCC-928 Provision of Line Marking and Surface Retexturing Services
This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). These grounds apply because releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the tenderers that may cause disadvantage.

16.3 Confidential Resolutions Administrative Updates
This item is confidential as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)). These grounds apply because the report and its attachments contain personal

information.