

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 26 November 2025



Council Chambers, Leongatha
Commencing at 2:00 PM



*South Gippsland
Shire Council*

OUR COUNCIL PLAN VISION STATEMENT

Our South Gippsland community is connected, resilient and empowered. We value our unique townships, our rural and coastal landscapes, while balancing growth.

A prosperous region, we draw strength from: visitor experience, emerging and creative industries, our agricultural sector and natural environment. We lead with purpose, are forward thinking, and deliver consolidated and sustainable services for our community.

The Council Agenda relates to the following Strategic Objectives of the Council Plan 2025-2029.



Leading with Integrity



Developing a Sustainable Future



Empowering Communities

SOUTH GIPPSLAND SHIRE COUNCIL

Notice is hereby given that Council Meeting of the
South Gippsland Shire Council will be held on Wednesday 26 November 2025
in the Council Chambers, Leongatha, commencing at 2:00pm

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Allison Jones
Chief Executive Officer

Privacy Statement

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

1. PRELIMINARY MATTERS

1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER

This Council Meeting is being streamed live, recorded and published in accordance with Council's *Live Streaming in Council Meetings Policy*.

Access to the live stream through Council's Internet is an option to view the 'open' component of a Council Meeting. Link to the Live Stream on Council's website: [Live Streaming | Live Streaming | South Gippsland Shire Council](#)

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Today's Meeting is being streamed live as well as recorded and published on Council's website.

Thank you

1.2. WELCOME TO THE COUNCIL MEETING

Public Questions

In accordance with *Governance Rules (C82)*, clause 56.4(d) the placement of public questions has now closed. Questions must be received prior to the commencement of the Council Meeting and placed in the receptacle at Governance Officers table. Questions received after the commencement of the Meeting will be considered at the next Council Meeting.

1.3. OPENING PRAYER

As we gather here from diverse backgrounds and beliefs, may we hold privilege with good care and trust. As we deliberate and discuss, may we be wise in our discernment, fair in our decisions and visionary in our planning. May we be guided by our common goal of a strong and united South Gippsland.

1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.

1.5. APOLOGIES

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 19 November 2025 (Mayor and Deputy Mayor Election) in the Council Chambers Leongatha be confirmed.

1.7. DECLARATION OF CONFLICTS OF INTEREST FOR COUNCILLORS

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules (C82)* (the Rules), clause 3.0 Disclosure of a Conflict of Interest at a Council Meeting sets out the prescribed manner required to disclose a conflict of interest at South Gippsland Shire Council.

The Rules require a Councillor and/ or staff member who has a conflict of interest in a matter being considered at a Council Meeting to announce before the matter is considered and disclose this in a written notice to the Chief Executive Officer. The details included in the disclosure, explain the nature conflict of interest, whether it is classified as general or material (s.127 and s.128), the name of the relevant person(s) and their relationship to them.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's *Governance Rules (C82)* can be accessed from [Council's Policies](#) webpage.

Councillor Clare Williams has declared a material conflict of interest for agenda item 5.3 - Award Contract CON/424 - Construction of Korumburra Tennis Clubrooms as it is noted that a price has been provided by a family-owned business for a portion of the proposed works and a declared material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

Councillor Nathan Hersey has declared a general conflict of interest for agenda item 5.3 - Award Contract CON/424 - Construction of Korumburra Tennis Clubrooms as a family member is a subcontractor to one of the tenderers and has provided a quote to that tenderer as part of a tender submission.

Councillor Brad Snell has declared a material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

Councillor Sarah Gilligan has declared a material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules (C82) (the Rules)*, Chapter 5, clause 7, 8 and 9 sets the prescribed manner required for staff to disclose a conflict of interest when:

- Preparing Reports for Meetings
- Exercise of Delegated Power
- Exercise of a Statutory Function

Council staff must immediately upon becoming aware of a conflict of interest provide a written notice to the Chief Executive Officer disclosing the conflict of interest, explain the nature of the conflict and how it will be managed. Upon becoming aware and declaring a conflict of interest, a staff member may not exercise a power or perform a function in the matter. All prepared reports will record that staff member(s) have considered a conflict of interest and include if any, the details of a disclosure.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's *Governance Rules (C82)* can be accessed from [Council's Policies](#) webpage.

Nil

2. PUBLIC QUESTIONS

2.1. PETITIONS AND JOINT LETTERS

Petitions and Joint Letters are written requests that have been signed by a number of community members. According to the *Governance Rules (C82)*, *clause 57*, members of the community may submit a valid petition or joint letter to a Councillor or to Council addressed to the Chief Executive Officer.

At the Meeting a petition or joint letter is presented, Council will consider a motion to receive it, the matter itself will not be considered unless determined as urgent business.

The Councillor presenting the petition or joint letter is responsible for ensuring that they are familiar with the contents and purpose of the petition or joint letter and that it does not contain language disrespectful to Council.

The requirements of the lead petitioner are detailed in the *Governance Rules (C82)*, *clause 57*.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

2.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, are included in the Minutes of this Meeting.

Background material submitted with a question will not be recorded in the Council Meeting Minutes.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

Nil

2.3. SUBMITTED PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted to the Governance Team by 9.00am on the Monday morning preceding the Council Meeting to allow time for a response to be prepared, where possible, for the Council Meeting. All reasonable attempts will be made to answer pre-submitted questions at the Meeting. When further time is required to prepare an answer, questions may be taken on notice and responses will be provided at the next Council Meeting.

On the day of the Meeting, questions on the prescribed form must be received prior to the commencement of the Council Meeting by 2.00pm and placed in the receptacle at the Governance Officers table. These questions will be taken on notice, included in the Minutes and responses provided at the next Council Meeting.

Public Question Time in Council Meetings is to be used for matters that are relevant to the business or functions of Council and are clear and legible. Questions may not be allowed where the question(s) is deemed to be:

- Related to a matter beyond or outside the powers of Council;
- Trivial or frivolous;
- Defamatory, indecent, abusive or objectionable;
- Derogatory or designed to embarrass a Councillor, a member of Council staff or a member of the community;
- Related to subject matter previously received and responded to;
- Related to a matter already considered and resolved upon by Council;
- Breach Council's confidentiality obligations; and/or
- Illegible, vague or not make sense.

A person may submit a maximum of three (3) questions for any one Council Meeting, this includes a combined total of three (3) questions for related parties or groups. The total word count of all questions submitted is to be 100 words or fewer.

Background material submitted with a question will not be read out or recorded in the Council Meeting Minutes.

The CEO retains the discretion, in consultation with the Mayor, to not refer questions to Council meetings if there is a more effective or appropriate way to respond to the matters raised. Answers to questions from a member of the community who is present in the gallery will be read out at the Council Meeting by the CEO or Mayor.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

3. NOTICES OF MOTION AND/OR RESCISSION

3.0. NIL

4. URGENT BUSINESS

Normally no motion should be debated by Councillors unless the matter is already included as an item on the Agenda. However, in some circumstances it is possible to raise urgent motions.

Council's *Governance Rules 2020* (clause 22 - Urgent Business) adopted on 19 October 2022, allows for where a situation has not been provided for under the *Governance Rules*, the Council may determine the matter by resolution. Established practice has provided for urgent motions to be raised at Council provided the matter cannot be dealt with at the next Council Meeting or by Officers under delegation.

It is necessary for the Councillor wishing to raise a matter of urgent business to raise a motion similar to the following:

'That consideration of (the issue) be dealt with as a matter of urgent business and Councillor....be allowed a 'short period' to indicate the reason(s) why the matter should be considered as a matter of urgent business.' If the Chairperson accepts the motion as meeting the urgent business criteria, normal meeting procedures in Council's *Governance Rules 2020*, clause 22 will apply.

If the motion to accept the item as a matter of urgent business is passed by Council, the motion relating to the specific issue can then be put and debated in the normal way.

5. COUNCIL REPORTS

5.1. ORGANISATIONAL PERFORMANCE REPORT – 1 JULY 2025 TO 30 SEPTEMBER 2025

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by regular organisational performance reporting against the annual actions of the 2025-2029 Council Plan and annual budget.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Organisational Performance Report for the period of 1 July 2025 to 30 September 2025 (**Attachment [5.1.1]**) which includes the financial and organisational performance against the adopted Annual Budget and highlights progress of the 2025/26 Annual Actions of the *2025-2029 Council Plan* (Council Plan).

Council adopted 31 Annual Actions for 2025/26, in which all of these actions are on-track to be completed by 30 June 2026.

RECOMMENDATION

That Council:

- 1. Receives and notes the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]);**
- 2. Publishes the Organisational Performance Report (Attachment [5.1.1]) to Council's website; and**
- 3. Presents the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]) to the 2 December 2025 Audit and Risk Committee.**

REPORT

The role of Council is to provide leadership for the good governance of the Shire. This is achieved, in part, by establishing strategic directions articulated in a four-year Council Plan and supported by an adopted Budget that contains the first (annual) financial year and subsequent three financial years.

These requirements are legislated under s.90 and 94 of the *Local Government Act 2020* (Act).

Council endorsed the 2025/26 Annual Actions as part of the 2025-2029 *Council Plan* at the 18 June 2025 Council Meeting. The Council Plan outlines three themes which include:

- Leading with Integrity;
- Developing a Sustainable Future; and
- Empowering Communities.

The Council Plan connects these objective themes and outlines Council's priorities, major actions and measure of success indicators for the next four years. These Annual Actions are adopted each year in the Budget and are monitored and reported to Council within each Quarterly Performance Report.

Key Highlights of the Organisational Performance Report

There are 30 actions identified in the Council Plan with all currently on-track to be completed by 30 June 2026.

Highlights from work undertaken to achieve the annual initiatives are below:

- Significant progress made on the review of the Community Engagement Policy and Community Engagement Strategy.
- Extensive review of Council's 2026 Advocacy Priorities (subsequently adopted at October Meeting) and hosted a series of meetings with representatives from both the Victorian and Australian Governments.
- A revision of Council's *Road Management Plan 2025* was endorsed at the September 2025 Council Meeting.
- Heritage Review in selected towns and the Planning Scheme have commenced in preparation of project scope and well underway.
- Council implemented actions as part of the Visitor Economy Strategies including;
- Working in partnership with the event organisers of Eat, Drink, Play Gippsland Festival.
- Developed new content for the Visit South Gippsland website including blogs.
- Hosted South East Visitor Information Services Network Group meeting.
- Finalised the installation of the Great Southern Rail Trail wayfinding, interpretative and directional signage.
- Supported local NAIDOC week events in July 2025.

- Continue to support volunteer organisation through Council's community grants program with Round One of the 2025 Community Grants Program which closed 31 August 2025 which received 28 applications, 2025 Small Grants Program which has funded 11 applications and Emergency Grants Program has funded one application.
- Commenced drafting the new Youth Strategy using feedback from February 2024 Youth Forum.
- Continuing to deliver the Live4Life program, adding an additional school to the program, bringing the total number of participating schools in the Live4Life Program to six.
- Commenced review of technology strategy inline with Digital and Technology Roadmap to identify emerging opportunities and impacts, including the use of AI.
- Commenced a review of the Mirboo North, Venus Bay and Foster Community Emergency Management Plans.
- Loch and Tarwin Lower Resilience Plans are in development, led by the community with a focus on energy resilience and energy resilience hubs.
- The following activities were undertaken in the implementation of annual actions from the Arts, Culture and Creative Industry Strategy:
- Artist, Hiroyasu Tsuru (or TWOONE) undertook a mentorship of two young people in the painting of the ArtCubes on site in Leongatha.
- Delivered a talk to 80 people at the Cotierie, Korumburra.
- Ran a workshop for 40 young people at the Community Hub Korumburra. The works made at this session were then exhibited first in the ArtCubes, and then in a curated exhibition in the Coal Creek Community Park and Museum Exhibition Space.
- Doctor Hubble's Bubbles gig at Outtrim Hall was a sell-out show and supported by local folk group, The Stony Six.
- Significantly advanced works to the roof restoration of the heritage train carriages in partnership with the Friends of Coal Creek.

Year to Date Financial Analysis

The adjusted underlying result for 2025/26 is forecast to be a surplus of 6.01 per cent. The adjusted underlying result demonstrates Council's ability to generate a surplus in its ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital works from its net result. A surplus or increasing surplus suggest an improvement in operations. The forecast for 2025/26 is an improvement on the 2024/25 result of

5.85 per cent, primarily due to Disaster Recovery Funding payments received for expenses incurred in a previous year.

Council's proposed forecast Indebtedness Ratio as of 30 June 2026 is 22.54 per cent, and is well within the ratio maximum of 40 per cent or lower.

The movement between Adopted Budget and Approved Forecast is attributed to year-end carry forwards from 2024/25. A detailed mid-year budget review will be undertaken during quarter two and presented to Council with the Quarter 2 Organisational Performance Report.

Capital Works expenditure to 30 September 2025 of \$3.53 million is largely on-track to the forecast \$4.4 million. This is attributable to projects running on time with limited delays and limited adverse weather conditions.

CONSULTATION / COMMUNITY ENGAGEMENT

The Organisational Performance Report will be presented to Council's Audit and Risk Committee on 2 December 2025.

RESOURCES / FINANCIAL VIABILITY

The 2025/26 Annual Actions are funded through the 2025/26 Annual Budget.

RISKS

The Organisational Performance Reports ensure the organisation remains in budget and mitigates the risk of annual actions not being monitored throughout the financial year. Inadequate monitoring of their progress may result in activities not within budget, not being achieved, or without understanding the reasons for any delay or budget constraints.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. Organisational Performance Report - 1 July 2025 to 30 September 2025 [5.1.1 - 33 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 8. Monitoring & Performance Review

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Annual Budget

Council Plan 2022-2026

Legislative Provisions

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL

Organisational Performance Report July 2025 to September 2025



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Acknowledgment of Country

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.



Eucalyptus, (genus Eucalyptus)

About this Report

This Report is prepared as a key component of South Gippsland Shire Council's commitment to transparent reporting and accountability to our community and to meet statutory reporting requirements under the *Local Government Act 2020* and associated regulations.

The *Council Plan 2025-2029* is structured around three key themes that guide Council's activities and ensures alignment with the priorities set out in the *Community Vision 2040*. These themes are

- Leading with Integrity.
- Developing a Sustainable Future.
- Empowering Communities.

South Gippsland Shire Council measures its performance delivering the Plan through:

- Results achieved against the Strategic Objectives in the *Council Plan*;
- Progress against the actions identified in the *Annual Budget*.

Leading with Integrity

Good Governance and Financial Sustainability

This theme focuses on fostering transparency, accountability, and ethical leadership within Council. It aims to build trust within the community through clear, responsible decision-making and the upholding of high standards in governance. Key initiatives under this theme may include encouraging engagement, strengthening public accountability, and ensuring ethical practices in all aspects of Council operations.

Achievements to Date:

- The 2024/25 Financial and Performance Statements prepared for the September 2025 Council Meeting, were audited by VAGO and compliant with regulations.
- Significant progress made on the review of the draft Community Engagement Policy and draft Community Engagement Strategy.
- Extensive review of Council's 2026 Advocacy Priorities and hosted a series of meetings with representatives from both the Victorian and Australian Governments.
- A revision of Council's Road Management Plan 2025 was endorsed at the September 2025 Council Meeting.

Leading with Integrity

Objective: Good Governance and Financial Sustainability

Strategy 1.1:

Implementing strategic reviews of Council's asset portfolio to strengthen community connections.

Action	Comment	Progress
Commence development of a <i>Sustainable Building Asset Strategy</i> .	The review of Council's building portfolio for financial sustainability and community benefit has commenced. A principles-based approach is being developed to guide the process.	 75%
Undertake a review of non-Council Assets.	The outcomes from the service review will be incorporated into future planning and the development of the 2026/27 Budget.	 100%

Strategy 1.2:

Ensure Council's financial sustainability through prudent management and strategic planning.

Action	Comment	Progress
Develop the 2026/27 Annual Budget.	- Initial planning has commenced and is ongoing, with a focus on establishing a detailed timeline for key milestones. - Meetings with Managers have been scheduled to review and refine Operating Budgets. - Preliminary discussions held regarding capital works prioritisation and alignment with Council Plan strategic objectives. - Internal budget development framework and templates under review to support consistency and clarity.	 25%

Strategy 1.3:

Build community confidence through transparent, inclusive and accountable governance practices.

Action	Comment	Progress
Provide strategic support for the Audit and Risk Committee.	- The 2024/25 Financial and Performance Statements were prepared well in advance of scheduled timeframes, audited by VAGO and compliant with regulations. - August 2025 Audit and Risk Committee (ARC) meeting completed. - The questions on notice process has been effectively used to provide comprehensive and timely responses to all queries received from ARC members. - Ongoing liaison with internal and external auditors to ensure alignment with audit timelines and reporting requirements. - Planning for the 2026 Internal Audit schedule is underway.	 25%

Leading with Integrity

Objective: Good Governance and Financial Sustainability

Strategy 1.4:

Ensure innovative service delivery in line with community expectations.

Action	Comment	Progress
Develop a program of service reviews to ensure the delivery of quality Council services.	Service review of non-Council Assets completed. Open Space and Environment service review commenced October 2025. Training scheduled for February 2026 for all leaders of the organisation to develop skills in conducting service reviews and to prepare for business improvement initiatives for 2026.	50% 
Implement the 2025/26 actions from the <i>Digital and Technology Roadmap</i> .	• Migrated from Skype to MS Teams Enterprise Voice and a cloud contact centre solution • New online capabilities rolled out for building permits, animal registrations and other online forms and payments. • Improved data collection and cost recovery after disasters and emergencies. • Implemented several Field Worker solutions, including the asset management system, safe work method statements, and GIS platform replacement. • Commenced review of technology strategy to identify emerging opportunities and impacts, including the use of AI.	25% 

Strategy 1.5:

Continue to build trust and listen to our community using multiple communication methods and engagement.

Action	Comment	Progress
Review Council's <i>Community Engagement Policy</i> and <i>Community Engagement Strategy</i> .	A review of the <i>Community Engagement Policy and Strategy</i> has commenced with the development of new, updated, draft documents significantly progressed.	50% 

Leading with Integrity

Objective: Good Governance and Financial Sustainability

Strategy 1.6:

Partner with our community to advocate for our shared interests to the Victorian and Australian Governments.

Action	Comment	Progress
Continue to develop and participate in advocacy campaigns and support Council's annual advocacy priorities.	Council's proposed 2026 Advocacy Priorities will be presented to Council for consideration before the end of 2025. Council also hosted a series of meetings with representatives from both the Victorian and Australian Governments. In addition, Council also attended Canberra as a guest of the Municipal Association Victoria (MAV) to advocate for wind energy outcomes, roads and community infrastructure in Victoria.	 50%

Strategy 1.7:

Maintain our assets (roads, buildings, recreation facilities, paths and trails) through responsible financial management

Action	Comment	Progress
Manage Council's road and asset maintenance in-line with Council's <i>Asset Plan</i> .	The revised Road Management Plan was adopted in September 2025, a month ahead of schedule and maintenance programs are being adjusted to meet the requirements of the Plan.	 25%
Deliver Council's Capital Works program.	Planning and procurement for the delivery of many key projects and programs is well progressed, whilst securing external funding for projects continues to be very successful. Key projects that are in the construction phase and progressing well include: Korumburra Streetscape, Fish Creek Streetscape, Clarkes Road Hallston Landslip Repair and Great Southern Rail Trail Signage. It is early in the construction season, with the majority of the teams focus on tendering works. Delivery of the program will escalate as works contracts are awarded and the weather becomes more favorable for civil construction. The capital program has grown due to carry forwards adopted by Council in August 2025 to a total capital works budget of \$27.379M and may grow further due to grant application success.	 15%

Developing a Sustainable Future

Environment, Growth and Economy

A commitment to long-term sustainability is at the heart of this theme, which focuses on preserving resources, protecting and enhancing our environment, and promoting responsible economic and social development.

The goal is to ensure a balanced approach to growth that supports our economy, agriculture, environmental stewardship, innovation, and resilience in the face of future challenges.

Initiatives could include attracting new investment, advancing renewable energy solutions, and fostering sustainable planning.

Achievements to Date:

- Heritage Review in selected towns and the Planning Scheme have commenced in preparation of project scope and are well underway.
- Council implemented actions as part of the Economic Development and Visitor Economy Strategies including working in partnership with the event organisers of Eat, Drink, Play Gippsland Festival.
- Domestic Animal Management Plan developed and prepared to be presented at the October 2025 Council Meeting for community consultation.
- Finalised the installation of the Great Southern Rail Trail wayfinding, interpretative and directional signage.

Developing a Sustainable Future

Objective: Environment, Growth and Economy

Strategy 2.1:

Provide clarity through our Planning Scheme in areas such as township boundaries, preservation of township identity and heritage, protection of agricultural land and identify areas for future growth including industrial land.

Action	Comment	Progress
Commence Heritage Review in select townships.	The Heritage Review commenced with the preparation of a project scope.	 20%
Initiate a review of Council's Planning Scheme.	Commenced Planning Scheme review with preparation of project scope.	 20%
Commence background reports to support the implementation of a Development Contributions Scheme for South Gippsland's growth areas.	Project scoping has commenced.	 15%
Implement the annual action plan of the <i>South Gippsland Coastal Strategy</i> .	The final draft of the proposed planning controls for coastal towns was circulated to government agencies, authorities, and utility providers for comment on 22 September 2025.	 50%

Strategy 2.2:

Support business and industry in events and activities to drive economic growth in local communities and connect key tourism destinations to drive local spend and investment opportunities.

Action	Comment	Progress
Commence review of the Economic Development and Visitor Economy Strategies and deliver initiatives in accordance with the action plan.	A review of Council's Economic Development and Visitor Economy Strategies has commenced. The actions under these Strategies included: • South Gippsland featured in the spring edition of Gippsland Lifestyle Magazine as part of the ongoing marketing activities. • Worked in partnership with the event organisers of Eat, Drink, Play Gippsland Festival. • Developed new content for the Visit South Gippsland website including blogs. • Hosted South East Visitor Information Services Network Group meeting.	 25%

Strategy 2.3:

Deliver waste management through collaboration with industry and government partners.

Action	Comment	Progress
Provide community education in the lead-up to introducing a Food Organics Garden Organics waste service.	The implementation of community education will commence in January 2026 with the appointment of a Waste Education Officer.	 25%

Developing a Sustainable Future

Objective: Environment, Growth and Economy

Strategy 2.4:

Explore the potential of our path and trails; including the Great Southern Rail Trail to enhance our visitor experience and increase awareness of this our region.

Action	Comment	Progress
Deliver actions from the <i>Great Southern Rail Trail Visitor Experience and Marketing Plan</i> .	Finalised the installation of the Great Southern Rail Trail wayfinding, interpretative and directional signage. Advanced the Great Southern Rail Trail Activation Project including the completion of the Koonwarra Biodiversity Walk interpretative signage.	 10%
Commence a review of the Paths and Trails Strategy list and Footpath Programs list.	Path and Trails/Footpath program review has commenced. This project is in the scoping and data gathering phase..	 25%

Strategy 2.5:

Demonstrate Council's commitment to preserve, protect and enhance the natural environment across South Gippsland.

Action	Comment	Progress
Support Year Two annual action of the Landcare Memorandum of Understanding (MOU).	The Landcare 2025/26 Action Plan is progressing well, with work underway on the Biolinks mapping project, the successful running of the Pedal and Plant day along the Great Southern Rail Trail, and developing collaborative management plans for Council managed bush reserves and the Great Southern Rail Trail.	 25%

Strategy 2.6:

Develop an integrated land management approach including enhanced weed management on Council and Department of Transport-controlled roads and exploring alternatives to chemical treatments.

Action	Comment	Progress
Increase the focus on the management of roadside weeds and partner with landowners to maximise impact.	Council officers are actively seeking direction and will be proposing several options in October 2025. The outcome will provide guidance on the best approach to achieve the most impact for the community. Options include Education, grants programs or bolstering our existing annual roadside weed program.	 20%

Strategy 2.7:

Support domestic animal management through community education and promoting collaboration to enhance responsible pet ownership and community safety.

Action	Comment	Progress
Commence development of the <i>Domestic Animal Management Plan</i> .	The draft <i>Domestic Animal Management Plan 2026-2029</i> has been developed and is to be presented at the 15 October 2025 Council meeting for community consultation.	 75%

Empowering Communities

Healthy, Connected and Inclusive

This theme emphasises strengthening local communities by providing the tools, resources, and support needed for individuals and groups to thrive. It focuses on fostering inclusion, enhancing access to services, and encouraging active community participation. The aim is to empower residents to take part in decision-making processes and create positive change. Key actions may involve promoting volunteerism, and investing in local programs and services that support well-being and equity.

Achievements to Date:

- Supported local NAIDOC week events in July 2025.
- Networked with other Gippsland councils in relation to reconciliation activities.
- Expanded the reach of the Live4Life Program, which is now implemented in six South Gippsland schools.
- Provided funding to 11 local community groups through Council's Community Grants Program.
- Supported community planning groups through funding, emergency resilience and events.

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.1:

Build a relationship with Traditional Custodians of South Gippsland to support our common environmental, cultural, social and economic objectives.

Action	Comment	Completion
Continue to build relationships with Bunurong and Gunaikurnai people.	- Met with Bunurong Land Council's new Community Engagement and Development Officer, Parks Victoria (Traditional Owner Partnerships), and the Bunurong Land Council – Caring For Country Manager. - Supported local NAIDOC week events in July 2025 and hosted an event at the Leongatha Dakers Centre with a film screening of "The School That Tried to End Racism". - Supported Foster Secondary College with both funding and their event planning of "Doing It Deadly!". - Supported Foster Secondary College's Learning Stones project through FReeZA funding of materials for mural project. - Networking with other Gippsland councils in relation to reconciliation activities. - Attended network meetings with local reconciliation groups and LGPro Reconciliation Special Interest Group meetings.	 25%

Strategy 3.2:

Partner, support and encourage volunteerism and celebrate our volunteers ongoing commitment.

Action	Comment	Completion
Deliver the Community Grants program to support volunteer organisations, including a one-off stream for 2025/26 that focuses on building community resilience.	Received 18 applications for the July, August and September 2025 Small Grants Program and funding 11 of these applications. Received three applications for the emergency grants program, funding one of these applications. Received 28 applications for Round One of the Community Grants Program which closed 31 August 2025.	 25%

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.3

Partner with youth and youth focussed organisation providers and industry to facilitate engagement and connection to community.

Action	Comment	Completion
Deliver the Live4Life program 2025/26, which provides mental health education and suicide prevention for young people in rural communities.	- Welcomed ECG Secondary College to the program, bringing the total number of participating schools in the Live4Life Program to six. - Completed all of the Junior and most of the Senior Teen Mental Health First Aid training across all participating schools. - Collaborated with other Gippsland Live4Life communities (Baw Baw, Latrobe City and Wellington) to provide a combined Crew experience day in the September 2025 school holidays for over 130 young volunteers.	 25%
Commence development of the <i>Youth Strategy 2025 - 2029</i> .	Commenced drafting the new Youth Strategy using feedback from February 2024 Youth Forum, the previous Youth Strategy and community feedback received during Council's recent Integrated Planning community engagement process.	 25%

Strategy 3.4:

Sustainably plan and design our open spaces to enable healthy lifestyles.

Action	Comment	Completion
Commence development of an <i>Open Space Asset Management Plan</i> that will show how assets will be managed and maintained; including play spaces.	Field data collection is being finalised, and open space asset valuations have begun.	 15%

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.5:

Empower our communities to build community resilience in response to environmental challenges.

Action	Comment	Completion
Continue supporting the development of Community Plans incorporating emergency resilience where applicable.	- Commenced a review of the Mirboo North, Venus Bay and Foster Community Emergency Management Plans. - Loch and Tarwin Lower Resilience Plans are in development, led by the community with a focus on energy resilience and energy resilience hubs. - Continued to support community planning groups through grant, emergency resilience and event enquiries. - The Foster Community Planning group has been reactivated and have recently released a community engagement survey.	 25%

Strategy 3.6:

Plan for connected communities through improved transport networks, arterial roads, footpaths and public and community transport options.

Action	Comment	Completion
Review the amenity, accessibility, safety and connectivity of Council's supporting infrastructure at public transport bus stops.	Initial audit complete for V/Line coach stops, with key trends identified and submitted to the Department of Transport and Planning for consideration in their Yarram to Melbourne service review. Scoping and estimating for potential infrastructure upgrades has commenced.	 25%

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.7:

Enrich the lives of all community members through community and cultural events, skills development, creative industries, sport, recreation and performance spaces.

Action	Comment	Completion
Implementation annual actions from the <i>Arts and Creative Industries Strategy</i> .	The following activities were undertaken in the implementation of annual actions from the Arts, Culture and Creative Industry Strategy: • Artist, Hiroyasu Tsuru (or TWOONE) mentored two young people to assist in the painting of the ArtCubes on site in Leongatha. • Delivered a talk to eighty people at the Coterie, Korumburra. • Ran a workshop for forty young people at the Community Hub Korumburra. The works made at this session were then exhibited first in the ArtCubes, and then in a curated exhibition in the Coal Creek Community Park and Museum Exhibition Space. • Doctor Hubble's Bubbles gig at Outtrim Hall was a sell-out show and supported by a local folk group, The Stony Six.	 25%

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.8:

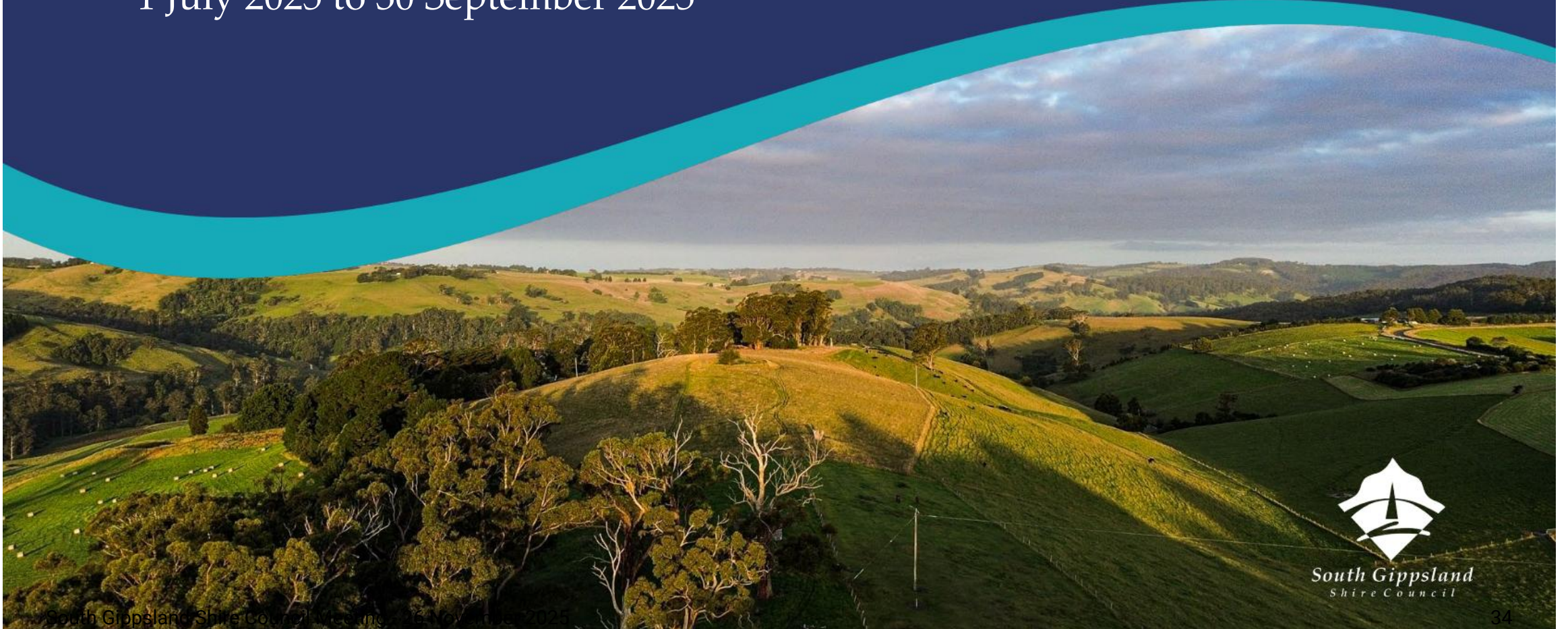
Partner, support and encourage relationships with our community; including the development of community plans.

Action	Comment	Completion
Implement annual actions from the <i>Coal Creek Community Park and Museum Strategic Plan</i> .	- Completed the draft Coal Creek Community Park and Museum Business Case. - Commenced drafting the Coal Creek Community Park and Museum Cultural Collection Policy. - Significantly advanced works to the roof restoration of the heritage train carriages in partnership with the Friends of Coal Creek. - Held two art exhibitions. - Significantly advanced the Augmented Reality experience. - Commenced a review of the Community Park and Museum branding to align to the objectives of the Strategic Plan.	 25%

South Gippsland Shire Council

Financial Report

1 July 2025 to 30 September 2025





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- 2.3 Cashflow Statement to 30 September 2025

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- 3.1 Financial Ratios

Section 1 – Financial Report Overview and Progress

1.1 Management Cash Result Statement

Whilst the Comprehensive Income Statement is prepared in accordance with Australian Accounting Standards, it contains several items which are “non-cash” in nature such as depreciation on assets and the written down (book) value of assets sold. It also excludes capital expenditure, new borrowings and loan repayments and as such, does not provide an accurate indication of the surplus/deficit cash position within a financial year. The Statement adjacent provides a management cash result for the period 1 July 2025 to 30 September 2025 which removes non-cash items and adds back cash items that are excluded from the Comprehensive Income Statement.

The Approved Forecast includes the year-end carry forwards from 2024/25 of \$6.628 million, endorsed by Council on 20 August 2025.

As part of regular fiscal oversight, a first quarter budget review has proposed an unfavourable adjustment of \$0.004 million to the management cash result, with changes explained in section 1.2.

	Year to Date			Full Year		
	Actual	Approved	Variance	Approved	Proposed	Adopted
	YTD FY26	Forecast	Fav/(Unfav)	Forecast	Forecast	Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income Statement						
Income	26,323	22,586	3,737	87,951	88,076	85,632
Expenditure	18,009	19,803	1,794	76,659	76,794	74,487
Net surplus / (deficit) - ongoing operations	8,314	2,783	5,531	11,292	11,282	11,145
Management Accounting result						
<u>Add back (less) non cash items</u>						
Depreciation	3,341	3,389	(48)	13,557	13,557	13,557
Depreciation - right of use assets	23	23	0	92	92	92
Amortisation - intangible assets	0	0	0	0	0	0
Landfill provision	0	0	0	0	0	0
Contributions - non-monetary	0	(113)	113	(452)	(452)	(452)
Found assets (recognised)	0	0	0	0	0	0
Fair value adjustments of investment properties	0	0	0	0	0	0
Written down value of assets sold/disposed	1,348	182	1,166	729	729	729
Sub total	4,712	3,481	1,231	13,926	13,926	13,926
Net operating surplus	13,026	6,264	6,762	25,218	25,208	25,071
<u>Less (add) non operating cash items</u>						
Capital Works expenditure	3,531	4,404	873	27,379	27,379	21,656
Transfers to/(from) Reserves	(4,361)	1,057	5,418	3,076	3,076	2,024
New loan borrowings	0	0	0	0	0	0
Loan Repayments	306	320	14	1,297	1,291	1,297
Lease Repayments	23	23	0	94	94	94
Sub total	(501)	5,804	6,305	31,846	31,840	25,071
Cash surplus / (deficit)	13,527	460	13,067	(6,628)	(6,632)	0

Section 1 – Financial Report Overview and Progress

1.1 Management Cash Result Statement

The Raw Accumulated Surplus (Deficit) is the total unallocated cash surplus retained over time. It is calculated by taking current assets and deducting both current and non-current liabilities (excluding certain provisions and loans) and other reserves.

The movement in the Raw Accumulated Surplus year over year should match to the Management Cash Surplus (Deficit) for the year.

	Actual YTD FY26 \$'000	Proposed Forecast \$'000	Actual Annual FY25 \$'000
Current assets	86,492	29,786	31,329
Less: Assets held for sale	0	0	0
Non-current receivables and financial assets	0	0	0
	86,492	29,786	31,329
Current liabilities	61,961	17,888	15,989
Less: current interest-bearing liabilities	(1,236)	(1,316)	(1,236)
Less: current lease liabilities	(70)	(87)	(94)
Less: current landfill provision	(187)	0	(187)
Non-current liabilities	15,253	14,286	15,556
Less: non-current interest-bearing liabilities	(8,758)	(7,693)	(9,063)
Less: non-current lease liabilities	(87)	0	(87)
Less: non-current landfill provision	(5,781)	(5,968)	(5,781)
Other reserves	7,690	15,128	12,052
	68,785	32,238	27,149
Raw accumulated surplus (deficit)	17,707	(2,452)	4,180
Movement from 2024/25 financial year	13,527	(6,632)	
Cash surplus / (deficit) for the year	13,527	(6,632)	

Section 1 – Financial Report Overview and Progress

1.2 Proposed Budget Adjustment Summary

Income

Grants – Operating \$0.125 million – Favourable

Due to expected receipt of State Government Grant income for Eat, Drink, Play Gippsland that was not anticipated in the 2025/26 financial year, offset by increased expenditure.

Expenditure

Materials and Services \$0.135 million – Unfavourable

\$0.125 million Increase in expenses expected to be utilised from the receipt of State government grant income for Eat, Drink, Play Gippsland.

\$0.010 million Increase in expenses due to the council contribution towards the South Gippsland Coastal Strategy Grant.

Section 1 – Financial Report Overview and Progress

1.3 Year to Date Variances

	Actual YTD FY26 \$'000	Year to Date				Full Year		
		Approved Forecast \$'000	Variance Fav/(Unfav) %	Actual YTD FY25 \$'000	Variance Fav/(Unfav) %	Approved Forecast \$'000	Proposed Forecast \$'000	Adopted Budget \$'000
INCOME								
Rates and charges	13,628	13,613	0%	13,185	3%	54,453	54,453	54,453
Statutory fees and fines	263	282	(7%)	219	20%	1,056	1,056	1,056
User fees	865	1,384	(38%)	717	21%	5,555	5,555	5,555
Grants - operating	2,276	3,704	(39%)	11,644	(80%)	14,056	14,181	14,056
Grants - operating - natural disasters	0	0	0%	83	(100%)	0	0	0
Grants - capital	1,623	2,432	(33%)	140	1059%	8,886	8,886	6,730
Grants - capital - natural disasters	7,999	0	100%	0	100%	250	250	250
Contributions - monetary	61	432	(86%)	300	(80%)	919	919	919
Contributions - non monetary	0	113	0%	0	0%	452	452	452
Net gain on disposal of property, infrastructure, plant and equipment	(950)	25	(3900%)	6	(15933%)	163	163	0
Other income	558	601	(7%)	605	(8%)	2,161	2,161	2,161
Total income	26,323	22,586	17%	26,899	(2%)	87,951	88,076	85,632

Operating Income Key Variance Detail:

User Fees – Unfavourable (\$0.5 million) This variance is due to Environmental Health and Local Laws council fees and charges. This is a timing variance only; the budget will be phased to more accurately reflect the timing of collection for these council fees and charges during Q2. No impact to year end position.

Grants - Operating – Unfavourable (\$1.4 million) Due to the advance receipt of the grants commission allocation received last financial year. During Q2 the budget will be adjusted.

Grants - Capital – Unfavourable – (\$0.8 million) Largely due to the accounting treatment related to the recognition of capital grants when amounts are received and when revenue is recognised as projects are completed. Partially offset by the receipt of grant funds for the Korumburra Tennis Club Changerooms Project and Port Welshpool Fixed Pontoon Accessibility Project that weren't budgeted. During Q2 the budget will be adjusted with a corresponding increase to the expenditure budget therefore no impact to the bottom line.

Grants - Capital – Natural Disaster - Favourable – \$8.0 million Disaster Recovery Funding Arrangement reimbursements received for expenses related to declared disaster events, detailed further in section 1.7.

Contributions - Monetary – Unfavourable (\$0.4 million) Due to Developer Contributions not being received as budgeted. This is outside control of Council as it is based on the stage reached by developers.

Net gain on disposal of property, infrastructure, plant and equipment – Unfavourable (\$1.0 million) Due to disposal of property where Council is no longer Committee of Management, therefore no proceeds of sale to offset disposal.

Section 1 – Financial Report Overview and Progress

1.3 Year to Date Variances

	Actual YTD FY26 \$'000	Approved Forecast \$'000	Year to Date		Actual YTD FY25 \$'000	Variance Fav/(Unfav) %	Full Year		
			Variance Fav/(Unfav) %				Approved Forecast \$'000	Proposed Forecast \$'000	Adopted Budget \$'000
EXPENSES									
Employee costs	7,191	8,004	10%		7,365	2%	32,311	32,311	32,311
Materials and services	6,251	6,953	10%		6,492	4%	27,265	27,400	25,093
Natural disasters	(3)	0	(100%)		777	100%	0	0	0
Depreciation	3,341	3,389	1%		2,946	(13%)	13,557	13,557	13,557
Depreciation - Right of use assets	23	23	0%		23	0%	92	92	92
Borrowing costs	55	55	0%		37	(49%)	220	220	220
Finance costs - Leases	1	1	0%		1	0%	2	2	2
Other expenses	1,150	1,378	17%		2,336	51%	3,212	3,212	3,212
Total expenses	18,009	19,803	9%		19,977	10%	76,659	76,794	74,487

Operating Expenditure Key Variance Detail:

Employee Costs – Favourable \$0.8 million Predominately due to the reversal of year end employee salary provisions recognised in this period. This will be offset by the employee salary provision adjustment at the end of the year. No impact to year end position.

Materials and Services – Favourable \$0.7 million Insurance premium renewals were \$0.4 million lower than budgeted, with a favourable adjustment to be reflected in Q2. The remaining variance within the Digital and Technology and Waste Services teams relates to timing differences.

Other Expenses – Favourable \$0.2 million Due to timing of the audit fees. This will be offset when invoiced by VAGO. No impact to year end position.

1.4 – Capital Works

Capital Works Statement as at 30 September 2025

The Capital Works program comprises of asset renewal, expansion, upgrade and the investment in new assets.

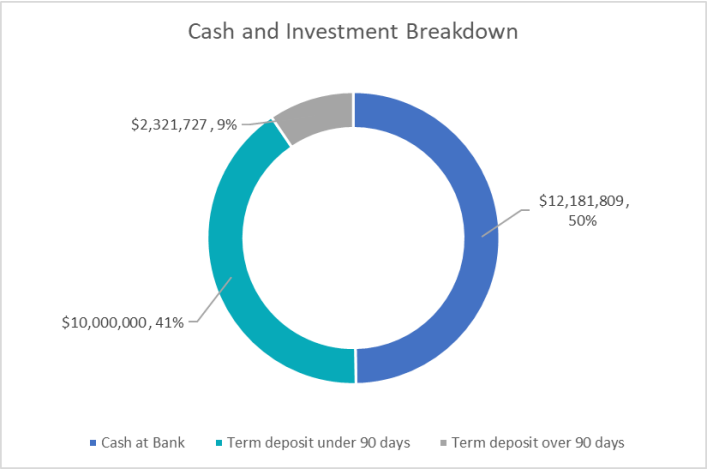
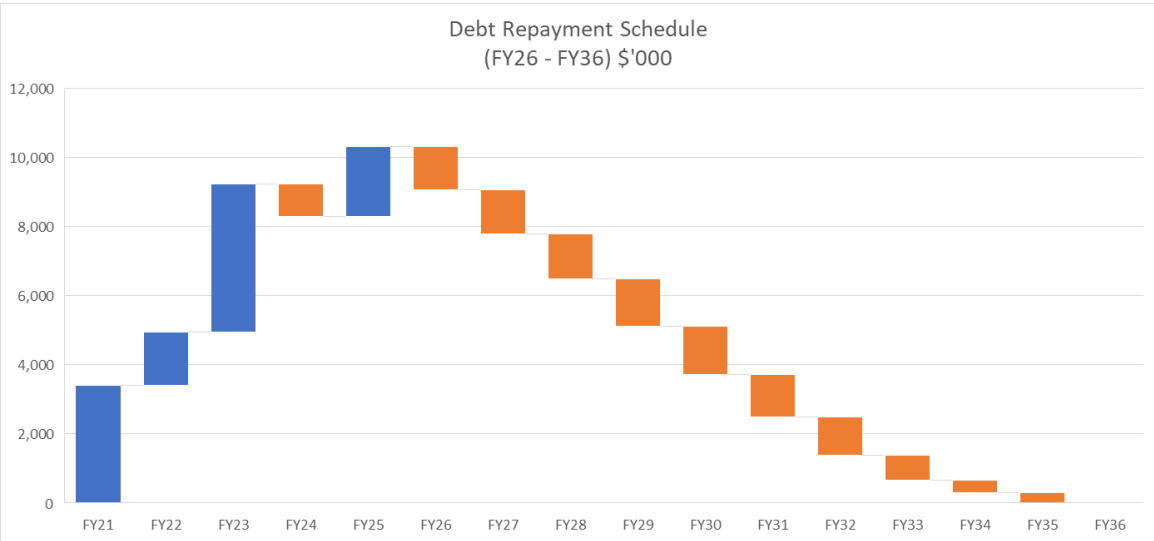
Following the first quarter budget review, there is no proposed change to the \$27.4 million proposed forecast.

	Actual YTD FY26 \$'000	Year to Date		Full Year		
		Approved Forecast \$'000	Variance Fav/(Unfav) %	Approved Forecast \$'000	Proposed Forecast \$'000	Adopted Budget \$'000
Property						
Buildings	195	246	(21%)	2,832	2,832	2,605
Heritage buildings	0	16	(100%)	65	65	65
Total property	195	262	(26%)	2,897	2,897	2,670
Plant and equipment						
Plant, machinery and equipment	835	1,041	(20%)	3,209	3,209	2,448
Computers and telecommunications	122	190	(36%)	760	760	760
Total plant and equipment	957	1,231	(22%)	3,969	3,969	3,208
Infrastructure						
Roads	1,511	2,003	(25%)	14,065	14,065	11,812
Bridges	112	145	(23%)	2,281	2,281	2,195
Major culverts	1	0	100%	0	0	0
Footpaths and cycleways	272	140	94%	348	348	81
Drainage	90	92	(2%)	367	367	250
Kerb & channel	(1)	38	(103%)	150	150	150
Waterway infrastructure	0	0	0%	156	156	0
Waste	130	160	(19%)	527	527	240
Other infrastructure	264	333	(21%)	2,619	2,619	1,050
Total infrastructure	2,379	2,911	(18%)	20,513	20,513	15,778
Total capital works expenditure	3,531	4,404	(20%)	27,379	27,379	21,656

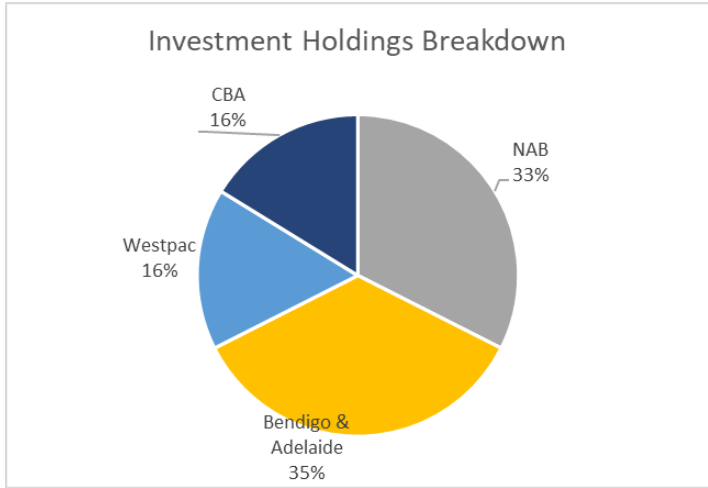
1.5 - Treasury

Council has paid \$0.3 million in scheduled principal debt repayments year to date. Full year principal debt repayments are on schedule, with a forecasted closing position of \$9.1 million.

Loans Maturing	YTD September 2025				Full Year			
	Opening Balance	Proceeds	Repayments	Closing Balance	Opening Balance	Proceeds	Repayments	Closing Balance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current Loans	1,236	0	0	1,236	1,236	0	40	1,276
Non-Current Loans	9,063	0	(305)	8,758	9,063	0	(1,275)	7,788
	10,299	0	(305)	9,994	10,299	0	(1,236)	9,063



Cash and investment holdings total \$24.5 million as of 30 September 2025. Council has \$12.3 million in term deposits earning an average interest rate of 3.98% and \$12.2 million in cash at bank required to cover scheduled employee and supplier payments.

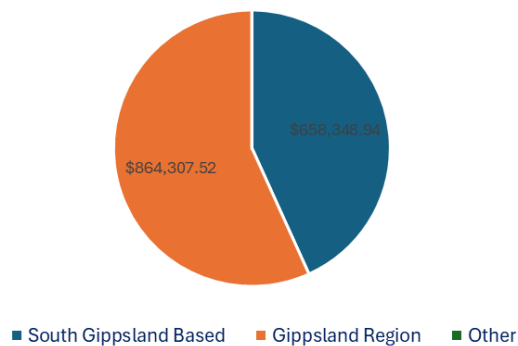


1.6 – Local Procurement

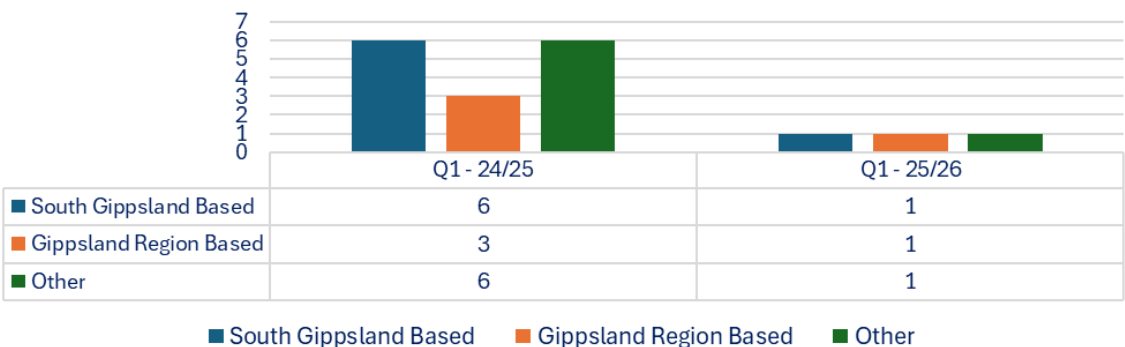
The contracts awarded by South Gippsland Shire Council for the September 2025 quarter.

Contract Number	Contract Name	Date of Award	Supplier	Estimated Contract Value (Ex. GST)	Contract Period	Supplier Location
CON/439	Swimming Pools Maintenance 2025/26 Resheet	10/06/2025	Mechanical Plumbing Services Pty Ltd	Schedule of Rates	3 years + 2 x 1 year extensions available	Other
CON/443-B	Program 2025/26 Resheet	13/08/2025	ACE Earthmoving (Victoria) Pty Ltd	\$ 864,307.52	22 weeks	Gippsland Region Based
CON/443-A	Program	16/08/2025	David Harris Earthmoving Pty Ltd	\$ 658,348.94	22 weeks	South Gippsland Based

\$ Value of contracts awarded by supplier location August 25/26



Contracts Awarded August 24/25 vs August 25/26



1.7 – Disaster Recovery Funding

South Gippsland Shire Council funds immediate relief and recovery works following natural disaster events and seeks reimbursement through the Disaster Recovery Funding Arrangements (DRFA). The DRFA is a cost sharing arrangement between the Commonwealth and State Governments to support certain relief and recovery activities following an eligible disaster. The below table outlines the status of active claims for eligible disasters:

	Expenditure by Council \$'000	Approved DRFA Funding \$'000	Pending DRFA Assessment \$'000	Ineligible for DRFA funding \$'000	Council Contribution \$'000	Internal DRFA Claim process in progress \$'000
Event						
AGRN 1147 (28/08/24) Aug Sep Wind	2,798	1,138	745	915	0	0
AGRN 1142 (15/07/24) July Storm	34	14	0	5	15	0
AGRN 1108 (13/02/24) Mirboo North	6,105	5,016	0	526	6	557
AGRN 1096 (26/12/23) Welshpool / Toora	983	692	0	242	35	14
AGRN 1087 (29/11/23) Toora	88	44	0	22	22	0
AGRN 1072 (03/10/23) Foster	257	130	0	92	35	0
AGRN 1037 (21/11/22) Toora / Dumbalk	225	40	0	162	23	0
AGRN 1029 (13/08/22) Poowong East	9,635	7,920	1,165	120	35	396
AGRN 1022 (06/06/22) Foster	1,674	999	620	30	24	0
AGRN 985 (30/09/21) Rain Event	1,497	1,456	0	41	0	0
Total	23,297	17,449	2,530	2,156	195	967

Section 2 – Financial Statements

2.1 Income Statement as at 30 September 2025

	Actual YTD FY26	Approved Forecast	Variance Fav/(Unfav)	Actual YTD FY25	Variance Fav/(Unfav)	Approved Forecast	Proposed Forecast	Adopted Budget
	\$'000	\$'000	%	\$'000	%	\$'000	\$'000	\$'000
INCOME								
Rates and charges	13,628	13,613	0%	13,185	3%	54,453	54,453	54,453
Statutory fees and fines	263	282	(7%)	219	20%	1,056	1,056	1,056
User fees	865	1,384	(38%)	717	21%	5,555	5,555	5,555
Grants - operating	2,276	3,704	(39%)	11,644	(80%)	14,056	14,181	14,056
Grants - operating - natural disasters	0	0	0%	83	(100%)	0	0	0
Grants - capital	1,623	2,432	(33%)	140	1059%	8,886	8,886	6,730
Grants - capital - natural disasters	7,999	0	100%	0	100%	250	250	250
Contributions - monetary	61	432	(86%)	300	(80%)	919	919	919
Contributions - non monetary	0	113	0%	0	0%	452	452	452
Net gain on disposal of property, infrastructure, plant and equipment	(950)	25	(3900%)	6	(15933%)	163	163	0
Other income	558	601	(7%)	605	(8%)	2,161	2,161	2,161
Total income	26,323	22,586	17%	26,899	(2%)	87,951	88,076	85,632
EXPENSES								
Employee costs	7,191	8,004	10%	7,365	2%	32,311	32,311	32,311
Materials and services	6,251	6,953	10%	6,492	4%	27,265	27,400	25,093
Natural disasters	(3)	0	(100%)	777	100%	0	0	0
Depreciation	3,341	3,389	1%	2,946	(13%)	13,557	13,557	13,557
Depreciation - Right of use assets	23	23	0%	23	0%	92	92	92
Borrowing costs	55	55	0%	37	(49%)	220	220	220
Finance costs - Leases	1	1	0%	1	0%	2	2	2
Other expenses	1,150	1,378	17%	2,336	51%	3,212	3,212	3,212
Total expenses	18,009	19,803	9%	19,977	10%	76,659	76,794	74,487
Surplus / (deficit) for the period	8,314	2,783	(199%)	6,922	20%	11,292	11,282	11,145

Section 2 – Financial Statements

2.2 Balance Sheet as at 30 September 2025

	Year to Date				Full Year	
	Actual YTD	Actual YTD	Year over Year Variance		Adopted	Proposed
	FY26	FY25	Fav/(Unfav)		Budget	Forecast
	\$'000	\$'000	\$'000	%	\$'000	\$'000
Current assets						
Cash and cash equivalents	22,182	14,613	7,569	52%	5,165	7,398
Trade and other receivables	61,171	57,743	3,428	6%	5,764	5,181
Other financial assets	2,322	8,326	(6,004)	(72%)	16,326	16,326
Inventories	162	282	(120)	(43%)	296	208
Prepayments	655	878	(223)	(25%)	0	673
Total current assets	86,492	81,842	4,650	6%	27,551	29,786
Non-current assets						
Property, infrastructure, plant and equipment	882,458	842,938	39,520	5%	878,329	897,163
Investment property	857	857	0	0%	857	857
Right-of-use assets	154	246	(92)	(37%)	85	85
Total non-current assets	883,469	844,041	39,428	5%	879,271	898,105
TOTAL ASSETS	969,961	925,883	44,078	5%	906,822	927,891
Current liabilities						
Trade and other payables	1,001	1,955	954	49%	4,983	5,170
Trust funds and deposits	10,051	8,613	(1,438)	(17%)	2,434	2,821
Contract and other liabilities	1,181	1,861	680	37%	1,709	1,170
Provisions	7,974	6,763	(1,211)	(18%)	6,887	7,324
Interest-bearing liabilities	1,236	965	(271)	(28%)	1,323	1,316
Lease liabilities	70	69	(1)	100%	87	87
Unearned rates revenue	40,448	38,940	(1,508)	(4%)	0	0
Total current liabilities	61,961	59,166	(2,795)	(5%)	17,423	17,888
Non-current liabilities						
Provisions	6,408	7,048	640	9%	7,178	6,593
Interest-bearing liabilities	8,758	7,085	(1,673)	(24%)	7,747	7,693
Lease liabilities	87	181	94	52%	0	0
Total non-current liabilities	15,253	14,314	(939)	(7%)	14,925	14,286
TOTAL LIABILITIES	77,214	73,480	(3,734)	(5%)	32,348	32,174
NET ASSETS	892,747	852,403	40,344	5%	874,474	895,717
Equity						
Accumulated surplus	284,574	265,622	18,952	7%	284,197	280,106
Revaluation Reserve	600,483	582,144	18,339	3%	582,144	600,483
Other Reserves	7,690	4,637	3,053	66%	8,133	15,128
TOTAL EQUITY	892,747	852,403	40,344	5%	874,474	895,717

Section 2 – Financial Statements

2.3 Cashflow Statement for the period 1 July 2025 to 30 September 2025

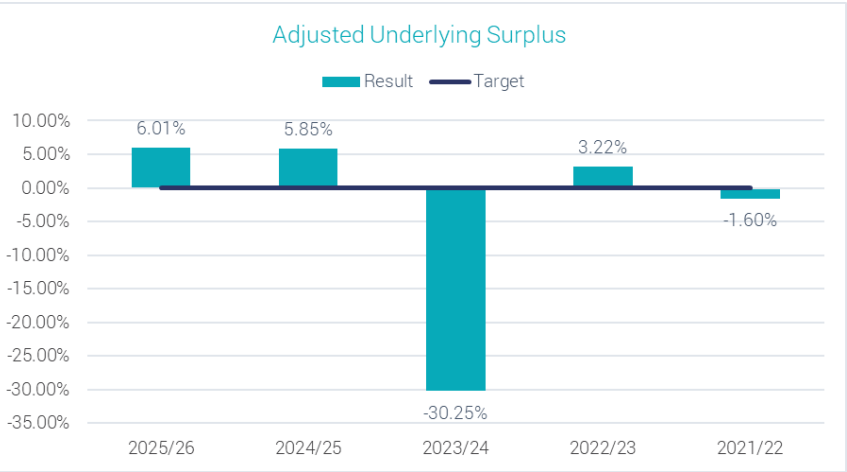
	Actual YTD FY26 \$'000	Year To date		Full Year		
		Actual YTD FY25 \$'000	Year over Year Variance Fav/(Unfav) \$'000		Adopted Budget \$'000	Proposed Forecast \$'000
				%		
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges	8,097	7,399	698	9%	53,945	58,506
Statutory fees and fines	263	219	44	20%	1,052	1,141
User fees	1,265	841	424	50%	5,534	6,002
Grants - operating	3,773	12,322	(8,549)	(69%)	14,056	14,181
Grants - capital	9,622	140	9,482	6773%	6,980	9,136
Contributions - monetary	61	300	(239)	(80%)	919	919
Interest received	245	418	(173)	(41%)	1,100	1,100
Other receipts	391	383	8	2%	1,358	1,551
Employee costs	(6,578)	(7,726)	1,148	(15%)	(32,422)	(31,277)
Materials and services	(8,159)	(11,055)	2,896	(26%)	(25,179)	(26,522)
Other payments	(1,150)	(1,191)	41	(3%)	(3,223)	(3,113)
Net cash provided by (used in) operating activities	7,830	2,050	5,780	282%	24,120	31,624
CASH FLOWS FROM INVESTING ACTIVITIES						
Payments for property, infrastructure, plant & equipment	(3,531)	(3,840)	309	(8%)	(21,656)	(27,379)
Proceeds from sale of property, infrastructure, plant & equipment	398	31	367	1184%	729	892
Payments (for) / from Other Financial Assets	11,000	8,000	3,000	38%	0	0
Net cash provided by (used in) investing activities	7,867	4,191	3,676	88%	(20,927)	(26,487)
CASHFLOWS FROM FINANCING ACTIVITIES						
Finance costs	(54)	(36)	(18)	50%	(220)	(216)
Repayment of borrowings	(306)	(239)	(67)	28%	(1,297)	(1,291)
Interest paid - lease liability	(1)	(1)	0	0%	(2)	(2)
Repayment of leases	(23)	(23)	0	0%	(94)	(94)
Net cash provided by (used in) financing activities	(384)	(299)	(85)	28%	(1,613)	(1,603)
Net increase (decrease) in cash and cash equivalents	15,313	5,942	9,371	158%	1,580	3,534
Cash and cash equivalents at the beginning of the financial year	6,869	8,671	(1,802)	(21%)	3,585	6,869
Cash and cash equivalents at the end of the period	22,182	14,613	7,569	52%	5,165	10,403

Section 3 – Year to Date Financial Analysis

3.1 Financial Ratios

Operating Position

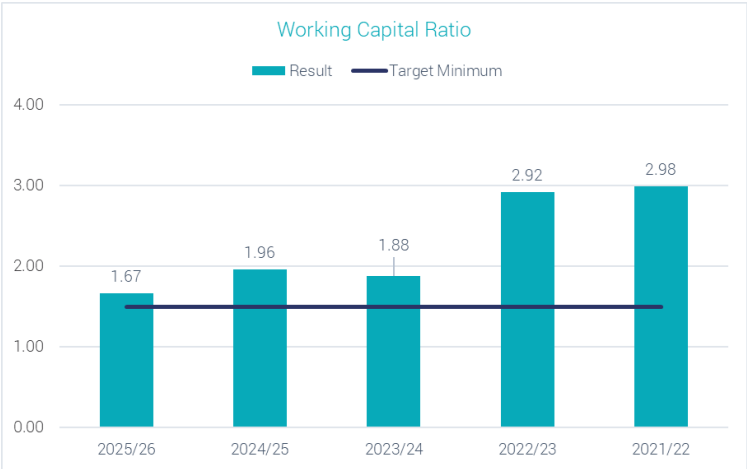
The adjusted underlying result demonstrates Council's ability to generate a surplus in its ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital works from its net result. A surplus or increasing surplus suggest an improvement in the operating position.



The adjusted underlying result for 2025/26 is forecast to be a surplus of 6 per cent.

Liquidity

The Working Capital Ratio, which assesses Council's ability to meet current commitments, is calculated by measuring Council's current assets as a percentage of current liabilities.



Council's proposed forecast as of 30 June 2026 has a Working Capital Ratio of 1.67. The decrease in the forecast compared to previous years is due to a forecasted increase in trust funds and deposits, provisions & unearned rate revenue, as well as a decrease in cash and investments. Forecast of 1.67 remains above the targeted minimum of 1.5.

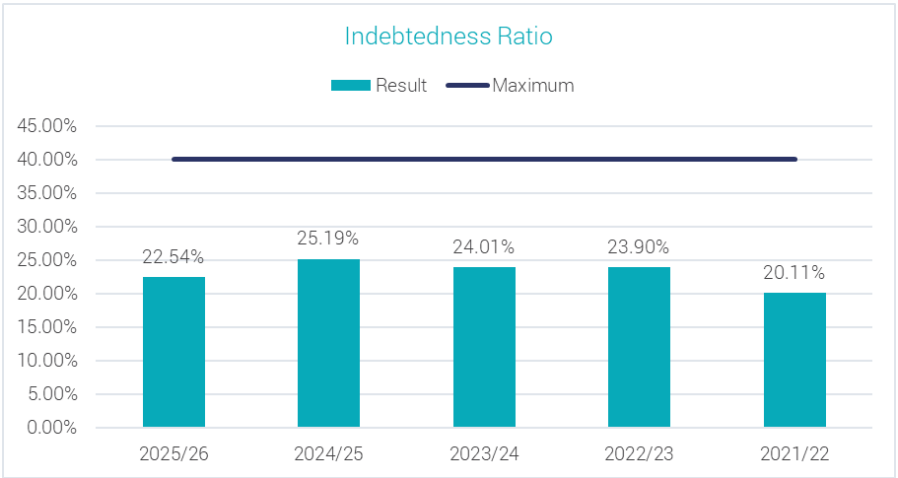
Section 3 – Year to Date Financial Analysis

3.1 Financial Ratios

Obligations

The Indebtedness Ratio Percentage measures Council's ability to pay the principal and interest on borrowings when they are due from the funds it generates. Own-sourced revenue is used in the calculation, not including any grants or contributions.

Council's proposed forecast Indebtedness Ratio as of 30 June 2026 is 22.54 per cent, and is well within the maximum of 40 per cent or lower.

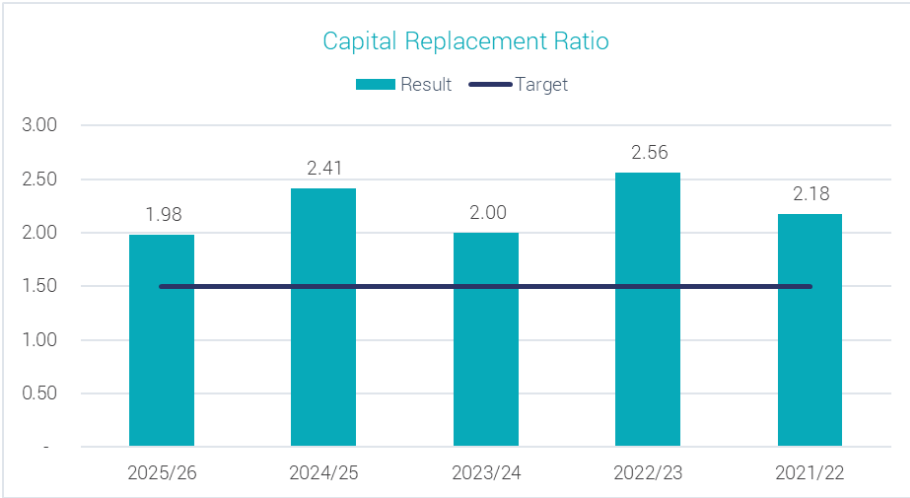


Asset Renewal

Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. The investment in asset renewal for the 2025/26 year is forecasted to be \$24.1 million.

The Capital Replacement Ratio compares the total rate of spending on new infrastructure, property, plant and equipment with its depreciation. Ratios of higher than 1:1 indicate that spending is faster than the depreciation rate. Council's proposed forecast Capital Replacement Ratio of 1.98 for the year ending 30 June 2026, which is well above the target of 1.5.

The investment in asset renewal for 2025/26 is forecasted to be \$24.1 million resulting in a lower ratio forecast compared to previous year, where renewal expenditure was \$33.0 million in 2024/25 and the average over the previous four years was \$26.5 million per year.





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5.2. VENUS BAY SALTMARSH REHABILITATION STUDY FOR ENDORSEMENT

Directorate:	Infrastructure Sustainability
Department:	Open Space and Environment

Council Plan

Theme - Leading with Integrity

This report aligns with Council's commitment to partner with our community and advocate for our shared interests to the Victorian and Australian Governments.

EXECUTIVE SUMMARY

The purpose of this report to Council is to present the Feasibility Study – Venus Bay Saltmarsh Rehabilitation (**Attachment [5.2.1]**) for consideration. The Venus Bay Saltmarsh Project was a 2023 Advocacy Priority for Council, and is also listed as a proposed action in Council's Coastal Strategy. It involves the potential rehabilitation of 324ha of low lying grazing land, to a natural environment of saltmarsh and mangrove.

In July 2023, Council secured \$80,000 from Department Energy, Environment and Climate Action to develop a Study that investigated the potential rehabilitation, including risks and benefits, with a key focus on:

- Improved coastal resilience.
- Possible nature-based solution for coastal hazard asset protection; protecting transport infrastructure from inundation.
- Environmental risks and benefits.
- Potential for economic benefits through blue carbon crediting.
- Possible ways forward and modelling for rehabilitation.

This study has now been completed and is presented for Council's consideration.

RECOMMENDATION

That Council:

1. **Endorse the Feasibility Study – Venus Bay Saltmarsh Rehabilitation (the Study) (Attachment [5.2.1]) and share a copy of the Study with key stakeholders.**
2. **Send a letter to the Minister for Environment and the Department of Energy, Environment and Climate Action, thanking them for the opportunity**

to undertake the work and sharing the outcomes of the Study for their interest.

REPORT

The Venus Bay Saltmarsh Project has been a community advocacy project for many years. The recent production of a Feasibility Study – Venus Bay Saltmarsh Rehabilitation (the Study), used hydrodynamic modelling and assessment to understand the feasibility of restored tidal connections through applying breaches to the existing levee.

Increased coastal resilience is important to this area. The Cape-to-Cape Resilience Project identified coastal flooding of road access as a key hazard that will affect the Venus Bay community.

The Study identifies the following key findings:

- Natural wetland conditions can be formed or 're-habilitated' by activating three breach locations in the existing levee wall, without detrimental impact on coastal flooding.
- The resulting wetland will form a Nature Based Solution that provides significant environmental benefits.
- Implementing wetland rehabilitation does not increase the risk to road infrastructure.
- Supporting adaptations (sub-levee upgrade and Lees Rd levee protection) reduce flood risk to road access from present day conditions.
- This rehabilitation may be able to access blue carbon credits, with associated upfront costs and ongoing management.
- There are costs associated with achieving the rehabilitation and further studies required to minimise risk and undertake due diligence.
- The impact of the proposal on local groundwater resources needs further investigation

With the completion of this study, Council's 2023 Advocacy commitment is also complete. The site is currently privately owned. Encouraging the purchase of this land by the State Government, not for profit and/or private enterprise could be a future advocacy campaign considered by Council and/or the Community. The Study supports any future advocacy for the rehabilitation.

The completion of this study also satisfies the Coastal Strategy Action 2.2. 'Investigate the 'Common Ground' community initiative on the land adjoining Andresons Inlet at Venus Bay that proposes nature-based adaptation concepts that if implemented, will assist in managing storm surge, flooding and coastal erosion'.

CONSULTATION / COMMUNITY ENGAGEMENT

This project involved Key Stakeholder consultation, engaging with:

- A Venus Bay community group (known as Common Ground)
- Traditional Owner groups - engagement with Traditional Owner groups underpin the success of the Vision Values and Objectives stages of the Victorian Resilient Coastline framework. Traditional Owner groups include Gunaikurnai Land and Waters Aboriginal Corporation and Bunurong Land Council and Boonwarrung Land and Sea Council.
- Relevant South Gippsland Shire Council staff
- South Gippsland Shire Councillors via Councillor weekly bulletin
- Department of Energy, Environment and Climate Action (DEECA)
- West Gippsland Catchment Management Authority
- Gippsland Ports – waterway manager for Anderson Inlet
- Parks Victoria – manage the waters of Anderson Inlet
- Landcare – The Tarwin Landcare Group of the South Gippsland Landcare Network manage projects in the Venus Bay area including mangrove restoration activities.
- Landowners

RESOURCES / FINANCIAL VIABILITY

Any potential future costs relating to the Study would be subject to future budget considerations and/or advocacy.

RISKS

If Council chooses not to endorse the study there may be reputational risks with both the Department of Energy, Environment and Climate Action (who provided \$80,000 funding towards the development of the Study) and the community who have advocated for the study.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. Venus Bay Saltmarsh Report Final October 2025 [5.2.1 - 63 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

South Gippsland Coastal Strategy

South Gippsland Shire Council Advocacy Strategy

Legislative Provisions

Local Government Act 2020

Planning and Environment Act 1987

Regional, State and National Plan and Policies

Nil



Image Source: Friends of Venus Bay

Draft Report

Feasibility Study – Venus Bay Saltmarsh Rehabilitation

South Gippsland Shire Council

10 October 2025



Document Status

Version	Doc type	Reviewed by	Approved by	Date issued
02	Draft Report	TD	TD	18/07/2025
03	Final Report	No change		10/10/2025

Project Details

Project Name	Feasibility Study – Venus Bay Saltmarsh Rehabilitation
Client	South Gippsland Shire Council
Client Project Manager	Ben Lehmann
Water Technology Project Manager	Michael Miloshis
Water Technology Project Director	Elise Lawry
Authors	Dr Michael Miloshis
Document Number	24010408_R03_V03.docx



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ACKNOWLEDGEMENT OF COUNTRY

The Board and employees of Water Technology acknowledge and respect the Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of Country throughout Australia. We specifically acknowledge the Traditional Custodians of the land where we undertake our work.

We respect the knowledge, skills and lived experiences of Aboriginal and Torres Strait Islander Peoples, who we continue to learn from and collaborate with. We also extend our respect to all First Nations Peoples, their cultures and to their Elders, past and present.



Artwork by Maurice Goolagong 2023. This piece was commissioned by Water Technology and visualises the important connections we have to water, and the cultural significance of journeys taken by traditional custodians of our land to meeting places, where communities connect with each other around waterways.

The symbolism in the artwork includes:

- Seven circles representing each of the States and Territories in Australia where we do our work
- Blue dots between each circle representing the waterways that connect us
- The animals that rely on healthy waterways for their home
- Black and white dots representing all the different communities that we visit in our work
- Hands that are for the people we help on our journey



10 October 2025

Ben Lehmann
Manager Open Space and Environment
South Gippsland Shire Council
9 Smith Street (Private Bay 4)
Leongatha, VIC, 3953.

Via email: Ben.Lehmann@southgippsland.vic.gov.au

Dear Ben

Feasibility Study – Venus Bay Saltmarsh Rehabilitation

Please find the version 3 final report within.

Yours sincerely

Michael Miloshis
Principal Scientist
Michael.Miloshis@watertech.com.au
WATER TECHNOLOGY PTY LTD



EXECUTIVE SUMMARY

The township of Venus Bay is flanked by reclaimed farmland, which was once estuarine floodplains. Rehabilitation of the coastal wetlands has been proposed by the Venus Bay community. Rehabilitation involves the removal of levee sections that currently restrict tidal flow into the area. This project assesses the feasibility of the proposal by assessing the suitability of the area for wetland rehabilitation, the potential for mangrove and saltmarsh vegetation, and how it may impact flooding of nearby road infrastructure.

There are many benefits associated with healthy coastal wetlands. They provide visual and recreational amenity to the community, increase fish productivity, and are resilient to storm tides while naturally adapting to sea level rise (SLR).

Investigations that were undertaken for this project includes an on-ground levee survey and LiDAR ground truthing, defining viable breach locations, desktop vegetation assessment, and detailed modelling. The modelling tested the existing vs wetland rehabilitation scenario for inundation and flooding now and with future sea level rise (SLR). This information was then used to inform supporting adaptation options to mitigate flood impacts and complete a risk assessment for the project, focussing on road access.

The LiDAR and satellite imagery were used to assess the potential of the farmland to form a rehabilitated wetland once tidal flows are established. Vegetation assessment was undertaken to understand the elevations that have the potential to grow mangrove and saltmarsh communities. Mangroves were present below 1.1 metres and saltmarsh existed above that elevation (Table 1-1).

Table 1-1 Vegetation growth range

Vegetation	Elevation range (m AHD)	Tidal range
Mangrove	0.3 – 1.1	MSL to MHWS
Marsh	1.1 – 1.35	MHWS to HAT

From Figure 1-1, the lower elevation on the farmland side is approximately 0.9 metres, falling within the observed 0.31 to 1.1 metre elevation range of the mangrove area. This suggests that with rehabilitation, the farmland presents promising potential for mangrove recruitment and rehabilitation.

Levee breach locations were chosen to enable sufficient inundation of the wetland area while managing risks to infrastructure assets due to the levee breaches. The breach areas align with the relict channels within the floodplain (Figure 1-2).

Inundation under HAT conditions is of key importance to wetland rehabilitation. Prior to the simulated levee breaches there is no tidal flow within the rehabilitation area of interest. Once man-made breaches are included, the site experiences inundation within and adjacent to relict channels (Figure 1-3). Indicating that the site would be suitable for wetland rehabilitation.

The flooding of roads was assessed in detail to understand the potential impact of the levee breaches on critical infrastructure. Two sections of road are potentially impacted. Venus Bay Road leading into the first estate crosses the low-lying floodplain as is most vulnerable. Lees Rd between the two estates, located to the fringe of the floodplain at the base of the dunes, is generally less exposed.

To quantify the impact, the values for depth, velocity, and velocity multiplied by depth (VD) were assessed with respect to the safety criteria within the Guidelines for Development in Flood Affected Areas (DELWP, 2019).



Figure 1-1 Mangrove and saltmarsh viable elevation areas

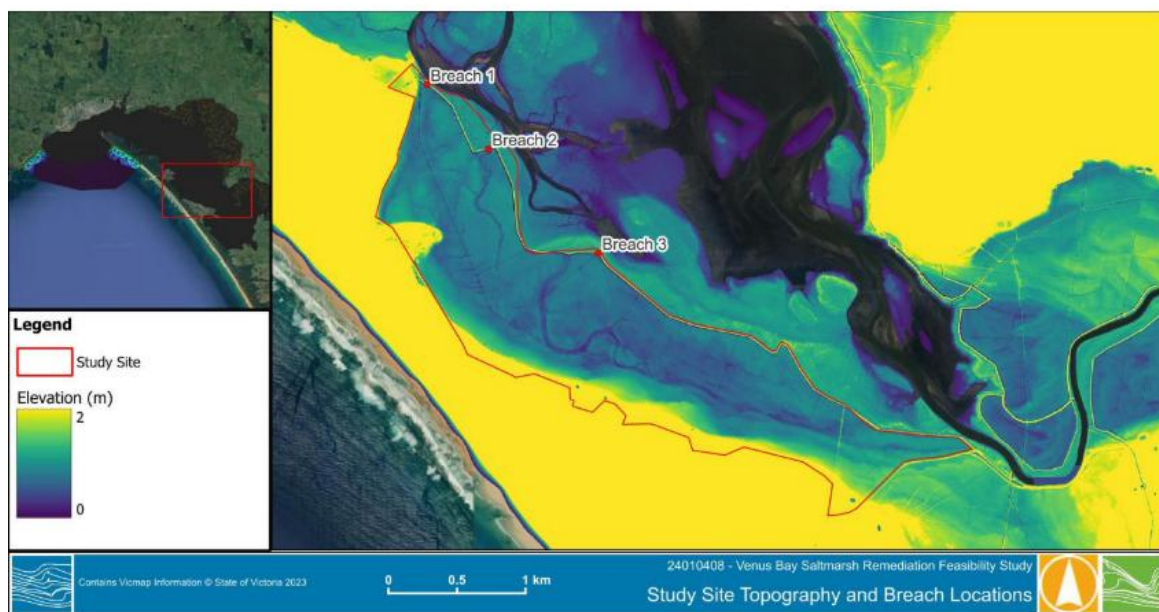


Figure 1-2 Levee breach locations

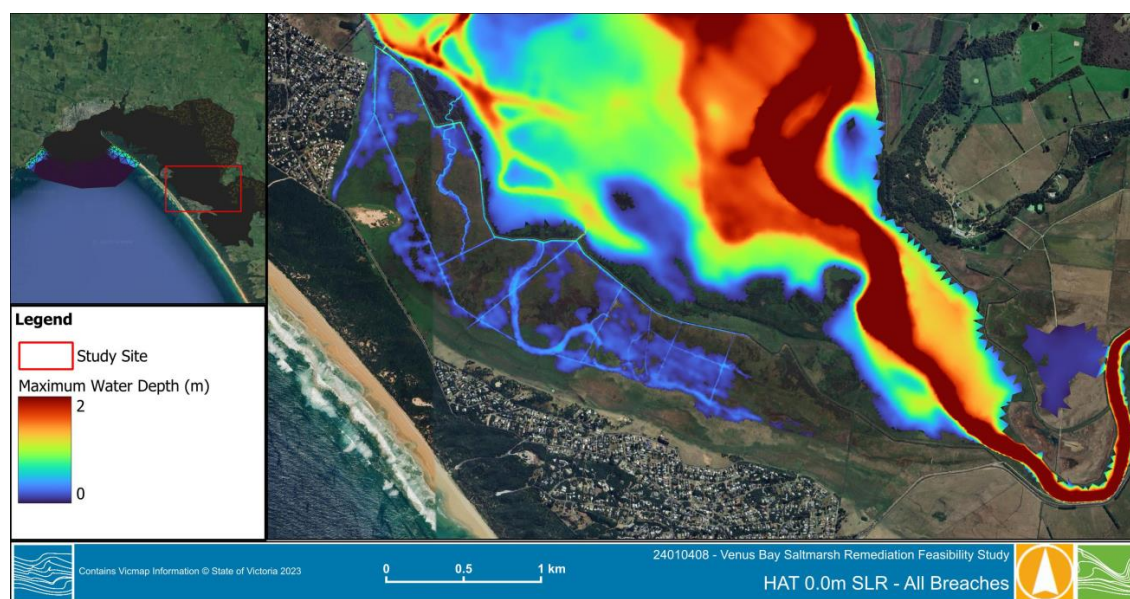


Figure 1-3 Inundation in HAT conditions.

Table 1-2 summarises the results of the flood modelling, comparing flood impacts in existing conditions, with all three breaches installed, and with additional upgrade of a levee to support further protection of Venus Bay Road.

Table 1-2 Impact assessment simulation results.

Breach conditions	SLR (m)	Offshore boundary	Tarwin River boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
				Lees Rd	Venus Bay Rd	
Existing (No Breach)	0.0	1% AEP Storm Tide	10% AEP flood	Insignificant flooding of Lees Rd	3.75 hours flood duration, 0.12 m, 0.57 ms ⁻¹	None
Breach All	0.0	1% AEP Storm Tide	10% AEP flood	1.5 hours over one tide cycle, 0.13 m, 0.10 ms ⁻¹	Flooding during two tide cycles, 3.25 and 3.5 hours duration, 0.15 m, 0.70 ms ⁻¹	None
Breach All, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood	1.5 hours over one tide cycle 0.15 m, 0.29 ms ⁻¹	No flooding over Venus Bay Rd	None

Adding the breaches leads to a marginal increase in flooding, while remaining well below the adopted flood safety thresholds. With upgrade of a sub-levee towards the eastern end of the wetland rehabilitation area, flooding can be minimised, improvements to flooding in both 5% and 1% storm tides can be seen in Figure 1-4.

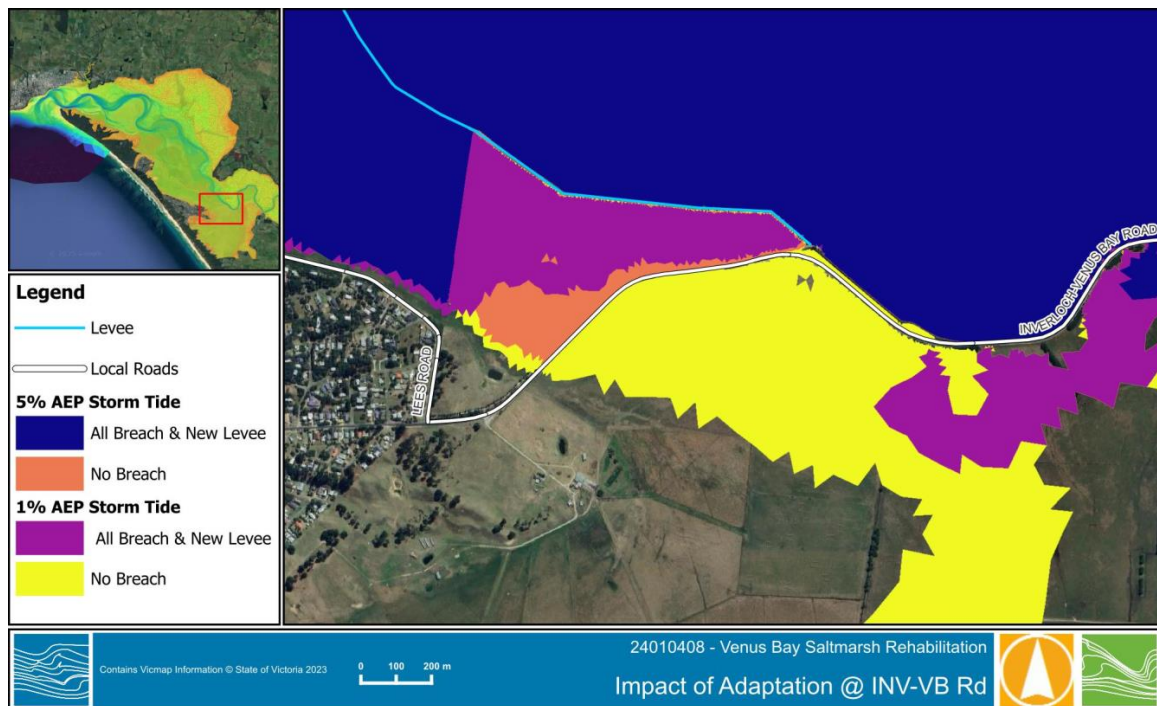


Figure 1-4 Floodplain inundation in 1% and 5% ST, comparing existing (no breach) to all breaches with the sub-levee adaption option.

The modelling and assessment results were used to inform a risk and management assessment for the site in existing conditions (no breaches), all breaches, and all breaches with supporting adaptations (Table 1-3 to Table 1-5).

Table 1-3 Wetland rehabilitation study site risk and management requirement – existing conditions (no breaches).

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Medium	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Low	Low	Medium

Table 1-4 Wetland rehabilitation study site risk and management requirement – all breaches.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Medium	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Medium	Medium	Medium



Table 1-5 Wetland rehabilitation study site risk and management requirement – all breaches and supporting adaptations.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Low	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Medium	Medium	Medium

Summary: Implementing wetland rehabilitation at the site does not increase the risk and management requirements for road infrastructure. The risk assessment indicates that supporting adaptations (sub-levee upgrade and Lees Rd levee protection) reduce flood risk to road access in present-day conditions, this reduction in risk diminishes with SLR of 0.2 m and above.

Project implementation will involve further site investigation, such as vegetation, geotechnical, and groundwater assessments, as well as detailed design. The site also has potential to be registered as a Blue Carbon project and potentially generate carbon credits that can be sold to generate revenue (Carbon Farming Initiative— Tidal Restoration of Blue Carbon Ecosystems) Methodology Determination 2022. This will add additional project requirements such as:

- A modelling and GIS report that shows the restoration area now and into the future to 100 years, incorporating sea level rise and storm tides.
- Design for levee removal and construction of supporting adaptations.
- *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC) self-assessment report
- Native Vegetation Management Plan
- Land Management Plan
- Acid Sulphate Soils Management Plan
- Mosquito Management Plan
- Ongoing vegetation monitoring for ACCU claims

With further work and planning, the study site provides a good option for wetland rehabilitation without adversely impacting risk to critical coastal infrastructure, namely Venus Bay Road and Lees Road. A rehabilitated wetland would provide benefits to the community, local tourism (bird watching, fishing, day walking), and land managers that are responsible for coastal protection and infrastructure.



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1 INTRODUCTION

The township of Venus Bay is flanked by farmland that was once coastal wetlands and was reclaimed by a system of levees to restrict tidal flow. Rehabilitation of these coastal wetlands has been proposed by the Venus Bay community. The South Gippsland Shire Council (SGSC) is investigating the feasibility of the project. This study underpins that investigation with updated survey, hydrodynamic modelling, and assessment.

Rehabilitation involves the removal of levee sections that currently restrict tidal flow into the area. This project assesses the feasibility of the restored tidal connections for potential mangrove and saltmarsh vegetation, and also any associated impact on the flooding of nearby road infrastructure.

There are many benefits associated with healthy coastal wetlands. They provide ecological and habitat values, visual and recreational amenity to the community and increased fish productivity. They also provide resilience to storm tides in a way that can naturally adapt to sea level rise (SLR).

This increased coastal resilience is an important factor for the area. The Cape-to-Cape Resilience Project (Water Technology, 2022a) identified coastal flooding of road access as a key hazard that will affect the Venus Bay community. The risk assessment conducted as part of those works found the area was exposed to a significant risk with SLR of 0.5 m and above, where short term action is required to treat, eliminate, or reduce risk (DEECA, 2024). The preferred pathway for adaptation starts with nature-based methods, such as wetland rehabilitation – reinforcing the appeal of the proposed restoration of wetlands in this area.

This report will outline the existing data and residual data gaps. Additional investigations that were undertaken for this project are detailed including:

- An on-ground levee survey;
- LiDAR ground truthing;
- Defining viable breach locations;
- Desktop vegetation assessment, and
- Detailed modelling.

The modelling tested the existing case (base case) against a wetland rehabilitation scenario for inundation in highest astronomical tide (HAT) conditions (for increase in intertidal area), and storm tide conditions (for flooding extents), all under different SLR combinations. This information was then used to inform supporting adaptation options to mitigate flood impacts and complete a risk assessment for the project, focussing on road access.



2 BACKGROUND

2.1 Existing data

LiDAR over the study site was captured in 2008 and 2009 at resolution of 1.8 pts /m² with an accuracy of +/- 100 mm RMSE (Vicmap Elevation DEM). The LiDAR was processed to a 1 metre grid in 2013, which was the data used in this project. This data was ground-truthed and supplemented along the length of the levee with accurate ground survey for this project.

A 2D hydrodynamic model of Anderson Inlet was developed for the Cape-to-Cape Resilience Project. See Water Technology (2022b) for further details on the model and calibration. The model mesh was updated specifically for this project to capture the levee and relict channels within the study site area.

2.2 Study site

Anderson Inlet is the tide-dominated estuary fed by the Tarwin River and several smaller tidal creeks, most notably Screw Creek and Pound Creek. It serves as a harbour managed by Gippsland Ports and supports both a small commercial fishing industry and several recreational boat ramps. The inlet is recognised as both a coastal reserve and fisheries reserve due to its healthy waterways, abundant fish stocks and easy access for both locals and visitors to the surrounding towns. The main townships along the inlet – Inverloch, Venus Bay and Tarwin Lower – are the primary centres of development, while the remainder of the shoreline consists of forested land and farmland. Much of the farmland occupies former coastal wetlands that were reclaimed in the 1950s to 1960s through the construction of a network of levees.

This study is focussed on a section of reclaimed farmland near Venus Bay (the Study Site). The Study Site lies between the two estates of Venus Bay (as shown in Figure 2-1) and abuts the channels of Anderson Inlet. The levee along the Anderson Inlet edge is the main levee preventing tidal flooding, with a secondary 'sub-levee' running along the eastern end.

2.3 Site conditions

2.3.1 Astronomical tides

Venus Bay and Anderson Inlet experience water level variations associated with **astronomical tides** caused by the gravitational attractions between the Earth, Moon and Sun. Astronomical tides result in relatively high frequency diurnal (daily) and semi-diurnal (twice daily) water level variations that propagate across Bass Strait into Venus Bay and onwards into Anderson Inlet. The astronomical tides undergo further modifications within Anderson Inlet due to interactions with the entrance bathymetry and Inlet shape. Tidal planes (key tidal water levels) within the Study Area are provided in Table 2-1.

Table 2-1 Study area tidal planes (Water Technology, 2022a)

Tidal Plane	Venus Bay ¹ (Offshore) (mAHD)	Inverloch Jetty ² (mAHD)
Highest recorded water level (date)	2.07 (7/11/1994)	1.86 (27/08/2020 17:32)
Highest Astronomical Tide (HAT)	1.51	1.39
Mean High Water Spring (MHWS)	1.07	0.94
Mean Sea Level (MSL)	0.05	0.19
Mean Low Water Spring (MLWS)	-0.99	-0.57
Lowest Astronomical Tide (LAT)	-1.59	-0.84
Lowest recorded water level (date)	-2.07 (18/05/1991)	-1.15 (01/01/2021 20:36)

1. Venus Bay tidal planes were prepared by BoM through analysis of modelled water levels from the Inverloch CHA study (Water Technology, 2022a)

2. Inverloch Jetty tidal planes were prepared BoM based on water level measurements provided by Gippsland Ports for the period May 2020 to July 2021.



Figure 2-1 Study site features



2.3.2 Storm surges

Additional coastal water level variations, also known as the **residual water level**, propagate into the Study Area associated with atmospheric pressure (the inverse barometer effect), wind drag on the ocean surface and the interaction of weather systems and coastal waters, which generate coastally trapped waves.

Storm surge is the common term used to describe the residual associated with the passing of a storm event. Large storm surges in the Study Area are generally associated with the passage of strong cold fronts and associated low pressure systems along the Victorian coast. Within Anderson Inlet strong and consistent winds across the inlet can also cause localised surges due to wind setup.

The combined elevated water level due to the astronomical tide and storm surge is generally referred to as a **storm tide**. This recognises that the highest water levels occur when storm events peak near to the astronomical high tides. Conversely, extreme events that occur at low tide may have a negligible impact.

Storm surges within Venus Bay can peak over 1.0m and the peak annual storm surge is above 0.5m. Peak storm surges measured within Anderson Inlet in 2020 – 2021 were up to 0.5m at Inverloch and Tarwin Lower jetties.

2.3.3 Extreme offshore water levels

The following extreme water level assessment was conducted for the Cape-to-Cape Resilience Project (Water Technology, 2022a).

The present-day storm tide levels are presented in Table 2-2 along with the HAT and MHWS for reference. An indication of the level of uncertainty associated with the predicted storm tide levels has been provided. This uncertainty is the result of the cumulative uncertainty of the analysis and modelling process. Some of the uncertainties relate to the data inputs, whilst others are dependent on the numerical modelling processes itself. Details of the modelling and data that underly these levels can be found in the associated reporting (Water Technology, 2022a).

Table 2-2 Venus Bay Extreme Offshore Water Levels

Venus Bay Offshore	Water Level (m AHD)
Mean High Water Spring (MHWS)	1.1
Highest Astronomical Tide (HAT)	1.5
10% AEP	2.0 ±0.05
5% AEP	2.1 ±0.05
1% AEP	2.2 ±0.05

2.3.4 Wind setup in Anderson Inlet

The action of wind on the water surface creates shear stresses that can drag water in the downwind direction. This occurs offshore in Bass Strait and contributes to the offshore storm surge. It also occurs due to local wind across the shallow and intertidal areas of Anderson Inlet, with additional local increases in water level observed downwind.

Sensitivity testing undertaken for the modelling of coastal inundation hazards within Anderson Inlet, described in (Water Technology, 2022b), shows wind setup within the Inlet can cause increases in water level along the Inlet shorelines of 0.05m to 0.4m under sustained 1% AEP wind conditions. The direction and duration of the wind, as well as the water level within the Inlet has a significant influence on total wind setup levels.



2.3.5 Tarwin River flows

Flooding of low-lying areas between Meeniyan and Tarwin Lower in the Tarwin River catchment are common with road closures typically occurring on at least an annual basis.

The Tarwin River has a gauge at Meeniyan, 40km upstream of Tarwin Lower. The gauge provides daily flow data from June 1955 to present. The flow data is presented in Figure 2-2 with the top 10 flow events provided in Table 2-3.

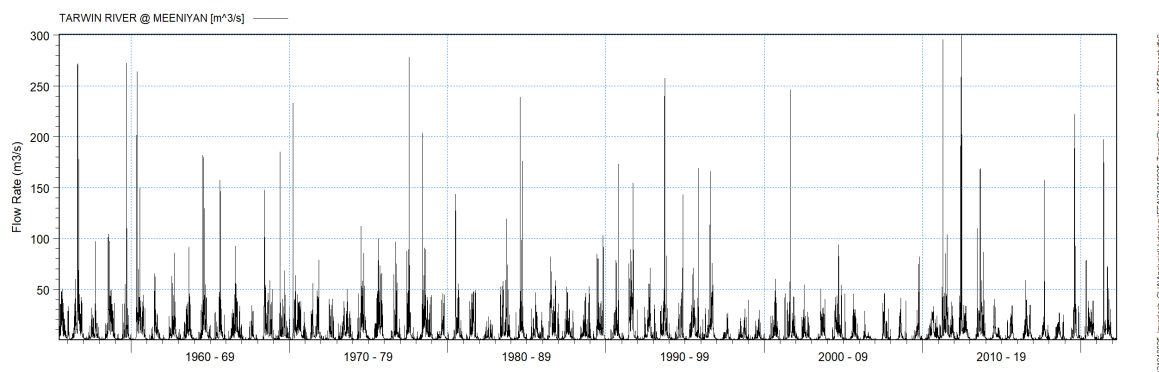


Figure 2-2 Flow rate, Tarwin River @ Meeniyan (Gauge 227202)

Table 2-3 Highest daily flow, Tarwin River at Meeniyan

Date	Flow Rate (m³/s)
23 June 2012	301
14 April 2011	296
27 July 1977	278
21 September 1959	272
17 August 1956	272
16 May 1960	264
28 July 1977	262
05 June 2012	259
22 September 1993	258
22 August 2001	246

The design flood flows developed for the Anderson Inlet / Lower Tarwin model are shown below in Table 2-4 and have been established through numerical modelling and flood frequency analysis (Water Technology, 2022b). Flood events in 2012 and 2021 have been scaled up to provide representative hydrographs for the 1% AEP and 10% AEP respectively.

Table 2-4 Anderson Inlet / Lower Tarwin model boundary flood flows

Design Event	Peak Design Flow (m³/s)
1% AEP	305
10% AEP	237

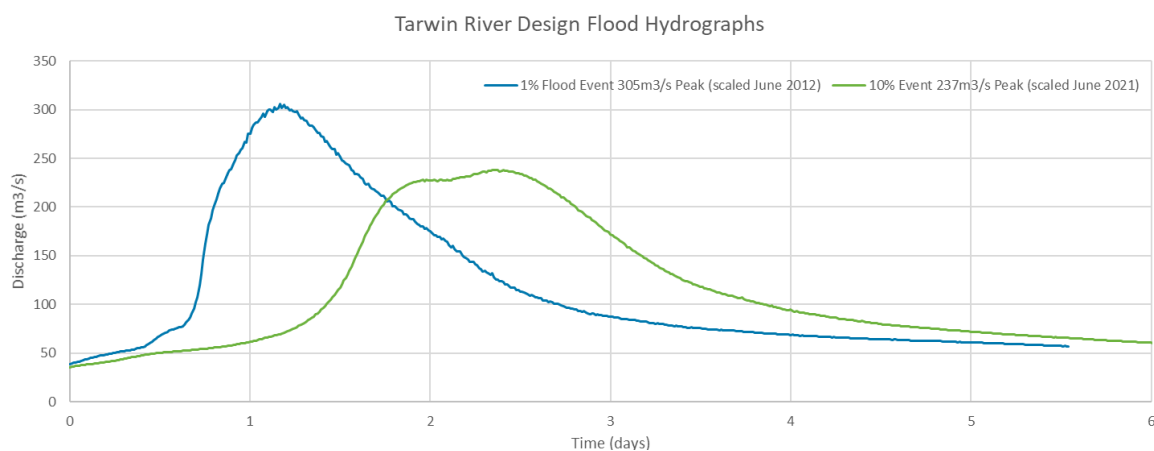


Figure 2-3 Tarwin River design flood hydrographs

2.4 Road network

The road network in the Study Area, provides a degree of protection to the floodplain from inundation by acting as barriers to overland flow. At several locations along the Inverloch-Venus Bay Road, carriageways are comprised of elevated causeways relative to the surrounding land. The hydraulic connectivity through the causeways is limited to a small number of culverts and/or bridge structures which allow some flow.

The causeways provide significant control over coastal inundation and/or catchment flooding and the subsequent drainage of the floodplain. Figure 2-4 highlights the elevation of the Inverloch-Venus Bay Road in relation to the levee and key coastal water levels (cross-section from Figure 2-5).

Conversely, inundation of roads is a major hazard given the constraints on access to key townships. As such, road inundation has been used to assess how wetland remediation works impact vulnerable infrastructure.

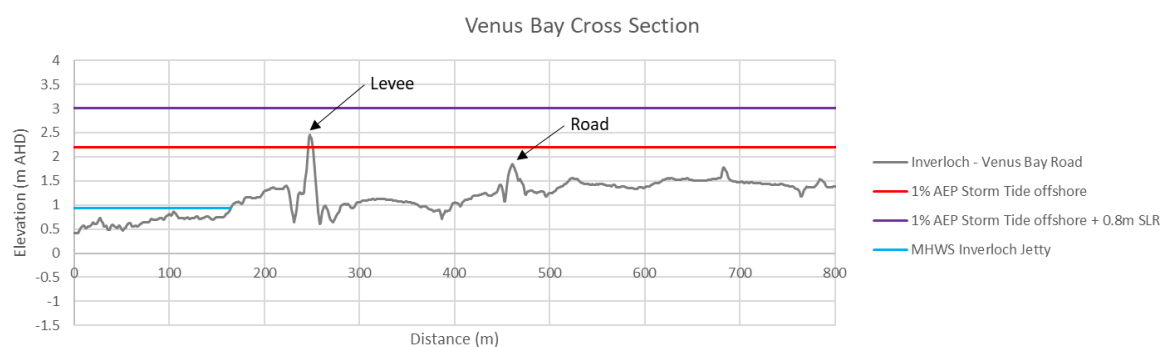


Figure 2-4 Inverloch - Venus Bay Road topography and cross section

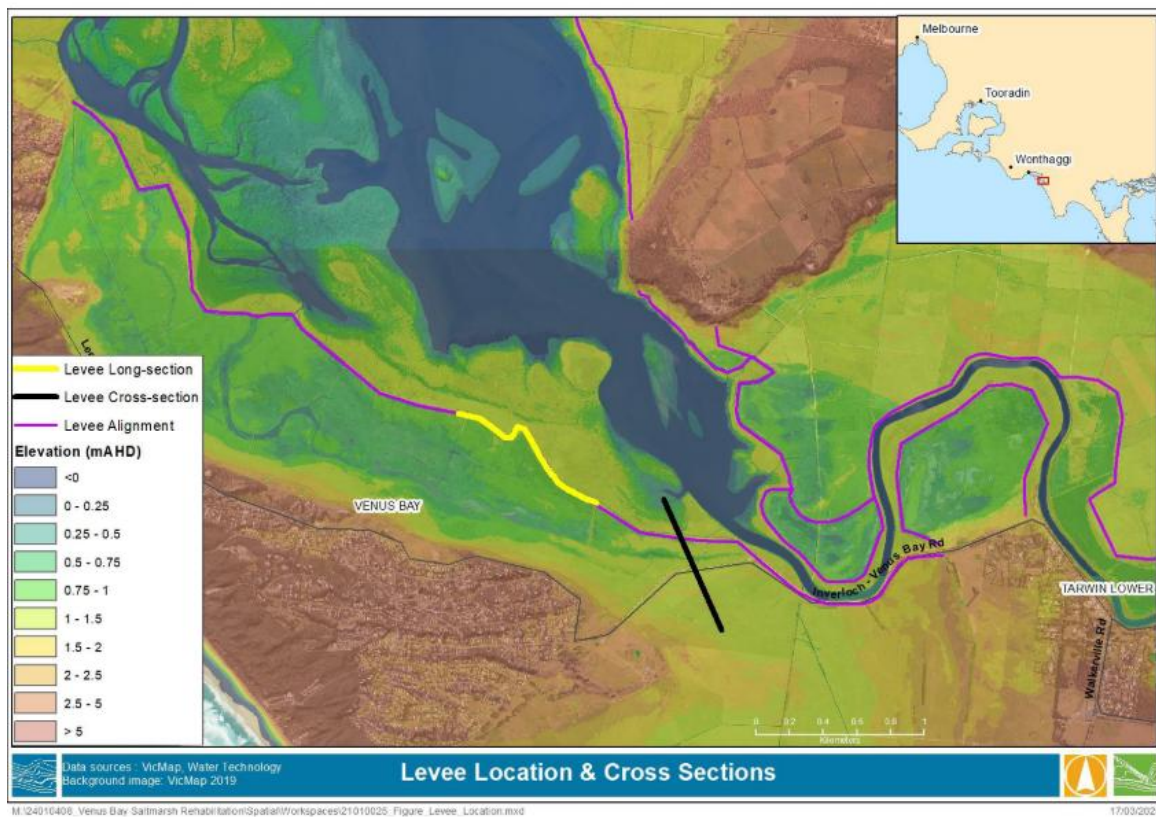


Figure 2-5 Venus Bay Road cross-section and levee long section used in Figure 2-4 and Figure 4-1.



3 VEGETATION VIABILITY ASSESSMENT

The LiDAR and satellite imagery were used to assess the potential of the farmland to form a rehabilitated wetland once tidal flows are established. The key criteria for mangrove and saltmarsh suitability is the frequency of saline inundation, which is related to the ground elevation. This study has therefore focussed on identifying ground elevations within the farmland area that match that of the mangrove and saltmarsh communities on the seaward side of the levee.

Vegetation assessment was undertaken to understand the elevations that have the potential to grow mangrove and saltmarsh communities.

Figure 3-1 shows an extracted elevation profile at a location across the levee. The profile spans farmland on one side of the levee, leading into vegetated saltmarsh and mangrove zones on the opposing side. Elevation increases when moving from the mangrove to saltmarsh zones, aligning with the marsh and mangrove tidal range for growth, i.e. mangroves were below 1.1 metres and marsh existed above that elevation (Table 3-1).

Table 3-1 Vegetation growth range

Vegetation	Elevation range (m AHD)	Tidal range
Mangrove	0.3 – 1.1	MSL to MHWS
Marsh	1.1 – 1.35	MHWS to HAT

Elevation differences between the farmland and vegetated sides of levee were observed at various locations when surveying the levee. From Figure 3-1, the lower elevation on the farmland side is approximately 0.9 metres, falling within the observed 0.31 to 1.1 metre elevation range of the mangrove area. This suggests that with rehabilitation, the farmland presents promising potential for mangrove recruitment and rehabilitation.

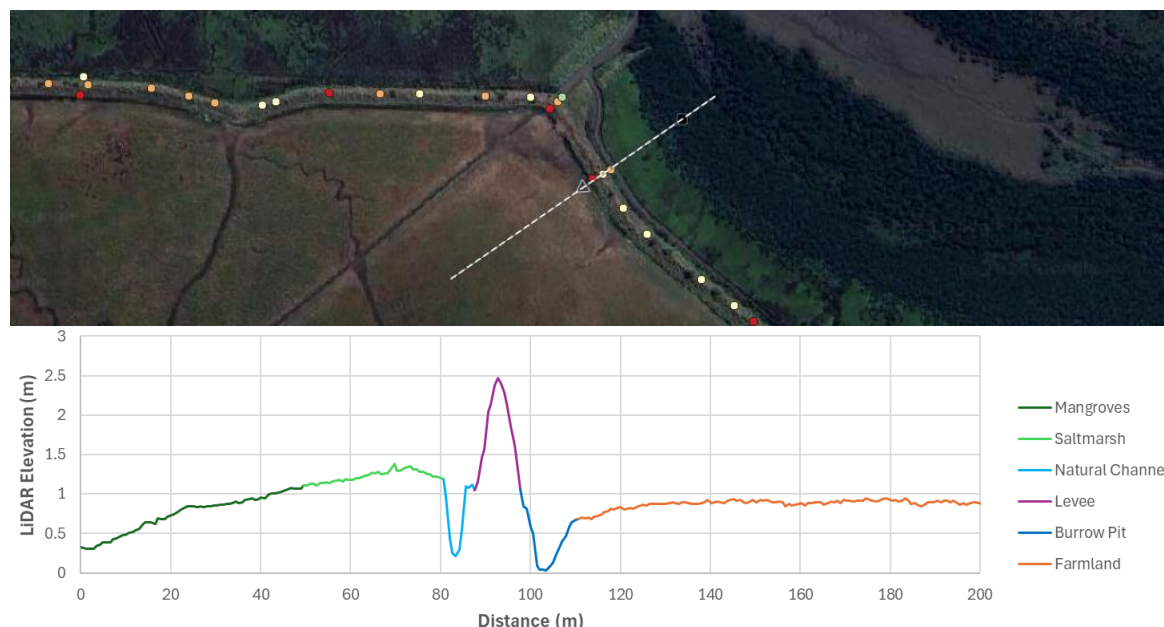


Figure 3-1 Elevation profile across levee

The observed mangrove and saltmarsh elevations were remapped onto the existing LiDAR in Figure 3-2. This mapping showed extensive area for mangroves to colonise the existing farmland areas following rehabilitation.



The reason for this existence of ideal mangrove elevations behind the levee is due to subsidence of ground surfaces.

Figure 3-1 shows evidence of subsidence on the farmland side of the levee, the vertical sinking or settling of the ground surface. Elevation along this extracted profile drops approximately 0.4 metres on the farmland side of the levee.



Figure 3-2 Mangrove and saltmarsh viable elevation areas



4 LEVEE SURVEY AND BREACH LOCATIONS

4.1 Coastal levees

Formal and informal embankments, referred to as coastal levees in this study, currently surround approximately 52% of the shoreline of Anderson Inlet. The Venus Bay levee appears in the 1950 historical image. The heights of the coastal levees are generally constructed to 3 – 4 m above the surrounding floodplain, to what was considered to be above the 1934 flood event levels. A 2018 assessment of the levees surrounding Anderson Inlet, found them to be degraded and requiring maintenance to re-establish their original level of protection (Water Technology, 2018). Based on updated survey (Section 4.2), the levee crest now varies in elevation from +1.5 m to +2.7 m AHD. Erosion of the levee crest was evident in and subsidence of the floodplain on the landward side of the levee had occurred.

Whilst the levees are generally built to a height considered sufficient to provide protection from an extreme storm event under existing mean sea levels, low points in levees will allow overtopping during storm tide events. An example of a levee section is shown in Figure 4-1 (location of section shown in Figure 2-5). The levee dips from 2.5m AHD to below 1.7m AHD, which has a higher than 10% chance of being overtopped each year.

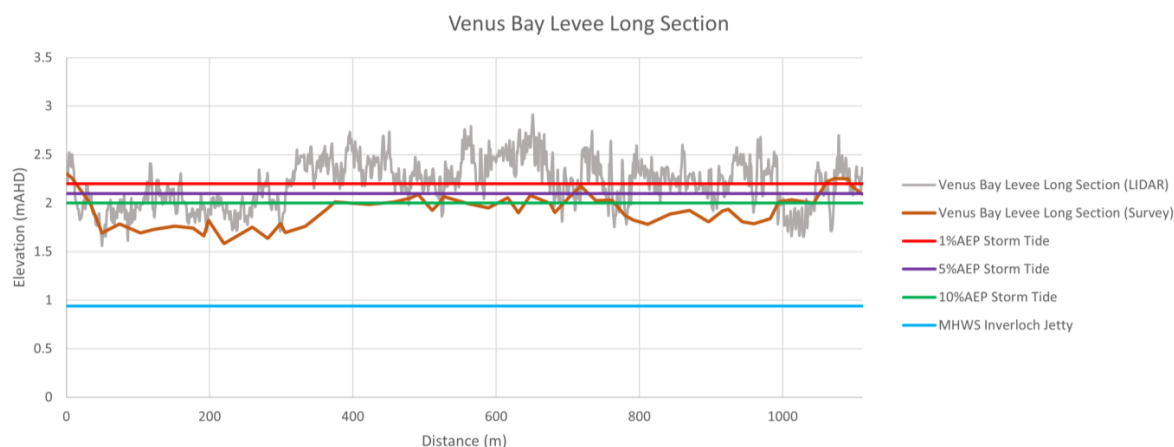


Figure 4-1 Long section along Venus Bay levee (survey)

4.2 Levee survey

In order to address potential inaccuracies with the LiDAR survey, an on-ground survey of the levee was conducted on the 13th of December 2024. Key personnel involved in surveying were Michael Miloshis and William Stevenson-Visser of Water Technology, and Ben Lehmann of the South Gippsland Shire Council.

A Trimble R12 device with correction over the phone network was used to survey ground elevation along the extent of the levee crest. A total of 246 measurements were taken with the Trimble R12. This included 236 ground elevation measurements taken along the levee crest and 10 ground elevation measurements taken on nearby asphalted roads and carparks. The accuracy of the Trimble R12 varies from 10-30 mm.



4.2.1 Ground truthing

To ensure accuracy of the Trimble R12 device in reference to the LiDAR data, 10 measurements were taken in areas of distinct elevation near to the levee. This involved sampling ground elevation along asphalt roads and carpark areas where it is expected that ground elevation recorded by LiDAR is accurately capturing the ground without interference from vegetation or ground undulations. Three (3) areas were sampled and compared to recorded LiDAR data, these locations being asphalted areas on the northern and southern ends of the levee, and an area on Lees Road approximately 700 metres Southwest of the levee.

Table 4-1 shows these measured points in comparison to recorded LiDAR elevation. The statistics in Table 4-2 show that the mean difference of ground truth test data was 0.01 metres, whilst the range of minimum to maximum difference values fell within 0.16 metres of 0. This narrow range of difference suggests that the survey equipment is functioning accurately in reference to the LiDAR data.

Table 4-1 Ground truth survey and LiDAR data

Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
lees1	1.845	1.827	0.018
lees2	2.041	2.085	-0.044
road1	2.028	1.936	0.092
road2	2.111	2.124	-0.013
road3	2.063	2.138	-0.075
carpark	1.868	1.944	-0.076
carpark	1.890	1.906	-0.016
carpark	1.618	1.713	-0.095
road4	1.979	1.831	0.148
road5	1.992	1.831	0.161

Table 4-2 Ground truth survey statistics

Difference (Survey – LiDAR) Statistic	Elevation (m)
Mean Difference	0.010 (LiDAR lower than ground survey)
Maximum Increase	0.161 (LiDAR lower than ground survey)
Maximum Decrease	-0.095 (LiDAR higher than ground survey)
Standard Deviation of Difference	0.093

4.2.2 Levee elevation analysis

The ground survey data taken at 236 points along the levee crest was then compared to LiDAR data by taking the difference between measured and recorded elevations, as presented in Figure 4-2. The full dataset can be viewed in Appendix A.

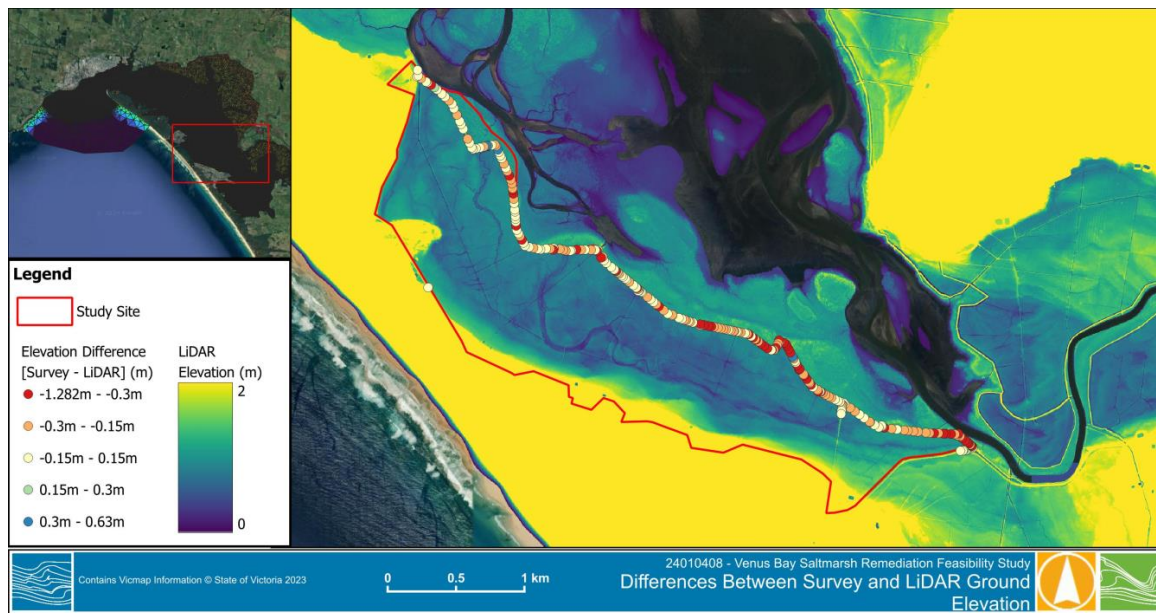


Figure 4-2 Differences between survey and LiDAR ground elevation data at all survey locations.

The majority of differences show that the LiDAR is higher than the ground survey (Figure 4-3). This is likely due to the LiDAR tracking the top of dense vegetation rather than the ground.

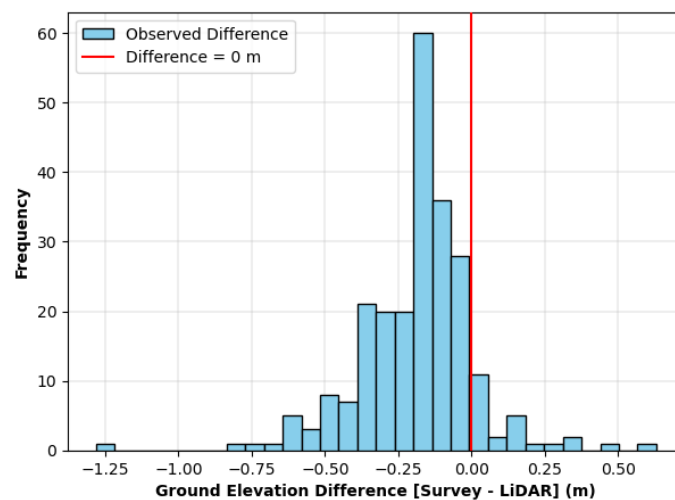


Figure 4-3 Histogram of differences between survey and LiDAR ground elevation data across sampled levee crest locations.

Table 4-3 shows that the mean difference of measured ground elevation in reference to LiDAR was -0.188 metres, with differences spanning the range from -1.282 to 0.630 metres.



Table 4-3 Levee crest elevation survey analysis statistics

Difference (Survey – LiDAR) Statistic	Elevation (m)
Mean Difference	-0.188 (LiDAR higher than ground survey)
Maximum Increase	0.630 (LiDAR lower than ground survey)
Maximum Decrease	-1.282 (LiDAR higher than ground survey)
Standard Deviation	0.200

4.2.3 Levee survey summary

As evidenced in Figure 4-3 and Table 4-3, greater differences were observed between surveyed and LiDAR ground elevations along the levee crest in contrast to flat, unobstructed areas (roads and carparks). This suggests that the LiDAR data may be inaccurate in areas where vegetation is dense or there is difficulty in picking up the crest of the levee due to its narrow width. Additional inaccuracies could arise from post-processing of LiDAR point cloud to a 1 metre grid.

These areas of inaccuracy are resolved in the hydrodynamic model with the use of the ground survey data for levee crest elevations.

4.3 Potential levee breach locations

The location of potential levee breaches is an important factor in the feasibility of the proposed restoration project. Levee breach locations were chosen to enable sufficient inundation of the wetland area while managing risks to infrastructure assets due to the levee breaches. The breach areas align with the relict channels within the floodplain. The size of the breaches are comparable to the existing channels within Anderson Inlet that lead to the given breach location. This minimises the waterway changes in response to a breach, allowing the system to adapt to the change as efficiently as possible, reducing erosion and associated loss of marsh and mangrove vegetation. There are three (3) locations that fit the criteria as shown in Figure 4-4. These were adopted in the modelling scenarios to investigate resultant inundation and current speeds.

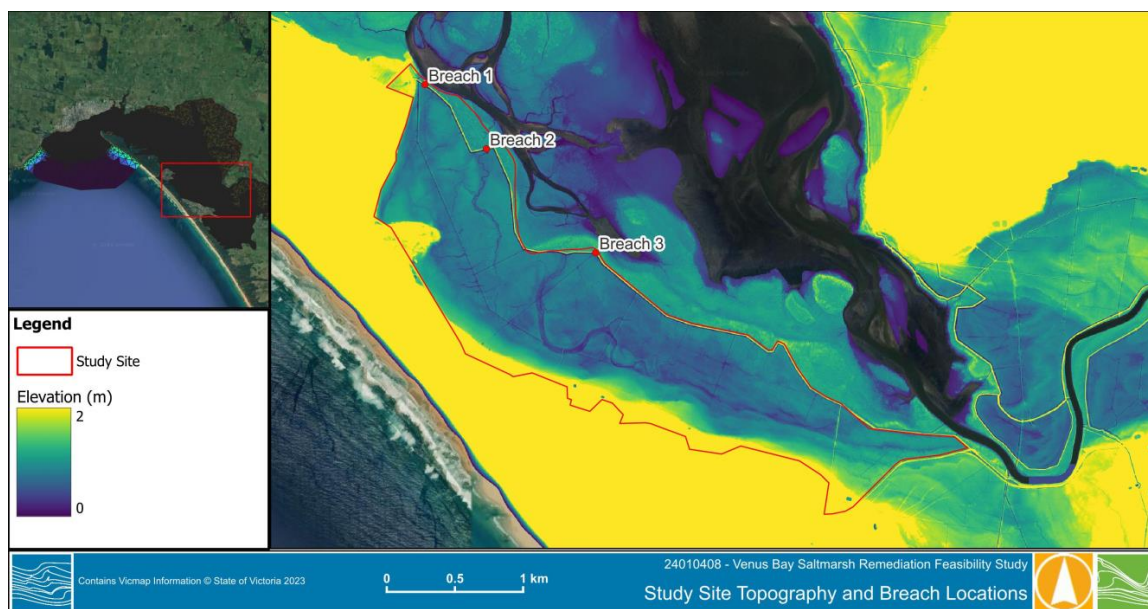


Figure 4-4 Levee breach locations



5 GROUNDWATER

Where unconfined groundwater exists near the coast a hydraulic connection with sea water exhibits an interface between the less dense freshwater sitting above, and adjacent to, a wedge of salt water. As the salt water is denser than the fresh water it moves in this form beneath the fresh water. This wedge of salt water can occur on the landward side of the coastline and can extend from metres to several kilometres beneath the freshwater system (Ivkovic et al, 2012). Mixing occurs between the freshwater and saltwater at the interface of the two, with the position and width of the interface zone depending on the particular hydrogeological and hydrological conditions.

During a tidal cycle the location of the interface can vary depending on the sea level; with the interface moving inland at the high tide and then retreating seaward on the ebb. The result is that on areas such as tidal flats, there can be a layer of saline groundwater beneath the near-shore vegetation communities during the high tide which is displaced by fresh groundwater as the tide retreats. The magnitude of these changes is strongly dependent on the level of hydraulic connection between the aquifer and the sea and the geological properties of the aquifer such as permeability.

5.1.1 Groundwater in the study area

The area from Tarwin Lower to the coastline and the sand spit to Point Smythe is designated as the Tarwin Groundwater Management Area. The groundwater extraction and licensing in this area is regulated by the Southern Rural Water Corporation who consider the groundwater resources in the Tarwin Groundwater Management Area to be finite and at risk if extractions exceed permitted levels.

Aquifers in the Study Area comprise aeolian coastal and inland dune sand sediments deposits.

Drillhole information from monitoring bores at the two Venus Bay settlements indicate silty sand and shell material exists to around -40m AHD where limestone and clay deposits are encountered. Groundwater is thus likely to be unconfined along the coastal interface.

Many bores exist within the study area, the majority of which are for water supply, where groundwater bores are used for non-drinking purposes. Groundwater yields within the Study Area vary between 1 and 10 L/s.

The depth to the groundwater table has been estimated using this bore data and the groundwater is noted to be 5m – 6m below ground level (m bgl). The depth is less than 1m across the low-lying floodplains of the Tarwin River, coinciding with areas likely to be inundated during flood events.

Groundwater flow is generally interpreted to flow towards the ocean, supported by groundwater levels measured within bores located within the Study Area. Over the past 30 years groundwater levels within the Tarwin Groundwater Management Area have displayed relatively stable trends from year to year, with seasonal high groundwater levels at the end of winter and seasonal lows at the end of summer.

5.2 Groundwater impacts

Climate change has the potential to affect groundwater systems through a number of different mechanisms which influence the recharge processes for groundwater system (e.g. changes in rainfall and intensity or temperature and subsequent vegetation changes and so on).

The following key potential hazards are identified:

- Landward migration of the freshwater-saltwater interface
- Permanent surface inundation of low-lying coastal regions and/or increase in the frequency and intensity of temporary inundation resulting in intrusion of salt water into freshwater reserves



- The time required for the freshwater-saltwater transition zone to reach a new equilibrium with sea level rise

Over time, sea level rise is generally likely to result in an increase in groundwater levels and salinity near the coastline. Increased salinity may be realised sooner if the levee is breached, allowing for saltwater intrusion to the floodplains adjacent to the Venus Bay aquifer.

Increases in groundwater salinity and quality may result in several existing bores becoming increasingly saline and therefore no longer suitable for their current use. This would ultimately result in the need for affected users to potentially redrill, find a new suitable location, or new supply method to meet their water demands. Additionally, pumps may become damaged, need replacement or upgrading due as a direct consequence of damage caused by the increased salinity of the groundwater.



6 HYDRODYNAMIC MODELLING

Modelling was used to test the impact of breaches in the levee on floodplain inundation and flooding of roads. This allowed for simulated trials of breach number and supporting adaptation options. The existing model of Anderson Inlet, developed and calibrated for the Cape-to-Cape Resilience Project (Water Technology, 2022a), was refined in the area of interest for this project.

6.1 Modelling methods

The existing model was adapted to address the specific scope of this project. The following section outlines the model similarities and differences to the existing model.

6.1.1 Modelling inundation

The Anderson Inlet 2-dimensional MIKE21 model from the Cape-to-Cape Resilience project was used to simulate the offshore storm tides, design winds and catchment inflows into Anderson Inlet. The model mesh is a flexible mesh, which allows for accurate and efficient capture of complex topography in the mesh. The mesh area in the study site was updated to capture the levee, relict channels, and roads in detail.

Inundation extents and paths have assumed the present-day topography into the future. Morphological processes within the inlet will continually change channel form, and vegetation growth will alter the elevation of the floodplain over time. As a result, this will lead to some over and some underestimates of inundation into the future, although it is very hard to project such changes. This limitation is acceptable for wetland rehabilitation and decadal assessments of risk to infrastructure as is required in this project.

6.1.2 Model calibration

For full model set-up, including calibration and validation see Water Technology (2022b, Appendix E Section 4). Minor changes to the model were made to decrease the resolution over floodplain areas that are not assessed. The Venus Bay levee and wetland rehabilitation area has been included in high detail. Water Technology's model calibration knowledge of shallow tidal floodplain flow has been applied. Namely reduced flooding and drying depths to provide greater model accuracy within the wetland rehabilitation area.

6.1.3 Tidal boundary

Offshore model boundaries include tides (HAT), storm tides and SLR.

- HAT – tidal inundation – to help define the viability of saltmarsh and mangrove rehabilitation under normal tide conditions and with SLR (potential upsides).
- Storm tide scenarios will assess the impact breaches might cause on coastal flooding of road infrastructure in present-day and future SLR conditions (potential downsides).
- Future sea level rise scenarios have been determined by the Victorian Government Department of Energy, Environment, and Climate Action (DEECA), the managers of Victoria's Resilient Coast (VRC) grants that fund this project. Sea level rise scenarios, and the associated planning horizons are presented below.

Table 6-1 Modelled Sea level rise scenarios

Planning Horizon	Sea Level Rise Scenario
Present Climate	Present Climate
2040	0.2 m
2070	0.5 m

Based on the current height of the levee, flows associated with SLR beyond 0.5 m will not be significantly affected by the levee and removal of levee sections and advancement of wetland rehabilitation within the study site.



6.1.4 Modelled inflow -Tarwin River

Given that the location of the wetland rehabilitation area is at the upstream end of the Inlet, the Tarwin River flows will contribute to inundation throughout the study site. The coincidence of storm tides and runoff has been reviewed across Australia as part of the updated Australian Rainfall and Runoff (AR&R P18/S3/011, 2014). The analysis indicated Victoria had the lowest levels of interdependence between storm tide and rainfall across Australia and the coincidence of a 1% and 1% storm tide and flooding event is not appropriate. Some dependence is present however, and as such a 1% to 10% AEP combination is typically adopted for flood studies in Victoria where storm surge is present. This was the recommended approach from the 2000 document Floodplain Management in Australia: Best Practice Principles and Guidelines (Standing Committee on Agriculture and Resource Management (SCARM), 2000).

Design flow events have been generated for the Tarwin River by utilising standard hydrologic and hydraulic processes (Water Technology (2022b, Section 3.4.1).

6.1.5 Model scenarios

Storm tides are combined with design flood events in the Tarwin River for assessment of flooding in Anderson Inlet. The conditions for storm tide, HAT, and Tarwin River inflows are presented in the table below.

Table 6-2 Flood conditions for inundation assessment

Event	Offshore Tidal Peak (m AHD)	Tarwin River Peak Flow (m ³ /s)
1% AEP	2.20	305
5% AEP	2.10	237
10% AEP	2.00	237
HAT	1.50	20

Coincidence of events for the different scenarios were reviewed and the combinations of storm tide, flooding and sea level rise established for the project.

The suite of modelled scenarios was developed specifically to assess various storm tides, river flow conditions, and sea level rise as follows:

- Storm tides: 1%, 5%, and 10% AEP, corresponding to 1 in 100-, 1 in 20-, and 1 in 10-year ARI.
- Tarwin River flow: 10% AEP hydrograph (1 in 10-year ARI), and 20 m³s⁻¹ base flow.
- Sea level rise: 0.0 m, 0.2 m, and 0.5 m (corresponding to current day, 2040, and 2070)
- HAT: A tide cycle that reaches the highest tide level without storm influence (1.50 m)

6.2 Modelling results

The main focus of the modelling is to achieve maximum flow into the wetland rehabilitation area, while maintaining or improving coastal hazard risks to key infrastructure (namely Venus Bay Road and Lees Road) with implementation of the sub-levee adaptation option. Therefore, the following model output parameters were assessed:

- Inundation extents – HAT, Storm Tides, and SLR.
- Flow velocity at the breach locations



- Hazards – Flooding of roads (Venus Bay Rd and Lees Rd) – here, flood duration, depth, and velocity were assessed to provide an indication of the severity of the flood and allow comparison of inundation hazard between the various scenarios.

6.2.1 Inundation extents

Inundation under HAT conditions is of key importance to wetland rehabilitation. Prior to the simulated levee breaches there is no tidal flow within the rehabilitation area of interest. Once man-made breaches are included, the site experiences inundation within and adjacent to relict channels (Figure 6-1). These model outputs, in conjunction with the vegetation analysis in Section 3 indicate that the site could be viable for natural marsh and mangrove rehabilitation.

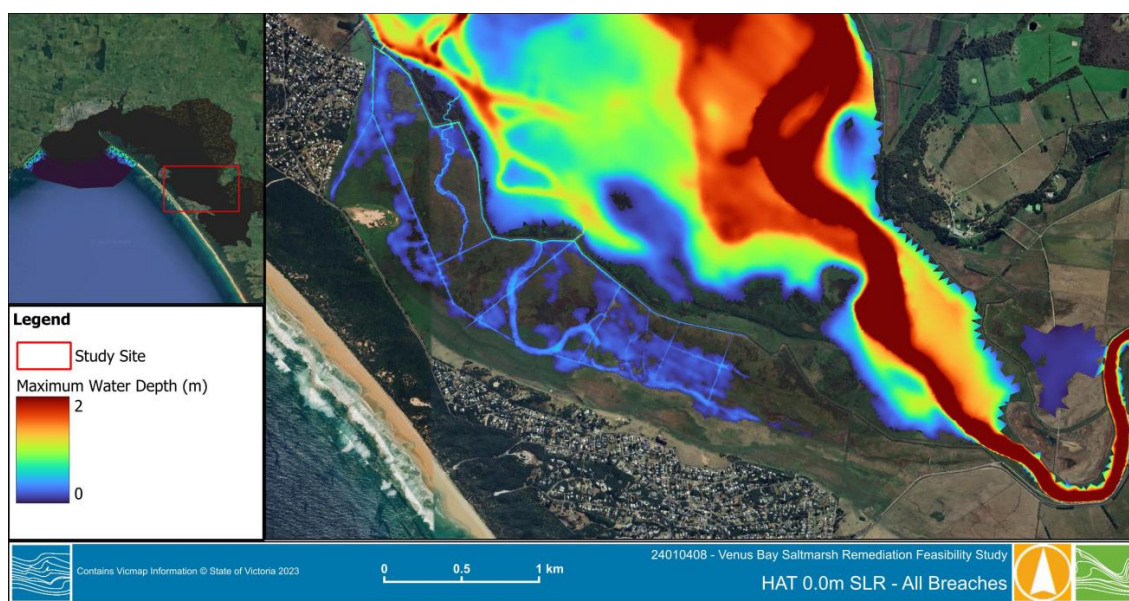


Figure 6-1 Inundation in HAT conditions.

Inundation in 1% storm tide conditions is widespread across the floodplain, extending throughout the study site and over Venus Bay Road into the adjacent floodplain. This occurs with the existing levee (no breaches), while adding a breach in either of the three breach locations results in a marginal increase in inundation to the south-east of the study site (Figure 6-2).

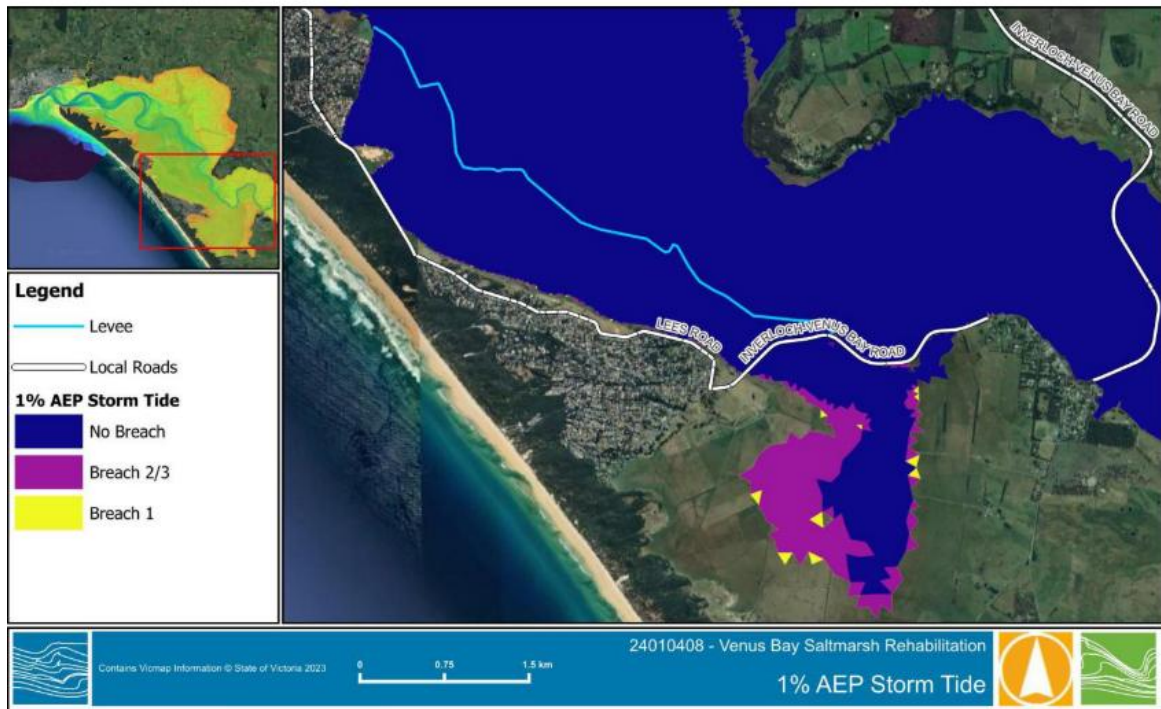


Figure 6-2 Floodplain inundation in 1% storm tide conditions.

Sea Level Rise (SLR) leads to a significant increase in inundation when combined with 1% storm tide conditions. Three SLR scenarios were considered, 0.0 m, 0.2 m, and 0.5 m (Figure 6-3 to Figure 6-5). Beyond 0.5 m of SLR, the removal of levee sections no longer has a material effect on inundation.

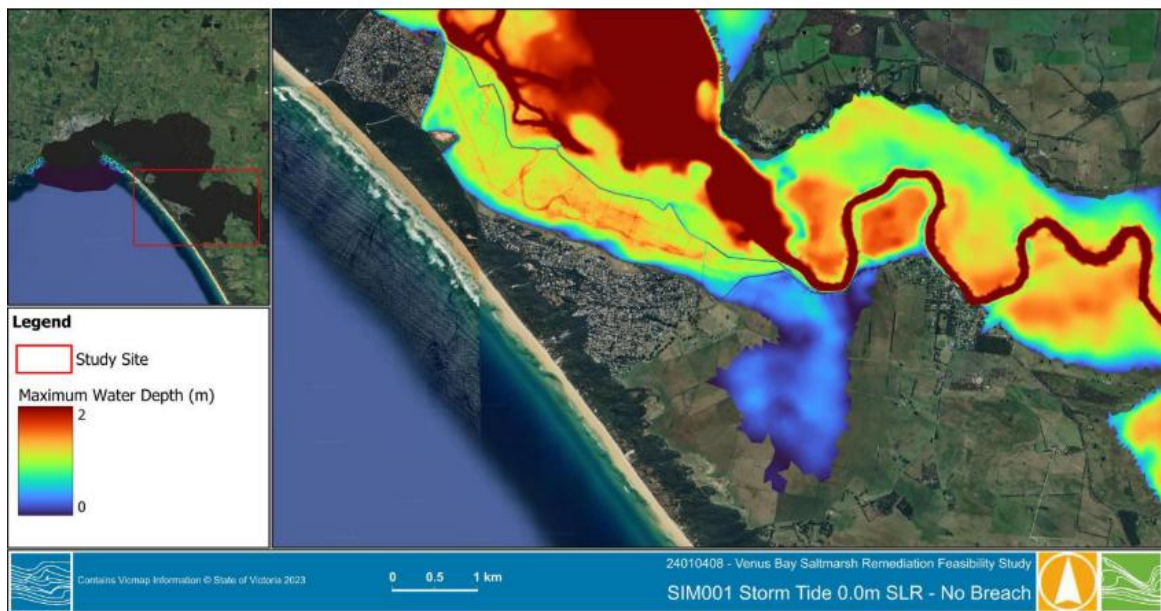


Figure 6-3 Inundation – 0.0 m SLR

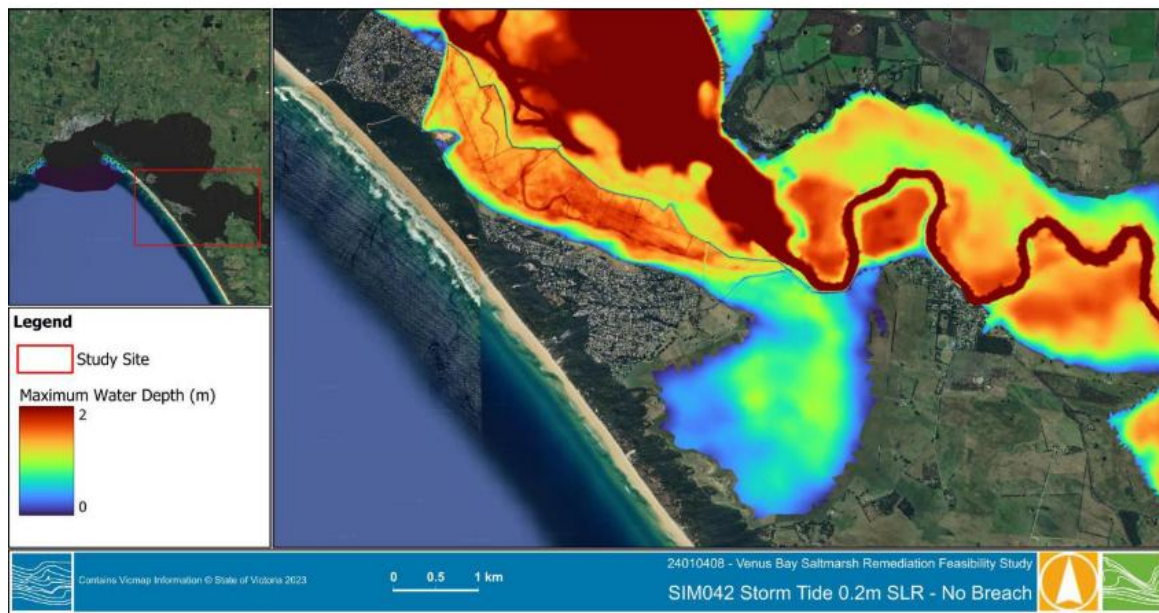


Figure 6-4 Inundation – 0.2 m SLR

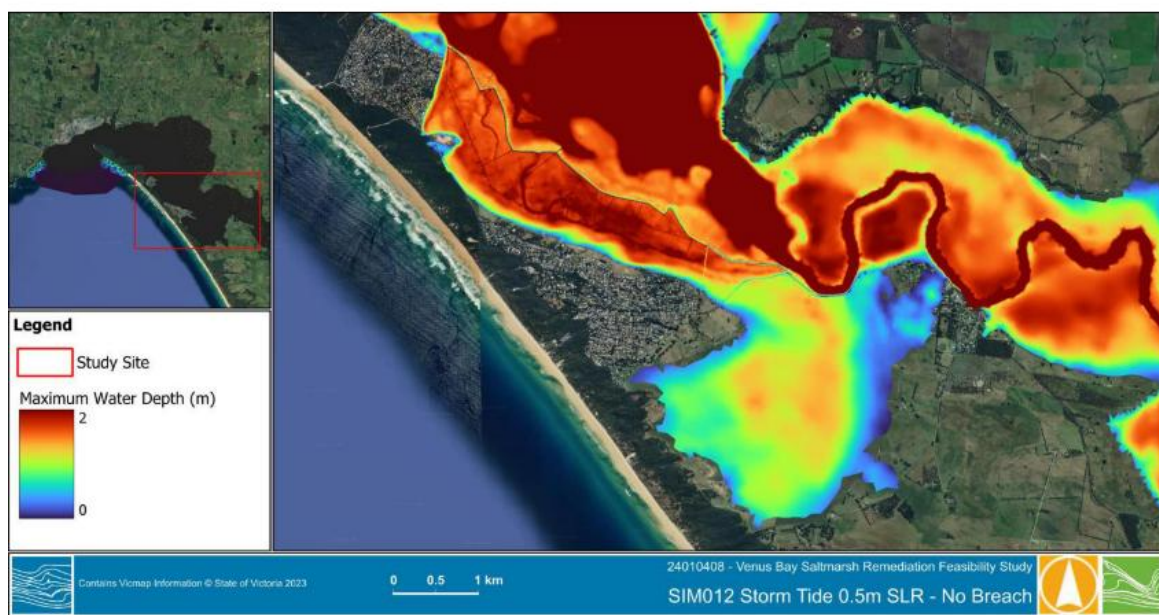


Figure 6-5 Inundation – 0.5 m SLR

6.2.2 Velocity at breach sites

Velocity was assessed at the breach locations to understand how breach designs may impact flow through the structure. HAT flow conditions were assessed at each of the breach sites with a 10-metre-wide channel through the levee.



Simulated peak flow velocity was 1 to 1.4 ms⁻¹. Ultimately, the width of the breach will be constrained by the rock armouring used, and the resulting change to inundation/hazard at the roads. This can be addressed in potential detailed design stages.

Velocity was also assessed at flooded roads to inform the hazard assessment in section 6.2.3, below.

6.2.3 Impact assessment – Modelled flooding of roads

The flooding of roads was assessed in detail to understand the potential impact of the levee breaches on critical infrastructure. Two sections of road are potentially impacted. Venus Bay Road leading into the first estate crosses the low-lying floodplain as is most vulnerable. Lees Rd between the two estates, located to the fringe of the floodplain at the base of the dunes, is generally less exposed.

To quantify the impact, the values for depth, velocity, and velocity multiplied by depth (VD) were assessed with respect to the safety criteria within the Guidelines for Development in Flood Affected Areas (DELWP, 2019). The threshold values were adopted from Table 2 of that document, which relates to access to residential lots. These are:

- Depth: 0.3 m
- Velocity: 2.0 ms⁻¹
- Velocity x Depth: 0.3 m²s⁻¹

See Appendix B for a full list of scenarios and results.

6.2.3.1 Existing conditions impact assessment.

Simulation results for 1% storm tides in 0.0 m, 0.2 m and 0.5 m SLR conditions (Figure 6-3 to Figure 6-5), and HAT combined with a 10% river flood are presented in Table 6-3.

Table 6-3 Existing conditions (no breach) impact assessment simulation results

Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
				Lees Rd	Venus Bay Rd	
Existing (No Breach)	0.0	1% AEP Storm Tide	10% AEP flood	Insignificant flooding of Lees Rd	3.75 hours flood duration, 0.12 m, 0.57 ms ⁻¹	None
Existing (No Breach)	0.2	1% AEP Storm Tide	10% AEP flood	Continuous flood over three tide cycles, 5 hours of flooding, 0.37 m, 0.09 ms ⁻¹	Continuous flood over three tide cycles, 23.5 hours of flooding, 0.36 m, 0.3-0.8 ms ⁻¹	Depth is exceeded at both roads VD is at the threshold at Venus Bay Road



Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
Existing (No Breach)	0.5	1% AEP Storm Tide	10% AEP flood	Continuous flood over three tide cycles, 5 hours of flooding, 0.37 m, 0.09 ms ⁻¹	Continuous flood over three tide cycles, 23.5 hours of flooding, 0.36 m, 0.3-0.8 ms ⁻¹	Depth is exceeded at both roads VD is at the threshold at Venus Bay Road
Existing (No Breach)	0.5	HAT	10% AEP flood	Flow over levee, no flooding of roads		n/a

Summary: 1% storm tides cause flooding of roads in existing conditions and flood safety exceedances in 0.2 and 0.5 m SLR conditions. There is no flooding of roads during HAT conditions up to 0.5 m SLR.

6.2.3.2 Wetland rehabilitation impact assessment

Simulation results of HAT + 0.0 m and 0.5 m SLR with 10% river flooding (no storm tide), and 1% storm tide + 10 % river flood are presented in Table 6-4.

Table 6-4 Wetland rehabilitation (all 3 breaches) impact assessment simulation results

Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
				Lees Rd	Venus Bay Rd	
Breach All	0.0	HAT	10% AEP flood	Flow into rehabilitation area, no flooding of roads		n/a
Breach All	0.5	HAT	10% AEP flood	Flow into rehabilitation area, no flooding of roads		n/a
Breach All	0.0	1% AEP Storm Tide	10% AEP flood	1.5 hours over one tide cycle, 0.13 m, 0.10 ms ⁻¹	Flooding during two tide cycles, 3.25 and 3.5 hours duration, 0.15 m, 0.70 ms ⁻¹	None

Summary: No flooding of roads in HAT conditions up to 0.5 m SLR, flooding of roads without flood safety exceedances in 1% storm tide conditions.

Flooding is comparable with or without wetland rehabilitation (existing vs all breaches). There is potential to reduce flooding to roads with upgrades to the existing sub-levee within the rehabilitation area and construction of a small levee at the low point along Lees Rd. The supporting adaptation options are explored in the following section.



7 SUPPORTING ADAPTATION OPTIONS

Wetland rehabilitation is a well-established nature-based solution, providing resilience to sea level rise and storm tide hazards. This option is often supported with additional adaptation activities that aim to reduce any remaining exposure to key infrastructure. This can involve the following options as per Victoria's Marine and Coastal Policy (2020):

1. Non-intervention: This involves accepting the current situation and not actively intervening to manage coastal hazards.
2. Avoid: This strategy focuses on preventing development or activities in areas vulnerable to coastal hazards. It may involve land-use planning changes to restrict development in high-risk zones.
3. Nature-based Solutions: These involve using natural or engineered-natural systems to manage coastal hazards. Examples include restoring or protecting coastal ecosystems like saltmarshes, mangroves, and sand dunes.
4. Accommodate: This approach involves adapting to coastal hazards by modifying existing infrastructure or buildings. This could involve raising structures, elevating roads, or implementing water-sensitive urban design.
5. Retreat: This strategy involves relocating assets and infrastructure away from vulnerable coastal areas. This can involve land acquisition, buy-backs, or other mechanisms to facilitate relocation.
6. Protect: This option involves using hard engineering structures like seawalls, rock revetments, or groynes to protect assets from coastal hazards. This is generally considered the last option after other strategies have been explored.

Upon review of the ground features and survey data, there are two protection options to provide additional resilience to the road infrastructure with the wetland rehabilitation option in place:

1. The sub-levee towards the eastern end of the study site (see Figure 2-1) was viewed as a good candidate to provide additional resilience by raising its crest level from 1.5-1.7 m AHD to 2.0 m AHD (Figure 7-1). This would allow for rehabilitation of much of the study site, while preventing the additional flow from flooding Venus Bay Road. The model is used to assess the benefits of this option with respect of the existing main levee and the main levee with breaches installed. Ideally, the current inundation risk level is retained or improved by including this additional adaptation option with the nature-based solution of wetland rehabilitation.
2. Construction of a small levee at the low point of Lees Rd between the two Venus Bay estates.

The results were then used weigh up the rehabilitation option with respect to coastal hazards.

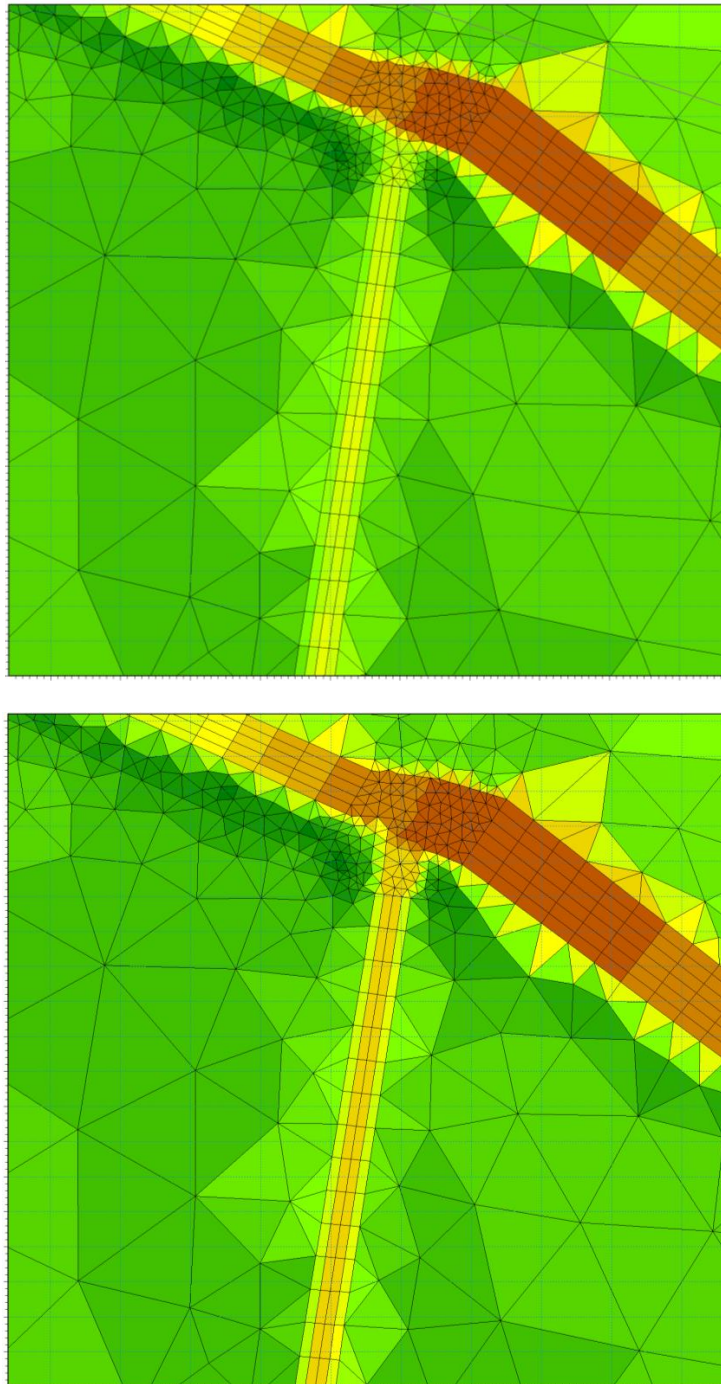


Figure 7-1 Sub levee elevation model. Existing (Top), Modified (Bottom).



7.1 Wetland rehabilitation with supporting adaptation impact assessment

Simulation results of 1% storm tide, 10 % river flood in 0.0 m and 0.2 m SLR conditions with all breaches and the sub-levée upgrade to 2.0 m are presented in Table 7-1.

Table 7-1 Wetland rehabilitation (all 3 breaches) with sub-levée to 2 m AHD, impact assessment simulation results

Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
				Lees Rd	Venus Bay Rd	
Breach All, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood	1.5 hours over one tide cycle 0.15 m, 0.29 ms ⁻¹	No flooding over Venus Bay Rd	None
Breach All, Sub levee to 2 m	0.2	1% AEP Storm Tide	10% AEP flood	Flooding during two tide cycles, 2.75 and 3.75 hours, 0.39 m, 0.1 ms ⁻¹	Flooding during two tide cycles, 3 and 4.25 hours, 0.3 m, 0.5 ms ⁻¹	Depth exceedance at Lees Rd

Summary: There is a reduction in flooding when comparing the “all breach” and existing conditions simulations vs all breach with the sub-levée upgrade. The sub-levée upgrade removes flooding from Venus Bay Road (Figure 7-2 comparing yellow to purple) and creates minor flooding of Lees Road. Flooding of Lees Rd can be managed with a 0.75 m high, 200 m long levee. Implementation of the sub-levée adaptation option partially mitigates flooding in both existing and rehabilitation/breach scenarios (Table 7-2). This demonstrates that levee breaches can be used while reducing hazards to roads.

Table 7-2 Inundation with and without the breaches and adapted sub-levée.

Scenario	Existing Conditions	Breached Levee with Adapted Sub-levée
5% Storm Tide	Inundation reaches but does not flood Venus Bay Road.	Inundation to the sub-levée.
1% Storm Tide	flooding of Venus Bay Road and insignificant flooding of Lees Road.	flow over the sub-levée, does not reach Venus Bay Road and minor flooding of Lees Road.

Overall, there is a reduction in flood impact with the sub-levée adaptation and breaches in place.

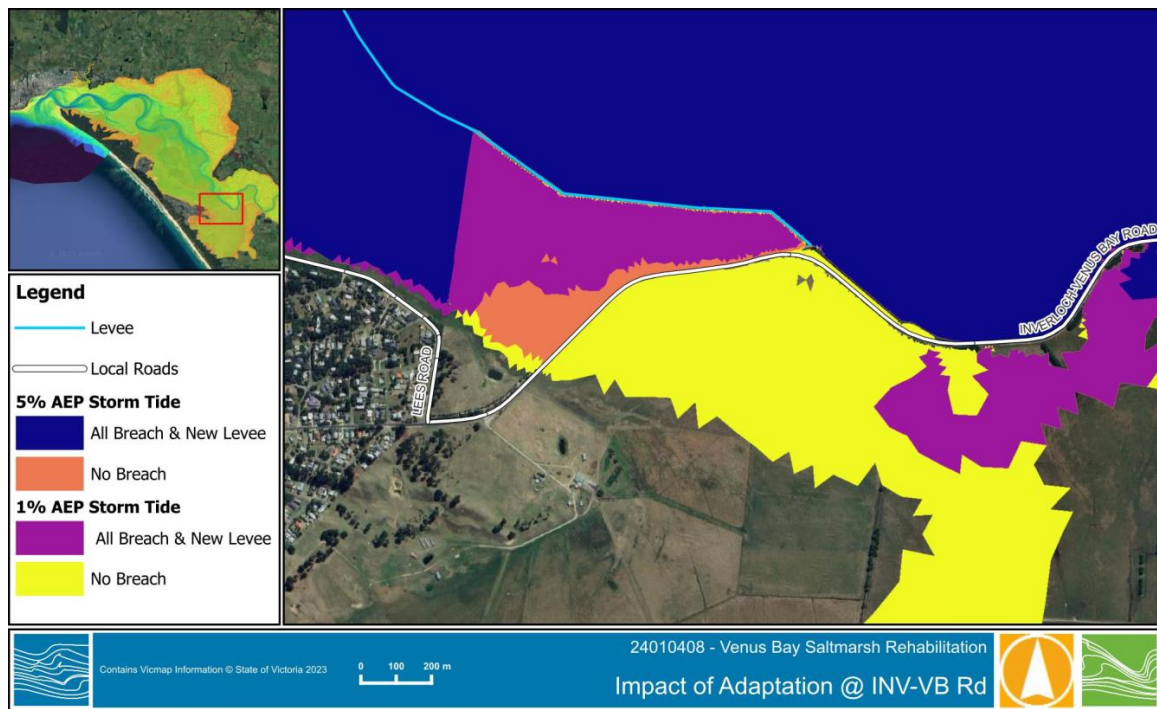


Figure 7-2 Floodplain inundation in 1% and 5% ST, comparing existing (no breach) to all breaches with the sub-levee adaption option.



8 RISK ASSESSMENT

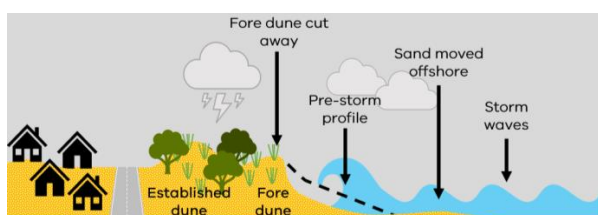
The coastal hazard risk assessment from the Cape to Cape Resilience Project was applied (DEECA, 2024). This incorporates the detailed modelling assessment of the wetland rehabilitation and coastal flood hazards in Section 6.2.3.

8.1 Coastal hazards

Coastal hazards considered in adaptation planning for the Cape to Cape region include:

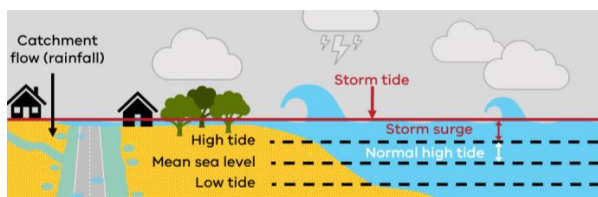
Coastal erosion

Including sand/sediment loss on sandy shores, cliff collapse or slumping



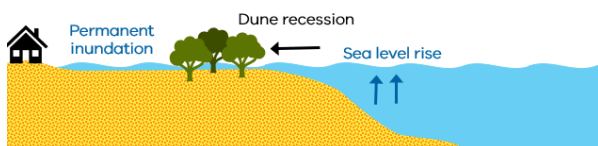
Storm tide inundation

Temporary flooding from the sea and rainfall (catchment)



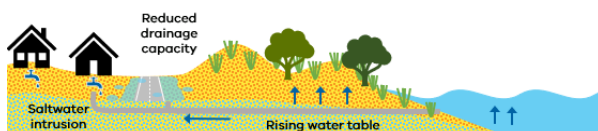
Permanent inundation

Increasing tidal areas due to SLR



Groundwater intrusion

Rising water tables and increased salinity





8.2 Risk assessment

A simplified risk assessment was applied that takes into account the timing of the hazard (related to SLR) and likelihood of the hazard (related to storm tide) (Table 8-1):

Table 8-1 Hazard summary

Flood Hazard	Indicative horizon	Description
HAT	Present day	Base line
Storm Tide 1% AEP	1% chance of occurring in a given year	Rare
SLR of 0.2 m with HAT	2040	Short term
SLR of 0.2 m with ST 1% AEP	2040	Short term - rare
SLR of 0.5 m with HAT	2070	Medium term
SLR of 0.5 m with ST 1% AEP	2070	Medium term - rare

Together with consequence derived from the flood impact to roads adjacent to the wetland rehabilitation area, from Section 6.2.3.

Insignificant: no flooding

Minor: Flooding without flood safety exceedances

Moderate: Flooding with flood safety exceedances

Provides an indication of risk (likelihood x consequence) and timing of management action Table 8-2.

Table 8-2 Risk and management action summary

Risk	Action required
High	Immediate and/or ongoing action required to treat, eliminate, or reduce risk.
Significant	Short term action required to treat, eliminate, or reduce risk.
Medium	Short to longer term action required to treat, eliminate, or reduce risk.
Low	Manage and monitor the risk as part of current operations, provide for periodic maintenance/review.

8.2.1 Previous risk assessment

Risk and management requirements from the Cape to Cape Resilience Project (DEECA, 2024) are presented in Table 8-3. This is based on the whole of Anderson Inlet model and applies to both Venus Bay and Tarwin Lower. The detailed modelling assessment conducted for this project is focussed on the wetland rehabilitation study site only. Therefore, it is not a direct comparison, but it is helpful to understand how assessed risks and management actions can change with detailed analysis.


Table 8-3 Cape to Cape Resilience Project – Venus Bay and Tarwin Lower risk and management summary.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Erosion	Low	Low	Medium
Storm tide	Medium	Medium	Significant
Permanent inundation	Medium	Medium	Significant

8.2.2 Existing risk assessment

Incorporating the detailed modelling and assessment undertaken for this project results in changes to the risk and management requirement for the site in existing conditions (no breaches) (Table 8-4). Erosion risk was removed as it relates to erosion of the sand dunes on the open coast, which is not relevant to this project. The risk to groundwater intrusion was added as it is an important consideration of the wetland rehabilitation project.

Table 8-4 Wetland rehabilitation study site risk and management requirement – existing conditions (no breaches) – refer to Table 6-3 for model results.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Medium	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Low	Low	Medium

Summary: Storm tide risk increases at 0.2 m SLR, permanent inundation risk decreases to Low for 0.0 to 0.5 m SLR. Groundwater risk is Low (levee preventing tidal ingress), rising to medium at 0.5 m SLR where HAT can crest the levee.

8.2.3 Risk assessment with levee breaches

Risk and management requirement with wetland rehabilitation only (all breaches constructed without sub-levee and Lees Rd levee supporting adaptations) (Table 8-5).

Table 8-5 Wetland rehabilitation study site risk and management requirement – all breaches, no supporting adaptations – refer to Table 6-4 for model results.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Medium	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Medium	Medium	Medium

Summary: There is a potential increase in risk to groundwater intrusion. The recommended further work outlined in Section 9.1.1 can be used to confirm risk to groundwater intrusion. Risk remains the same for storm tide and permanent inundation.



8.2.4 Risk assessment with levee breaches and supporting adaptations

Risk and management requirement with wetland rehabilitation (all breaches), sub-levee, and Lees Rd levee supporting adaptations (Table 8-6). Note that the Lees Rd levee was not required to be modelled as it is constructed to a suitable height to stop all flow.

Table 8-6 Wetland rehabilitation study site risk and management requirement – all breaches, and both supporting adaptations – refer to Table 7-1 for model results.

SLR Indicative time	0.0 m Present	0.2 m 2040	0.5 m 2070
Storm tide	Low	Significant	Significant
Permanent inundation	Low	Low	Low
Groundwater Intrusion	Medium	Medium	Medium

Summary: Risk remains the same for permanent inundation and groundwater intrusion. Present-day risk is reduced to Low for storm tide inundation.

Overall wetland rehabilitation within the study area can be implemented with or without supporting adaptations. The risk assessment indicates that supporting adaptations (sub-levee upgrade and Lees Rd levee protection) reduce flood risk to road access in present-day conditions, this reduction in risk diminishes with SLR of 0.2 m and above.



9 PROJECT IMPLEMENTATION AND BLUE CARBON POTENTIAL

Project implementation requires several tasks. They are listed below with cost estimations.

9.1 Further site investigation

9.1.1 Groundwater investigation

The risk of increased salinity should be investigated and understood before a decision is made on wetland rehabilitation. The following investigations are recommended to ensure an adequate understanding of this risk:

- Field deployment of piezometers (to approximately 1 m underground) and water level loggers (for surface water levels and salinity) within the floodplain area of interest
- Groundwater survey of Venus Bay residences to ascertain groundwater uses and volumes
- Basic groundwater model of the aquifer to calculate recharge and water balance of the aquifer

This will allow for a reasonable understanding of the potential for saltwater intrusion within the groundwater resources in the event wetland rehabilitation, and how this impact may compare to risks associated with rising sea levels.

Cost is estimated between \$40,000 and \$60,000.

9.1.2 Modelling

The study site is well understood, with detailed survey and modelling completed. Further modelling will be required to assess detailed design options of the levee breaches and supporting adaptation options. Cost is estimated between \$20,000 and \$30,000.

9.1.3 Geotechnical assessment

Geotechnical assessment and sediment coring will be required to understand environmental constraints of excavating and placement of levee material and inform design and construction. Cost is estimated between \$30,000 and \$60,000.

9.2 Detailed design

Detailed design of the levee breaches and supporting adaptation options will be required. This will include:

- Updated survey of the levee at the breach sites.
- Dimensions of the breaches, and levee upgrades.
- Concept and detailed designs
- Design drawings
- Construction specification for tender
- Safety and design report

Cost is estimated between \$50,000 to \$100,000 depending on levee breach number and supporting levee upgrades.

9.3 Blue carbon potential

Sites with existing structures that restrict tidal flow may be ideal candidates for restoration through structure removal to reinstate natural tidal flows. Active restoration involving the removal of built structures is a pre-



requisite of the Blue Carbon credit initiative managed by the Emissions Reduction Fund (ERF). The Blue Carbon Method creates opportunities for landholders to change their management practices to restore wetlands, sequester carbon and earn Australian Carbon Credit Units (ACCUs) for economic benefit (DCCEEW, 2022).

To register a blue carbon project with the Emissions Reduction Fund (ERF), the following documentation is required:

- Documentation that the levees are legal
- A modelling and GIS report that shows the restoration area now and into the future to 100 years, incorporating sea level rise and storm tides. Ties in with further modelling in Section 9.1.2.
- Design for levee removal and construction and supporting adaptations as outlined in Section 9.2.
- *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC) self-assessment report (\$25,000 to \$50,000). This assumes that no Matters of National Environmental Significance (MNES) are found in the project area.
- Native Vegetation Management Plan (\$25,000 to \$50,000)
- Land Management Plan (\$15,000 to \$30,000)
- Acid Sulphate Soils Management Plan (\$10,000 to \$20,000)
- Mosquito Management Plan (\$5,000 to \$10,000)
- Ongoing vegetation monitoring for ACCU claims – Desktop assessments using freely available Sentinel imagery and or drone survey (\$10,000 per year)

9.4 Construction costs

To establish the wetland rehabilitation area, up to 3 breaches may require construction, together with the sub-levee upgrade and Lees Rd levee.

In general, levee removal is efficient, and the sourced material may be used to upgrade the sub-levee (subject to contamination testing, etc.).

Costs will vary depending on the materials used/armouring required. This will be finalised during detailed design. Estimated cost TBC.

9.5 Estimated project implementation costs

The summary of project implementation costs is presented in Table 9-1. Ongoing project management costs are presented in Table 9-2.

Table 9-1 Project implementation cost summary

Item	Estimated cost range
Further site investigation	\$90,000 to \$150,000
Design	\$50,000 to \$100,000
EPBC self-assessment report, assuming no MNES are present.	\$25,000 to \$50,000
Native Vegetation Management Plan	\$25,000 to \$50,000
Land Management Plan	\$15,000 to \$30,000



Item	Estimated cost range
Acid Sulphate Soils Management Plan	\$10,000 to \$20,000
Mosquito Management Plan	\$5,000 to \$10,000
Levee construction	TBC with detailed design
Total	\$220,000-\$410,000+

Table 9-2 Ongoing project management costs

Item	Estimated cost/year
Ongoing monitoring for ACCUs	\$10,000
Levee maintenance	TBC with detailed design
Total	\$10,000+

The costs presented here are estimates of low confidence. Detailed design will consider design options that reduce construction and maintenance costs while balancing risks to existing infrastructure. For instance, adding a section of levee removal either side of the channel to create a more natural floodplain reduces the velocities through the breach and therefore may reduce the scope of construction and ongoing maintenance.

9.6 Blue carbon accounting

The BlueCAM is an approved accounting method based on studies of carbon abatement due to wetland restoration (Lovelock et al, 2021). It considers the existing landscape and the changes to vegetation areas over time, brought about by the restoration activities, such as barrage removal. Carbon sequestration in the soil and vegetation, as well as carbon emissions avoidance, are considered.

A starting point of Grazing Land was chosen. Approximated land-type changes at five-year intervals were applied as per Table 9-3.

Table 9-3 Approximated BlueCAM land-type changes from project initiation to completion.

	Condition Start	Condition End
	Mangrove/Marsh/Sparsely Vegetated Salt Flats (%)	Mangrove/Marsh/Sparsely Vegetated Salt Flats (%)
2030-2035	Grazing Land	0/0/100
2035-2040	0/0/100	10/20/70
2040-2045	10/20/70	20/30/50
2045-2050	20/30/50	30/40/30
2050-2055	30/40/30	40/50/10

The end of reporting period 1 (five years after the levees are breached) 100% of the area is estimated to be sparsely vegetated salt flats. Final areas (25 years after the levees are breached) are estimated to be 40% mangrove, 50% marsh, and 10% sparsely vegetated wetlands.



The calculated ACCUs are using a baseline of "Grazing land". When mapped in detail, there may be a significant amount of "Tidally restricted fresh and brackish wetlands", and "Flooded agricultural land, managed wet meadow or pasture", which will increase the ACCU generation potential by up to 10-fold for those areas. The generated ACCUs and the potential revenue when converting the area from "Grazing land", "Tidally restricted fresh and brackish wetlands" or "Flooded agricultural land, managed wet meadow or pasture" to a rehabilitated marsh and mangrove wetland is presented in Table 9-4.

The ACCU price is based on the following:

- ACCU spot price - **\$35.50** (Core Markets, June 2025)

Table 9-4 BlueCAM ACCUs and potential revenue

Baseline	Area (ha)	Calculated ACCUs	Revenue estimate
Grazing land	342	9406	\$333,913
Tidally restricted fresh and brackish wetlands	342	56838	\$2,017,749
Flooded agricultural land, managed wet meadow or pasture	342	113857	\$4,041,924

It is likely that the study site contains several vegetation/land management classes. This can be resolved with a vegetation assessment to improve the revenue estimate above.



10 RECOMMENDATIONS

The following provides a summary of the recommendations for levee removal to rehabilitate the wetland without increasing coastal hazard risk to infrastructure.

All three breach locations can be activated to create tidal conditions that closely resemble the pre-levee form of the wetland without detrimental impact to coastal flooding. The resulting wetland will form a nature based solution to increase resilience of the area to storm tides and SLR, while improving the environmental and visual amenity for Venus Bay. An upgrade to the sub-levee is recommended to support the project and reduce flood risks to Venus Bay Rd. A small levee (approximately 200 m x 1.0 m) at the low point of Lees Rd is also recommended to prevent minor flooding during 1% storm tide conditions.

Further work is required for project implementation as outlined in Section 9.

11 SUMMARY

The vegetation assessment indicates that the site can readily rehabilitate hydrological connections that are likely suitable for mangrove and marsh communities. This in turn may provide a good candidate for a registered Blue Carbon project that can earn ACCU credits to support ongoing management of the wetland.

The on-ground levee survey and updated modelling was essential to provide the detail required for this assessment.

The study site provides a good option for wetland rehabilitation without adversely impacting risk to critical coastal infrastructure, namely Venus Bay Road and Lees Road. Risk can be reduced with easily implemented supporting adaptation options, upgrading the sub-levee to 2 m AHD crest elevation and construction of a 1.0 m levee along a 200 m section of Lees Rd.

Further work is recommended. A groundwater study is recommended to confirm the risk to groundwater for the Venus Bay community resource. The components of a Blue Carbon Project will include detailed design of the levee breaches, vegetation assessment, hydraulic assessment, land management plan etc, all of which would likely be required by regulators without Blue Carbon registration.

A rehabilitated wetland would provide benefits to the community, local tourism (bird watching, fishing, day walking), and land managers that are responsible for coastal protection and infrastructure.



12 REFERENCES

AR&R (2018), PROJECT 18 Coincidence of Fluvial Flooding Events and Coastal Water Levels in Estuarine Areas, Stage 3 Report. P18/S3/011, December 2014.

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APPENDIX A LEVEE SURVEY DATA





Table A-1 Full levee crest survey and LiDAR data

Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee2	2.3393	2.8372	-0.4979
levee3	2.3485	2.8372	-0.4887
levee4	2.5766	2.9577	-0.3812
levee5	2.7673	2.9188	-0.1516
levee6	2.7427	3.1620	-0.4193
levee7	2.5170	2.8573	-0.3403
levee8	2.5156	2.9062	-0.3906
levee9	2.6126	2.9792	-0.3666
levee10	2.5408	3.0265	-0.4857
levee11	2.5017	2.6556	-0.1540
levee12	-0.0137	0.3597	-0.3734
culvert1bottom	-0.0573	0.5018	-0.5590
culvert1top	0.3160	0.5018	-0.1858
culvert1bottom2	-0.1053	0.7017	-0.8070
levee13	2.4017	2.6772	-0.2755
levee14	2.4635	2.8099	-0.3464
levee15	2.5930	2.9461	-0.3530
levee16	2.4099	2.8499	-0.4401
levee17	2.5496	2.7749	-0.2253
levee18	2.4794	2.8791	-0.3996
levee19	2.6089	2.8373	-0.2285
levee20	2.4427	2.7126	-0.2699
levee21	2.2029	2.4343	-0.2313
levee22	2.3654	2.5280	-0.1626
levee23	2.3733	2.5247	-0.1515
levee24	2.2981	2.4593	-0.1611
levee25	2.4210	2.5629	-0.1419
levee26	2.3793	2.5572	-0.1779
levee27	2.2803	2.6402	-0.3599
levee28	1.0786	1.1925	-0.1139



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee29	0.6158	0.6965	-0.0806
levee30	2.4651	2.3994	0.0657
levee31	2.4734	2.6207	-0.1474
levee32	2.5223	2.4542	0.0682
levee33	2.2044	2.4735	-0.2691
levee34	2.3426	2.4066	-0.0640
levee35	2.2198	2.1957	0.0241
levee36	2.1945	2.4000	-0.2056
levee37	2.1547	2.3052	-0.1506
levee38	2.3320	2.4124	-0.0804
levee39	2.2601	2.2044	0.0557
levee40	1.2538	1.6342	-0.3805
levee41	1.4263	1.6284	-0.2021
levee42	1.5795	1.7391	-0.1596
levee43	1.7533	1.8315	-0.0783
levee44	1.5100	1.5893	-0.0793
levee45	1.4275	1.5606	-0.1331
levee46	1.9950	2.0655	-0.0705
levee47	1.7161	1.7975	-0.0815
levee48	1.6900	1.7975	-0.1075
levee49	1.7853	1.9165	-0.1312
levee50	1.6928	1.9613	-0.2685
levee51	1.7296	1.9407	-0.2111
levee52	1.7628	2.0389	-0.2761
levee53	1.7426	1.9272	-0.1846
levee54	1.6623	1.9744	-0.3121
levee55	1.8229	1.7973	0.0256
levee56	-0.0385	0.6255	-0.6641
levee57	1.5825	1.8783	-0.2958
levee58	1.7526	1.8475	-0.0949
levee59	1.6358	2.2132	-0.5774



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee60	1.7901	1.7656	0.0244
levee61	1.6958	1.9659	-0.2701
levee62	1.7611	2.3464	-0.5853
levee63	1.9338	2.4901	-0.5563
levee64	2.0132	2.2120	-0.1988
levee65	0.0794	0.8513	-0.7718
levee66	1.9867	2.3304	-0.3438
levee67	2.0119	2.3179	-0.3061
levee68	2.0513	2.0848	-0.0335
levee69	2.0883	2.2313	-0.1430
levee70	1.9251	2.1991	-0.2740
levee71	2.0053	2.0501	-0.0448
levee72	2.0677	1.7374	0.3303
levee73	1.9948	2.6113	-0.6165
levee74	1.9508	2.2714	-0.3206
levee75	2.0559	2.4715	-0.4156
levee76	1.9012	2.5229	-0.6218
levee77	2.0794	2.4384	-0.3590
levee78	1.9025	2.1259	-0.2233
levee79	0.9415	1.3160	-0.3745
levee80	2.0586	2.2692	-0.2106
levee81	2.1751	2.3968	-0.2217
levee82	2.0271	2.5001	-0.4730
levee83	2.0318	2.2596	-0.2279
levee84	1.9194	2.2673	-0.3479
levee85	1.8740	2.0009	-0.1269
levee86	1.7817	2.2354	-0.4537
levee87	1.8874	2.2460	-0.3587
levee88	1.9251	2.2685	-0.3434
levee89	1.8066	2.0629	-0.2564
levee90	1.9196	2.2307	-0.3111



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee91	1.9367	2.1127	-0.1760
levee92	1.8083	2.3986	-0.5903
levee93	1.7873	1.9193	-0.1319
levee94	1.8396	2.2961	-0.4565
levee95	2.0124	2.1706	-0.1582
levee96	2.0344	2.1633	-0.1289
levee97	2.0005	2.1626	-0.1621
levee98	2.2219	2.4051	-0.1832
levee99	2.2548	2.3666	-0.1118
levee100	2.2508	2.4472	-0.1964
levee101	2.1797	2.3335	-0.1538
levee102	2.0556	2.2084	-0.1528
levee103	2.1167	2.2335	-0.1168
levee104	2.1022	2.2827	-0.1805
levee105	2.1118	2.2910	-0.1792
levee106	2.0246	2.2579	-0.2333
levee107	1.9418	2.2061	-0.2644
levee108	2.0296	2.2268	-0.1972
levee109	1.9674	2.2836	-0.3162
levee110	1.9983	2.3066	-0.3083
levee111	2.2125	2.5846	-0.3721
levee112	0.1451	0.1750	-0.0299
levee113	2.0423	2.3599	-0.3176
levee114	2.0836	2.1999	-0.1162
levee115	2.0032	2.1895	-0.1862
levee116	2.0478	2.1938	-0.1460
levee117	2.1641	2.4463	-0.2822
levee118	2.0381	2.2225	-0.1844
levee119	2.2082	2.2771	-0.0689
levee120	2.1054	2.2355	-0.1301
levee121	2.2228	2.3243	-0.1015



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee122	0.8696	1.0582	-0.1886
levee123	2.1369	2.1980	-0.0611
levee124	2.0811	2.2414	-0.1603
levee125	2.1980	2.5412	-0.3432
levee126	1.9951	2.1583	-0.1632
levee127	2.0445	2.1855	-0.1410
levee128	2.0842	2.1290	-0.0448
levee129	2.0249	2.2087	-0.1838
levee130	2.1230	2.0906	0.0325
levee131	1.9991	2.0265	-0.0273
levee132	2.0520	2.1941	-0.1422
levee133	2.1244	2.1981	-0.0737
levee134	-0.0187	0.1286	-0.1473
levee135	2.1343	2.3116	-0.1773
levee136	2.1895	2.8170	-0.6275
levee137	2.2253	2.2414	-0.0161
levee138	2.1516	2.2777	-0.1261
levee139	2.1420	2.3537	-0.2116
levee140	2.3619	2.4283	-0.0664
levee141	2.3572	2.4195	-0.0623
levee142	2.1474	2.2911	-0.1436
levee143	2.3927	2.3610	0.0317
levee144	2.4623	2.7147	-0.2524
levee145	2.3918	2.1347	0.2572
levee146	2.4054	2.7320	-0.3266
levee147	2.4878	2.6277	-0.1399
levee148	2.5980	2.6389	-0.0409
levee149	2.5597	2.6802	-0.1205
levee150	2.5115	2.6238	-0.1123
levee151	2.2969	2.3998	-0.1029
levee152	0.8752	1.0472	-0.1720



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee153	-0.1277	0.1966	-0.3243
levee154	1.8626	2.0222	-0.1596
wl1	0.8610	0.6925	0.1685
wl2	-0.0403	0.3053	-0.3455
levee155	2.1837	2.2264	-0.0427
levee156	2.6063	2.7974	-0.1911
levee157	2.5120	2.5094	0.0026
levee158	2.2524	2.5078	-0.2554
levee159	2.4159	2.8853	-0.4694
levee160	2.4261	2.4671	-0.0411
levee161	2.2270	2.3177	-0.0907
levee162	2.1728	2.3614	-0.1886
levee163	2.1246	2.4159	-0.2913
levee164	2.2930	2.4625	-0.1695
levee165	2.3339	2.4949	-0.1610
levee166	0.8890	0.9834	-0.0944
levee167	-0.2468	0.1621	-0.4089
levee168	2.4263	2.6038	-0.1775
levee169	2.5531	2.6056	-0.0524
levee170	2.5145	2.3924	0.1222
levee171	2.5025	2.6366	-0.1340
levee172	2.4016	2.6447	-0.2431
levee173	2.3178	2.3920	-0.0742
levee174	2.3849	2.4963	-0.1114
levee175	2.5459	2.5562	-0.0102
levee176	2.5263	2.8588	-0.3325
levee177	2.5456	2.6987	-0.1531
levee178	2.5453	2.5431	0.0022
levee179	2.5294	2.6366	-0.1072
levee180	2.6175	3.0775	-0.4600
levee181	2.4566	2.5961	-0.1395



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee182	2.6063	2.7044	-0.0981
levee183	2.4472	2.4357	0.0116
4	2.5091	2.5490	-0.0399
levee184	2.5725	2.6876	-0.1150
levee185	2.6732	2.7765	-0.1033
levee186	2.5899	2.8317	-0.2419
levee187	2.6020	2.9168	-0.3148
levee188	2.3344	2.6835	-0.3492
levee189	2.5106	2.7282	-0.2175
levee190	2.1671	2.3175	-0.1503
levee191	2.1230	2.3095	-0.1865
levee192	1.9971	2.4398	-0.4427
levee193	2.1849	2.3506	-0.1656
levee194	2.4275	2.2889	0.1386
levee195	2.2630	2.4376	-0.1746
levee196	2.2922	2.3395	-0.0472
levee197	2.3057	2.3773	-0.0715
levee198	2.5086	2.5737	-0.0650
levee199	2.6130	2.2968	0.3162
levee200	2.0384	2.2128	-0.1744
levee201	1.8934	2.0590	-0.1656
levee202	2.3602	2.4706	-0.1104
levee203	1.8661	1.2363	0.6298
levee204	1.8672	1.6720	0.1952
levee205	1.6137	1.1431	0.4706
levee206	2.2046	2.4405	-0.2359
levee207	2.3810	2.4493	-0.0683
levee208	2.2940	2.4270	-0.1330
levee209	2.2832	2.2536	0.0296
levee210	2.3619	2.2380	0.1239
levee211	2.3863	2.5288	-0.1425



Name	Survey Elevation (m)	LiDAR Elevation (m)	Difference (Survey – LiDAR) (m)
levee212	2.4228	2.5733	-0.1505
levee213	2.3222	2.4429	-0.1207
levee214	2.6641	2.8003	-0.1361
levee215	2.5678	2.6161	-0.0483
levee216	2.6554	2.8339	-0.1785
levee217	2.5382	2.5510	-0.0128
levee218	2.4140	2.4617	-0.0476
levee219	2.4836	2.6423	-0.1587
levee220	2.3809	2.5177	-0.1368
levee221	2.3343	2.4837	-0.1494
levee222	2.4632	2.5203	-0.0571
levee223	2.5236	2.3661	0.1575
levee224	2.4361	2.7787	-0.3426
levee225	2.3407	2.3229	0.0178
wl	0.8953	1.0850	-0.1898
wm	-0.0648	1.2170	-1.2817
levee226	2.2186	2.2380	-0.0194
levee227	2.2894	2.4495	-0.1601
levee228	1.9729	1.9831	-0.0102
levee229	1.2819	1.3218	-0.0398



APPENDIX B TABLE OF MODELLLED SCENARIOS





Table B-1 All simulation results

Sim number	Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
					Lees Rd	Venus Bay Rd	
001	Existing (No Breach)	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	Insignificant flooding of Lees Rd	3.75 hours flood duration, 0.12 m, 0.57 ms ⁻¹	None
017	Existing (No Breach)	0.0	5% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
018	Existing (No Breach)	0.0	10% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
042	Existing (No Breach)	0.2	1% AEP Storm Tide	10% AEP flood hydrograph	Continuous flood over three tide cycles, 5 hours of flooding, 0.37 m, 0.09 ms ⁻¹	Continuous flood over three tide cycles, 23.5 hours of flooding, 0.36 m, 0.3-0.8 ms ⁻¹	Depth is exceeded at both roads VD is at the threshold at Venus Bay Road
012	Existing (No Breach)	0.5	1% AEP Storm Tide	10% AEP flood hydrograph	Continuous flood over three tide cycles, 27.5 hours of flooding, 0.66 m, 0.07 ms ⁻¹	Continuous flood over three tide cycles, 43.5 hours of flooding, 0.68 m, 0.3-0.8 ms ⁻¹	Depth is exceeded at both roads VD is exceeded at Venus Bay Road
019	Existing (No Breach)	0.0	1% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
020	Existing (No Breach)	0.0	5% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
021	Existing (No Breach)	0.0	10% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a



Sim number	Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
041	Breach All	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1.5 hours over one tide cycle, 0.13 m, 0.10 ms ⁻¹	Flooding during two tide cycles, 3.25 and 3.5 hours duration, 0.15 m, 0.70 ms ⁻¹	None
016	Breach All	0.0	HAT	10% AEP flood hydrograph	Flow into rehabilitation area, no flooding of roads		n/a
022	Existing (No Breach)	0.5	HAT	10% AEP flood hydrograph	Flow over levee, no flooding of roads		n/a
002	Breach 1	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1 hours over one tide cycle, 0.10 m, 0.10 ms ⁻¹	4 hours over one tide cycle, 0.14 m, 0.68 m/s	None
023	Breach 1	0.0	5% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
024	Breach 1	0.0	10% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
025	Breach 1	0.0	1% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
026	Breach 1	0.0	5% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
027	Breach 1	0.0	10% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
003	Breach 2	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1 hours over one tide cycle, 0.09 m, 0.10 ms ⁻¹	4 hours over one tide cycle, 0.14 m, 0.66 m/s	None



Sim number	Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
028	Breach 2	0.0	5% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
Not required	Breach 2	0.0	10% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
Not required	Breach 2	0.0	1% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
029	Breach 2	0.0	5% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
Not required	Breach 2	0.0	10% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
004	Breach 3	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	0.75 hours over one tide cycle, 0.08 m, 0.14 ms ⁻¹	Flooding during two tide cycles, 1 and 3.75 hours, 0.14 m, 0.66 m/s	None
030	Breach 3	0.0	5% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
Not required	Breach 3	0.0	10% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
Not required	Breach 3	0.0	1% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
031	Breach 3	0.0	5% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
Not required	Breach 3	0.0	10% AEP Storm Tide	20 m ³ /s constant flow	No flood over roads		n/a
034	Breach All, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1.5 hours over one tide cycle 0.15 m, 0.29 ms ⁻¹	No flooding over Venus Bay Rd	None

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Sim number	Breach conditions	SLR (m)	Offshore Boundary	Tarwin River Boundary	Impact to roads – Flood duration, and maximum depth and velocity		Flood safety exceedances
035	Breach All, Sub levee to 2 m	0.0	5% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
036	Breach All, Sub levee to 2 m	0.0	10% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
044	Breach All, Sub levee to 2 m	0.2	1% AEP Storm Tide	10% AEP flood hydrograph	Flooding during two tide cycles, 2.75 and 3.75 hours, 0.39 m, 0.1 ms ⁻¹	Flooding during two tide cycles, 3 and 4.25 hours, 0.3 m, 0.5 ms ⁻¹	Depth exceedance at Lees Rd
037	No Breach, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	No flood over roads		n/a
043	No Breach, Sub levee to 2 m	0.2	1% AEP Storm Tide	10% AEP flood hydrograph	Flooding during two tide cycles, 1.5 and 4.0 hours, 0.39 m, 0.1 ms ⁻¹	Flooding during two tide cycles, 3 and 3.75 hours, 0.26 m, 0.6 ms ⁻¹	Depth exceedance at Lees Rd
038	Breach 1 & 3, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1.5 hours over one tide cycle, 0.16 m, 0.10 ms ⁻¹	No flooding over Venus Bay Rd	None
039	Breach 3, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1.25 hours over one tide cycle, 0.13 m, 0.10 ms ⁻¹	No flooding over Venus Bay Rd	None
040	Breach 1, Sub levee to 2 m	0.0	1% AEP Storm Tide	10% AEP flood hydrograph	1.5 hours over one tide cycle, 0.15 m, 0.10 ms ⁻¹	No flooding over Venus Bay Rd	None
045	Breach All	0.5	HAT	10% AEP flood	Flow into rehabilitation area, no flooding of roads		n/a



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5.3. AWARD CONTRACT CON/424 - CONSTRUCTION OF KORUMBURRA TENNIS CLUBROOMS

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Delivery

Council Plan

Theme - Leading with Integrity

Theme - Empowering Communities

The Korumburra Tennis Clubrooms Project supports Council's objective of supporting a healthy, connected and inclusive community by providing renewed recreation facilities that meet modern standards and support participation in tennis for people of all ages, genders and abilities.

Use of external funding to support the renewal of the existing tennis pavilion aligns with Council's strategy to maintain our assets through responsible financial management.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the approval to award Contract CON/424 for the Construction of the Korumburra Tennis Clubrooms Project.

At the February 2025 Meeting, Council endorsed an application to the Victorian Government's Regional Community Sports Infrastructure Fund for a \$1M contribution to the estimated \$1.5M Project. This application was successful, and the Korumburra Tennis Clubrooms has been readied to commence this financial year 2025/26.

Tenders for the majority of the Project scope have been sought via Request for Tender RFT/424 – Construction of the Korumburra Tennis Clubrooms and the evaluation panel have determined a recommended tenderer for award of the Contract. However, based on the Contract value, the Project is unable to be completed within the \$1.5M budget and requires an increase in Council's financial contribution of up to \$350,000 to successfully deliver the Project.

RECOMMENDATION

That Council:

- 1. Approves the award of Contract CON/424 – Construction of the Korumburra Tennis Clubrooms to Tenderer B for the lump sum amount of \$X,XXX,XXX (excluding GST);**
- 2. Delegates the Chief Executive Officer (CEO) the power to approve variations up to the contingency amount identified in Confidential Attachment [10.1.1];**

3. **Authorises the Chief Executive Officer to sign the contract documents;**
4. **Approves an increase to the Budget for the Korumburra Tennis Clubrooms Project from \$1.5M to \$1.85M by increasing Council's financial contribution to the project from \$475,000 to \$825,000; and**
5. **The additional Budget of \$350,000 could be sourced through savings in the 2025/26 Capital Works Program.**

REPORT

The existing Korumburra Tennis Clubrooms have reached the end of their serviceable life. They were opened in approximately 1960, making them 65 years old.

At the February 2025 Meeting, Council endorsed an application to the Victorian Government's Regional Community Sports Infrastructure Fund for a \$1M contribution to the estimated \$1.5M Project. This application was successful, and the Korumburra Tennis Clubrooms has been readied to commence this financial year 2025/26.

Tenders for the majority of the Project scope have been sought via Request for Tender RFT/424 – Construction of the Korumburra Tennis Clubrooms.

The works within Contract CON/424 propose to cover everything required for the construction of the Tennis Clubrooms building, inclusive of all on site civil works, retaining walls and surrounding hard landscape works.

The project also includes new lighting to the lower courts, which are intended to be procured separately.

Contract Details

The details and nature of the contract are summarised below:

Table 1 – Contract Details CON/424

CON/424	Construction of the Korumburra Tennis Clubrooms
Nature	Lump sum
Commencement Date	Date of letter of award
End Date	52 weeks from date of letter of award.

Request for Tender RFT/424 was advertised in The Age (9 August 2025) and in Council's Noticeboard section of the local papers (12 August 2025). Tenders closed on 9 September 2025.

In response to Council's RFT/424, a total of ten tender submissions were received. The submitted tenders were assessed in accordance with the criteria specified in the tender documentation by the evaluation panel. From this assessment, the evaluation panel has recommended that Council approves the award of Contract CON/424 to Tenderer B for the lump sum of \$X,XXX,XXX (excluding GST) for the reasons outlined further in this report and based on the Tender Evaluation detailed in **Confidential Attachment [10.1.1]**.

However, based on the Contract value, the Project is unable to be completed within the \$1.5M budget and requires an increase of up to \$350,000 to successfully deliver the Project.

OPTIONS

Option 1 – Council approve the award of Contract and increase contribution to the Project by \$350,000 (Recommended)

It is likely that the only way for the Project to successfully proceed is for Council to contribute additional funding.

As the Project is set to be delivered over two financial years, the additional contribution could be planned for inclusion in the 2026/27 Annual Budget.

Option 2 – Do not proceed with the Project

Abandoning the Clubrooms Project will require a breach of the funding agreement with Sport and Recreation Victoria and the return of any received funds to them. It is possible that this option would cause reputational damage to Council with the funder, tennis club and the community.

Breach of the funding agreement could impact success of future funding applications with Sport and Recreation Victoria.

Due to the age and condition of the existing building, it will need to be replaced or removed by Council in the medium-term. Replacement would likely cost more if pursued at a later date.

Option 3 – Seek to obtain additional funding for the Project

It is considered unlikely that Council would be able to obtain additional external funding for this project. There are no known funding sources available that would be suitable for covering the budget shortfall, and Sport and Recreation Victoria have confirmed that they are unable to increase their contribution to the Project.

Option 4 – Seek to reduce the Project scope to fit the current budget

The Project team have sought ways to reduce Project costs and will continue to seek out savings during the Project's construction. However, it is still considered highly unlikely that the Project could be delivered within the original \$1.5 million budget. Reducing the Project scope is unlikely to be supported by Sport and Recreation Victoria as the Project was funded on a competitive basis and there are minimum requirements that must be met.

CONSULTATION / COMMUNITY ENGAGEMENT

The Korumburra Tennis Club and Sport and Recreation Victoria have been consulted throughout the planning and design of the Korumburra Tennis Clubrooms Project. As joint funders for the Project, both parties would have representatives on the Project Working Group during the project delivery phase.

RESOURCES / FINANCIAL VIABILITY

Contract CON/424 is set to be delivered from cost centre 82700 – Building Renewal Program – Recreation/Sport - 14930 - Korumburra Tennis Club, which

has a current budget of \$1,500,000 spread over the 2025/2026 and 2026/2027 financial years. There is not sufficient budget to complete all of the Project works, therefore a request for additional budget of \$350,000 is needed, bringing the total required budget to \$1,850,000.

The initial budget amount of \$1,500,000 was based on the cost plans developed by a qualified Quantity Surveyor. However, upon investigation following the receipt of tenders, it appears that the cost plan was deficient, particularly in the areas of Building Services (Electrical and Mechanical).

Table 3 – Funding Breakdown

Current Budget	Amount Excl. GST
Victorian Government's Regional Community Sports Infrastructure Fund	\$1,000,000
Council Contribution	\$475,000
Korumburra Tennis Club	\$25,000
Total Current Budget	\$1,500,000
Updated Forecast Costs	Amount Excl. GST
Contract CON/424 including contingency	\$1,641,100
Building Permit	\$15,000
Project management costs	\$78,900
Consultant advice during construction	\$15,000
Tennis Courts Lighting – Lower Courts	\$100,000
TOTAL	\$1,850,000
Budget shortfall requiring additional Council contribution	\$350,000

RISKS

Risks have been considered and summarised for each of the options outlined within the "Options" section of this report.

If the Project is to proceed, the updated forecast costs include provisions and contingencies that are deemed suitable for the Project's level of risk.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with s.66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act* 2020.

Confidential Attachment [10.1.1] – RFT/424 - Construction of Korumburra Tennis Clubrooms -Tender Evaluation Recommendation – is designated

confidential information pursuant to the Local Government Act 2020, - 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 .

The grounds for designation have been made as the information is deemed commercial-in-confidence to protect the privacy of the contractors tender information submitted for consideration.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Asset Management Policy (C04)

Asset Management Strategy

Sport & Recreation Infrastructure Strategy

Blueprint for Community and Economic Infrastructure 2021-2036

Council Plan 2025-2029

Legislative Provisions

Local Government Act 2020

5.4. 2024/25 COUNCILLOR REIMBURSEMENT CLAIMS

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

This report ensures Councillors reimbursements are approved in compliance with the adopted Councillor Support and Expenditure Policy.

EXECUTIVE SUMMARY

The purpose of this report to Council is to consider the approval of Councillor financial reimbursements that were submitted for the previous 2024/25 financial year.

This is in accordance with the *Councillor Support and Expenditure Policy (C51)* that requires any reimbursement claims submit for a previous financial year to be approved by Council. All of these claims meet the requirements of *Councillor Support and Expenditure Policy (C51)* and have been reviewed and assessed by Council staff.

RECOMMENDATION

That Council approves the Councillor reimbursements below:

- 1. Cr Williams for Childcare cost from the 13/11/24 to 18/06/25 for the amount of \$1,712.00;**
- 2. Cr Snell for Motor Vehicle Mileage from the 22/06/25 to 11/09/25 for the amount of \$1,475.76 and**
- 3. Cr Gilligan for Travel Costs for ALGA Conference from the 24/06/25 to 27/06/25 for the amount of \$85.33;**

REPORT

Background

Councillors are entitled to receive financial reimbursements when they incur personal expenses while carrying out their official Council duties. This occurs when they are performing a function on behalf of the community, not in a private capacity.

Undertaking Council business often involves travel, accommodation, meals, training, and other costs directly related to fulfilling their role as elected representatives. In addition to their allowances, Councillors are also provided with reimbursements for expenses and access to facilities and resources that support them in performing their official duties.

This ensures that Councillors are not personally disadvantaged or financially burdened for serving their community and that people from diverse backgrounds can participate in local government without facing undue financial hardship.

This approach supports fairness, transparency, and good governance.

Councillor Support and Expenditure Policy (C51)

The purpose of the *Councillor Support and Expenditure Policy (C51)* is to provide guidance for reimbursement of out-of-pocket expenses and the provision of facilities and resources support for Councillors and members of Council Delegated Committees.

This Policy was developed to meet sections 41, 42 and 43 of the *Local Government Act 2020*.

At the end of each financial year all reimbursement claims, must be submitted within seven (7) days of the end of the financial year, so that they can be paid in the year in which they were incurred. Reimbursement claims received after this date for the end of each financial year are to be referred for consideration in a report to Council.

Discussion

Council has received three reimbursement claims for the previous financial year which are outlined below. All of these claims meet the requirements of *Councillor Support and Expenditure Policy (C51)* and have been reviewed and assessed by Council staff.

Councillor	Date	Reimbursement claim Description	Reimbursement claim amount
Cr Williams	13/11/24 to 18/06/25	Childcare	\$1,712.00
Cr Snell	22/06/25 to 11/09/25	Motor Vehicle Mileage	\$1,475.76
Cr Gilligan	24/06/25 to 27/06/25	Travel Costs for ALGA Conference	\$85.33

CONSULTATION / COMMUNITY ENGAGEMENT

Nil

RESOURCES / FINANCIAL VIABILITY

No additional budget is required as these reimbursements can be paid with the existing adopted budget for Councillor reimbursements.

RISKS

Councillors are provided reimbursements for expenses and costs of facilities and resource support in addition to allowances when performing the role of

Councillor. The aim of this process is to ensure that all Councillors do not suffer disadvantage by undertaking the role of Councillor.

If Councillors or potential candidates feel that due to financial limitations they could not fully undertake the role of Councillor or consider being a candidate for Council, this would create a risk to local democracy.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Councillor Support and Expenditure Policy (C51)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

5.5. COUNCIL MEETING TIMETABLE 2026

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's transparency and governance is demonstrated at its Council Meetings where decisions are made on behalf of the community.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration and endorsement of the 2026 Council Meeting timetable.

The *Local Government Act 2020* outlines the requirements governing Council procedures and proceedings with one of the principal methods of Council decision-making being through resolutions passed at Council Meetings. This report sets the proposed schedule of Meetings for 2026.

RECOMMENDATION

That Council sets the Council Meeting Schedule for 2026 to be held in the Council Chambers, Leongatha on the following dates and times:

1. **Wednesday 18 February 2026, 2.00pm**
2. **Wednesday 18 March 2026, 2.00pm**
3. **Wednesday 15 April 2026, 2.00pm**
4. **Wednesday 20 May 2026, 2.00pm**
5. **Wednesday 17 June 2026, 2.00pm**
6. **Wednesday 15 July 2026, 2.00pm**
7. **Wednesday 19 August 2026, 2.00pm**
8. **Wednesday 16 September 2026, 2.00pm**
9. **Wednesday 21 October 2026, 2.00pm**
10. **Wednesday 18 November 2026, 2.00pm (Mayoral Election)**
11. **Wednesday 25 November 2026, 2.00pm**
12. **Wednesday 9 December 2026, 2.00pm**

REPORT

The *Local Government Act 2020* (the Act), Part 3, Division 2, outlines the requirements governing Council procedures and proceedings. In accordance with the Act, the conduct of Council Meetings must be prescribed within Council's Governance Rules.

Council adopted its *Governance Rules* at the Meeting held on 19 October 2022. Clause 11 of these Rules requires Council to determine the dates and times of its Meetings. Specifically, Clause 11.1 provides that:

"At or before the last Meeting each calendar year, Council must fix the date, time and place of all Council meetings and any Delegated Committee Meetings for the following calendar year."

In addition, Clause 13.1 provides that Council may, by resolution, call an additional Council Meeting if required outside of the adopted annual Meeting Schedule.

2026 Council Meeting Dates and Venues

Council's Governance Rules require that the date, time and place of all Council Meetings and any delegated Committee Meetings for the following calendar year be determined at or before the final Council Meeting of each calendar year.

It is proposed that the first Council Meeting for 2026 be held on Wednesday 18 February 2026, with subsequent Meetings generally scheduled for the third Wednesday of each month.

Two exceptions of this schedule are proposed:

1. In November 2026, two Council Meetings are proposed.
 - a. The first on Wednesday, 18 November 2026 at 2.00PM will be convened for the election of the Mayor and Deputy Mayor, in accordance with Section 26 of the *Local Government Act 2020*. This section prescribes that the Mayoral election must be held on a day determined by Council as close as reasonably practicable to the end of the current one- or two-year Mayoral term.
 - b. The second on Wednesday, 25 November 2026 at 2.00pm will be held to conduct the ordinary business of Council.
2. In December 2026, the Council Meeting will be held on the second Wednesday, 9 December 2026 at 2:00pm.

Council Meetings are to commence at 2.00pm and be held in the Council Chambers, Leongatha, unless otherwise determined.

The Chief Executive Officer may, in accordance with Clause 12.1 of the *Governance Rules*, change the date, time or venue of a scheduled Meeting if required. This may include relocating the Meeting to another town where

warranted, by the nature of business or availability of the Council Chambers, Leongatha.

Notice of all Council Meetings is provided to the community via publication in the Noticeboard section of local newspapers and on Council's website.

CONSULTATION / COMMUNITY ENGAGEMENT

Consultation with Council's event coordination functions to ensure optimum conduct of Council Business.

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

The timely determination of Council Meeting dates ensures the smooth transaction of Council Business.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website: www.southgippsland.vic.gov.au

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

5.6. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - NOVEMBER 2025

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by maintaining currency in the delegations and authorisations to Officers, so they can undertake the functions they are required to perform on behalf of Council.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council adopts an updated S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.6.1]**) to include adding a new provisions to the *Planning and Environment Act 2024* for relevant officers and updating alignment of positions to the revised organisational structure implemented on 3 November 2025.

RECOMMENDATION

That Council resolves that, in the exercise of the powers conferred by s.11(1) of the *Local Government Act 2020* and the other legislation referred to in the attached S6 Instrument of Delegation - Council to Members of Staff (Attachment [5.6.1]):

- 1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (Attachment [5.6.1]) be delegated with the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument of Delegation;**
- 2. The Chief Executive Officer is authorised to sign the S6 Instrument of Delegation (Attachment [5.6.1]), to come into force immediately upon signing;**
- 3. Upon this Instrument of Delegation (Attachment [5.6.1]) coming into force, all previous delegations from Council to members of Council staff (other than the Instrument of Delegation to the Chief Executive Officer) are revoked; and**

- 4. The duties and functions set out in the Instrument of Delegation Attachment [5.6.1]) must be performed by Council officers delegated to do so, and the powers set out in the Instrument of Delegation must be executed by them, in accordance with any guidelines or policies that Council may adopt.**

REPORT

The allocation of delegations to the Chief Executive Officer (CEO) or other employees contributes to the effective functioning of Council. It is important to update delegations to reflect changes in personnel / legislation and improvements recommended by legal advisors to ensure decisions made are valid.

The current version of the Instrument of Delegation has been in place since 18 June 2025 and will be revoked as per Part 3 of the above recommendation.

Changes to the S6 Instrument of Delegation, Council to Members of Council staff (S6) are outlined below:

- Adding a new provision for s201(3) of the *Planning and Environment Act 1987* - Power to decide, in relation to any planning scheme or permit. These provisions have been given to relevant council officers in line with the other provisions delegated under section 201.

s 201(3)	Duty to make declaration	
-	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	
=	<u>Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent</u>	
=	<u>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</u>	
=	<u>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</u>	
=	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	
=	Power to approve <u>and or endorse</u> 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	

- Updating references to staff title changes in line with organisational and position description changes.

CONSULTATION / COMMUNITY ENGAGEMENT

Nil

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

Failure to update an Instrument of Delegation could result in the decisions of delegated Officers being declared invalid or unenforceable.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. S6 Instrument of Delegation - Council to Members of Staff - 26 November 2025
[5.6.1 - 227 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 7. Risk & Compliance

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil



*South Gippsland
Shire Council*

SOUTH GIPPSLAND SHIRE COUNCIL

INSTRUMENT OF DELEGATION

**S6 INSTRUMENT OF DELEGATION - MEMBERS OF
STAFF**

26 NOVEMBER 2025

South Gippsland Shire Council

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. record that references in the Schedule refer to the Positions table in this document:

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 26 November 2025; and

3.2 the delegation:

3.2.1 comes into force immediately once the Chief Executive Officer's signature is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council

in the presence of:

Witness:

South Gippsland Shire Council

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Positions

Abbreviation	Position
Asset Systems Officer (ASSETSO)	Asset Systems Officer
Building and Planning Enforcement Officer (B&PEO)	Building and Planning Enforcement Officer
Chief Executive Officer (CEO)	Chief Executive Officer
Coordinator Building and Planning Compliance (B&PCC)	Coordinator Building and Planning Compliance
Coordinator Civil Assets Strategy (CCAS)	Coordinator Civil Assets Strategy
Coordinator Community Safety (CCSafe)	Coordinator Community Safety
Coordinator Environmental Health (EHC)	Coordinator Environmental Health

South Gippsland Shire Council

Abbreviation	Position
Coordinator Procurement and Assurance (CR&P)	Coordinator Procurement and Assurance
Coordinator Property (CP)	Coordinator Property
Coordinator Statutory Planning (Stat Plan Coord)	Coordinator Statutory Planning
Coordinator Strategic Planning (Strat Plan Coord)	Coordinator Strategic Planning
Environmental Health Officer (EHO)	Environmental Health Officer
Executive Director EC	Executive Director Empowering Communities
Executive Director IS	Executive Director Infrastructure Sustainability
Executive Director SI	Executive Director Strategy & Integrity
Human Resources & Return to Work Support Officer	Human Resources & Return to Work Support Officer
Manager Community Health and Safety (MCHSafety)	Manager Community Health and Safety
Manager Financial Strategy (MFS)	Manager Financial Strategy
Manager Governance and Integrity (MGI)	Manager Governance and Integrity

South Gippsland Shire Council

Abbreviation	Position
Manager Infrastructure Delivery (MID)	Manager Infrastructure Delivery
Manager Infrastructure Maintenance (MIM)	Manager Infrastructure Maintenance
Manager Infrastructure Planning (MIP)	Manager Infrastructure Planning
Manager Open Space and Environment (MOS&E)	Manager Open Space and Environment
Manager Planning and Building Services (MPBS)	Manager Planning and Building Services
MBS	Municipal Building Surveyor
No delegate	No delegate
Not applicable	Not applicable
PCA	People and Culture Advisor
Planning & Building Administration Officer (PBAO)	Planning & Building Administration Officer
Planning Liaison Officer (PLA)	Planning Liaison Officer
Planning Officer (Plan Off)	Planning Officer
Planning Technical Officer (PTO)	Planning Technical Officer
Principal Planner (PPL)	Principal Planner

South Gippsland Shire Council

Abbreviation	Position
Senior Community Safety Officer (SCSO)	Senior Community Safety Officer
Senior Statutory Planning Officer (Sen Stat Plan Off)	Senior Statutory Planning Officer
Senior Strategic Planning Officer (Sen Strat Plan Off)	Senior Strategic Planning Officer
Statutory Planning Officer (Stat Plan Off)	Statutory Planning Officer
Strategic Planning Officer (Strat Plan Off)	Strategic Planning Officer
Subdivision Officer (SUB)	Subdivision Officer
WWO	Wastewater Officer

South Gippsland Shire Council

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 10	Function of receiving application for registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 11	Function of receiving application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 14(1)	Function of receiving notice of transfer of ownership.	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 17	Duty to keep register of caravan parks	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 21(2)	Duty to consult with relevant emergency services agencies	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 24(2)	Power to consult with relevant floodplain management authority	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 39(3)	Function of receiving installation certificate	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
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 Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety)	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	If s 19(1) applies

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	If s 19(1) applies

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
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	Environmental Health Officer (EHO)	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under	Environmental Health Officer (EHO)	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	s 19FA(1)		
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Environmental Health (EHC), Manager	

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety (MCHSafety)	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
s 40E	Duty to comply with direction of the Secretary	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 40F	Power to cancel registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
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	Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	prosecution, without proceedings first being instituted against the person first charged	Community Health and Safety (MCHSafety)	

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	No delegate	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	No delegate, Not applicable	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	
s 8A(5)	Function of receiving notice of the Minister's decision	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Executive Director EC, Manager Planning and Building Services (MPBS)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Executive Director EC, Manager Planning and Building Services (MPBS)	
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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 12B(1)	Duty to review planning scheme	Manager Planning and Building Services (MPBS)	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager Planning and Building Services (MPBS)	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager Planning and Building Services (MPBS)	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 17(1)	Duty of giving copy amendment to the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer (PTO), Principal Planner (PPL)	
s 17(2)	Duty of giving copy s 173 agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	Except submissions which request a change to the items in s 22(5)(a) and (b)

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(1)	Duty to notify the Minister if abandoning an amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 30(4)(a)	Duty to say if amendment has lapsed	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 32(2)	Duty to give more notice if required	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 33(1)	Duty to give more notice of changes to an amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 36(2)	Duty to give notice of approval of amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 38(5)	Duty to give notice of revocation of an amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 40(1)	Function of lodging copy of approved amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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 applicable	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is a responsible public entity

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	Where Council is a responsible public entity

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer (CEO), Executive Director EC, Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS)	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GP	Function of receiving a notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or	Chief Executive Officer (CEO), Executive Director EC, Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	other appropriate unit of measurement) of the inner public purpose land	Planning and Building Services (MPBS)	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
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	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the	Chief Executive Officer (CEO), Executive Director EC, Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Planning and Building Services (MPBS)	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
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	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land	Chief Executive Officer (CEO), Executive Director EC, Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	Planning and Building Services (MPBS)	
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	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer (CEO)	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO)	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
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	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Executive Director EC, Manager Financial Strategy (MFS), Manager	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS)	This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	Where Council is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure contributions plan to that development agency	Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a development agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager	Where Council is a collecting agency or development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS)	
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)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(1)	Duty to keep proper accounts of levies paid	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager Planning and Building Services (MPBS)	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager Planning and Building Services (MPBS)	Must be done in accordance with Part 3

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 46QD	Duty to prepare report and give a report to the Minister	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a collecting agency or development agency
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 applicable	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Subdivision Officer (SUB)	
s 50(4)	Duty to amend application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 50(6)	Duty to make note of amendment to application in register	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 50A(1)	Power to make amendment to application	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 50A(4)	Duty to note amendment to application in register	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(3)	Power to give any further notice of an application where appropriate	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 54(1)	Power to require the applicant to provide more information	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Manager Planning and Building Services (MPBS)	
s 57A(5)	Power to refuse to amend application	Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(6)	Duty to note amendments to application in register	Manager Planning and Building Services (MPBS)	
s 57B(1)	Duty to determine whether and to whom notice should be given	Manager Planning and Building Services (MPBS)	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager Planning and Building Services (MPBS)	
s 57C(1)	Duty to give copy of amended application to referral authority	Manager Planning and Building Services (MPBS)	
s 58	Duty to consider every application for a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 58A	Power to request advice from the Planning Application Committee	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 60	Duty to consider certain matters	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 60(1A)	Duty to consider certain matters	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must instead refer the permit application to Council for Council determination where: a) Five or more objection to the grant of the permit are received by Council, or b) In the Chief Executive Officers opinion, the permit application raises significant issues of Council policy or public interest.
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	must instead refer the permit application to Council for Council determination where: a) Five or more objections to the grant of the permit are received by Council, or b) In the Chief Executive Officer's opinion, the permit application raises significant issues of Council policy or public interest.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(2)	Power to include other conditions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 64(5)	Duty to give each objector a copy of an exempt decision	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior	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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1)	Function of receiving application for extension of time of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 69(1A)	Function of receiving application for extension of time to complete development	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 69(2)	Power to extend time	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 71(1)	Power to correct certain mistakes	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 71(2)	Duty to note corrections in register	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 73	Power to decide to grant amendment subject to conditions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 74	Duty to issue amended permit to applicant if no objectors	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	If the recommending referral authority objected to the amendment of the permit or

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 76D	Duty to comply with direction of Minister to issue amended permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 83	Function of being respondent to an appeal	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 83B	Duty to give or publish notice of application for review	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 84AB	Power to agree to confining a review by the Tribunal	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 91(2)	Duty to comply with the directions of VCAT	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 93(2)	Duty to give notice of VCAT order to stop development	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 95(3)	Function of referring certain applications to the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 95(4)	Duty to comply with an order or direction	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96F	Duty to consider the panel's report under s 96E	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 96H(3)	Power to give notice in compliance with Minister's direction	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96J	Duty to issue permit as directed by the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Manager Planning and Building Services (MPBS)	
s 97C	Power to request Minister to decide the application	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Executive Director EC	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 97Q(4)	Duty to comply with directions of VCAT	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 101	Function of receiving claim for expenses in conjunction with claim	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 103	Power to reject a claim for compensation in certain circumstances	Coordinator Building and Planning Compliance (B&PCC), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Manager Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s.107(1)	Function of receiving claim for compensation	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 107(3)	Power to agree to extend time for making claim	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 114(1)	Power to apply to the VCAT for an enforcement order	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to carry out work required by enforcement order and recover costs	Executive Director IS, Executive Director EC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Executive Director IS, Executive Director EC	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Coordinator Building and Planning Compliance (B&PCC), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, MBS, Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 130(5)	Power to allow person served with an infringement notice further time	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 149A(1)	Power to refer a matter to the VCAT for determination	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 149B	Power to apply to the Tribunal for a declaration.	Coordinator Building and Planning Compliance (B&PCC), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, MBS, Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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)	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO),	Where Council is the relevant planning authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 171(2)(f)	Power to carry out studies and commission reports	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO)	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the	Chief Executive Officer (CEO)	Where Council is a collecting agency specified in an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	land is required to be provided to Council under s 46GV(4)		
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)	Chief Executive Officer (CEO)	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	No delegate	Chief Executive Officer
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	No delegate	Where Council is the relevant responsible authority Chief Executive Officer

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	Coordinator Building and Planning Compliance (B&PCC), Coordinator Property (CP), Building and Planning Enforcement Officer (B&PEO), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety)	
	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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
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	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(1)	Function of receiving application to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(5)	Power to propose to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director EC, Manager Planning and Building Services (MPBS)	
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 Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	No delegate	Chief Executive Officer
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 Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager Infrastructure Planning (MIP), Coordinator Property (CP),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Executive Director EC, Manager Planning and Building Services (MPBS)	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSA), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 182	Power to enforce an agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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 Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 184G(2)	Duty to comply with a direction of the Tribunal	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 184G(3)	Duty to give notice as directed by the Tribunal	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 198(1)	Function to receive application for planning certificate	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 199(1)	Duty to give planning certificate to applicant	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSA), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 201(1)	Function of receiving application for declaration of underlying zoning	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 522(1)	Power to give a compliance notice to a person	Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	No delegate	Chief Executive Officer
s 525(4)	Duty to issue identity card to authorised officers	PCA, Executive Director SI , Human Resources & Return to Work Support Officer , Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Executive Director EC, Manager Community Health and Safety (MCHSAFETY)	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Obtain consent in circumstances specified in s 11(2)

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 11(9)(b)	Duty to advise Registrar	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Subject to s 11(10A)

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 12(10)	Duty to notify of decision made	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	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

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 16(7)	Power to enter into an arrangement under s 15	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 16(8)	Duty to enter details of determination in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty to register public road in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 21	Function of replying to request for information or advice	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 22(5)	Duty to give effect to a direction under s 22	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 49	Power to develop and publish a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 63(1)	Power to consent to conduct of works on road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the infrastructure manager

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the coordinating road authority
s 67(3)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the coordinating road authority
s 68(2)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 71(3)	Power to appoint an authorised officer	No delegate	Chief Executive Officer
s 72	Duty to issue an identity card to each authorised officer	Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), PCA, Executive Director IS, Human Resources & Return to Work Support Officer , Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS), Coordinator Community Safety (CCSafe), Manager Open Space and Environment (MOS&E)	
s 85	Function of receiving report from authorised officer	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 86	Duty to keep register re s 85 matters	Manager Infrastructure Planning (MIP), Executive Director IS	
s 87(1)	Function of receiving complaints	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 87(2)	Duty to investigate complaint and provide report	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer (CEO)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 112(2)	Power to recover damages in court	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 116	Power to cause or carry out inspection	Manager Infrastructure Planning (MIP), Executive Director IS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 121(1)	Power to enter into an agreement in respect of works	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 122(1)	Power to charge and recover fees	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
s 123(1)	Power to charge for any service	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
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	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure and technical advice or assistance in conduct of works	Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the infrastructure manager or works manager
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	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe)	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
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)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(8)	Power to include consents and conditions	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Infrastructure Planning (MIP), Executive Director IS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Manager Infrastructure Planning (MIP), Executive Director IS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord),	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.

South Gippsland Shire Council

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord),	Where Council is the responsible authority

South Gippsland Shire Council

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	Where Council is not the responsible authority but the relevant land is within Council's municipal district
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	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

South Gippsland Shire Council

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS)	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Executive Director EC, Manager Planning and Building Services (MPBS)	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	
r 16(3)	Power to issue permit	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 18(1)	Power to give written consent re damage to road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

5.7. SUMMARY OF STRATEGIC BRIEFINGS - 13 SEPTEMBER 2025 - 12 OCTOBER 2025

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

Council's transparency and governance is strengthened by regularly reporting on summaries of briefings held, that assist Council to make informed decisions in Council Meetings on behalf of the community.

EXECUTIVE SUMMARY

The purpose of this report to Council is to provide a summary of the information presented to Councillors between 13 September 2025 and 12 October 2025.

This aligns with the principles of the *Local Government Act 2020* and supports transparency around Council decisions and actions.

RECOMMENDATION

That Council receives and notes this report, the Summary of Strategic Briefings - 13 September 2025 – 12 October 2025.

REPORT

Meeting Title	Details
Wednesday 17 September 2025	
Risk Management Workshop	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Maddocks Legal Awareness and Council Decision Making Training	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
24 September 2025	

Meeting Title	Details
Councillor and Executive Leadership Team Workshop	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Wednesday 1 October 2025	
Cape to Cape Resilience Plan (RaSP) - Final Draft	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Planning Briefing Update	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Industrial Land Use	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
South Gippsland Water	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Venus Bay Saltmarsh Final Report	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae

Meeting Title	Details
	Conflict of Interest: Nil
Sustainable Building Asset Management Strategy (Workshop 2)	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Workshop 3 - Reimagining Briefings and Council Meetings Update	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Wednesday 8 October 2025	
Pre-School Lease Maintenance Allocations	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Former Mirboo North Railway Station Project	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
OSMI Australia	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil

Meeting Title	Details
Presentation of Community Engagement Strategy and Policy	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Economic Development Strategy Review	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Waste & Recycling Collection Service Standards	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Councillor Finance Training	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework
Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Public Transparency Policy (C75)

Legislative Provisions

Local Government Act 2020

5.8. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 SEPTEMBER 2025 - 12 OCTOBER 2025

Directorate:	Strategy and Integrity
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

Council's transparency of financial decisions made and overall financial sustainability is strengthened by regularly reporting on documents sealed, contracts awarded, varied or extended under the CEO's delegation.

EXECUTIVE SUMMARY

The purpose of this report to Council is to document the following actions undertaken by the Chief Executive Officer (CEO) which occurred during the period 13 September 2025 - 12 October 2025. Council's *Procurement Policy (C32)* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

- Documents sealed;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contracts varied or extended by the CEO which exceeded the CEO's delegation.

RECOMMENDATION

That Council receives and notes the report of Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 September 2025 - 12 October 2025 those being:

- 1. Contract extensions approved by the CEO**
 - a. CON/347 for the Management of Korumburra Community Hub was awarded to Milpara Community House Incorporated.**

REPORT

Under the *Local Government Act 2020* (the Act), s.14 states that each Council is a body corporate with perpetual succession; and must have a common seal. Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, leases or any other contractual or legally binding document that binds Council to another party.

Use of the *General Local Law 2024*, Part 5 - Administration, clause 65 – Common Seal of Council, states that if the Chief Executive Officer (CEO) uses the Common Seal in a manner described by sub-clause (5), this means on the authority of a Council resolution, then Council must be advised of such use on a regular basis.

In accordance with the *General Local Law 2024*, Part 5 - Administration, clause 65 (6), the following are presented to Council as documents sealed during the period from 13 September 2025 - 12 October 2025.

Nil

Section 173 Agreements are prepared in accordance with s.173 of the *Planning and Environment Act 1987*, allowing Council to enter into agreements relating to the use or development of land, conditions to which the land be used or developed or any matter that relates to planning or planning schemes in Victoria. Section 174 of the *Planning and Environment Act 1987* requires that such an agreement be under seal and must bind the owner to the covenants specified in the agreement.

Nil

In accordance with the *General Local Law 2024*, Instrument of Delegation and *Planning and Environment Act 1987*, the following are presented to Council as documents sealed during the period from 13 September 2025 - 12 October 2025.

Contracts Awarded, Varied or Extended

In accordance with Council's Procurement Policy where contracts are awarded under delegation, varied or extended, they are required to be reported to the next practicable Council Meeting.

2. Contracts awarded by Council after a public tender process, signed by the CEO between 13 September 2025 - 12 October 2025.
 - a. Nil
3. Contracts awarded after a public tender process within the CEO's delegation between 13 September 2025 - 12 October 2025.
 - a. Nil
4. Contract variations approved by the CEO above contingency between 13 September 2025 - 12 October 2025.
 - a. Nil
5. Contract extensions approved by the CEO 13 September 2025 - 12 October 2025.

- a. CON/347 for the Management of Korumburra Community Hub was awarded to Milpara Community House Incorporated 15 December 2023 for an initial one-year term with an option of a one-year extension followed by final one two-year extension. A final extension of two years has been approved, signed by the CEO 19 September 2025.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

General Local Law 2024

Procurement Policy (C32)

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

6. COUNCILLOR REPORTS

6.1. REQUESTS FOR LEAVE OF ABSENCE

6.2. COUNCILLOR UPDATES

7. CLOSED SESSION

The *Local Government Act 2020* (the Act), section 66 provides that if a council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection –

- a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in section 3(1); and
- b) an explanation of why the specified ground or grounds applied.

The Act defines **confidential information** in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of Council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councillor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

Nil

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 10 December 2025 commencing at 2pm in the Council Chambers, Leongatha.