

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 18 February 2026



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 18 February 2026
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 Council's *Governance Rules, clause 57.6 the submission of agenda public questions has now closed. Questions must be received by Council, 24 hours prior to the commencement of the Council Meeting. Questions received within 24 hours of 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 10 December 2025 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 declaring a 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, Chapter 5 – Clause 2 - 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.

Council's Governance 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 of the 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 can be accessed from [Council's Policies](#) webpage.

Mayor Nathan Hersey has declared a general conflict of interest for Agenda Item 5.3 Planning Scheme Amendment Authorisation Request - 8A to 62 Bena Road Korumburra - Development Plan Overlay, as he part-owns land in the area, which may be impacted by significant development.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to declaring a 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, Chapter 5, clause 6, 7 and 8* 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* can be accessed from [Council's Policies](#) webpage.

2. AGENDA 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; Division 9 - clause 58 – Petitions and Joint Letters*, members of the community may submit a valid petition or joint letter to a Councillor or to Council addressed to the Chief Executive Officer.

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*, available on Council's website.

Council received a petition on 10 February 2026 relating to Agenda Item 5.3 Planning Scheme Amendment Authorisation Request - 8A to 62 Bena Road Korumburra - Development Plan Overlay. In accordance with Section 58.6(d) of Council's updated Governance Rules, motions relating to petitions (or joint letters) can be dealt with in conjunction with another item on the agenda.

Furthermore, pursuant to Section 58.7 of Council's Governance Rules, petitions relating to a formal submission process can be referred directly to the relevant Department and dealt with as submissions to that matter. As such, they are not tabled at a Council Meeting as a petition (or joint letter).

This petition has been included in the report of Council Meeting Agenda Item 5.3.

2.2. ANSWERS TO PREVIOUS AGENDA PUBLIC QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, may be included in the Minutes of this Meeting or alternatively responded to as a customer request inline with Council's *Customer Service Charter and Governance Rules*, available on Council's website.

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

2.3. SUBMITTED AGENDA PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted 24 hours prior to the commencement of a Council Meeting to allow time for a response to be prepared. Reasonable efforts will be made to answer pre-submitted questions at the Meeting. Any question received after the closing time of 24 hours prior to the commencement of a Council Meeting, will be held over to the next scheduled Council Meeting.

When further time is required to prepare an answer, questions may be taken-on-notice and responses will be included in the minutes of the next Council Meeting or alternatively responded to as a customer request in line with Council's *Customer Service Charter* and *Governance Rules*, available on Council's website.

At the Meeting, the person submitting the question(s) may have the option to read out their question(s) and will be recorded in the minutes. Questions may not be allowed where the question(s) is deemed to be:

- is not relevant to any Council agenda topic
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already publicly answered; or is repetitious or vexatious questions from the same *Questioner*;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to personnel matters; personal hardship of any resident or ratepayer;
- industrial matters; contractual matters; proposed developments; legal advice; law enforcement matters; or
- relates to confidential information as defined under the Act; or
- relates to matters affecting the security of Council property;
- is illegible, vague, not make sense or not be a question;
- relates to council business information and operational matters not specific to Council meeting agenda topics; and/or
- relates to any other matter which Council considers would prejudice Council or any person

A person may submit up to three (3) questions, 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 200 words or fewer. Background material submitted with a question will not be read out or recorded in the Council Meeting minutes.

The CEO, in consultation with the Mayor, may decide not to refer a question to a Council Meeting if there is a more appropriate way to respond. Questions and responses may be read out by the Chair or a nominated Councillor or Council staff.

Public question time in the agenda will not exceed 15 minutes in duration, unless extended by a further 15 minutes by a resolution of Council.

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 23 - Urgent Business*, 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 23* 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 31 DECEMBER 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 31 December 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 30 Annual Actions for 2025/26, in which all 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 December 2025 (Attachment [5.1.1]);**
- 2. Accepts the opinion of the Chief Executive Officer, as required under s.97(3) of the *Local Government Act 2020*, that a revised budget is not required; and**
- 3. Presents the Organisational Performance Report (Attachment [5.1.1]) for the period July 2025 to December 2025 to the 17 March 2026 Audit and Risk Committee for information.**

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 ss.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

- Council conducted an early community submission process in developing the 2026/27 Budget for five weeks from October to November 2025. This provided the community with an opportunity to have input into the pre-budget.
- The *Draft Community Engagement Policy and Strategy* was released for community feedback during October and November 2025. Feedback is currently being reviewed, with a final version to be presented to Council for consideration in early 2026.
- Council's 2026 advocacy priorities were endorsed at the 15 October 2025 Council Meeting.
- The Heritage Review project has commenced.
- Preliminary work has commenced on a review of the *Economic Development Strategy*, including consideration of key themes and actions. An industry workshop will be held in early 2026.
- Council's *Domestic Animal Management Plan 2026 - 2029* was adopted at the 10 December 2026 Council Meeting.
- Supported local NAIDOC week School Initiatives Program with four South Gippsland schools participating.
- Continued to support community planning groups through grant, emergency resilience and event enquiries.
- Completed the Live4Life Program annual review.
- Introduced and welcomed dogs in the Coal Creek Community Park and Museum.

- Strong performance in planning applications decided within required time-frames, currently tracking at 57 per cent which is higher than the annual budget target set at 42 per cent.
- Sealed local roads maintained at condition standards continues to perform high at 99 per cent.

Local Government Performance Reporting Framework

The 'Service Performance Indicators' have been included in this six-monthly report in order to align with the *Local Government (Planning and Reporting) Regulations* (item 20, Governance and Management Checklist in the Report of Operations section of the Annual Report).

"Performance report (6 monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act"

The Organisational Performance Report – July 2025 to December 2025 (**Attachment [5.1.1]**) has been prepared and is presented to Council for consideration.

Year to Date Financial Analysis

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. The adjusted underlying result for 2025/26 is forecast to be a surplus of 3.4 per cent and is above the target of 0 per cent.

Council's proposed forecast Indebtedness Ratio as of 30 June 2026 is 22.38 per cent and is well within the ratio maximum of 40 per cent or lower.

A detailed mid-year budget review has been undertaken and the Quarter Two Organisational Performance Report includes a movement between the Proposed Forecast and Approved Forecast of \$12 million improvement to the cash surplus.

Capital Works expenditure to 31 December 2025 of \$8.7 million is largely on-track to the forecast \$10.3 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 17 March 2026.

RESOURCES / FINANCIAL VIABILITY

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

RISKS

The Organisational Performance Report ensures the organisation remains within 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 - July to December 2025 [5.1.1 - 37 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 2022-2029

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 December 2025



South Gippsland
Shire Council

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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 and the service performance indicators 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:

- Council completed a five-week community submission process, receiving 88 responses to the pre-budget development of the 2026/27 Budget.
- The Draft Community Engagement Policy and Community Engagement Strategy was released for community feedback during October to November 2025.
- Council's 2026 Advocacy Priorities were endorsed at the 15 October 2025 Council Meeting.

Leading with Integrity

Objective: Good Governance and Financial Sustainability

Major Actions

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 is underway. A principles based approach has been explored to guide the process. A Building catalogue has been completed.	 75%
Undertake a review of non-Council Assets.	A service review of non-Council assets has been completed. The outcomes 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.	<p>A five week pre-budget community submission process has been completed with 88 responses received. This information will be collated and considered during budget development early 2026.</p> <p>Proposed operating budgets have been refined and presented to the Executive Leadership Team.</p> <p>Prioritisation of Capital Works and alignment with the strategic objectives outlined in the Council Plan are currently in progress.</p>	 50%

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.	<ul style="list-style-type: none"> The August 2025 meeting minutes have been adopted by Council. The Audit and Risk Committee meeting was held in December 2025 with minutes to be considered by Council at the February 2026 Council Meeting. Independent Audit and Risk Committee members appointed. Appointment of a new Audit and Risk Committee Chair complete. 'Finance 101 for Councillors' training has been undertaken. The 2026 Audit schedule has been confirmed. 	 50%

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.	Two service reviews have been completed and implementation is to commence in early 2026. A comprehensive training program is scheduled for February 2026 for leaders to develop skills in conducting service reviews and to prepare for business improvement initiatives. A framework for the design of organisational service reviews is currently in development, to set the strategic priorities and principles for Service Reviews at Council.	
Implement the 2025/26 actions from the <i>Digital and Technology Roadmap</i> .	The implementation of the Digital and Technology Roadmap is well progressed with 19 of the 25 actions completed. Key projects completed include upgrades to improve system integration, strengthening of fraud controls, platform upgrades and improvements to Council's assets.	

Strategy 1.5:

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

Action	Comment	Progress
Review Council's Community Engagement Policy and Community Engagement Strategy.	The Draft Community Engagement Policy and Community Engagement Strategy was released for community feedback during October and November 2025. Feedback is currently being reviewed, with a final version to be presented to Council for consideration in early 2026.	

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 Advocacy Priorities for 2026 were endorsed by Council at the 15 October 2025 meeting. Progress on advocacy will continue through the year with meetings with Government representatives to be delivered.	

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> .	Programs have been adjusted, and training program completed. A reporting framework to monitor compliance is currently being developed.	
Deliver Council's Capital Works program.	<p>Planning and procurement for the delivery of many key projects and programs is well progressed, whilst securing external funding for projects continues to be successful.</p> <p>Key projects completed include: Korumburra Streetscape, Fish Creek Streetscape, Clarkes Road Hallston Landslip Repair, Great Southern Rail Trail Signage, gravel road resheet program and Korumburra Skatepark.</p> <p>Construction progress will increase in the next reporting period, with favourable weather conditions expected and key contracts awarded and ready to commence works, including: sealed road rehabilitation and reseal programs, and Korumburra Tennis Clubrooms project.</p>	

Leading with Integrity

Objective: Good Governance and Financial Sustainability

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2025-2029 Council Plan identified in the 2025/26 Budget.

Indicator	2025/26 Budget Target	Current Year Result
Satisfaction with community consultation and engagement. <i>(Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)</i>	47	Community Satisfaction Survey results will be available in the 2025/26 Annual Report due to the time frame of receiving the survey results.
Sealed local roads below the intervention level. <i>(percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)</i>	95%	99%

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 is progressing with a community engagement plan under development.
- Preliminary work has commenced on a review of the Economic Development Strategy, including consideration of key themes and actions.
- Council's 2026-2029 Domestic Animal Management Plan was endorsed at the 10 December 2025 Council Meeting.

Developing a Sustainable Future

Objective: Environment, Growth and Economy

Major Actions

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 is progressing, with a community engagement plan currently being prepared. Draft information is expected to be released for community feedback mid-year.	 25%
Initiate a review of Council's Planning Scheme.	Data collection and analysis are underway, and key agencies that regularly provide planning advice to Council have been consulted. A draft Planning Scheme Review report is being prepared.	 30%
Commence background reports to support the implementation of a Development Contributions Scheme for South Gippsland's growth areas.	Funding has been secured through the Department of Transport and Planning for a Nyora Traffic Study and a project brief is being prepared.	 25%
Implement the annual action plan of the <i>South Gippsland Coastal Strategy</i> .	The consultation period for the draft proposed planning controls has been extended to provide key agencies with additional time to respond.	 75%

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.	<p>Preliminary work has commenced on a review of the <i>Economic Development Strategy</i>, including consideration of key themes and actions. An industry workshop is scheduled to be held early 2026.</p> <p>Key achievements under these Strategies:</p> <ul style="list-style-type: none"> Partnered with Visit Victoria and Destination Gippsland to deliver a spring Social Media campaign promoting the region via Digital Content Creators. Contributed to the development of the annual Eat, Drink Gippsland publication that is distributed in Victoria. Supported the hugely successful Eat Drink Play Gippsland Festival in Leongatha, showcasing the region. Provided funding support to the Fishy Stories festival. Promoted the South Gippsland through the summer lift out in the Sentinel Times publication. 	 50%

Developing a Sustainable Future

Objective: Environment, Growth and Economy

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.	Waste Education Officer appointed, commencing January 2026. Education materials on the Food Organics Garden Organics (FOGO) program to be developed and delivered in collaboration with service contractors and other Gippsland councils.	 25%

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> .	Key achievements: <ul style="list-style-type: none"> Partnered with Visit Victoria and Destination Gippsland to deliver a Social Media marketing campaign using digital content creators. Engaged local Mens Sheds across the region to construct 18 'train carriage mail boxes' that will form part of the Great Southern Rail Trail Passport project. Signage completed for Koonwarra Bio-Diversity Walk with installation anticipated in early 2026. Expanded content on the Great Southern Rail Trail website to include suggested itineraries with the objective to increase overnight visitation within the Shire. 	 50%
Commence a review of the Paths and Trails Strategy list and Footpath Programs list.	The scope and gathering of data is underway and progressing well for the Paths, Trails and Footpath project.	 25%

Developing a Sustainable Future

Objective: Environment, Growth and Economy

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. Key achievements: <ul style="list-style-type: none"> • Biolinks Mapping project underway • Successful Pedal and Plant event was held along the Great Southern Rail Trail • Development of management plans for the Council managed bush reserves has commenced. 	50% 

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.	Recruitment for the temporary full time position to deliver this initiative is well underway with the successful candidate to commence in early 2026.	50% 

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> .	Completed the review of the <i>2026 - 2029 Domestic Animal Management Plan</i> which was endorsed at the 10 December 2025 Council meeting.	100% 

Developing a Sustainable Future

Objective: Environment, Growth and Economy

Service Performance Indicators

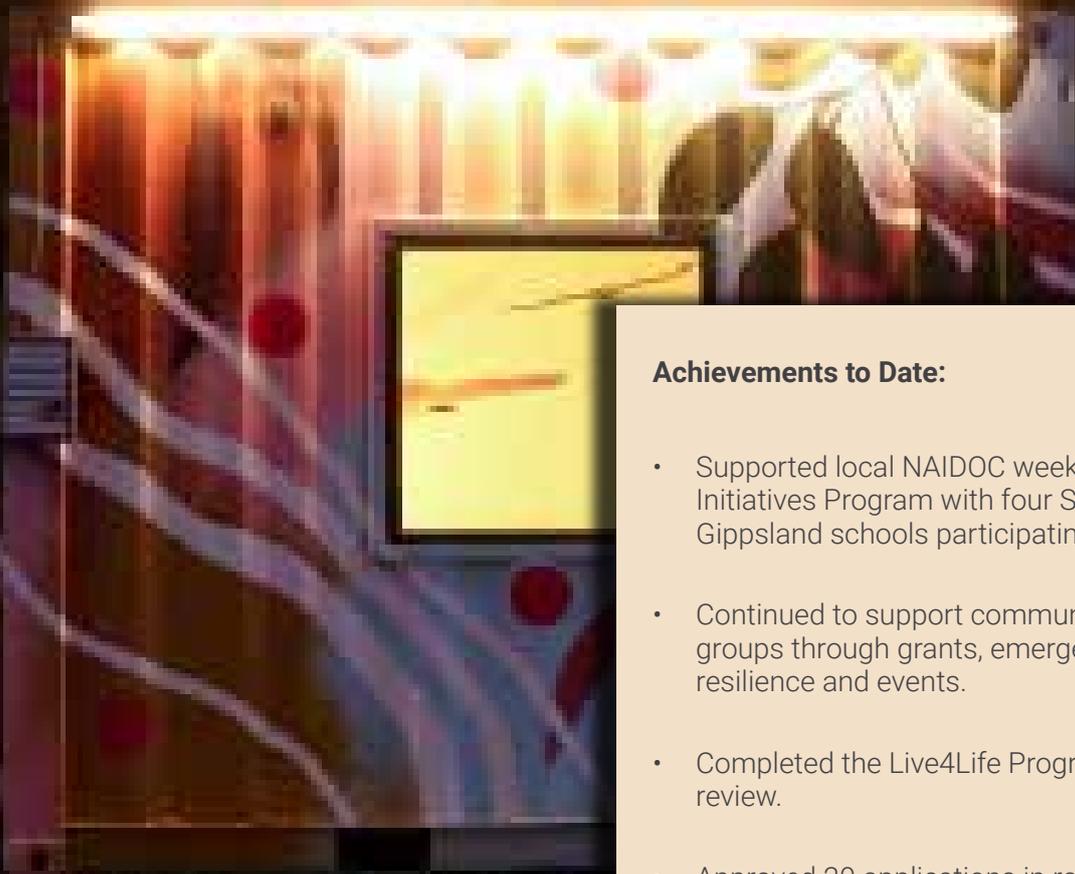
The following comments provide the results of the prescribed service performance outcome indicators of the 2025-2029 Council Plan identified in the 2025/26 Budget.

Indicator	2025/26 Budget Target	Current Year Result
Planning applications decided within required timeframes. <i>(percentage of regular and VicSmart planning application decisions made within legislated timeframes)</i>	42%	58%
Kerbside collection waste diverted from landfill. <i>(Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)</i>	50%	51%
Animal management prosecutions. <i>(Percentage of animal management prosecutions which are successful)</i>	100%	100%
Critical and major non-compliance outcome notifications. <i>(Percentage of critical and major non-compliance outcome notifications that are followed up by Council)</i>	100%	100%

Empowering Communities

Healthy, Connected and Inclusive

This theme emphasis 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 School Initiatives Program with four South Gippsland schools participating.
- Continued to support community planning groups through grants, emergency resilience and events.
- Completed the Live4Life Program annual review.
- Approved 20 applications in round one of the Community Grants Program, totalling \$116,719 in funding.
- Introduced and welcomed dogs in the Coal Creek Community Park and Museum.

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.	<ul style="list-style-type: none"> Supported the NAIDOC Week School Initiatives Program in 2025 with 543 entries received and four local schools participating from the South Gippsland local government area Supported the Totem Pole project at the South Gippsland Hospital and attended the official opening with local schools in attendance in December 2025 Supported the Koori Youth ArtCube workshop in Toora in December 2025 Attended various local Reconciliation Group network meetings. Attended public forum in Leongatha to hear Uncle Charles Pakana speak about the importance of Victoria's Treaty Attended LGPro Reconciliation SIG meetings. 	

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.	<p>Received six applications for the Small Grants Program and funded five of these with \$3,705 worth of grant funding.</p> <p>Received four applications for the Emergency Grants Program, funding three of these with \$9,322 worth of grant funding.</p> <p>Announced application outcomes for Round One of the Community Grants Program, funding 20 of these with \$116,719 worth of grant funding.</p>	

Empowering Communities

Healthy, Connected and Inclusive

Strategy 3.3

Partner with youth and youth focused 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.	<p>Completed the first all school combined Year 8 Celebration Day at SPLASH in Leongatha in November 2025 to conclude finishing Teen Mental Health First Aid Training.</p> <p>Completed the Live4Life Annual Review Report which included achievements of:</p> <ul style="list-style-type: none"> • 368 junior school students (Year 8) completing Teen Mental Health First Aid Training • 396 senior school students (Year 10) completing Teen Mental Health First Aid Training • 38 number of adults completing Youth Mental Health First Aid Training • Eight number of adults who completed Youth Mental Health First Aid Refresher Training • Four Partnership meetings, including the Review and Reflection meeting in December to review the current year and three-year goals of the program. 	
Commence development of the <i>Youth Strategy 2025 - 2029</i> .	<p>Representatives from Youth Council and Youth Art Mentorship Program presented to Council in November 2025. The presentation demonstrated the programs and activities they have been involved in within the Shire, relating to Council's <i>Youth Strategy</i>.</p> <p>Opened YourSay community survey in December for feedback on proposed strategy pillars and actions.</p>	

Empowering Communities

Healthy, Connected and Inclusive

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.	Development of an Open Space Management Plan has commenced, with initial stakeholder discussions completed and work undertaken to help define the project scope and identify which assets will and will not be included.	 40%

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.	<ul style="list-style-type: none"> Continued to support community planning groups through grant, emergency resilience and event enquiries. Supported Foster Community Planning group's community engagement session on 15 November 2025. Provided support to the Nyora Community Group to become incorporated. Attended resilience and CFA sessions held in Sandy Point, Fish Creek and Loch during November and December 2025. 	 50%

Empowering Communities

Healthy, Connected and Inclusive

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.	<p>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.</p> <p>Scoping and estimating for potential infrastructure upgrades has been developed in preparation for funding opportunities to be explored.</p>	

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 of annual actions from the <i>Arts and Creative Industries Strategy</i> .	<ul style="list-style-type: none"> Commissioned a new Mural at 23 Bair Street, Leongatha by artists Hiroyasu, Riam Chilver, and Eileen Tanaka. The theme for the mural was developed in consultation with Year 9 students from Leongatha Secondary College. The ArtCubes moved to new locations in Venus Bay, Toora and at Fleet Wines, Leongatha. This is the first time the cubes have ventured out individually, and the first time hosted by a business. Partnered with five Gippsland Councils and Regional Arts Victoria for the development and delivery of the Gippsland Contemporary 2029. Applied to the Victorian Government's 2025/26 Small Regional Presenters Program. 	

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> .	<ul style="list-style-type: none"> Launched two new exhibitions 'Phantom Ride' by video artist Daniel Crooks and 'Swamp Crimes and Other Stories' by Heather Shimmen. Reconfigured the main building foyer to be more welcoming for visitors and provide better visibility of the space. Successful grant funding through the Victorian Government Strategic Partnership Program, receiving \$60,000 over two years. Awarded contract to repair the Woodley Station platform. Entered into an agreement with music promoters Love Police to hold a major international folk duo in February 2026. Promotion of the summer Coal Creek Community Parks and Museum exhibitions in the Gippsland Life Magazine. Introduced and welcomed dogs in the Coal Creek Community Parks and Museum . 	 <p>50%</p>

Empowering Communities

Healthy, Connected and Inclusive

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2025-2029 Council Plan identified in the 2025/26 Budget.

Indicator	2025/26 Budget Target	Current Year Result
<i>Library membership.</i> <i>(Percentage of the population that are registered library members)</i>	35.00%	35.00%
<i>Utilisation of aquatic facilities.</i> <i>(Number of visits to aquatic facilities per head of population)</i>	4 to 10 number of visits per head of population	1 number of visits per head of population
Participation in the MCH service. <i>(Percentage of children enrolled who participate in the MCH service)</i>	70.00%	69.00%
Participation in the MCH service by Aboriginal children. <i>(Percentage of Aboriginal children enrolled who participate in the MCH service)</i>	65.00%	62.00%

SOUTH GIPPSLAND SHIRE COUNCIL

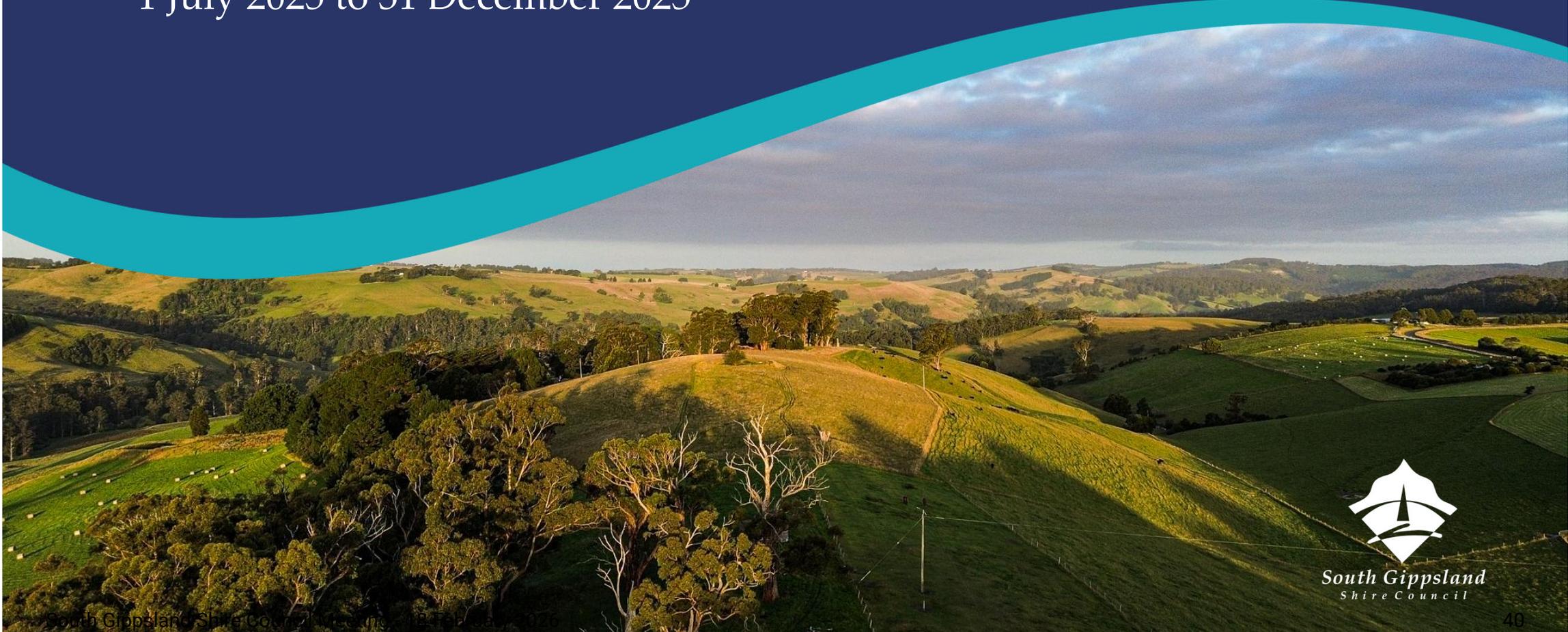
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South Gippsland Shire Council

Financial Report

1 July 2025 to 31 December 2025



South Gippsland
Shire Council



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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 31 December 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, and the Quarter 1 forecast change of \$0.004 million presented to Council on 26 November 2025.

As part of regular fiscal oversight, a second quarter budget review has proposed a favourable adjustment of \$12.0 million to the management cash result, with the changes explained in section 1.2.

	Actual YTD FY26 \$'000	Year to Date		Full Year		
		Approved Forecast \$'000	Variance Fav/(Unfav) \$'000	Approved Forecast \$'000	Proposed Forecast \$'000	Adopted Budget \$'000
Income Statement						
Income	48,118	41,892	6,226	88,076	91,825	85,632
Expenditure	36,580	37,871	1,291	76,794	75,508	74,487
Net surplus / (deficit) - ongoing operations	11,538	4,021	7,517	11,282	16,317	11,145
Management Accounting result						
<u>Add back (less) non cash items</u>						
Depreciation	7,180	6,778	402	13,557	13,557	13,557
Depreciation - right of use assets	46	46	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	(226)	226	(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	1,805	365	1,440	729	729	729
Sub total	9,031	6,963	2,068	13,926	13,926	13,926
Net operating surplus	20,569	10,984	9,585	25,208	30,243	25,071
<u>Less (add) non operating cash items</u>						
Capital Works expenditure	8,684	10,314	1,630	27,379	25,629	21,656
Transfers to/(from) Reserves	(4,361)	1,057	5,418	3,076	(2,160)	2,024
New loan borrowings	0	0	0	0	0	0
Loan Repayments	614	642	28	1,291	1,291	1,297
Lease Repayments	47	47	0	94	94	94
Sub total	4,984	12,060	7,076	31,840	24,854	25,071
Cash surplus / (deficit)	15,585	(1,076)	16,661	(6,632)	5,389	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 matches to the Management Cash Surplus (Deficit) for the year.

	Actual YTD FY26 \$'000	Proposed Forecast \$'000	Actual Annual FY25 \$'000
Current assets	73,135	36,468	31,329
Less: Assets held for sale	0	0	0
Non-current receivables and financial assets	0	0	0
	73,135	36,468	31,329
Current liabilities	46,523	17,784	15,989
Less: current interest-bearing liabilities	(1,236)	(1,316)	(1,236)
Less: current lease liabilities	(47)	(87)	(94)
Less: current landfill provision	(187)	0	(187)
Non-current liabilities	14,945	14,286	15,556
Less: non-current interest-bearing liabilities	(8,450)	(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	9,893	12,052
	53,370	26,899	27,149
Raw accumulated surplus	19,765	9,569	4,180
Movement from 2024/25 financial year	15,585	5,389	
Cash surplus / (deficit) for the year	15,585	5,389	

Section 1 – Financial Report Overview and Progress

1.2 Proposed Budget Adjustment Summary

Income

Grants – Operating (\$5.9 million) – Unfavourable

Funding of \$0.1 million was received from the SRO for General valuation fee offer, along with \$0.3M for lighting upgrades at the Leongatha Recreation Reserve and the Nyora Recreation Reserve. These grant amounts are fully offset by corresponding increases in expenditure.

An unfavourable adjustment of (\$6.48M) has been processed to the Grants Commission allocation due to Council receiving an advance payment in 2024/25, allocated to Reserve. This income is transferred back to income in 2025/26 and does not impact the net result per the Management Cash Statement.

Grants – Operating – Natural Disasters \$1.9 million – Favourable

Due to the grant income received for the 28 August 2024 AGRN 1147 storm event. More details are listed in 1.6 – Disaster Recovery Funding.

Grants – Capital – Natural Disasters \$7.6 million – Favourable

Due to the grant income received for the 13/14 August 2022 AGRN 1029 landslip. More details are listed in 1.6 – Disaster Recovery Funding.

Contributions – Monetary \$0.2 million – Favourable

Due to the Nyora Development Contribution being received and offset by a corresponding transfer to the Developer Contribution Reserve.

Net gain on disposal of property, infrastructure, plant and equipment – \$0.6 million – Favourable

Due to the sale of 270 Mount Best Tin Mine Road and the sale of 40 Pound Road Foster. These amounts have been transferred to reserve.

Other Income – (\$0.3 million) – Unfavourable

Due to lower forecast interest earnings on investments as a result of reduced cash available.

Expenditure

Employee Costs \$1.4 million – Favourable

Due to labour savings from vacancies, consistent with historical trends, and reallocating a portion of labour from operating to capital. This reflects the percentage of time infrastructure delivery and planning staff spend on capital projects.

1.3 – Capital Works

Capital Works Statement as at 31 December 2025

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

Following the second quarter budget review, a proposed reduction of \$1.75 million has been identified, bringing the revised forecast to \$25.6 million.

Major Proposed Changes:

Buildings - The Mirboo North Railway Station Refurbishment Project has been moved to the Capital Works Reserve while alternative options for the project are assessed.

Roads – The Simon’s lane, Leongatha – stage 2 realignment & intersection project has been carried forward due to delays in design.

Bridges - A portion of the Bass Valley Road Bridges Project has been carried forward due to delays in obtaining required permits.

Waste - The design of the landfill Cell 4 cap is now expected to continue into 2026/27.

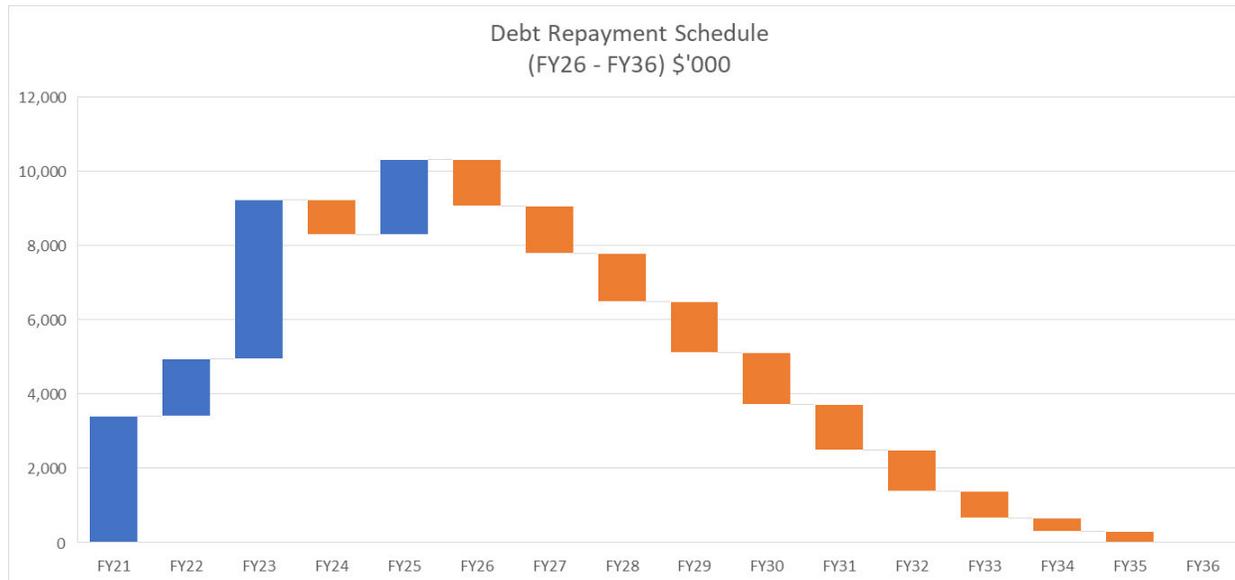
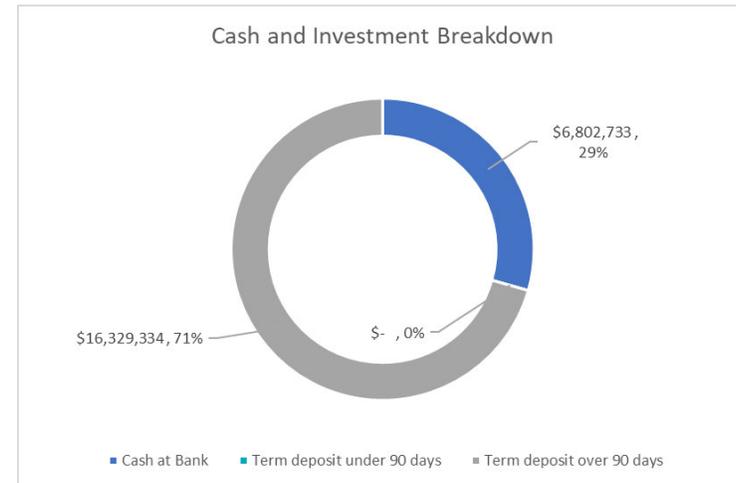
Other Infrastructure – Due to an internal transfer of project management labour and oncosts from operating, the budget has not been allocated to specific projects within the capital works program.

	Year to Date			Full Year			
	Actual YTD FY26	Approved Forecast	Variance Fav/(Unfav)	Approved Forecast	Proposed Forecast	Variance Fav/(Unfav)	Adopted Budget
	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000
Property							
Buildings	373	656	(43%)	2,832	2,118	(714)	2,605
Heritage buildings	10	33	(70%)	65	65	0	65
Total property	383	689	(44%)	2,897	2,183	(714)	2,670
Plant and equipment							
Plant, machinery and equipment	1,087	1,181	(8%)	3,209	3,209	0	2,448
Computers and telecommunications	315	380	(17%)	760	699	(61)	760
Total plant and equipment	1,402	1,561	(10%)	3,969	3,908	(61)	3,208
Infrastructure							
Roads	4,915	6,044	(19%)	14,065	13,094	(971)	11,812
Bridges	312	390	(20%)	2,281	1,254	(1,027)	2,195
Major culverts	(1)	0	100%	0	0	0	0
Footpaths and cycleways	288	140	106%	348	397	49	81
Drainage	108	184	(41%)	367	367	0	250
Kerb & channel	69	75	(8%)	150	150	0	150
Waterway infrastructure	(24)	70	0%	156	186	30	0
Waste	296	298	(1%)	527	425	(102)	240
Other infrastructure	936	863	8%	2,619	3,665	1,046	1,050
Total infrastructure	6,899	8,064	(14%)	20,513	19,538	(975)	15,778
Total capital works expenditure	8,684	10,314	(16%)	27,379	25,629	(1,750)	21,656

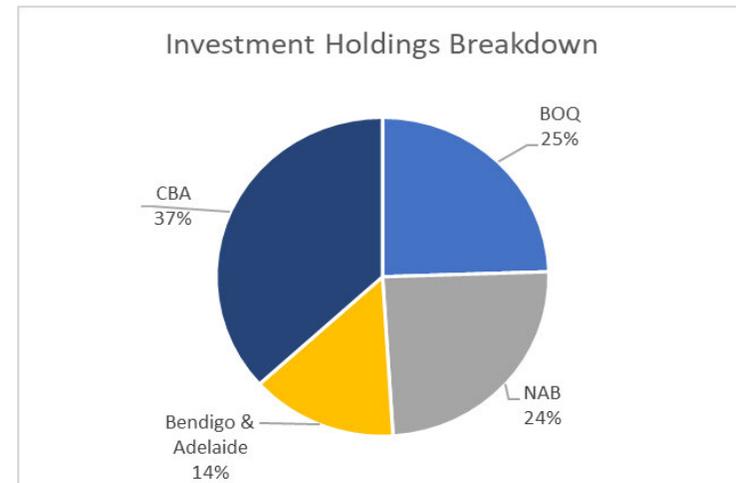
1.4 - Treasury

Council has paid \$0.6 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 December 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	(613)	8,450	9,063	0	(1,275)	7,788
	10,299	0	(613)	9,686	10,299	0	(1,236)	9,063



Cash and investment holdings total \$23.1 million as of 31 December 2025. Council has \$16.3 million in term deposits earning an average interest rate of 4.19% and \$6.8 million in cash at bank required to cover scheduled employee and supplier payments.

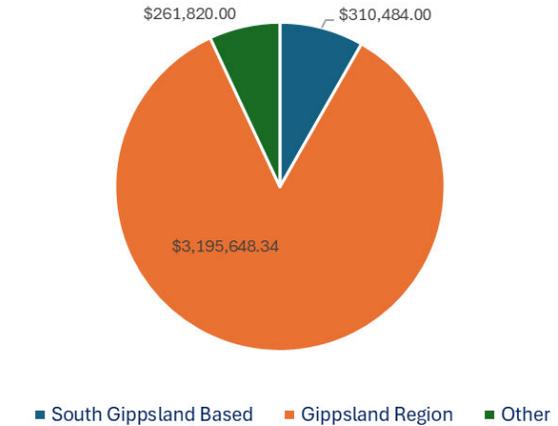


1.5 – Local Procurement

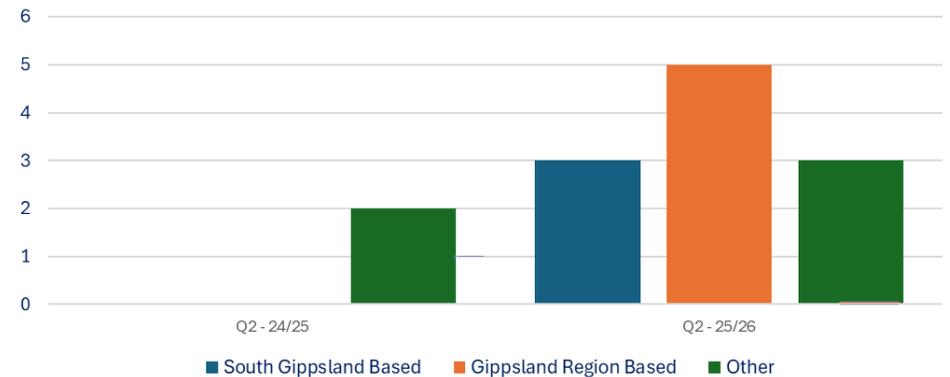
Contracts awarded by South Gippsland Shire Council for the December 2025 quarter.

Contract Number	Contract Name	Supplier	Estimated Contract Value (Ex. GST)	Supplier Location
CON/447-A	Roadside Tree Uplifts	Drouin Tree Services Pty Ltd	\$ 28,737.30	Gippsland Region Based
CON/447-D	Roadside Tree Uplifts	Tricky Tree Works Pty Limited	\$ 141,700.00	South Gippsland Based
CON/447-B	Roadside Tree Uplifts	Morgan Cripps T/A Morg's Mulching and Tree Service	\$ 91,234.00	South Gippsland Based
CON/447-C	Roadside Tree Uplifts	Tree Services Australia Pty Limited	\$ 77,550.00	South Gippsland Based
CON/453	Provision of Annual Road Resealing Program 2025/26	Primal Surfacing Pty Ltd	Schedule of Rates	Other
CON/451	Bridge Repairs at Markley's Road, Mirboo North	Jarvis Norwood Constructions Pty Ltd	\$ 261,820.00	Other
CON/445	Glass and Mixed Recycling Processing Service	Cleanaway Pty Ltd	Schedule of Rates	Gippsland Region Based
CON/444	Panel of Suppliers for Quarry Products	Holcim (Australia) Pty Ltd	Schedule of Rates	Other
CON/424	Construction of Korumburra Tennis Clubrooms	TS Constructions Pty	\$ 1,421,100.00	Gippsland Region Based
CON/457	Sealed Road Rehabilitation Program 25/26	Sure Constructions (Vic) Pty Ltd	\$ 1,553,019.05	Gippsland Region Based
CON/430	Port Welshpool Seawall Repairs	Inta Plumbing Services Pty Ltd	\$ 192,791.99	Gippsland Region Based

\$ Value of contracts awarded by supplier location
Q2 - 25/26



Contracts Awarded Q2 24/25 vs Q2 25/26



1.6 – 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	2,799	1,884	0	915	0	0
AGRN 1142 (15/07/24) July Storm	34	14	0	5	15	0
AGRN 1108 (13/02/24) Mirboo North	6,111	5,016	0	526	6	0
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	9,967	8,832	0	120	35	0
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	23,635	19,107	620	2,156	195	14

Section 2 – Financial Statements

2.1 Income Statement as at
31 December 2025

	Actual YTD FY26	Year to Date				Full Year		
		Approved Forecast	Variance Fav/(Unfav)	Actual YTD FY25	Variance Fav/(Unfav)	Approved Forecast	Proposed Forecast	Adopted Budget
		\$'000	%	\$'000	%	\$'000	\$'000	\$'000
INCOME								
Rates and charges	27,260	27,227	0%	26,300	4%	54,453	54,528	54,453
Statutory fees and fines	599	533	12%	406	48%	1,056	1,150	1,056
User fees	2,328	2,273	2%	1,931	21%	5,555	5,546	5,555
Grants - operating	4,704	7,274	(35%)	12,812	(63%)	14,181	8,250	14,056
Grants - operating - natural disasters	1,882	0	100%	83	2167%	0	1,882	0
Grants - capital	2,855	3,252	(12%)	1,030	177%	8,886	8,468	6,730
Grants - capital - natural disasters	7,774	0	100%	0	100%	250	7,819	250
Contributions - monetary	554	2	27600%	443	25%	919	1,127	919
Contributions - non monetary	0	226	(100%)	0	0%	452	452	452
Net gain on disposal of property, infrastructure, plant and equipment	(877)	(47)	1766%	8	(11063%)	163	748	0
Other income	1,039	1,152	(10%)	1,116	(7%)	2,161	1,855	2,161
Total income	48,118	41,892	15%	44,129	9%	88,076	91,825	85,632
EXPENSES								
Employee costs	15,078	16,398	8%	15,528	3%	32,311	30,941	32,311
Materials and services	12,265	12,677	3%	14,426	15%	27,400	27,451	25,093
Natural disasters	(3)	0	(100%)	2,864	100%	0	0	0
Depreciation	7,180	6,778	(6%)	6,510	(10%)	13,557	13,557	13,557
Depreciation - Right of use assets	46	46	0%	46	0%	92	92	92
Borrowing costs	111	110	(1%)	73	(52%)	220	221	220
Finance costs - Leases	1	1	0%	2	50%	2	1	2
Other expenses	1,902	1,861	(2%)	3,243	41%	3,212	3,245	3,212
Total expenses	36,580	37,871	3%	42,692	14%	76,794	75,508	74,487
Surplus / (deficit) for the period	11,538	4,021	(187%)	1,437	703%	11,282	16,317	11,145

Section 2 – Financial Statements

2.2 Balance Sheet as at
31 December 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
Current assets						
Cash and cash equivalents	6,803	6,674	129	2%	5,165	10,388
Trade and other receivables	49,170	46,435	2,735	6%	5,764	5,216
Other financial assets	16,329	2,333	13,996	600%	16,326	19,983
Inventories	138	243	(105)	(43%)	296	208
Prepayments	695	678	17	3%	0	673
Total current assets	73,135	56,363	16,772	30%	27,551	36,468
Non-current assets						
Property, infrastructure, plant and equipment	883,313	847,807	35,506	4%	878,329	895,412
Investment property	857	857	0	0%	857	857
Right-of-use assets	131	223	(92)	(41%)	85	85
Total non-current assets	884,301	848,887	35,414	4%	879,271	896,354
TOTAL ASSETS	957,436	905,250	52,186	6%	906,822	932,822

	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
Current liabilities						
Trade and other payables	653	1,826	1,173	64%	4,983	5,066
Trust funds and deposits	8,529	7,206	(1,323)	(18%)	2,434	2,821
Contract and other liabilities	1,088	1,458	370	25%	1,709	1,170
Provisions	7,997	7,396	(601)	(8%)	6,887	7,324
Interest-bearing liabilities	1,236	965	(271)	(28%)	1,323	1,316
Lease liabilities	47	46	(1)	100%	87	87
Unearned rates revenue	26,965	25,960	(1,005)	(4%)	0	0
Total current liabilities	46,515	44,857	(1,658)	(4%)	17,423	17,784
Non-current liabilities						
Provisions	6,408	6,451	43	1%	7,178	6,593
Interest-bearing liabilities	8,450	6,844	(1,606)	(23%)	7,747	7,693
Lease liabilities	87	181	94	52%	0	0
Total non-current liabilities	14,945	13,476	(1,469)	(11%)	14,925	14,286
TOTAL LIABILITIES	61,460	58,333	(3,127)	(5%)	32,348	32,070
NET ASSETS	895,976	846,917	49,059	6%	874,474	900,752
Equity						
Accumulated surplus	287,803	260,136	27,667	11%	284,197	290,376
Revaluation Reserve	600,483	582,144	18,339	3%	582,144	600,483
Other Reserves	7,690	4,637	3,053	66%	8,133	9,893
TOTAL EQUITY	895,976	846,917	49,059	6%	874,474	900,752

Section 2 – Financial Statements

2.3 Cashflow
Statement for the
period 1 July 2025 to
31 December 2025

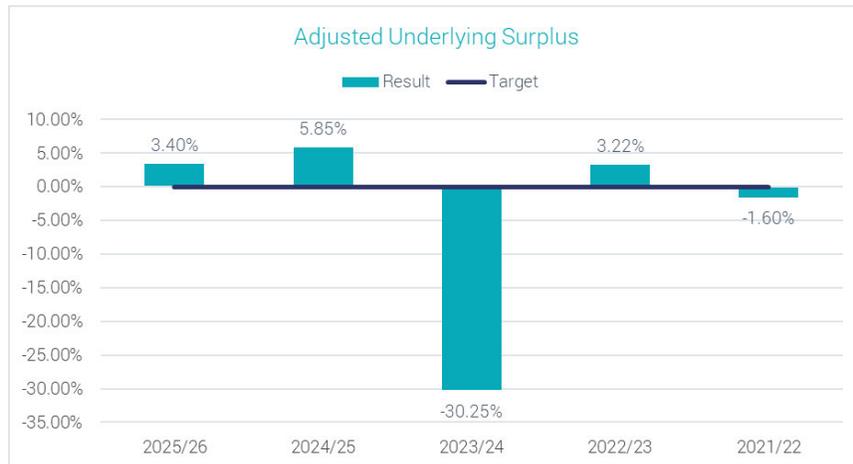
	Actual YTD FY26 \$'000	Year To date			Full Year	
		Actual YTD FY25 \$'000	Year over Year Variance Fav/(Unfav) \$'000	%	Adopted Budget \$'000	Proposed Forecast \$'000
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges	18,818	17,502	1,316	8%	53,945	58,529
Statutory fees and fines	599	406	193	48%	1,052	1,241
User fees	2,518	2,216	302	14%	5,534	5,987
Grants - operating	8,086	12,843	(4,757)	(37%)	14,056	10,132
Grants - capital	10,629	1,030	9,599	932%	6,980	16,287
Contributions - monetary	554	443	111	25%	919	919
Interest received	502	772	(270)	(35%)	1,100	750
Other receipts	664	694	(30)	(4%)	1,358	1,822
Employee costs	(14,573)	(15,876)	1,303	(8%)	(32,422)	(29,983)
Materials and services	(14,427)	(21,083)	6,656	(32%)	(25,179)	(26,601)
Other payments	(1,902)	(1,831)	(71)	4%	(3,223)	(3,148)
Net cash provided by (used in) operating activities	11,468	(2,884)	14,352	(498%)	24,120	35,935
CASH FLOWS FROM INVESTING ACTIVITIES						
Payments for property, infrastructure, plant & equipment	(8,684)	(12,588)	3,904	(31%)	(21,656)	(25,629)
Proceeds from sale of property, infrastructure, plant & equipment	928	81	847	1046%	729	1,477
Payments (for) / from Other Financial Assets	(3,008)	13,992	(17,000)	(121%)	0	(6,661)
Net cash provided by (used in) investing activities	(10,764)	1,485	(12,249)	(825%)	(20,927)	(30,813)
CASHFLOWS FROM FINANCING ACTIVITIES						
Finance costs	(109)	(72)	(37)	51%	(220)	(216)
Repayment of borrowings	(613)	(479)	(134)	28%	(1,297)	(1,291)
Interest paid - lease liability	(1)	(1)	0	0%	(2)	(2)
Repayment of leases	(47)	(46)	(1)	2%	(94)	(94)
Net cash provided by (used in) financing activities	(770)	(598)	(172)	29%	(1,613)	(1,603)
Net increase (decrease) in cash and cash equivalents	(66)	(1,997)	1,931	(97%)	1,580	3,519
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	6,803	6,674	129	2%	5,165	10,388

Section 3 – Year to Date Financial Analysis

3.1 Financial Ratios

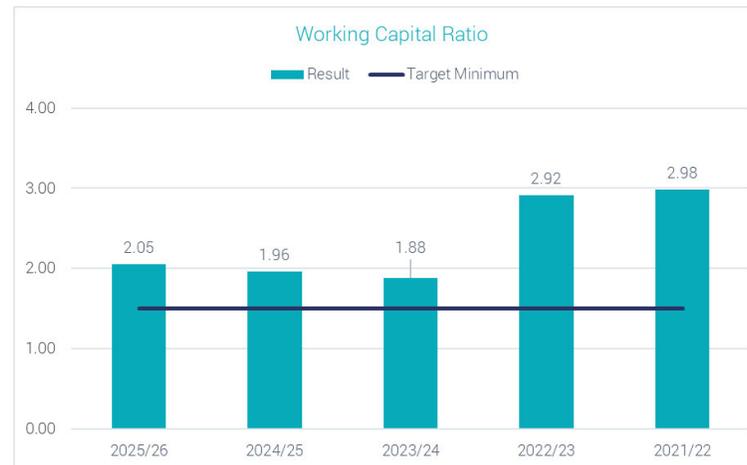
Operating Position

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. The adjusted underlying result of 3.4% represents a solid operating surplus. While lower than the 5.85% recorded in 2024/25, it still reflects a strong underlying position and demonstrates Council’s continued ability to generate surplus from its core operations.



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 2.05. Forecast of 2.05 remains consistent with last financial year and remains above the targeted minimum of 1.50.

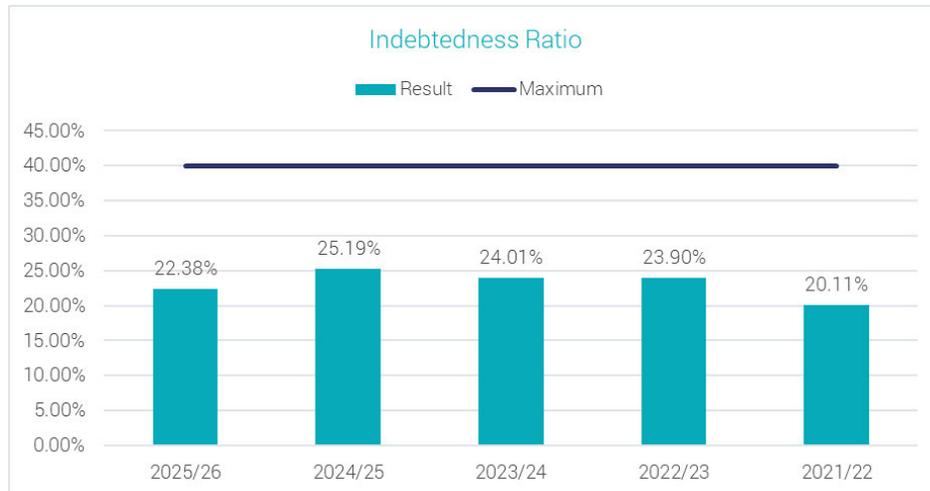
Section 3 – Year to Date Financial Analysis

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 22.38 per cent, and is well within the maximum of 40 per cent or lower.

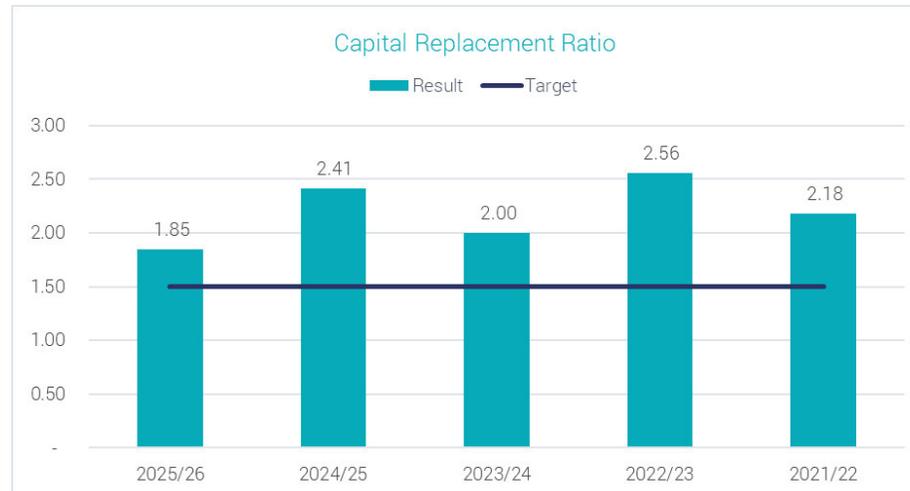


Asset Renewal

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 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 1.85 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 \$23.3 million resulting in a lower ratio forecast compared to the previous year, where renewal expenditure was \$33.0 million, and the average over the previous four years was \$26.5 million per year.





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5.2. ESTABLISHMENT OF COMMUNITY ASSET COMMITTEE - MEENIYAN HUB

Directorate:	Empowering Communities
Department:	Community, Customer and Visitor

Council Plan

Theme - Empowering Communities

Community Asset Committees help provide community spaces for individuals and groups to thrive, fostering inclusion, enhancing access to services, and encouraging active community participation.

EXECUTIVE SUMMARY

The purpose of this report is for Council to resolve to establish a new Community Asset Committee 'Meeniyon Hub Community Asset Committee' to manage the Meeniyon Hub on behalf of Council.

RECOMMENDATION

That Council:

- 1. In exercise of the power conferred by s.65 of the *Local Government Act 2020*, resolve to establish the Meeniyon Community Hub Community Asset Committee;**
- 2. Provide \$6,000 of seed funding to the Meeniyon Community Hub Community Asset Committee to support facility expenses whilst generating income for the following year expenses; and**
- 3. Notes that delegations for the Meeniyon Community Hub Community Asset Committee will be established by the Chief Executive Officer in accordance with s.65 of the *Local Government Act 2020*.**

REPORT

The Meeniyon Community Hub was opened in August 2025. The Meeniyon Community Hub contains a community meeting space, with bookings currently managed by Council staff.

To support the ongoing management of the Meeniyon Community Hub, community members in Meeniyon have engaged in conversations with officers to determine the potential for a Community Asset Committee to be established to manage the Meeniyon Community Hub into the future.

Several community members have indicated they wish to join a Community Asset Committee to manage the Meeniyon Community Hub on Council's behalf.

If Council resolves to establish the Meeniyán Community Hub Community Asset Committee, formal delegations will be signed by the Chief Executive Officer for the committee members.

Background

Council currently has 12 Community Asset Committees run by delegated committees comprising community members as per s.47 of the *Local Government Act 2020*.

Council's Community Asset Committees are formed to manage a range of community facilities and assets on the community's behalf and make an important and valued contribution to community life in South Gippsland.

The activities and performance of Community Asset Committees relate to the powers and functions of committees to manage respective facilities, which include:

- The power to enter contracts and incur expenditure under \$5,000 with approval being required from Council for contracts over \$5,000.
- The power to negotiate the use, including seasonal use agreements, of facilities with user groups, and the power to approve programs operating from the community asset.
- The power to set user fees.
- The power to apply income received from facility users to the ongoing operation and management of the community asset.

CONSULTATION / COMMUNITY ENGAGEMENT

Community members in Meeniyán have engaged in conversations with officers to determine the potential for a Community Asset Committee to be established to manage the Meeniyán Community Hub on Council's behalf.

Advice that Council would seek a Community Asset Committee to manage the facility has been provided to the Meeniyán community since the official opening in September 2025. An information session to provide information to community members on the roles and responsibilities of Community Asset Committee members was held on 1 December 2025 with good attendance.

RESOURCES / FINANCIAL VIABILITY

Council provides maintenance support to Community Asset Committees to maintain their assets, through maintenance allocations or direct in-house support. These provisions are included in ongoing budget allocations. Council provides support with volunteer management, governance and Council liaison with committees to assist in meeting delegation requirements; these provisions are included in ongoing budget arrangements.

Once established, a Community Asset Committee raises funds through collecting fees and charges for the use of the facility. These funds are utilised to finance

the general running costs of a facility. Fees and charges of the facility will be set by the Committee formally in a committee meeting.

It is proposed that the Meeniyah Community Hub Community Asset Committee be provided a one-off seed-fund to cover facility expenses in the first year of management. This will enable the committee to pay facility expenses whilst generating income for the following year expenses. Based on comparisons with similar facilities, it is proposed to provide \$6,000 of seed funding.

RISKS

Community Asset Committees provide support to Council through the management of community facilities. Without this support Council may be required to provide facility management services or consider the closure of facilities.

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](#).

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)

Community Strengthening Strategy

Municipal Public Health and Wellbeing Plan

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

5.3. PLANNING SCHEME AMENDMENT AUTHORISATION REQUEST - 8A TO 62 BENA ROAD KORUMBURRA - DEVELOPMENT PLAN OVERLAY

Directorate:	Empowering Communities
Department:	Planning and Building Services

Council Plan

Theme - Developing a Sustainable Future

Objective: Environment, Growth and Economy

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.

EXECUTIVE SUMMARY

The purpose of this report is to seek authorisation from the Minister for Planning to prepare a planning scheme amendment to the South Gippsland Planning Scheme to apply a Development Plan Overlay (DPO12) to the land at 8A–62 Bena Road Korumburra.

The DPO12 (**Attachment [5.3.1]**) is required to guide the long-term subdivision of the area into an urban density more typical of the General Residential Zone Schedule 1 (GRZ1). The DPO will set out the requirements for a future Development Plan that must be approved by Council before subdivisions can be approved in accordance with the approved Development Plan.

RECOMMENDATION

That Council:

- 1. Request authorisation from the Minister for Planning to prepare a planning scheme amendment to:**
 - a. Apply Development Plan Overlay (Schedule 12) to 8A–62 Bena Road and part 52 Willow Court Korumburra;**
 - b. Delete Development Plan Overlay (Schedule 6) from No's 54 to 62 Bena Road Korumburra and include those lots in the new Development Plan Overlay (Schedule 12); and**
 - c. Apply the Environmental Audit Overlay to No's 26 and 30 Bena Road Korumburra.**
- 2. Following approval of Ministerial Authorisation, exhibit the Planning Scheme Amendment in accordance with the requirements of the *Planning and Environment Act 1987*.**

REPORT

The land at 8A–62 Bena Road, Korumburra (the Bena Road Long Lots) is unusual, comprising predominantly very long and narrow allotments, approximately 200 metres in length and 20 or 40 metres in width; these are significantly larger than typical GRZ1 lots (see Figure 1).



Figure 1 Bena Road Long Lots

The area was originally subdivided into its current configuration more than 100 years ago and has been zoned for residential use and development since the early 1970s, with the exception of No's 54–62 Bena Road, which were more recently zoned Farming. The larger lots are approximately 8,000 square metres in area, whilst the narrower lots, clustered toward the eastern end of the precinct, are approximately 4,000 square metres. At these sizes, seventeen lots in the proposed DPO area have the potential to be further subdivided to achieve an urban density more consistent with the surrounding area.

The key challenge for the precinct is that, in the absence of an integrated development plan, individual landowners could pursue subdivision of their land independently, without consideration of the development potential or orderly development of adjoining properties.

This concern is demonstrated by a current subdivision planning permit application (2025/299) (**Attachment [5.3.2]**), which proposes the creation of 23 lots across two of the long lots. The proposed lots are of a size that would enable further subdivision if the application were approved.

Replicating this form of development across multiple lots within the long lots area would result in a poor urban design outcome. It would lead to a series of excessively long driveways, a lack of east–west connectivity, stormwater management constraints, and access challenges for service and emergency vehicles (including garbage trucks), as well as car-parking issues. Council officers are aware of additional subdivision interest within the long lots area, and there is concern that approval of a multi-lot subdivision in the manner currently

proposed could significantly constrain the ability to achieve an integrated subdivision outcome across the broader precinct, as envisaged by the exhibited draft masterplan.

To address the risks associated with piecemeal subdivision of individual sites, the purpose of DPO12 is to require the preparation of a Development Plan that demonstrates how the area can transition over time to a more conventional urban subdivision pattern. This would include an internal road network, integrated drainage, and an open space network that maximises lot yield whilst delivering a high-quality urban design outcome. Facilitating this form of development within the township boundary is consistent with the objectives of the South Gippsland Planning Scheme and Plan for Victoria, which seek to promote higher-density development within established urban areas.

Draft Masterplan and Community Consultation

To explore with the community how the area could be subdivided, Council prepared a draft masterplan concept which uses an internal road network to achieve an indicative 112 residential lots, a public open space reserve of 0.75ha and a drainage reserve sufficient to service a full development scenario (refer to **Attachment [5.3.3]**).

The draft masterplan was used as a basis for consultation (a conversation starter) with long lot landowners, and adjoining landowners, between 8 August and 5 September 2025. A community meeting was held in September to explore how the area can be subdivided and what the challenges are. A total of 15 written submissions were received (refer to **Attachment [5.3.4]**).

The key themes revealed in the submissions indicated a desire that the area not be further subdivided, and it retain its current rural residential lifestyle, and that the draft masterplan will not work because of the existing fragmented ownership pattern. A summary of the submitter issues, and the Planning Department's response is provided in **Attachment [5.3.5]**.

A petition containing 50 signatures was received on 9 February 2026 on behalf of local residents who object to the proposal to apply a Development Plan Overlay to the subject land parcels, detailing concerns around process, timelines, and decision-making touch points. A copy of the petition has been made available to Councillors ahead of the 18 February Council Meeting, and is provided in **Confidential Attachment [10.2.1]**.

Development Plan Overlay Schedule 12

Drawing on elements from the draft masterplan and information gained during the consultation process, Council officers have prepared the DPO Schedule 12 control (**Attachment [5.3.1]**) to guide how the area should be subdivided. A planning scheme amendment is required to introduce the DPO12 into the South Gippsland Planning Scheme.

Planning schemes commonly use DPO schedules to guide how subdivisions occur and preliminary consultation with the Department of Transport and Planning has indicated support for applying a DPO to the long lots area. A similar DPO (Schedule 6) already applies to a cluster of six similarly sized long lots located at 84 to 100 Bena Road Korumburra. This provides a precedent for the DPO12.

It is important to note that a Development Plan Overlay (DPO) schedule does not, in itself, trigger the requirement for a planning permit. A DPO only applies where a planning permit is required under another control, typically a zone or overlay. As the long lots area is zoned General Residential Zone Schedule 1 (GRZ1), the application of DPO12 will not trigger the need for a planning permit for a single dwelling on a lot or for dwelling extensions. The DPO will only apply where a planning permit is required for subdivision, the construction of two or more dwellings, or the establishment of a non-residential use that is not ancillary to an existing dwelling.

Importantly, DPO12 will not affect any existing use rights that landowners may have accrued. In summary, the proposed planning scheme amendment will not impact landowners who wish to continue living on their land, nor does it compel any landowner to subdivide or otherwise develop their property.

DPO12 identifies a range of matters that must be addressed through a future Development Plan before land can be subdivided. Whilst the proposed DPO12 Schedule is broadly consistent with other Development Plan Overlay schedules in the Planning Scheme, it has been tailored to respond to site-specific considerations. These include the waterway buffer, pedestrian connectivity to surrounding land, the provision of east–west internal road connections, and bushfire planning requirements, particularly as they relate to drainage and open space reserves.

Once implemented, Council will be unable to approve a planning permit that is inconsistent with an approved Development Plan. In this way, the DPO12 overlay provides a strong statutory mechanism to prevent the poor subdivision and urban design outcomes identified above.

Other Amendment Changes

Development Plan Overlay 6 (DPO6) currently applies to the long lots at No's 54 to 62 Bena Road (four lots) located at the western end of the masterplan area (**Attachment [5.3.6]**). The DPO6 was applied when these lots were rezoned from the Farming Zone to General Residential Zone Schedule 1 (GRZ1) in 2012. As these lots form part of the project area, it is proposed to replace the DPO6 with DPO12 to ensure a consistent and logical planning control applies across the subject land. The DPO6 that applies to the six long lots at 84–100 Bena Road, located at the western end of Bena Road (but outside the subject land), will remain in place and can continue to guide the integrated subdivision of that area should landowners choose to pursue development.

Historic aerial photography indicates strong evidence of intensive agricultural use (horticulture) having occurred over a number of years on the land at 26 and 30 Bena Road. To address the requirements of Minister's Direction No. 1 – Potentially Contaminated Land, Council is required to apply an Environmental Audit Overlay (EAO) to these lots (**Attachment [5.3.6]**). This will ensure Council can be satisfied that the land is suitable, or can be made suitable, for a sensitive land use such as residential development. Past agricultural practices can result in soil contamination, which may pose a risk to human health.

Developer Contributions

Council commonly requires a development contributions agreement be placed on land identified for residential subdivision. This is to ensure funds are available to Council to provide community and development infrastructure upgrades in the area surrounding the subject land necessary to support the additional demand expected to result from the subdivision of land. This typically occurs when land is rezoned.

A development contributions agreement is not proposed for the long lots land. The land is already zoned GRZ1 which means its subdivision potential is already established, removing Council's ability to negotiate a development contributions agreement before Council agrees to rezone the land. Additionally, a formal Development Contributions Plan Overlay (DCPO) is not suitable for the subject land because a high degree of certainty is required regarding when subdivision will occur, and in what order, for a DCPO to be an effective and low risk planning tool.

Subdivision of the area in the manner set out in the DP012 will be complex and is likely to be more expensive for developers than a typical greenfield residential subdivision. This is largely due to the added costs of site assembly (noting the existing fragmented ownership) and the provision of temporary infrastructure where staged development occurs. Not placing a development contributions agreement on the land will assist in promoting its development as a more financially viable development opportunity. The State Government's windfall land tax will also not apply to the subject land because the trigger for the levy (the rezoning of land) will not occur. This is an additional factor that will promote the development of the land.

CONSULTATION / COMMUNITY ENGAGEMENT

Council will exhibit the amendment in accordance with the standard requirements of the *Planning and Environment Act 1987*. This includes postal notification to adjoining and surrounding owners and occupiers, public notice in the newspaper and notice on Council's website. Exhibition will occur for one month.

RESOURCES / FINANCIAL VIABILITY

It is likely, indicated from the consultation already undertaken, that some affected landowners may object to the amendment when it is exhibited. If there are objector submissions which cannot be resolved, and if Council wishes to

continue with the amendment following formal exhibition, the Minister for Planning will appoint a planning panel to consider the submissions.

Panel costs are paid by Council and can vary depending on the complexity of the amendment. It is not possible to accurately estimate panel costs at this time, but they are likely to range between \$10,000 and \$30,000. A more accurate estimate can be made following the completion of exhibition. There is currently no specific budget allocation for panel fees and, in the absence of budget allocation, panel costs will be paid from existing operational budgets.

RISKS

The most significant risk is the likely outcome of development in this area if a DPO is not introduced to enable coordination of development. Development of the long lots independently will result in a poor and disjointed urban design outcome and a sub-optimal subdivision environment for all incoming residents.

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.

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. Draft Development Plan Overlay Schedule 12 [5.3.1 - 5 pages]
2. Subdivision permit application 2025/299 - 26 - 30 Bena Road Korumburra [5.3.2 - 5 pages]
3. Bena Road Long Lots Consultation Plan 1 August 2025 [5.3.3 - 1 page]
4. Bena Road Long Lots - Submissions - Redacted [5.3.4 - 12 pages]
5. Submission Issues and Council Response [5.3.5 - 2 pages]
6. DPO6 and EAO Map [5.3.6 - 2 pages]

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 [10.2.1] – Petition Re: Planning Scheme Amendment - 8A to 62 Bena Road Korumburra - Development Plan Overlay – is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(f) - personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

The grounds for designation have been made to protect the privacy of an individual's personal information.

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](#).

South Gippsland Planning Scheme

Legislative Provisions

Planning and Environment (Planning Schemes) Act 1996

Planning and Environment Act 1987

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND PLANNING SCHEME

--/20--

SCHEDULE 12 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO12**.

BENA ROAD KORUMBURRA LONG LOTS AREA**1.0 Objectives**

--/20--

To create a residential precinct that delivers high quality urban design outcomes.

To guide an integrated and coordinated subdivision design approach to an area with fragmented land ownerships.

To address urban design, bushfire, drainage, traffic, biodiversity, open space and potential for land contamination in a coordinated manner for urban development.

2.0 Requirement before a permit is granted

--/20--

A permit may be granted before a development plan has been prepared to the satisfaction of the Responsible Authority for the following, provided they do not prejudice the future orderly development of the area affected by the Development Plan Overlay to the satisfaction of the Responsible Authority:

- Use, development and subdivision of land by a public authority or utility provider.
- A minor extension, minor addition or minor modification to an existing development.
- Minor drainage works or minor earthworks.
- The use and development of land for agriculture provided it is minor in nature and does not negatively impact the residential amenity of surrounding areas.

3.0 Conditions and requirements for permits

--/20--

The following conditions and/or requirements to apply to permits:

Before deciding on an application to subdivide land, construct buildings, or carry out works, the Responsible Authority must consider, as appropriate:

- Whether the development of the land is occurring in an efficient and orderly manner having regard to essential services, community facilities, open space and roads.
- The timing and staging of the subdivision of the land.
- The location, design and management of any temporary features, including temporary access points to Bena Road, vehicle turning points and stormwater management features, necessary to facilitate a subdivision stage.
- The potential for future re-subdivision.
- The interface between proposed and existing nearby developments, to reduce the chance of conflicting developments.
- The consistency of the proposed subdivision with the approved development plan.
- The requirement for building envelopes, agreements or covenants to be registered on newly created titles to achieve the lot development restrictions set out in the development plan.
- On the Multi Unit site (refer Figure 1):
 - The layout and design of dwellings, buildings and fences to address the waterway reserve and public open space to facilitate passive surveillance.
 - The requirement for a planning permit condition requiring the completion of dwelling / building construction before the land is subdivided.
- Any other matter, as deemed appropriate by the Responsible Authority, which the development plan should take account of based on the specific character of the land.

SOUTH GIPPSLAND PLANNING SCHEME

Where temporary infrastructure features are required to facilitate subdivision, a planning permit application report must be provided discussing how and where temporary features will be provided, managed and decommissioned when no longer required.

Fencing Requirement

Fencing with residential land adjoining DPO12 is to be a minimum 1.8m high solid fence to be provided at the developer's expense prior to the issue of Statement of Compliance on the subdivision of the land. This may be varied with the agreement of adjoining landowners.

Where a fence abuts a waterway reserve, fencing must be a post-and-wire construction with a maximum height of 1.2m.

Where a fence abuts other public open space, fencing must be a 1.2 - 1.8m high semi permeable fence (i.e. gaps between palings or pickets of no less than 20mm). Boundaries must have at least two-thirds of the boundary consisting of fully permeable to semi permeable fencing. No more than one-third of the boundary can consist of solid fencing. Fencing must continue for the full length of the property boundary.

The location and type of fencing may be varied subject to the approval of the Responsible Authority.

Land Contamination

Where land has been used for an intensive agricultural use, an investigation by a suitably qualified professional of the potential location and forms of land contamination resulting from previous land uses, as well as measures to address contamination in areas where sensitive land uses are proposed. The investigation must consider, but not be limited to, agricultural chemical use, informal land dumping, and any other activity that may have caused land contamination.

4.0 Requirements for development plan

--/20--

A development plan must be generally in accordance with Figure 1 of this Schedule and must be prepared to the satisfaction of the Responsible Authority for the whole of the land identified in Figure 1.

A development plan must:

Land use and subdivision layout

Provide for the subdivision of the Multi Unit site as a single site for medium density development.

Provide road access to Bena Road by:

- Limiting the creation of new road access points onto Bena Road to two new roads, excluding any temporary access points created to facilitate non-contiguous subdivision development.
- Providing for a roundabout on Bena Road if a road or new access point enters opposite Ferrier Street.

Include a subdivision layout that:

- Provides two east/west roads connecting the lots internal to the development plan area generally in accordance with the road layout in Figure 1.
- Supports stormwater drainage design, including efficient overland flow drainage.

SOUTH GIPPSLAND PLANNING SCHEME

- Provides a perimeter road abuttal to the Foster Creek waterway reserve for at least 75% of its length.
- Provides a road abuttal to at least 50% of any unencumbered open space.

Road network and road abuttal requirements can be varied if the Responsible Authority is satisfied that protection from bushfire and passive surveillance of open space can be satisfactorily achieved.

Infrastructure Services

Provide a shared path on Bena Road and adjoining Foster Creek to enable future connections along the waterway corridor to Willow Court and Mountain Ash Drive.

Include consideration of an integrated stormwater and flood management plan that incorporates water sensitive urban design techniques which provides for the protection of natural systems, integration of stormwater treatment into the landscape, improved water quality, and reduction and mitigation of run-off and peak flows, including consideration of downstream impacts. The plan must consider any temporary measures required to facilitate non-contiguous subdivision development.

Provide a comprehensive Traffic Impact Assessment prepared to the satisfaction of the Responsible Authority in consultation with the Department of Transport and Planning that identifies existing and post development traffic generation, distribution and associated analysis and the pattern and location of the major arterial road network of the area including existing roads and the location and details of any required:

- road widening
- intersections with Bena Road and requirements for those intersections
- access points
- pedestrian crossings or safe refuges
- cycle lanes
- bus lanes and bus stop potentially required in the long term on Bena Road

Open Space and Landscaping

Provide for an area of 0.5ha of public open space generally in accordance with Figure 1.

Include the location and size of the proposed open space that caters for a range of user groups and provides a variety of functions that perform both an active and passive role for recreation, as appropriate. The public open space must be designed to provide:

- Pedestrian and cycle paths and play equipment, that encourage active recreational opportunities.
- Opportunities for visual passive surveillance to promote safety of users, through encouraging active frontages, using roads and buildings to frame public spaces.

Provide a landscaping plan, prepared by a suitably qualified person, identifying all proposed landscaping in public open space, waterway reserve and along roadways. The landscape plan must include canopy tree plantings within both the internal and external road network and provide a high level of detail for Bena Road.

Flora and Fauna

Provide details of any vegetation for removal.

In consultation with the Department of Energy, Environment and Climate Action, provide a flora and fauna survey and report, prepared by a suitably qualified professional, which includes but is not limited to species surveys for Gippsland Giant Earthworm, and measures required to protect identified species. The flora assessment must have regard to 'Guidelines for the removal, destruction or lopping of native vegetation 2017' (DEECA), including how

SOUTH GIPPSLAND PLANNING SCHEME

it is proposed to protect and manage any native vegetation, including the provision of any offsets if required.

Bushfire

Provide perimeter roads along areas of vegetation, including the waterway reserve and public open space, in accordance with Figure 1.

Provide a bushfire risk assessment report prepared by a suitably qualified professional demonstrating how subdivision of lots can achieve dwelling and building envelopes that has exposure to radiant heat of no greater than 12.5KW/m² and which addresses bushfire hazard risks that may occur as a result of staged and non-contiguous subdivision development.

SOUTH GIPPSLAND PLANNING SCHEME

Figure 1



Note: Figure 1 displays land development principles to guide the preparation of a development plan. Details in the Figure 1 plan can be varied if preparation of a development plan justifies a variation and is to the satisfaction of the responsible authority. The overarching road connectivity, open space and drainage reserve principles of the layout must not be varied.



SITE CONEXT PLAN

SCALE 1:1500 (A3)



INDEX	DATE	REVISION	APPD.
E			
D	27/11/2024	PLANS REVISED AS PER SGSC COMMENTS	MB
C	30/10/2024	PLANS REVISED AS PER SGSC COMMENTS	MB
B	18/9/2024	PLANS REVISED AS PER SGSC COMMENTS	MB
A	25/7/2024	INITIAL SUBMISSION TO SOUTH GIPPSLAND SHIRE COUNCIL	MB

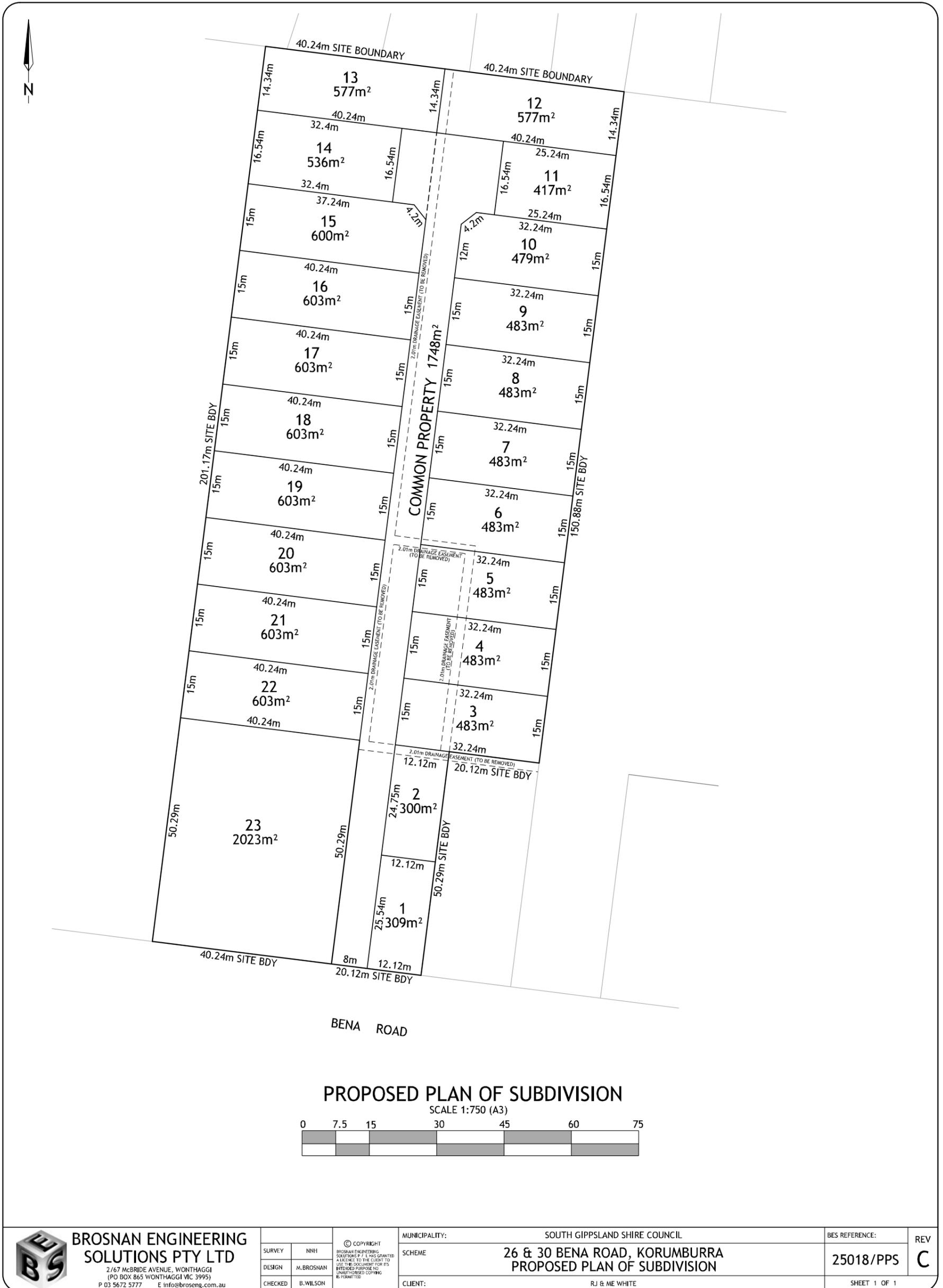


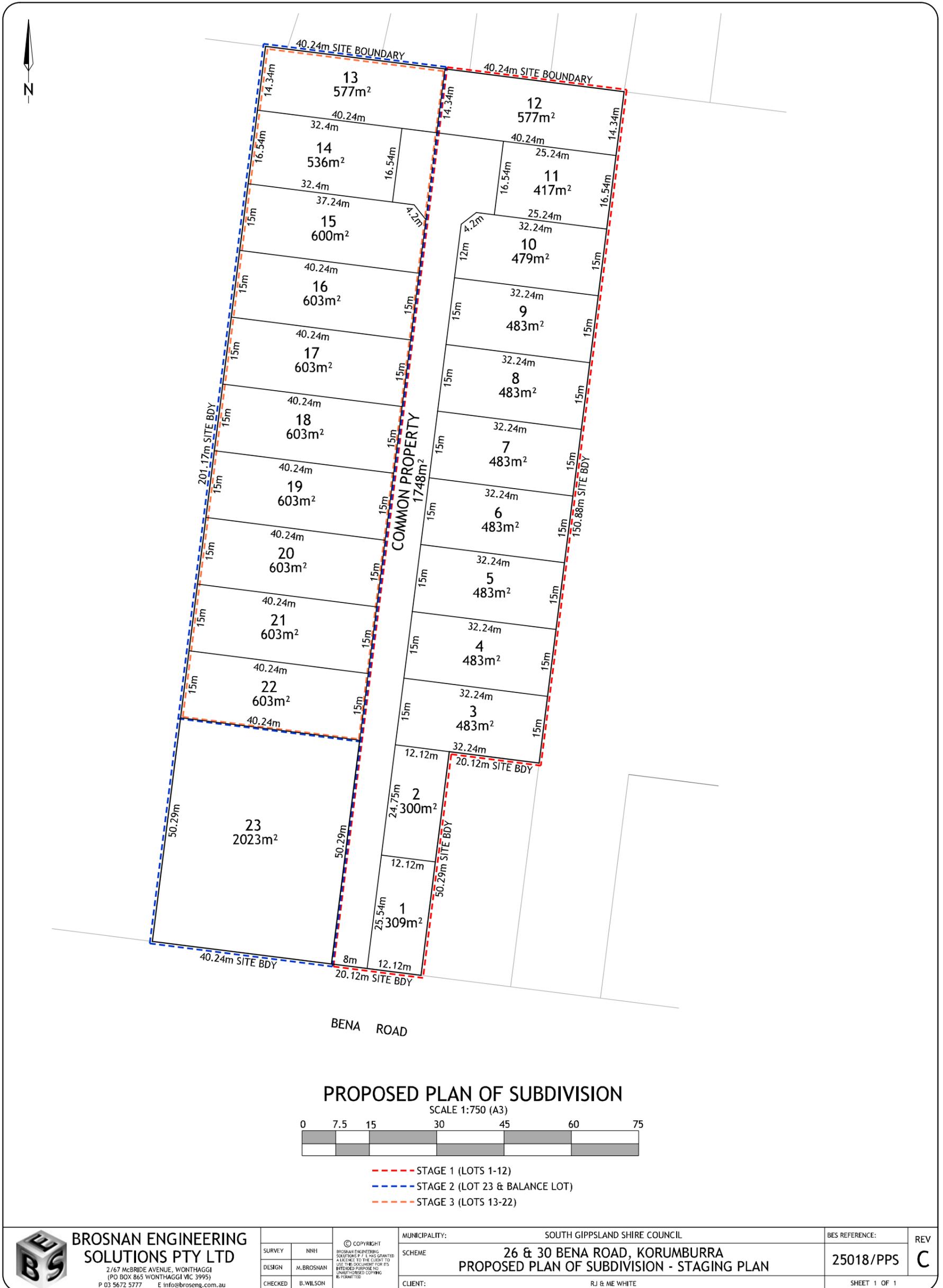
BROSAN ENGINEERING SOLUTIONS PTY LTD
 2/67 McBRIDE AVENUE, WONTHAGGI
 (PO BOX 865 WONTHAGGI VIC 3995)
 P 03 5672 5777 E info@broseng.com.au

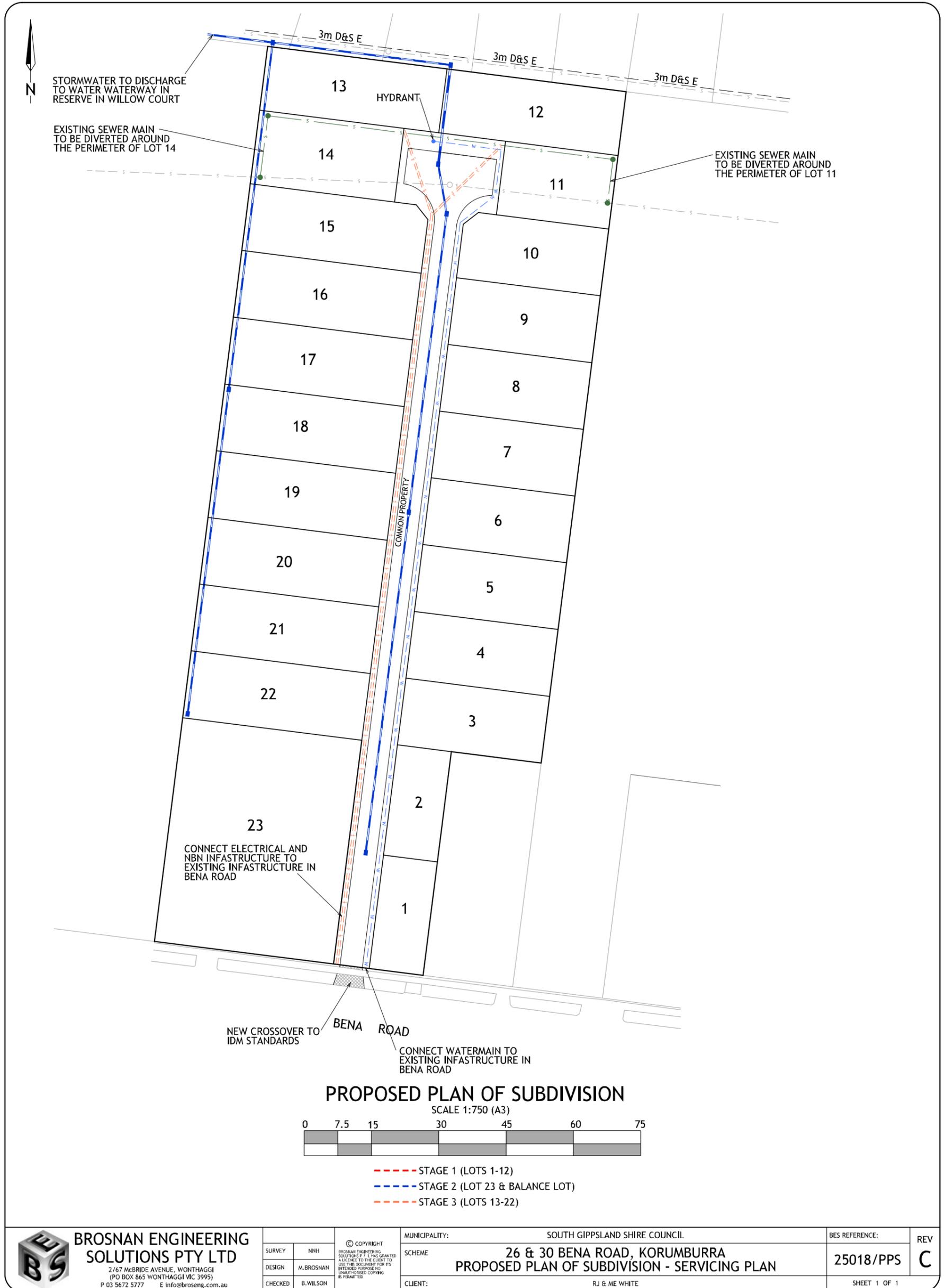
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MUNICIPALITY:	SOUTH GIPPSLAND SHIRE COUNCIL
CLIENT:	BOAGS PROPERTIES PTY LTD
SCHEME	26 & 30 BENA ROAD, KORUMBURRA PROPOSED PLAN OF SUBDIVISION - SITE CONTEXT PLAN

BES REFERENCE:	REV
25018/PPS	C
SHEET 1 OF 1	







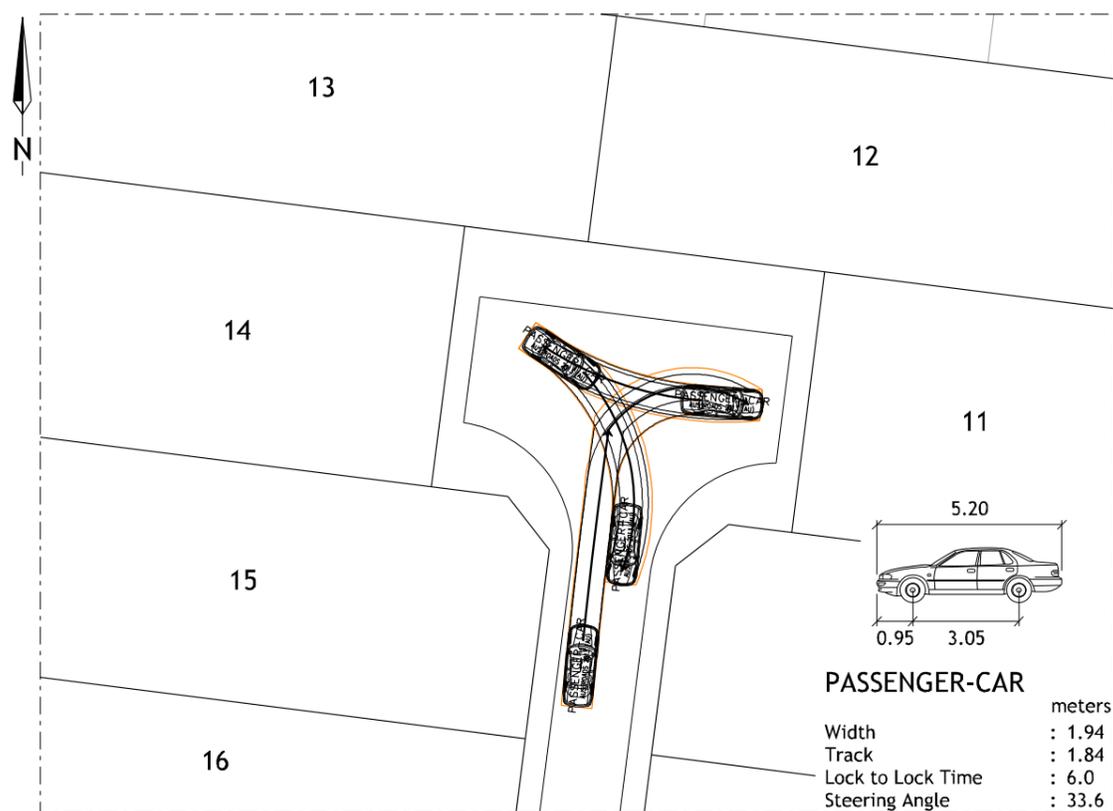
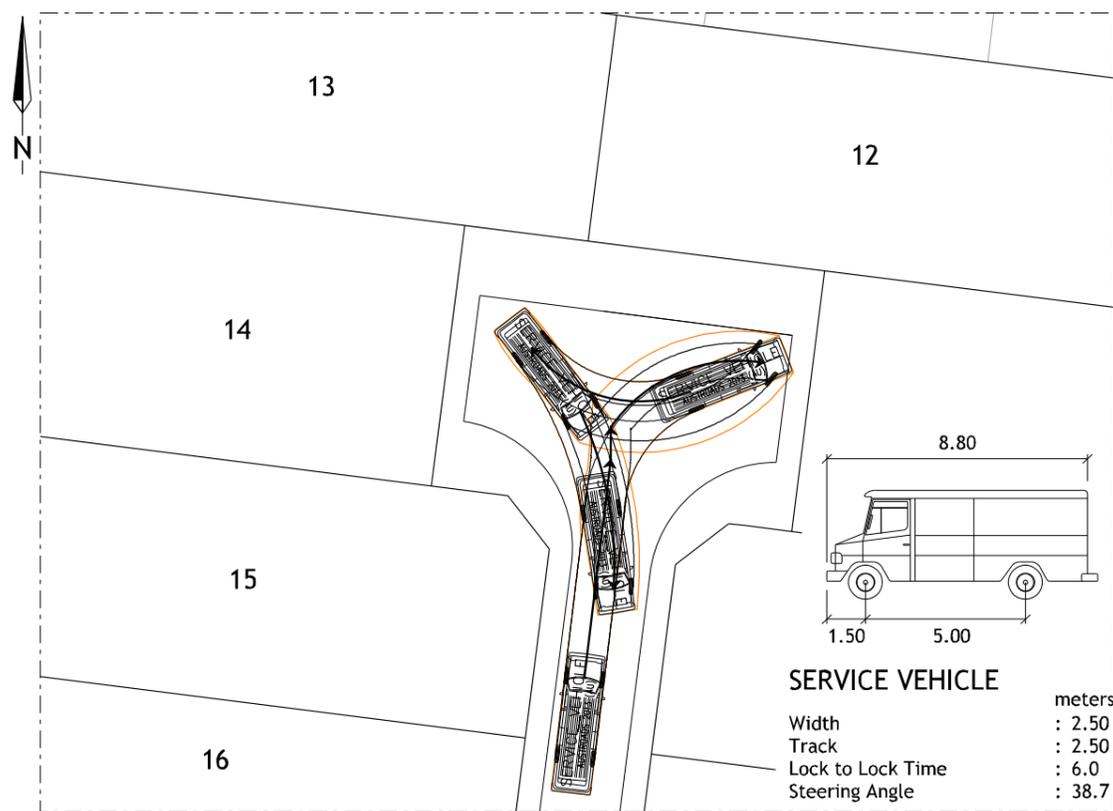
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DESIGN	M.BROSAN
CHECKED	B.WILSON

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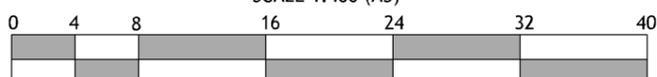
MUNICIPALITY:	SOUTH GIPPSLAND SHIRE COUNCIL
CLIENT:	RJ & ME WHITE
SCHEME	26 & 30 BENA ROAD, KORUMBURRA PROPOSED PLAN OF SUBDIVISION - SERVICING PLAN

BES REFERENCE:	25018/PPS	REV	C
SHEET 1 OF 1			



TURNING MOVEMENTS PLAN

SCALE 1:400 (A3)



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SCHEME	26 BENA ROAD, KORUMBURRA TURNING MOVEMENTS PLAN
CLIENT:	RJ & ME WHITE

BES REFERENCE:	REV
25018/TURN	C
SHEET 1 OF 1	



LEGEND

- Site Boundary
- Existing Titles
- 30m buffer to waterway
- Proposed Land Uses**
- Residential Area
- Waterway Reserve
- Unencumbered Open Space
- Proposed Road Network**
- Access Street (16m)
- Access Street (16m) - shared across titles
- Access Lane (12m)
- Shared Driveway (6m) - body corporate
- Existing Site Features**
- Existing Buildings
- Contours (0.5m interval)
- Cadastre
- Sewer Mains
- Sewer Manholes
- Sewer Nodes
- Sewer Service Lines
- Water Mains
- Water Nodes
- Water Service Lines
- Overlays**
- Development Plan Overlay

Notes:

1. Properties are encouraged to develop in conjunction with neighbouring sites to ensure efficiency of development and maximise their development potential.
2. Properties 8, 10 and 14 Bena Road and 54 Valley View Parade will need to develop together.
3. All properties will need to provide a contribution to public open space either in the form of land or cash in accordance with the Subdivision Act 1988.

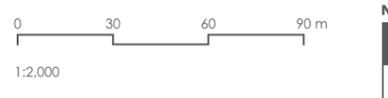


**South Gippsland
Shire Council**

Note: This plan has been prepared based on preliminary information only. Detailed site and internal dimensions will be needed to be confirmed by survey. This plan is subject to review and approval by relevant authorities and is subject to change.

**UrbanDesign
and management**

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Planning | Urban Design | Civil Engineering
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24042_A3	B	Dec 2024	MH	Bena Road, Korumburra	Masterplan
Drawing Ref.	Revision	Date	Drawn	Project	Drawing Title

Submissions Bena Road Long Lots

Submission 1A

I am writing to strongly object to the Council infill proposal for the northern side of Bena Road. I am the owner of [REDACTED], Korumburra. I have subdivided [REDACTED] into a 1.5 acre lot which was completed in 2016 and currently finalising [REDACTED] into an approx 900 sq metre lot. It appears the plan used in the proposal is well out of date as it doesn't recognise [REDACTED]. Also sheds on 40 Bena Road are no longer there and a large Shed is now erected. I placed the [REDACTED] block on the market in June 2025 and now that the Council proposal has been made public (8 August 2025) it has now resulted in loss of two sales as there is uncertainty if my land will be acquired to use as an access road and public open space. The cost of listing the property, photos and section 32 are now for nothing. I am retired and this sale was key in my retirement savings which is now severely in question resulting in significant negative financial impact on my life. The chances of me being able to sell [REDACTED] Road will now be 'nil' while this proposal hangs over the property. I do not see why other peoples' land including mine should be earmarked for access roads and public open space while a developer/s are not required to provide the access road and use their own land for this purpose. The developer/s maximise their profit at the expense of other landowners losing both financially and lifestyle. The creation of a roundabout in Bena Road linking Ferrier Street into an access Road into 26 Bena Road (using the developers land) should be considered. It is actually safer for traffic to access Jumbunna Road via Ferrier Street than coming out Bena Road at the George, Jumbunna intersection. When I bought [REDACTED] in 2010 I did my due diligence with Council and there were no overlays. The first week I moved in the Planning dept of Council sent a letter saying they were going to do a feasibility study on the Northern side of Bena Road. I met with Planning and they said they were going to do a feasibility study but needed \$100K budget allocated. Nothing more happened. My questions are: 1. How long will this proposal hang over my land? 2. If this goes ahead, who will acquire my properties? 3. How long will this take to acquire the land? 4. How much do they pay? I cannot stress how much this proposal is severely impacting my financial future, let alone wellbeing.

Submission 1B

Please accept some additional comments on the proposal.

- I mentioned in a previous submission the Council looked at developing a proposal for these lots in 2010-11. When I spoke with the Planning Officer at that time he mentioned the idea of having an access road in and long courts each way running parallel to Bena Road, they would have been larger lots. This would use the land but maintain a more rural feel. This could be considered at Number 26 Bena Road where neighbours are willing to work with the new owner developer. Having semi rural blocks provides a natural habitat for many flocks of birds and a green belt for the wildlife and residents of Korumburra.
- I believe I am **the most effected** by the current proposal with 3 properties

- [REDACTED] where my house is will be surrounded on 3 sides by a road, the road will come within two metres of my Garage/Art Studio and obstruct my storm water from my Garage/Studio. I am not sure that having my house being surrounded by 3 roads falls within being allowable under the planning scheme?
 - [REDACTED] my current subdivision close to finalising. Under the proposal I will lose half of the approx 900 sqm block.
 - [REDACTED] my 1.5 acre block I will lose completely.
 - I have paid my rates for nearly 15 years and maintained my property and undertaken/ing 2 subdivisions which I believe are sensitive to the environment and neighbours with no objections. This will all be for nothing and now that I am trying to sell my land cannot do so due to this consultation hanging over the land. This has a major effect on me personally and financially.
 - If this goes ahead as **is what time frame will council take to acquire my land and compensation and what is the calculated compensation?** My land being [REDACTED] being effected?
 - As mentioned I strongly oppose this proposal and hope Council will consider other fairer options for all.
-

Submission 1C

I mentioned in a previous submission the Council looked at developing a proposal for these lots in 2010-11. When I spoke with the Planning Officer at that time he mentioned the idea of having an access road in and long courts each way running parallel to Bena Road, they would have been larger lots. This would use the land but maintain a more rural feel. This could be considered at Number 26 Bena Road where neighbours are willing to work with the new owner developer. Having semi rural blocks provides a natural habitat for many flocks of birds and a green belt for the wildlife and residents of Korumburra.

I believe I am the most effected by the current proposal with 3 properties

[REDACTED] where my house is will be surrounded on 3 sides by a road, the road will come within two metres of my Garage/Art Studio and obstruct my storm water from my Garage/Studio. I am not sure that having my house being surrounded by 3 roads falls within being allowable under the planning scheme?

[REDACTED] my current subdivision close to finalising. Under the proposal I will lose half of the approx 900 sqm block.

[REDACTED] my 1.5 acre block I will lose completely.

I have paid my rates for nearly 15 years and maintained my property and undertaken/ing 2 subdivisions which I believe are sensitive to the environment and neighbours with no objections. This will all be for nothing and now that I am trying to sell my land cannot do so due to this consultation hanging over the land. This has a major effect on me personally and financially.

If this goes ahead as is what time frame will council take to acquire my land and compensation and what is the calculated compensation? My land being 44 Bena Road, 42B Bena Road and 42 Bena Road being effected?

As mentioned I strongly oppose this proposal and hope Council will consider other fairer options for all.

Submission 2

Although I am in favour with future housing developments down Bena Road I am against such a massive and dense estate as this one due to the following reasons. 1. Bena Road is narrow and there is increasing traffic due to new estates. This proposed estate would create multiple new streets that all connect to Bena Road. This would cause a number of traffic issues. Also parking issues in the estate may spill out onto Bena Road. In the plans I noted that houses would be so packed in they would share driveways. 2. The lot sizes are extremely small and with the land being steep, houses will literally be built on top of each other. There is no need to have a Clyde style housing development here in Korumburra. This is why the last proposed housing estate down Bena Road was so strongly opposed. 3. It will destroy the character of Bena Road. It will make the North side of Bena Road look like a new housing estate. This would clash with the established look of the rest of the street. 4. Individual subdivisions can still be done on appropriate long blocks.

Submission 3

We are writing in regard to the proposed development of the long lots on the northern side of Bena Road in Korumburra as related to us in the recent letter from Ken Griffiths. We reside at [REDACTED] and we are generally supportive of the plan. If we would be able to retain the two 500m² lots which contain our residence and shed for the time being, we would be ready to subdivide the back ¾ of our block right away. In regard to the overall development our only concern is that the bushy character of the area be maintained and that as many mature trees are retained where possible, or if not possible are offset planted at other nearby locations. A lot of wildlife call this area home including lots of frogs, possums and many species of birds that may lose habitat with subdividing the blocks, so we would hope new habitat would be established nearby such as along the creek, in the open space or on corners/verges. We also would like to suggest shifting the open space up so that it adjoins the creek reserve rather than being separated from it with a road. This would allow more continuous, unfragmented habitat for local wildlife and would make a nice creekside parkland for residents. We look forward to hearing more about the development and how subdivision may proceed if there are residents who object and don't want to join in. Thank you for your time.

Submission 4

Personally, I am not in favor of this planned development. Firstly, the area does not have or can sustain the growth in terms of population base. We do not have the basic infrastructure currently or in the foreseeable future. If you look at population growth historically and in the last census, Population has not grown but if it has very slowly and been stagnant over the years. Currently with the existing development at the bottom of Bena Rd, There are traffic flow issues already as Bena Rd is not wide enough and this new plan will further add to further problems. Also one way in and one way out to this development. The current and future set up will create challenges for emergency services when and if required. People who move to the area do so for the Country feel not necessarily for it to look like suburbia in the outskirts of Melbourne. There has been a very slow change with Retail and the current set up is unable to service the current population . ie Healthcare , Transport , Education , Industry

Submission 5

Bena road has become very busy with the opening of the new estate in the last two years. Traffic moves quicker than speed limit by the time they reach the downhill decline with major safety concerns for young children, elderly, disabled etc. no speed humps in place. The road has become worn already with extra traffic let alone adding more to it. The greenbelt between Bena Rd and valley view parade provides safety for wildlife currently, removing this would serverly impact this.

Submission 6

The proposal for 8a-62 Bena Road, Korumburra. Korumburra is a beautiful small town which has still a lot of beautiful green areas and I feel that this proposal will impact many people and wildlife very significantly. The infrastructure in Korumburra will not cope with so many extra cars etc. These proposed lots are quite small and it feels like there will be way too many houses and units all crammed in. Adding in extra roads is obviously going to affect a couple of long standing properties which will need to be removed. People move here away from suburbia for a more clean and less populated community. I am against this proposal as I really feel that Korumburra will not benefit from more houses. I think that the Main Street shops need a lot more support, a lot have closed down and am not sure why. The rail trail brings so many tourists here which is fantastic and they support the town very much.

Submission 7

In reference to the letter received discussing future subdivision on the northern side of Bena Rd, we have recently acquired lot 8a Bena and are considering building at some stage in the future.

We welcome the proposed plan as it addresses many of the issues and seems a reasonable response to the planning challenge faced.

However, I am not clear how we should proceed if we're were wanting to both develop and align with future subdivision division plans.

Also, if landowners were open to selling, would council consider acquiring land to facilitate future plans? If so we may be open to this.

Submission 8

We live at [REDACTED], our property overlooks the back of the northern Bena rd properties.

We do have some concerns regarding councils attached proposed plan, and the unspecified nature of possible lot sizes.

Originally our property rested in a Low Density Residential Zone, which was attractive for its rural & green character, it now appears to be General Residential according to your letter. Which does change the nature of the environment significantly.

Given the shape / depth of existing Bena rd blocks, construction of houses / units would appear very cramped & remove green visual spaces.

These properties, as well as our own in Willow court, are larger & provide a buffer to over development, as well as spaces for wildlife.

The 'Botanica' housing development is already large, & brings greater traffic flow into Bena rd, which impacts King St, & George st.

We understand progress is necessary but consideration needs to be given to how that unfolds. To dramatically change a rural environment needs a careful approach that doesn't destroy what is an essential value to the township, green visual spaces, low noise pollution, and the country feel.

Submission 9

██████████, owners and ratepayers at ██████████, wanted to send through our thoughts regarding development of long strip properties in Bena Road, Korumburra.

We moved to Korumburra from the Mornington Peninsula for "country life" and as a result bought the above property next to similar properties for the long strips and space around us.

Any change to this, we would object to automatically.

As it is, all the over development of property around Korumburra has us reconsidering retirement in Korumburra.

We understand that a property developer has acquired land close to us for high density property development and as soon as we have an opportunity to object to this, we intend to.

Submission 10

In relation to the proposed "Development Plan" for land at 8A to 62 Bena Road Korumburra As an owner of property in Bena Road for the past 46 years, I object to the proposed 112 blocks outlined in the South Gippsland Planning Scheme

I am not on the Northern side of Bena Road, I became aware of this proposal by concerned neighbours who were all sent letters outlining this proposal (Northern side). My concern is for the access to and from this development with the hundreds of extra cars and trucks plus the major works development and maintenance traffic that Bena Road itself (in it's current condition) is NOT suitable to withstand the extra traffic. My great concern is for the following reasons:

Bena Road is a very narrow road with a dangerous crest at the top (at the intersections of George Street and Jumbunna Road) – where people park in the “no parking” zone right on the crest. The road is definitely not built to withstand the extra traffic and work maintenance traffic, disruptions, congestion, noise and air pollution for this 112 block proposal

As this affects me (a Bena Rd resident), I was shocked that I have received no correspondence regarding this subdivision proposal. I wish to know how the Development Plan will enable the delivery of the necessary and appropriate traffic management and traffic calming measures required to safely integrate this proposal of subdivisions. My concern is the actual chaos this extra traffic will cause to Bena Road itself (including the top and bottom proposed access points)

Bena Road is very steep and traffic/heavy trucks etc gain speed and fly down Bena Road greatly exceeding the speed limit. As a resident of Bena Road, I have not been informed of any clear alternative structure plan that should require the necessity of safer and more reasonable access areas elsewhere. The Development Plan should be amended so as not to preclude the opportunity for a future “through” access road/s which ideally does not require using Bena Road at all

Bena Road was historically a road leaving town to Whitelaw and the original road to Bena and over time has been built up. In the context of this Development Plan and further development opportunities in the future, there is a need for significant Council investment and Developer led investment to ensure Bena Road is a safe and walkable street, it is not clear to me how this proposed Development Plan will contribute to that

I am of the view that alternative access needs to be provided for to support any subdivision of the Bena Road long lots, that not only includes Bena Road but connects the proposed subdivisions to the north - at Valley View Parade. This would mitigate traffic safety issues focused on the eastern end of Bena Road, providing safe and alternative access to the new subdivided lots via Valley View Parade as well. Connection through to Valley View Parade would also support a more connected and walkable Korumburra, rather than providing sporadic and disconnected subdivisions that aren't accessible or integrated into the township. The connections between the subdivision and both (i) Bena Road and (ii) Valley View Parade should be funded and delivered as part of the redevelopment of the land and for the benefit of Korumburra's existing community.

I have attached a map depicting the potential locations where the future subdivision can be better integrated into the township through connection with Valley View Parade. Please accept some additional comments on the proposal.

Submission 11

I am writing on behalf of myself and my father, [REDACTED], in response to your letter dated 8 August 2025 (reference as noted above). The contents of the letter have caused considerable distress and anxiety to [REDACTED], who is elderly and has resided at the property for over 40 years. He is now deeply concerned about the

potential financial impact of the proposed changes. Over the decades, he has witnessed limited investment from the Shire in terms of infrastructure improvements, including roads, public amenities, and transport links to and from Korumburra. The closure of major banks and reduction in services and amenities have already affected the community, and the suggestion that his property may be repurposed as a road—rendering it effectively valueless—was both alarming and disheartening. He has received his annual rate notice today, and it appears that the capital improved value has already dropped substantially from last year's notice, despite your letter indicate that this plan is a starting point.

Given the number of unbuilt existing subdivisions in the Korumburra area, including further down Bena Road, the proposal to redevelop existing residential properties on the northern side of Bena Road—most of which are currently occupied—appears unnecessary and poorly considered.

If the Council intends to establish a minimum lot size as a guiding principle for future subdivisions, that is understandable. However, applying this principle selectively to an established residential area solely because the blocks are larger (approximately one acre) is inequitable. It raises concerns about the future character of Korumburra—many residents and prospective homeowners are drawn to the area for its spacious, low-density living and the attraction of space.

We would also like to raise the following specific concerns:

1. Access and Safety: The current road infrastructure does not adequately support existing developments further down Bena Road. Access to the driveway at [REDACTED] is already hazardous, with visibility issues and traffic volume. Parking restrictions are already in place to 14 Bena Road and additionally, the southern side of Bena Road lacks proper drainage infrastructure, featuring a hazardous ditch and steep embankment that further impedes traffic flow.
2. Developer Involvement:
 - o Who is the developer seeking to acquire and redevelop the existing residential lots and why is the council facilitating this in this manner – and at rate payers' expense?
 - o What compensation will be offered to property owners, including [REDACTED], whose land is earmarked for road development? This is concerning as any proposal that designates a residential property for future use as a road immediately and significantly devalues the land, stripping the owner of the ability to realise fair market value. Moreover, it undermines [REDACTED] fundamental right to determine whether or not he wishes to sell or develop his own property. To impose such a change without a clear compensation framework is not only unjust—it sets a troubling precedent for how long-standing residents are treated in future planning decisions.
3. Development Restrictions:
 - o Will a development overlay be imposed on properties along the North side of Bena Road, restricting current or future development? For example, [REDACTED] is currently vacant—would the proposed plan prevent a residential dwelling from being built there? Equally would it prevent extension or re-building of the current house on [REDACTED]?
4. Compensation Clarity:
 - o Your letter states that land designated as public space will be compensated, but land allocated for drainage will not be under existing arrangements. What does this mean specifically for [REDACTED], which appears to be designated as a road? What are these "existing arrangements," and do they imply that a developer has already been identified?

Finally, your comment that “creating subdivisions involving multiple landowners over many years is difficult” and that “we are interested to explore with landowners and the community how you see the future of this area” is appreciated. However, the current proposal, particularly its impact on long-standing residents, does not reflect a collaborative or community-focused approach. Overlaying such a plan on this specific area is deeply concerning and does not represent the interests of the local community or ratepayers. We respectfully request further clarification on the above points and urge the Council to reconsider the implications of this proposal on existing residents.

Submission 12

Thank you for discussing the proposed subdivision of [REDACTED] with me today.

I support the planning proposal for the Bena Road precinct that the Council is putting forward. However, my timeline does not align with a 20+ year outlook. To better align with the Council's plans while still allowing us to proceed with building, I've drafted a preliminary concept overlaid on your existing plan for the Bena Road precinct.

The basic idea is as follows:

- * Lots 1 and 2 would remain under the ownership of [REDACTED], ensuring no impact on their land or title.
- * Lots 3-7 could be accessed via a carriageway over title or a similar arrangement. Once access becomes available through the proposed courts, these carriageway rights could be removed.
- * I anticipate that electricity would be serviced under a group scheme. Electricity, water, and NBN are all available.

I believe a solution along these lines could enable us to move forward in alignment with the Council's plans. I acknowledge that I am not familiar with all the requirements for access and public space, and I have not yet sought professional advice on this matter. Please excuse any potential naivety in my proposal.

If you believe this concept has merit and could be feasible, I would then engage planning consultants to prepare the necessary submission.

Thank you again for taking the time to consider this and I look forward to receiving your guidance.

Submission 13

Bena Road Neighbourhood Meeting held in the Korumburra Library on Saturday 28 August 2025 at 11.00 am

Attendees: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Apologies:

[REDACTED]

Acknowledging some landowners unable to attend the meeting.

Chair: [REDACTED]

Notes taker: [REDACTED]

Purpose:

- For concerned residents to discuss the South Gippsland Shire Council letter (dated 8 August 2025 Ref: SP/2025/5) to landowners between 8A and 62 Bena Road Korumburra posing the *question How should land on the northern side of Bena Road, be subdivided?*
- To collect views and information to develop a response to the Council Planning Department with cc: to local councillors Nathan Hersey, John Kennedy and Bronwyn Beach.
- Determine questions for Council to provide further information and context and request to then hold a community/neighbourhood meeting with the Council Planning Department and local councillors.

Questions for Shire

1. What is the driver for Council wanting to develop these parcels (8A to 62 Bena Road) of land;
 - a) is it government strategy and pressure to open up more residential lots?
 - b) is it due to the recent sale of 26 Bena Road and a developer approaching landowners adjoining land (i.e. 24 and 30 Bena Road) to develop?
 - c) if the Council doesn't want multiple apartments/townhouses being built, can they amend the South Gippsland Planning Scheme to limit the maximum number being built on a residential lot or in a subdivision or limit a minimum block size?
2. Why has council released a press release before all landowners had received a letter first? Why the urgency?
3. With the draft proposed plan (dated Dec 2024) why is Council using a significantly out of date plan? This is causing residents much distress, shock and disbelief, with proposed roads going through existing homes, block boundaries going through existing homes including a current build (at 52 Bena Rd (building permit issued July 2025) and between homes separating a family (e.g. 22 Bena Road), residential blocks not acknowledged correctly (44 Bena Rd [subdivided in 2016] and 42B Bena Road [current subdivision]), access roads cutting across multiple titles not acknowledged. It seems that the proposal implies that all existing homes would have to be demolished
4. What is the process of how the development will be co-ordinated across so many landowners and over 20 to 30 years?
5. Can the Council acquire landowners land against their will for public open space and to create road access? With 44 Bena Road currently on the market this proposal will put off any prospective buyer, causing financial loss and damages.

6. If a developer wants to subdivide, why are they not responsible to use their own land as the access road and not other landowners land with these other landowners taking a significant financial loss and lifestyle disruption for the benefit of the developer who wants to maximise their profit?
7. How does the Council see that it is preserving the rural township character of Korumburra when the over 100 blocks are being proposed down to 500 – 700 sq metres?
8. Is Council proposing to impose a planning overlay on blocks between 8A and 62 Bena Road?
9. What does “compensate for drainage “mean?
10. When is the Council planning to start this process if it is looking at its implementation in 20-30 years time?

Drainage, sewerage and public open space

- Some insurance companies may not cover homes downstream due to increased storm water flows and flooding from Foster Creek. How will this be avoided?
- Excess water flows along the back boundaries of Valley view properties and back boundaries of Bena Road properties will increase. How will this be managed effectively for the immediate environment and downstream?
- How will the additional storm water further eroding Foster Creek with further loss of the already diminished aquatic and animal life in and along the creek be avoided? How will this additional stormwater along with stormwater from the proposed 99 Bena Rd development become an asset to the community and further downstream?
- Currently the maintenance of Foster Creek reserve in Willow Crt is done by Matt Schellekens, as a volunteer, mowing and cleaning up branches etc. How will the creation of additional public open space be effectively maintained? Is there a bushfire overlay for this area (<https://mapshare.vic.gov.au/vicplan/>)? If the proposal goes ahead and therefore the risk for a larger number of residents, what will be the implications for supportive infrastructure in this bushfire risk area e.g. road access, traffic flow, water supply?
- The existing environment and its vegetated areas provides habitat for over 47 species of birds along with wombats, echidnas, wallabies, and fish (galaxias, eels) and a unique crayfish. What will happen to them? Rather than reduce the habitat for native wildlife, why not increase it and include even the encouragement of giant earthworm?
- While a waterway is identified on the plan, it extends well beyond what is indicated. Moreover, the waterway entering at 46 Bena Rd and developed by the landowners and Council to be an asset to the environment and community is not identified on the plan. Will this just be destroyed?
- How can riparian areas along Foster Creek be maintained if a road seemingly runs along an edge of the creek? What has happened to the 30 metre buffer requirement?
- How would sewerage be efficiently managed given that the recent installation of the sewerage line along the southern side of Bena Rd was completed to reduce pressure on older existing lines running through some of the Bena Rd properties in this proposal?

Rural Township Character

- The current 1 and 2 acre blocks provide variety and a green belt for the town between middle density subdivisions - cutting them down to 500 – 700 square metre blocks would lose the rural views, native wildlife and buffer. We must encourage and maintain variety and types of lifestyles that residents have bought into (and will want to buy into) and the areas rurality.
- Creating additional smaller blocks, will highlight lack of public transport for more young people to get to work, and place pressure on schools which are at capacity. Areas such as Officer, Drouin, Pakenham etc that have seen rapid expansion in recent times have much greater infrastructure, as well as railway stations, & frequent buses which allows for travel to & from workplaces, schools, shopping precincts.
- High density housing should not be happening in Korumburra. What overlays has or can Council place on the size of blocks in General Residential areas? Are there no restrictions whatsoever?
- People want to live on rural land. This proposal diminishes the original idea of Bena Road and Council needs to understand that the rural living lifestyle currently provided by Bena Road blocks is an asset for the community in many ways including choice of lifestyle, enjoyment of open breathing space, promoting biodiversity, and the pursuit of a variety of interests not possible elsewhere.
- Residents of Willow Court and Valley View are also concerned about the potential loss of rural lifestyles.
- Is the Korumburra Structure Plan 2010 still being pursued? If not, what is the current Structure Plan?
- How will this proposal foster cooperation in the neighbourhood and community? How will it work if not all are involved simultaneously?

Traffic

- Botanica Estate is yet to be fully utilised and additional blocks in the 99 Bena Road application are yet to be finalised. We are yet to have the full impact of additional traffic without another 80 plus lots being developed in this proposal.
- The Jumbunna Rd, George St and Bena Road intersection for cars and pedestrians is dangerous already with a number of near misses. In order to access the footpath in George Street it is dangerous trying to cross the intersection. How will safety be improved at this intersection before any further development proceeds?
- The top Road Access proposed (14 Bena Rd) is on the crest of Bena Road where it is No Standing. There are issues of cars, delivery vans, trades people parking in the No Standing zone resulting in drivers tooting at all hours due to dangerous nature of trying to get through. How will Council widen the crest to make it safer?
- Even if the proposal proceeded in 20-30 years' time, would not a better bottom Road Access be at 26 Bena Rd since this could connect with Ferrier St?
- How will Bena Road and surrounding intersections cope with an estimated 10 car journeys per lot per day from this plan let alone from the proposed 99 Bena Rd development as well as the additional lots in the current and next stage planning of Botanica Estate?

Going forward

- The group thanked Richard for convening the meeting.
- Provide these notes to Council Planning department and local councillors (Nathan Hersey, John Kennedy and Bronwyn Beach) with a request for a community neighbourhood meeting with our local Councillors and the Planning Department.
- Extend invitation to residents in Valley View and George Street that also back onto this proposed area and other Bena Road residents opposite as they may not be aware and will be impacted by additional traffic.
- While the majority of landowners present at the meeting are strongly opposed to the proposal, we respect the rights of individuals who wish to develop their property.
- This group acknowledges there is pressure on the Shire to develop more house blocks and encourages planning and development which promotes the rural community liveability of Korumburra which promotes the ongoing health and well-being of current and future residents.

Bena Road Long Lots community consultation – August – September 2025

Submitter Issue	Council Officer Response
Landowner at eastern end of subject area is interested in subdividing now and does not support integration of their development with broader surrounding area	Advised to work with neighbours 8, 10, 14 Bena and 54 Valley View as set out in the draft masterplan.
Bena Road traffic, lack of capacity for further development	Council officers recognise that Bena Road has traffic management issues and these are being considered as part of the broader development of south western Korumburra. The masterplan (future development plan) will help to minimise any additional issues developing by providing a safe subdivision outcome.
Concern about impact on flora and fauna	1. Flora and Fauna reports will be required by Development Plan provisions 2. Foster Creek setback has now increased from 30m to 50m, accommodating most vegetation and likely habitat in area
Road between waterway reserve and open space reserve is a bad idea	Clear separation of open space and drainage functions is best practice design and aids in managing fire risk. It also delivers good urban design outcomes and is safer (separation from flood water)
Do not want shared driveway on landowner's boundary	Council does not support long shared driveways on individual lots in the subject area. Advised subdivision will only be supported if integrated into adjoining land.
Came for quiet life, not development/ loss of rural lifestyle	Land has been zoned for standard Residential for many years and can be subdivided presently.
Have two subdivisions in process. Not accounted for in the draft masterplan.	The new two lot subdivision is approved by Council however is yet to be completed. A future development plan will recognise the boundaries of this subdivision and the proposed road network can be moved to account for the approved subdivision plan. Application of proposed DPO12 will not affect the rights of any approved subdivision plan.
Object that property earmarked for Public Open Space (POS)	Unencumbered POS is entitled to be compensated for by Council under standard practices.
Landowner does not want to subdivide their land	There is no compulsion to develop. All existing use rights remain and landowners can continue to live in a single dwelling on a single lot for as long as they wish.
Lack of infrastructure – issue raised in a number of submission	The subject area has all infrastructure services necessary to support development. Some sewer and water assets will require

	relocation. Upgrades to pedestrian infrastructure in the immediate surrounding area will be required. Upgrade of Bena Road / Jumbunna Road intersection is a matter of broader consideration as part of the precinct planning for south western Korumburra.
Alternative road access required – not Bena Road	Bena Road is the most suitable road to facilitate development of the land.
Size of lots too small	The lots shown are mixed size and relatively large for the zone.
Landowner does not want road shown on property	The road network distributes the impact as evenly as possible. The plan notes that at the eastern end of plan the 3 lot owners will need to work together to deliver the N/S road
Compensation for land	Compensation for land will follow established practice. No land will be taken for public use without compensation payment.
Concern about reduction in council services and retail decline	Issues not relevant to subject consultation.

Bena Road Long Lots Project

Application of the Environmental Audit Overlay (EAO) – 26 & 30

Change DPO6 land to include in DPO12 – 54 to 62 Bena Road



See Environmental Audit Overlay planning scheme provisions on page 2

45.03
01/07/2021
VC203

ENVIRONMENTAL AUDIT OVERLAY

Shown on the planning scheme map as **EAO**.

Purpose

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To ensure that potentially contaminated land is suitable for a use which could be significantly adversely affected by any contamination.

Application

This provision applies to land in an Environmental Audit Overlay and applies whether or not a permit is required.

45.03-1
04/05/2022
VC210

Requirement

Before a sensitive use (residential use, child care centre, kindergarten, pre-school centre, primary school, even if ancillary to another use), children's playground or secondary school commences or before the construction or carrying out of buildings and works in association with these uses commences:

- A preliminary risk screen assessment statement in accordance with the *Environment Protection Act 2017* must be issued stating that an environmental audit is not required for the use or the proposed use; or
- An environmental audit statement under Part 8.3 of the *Environment Protection Act 2017* must be issued stating that the land is suitable for the use or proposed use; or
- A certificate of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970*; or
- A statement of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970* stating that the environmental conditions of the land are suitable for the use or proposed use.

Exemption from requirement

The requirement for a preliminary risk screen assessment statement, an environmental audit statement, a certificate of environmental audit or a statement of environmental audit in this provision does not apply to the construction or carrying out of buildings and works if:

- The buildings and works are associated with an existing sensitive use, secondary school or children's playground, included in Clause 62.02-1 or 62.02-2, and the soil is not disturbed;
- The buildings and works are required by the Environment Protection Authority or an environmental auditor appointed under the *Environment Protection Act 2017* to make the site suitable for use; or
- The buildings and works are reasonably required by environmental auditor appointed under the *Environment Protection Act 2017* or the *Environment Protection Act 1970* to undertake a preliminary risk screen assessment or environmental audit.

5.4. PLANNING SCHEME AMENDMENT C133SGIP - PLANNING PANEL REPORT

Directorate:	Empowering Communities
Department:	Planning and Building Services

Council Plan

Theme - Developing a Sustainable Future

The rezoning of surplus Council land contributes to the sustainable growth of the township and municipality by facilitating the attraction of services and employment opportunities for a growing population.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider adoption of Amendment C133, which proposes to rezone land at 14 Radovick Street, Korumburra, from Public Use Zone (PUZ) to Commercial 1 Zone (C1Z), and a portion of Victoria Street adjoining the subject site from PUZ to General Residential Zone 1.

Council undertook public notice for Amendment C133 from 15 May 2025 to 17 June 2025. A total of 43 submissions were received. The amendment was referred to an Planning Panel (the Panel) for consideration; the Panel hearing was held at the Korumburra Community Hub on 4 December 2025. The panel report was received at Council on 12 January 2026 (**Attachment [5.4.1]**), recommending that Amendment C133 be adopted by Council as exhibited.

RECOMMENDATION

That Council adopt the exhibited South Gippsland Planning Scheme Amendment C133sgip as detailed in Attachment [5.4.2] and submit to the Minister for Planning for approval.

REPORT

Amendment C133 proposes the rezoning of Council-owned land at 14 Radovick Street, Korumburra (former Senior Citizens), from Public Use Zone (PUZ) to Commercial 1 Zone (C1Z), and a portion of Victoria Street adjoining the subject site from PUZ to General Residential Zone 1.

Amendment C133 responds to the State Government's recommendation that public land must be appropriately zoned prior to being sold for private development. The proposed application of the Commercial 1 Zone aligns with the zoning of surrounding land and is, along with neighbouring properties, identified in the South Gippsland Planning Scheme's Clause 11.01-1L-04 Korumburra Town Centre as being most suitable for use as 'Major Retail' in the future.

The issues raised by the community in their submissions to Amendment C133 were discussed in the 17 September 2025 Council Meeting which can be viewed on Council's website. The community submissions are also discussed in the

panel report. Accordingly, this Council Report makes no further comment on the issues raised in the submissions.

Panel Report Findings

The key issue considered by the amendment was whether the land should be rezoned to the Commercial 1 Zone (C1Z), and if there is sufficient strategic planning justification to support the rezoning.

Regarding strategic planning justification, the Panel commented that:

"The Panel notes that the strategic basis for this Amendment was established over a decade ago. The Korumburra Town Centre Framework Plan was adopted in 2013 and implemented through Amendment C93 in October 2014. Amendment C93 introduced the Framework Plan into the Planning Scheme and specifically identified the subject land as a 'Preferred Major Retail Use' location.

The Panel agrees with Council that the local policy framework provides clear and strong support for applying the C1Z to the subject land. The relevant local policies at Clauses 11.01-1L-03 and 11.01-1L-04K relate to the Korumburra Town Centre. The policies seek to:

- *Support Korumburra's role as a retail and service centre*
- *Discourage retail uses outside the town centre retail core*
- *Encourage development of under-used and vacant land identified as 'Preferred Commercial Redevelopment Sites'*
- *Focus active retail uses on main streets including Radovick Street*
- *support consolidation of sites in the town centre retail core.*

The subject land aligns with all of these policy directions and importantly, implements the Korumburra Town Centre Framework Plan. It is located in the heart of the established town centre on a main street (Radovick Street), is currently vacant, and since 2013 has been specifically identified for commercial outcomes." (Panel Report page 14)

Regarding which zone should be applied to the subject land, the panel report provides detailed commentary on the practice guidelines for the application of public land zonings. The Panel broadly agreed with Council's submission that retaining the PUZ will restrict the use of the land and that the C1Z provides for a broader range of land uses, is more flexible, and represents an overall better outcome for a town centre location. The Panel commented that:

"Under all foreseeable scenarios, the PUZ is not the appropriate zoning for this land. The C1Z is appropriate and, importantly, does not preclude future community use of the land should that be the outcome of the ownership dispute. Significantly, part of the existing Senior Citizens building already straddles land in the C1Z, serving to highlight the utility of the zone and the

practicality of bringing the same building within the same zone.” (Panel Report page 16)

The Panel formed the view that a net community benefit is gained from application of the C1Z and that in no ownership scenario is retention of the PUZ warranted. The Panel also noted that retention of the PUZ “...may sterilise a key town centre development site and would not serve the community interest.” (Panel Report page 17)

The Panel concluded its assessment with the comment that:

“The Amendment delivers a sustainable development outcome by ensuring this centrally-located, well-serviced site can be developed for appropriate town centre uses in accordance with long-established strategic policy. This is a more sustainable outcome than leaving the land in an inappropriate zone or allowing it to remain vacant and under-used.” (Panel Report page 17)

OPTIONS

Options available to Council at this stage in the planning scheme amendment process are:

1. Adopt the amendment and submit the amendment to the Minister for Planning for approval.
2. Abandon the amendment and advise the Minister for Planning of the decision to abandon the amendment.
3. Request the Minister for Planning provide an extension of time for Council to make a decision on the Panel’s recommendation. (Note: Councils are required to make a decision on a panel’s recommendation within 40 business days of receiving a panel report, unless the Minister agrees to grant an extension of time).

CONSULTATION / COMMUNITY ENGAGEMENT

Community consultation was undertaken in accordance with the requirements of the *Planning and Environment Act 1987* (the Act) and submissions were considered by the Panel in accordance with the requirements of the Act. No further consultation actions are required before Amendment C133 is submitted to the Minister for Planning for approval.

RESOURCES / FINANCIAL VIABILITY

Adoption and approval of Amendment C133 can occur within existing operational budget allocation.

RISKS

There are no risks associated with adoption and approval of Amendment C133. If Council resolves to abandon the amendment, this will result in continued cost to Council to maintain the land and associated buildings without the ability to sell or lease the land for a private beneficial use.

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. Amendment C133 Panel Report - 14 Radovick Street Korumburra [5.4.1 - 18 pages]
2. C133sgip - Adopted Documents [5.4.2 - 2 pages]

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](#).

South Gippsland Planning Scheme

Legislative Provisions

Planning and Environment Act 1987

Regional, State and National Plan and Policies

Nil

**Planning
Panels
Victoria**

**South Gippsland Planning Scheme Amendment C133sgip
Rezoning of 14 Radovick Street, Korumburra**

Panel Report

Planning and Environment Act 1987

12 January 2026



How will this report be used?

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

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

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

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

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

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

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the PE Act

South Gippsland Planning Scheme Amendment C133sgip

Rezoning of 14 Radovick Street, Korumburra

12 January 2026



Penelope Smith, Chair

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Glossary and abbreviations

Amendment	South Gippsland Planning Scheme Amendment C133sgip
C1Z	Commercial 1 Zone
Council	South Gippsland Shire Council
Economic Assessment	Korumburra Town Centre Framework Plan Economic Assessment, March 2013
GRZ	General Residential Zone
MSS	Municipal Strategic Statement
Planning Scheme	South Gippsland Planning Scheme
PUZ	Public Use Zone
The Practitioner's Guide	Practitioner's Guide to Victorian Planning Schemes, August 2025 (version 8)
VPP	Victoria Planning Provisions

Overview

Amendment summary	
The Amendment	South Gippsland Planning Scheme Amendment C133sgip
Common name	Rezoning of 14 Radovick Street, Korumburra
Brief description	Rezoning of land as follows: <ul style="list-style-type: none"> - Part of 14 Radovick Street, Korumburra from Public Use Zone (Schedules 3 and 6) to Commercial 1 Zone - Part of the Victoria Street, Korumburra road reserve from Public Use Zone (Schedules 3 and 6) to General Residential Zone – Schedule 1 - Part of the Mechanics Lane, Korumburra road reserve from Public Use Zone (Schedule 3) to Commercial 1 Zone
Subject land	Part of 14 Radovick Street, Korumburra comprising Lot 1 on TP535165 and adjoining road reserves at Victoria Street and Mechanics Lane
The Proponent	South Gippsland Shire Council
Planning Authority	South Gippsland Shire Council
Authorisation	4 March 2025, conditional on changes to the Explanatory Report template and additional commentary in the Report on land contamination
Exhibition	15 May to 17 June 2025
Submissions	42 and one petition

Panel process	
The Panel	Penelope Smith (Chair)
Supported by	Georgia Brodrick, Project Officer
Directions Hearing	6 November 2025, by video conference
Panel Hearing	4 December 2025, in person at Korumburra Community Hub and by video conference
Site inspections	4 December 2025, unaccompanied
Parties to the Hearing	South Gippsland Shire Council represented by Ken Griffiths, Strategic Planning Co-ordinator Korumburra Senior Citizens Inc represented by Kris Chrichton Strzelecki Ward Citizens Assembly represented by Andrew McEwan Harry Prosser Rene Richard
Citation	South Gippsland PSA C133sgip [2026] PPV
Date of this report	12 January 2026

Executive summary

South Gippsland Planning Scheme Amendment C133sgip (the Amendment) seeks to rezone:

- part of 14 Radovick Street, Korumburra from Public Use Zone (PUZ) (Schedules 3 and 6) to Commercial Zone 1 (C1Z)
- part of the Victoria Street road reserve from PUZ (Schedules 3 and 6) to General Residential Zone (GRZ) – Schedule 1
- part of the Mechanics Lane road reserve from PUZ (Schedule 3) to C1Z.

The key issues raised in submissions centred around the desire to keep the subject land in the PUZ and available for public purposes. Issues were also raised regarding the strategic justification for the Amendment including demand for retail floorspace.

South Gippsland Shire Council (Council) submitted that the land at 14 Radovick Street is surplus to Council's requirements, that the Senior Citizens have been offered appropriate alternative facilities in a space nearby, and that the Amendment implements a long-term strategic outcome documented in the Korumburra Strategic Framework Plan at Clause 11.01-1L-04 of the Planning Scheme.

Space for senior citizens is clearly an important issue for this community, and community facilities for the wellbeing of older persons is recognised in planning policy. The Panel considers that the action of rezoning this land to the C1Z does not of itself remove community facilities. Rather, the removal of the community facilities is a separate matter governed by different decisions and processes that could occur whether or not a rezoning occurs. The proposed C1Z does not preclude ongoing and continued use of the site for community purposes, as community uses are specifically contemplated by this zone.

The critical issue from the Panel's perspective is whether there is adequate strategic justification for the C1Z. The Panel has concluded that there is, and that it is appropriate to rezone the land in the manner proposed.

Based on the reasons set out in this Report, the Panel concludes:

- South Gippsland Planning Scheme Amendment C133sgip be adopted as exhibited.

Recommendations

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

- 1. South Gippsland Planning Scheme Amendment C133 be adopted as exhibited.**

1 Introduction

1.1 The Amendment

(i) Amendment description

The purpose of the Amendment is to rezone land that Council considers surplus to its needs. Specifically, the Amendment proposes to rezone:

- part of 14 Radovick Street, Korumburra from PUZ (Schedules 3 and 6) to C1Z.
- part of the Victoria Street road reserve from PUZ (Schedules 3 and 6) to GRZ – Schedule 1.
- part of the Mechanics Lane road reserve from PUZ (Schedule 3) to C1Z.

(ii) The subject land

The Amendment applies to land on the north-east corner of Radovick and Victoria Streets, Korumburra, shown in Figure 1 below. It principally concerns Lot 1 on TP535165 (being the westernmost portion of 14 Radovick Street, Korumburra). This site contains part of a vacant building known as the Korumburra Senior Citizens Centre, and part of the car park associated with that building. The adjoining road reserves to the north and west are also subject of the proposed Amendment.

The eastern portion of the building and car park associated with the Korumburra Senior Citizens Centre straddles Lot 2 on TP535165. This is already in the C1Z and does not form part of the proposed Amendment.

Figure 1 Subject land



Source: Explanatory Report

1.2 Background

Council provided a background to the Amendment as part of its Part A submission including a chronology of events which the Panel has summarised in Table 1.

Table 1 Chronology of events

Date	Event
October 2014	Amendment C93 to the South Gippsland Planning Scheme is gazetted. The Amendment: <ul style="list-style-type: none"> - introduces the Korumburra Town Centre Framework Plan, June 2013 as a background document - amends the Local Planning Policy Framework to give effect to the Korumburra Town Centre Framework Plan 2013
December 2023	Council resolves to commence statutory procedures in accordance with Section 114 of the <i>Local Government Act 2020</i> to sell various properties including 14 Radovick Street, Korumburra and to commence community engagement
April 2024	Council considers submissions on the sale of land, and resolves to remove the Public Use Zone and proceed with the sale of land
December 2024	Authorisation sought to prepare Amendment C133sgip
March 2025	Authorisation granted subject to conditions
May-June 2025	Exhibition of the Amendment
17 September 2025	Council considered submissions to C133sgip and requested a Panel
6 November 2025	Directions Hearing
4 December 2025	Unaccompanied inspection of site and surrounds Panel Hearing

1.3 Procedural issues

There were no procedural issues arising from the proceedings.

1.4 The Panel's approach

Key issues raised in submissions were:

- land ownership and sale of public land
- displacement and adequacy of community facilities
- retail demand
- strategic issues.

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

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from the site visit, and submissions and other material presented to it

during the Hearing. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

1.5 Limitations

The Panel is aware that many submitters dispute Council's authority to sell the land and the ownership of the land. Council has advised that these matters are before the Supreme Court.

The Panel advised in its written Directions dated 7 November 2025, and in its opening remarks at the Hearing that the ownership and sale of land was not a matter before it.

Submissions concerning Council's rates policy are also outside the scope of the Panel.

2 Strategic issues

2.1 Planning context

This chapter identifies the planning context relevant to the Amendment.

Table 2 Planning context

	Relevant references
Victorian planning objectives	- section 4 of the PE Act
Municipal Planning Strategy	- Clause 02.03 (Strategic Directions)
Planning Policy Framework	- Clauses 11.01-1S (Settlement), 11.01-1L-03 (Korumburra), 11.01-1L-04K (Korumburra Town Centre) - Clause 13.04-1S (Contaminated and potentially contaminated land) - Clauses 17.02-1S (Business), 17.02-1L (Commercial Office and retail uses) - Clauses 19.02-4S (Social and cultural infrastructure), 19.02-4L (Community facilities)
Other planning strategies and policies	- Plan for Victoria, Pillars 2 & 3 - Korumburra Town Centre Framework Plan, June 2013
Planning scheme provisions	- Commercial 1 Zone
Planning scheme amendments	- South Gippsland Amendment C93
Ministerial Directions	- Ministerial Direction No 1 (Potentially Contaminated Land) - Ministerial Direction 11 (Strategic Assessment of Amendments)
Planning Practice Note	- Planning Practice Note 46: Strategic Assessment Guidelines
Other guidance	- Practitioner's Guide to Victorian Planning Schemes, August 2025, version 8

2.2 Strategic justification

(i) The issue

The key issue is whether there is adequate strategic justification for rezoning the land from PUZ to C1Z.

As set out in Chapter 1.5, the question of who owns the land and whether Council has the authority to sell it is not a matter before the Panel. The Panel makes no findings on this matter. The connection between the land's ownership and zoning is only a relevant factor in the context of the appropriate selection of available zones under the Victoria Planning Provisions (VPP), which is discussed further below.

(ii) Evidence and submissions

Submitters universally opposed the rezoning, arguing that there is a lack of demand for commercial land and a need to retain the land for community space. Submitters also raised concerns in terms of character and siting of retail use in this location.

In relation to demand for commercial land, submitters noted:

- the number of vacant shops in Korumburra, the extent of undeveloped commercial land, and lack of progress on the supermarket development site¹, collectively demonstrating an oversupply of commercial land
- a 2013 economic study relied on by Council² failed to predict actual retail demand and has projections to 2031 that are unsubstantiated with current economic forecasts
- Korumburra and Leongatha should be assessed together as a "twin city" given significant retail leakage to Leongatha
- the need for vibrant and mixed use townships.

Detailed and impassioned submissions were made in relation to the demand for community space. Submitters said that:

- the site is fit for senior citizens use and needs, being accessible for people with mobility restrictions and relatively flat, making it relatively unique in Korumburra
- there is potential for the facility to accommodate other community groups
- the new Korumburra Community Hub is inadequate to service senior citizens' needs, citing various shortcomings relating to slope, size, access, facilities and parking
- the rezoning would remove 1,600 square metres of public land
- there is no assessment of available land and demand for social and community spaces.

The following character and location concerns were raised by submitters:

- rezoning is in conflict with the residential character of the area
- the subject land is not part of the commercial town centre
- good planning requires a mix of commercial, public and residential spaces.

Submitters also stated that rate exemptions for land in the PUZ would be lost if the Amendment were to proceed.

Council submitted that the Amendment has strong strategic justification, underpinned by local policy provisions specifically developed for the Korumburra Town Centre and contained in the South Gippsland Planning Scheme (Planning Scheme). Council relied on:

- Clause 11.01-1L-03 (Korumburra) which seeks to:
 - Support Korumburra's role as a retail and service centre with civic and community functions for its population and nearby small communities
 - Discourage retail uses outside of the Korumburra Town Centre Retail Core where such uses may detract from the principal role of the Korumburra Town Centre
- Clause 11.01-1L-04 (Korumburra Town Centre) which seeks to:
 - Encourage major retail, office and community developments to concentrate in the Korumburra Town Centre Retail Core.

¹ Corner of King Street and Commercial Street, planning permit 2017/181/B allows for a supermarket of approximately 3,018 square metres

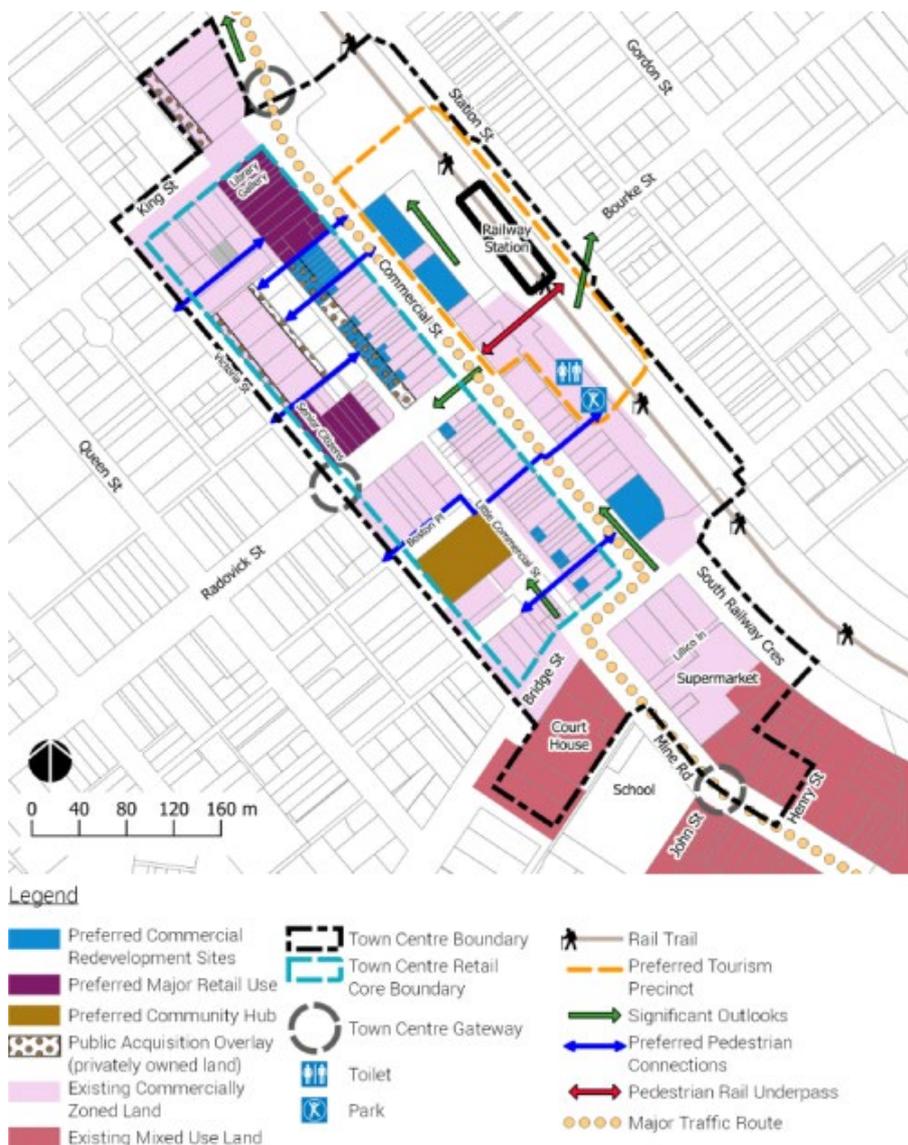
² Korumburra Town Centre Framework Plan Economic Assessment, March 2013, which informed the Korumburra Town Centre Framework Plan

Focus active retail uses on the Korumburra Town Centre's 'main streets', being Commercial Street, Radovick Street and Bridge Street.

Encourage the consolidation of sites in the Korumburra Town Centre Retail Core to accommodate new, large floor space developments.

- The Korumburra Town Centre Strategic Framework Plan at Clause 11.01-1L-04 which specifically identifies the subject land as a 'Preferred Major Retail Use' location and within 'Town Centre Retail Core Boundary'.

Figure 2 Korumburra Town Centre Strategic Framework Plan



Source: South Gippsland Shire Council Part A Submission

Council submitted the subject land is clearly located within the heart of the town centre, in proximity to ample public car parking spaces and well connected to the pedestrian network. The land is adjoined by commercial use and has excellent exposure to a main road (Radovick Street), and its physical attributes make it attractive for commercial development.

In relation to demand for commercial land, Council relied on information supplied by its Economic Development Coordinator showing:

- Korumburra is the second largest town economy in South Gippsland
- economic output from C1Z activities (retail trade, services, accommodation and food) in Korumburra increased 47.6% over the 5 years between 2019-2024
- residents spend \$43.5 million shopping outside the area (significantly higher than Leongatha's at \$32 million), and \$34.6 million online (similar to Leongatha's \$34.4 million, despite its higher population).

Council submitted that retail spending in the township continues to grow and escape expenditure is higher than expected for a township of this size, likely due to the absence of a full range supermarket and constrained development opportunities in the town centre.

Regarding population growth driving demand, Council provided data showing:

- consistent but modest growth since 2006 (population 3,790) to 2021 (population 4,749)
- further projected growth to a population of 5,511 by 2046
- new dwelling building completions average 30-40 per year
- current residential development activity and developer interest locally.

Council relied on an economic analysis prepared for the Korumburra Town Centre Strategic Framework Plan which informed Amendment C93 (Korumburra Town Centre Framework Plan Economic Assessment, March 2013) (Economic Assessment). It found:

- the centre had approximately 9,500 square metres of retail floorspace, representing 47% of the 21,200 square metres of 'activity' space
- by 2021, an additional 2,600 square metres of retail floorspace would be required, most of which would be in the form of food and grocery provision
- by 2021, an additional 1,100 square metres of non-retail activity space would be required
- by 2031, an additional 7,100 square metres would be required for all retail and non-retail commercial activity.

Council acknowledged the Economic Assessment is twelve years old and pre-dates COVID-19 impacts, consequential growth of online retail and changing work habits. Council also noted the Economic Assessment relied on population growth estimates that exceeded actual figures by 7.5%. Council has not taken any subsequent economic analysis, other than the broad figures provided by its Economic Development Co-ordinator.

Notwithstanding, Council submitted the 2013 analysis remains relevant as a guide to future demand and considers that 7,000 additional square metres of additional retail and non-retail commercial floorspace is likely required to the year 2031.

In support of the rezoning Council submitted:

- if the permitted King Street supermarket³ is completed (3,018 square metres of retail space), this will address over half of the need, but demand will still exist for more land particularly land that serves activities other than retail uses
- shop vacancies have fluctuated constantly over 20 years
- existing vacancies are mostly older stock buildings with limited retail floor space and no on-site parking potential

³ Planning permit 2017/181/B

- the subject land provides opportunity for new stand-alone commercial development which cannot be provided by existing retail stock
- the scarcity of similar sites means its loss to non-commercial use could have broader ramifications for the township.

Matters of environmental contamination that were required as a condition of Authorisation were not raised in any significant detail by Council or submitters, with the Preliminary Risk Screening Assessment concluding an audit is not required for the site for sensitive uses.

(iii) Discussion

The critical question for the Panel is whether there is adequate strategic justification for rezoning the land from PUZ to C1Z. Informing this decision is the current policy framework, the relevance of the commercial demand assessment, the correct use of the VPP, and whether community uses would be improperly constrained by the proposed zoning.

Strategic context - Amendment C93

The Panel notes that the strategic basis for this Amendment was established over a decade ago. The Korumburra Town Centre Framework Plan was adopted in 2013 and implemented through Amendment C93 in October 2014. Amendment C93 introduced the Framework Plan into the Planning Scheme and specifically identified the subject land as a 'Preferred Major Retail Use' location.

Amendment C93 did not require a Panel hearing. The Panel infers from this that there were no unresolved objections to the strategic designation of this site for commercial purposes at that time. The strategic direction set by Amendment C93 has not been superseded or replaced by any subsequent strategic work in the intervening 11 years.

Local policy framework

The Panel agrees with Council that the local policy framework provides clear and strong support for applying the C1Z to the subject land. The relevant local policies at Clauses 11.01-1L-03 and 11.01-1L-04K relate to the Korumburra Town Centre. The policies seek to:

- support Korumburra's role as a retail and service centre
- discourage retail uses outside the town centre retail core
- encourage development of under-used and vacant land identified as 'Preferred Commercial Redevelopment Sites'
- focus active retail uses on main streets including Radovick Street
- support consolidation of sites in the town centre retail core.

The subject land aligns with all of these policy directions and importantly, implements the Korumburra Town Centre Framework Plan. It is located in the heart of the established town centre on a main street (Radovick Street), is currently vacant, and since 2013 has been specifically identified for commercial outcomes.

Site characteristics

The Panel accepts that the subject land has relatively unique attributes in central Korumburra. The site is large and flat, of regular shape and without any overlays or other obvious constraints. It is a corner site with dual street frontage and potential access from a third road reserve at the rear. It forms a logical bookend to the western edge of the town's commercial precinct. The Panel notes it

is adjoined by C1Z land to the immediate north and east. Land to the west, beyond Victoria Street marks the commencement of residentially zoned land.

These characteristics that make it equally suited for both public uses (such as a senior citizens centre) and commercial development, but they do not lend greater support for one outcome over another.

Demand for commercial land

The question of whether there is sufficient demand for additional commercial land attracted considerable debate between parties.

The 2013 Economic Assessment was not tested before a Panel when Amendment C93 was assessed. It is now more than twelve years old and, as all parties acknowledged, has significant limitations. The Panel would ordinarily expect an updated economic analysis to accompany an Amendment such as this. Accordingly, the Panel cannot place any significant weight on the specific floorspace projections in the 2013 Economic Assessment. However, the Panel does not consider the age or limitations of the assessment to be fatal to the Amendment for the following reasons.

First, the more recent economic and population information presented by Council suggests unmet demand for commercial floorspace that could be captured by appropriate commercial development and additional commercial floorspace.

Second, the strategic justification for the C1Z does not depend primarily on proving specific demand for retail floorspace. The C1Z is not a retail-only zone. The purposes of the zone (Clause 34.01) include:

- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses
- To provide for residential uses at densities complementary to the role and scale of the commercial centre

Therefore, the Panel considers the key question is not whether Council has proven demand for a certain amount of retail floorspace, but whether the strategic designation of this site for C1Z remains sound. The Panel considers that it does. The Amendment implements an existing strategic direction that is in the Planning Scheme. The C1Z can contribute to a range of other uses such as office, residential, community or mixed-use outcomes.

The appropriateness of Public Use Zone

A critical issue raised by submitters was that the land should remain in the PUZ to preserve it for community purposes, particularly for senior citizens' use. This was linked to the land ownership issue which is subject of a separate legal dispute.

The Panel considers that regardless of land's use or ownership, the PUZ is not the appropriate zone. The Panel's reasoning is informed by the *Planning Practitioner's Guide to Victoria's Planning Schemes* (Version 8, August 2025) (Practitioner's Guide) which provides authoritative guidance on when PUZ is appropriate.

Under Scenario 1, if the land is vested in the Korumburra Senior Citizens Inc., it is not public land and should not be included in a PUZ. The Practitioner's Guide (page 27) states that:

- a planning scheme may only include land in a public land zone if the land is Crown land or is owned, vested in or controlled by a Minister, government department, public authority or a municipal council

Under Scenario 2, if the land is owned by Council and Council proceeds to sell it, the Practitioner's Guide makes it clear that the land should be rezoned to reflect its intended future use. Furthermore, the Practitioner's Guide (page 27) states:

Land should not be automatically included in a public land zone just because it is public land.

Under Scenario 3, if the land is owned by Council and is retained for community use the Practitioner's Guide indicates that the PUZ would still not be the appropriate zone. The Practitioner's Guide (page 28) provides a key test for whether PUZ is appropriate:

A useful test in considering if a public land zone is appropriate is to determine if a public land manager or transport manager needs some level of flexibility, protection or exemption that is different from the surrounding zone provisions because of the special nature of the public land or asset and its control (in a land use or management sense) under another Act.

The Panel is of the view that the test is not met for utilising a PUZ.

Under all foreseeable scenarios, the PUZ is not the appropriate zoning for this land. The C1Z is appropriate and, importantly, does not preclude future community use of the land should that be the outcome of the ownership dispute. Significantly, part of the existing Senior Citizens building already straddles land in the C1Z, serving to highlight the utility of the zone and the practicality of bringing the same building within the same zone.

Rates and financial considerations

Some submitters argued that the land should remain in the PUZ to avoid community groups from having to pay rates if they return to the building. The Practitioner's Guide (page 27) states:

Public land zones are not intended to identify the legal status of the land or indicate the existing land use.

This matter is considered outside the Panel's remit. The appropriate zoning for land is informed by planning considerations, namely the intended use and development of the land, implementation of strategic policy, and proper application of the VPP rather than rates policies.

Community use

Space has been made available within the newly constructed Korumburra Community Hub for community groups, including the Korumburra Senior Citizens Inc. Submitters expressed dissatisfaction with this alternative arrangement, though the Panel makes no findings on the adequacy of this facility. These matters are outside the scope of the Amendment.

It is noted that the Korumburra Community Hub is located in the GRZ, demonstrating that community facilities can and do operate in zones other than PUZ.

Implementation of policy objectives

The Panel is satisfied that the Amendment addresses and implements key policy objectives in the Planning Scheme in addition to the objectives of planning in Victoria set out in section 4 of the PE Act. The Amendment gives effect to the strategic direction established over a decade ago, and implements the Korumburra Town Centre Strategic Framework Plan. It translates strategic policy into practical implementation through appropriate zoning.

Clause 71.02-3 (Integrated decision making) of the Planning Scheme requires the Amendment to be assessed against the principles of net community benefit and sustainable development. The Panel is satisfied that the Amendment will deliver net community benefit and sustainable development. Importantly, the C1Z allows a wide range of uses (including community uses), affording flexible outcomes irrespective of future ownership and economic conditions.

The Panel considers that retaining the PUZ would not deliver net community benefit. As discussed above, the PUZ is not appropriate for this land under any ownership scenario. Retaining an inappropriate zone that does not reflect the strategic policy for the land, does not facilitate any clear public land management purpose, and may sterilise a key town centre development site would not serve the community interest.

The Amendment delivers a sustainable development outcome by ensuring this centrally-located, well-serviced site can be developed for appropriate town centre uses in accordance with long-established strategic policy. This is a more sustainable outcome than leaving the land in an inappropriate zone or allowing it to remain vacant and under-used.

(iv) Conclusions and recommendation

For the reasons set out in this report, the Panel concludes that the Amendment is supported by and implements the relevant sections of the Planning Policy Framework, is consistent with the relevant Ministerial Directions and Practice Notes, is strategically justified and should proceed.

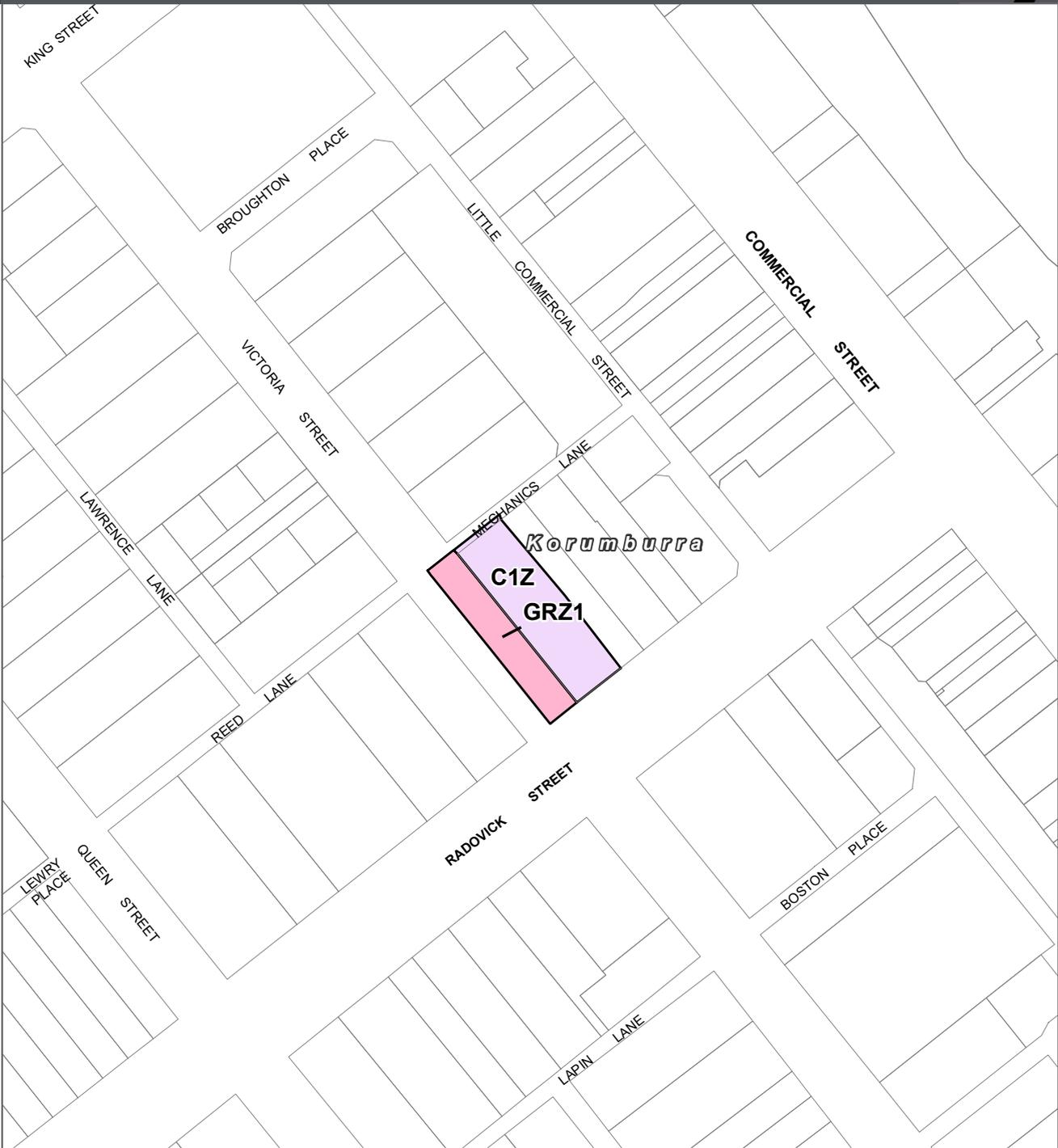
The Panel recommends:

- 1. South Gippsland Planning Scheme Amendment C133sgip be adopted as exhibited.**

Appendix A Document list

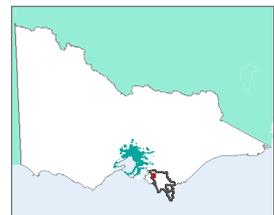
No.	Date	Description	Provided by
1	30 Sep 2025	Directions Hearing notification letter	Planning Panels Victoria (PPV)
2	7 Nov 2025	Panel Directions and Hearing Timetable	PPV
3	14 Nov 2025	Council specified documents in accordance with Direction 9: a) Council report dated 13 December 2023 b) Council report dated 17 April 2024 c) Copy of all submissions (CONFIDENTIAL) d) Submitter Location Map (CONFIDENTIAL) e) Council Meeting Agenda dated 17 September 2025 f) Korumburra Town Centre Framework Plan (Hansen Partnership, 2013)	South Gippsland Shire Council (Council)
4	27 Nov 2025	Part A submission	Council
5	30 Nov 2025	Korumburra Town Centre Parking Strategy	Council
6	30 Nov 2025	Korumburra Town Centre Streetscape Master Plan Report	Council
7	30 Nov 2025	Korumburra Town Centre Framework Plan Economic Assessment	Council
8	2 Dec 2025	Hearing submission	Strzelecki Ward Citizens Assembly
9	3 Dec 2025	Part B Submission	Council
10	4 Dec 2025	Email to Panel containing hearing submission, with attachments: a) Department of Health application for a capital subsidy for an elderly citizens club – Page 1 b) Department of Health application for a capital subsidy for an elderly citizens club – Page 2	Harry Prosser
11	4 Dec 2025	Email containing Hearing submission	Harry Prosser
12	4 Dec 2025	Hearing submission	Rene Richard
13	4 Dec 2025	Summary of Hearing submission	Strzelecki Ward Citizens Assembly
14	5 Dec 2025	Hearing submission, with attachment: a) Email – with transcript of Attachment 8 – page 1 of 6	Senior Citizens Club
15	10 Dec 2025	Email to parties regarding clarification of petition information	Council

**SOUTH GIPPSLAND PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C133sgip**



LEGEND

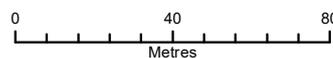
-  C1Z - Commercial 1 Zone
-  GRZ - General Residential Zone
-  Local Government Area



Part of Planning Scheme Map 14

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Planning Group
Print Date: 17/12/2024
Amendment Version: 1



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Planning and Environment Act 1987

South Gippsland Planning Scheme

Amendment C133sgip

Instruction sheet

The planning authority for this amendment is the South Gippsland Shire Council
The South Gippsland Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of one attached map sheet.

Zoning Maps

1. Amend Planning Scheme Map No 14 in the manner shown on the one attached map marked "South Gippsland C133sgip 001znMap14 Exhibition".

End of document

5.5. CONTRACT AWARD – RFT/456 – CONSTRUCTION OF LONGSTAFF ROAD LANDSLIP REPAIR

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Delivery

Council Plan

Theme - Developing a Sustainable Future

Developing a Sustainable Future by remediating storm damage and improving the long-term resilience of Council's road network.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to award Contract CON/456 – Construction of Longstaffs Road Landslip Repair (Toora North) to Tenderer A following completion of a public tender process. The works relate to embankment damage on Longstaffs Road, Toora North arising from the August 2022 storm event declared under AGRN 1029 and are required to permanently remediate the site and restore the road asset to its intended service standard.

The project is intended to be delivered during the 2025/26 financial year and must be completed by 30 June 2026 to remain eligible for funding under the Disaster Recovery Funding Arrangements (DRFA) administered by Emergency Recovery Victoria (ERV).

RECOMMENDATION

That Council:

- 1. Approves the award of Contract CON/456 - Constructions of Longstaffs Road Landslip Repair (Toora North) to Tenderer A for the lump sum as per Confidential Attachment [10.1.1];**
- 2. Includes the name of the approved tenderer and the awarded contract amount in the Minutes of the 18 February 2026 Council Meeting;**
- 3. Authorises the signing of the contract documents by the Chief Executive Officer; and**
- 4. Delegates the Chief Executive Officer the power to approve variations up to the contingency amount identified in Confidential Attachment [10.1.1].**

REPORT

A slope failure occurred along the road embankment section of Longstaffs Road, Toora North following a heavy rainfall storm event in August 2022, which was declared under AGRN 1029. The failure has impacted the integrity of the road formation and adjoining embankment, resulting in the need for remediation

works to restore the asset to its pre-event condition and intended service standard.

A competitive procurement process was undertaken in accordance with Council’s Procurement Policy and to satisfy ERV eligibility requirements. The Request for Tender closed on 20 January 2026, and 5 (conforming) tender submissions were received.

Scope of Works

The contract scope comprises landslip remediation and road restoration works at the affected site, including (but not limited to):

- establishment of traffic management arrangements and safe site access
- excavation and removal of unstable or failed embankment material
- reshaping of the slip area to design lines and levels
- installation of a Geosynthetic Reinforced Soil (GRS) retaining system
- reinstatement of affected road formation and associated roadside elements
- vegetation establishment and rehabilitation of all disturbed areas.

Evaluation

All submissions were reviewed for compliance and then assessed in accordance with the evaluation criteria detailed in the RFT documentation. The evaluation considered each tenderer’s capability to deliver the works to the required standard, including demonstrated experience, methodology, resourcing, program, risk management, and price.

An evaluation panel was formed, and the submitted tenders were assessed in accordance with the following criteria:

Criteria	Weighting	
Capability		30%
Relevant Experience	15%	
Relevant Resourcing	15%	
Local Procurement		20%
Location of Contractor	10%	
Location of Sub-Contractors & Suppliers	10%	
OH&S – Certified / Compliant OH&S system, documentation & evidence		10%

Following completion of the evaluation, the panel recommended Tenderer A as the recommended tenderer based on an overall value for money assessment. The panel considered that Tenderer A's submission represented the best overall outcome for Council, considering the complexity of the works, the suitability of the proposed methodology and solution, the delivery program, demonstrated capability, and price.

The evaluation panel was satisfied that Tenderer A has the experience, capacity and systems required to deliver the project in accordance with the contract specifications and ERV funding requirements and therefore recommends awarding Contract CON/456 to Tenderer A.

Emergency Recovery Victoria's Disaster Recovery Funding Arrangement

The contract will be managed by the Infrastructure Maintenance Department, with works intended to be delivered during the 2025/26 financial year. In accordance with ERV funding requirements, the project must be completed by 30 June 2026 to remain eligible for funding under the Disaster Recovery Funding Arrangements (DRFA).

The works under this contract are proposed to be funded through DRFA and must comply with all conditions, reporting, and acquittal requirements set by ERV.

CONSULTATION / COMMUNITY ENGAGEMENT

RFT/456 was advertised in The Know from 18 December 2025 to 16 January 2026, Council's Noticeboard on 16 and 23 December 2025 and in The Age 6 December 2025.

Stakeholder and community notifications will be undertaken prior to construction commencement, for items such as advice regarding traffic management arrangements and any expected access disruptions.

RESOURCES / FINANCIAL VIABILITY

No Council budget has been allocated for these works on the basis that expenditure will be reimbursed through DRFA, subject to ERV eligibility and acquittal requirements.

RISKS

Council has an obligation under the *Road Management Plan* to manage hazards within the road network through inspection and appropriate risk controls, and to maintain the integrity of Council managed road assets. The embankment failure has been managed through appropriate interim controls, including clearly marked hazard identification measures. These works are required to permanently remediate the damage and restore the affected section of Longstaffs Road to its pre-event condition and intended service standard.

While the contract conditions and technical specifications have been developed to manage and mitigate the risk of significant cost increases, the nature of landslip remediation works involves inherent uncertainty, including variable ground conditions and latent site constraints. As a result, Council is required to

accept a higher level of risk exposure than would typically apply under standard lump sum contracting arrangements.

For these reasons, it is recommended that a contingency allowance be allocated to allow for potential variations during delivery. This contingency allowance consistent with the submission made to ERV and accepted as appropriate for works of this nature.

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](#).

Nil

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] – RF T 456 - Construction of Longstaff Road Landslip Repair - Tender Evaluation Recommendation– is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(g) - 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 3. Decision Making

Council Policy / Strategy / Plans

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

Procurement Policy (C32)

Road Management Plan

Legislative Provisions

Local Government Act 2020

Road Management Act 2004

Road Safety Act 1986

Wrongs Act 1958

Regional, State and National Plan and Policies

Nil

5.6. TREASURY MANAGEMENT POLICY (C24)

Directorate:	Strategy and Integrity
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

The Treasury Management Policy (C24) ensures Council is meeting legislative requirements as well as responsible and strategic management of Council's treasury activities.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the *Treasury Management Policy (C24)* (**Attachment [5.6.1]**). The *Treasury Management Policy (C24)* is required under s.103 of the *Local Government Act 2020*. The goal of the *Treasury Management Policy (C24)* is to provide a framework to ensure responsible and strategic management of Council's treasury activities, specifically investing and borrowing.

The *Treasury Management Policy (C24)* was last reviewed in 2021 and has been revised in line with its scheduled four-year cycle.

RECOMMENDATION

That Council adopts the revised *Treasury Management Policy (C24)* (Attachment [5.6.1]).

REPORT

Councils are required under the *Local Government Act 2020* to maintain a treasury management policy to ensure the responsible and strategic management of Council's treasury activities, specifically investment and borrowings.

The current policy has been reviewed to align with legislative requirements and incorporate best practice recommendations. Changes have been made to enhance clarity and improve overall readability.

Key changes from the August 2021 adopted version include:

- Information contained in the Purpose section has been moved to the Principles section.
- Added detail of tender inclusions to section 3.30.
- Risk assessment matrix added to section 3.35.
- New Risk Assessment sections have been added:

- 4.1 People
- 4.2 Reputational
- 4.4 Governance
- 4.7 Safety
- 4.8 Business Continuity

CONSULTATION / COMMUNITY ENGAGEMENT

The draft *Treasury Management Policy (C24)* was subject to internal consultation and presented to the Audit and Risk Committee for feedback.

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

Policies should be reviewed to mitigate the risk of alignment between policies and existing systems or processes.

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. Treasury Management Policy (C24) - 18 February 2026 [5.6.1 - 9 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership
Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

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

Nil

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL COUNCIL POLICY



TREASURY MANAGEMENT POLICY (C24)

Policy No.	C24	Adoption Date:	Council Meeting DATE
Directorate:	Strategy and Integrity	Department:	Financial Strategy
Revision Date:	<February 2030>		
GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES			
Supporting Pillar:	Pillar 1. Direction & Leadership Pillar 4. Structure, Systems & Policies		
Link to Pillar:	This Policy strengthens Councils' governance framework by establishing financial management principles relating to the investment of council funds that demonstrate the basis of how decisions are made.		

1. PURPOSE

- 1.1. The purpose of the *Treasury Management Policy (C24)* (the Policy) is to ensure the responsible and strategic management of Council's treasury activities, specifically investing and borrowings. This Policy has been developed to support the Council to comply with its good governance and conduct obligations in line with various legislation, principally the *Local Government Act 2020* (the Act).

2. SCOPE

- 2.1. The scope of this Policy applies to Council and staff when making decisions with financial implications.
- 2.2. This Policy outlines how Council meets its responsibility of sound financial management in order to remain financially sustainable and comply with statutory obligations.
- 2.3. The scope of this Policy does not apply to any short-term overdraft facilities linked to Council's transactional bank accounts or any other areas identified in this policy .

3. POLICY PRINCIPLES

- 3.1. This Policy ensures that Council's investments are actively managed within the framework of the *Local Government Act 2020* (the Act), and provide maximum returns for ratepayers with consideration of an acceptable risk.
- 3.1.1. The Policy outlines the situations in which Council may use borrowings as a funding source. The policy allows Council the flexibility to respond to funding requirements, whilst minimising risk, considering Council's financial management principles. The policy outlines where borrowings may be suitable as a funding mechanism,

how Council will source new borrowings, and how borrowings and repayments will be managed.

- 3.1.2. This Policy sets out Council's policy and risk assessment approach for management of borrowings, and applies to all loans undertaken on behalf of South Gippsland Shire Council and any loan refinancing activities. It does not apply to any short-term overdraft facilities linked to Council's transactional bank accounts.
- 3.1.3. This Policy sets out Council's policy and risk assessment approach for the management of investments and applies to all funds invested on behalf of Council in line with s.103 of the Act.

Investment of Council funds – Local Government Act 2020, Section 103 Pursuant to s.103 of the Act:

A Council may invest any money -

- a) *in Government securities of the Commonwealth; and*
- b) *in securities guaranteed by the Government of Victoria; and*
- c) *with an [Authorised deposit-taking Institution] ADI; and*
- d) *with any financial institution guaranteed by the Government of Victoria; and*
- e) *on deposit with an eligible money market dealer within the meaning of the Corporations Act; and*
- f) *in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.*

Delegation of Authority

- 3.2. Section 47 of the Act enables the Chief Executive Officer (CEO) to delegate by instrument of delegation the power, duty or function of the Council to a member of Council staff.

Investment Management Principles

- 3.3. Maximise the return on funds, taking into account the requirement to make payments out of investment funds in a timely manner. Adequate funds should be available in the current account to meet daily cash flow requirements.
- 3.4. An evaluation of future cash flow needs and investment strategies should be undertaken quarterly.
- 3.5. Require the best possible investment rate at the time of investment to be used subject to limits outlined in **Table 1** of this policy.
- 3.6. Require a minimum of three quotes sought, and all quoted interest rates and actions taken to be recorded.
- 3.7. Require that the amount invested with any one financial institution not exceed the limits as outlined in **Table 1** of this policy.
- 3.8. Require that where the credit rating of a financial institution in which Council has funds invested is downgraded so that they no longer fall within the

Council's policy guidelines, they must be divested as soon as practicable or at maturity.

- 3.9. Recognise the uniqueness that community banks provide in their support of the local area, invest up to 35 percent of investment holdings with community banks that support Council's local communities. These investments are subject to banks meeting the required Standard and Poor's and other risk ratings, and where the investment is within 10 basis points of the best rate obtained on that day.
- 3.10. Require sufficient liquidity is available to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

Table 1: Investment Limits

	Standard & Poor's (S&P)	Max. % of Total Funds with one financial institution	Max. % of Total Investments
	Long Term Rating		
Major [^]	AAA to AA-	50%	100%
A Rated	A+ to A-	40%	90%
B Rated	BBB+ to BBB-	20%*	80%

* A 35% limit will apply to community banks, whilst they are within the Standard & Poor's (S&P) Ratings listed above, noting the Council commitment to support community banks that support Council's local communities.

[^] For the purpose of this Policy, "Major" is currently defined as the Approved Deposit Institutions (ADI) deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank Limited (NAB)
- Westpac Banking Corporation (WBC)

including ADI subsidiaries and brands (such as St George).

- 3.11. Council may ratify an alternative definition from time to time. Standard & Poor's ratings attributed to each individual institution will be used to determine maximum holdings.

Prohibited Investments

- 3.12. This Policy prohibits any investment carried out for speculative purposes including:
- 3.12.1. Derivative based instruments;
 - 3.12.2. Principal only investments or securities that provide potentially nil or negative cash flow; and
 - 3.12.3. Standalone securities that have underlying futures, options, forwards contracts and swaps of any kind.

- 3.13. This Policy prohibits the use of leveraging (borrowing to invest) of an investment.

Investment Reporting and Policy Review

- 3.14. The following reports will be produced and may impact Policy review:
- 3.14.1. A confidential report will be provided to Council on an annual basis as at the end of the financial year. The report will detail the investment portfolio, Counterparty Compliance, Credit Quality Compliance, Portfolio Comparison, Trades for Period, Interest Received in Period and Historical Portfolio Balances as at 30 June each year.
 - 3.14.2. A report to the Executive Leadership Team (ELT) will be provided on a quarterly basis. The report will detail the investment portfolio, Counterparty Compliance, Credit Quality Compliance, Portfolio Comparison, Trades in Period, Interest Received in Period and Historical Portfolio Balances.
 - 3.14.3. Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
 - 3.14.4. Any economic changes that may significantly impact the Standard & Poor's (S&P) ratings of ADI's as described in Table 1 of this Policy will also require a review to ensure that the risk appetite remains appropriate in the changed economic environment.

Borrowing Funds – Legislated Requirements

- 3.15. Power to borrow money is provided by the *Local Government Act 2020*. Section 11(2)(l) stipulates the power to borrow money cannot be delegated.
- 3.16. Borrowings must be included in the budget or a revised budget per Section 104 of the *Local Government Act 2020*.

Borrowing Purposes

- 3.17. To finance Capital works projects of strategic significance that deliver substantial benefits to the broader community and cannot be funded through available resources within the required timeframe; OR
- 3.18. To help fund Council's obligations to provide community assets under a Developer Contributions Plan; OR
- 3.19. To meet Council's obligations regarding any future Defined Benefits Superannuation calls, OR
- 3.20. To refinance Council's Loan Portfolio, if it would result in a net benefit to Council, considering the net present value of any savings achieved.

Inter-generational Equity Funding

- 3.21. Council shall consider equity between generations of ratepayers (intergenerational equity) whereby the mechanisms to fund specific capital expenditure consider the ratepayers who benefit from the expenditure and therefore, on a user pay basis, who should pay for the costs associated with such expenditure.

- 3.22. The above principle shall not be applied where it would be to the detriment of sound financial management.
- 3.23. Debt levels should be minimised to allow future councils the opportunity to borrow in future years for capital works arising in those future periods without being impeded by large borrowings by an earlier council.

Borrowing Principles

In addition to Council's financial principles outlined above. The following borrowing principles apply:

- 3.24. There must be capacity in Council's *Financial Plan* to fund debt servicing costs for every year of the loan.
- 3.25. Borrowings must not be used to fund operational deficits or asset renewal requirements.
- 3.26. New borrowings will only be undertaken to fund items that meet the objectives of the Council Plan.
- 3.27. New borrowings must be included in an adopted budget to meet legislative requirements.
- 3.28. New borrowings must be tied to a specific project, so that the community can clearly identify the purpose of the borrowings.
- 3.29. Loan drawdown should occur as late as possible to avoid unnecessary interest costs.
- 3.30. All loans will be sourced via invited tender, with at least four Australian Banks to be invitees, and consideration of both the Local Government Funding Vehicle and Treasury Corporation loans if available. Tender submissions need to include:
 - 3.30.1. Interest rate
 - 3.30.2. Term of loan
 - 3.30.3. Repayment intervals
 - 3.30.4. Repayment instalment amount
 - 3.30.5. Any applicable fees
 - 3.30.6. Loan break costs
- 3.31. When assessing loan contracts, Council must consider the purpose of the loan and seek to balance interest costs, repayment obligations, and refinancing flexibility.
- 3.32. If Council were to enter an "interest-only" repayment schedule, an amount equivalent to principal repayments must be deposited to a cash reserve over the life of the loan to fund the principal repayment when it falls due.
- 3.33. The loan term must not exceed the useful life of the asset funded by the loan, unless related to the repayment of a Defined Benefits Superannuation Call.
- 3.34. The decision to repay borrowings early shall be a decision of Council against competing priorities for funds.
- 3.35. New borrowings are not to be undertaken if they lead to Council's borrowing ratios being greater than the maximum indicated in the following table.

These ratios are reported through the Local Government Performance Reporting Framework.

Table 2: Risk Assessment Matrix

Indicator	Measure	Maximum Level	
Loans and borrowings compared to rates	Interest bearing loans and borrowings / rate revenue	Short-term: 60% Long-term: 40%	Assesses whether Council's level of interest bearing loans and borrowings are appropriate compared to the size and nature of Council's activities. A temporary upper threshold of 60% is permitted to support delivery of a priority project. Where Council exceeds the long-term target of 40%, the Long Term Financial Plan must outline a plan to reduce the ratio below 40% as soon as practicable.
Loans and borrowings repayments compared to rates	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	10%	Assesses whether Council's level of repayment on interest bearing loans and borrowings are appropriate compared to the size and nature of Council's activities.

Loan Portfolio Management

3.36. The Chief Executive Officer is authorised to manage Council's Loan Portfolio. This responsibility includes:

- 3.36.1. Managing loan repayments and schedules;
- 3.36.2. Preparing the budget and financial plan to include borrowings and repayments, and
- 3.36.3. Administering Tender processes for new loans.

3.37. Council's bank signatories are authorised to complete bank transfers to meet scheduled repayments

Reporting Borrowings to Council

3.38. Council's borrowings are reported to Council in the quarterly finance report, Annual Report, and budget documents. Any tender activities for new borrowings will be approved by Council resolution before the tender process takes place.

4. RISK ASSESSMENT

This Policy mitigates Council's risks as described below:

People

- 4.1. To build and maintain the trust and confidence of the community, it is critical that Council and Councillors maintain the highest possible standards of good governance, integrity, ethical behaviour and conduct.

Reputational

- 4.2. A comprehensive policy providing high level guidance of Council's investments and borrowings and detailed public documents in accordance with the *Local Government Act 2020* and other legislation, minimises the likelihood of reputational damage to Council.

Financial

- 4.3. Councils must implement the principles of sound financial management. This includes managing financial risks, pursuing spending and policies that are consistent with a reasonable degree of stability and are made with future generations in mind.

Governance

- 4.4. Council must comply with its obligations under the *Local Government Act 2020* and any other relevant regulations and legislation.

Risk Management

- 4.5. Surplus funds should firstly be invested with the community bank to a limit of 35 per cent of available cash, providing that the community bank rate is not more than ten basis points below the best available interest rate on the day of investment. The balance will then be invested at the best available interest rate within the constraints of **Table 1** of this policy.
- 4.6. To control the credit quality of the entire portfolio, surplus funds will only be invested in Approved Deposit taking Institutions (ADIs) approved by the Australian Prudential Regulation Authority (APRA) with a credit rating of at least A2 (short term) and BBB- (long term) as assessed by Standard and Poor's independent credit rating.

Safety

- 4.7. Council will only invest with institutions that demonstrate strong creditworthiness and operate within approved risk parameters. Regular monitoring and reporting will be undertaken to ensure compliance, transparency, and accountability. This approach safeguards community assets and supports the long-term financial sustainability of Council operations.

Business Continuity

- 4.8. Council's treasury management operations are supported by robust business continuity arrangements to ensure the uninterrupted management of financial resources during emergencies, disruptions, or system failures. Key treasury functions, including cash flow forecasting, investment management, and debt servicing are documented and capable of being executed under contingency conditions. Backup systems, alternative communication channels, and delegated authorities are in place to maintain operational

resilience. Regular testing of business continuity plans and staff training ensure preparedness and minimise financial and reputational risk to Council.

5. IMPLEMENTATION STATEMENT

Human Rights Charter

5.1. This Policy has considered the *Charter of Human Rights and Responsibilities Act 2006*.

Gender Equality

5.2. This Policy has considered the *Gender Equality Act 2020* in its development.

Roles and Responsibilities

5.3. The Manager Financial Strategy is responsible for overseeing the application of this Policy and updates as required.

6. MONITORING, EVALUATION AND REVIEW

6.1. This Policy will be reviewed and adopted by Council on a four-year cycle.

7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibility Act 2006 Freedom of Information Act 1982 Gender Equity Act 2020 Local Government (Planning and Reporting) Regulations 2020 Local Government Act 2020 Charter of Human Rights and Responsibilities Act 2006
Council Supporting Documents	S7 Delegation – Chief Executive officer to staff Financial Management Policy (C86)
Related External Documents (<i>optional</i>)	

8. DEFINITIONS

Capital Project	An investment project requiring relatively large sums to acquire, construct, or upgrade a community asset.
Community Bank	A bank that is set up by the community under the auspices of a major bank (e.g. Bendigo Bank).
Debt Servicing Costs	Annual Loan repayment costs (including principal and interest)
Defined Benefits Superannuation	The Defined Benefit Plan for local government employees was a compulsory scheme set up by the Victorian Government in 1982 and was closed in 1993. Unlike other exempt public sector schemes, it must be fully funded to pay the benefits owed to members now and into the future. Council has obligations to fund any shortfalls in the fund. A cash reserve is being built over time to meet future commitments. Additional funds may be required to meet a future call if it exceeds the funds held in cash reserves.
Developer Contributions Plan	An agreement between Council and developers to co-fund community assets to new subdivisions covered by the plan.
Investment Portfolio	The combination of all investments held by Council at any one time.
Loan Portfolio	The combination of all interest-bearing Loans taken out by Council.

Speculative	A deal involving the taking of a higher risk in the hope of making an extraordinary gain.
Yield	Annual rate of return on an investment.

9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
Council Meeting	22 May 2013	Revised Policy	D8201014
Council Meeting	24 May 2017	Revised Policy	D9243217
Council Meeting	25 March 2020	Revised Policy: Table 1, Reporting & Review	D8201014
Council Meeting	18 August 2021	New Policy: Formerly called Investment of Council Funds Policy (C24)	D7046921
Council Meeting	TBA	Revised Policy	TBA

10. ATTACHMENT SUMMARY

{attachment-list}

5.7. FINANCIAL MANAGEMENT POLICY (C86)

Directorate:	Strategy and Integrity
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

The revised Financial Management Policy supports the Council Plan theme of Leading with Integrity by strengthening transparent, accountable, and ethical financial practices that underpin sound decision making and public trust.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the *Financial Management Policy (C86)* (**Attachment [5.7.1]**). The *Financial Management Policy (C86)* is required under s.101 of the *Local Government Act 2020*. The goal of the *Financial Management Policy (C86)* is to provide a framework to responsibly manage Council's significant finances on behalf of the community, as well as support compliance with financial reporting requirements and the financial management principles outlined in the *Local Government Act 2020*.

The *Financial Management Policy (C86)* was last reviewed in 2021 and has been revised in line with its scheduled four-year review cycle.

RECOMMENDATION

That Council adopts the revised *Financial Management Policy (C86)* (Attachment [5.7.1]).

REPORT

Councils are required under the *Local Government Act 2020* to maintain a financial management policy that give effect to the financial management principles in section 101 of the *Local Government Act 2020*:

- Financial risks must be monitored and managed prudently having regard to economic circumstances;
- Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community; and
- Accounts and records that explain the financial operations and financial position of the Council must be kept.

The current policy has been reviewed to align with legislative requirements and incorporate best practice recommendations. In particular, the revised *Financial Management Policy (C86)* reflects updates to the financial sustainability indicators.

Key changes from the August 2021 adopted version include:

- Updates to section 3.11 financial sustainability indicators to be consistent with 10-year financial plan:
 - added a new indicator for Working Capital
 - removed the self-financing ratio and surplus debt indicators.
 - added a new indicator “Ensure Council maintains an accumulated cash surplus”.
- Added section 3.24 Monthly reporting to Executive Leadership Team.
- Added Risk Management sections 3.28-3.30.
- Added Risk Assessment sections:
 - 4.2 Reputational
 - 4.4 Governance
 - 4.7 Business Continuity
- Added new section Definitions.

CONSULTATION / COMMUNITY ENGAGEMENT

The Draft *Financial Management Policy (C86)* was subject to internal consultation and presented to the Audit and Risk Committee for feedback.

RESOURCES / FINANCIAL VIABILITY

Nil.

RISKS

Policies should be reviewed to mitigate the risk of misalignment between policies and existing systems or processes.

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. Financial Management Policy (C86) - 18 February 2026 [5.7.1 - 9 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

- Pillar 1. Direction & Leadership
- Pillar 3. Decision Making
- Pillar 4. Structure, Systems & Policies
- Pillar 5. Communications & Community Engagement
- Pillar 7. Risk & Compliance
- Pillar 8. Monitoring & Performance Review

Council Policy / Strategy / Plans

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

Nil

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL COUNCIL POLICY



South Gippsland
Shire Council

FINANCIAL MANAGEMENT POLICY (C86)

Policy No.	C86	Adoption Date:	Council Meeting {approval-date}
Directorate:	Strategy and Integrity	Department:	Financial Strategy
Revision Date:	Feb 2028		

GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES

Supporting Pillar:	Pillar 1. Direction & Leadership Pillar 3. Decision Making Pillar 4. Structure, Systems & Policies Pillar 5. Communications & Community Engagement Pillar 7. Risk & Compliance Pillar 8. Monitoring & Performance Review
Link to Pillar:	South Gippsland Shire Council is committed to complying with the financial management principles of the <i>Local Government Act 2020</i> .

1. PURPOSE

1.1. The purpose of the *Financial Management Policy (C86)* (the Policy) is to:

1.1.1 support transparency and accuracy in all of Council's financial activities and ensure compliance with financial reporting requirements;

1.1.2 comply with the financial management principles outlined in Division 4 of the *Local Government Act 2020* (the Act), including but not limited to Section 101 and section 102; and

1.1.3 comply with various Acts, regulations, accounting standards and Australian Tax Office directions and regulations.

2. This Policy has been developed as South Gippsland Shire Council (Council) oversees a significant annual operating budget and is responsible for managing a substantial portfolio of assets on behalf of the community. It is imperative that Council responsibly manages these finances to provide intergenerational services and facilities that meet the needs of the community and fulfil its statutory obligations, both now and into the future.

3. SCOPE

3.1. The scope of this Policy applies to Council and staff when making decisions with financial implications.

3.2. This Policy outlines how Council meets its responsibility of sound financial management in order to remain financially sustainable and comply with its statutory obligations.

4. POLICY PRINCIPLES

Financial Management Principles – Section 101 of the Act

Section 101 of the Act sets out the financial management principles required by Council.

4.1. Financial management principles:

- 4.1.1. Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with Council's financial policies and strategic plans;
- 4.1.2. Financial risks must be monitored and managed prudently having regard to economic circumstances.
- 4.1.3. Financial policies and strategic plans, including the Revenue and Rating Plan must seek to provide stability and predictability in the financial impact on the municipal community.
- 4.1.4. Accounts and records that explain the financial operations and financial position of the Council must be kept.

4.2. For the purposes of the financial management principles, financial risk, includes any risk relating to the following:

- 4.2.1. The financial viability of Council, including but not limited to, liquidity risk, credit risk and funding risk;
- 4.2.2. The management of current and future liabilities of the Council; and
- 4.2.3. The beneficial enterprises of the Council.

Financial Governance

- 4.3. Council will ensure that systems, processes and controls are comprehensively embedded into the organisation to make certain the financial resources of the Council are properly managed, with a view to maintaining the ongoing financial sustainability of the Council.
- 4.4. The Act provides the statutory framework for which Council must comply. Part 4 of the Act sets out the requirements related to Planning and Financial Management. This Part includes the following divisions:
 - 4.4.1. Division 1 – Strategic planning
 - 4.4.2. Division 2 – Budget processes
 - 4.4.3. Division 3 – Reporting
 - 4.4.4. Division 4 – Financial management

4.5. This Policy determines Council's approach to ensure best practice financial management and compliance with the above divisions.

Strategic Planning

- 4.6. Integrated Planning Framework - with the introduction of the Act, Councils are required to take an integrated approach to strategic planning and reporting. This

approach recognises that Council plans and policies should not exist in isolation and that they should be connected.

- 4.7. The key components of the integrated framework are defined in the Act and include:

Component	Outlook	Term	Section of the Act 2020
Community Vision	Long term	10+ years	88
Council plan	Medium term	4 years following a general election	90
Financial plan	Long term	10+ years	91
Asset plan	Long term	10+ years	92
Revenue and rating plan	Medium term	4 years following a general election	93

- 4.8. (The Act) is principles-based which signals a transfer of responsibility and accountability to each individual Council and sets the framework for long-term improvement of sector good governance that considers and is responsive to local community needs. This Policy seeks to define Council's approach to financial management within this context.

Financial Sustainability Indicators

- 4.9. In order to meet Council's obligation of responsible financial management, it is important to assess the financial risks when developing forward looking plans and policies. As stated in Point 3.9 - Integrated Planning Framework, the budget and financial plan are not to exist in isolation and therefore, when developing policies and plans such as the Council Vision and Council Plan, financial sustainability must be considered.
- 4.10. Council is committed to remaining in a strong financial position, and utilises the Victorian Auditor General's Office (VAGO) financial sustainability indicators when making assessments regarding financial risks and forward planning. Council's Financial Plan contains the parameters in which Council budgets and considers what level of risk is acceptable.
- 4.11. Financial sustainability indicators include:

Policy Statement	Measure
Consistent underlying surplus	Adjusted underlying result (%) Adjusted underlying result* / Adjusted underlying revenue to be maintained greater than 0%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall	Working capital (ratio) Current Assets/ Current Liabilities to be maintained above 1.25
Ensure Council maintains sufficient unrestricted cash to meet its debt obligations as they fall excluding funds allocated to financial reserves	Unrestricted working capital (ratio) (Current Assets – Other Reserves) / Current Liabilities to be maintained above 1

That Council maintains total borrowings in line with rate income and growth of the municipality	Loans and borrowings (%) Total borrowings / Rate revenue to be maintained below 60%
Ensure Council maintains an accumulated cash surplus	Raw accumulated surplus (\$) Current Assets (excluding assets held for sale) less Total Liabilities (excluding interest-bearing liabilities, lease liabilities and landfill provision) and Other Reserves to be maintained above \$0

Note: *The adjusted underlying result indicator adjusts the council's revenue and operating result to exclude income which is related to capital expenditure (non-recurrent capital grants, non-monetary asset contributions, other contributions). This allows the indicator to measure the underlying operating performance of council in the ordinary course of business. To remain financially sustainable a council should generate an underlying operating surplus, as operating deficits cannot be sustained in the longer term. It is vital that this is maintained before funding projects.

Budget Process

- 4.12. The budget process to which Council must comply to is outlined in Division 2 of the Act. Council must:
- 4.12.1. Adopt a budget for each financial year and the following three years by 30 June (or other date fixed by the Minister for Local Government). The budget must give effect to the Council Plan and state the major initiatives to be undertaken and contain required disclosures for rating, financial statements and services funded;
 - 4.12.2. Be developed in accordance with Council's financial management principles and in line with its community engagement policy.

Budget Parameters

- 4.13. Council is committed to maintaining a balanced or surplus budget position that is financially sustainable in the longer term, by balancing the cash management result to \$0. As such, it will reflect the financial sustainability measures outlined in Point 4.11 above.
- 4.14. The budget will clearly differentiate between:
- 4.14.1. Council's 'base operating budget' to deliver on services;
 - 4.14.2. Staffing establishment;
 - 4.14.3. New or once off initiatives;
 - 4.14.4. Capital Works Program; and
 - 4.14.5. Transfers to reserves, including transfers to the General Reserve held to address shortfalls of unforeseen or emergency expenditure.
- 4.15. Budget Management Procedures/Guidelines that support this Policy and provide guidance in the development of the Annual Budget, are approved by the Chief Executive Officer.

Budget Principles

In order to ensure that Council remains financially sustainable, the budgeting principles will also include:

4.16. Grant funded budgets

- 4.16.1. Grant funding opportunities may be pursued where the benefits are considered to be advantageous to Council and the community, having considered the long-term financial implications and responsibilities to be carried by Council and potential undesirable cost shifting outcomes.

4.17. Operating Budget

- 4.17.1. The operating budget shall, as far as practicable, differentiate between the base and discretionary spend. In general terms employee costs are incorporated in the base spend, while new initiatives are prioritised and considered separately on their merits.

4.18. Capital Budgets

- 4.18.1. Capital budgets using Council funds, loans, capital grants and contributions will fund the Capital Works Program. This Program will differentiate expenditure required for renewal of existing assets/infrastructure that form a base level of expenditure, from upgrade/expansion projects and new major capital works.
- 4.18.2. The Capital budget will fund the Program which has been developed in line with Council's *Capital Works Policy* (C85).
- 4.18.3. Material changes to Council's adopted capital works budget are to be referred to the Quarterly Budget Reviews for consideration.
- 4.18.4. Where funds have been included for works in the approved Asset Management Plan, they may be re-prioritised for timing of delivery within an asset class.

Rating and Revenue Strategy

4.19. Council is required to adopt its Revenue and Rating Strategy every four years. The adopted Revenue and Rating Strategy will include (but not limited to):

- 4.19.1. Council's approach for setting discretionary fees and charges;
- 4.19.2. Specifying differential rates;
- 4.19.3. Grants and contributions;
- 4.19.4. Other revenue, such as sale of assets and leasing and licensing; and
- 4.19.5. Associated regulatory disclosures.

Long Term Financial Plan

4.20. Section 91 of the Act requires Council to adopt a *Financial Plan* of at least 10-years by 31 October in the year following a General Election. It must as a minimum:

- 4.20.1. be developed in accordance with Councils deliberative engagement processes;

- 4.20.2. include statements showing how Council will fund its strategic plans, including the Council Plan; and
 - 4.20.3. define and meet the determined levels of risk in accordance with the financial sustainability ratios as determined by VAGO.
- 4.21. The development of the *Financial Plan* represents the output of the following strategy areas, which when combined, produce the financial direction for Council:
- 4.21.1. Borrowing Strategy
 - 4.21.2. Revenue and Rating Strategy
 - 4.21.3. Capital works projects
 - 4.21.4. Asset management strategies
 - 4.21.5. Reserves
 - 4.21.6. Treasury Management
 - 4.21.7. Operational requirements
- 4.22. In order to maintain financial sustainability, Council will continue to critically evaluate its level of service provision and may have to make a series of difficult decisions, particularly where costs in services part funded by State and Federal Government increase by an amount greater than Council's ability to increase general revenues.
- 4.23. Council is committed to reviewing, updating and adopting the *Financial Plan* in line with the Budget each year.

Financial Reporting

- 4.24. Monthly financial reports will be provided to the Executive Leadership Team for review.
- 4.25. Quarterly Budget Report – s.97 of the Act requires the Chief Executive Officer to present a quarterly budget report to the Council at an open Council Meeting. This report must include:
- 4.25.1. Comparison of budget to actual results, including income statement and capital works statement;
 - 4.25.2. Explanation of material variations; and
 - 4.25.3. Any other matters prescribed by the Regulations.
- 4.26. Quarter Two Budget Report must contain a statement by the Chief Executive Officer if there is the need to adopt a Revised Budget. It also includes a mid-year budget review that provides the opportunity for the Council to:
- 4.26.1. Review its financial performance to date and make any adjustments to the budget due to factors which may have arisen since the time of adoption.
 - 4.26.2. The opportunity to direct any 'surplus' funds to key Council initiatives or reserves for future use or make decisions about reducing Capital or other expenditure in line with available funds.

- 4.27. Annual Report – s.98 of the Act details the requirements for the Annual Report including the Report of Operations and audited Performance and Financial Statements.
- 4.27.1. In preparing the Financial Statements, Council must also comply with the *Australian Accounting Standards* and achieve an unqualified audit opinion.
- 4.27.2. When producing these statements, Council will utilise the *Local Government Victoria's Local Government Model Financial Report* as well as adhering to the *Local Government Better Practice Guides* for the *Performance Statement* and *Report of Operations*.
- 4.27.3. Financial processes will be adjusted based on audit findings to improve efficiency and compliance.

Risk Management

- 4.28. Council will identify and manage financial risks through regular risk assessments.
- 4.29. Adequate insurance coverage will be maintained to mitigate financial risks
- 4.30. Internal audits will assess financial risks and recommend corrective actions

Community Engagement

- 4.31. The development of the *Budget, Rating and Revenue Plan* and the *Long-Term Financial Plan* will be undertaken in accordance with Council's *Community Engagement Policy (C06)* and using deliberative engagement activities where required.
- 4.31.1. These engagement activities may be undertaken and/or informed by engagement activities undertaken with the development of the *Community Vision, Council Plan* or other strategic plans developed by Council.

5. RISK ASSESSMENT

This Policy mitigates Council's risks as described below:

Reputational

- 5.1. Non-compliance with this policy subjects Council to poor financial management and the consequent negative impact this would have on the community.

Financial

- 5.2. Non-compliance with this policy may result in significant financial risk, potentially leading to Council's inability to maintain long-term financial sustainability.

Governance

- 5.3. Compliance with the Act and associated regulations assists Council to responsibly manage its finances and meet its statutory obligations.

Business Continuity

- 5.4. It is imperative that Council responsibly manages its finances in order to provide intergenerational services and facilities that are needed for the community and meet its statutory obligations now and into the future.

6. IMPLEMENTATION STATEMENT**Human Rights Charter**

6.1. This Policy has considered the Charter of Human Rights and Responsibilities Act 2006.

Gender Equality

6.2. This Policy has considered the *Gender Equality Act 2020* in its development. The policy is purely administrative in nature and does not benefit any one gender group over any other.

Roles and Responsibilities

6.3. The Manager Financial Strategy is responsible for overseeing the application of this Policy and updates as required.

7. MONITORING, EVALUATION AND REVIEW

7.1. This Policy will be reviewed and adopted by Council on a two-year cycle or as otherwise required by legislation or Council.

8. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibility Act 2006 Freedom of Information Act 1982 Gender Equality Act 2020 Local Government (Planning and Reporting) Regulations 2020 Local Government Act 1989 Local Government Act 2020
Council Supporting Documents	Financial Management Plan 2020
Related External Documents (<i>optional</i>)	Accounting Standards issued by the Australian Accounting Standards Board (AASB) Australian Taxation Office legislation, directions and regulations Better Practice Guidelines issued by Local Government Victoria

9. DEFINITIONS

Act	Refers to the <i>Local Government Act 2020 (Victoria)</i> , which provides the legislative framework for financial management, planning, and reporting by local councils.
Adjusted Underlying Result	A financial performance indicator that excludes non-recurrent capital grants, non-monetary asset contributions, and other one-off income to reflect the true operating result of Council.
Asset Plan	A long-term strategic document (10+ years) required under Section 92 of the Act, outlining how Council will manage its infrastructure and assets to meet service delivery needs.
Budget	The annual financial plan adopted by Council, including projections for the following three years, which outlines revenue, expenditure, major initiatives, and service funding.
Capital Works Program	A schedule of capital projects funded through Council resources, loans, grants, or contributions, including asset renewal, upgrades, and new infrastructure.
Council Plan	A medium-term strategic plan (4 years) required under Section 90 of the Act, setting out Council's priorities and objectives following a general election.
Financial Plan	A long-term financial strategy (minimum 10 years) required under Section 91 of the Act, detailing how Council will fund its strategic objectives and manage financial risks.

Financial Sustainability Indicators	Metrics used to assess Council's financial health and long-term viability, including ratios for surplus, working capital, self-financing, indebtedness, and borrowings.
Financial Risk	As defined in Section 101(2) of the Act, includes risks related to Council's financial viability and liabilities.
Revenue and Rating Plan	A medium-term plan (4 years) required under Section 93 of the Act, outlining Council's approach to setting rates, fees, and charges.
Treasury Management	The process of managing Council's cash, investments, borrowings, and financial risks to ensure liquidity, safety, and financial sustainability.
Underlying Surplus	A measure of Council's operating performance, indicating whether it generates sufficient revenue to cover its operating expenses without relying on one-off income.
Working Capital Ratio	A liquidity measure calculated as Current Assets divided by Current Liabilities, indicating Council's ability to meet short-term obligations.
Self-Financing Ratio	A measure of Council's capacity to fund capital investment from internal sources, calculated as Net Operating Cash Flow divided by Adjusted Underlying Revenue.
Indebtedness Ratio	A measure of Council's long-term debt burden, calculated as Non-Current Liabilities divided by Own-Sourced Revenue.
Loans and Borrowings Ratio	A measure of Council's reliance on borrowings, calculated as Total Borrowings divided by Rate Revenue.
Business Continuity	The ability of Council to maintain essential treasury and financial operations during disruptions, ensuring resilience and uninterrupted service delivery.
Safety (Financial)	The principle of preserving public funds through prudent investment and risk management practices, ensuring the protection of Council's financial assets.

10. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
Council Meeting	18 August 2021	New Policy	D7046321
Council Meeting	insert date	Revision	D7046321

11. ATTACHMENT SUMMARY

{attachment-list}

5.8. AUDIT AND RISK COMMITTEE MINUTES - 19 AUGUST 2025

Directorate:	Strategy and Integrity
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Department:	Financial Strategy
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Council Plan

Objective - Leading with Integrity

Council's risk management and governance is strengthened by effectively monitoring and reporting on the activities and advice provided by the Audit and Risk Committee.

EXECUTIVE SUMMARY

The minutes of the Audit and Risk Committee meeting held on 19 August 2025 (refer to **Attachment [5.8.1]**) are provided to Council for noting.

Audit and Risk Committee members at the meeting included:

- Ms Jen Johanson (Audit and Risk Committee Chair)
- Mr Mick Jaensch
- Ms Marilyn Kearney
- Cr Sarah Gilligan (Council member)
- Cr Steve Finlay (Council member)
- Cr John Schelling (Mayor) (Ex-officio Council Member)

RECOMMENDATION

That Council receives and notes the Audit and Risk Committee Minutes – 19 August 2025 (Attachment [5.8.1]).

REPORT

The matters considered by the Audit and Risk Committee at the 19 August 2025 meeting are contained in **Attachment [5.8.1]**.

CONSULTATION / COMMUNITY ENGAGEMENT

The Audit and Risk Committee Minutes for 19 August 2025 (**Attachment [5.8.1]**) have been presented to the Audit and Risk Committee for feedback and were formally accepted by the Audit and Risk Committee at the 2 December 2025 Meeting.

RESOURCES / FINANCIAL VIABILITY

Budget allowances for Council's three Independent Audit and Risk Committee Members' attendance fees are included within Council's current and forward budgets.

RISKS

Council must establish an Audit and Risk Committee under s.53 of the *Local Government Act 2020*. The Committee supports Council in discharging its oversight responsibilities as set out in the Audit and Risk Committee Charter, including risk management.

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

1. Audit and Risk Committee Meeting 19 August 2025 - Final Minutes [5.8.1 - 15 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](#).

Audit and Risk Committee Charter (C08)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL

Audit & Risk Committee

19 August 2025
Meeting Minutes



Audit & Risk Committee Meeting - 19 August 2025

AUDIT & RISK COMMITTEE

Committee will provide advice and recommendations to the Council, contributing to a systematic and disciplined approach to evaluating and improving the effectiveness of financial management, risk management, internal controls and governance processes within Council. This includes oversight responsibilities of monitoring, reviewing, endorsing and advising related to:

- Financial and Performance Reporting
- Strategic Risk Management
- Fraud prevention systems and control
- Maintenance of a sound internal control environment

Reviewing Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

Ensuring that Council's policies and procedures comply with the overarching Governance Principles, the Local Government Act and regulations and any Ministerial Directions.

Audit & Risk Committee Confidentiality

Closed Information – not in public interest to be released

The Chief Executive Officer designates Audit & Risk Committee Minutes, Agendas and associated documents (attachments) as 'internal working documents – not to be released without prior Executive approval' in accordance with Council's *Public Transparency Policy (C75)* and is classified as closed (or confidential) information.

The grounds for designation have been made as the information is in draft form and may cause unnecessary confusion if released prior to any formal decision made, or provided by third party suppliers that have contractual rights associated with the information.

Open (Public) Information – not confidential

The Chief Executive Officer designates that the following agenda items and related documents and associated attachments as open (public) information and are not confidential.

Agenda Items:

- Nil

Minutes of the Previous Meeting

The Chief Executive Officer designates that the Minutes of this 19 August 2025 Meeting are confidential information until these Minutes are made public in the Agenda of the next Council Meeting, which is anticipated to be 17 September 2025.



Allison Jones,
Chief Executive Officer

AUDIT & RISK COMMITTEE AGENDA

Date Time	19 August 2025	Location	Meeting Room 1 Council Chambers & via Video Conference
	9:00 AM		

Attendees	<p>Ms Jen Johanson (Audit and Risk Committee Chair) Mr Mick Jaensch Ms Marilyn Kearney Cr Sarah Gilligan Cr Steve Finlay</p>
Ex-officio Member	Cr John Schelling (Mayor)
Support Staff	Allison Jones, Chief Executive Officer, Michelle Jorgensen, Director Performance & Innovation; Tony Peterson, Director Sustainable Infrastructure; Lucas Gardiner, Director Future Communities; Christian Stefani, Director Strategy & Partnerships; Taryn Macfarlane, Manager Financial Strategy; Rhys Matulis, Manager Governance and Integrity; Simon Dean, Manger Digital and Technology; Vera Burns, Procurement & Assurance Coordinator; Lynn Behmer, Assurance & Compliance Officer; Kate Reiske, Manager Infrastructure Planning; Ray Farr, Coordinator Technology Operations
Internal Audit	Crowe Australasia: Andrew Zavitsanos, Cass Pelino, Linda Cooper
External Audit	Victorian Auditor General's Office: Chris Wong, Audit Manager, Local Government; Travis Derricott, Sector Director
Disclosure of Interest	All officers involved in the preparation of these reports in the Audit and Risk Committee Agenda have considered and determined that they do not have a conflict of interest in the matter.

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ALLISON JONES

Chief Executive Officer

1. IN CAMERA - CONFIDENTIAL AUDIT & RISK REPORTS

1.1. IN CAMERA COMMITTEE ONLY

In-Camera Committee attendance

1.2. IN CAMERA COMMITTEE WITH CEO

In-Camera Committee and Chief Executive Officer attendance

1.3. IN CAMERA INTERNAL AND EXTERNAL AUDITORS

In-Camera Committee attendance and external auditors

2. PRELIMINARY MATTERS

2.1. WELCOME

Please ensure mobile phones are set to 'silent' during the Meeting.

2.2. ACKNOWLEDGEMENT 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.

2.3. ATTENDEES

Attendees	As noted above with the exception of the apologies at 2.4
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2.4. APOLOGIES

Apologies	Andrew Zavitsanos - Crowe Australasia Travis Derricott, Sector Director Victorian Auditor General's Office
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2.5. DECLARATION OF CONFLICTS OF INTEREST OR DUTIESMs. Jen Johanson

- Independent Member – Audit and Risk Management Committee – IBAC
- Chair - Audit and Risk Committee - Hume City Council
- Chair - Audit and Risk Committee - Brimbank City Council
- Chair - Audit & Risk Committee - City of Melbourne
- Chair - Finance Risk and Audit Committee - Education Services Australia
- Board Member – Education Services Australia
- Board Member – Generation Life Limited
- Board Member – Bank First
- Chair – Audit Committee – Bank First

Mr. Mick Jaensch

- Director – MIK2 Consulting Services
- Independent Member – Audit and Risk Committee – Bayside City Council
- Independent Member – Audit and Risk Committee – City of Greater Geelong
- Independent Member – Audit and Risk Committee – Brimbank City Council
- Independent Member – Audit and Risk Committee – Knox City Council
- Consulting – South Gippsland Shire Council – Financial Sustainability Review

Ms. Marilyn Kearney

- Chair & Independent Member – Audit and Risk Committee – Maribyrnong City Council
- Independent Member – Audit and Risk Committee – Merri Bek City Council
- Independent Member – Audit and Risk Committee – Mitchell Shire Council
- Independent Member – CEO Employment & Remuneration Committee – Murrindindi Shire Council
- Independent Member – Finance Audit and Risk Committee – Calisthenics Victoria
- Chair & Independent Member – Audit and Risk Committee – Horsham Rural City Council
- Chair & Independent Member – Audit and Risk Committee – Banyule City Council
- Co-Chair – Moonah House, Women’s Community Shelters MPS – Mornington Peninsula
- Governance and Grants Officer – Chirnside Park FNC

2.6. CONFIRMATION AND ACTIONS ARISING FROM PREVIOUS MINUTES

Discussion:

The Committee noted that the Minutes of the 11 March 2025 Audit and Risk Committee meeting were reported to Council at the 20 August 2025 Council meeting.

The Committee endorsed the Minutes of the Audit and Risk Committee meeting held 17 June 2025.

The Committee noted the progress on the Audit and Risk Committee Action Items.

Actions:

Nil

Moved: Mick Jaensch

Seconded: Cr. Sarah Gilligan

3. AUDIT REPORTS

3.1. REVIEW INTERNAL AUDIT REPORTS

Discussion:

Crowe provided the Committee with an overview of the Asset Management Internal Audit Report, outlining the scope of the audit and the controls that management have in place.

The Committee noted the report.

Actions:

Management will provide a report once the Conquest 4 upgrade is complete, and an assessment of its capability and reporting conducted to ascertain the suitability of moving from Brightly software to Conquest for valuation purposes.

Moved: Marilyn Kearney

Seconded: Cr. Steve Finlay

3.2. INTERNAL AUDIT OPEN ACTION ITEMS

Discussion:

The Committee noted the Internal Audit Open Action Items report

Actions:

Nil

Moved: Cr. Sarah Gilligan

Seconded: Mick Jaensch

3.3. VAGO STATUS REPORT

The Committee received and noted the VAGO Status Report.

Actions:

VAGO to advise the Committee the release date of the Financial Performance of Local Councils out of session.

Management to provide a report at the December 2025 Audit and Risk Committee meeting on Council's response to this audit.

Moved: Cr. Steve Finlay

Seconded: Marilyn Kearney

3.4. EXTERNAL AUDIT REPORT - CLOSING REPORT, MANAGEMENT LETTER

Discussion:

VAGO provided the Committee with a summary of the completed audit, commending management on the high standard of its Financial and Performance Statements.

VAGO advised the final audit opinion will be issued once the certified copy is received.

Actions:

Nil

Moved: Marilyn Kearney

Seconded: Mick Jaensch

4. FINANCIAL AND PERFORMANCE REPORTS

4.1. ANNUAL 2024/25 FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT

Discussion:

Management introduced the report that outlines the strategies and future focus for financial stability.

The Committee thanked management for the quality of the report and responses to their questions, recognising the achievement of the organisation's results.

The Committee considered both documents to be complete and recommended in principle approval of the financial report and performance statement.

Actions:

Nil

Moved: Cr. Steve Finlay

Seconded: Marilyn Kearney

4.2. ASSET VALUATIONS REPORT - AFTER BALANCE DATE REVIEW

Discussion:

Management introduced the report and discussed the valuation methodology with the Committee.

The Committee noted the Report.

Actions:

Nil

Moved: Cr. Sarah Gilligan

Seconded: Cr. Steve Finlay

5. GOVERNANCE AND COMPLIANCE REPORTS

5.1. COMPLIANCE REPORT

Discussion:

Management introduced the report and requested feedback from the Committee on the format for future reporting.

The Committee noted the Compliance Report.

Actions:

The Committee will provide an example of best practice compliance reporting out of session.

Moved: Mick Jaensch

Seconded: Marilyn Kearney

6. RISK REPORTS

6.1. QUARTERLY RISK MANAGEMENT REPORT

Discussion:

Management introduced the report and summarised the continuing work being undertaken to continue to mature the risk culture throughout the organisation.

The Committee remarked on the quality of the report and the clear information provided.

The Committee noted the report.

Actions:

Management to incorporate insights from the Risk Team into the introductory overview section of future quarterly risk management reports.

Moved: Cr. Sarah Gilligan

Seconded: Cr. Steve Finlay

6.2. FRAUD AND CORRUPTION REPORT (AS REQUIRED)

Discussion:

The Committee noted the Fraud and Corruption report.

Actions:

Nil

Moved: Cr. Steve Finlay

Seconded: Cr. Sarah Gilligan

6.3. INSURANCE CLAIMS & UPDATE REPORT (INCLUDING PREMIUMS)

Discussion:

The Committee noted the Insurance Claims & Update report.

Actions:

Nil

Moved: Mick Jaensch

Seconded: Cr. Sarah Gilligan

6.4. CYBER SECURITY REPORT (INCLUDING PROGRESS TOWARDS ESSENTIAL 8)

Discussion:

Management introduced the report, expanding on the progression of items from the last report.

The Committee thanked management for the comprehensive information provided.

The Committee noted the report.

Actions:

Management to include the results of phishing testing with trending, in future cyber security reports.

Management to monitor and document Audit and Risk Committee and Internal Audit comments that highlight reliance on budget allocations, and ensure these insights are considered in future budget planning processes.

Moved: Marilyn Kearney

Seconded: Cr. Steve Finlay

6.5. POLICY REVIEWS (OR CIRCULATED OUT OF SESSION)

Discussion:

Taken as read by the Committee.

Actions:

Nil

Moved: Mick Jaensch

Seconded: Marilyn Kearney

7. GENERAL BUSINESS AND COMMITTEE REPORTS

7.1. DIRECTORATE REPORT - OFFICE OF THE CEO

Discussion:

The Chief Executive Officer provided a report to the Committee, outlining the current and emerging risks, concerns and mitigating strategies in an increasingly complex sector.

The Committee thanked the Chief Executive Office for the comprehensive report and insights, recognising the sector leading work being undertaken by management.

Actions:

Nil

Moved: Marilyn Kearney

Seconded: Mick Jaensch

7.2. ARC WORK PLAN

Discussion:

The Committee noted the report.

Actions:

Management to table the Social Media policy at an upcoming Audit and Risk Committee meeting.

Moved: Cr. Sarah Gilligan

Seconded: Mick Jaensch

7.3. REVIEW AUDIT AND RISK COMMITTEE MEETING PERFORMANCE

Discussion:

The Committee Chair requested feedback from Committee members and management for any thoughts on improvement for future meetings.

Actions:

The Committee Chair to review the current process for Questions on Notice.

Moved: Cr. Steve Finlay

Seconded: Marilyn Kearney

8. OTHER BUSINESS

Other Business items for discussion

9. MEETING CLOSED

The meeting closed at 11:17am

NEXT MEETING

The next Audit & Risk Committee Meeting is scheduled to be held on 2 December 2025.

5.9. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - FEBRUARY 2026

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 [5.9.1]**) to include adding new provisions from legislative changes made to the *Planning and Environment Act 1987* by the *Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025*, which commenced on 25 November 2025.

This update also includes realignment of key positions in the Building and Planning Department.

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 [5.9.1]):

- 1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (Attachment [5.9.1]) 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 [5.9.1]), to come into force immediately upon signing;**
- 3. Upon this Instrument of Delegation (Attachment [5.9.1]) 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 [5.9.1]) 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 S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.9.1]**) has been updated in response to changes to Council's powers and functions which may be delegated under s.188 due to the recent changes of the *Planning and Environment Act 1987* and the *Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025*. These changes include the following:

Planning and Environment Act 1987 - New Council Powers

The amendments to the Act include a revised mechanism in relation to preparing amendments to the planning scheme, which will generally require authorisation from the Minister as set out in the new Division 1AA of Part 3 (ss 16A–16N).

Other changes relevant to Councils relate to the abandoning of amendments, and the ability of the Minister to continue with the amendment despite the abandonment.

Planning and Environment Act 1987 - Repealed Council powers

Some provisions of the Act have been repealed which previously set out delegable powers and functions of Council, namely in ss 8A and 8B. Those powers have largely been replaced by the new powers in Division 1AA of Part 3.

Other Changes

Changes to the S6 Instrument of Delegation, Council to Members of Council staff also include

- Updating the Conditions and Limitations for the Planning Liaison Officer in line with the Statutory Planning provisions of a Senior Statutory Planning Officer.

It is a requirement under the Act that Council endorse the updated S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.9.1]**) by resolution of Council.

The current version of the Instrument of Delegation has been in place since 26 November 2025 and will be revoked as per Part 3 of the above recommendation.

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. Instrument of Delegation - S6 Council to Members of Staff - February 2026
[5.9.1 - 237 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*

INSTRUMENT OF DELEGATION

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

18 FEBRUARY 2026

South Gippsland Shire Council

Preamble

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 18 February 2026; 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
Coordinator Procurement and Assurance (CR&P)	Coordinator Procurement and Assurance
Coordinator Property (CP)	Coordinator Property

South Gippsland Shire Council

Abbreviation	Position
Coordinator Statutory Planning (Stat Plan Coord)	Coordinator Statutory Planning
Coordinator Strategic Planning (Strat Plan Coord)	Coordinator Strategic Planning
Environment Health Technical Officer	Environment Health Technical Officer
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
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

South Gippsland Shire Council

Abbreviation	Position
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
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

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)	
r 12(4) & (5)	Duty to issue certificate 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 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)	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	
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)	

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 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)	
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)	

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 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

South Gippsland Shire Council

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),	If s 19(1) applies

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
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 s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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))
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

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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.

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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),	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)	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
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),	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 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), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority
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	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
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
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	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY)	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), Manager Community Health and Safety (MCHSAFETY)	Where Council is the registration authority
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	Where Council is the registration authority

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
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),	

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety (MCHSafety)	
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
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),	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 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 prosecution, without proceedings first being instituted against the person first charged	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	Where Council is the registration authority

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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

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	

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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 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 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 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 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 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 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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Note: The notice must contain prescribed information, and reasons if it is a refusal.		
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	Does not apply in relation to an application for the preparation of an amendment that will apply

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Note: see also section 16K.		to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), 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),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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	Where Council is a planning authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	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)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	
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 23A(2)	Power to: - change the amendment in the manner requested;	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	Where Council is the planning authority.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	- not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.		After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
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), 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 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)	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	Note: the power to make a decision to abandon an amendment cannot be delegated

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	considered, and a statement of reasons for the decision	Plan Coord), Executive Director EC, Planning Officer (Plan Off), Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 46G1(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	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 other appropriate unit of measurement) of the inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Chief Executive Officer (CEO), 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 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 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	Chief Executive Officer (CEO), 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 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
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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Planning and Building Services (MPBS)	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
			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 infrastructure contributions plan to that development agency	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	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
		Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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
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	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Officer (Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	<p>required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
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)	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZA(1)	Duty to keep proper and separate accounts and records	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
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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),	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
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
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
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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	Where Council is the collection 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
		Planning and Building Services (MPBS)	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
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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Planning and Building Services (MPBS)	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	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),	

South Gippsland Shire Council

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

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), 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), 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 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), 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),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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), Executive Director EC, Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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)	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	behalf of development agency or plan preparation costs incurred by a development agency	(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 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(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 Statutory Planning	

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord)	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, 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 Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Subdivision Officer (SUB)	

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 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 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 Planning Officer (Stat Plan Off), Senior Statutory Planning	

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	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 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), 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)	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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), 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 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 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)	
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),	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 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)	<p>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:</p> <p>a) Five or more objection to the grant of the permit are received by Council, or</p> <p>b) In the Chief Executive Officers opinion, the permit application raises significant issues of Council policy or public interest.</p>
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	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <p>In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must</p>

South Gippsland Shire Council

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

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 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),	

South Gippsland Shire Council

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

South Gippsland Shire Council

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 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	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 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 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 Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory 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 (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), Principal Planner (PPL), Subdivision Officer (SUB)	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
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), Planning Officer (Plan Off), Statutory Planning Officer (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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	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
		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(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),	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
		Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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),	

South Gippsland Shire Council

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

South Gippsland Shire Council

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 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 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	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 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 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 Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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(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), Principal Planner (PPL), Subdivision Officer (SUB)	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
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 Planning Officer (Stat Plan Off), Senior Statutory Planning	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	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 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)	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2)	Duty to comply with the directions of VCAT	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(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	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	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 Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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), 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 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 Planning Officer (Stat Plan Off), Senior Statutory Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA), 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), 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)	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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

South Gippsland Shire Council

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

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), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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),	

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)	
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 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 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), 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), 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.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), 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	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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), 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 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)	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Executive Director IS, Executive Director EC	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 (B&PEO), Planning Officer (Plan Off), Statutory	

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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), 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	

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

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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 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	Where Council is the relevant planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
s 158F	Power to make submissions in response to a directions panel	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB)	
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)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 land is required to be provided to Council under s 46GV(4)	Chief Executive Officer (CEO)	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 <hr/> Chief Executive Officer
	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	Coordinator Building and Planning Compliance (B&PCC), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	be done without the consent of Council or Responsible Authority	(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)	
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)	

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	been given or until an application for review to the Tribunal has been determined or withdrawn	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), 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 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 (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 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 Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Building and Planning Compliance (B&PCC), Senior	

South Gippsland Shire Council

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

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(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 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), 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	

South Gippsland Shire Council

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

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), 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	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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)	
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	

South Gippsland Shire Council

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

South Gippsland Shire Council

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

South Gippsland Shire Council

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

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 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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 (B&PEO), 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), 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),	

South Gippsland Shire Council

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

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)

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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)	

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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)	

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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

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	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 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)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 85	Function of receiving report from authorised officer	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community 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

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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.

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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

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

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Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

5.10. SUMMARY OF STRATEGIC BRIEFINGS - 13 NOVEMBER 2025 - 12 JANUARY 2026

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 November 2025 - 12 January 2026.

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 November 2025 - 12 January 2026.

REPORT

Meeting Title	Details
Wednesday 19 November 2025	
Property Discussion	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach Conflict of Interest: Nil</p>
Quarter 1 - Organisational and Financial Performance Report - July 2025 to September 2025	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach Conflict of Interest: Nil</p>

Meeting Title	Details
2025/26 Community Grants Program - Round 1	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach Conflict of Interest: Nil</p>
Wednesday 26 November 2025	
Coal Creek Community Park and Museum Conversation	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach, Clare Williams Conflict of Interest: Nil</p>
Youth Strategy 2025-2031 - Draft for Community Engagement - External in attendance	<p>Councillor Attending Sarah Gilligan, Brad Snell, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach, Clare Williams, John Schelling Conflict of Interest: Nil</p>
Wednesday 3 December 2025	
Community Presentation - Mirboo North	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy and Scott Rae</p> <p>Apology: Bron Beach, Steve Finlay Conflict of Interest: Nil</p>
Planning – Monthly Briefing	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy and Scott Rae</p> <p>Apology: Bron Beach, Steve Finlay Conflict of Interest: Nil</p>

Meeting Title	Details
Workshop 1 - Integrated Planning 2026/27 Budget/Council Plan	<p>Councillor Attending John Schelling, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy and Scott Rae</p> <p>Apology: Bron Beach, Steve Finlay, Sarah Gilligan Conflict of Interest: Nil</p>
Workshop 3 - Sustainable Building Asset Management Strategy	<p>Councillor Attending John Schelling, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy and Scott Rae</p> <p>Apology: Bron Beach, Steve Finlay, Sarah Gilligan Conflict of Interest: Nil</p>
Wastewater Discussion	<p>Councillor Attending John Schelling, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy and Scott Rae</p> <p>Apology: Bron Beach, Steve Finlay, Sarah Gilligan Conflict of Interest: Nil</p>
Wednesday 10 December 2025	
Leongatha Library Options	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach Conflict of Interest: Nil</p>
Planning Scheme Review Workshop	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Bron Beach Conflict of Interest: Nil</p>

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

5.11. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 NOVEMBER 2025 - 12 JANUARY 2026

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 November 2025 - 12 January 2026. Council's *Procurement Policy (C32)*, *General Local Law 2024* and *Planning and Environment Act 1987* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

- Documents sealed;
- Contracts awarded by Council after a public tender process;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contract variations approved by the CEO above contingency.

RECOMMENDATION

That Council receives and notes this report, Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 November 2025 - 12 January 2026 those being:

1. **Documents Sealed:**
 - a. **Section 173 Agreement between South Gippsland Shire Council and the owner of 25 Park Avenue, Sandy Point for the development of the subject land and a reduction in car parking. Seal applied 26 November 2025.**
 - b. **Section 173 Agreement between South Gippsland Shire Council and the owner of 379 Lang Lang-Poowong Road, Nyora for the subdivision of the subject land in stages, creation of easements, removal of**

**native vegetation and creation of access to a Road in a Road Zone.
Seal applied 28 November 2025.**

- c. Section 173 Agreement between South Gippsland Shire Council and the owner of 170 Kerrs Road, Fish Creek for a two-lot subdivision.
Seal applied 5 December 2025.**
- 2. Contracts awarded by Council after a public tender process:**
 - a. CON/445 for the Glass and Mixed Recycling Processing Service awarded to Cleanaway Pty Ltd on a Schedule of Rates basis; and**
 - b. CON/424 for the Construction of Korumburra Tennis Clubrooms awarded to TS Constructions Pty Ltd for a Lump Sum of \$1,421,100, excluding GST.**
- 3. Contracts awarded after a public tender process within the CEO's delegation:**
 - a. CON/453 for the Provision of Annual Road Resealing Program 2025/26 awarded to Primal Surfacing Pty Ltd on a Schedule of Rates basis;**
 - b. CON/451 for the Bridge Repairs at Markley's Road, Mirboo North, awarded to Jarvis Norwood Constructions Pty Ltd for a Lump Sum of \$261,820.00 excluding GST;**
 - c. CON/444-A for the Panel of Suppliers for Quarry Products awarded to Holcim (Australia) Pty Ltd on a Schedule of Rates basis;**
 - d. CON/430 for the Port Welshpool Seawall Repairs awarded to Inta Plumbing Services Pty Ltd for a Lump Sum of \$192,791.99, excluding GST; and**
 - e. CON/457 for the Sealed Road Rehabilitation Program 25/26 awarded to Sure Constructions (Vic) Pty Ltd for Lump Sum of \$1,553,019.05, excluding GST.**
- 4. Contract variations approved by the CEO above contingency:**
 - a. CON/372 for the provision of Environmental Auditing, GITA and Third Party CQA Services – Cell 5 Koonwarra (Stage 1). A contract Variation of \$107,320, excluding GST, has been approved; and**
 - b. CON/403 for the Leongatha Memorial Hall Precinct Feasibility Study. A Contract Variation of \$11,620.24 has been approved.**

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 November 2025 - 12 January 2026.

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.

In accordance with the Instrument of Delegation and *Planning and Environment Act 1987*, the following are presented to Council as documents sealed during the period from 13 November 2025 - 12 January 2026.

1. Section 173 Agreement between South Gippsland Shire Council and the owner of 25 Park Avenue, Sandy Point for the development of the subject land and a reduction in car parking. Seal applied 26 November 2025.
2. Section 173 Agreement between South Gippsland Shire Council and the owner of 379 Lang Lang-Poowong Road, Nyora for the subdivision of the subject land in stages, creation of easements, removal of native vegetation and creation of access to a Road in a Road Zone. Seal applied 28 November 2025.
3. Section 173 Agreement between South Gippsland Shire Council and the owner of 170 Kerrs Road, Fish Creek for a two-lot subdivision. Seal applied 5 December 2025.

Contracts Awarded, Varied or Extended

In accordance with Council's Procurement Policy, where contracts are awarded after public tender, they are to be reported publicly. Where contracts above the

CEO's delegation are varied or extended, they are required to be reported to the next practicable Council Meeting.

4. Contracts awarded by Council after a public tender process:
 - a. CON/445 for the Glass and Mixed Recycling Processing Service awarded to Cleanaway Pty Ltd on a Schedule of Rates basis; and
 - b. CON/424 for the Construction of Korumburra Tennis Clubrooms awarded to TS Constructions Pty Ltd for a Lump Sum of \$1,421,100, excluding GST.
5. Contracts awarded after a public tender process within the CEO's delegation:
 - a. CON/453 for the Provision of Annual Road Resealing Program 2025/26 awarded to Primal Surfacing Pty Ltd on a Schedule of Rates basis;
 - b. CON/451 for the Bridge Repairs at Markley's Road, Mirboo North, awarded to Jarvis Norwood Constructions Pty Ltd for a Lump Sum of \$261,820.00 excluding GST;
 - c. CON/444-A for the Panel of Suppliers for Quarry Products awarded to Holcim (Australia) Pty Ltd on a Schedule of Rates basis;
 - d. CON/430 for the Port Welshpool Seawall Repairs awarded to Inta Plumbing Services Pty Ltd for a Lump Sum of \$192,791.99, excluding GST; and
 - e. CON/457 for the Sealed Road Rehabilitation Program 25/26 awarded to Sure Constructions (Vic) Pty Ltd for a Lump Sum of \$1,553,019.05, excluding GST.
6. Contract variations approved by the CEO above contingency:
 - a. CON/372 for the provision of Environmental Auditing, GITA and Third Party CQA Services – Cell 5 Koonwarra (Stage 1). A contract Variation of \$107,320, excluding GST, has been approved; and
 - b. CON/403 for the Leongatha Memorial Hall Precinct Feasibility Study. A Contract Variation of \$11,620.24 has been approved.

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.

ATTACHMENTSATTACHMENTS

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. COUNCILLOR REPORTS

6.2. REQUESTS FOR LEAVE OF ABSENCE

6.3. 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, 18 March 2026 commencing at 2:00pm in the Council Chambers, Leongatha.